



NATIONAL SCIENCE FOUNDATION  
OFFICE OF INSPECTOR GENERAL  
OFFICE OF INVESTIGATIONS

## CLOSEOUT MEMORANDUM

Case Number: I-03-05-0016

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An internal review of the Government Travel Credit Card Program by the National Science Foundation (NSF) Office of Inspector General (OIG) revealed the possibility of unauthorized use of the government travel credit card.

A review of the subject employee's <sup>1</sup> travel credit card statement transaction reports reflected multiple cash withdrawals and other charges which did not appear to be associated with official government travel.

NSF/OIG referred this case to the United States Attorney's Office, Eastern District of Virginia who declined prosecution in lieu of agency administrative action.

OIG's referral to NSF resulted in the subject employee receiving a suspension from duty and pay. The decision for suspension is attached and constitutes part of this closeout document.

Accordingly, this case is closed

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<sup>1</sup> Footnote Redacted



# National Science Foundation

4201 Wilson Boulevard, Arlington, Virginia 22230

## Memorandum

DATE: [REDACTED]  
TO: [REDACTED]  
FROM: [REDACTED]  
SUBJECT: Decision on Proposed Suspension

By memorandum dated [REDACTED], [REDACTED] proposed your suspension from duty and pay from your position as [REDACTED], for five (5) calendar days because of your misuse of the Government Travel Credit Card.

You were given the right to reply orally and in writing and to present affidavits or other documentary evidence in support of your response [REDACTED]; you requested and were granted an extension to the 14-day period in which to respond until [REDACTED]. You submitted a written reply dated [REDACTED] and made an oral reply on [REDACTED]. [REDACTED] you submitted an addendum to your reply with an e-mail statement [REDACTED].

I have given much thought and consideration to your response and the file supporting the proposed action. In both your oral and written responses, you did not refute the charge, but explained that your medical treatments during that time led you to use your government travel card in order to cover the debt. You apologized and acknowledged that it was a mistake in judgment. As an alternative to the proposed action, you asked that I consider having you volunteer at a local literacy council tutoring adults in basic reading and writing as a way of rectifying your mistake. You stated that the commitment of time and effort would be equal to or greater than the 40 hours lost under a suspension action. In her statement, [REDACTED] said she has been helping you cope with the trauma and symptoms you have been experiencing over several years. She stated that you and she have made a great deal of significant progress, and asked that your personal circumstances and hardship be considered when deciding the outcome.

Based on the facts of this case, I have determined that the evidence presented in the file fully supports the charge. After considering your responses and the evidence, I do not believe an alternative penalty would be appropriate in this case, and I've determined that suspension is warranted in order to promote the efficiency of the Federal service.

In reaching this decision, I considered the factors [REDACTED] set forth in her proposal letter such as the nature and level of your position, the nature and seriousness of your misconduct, and its impact on our office effectiveness. This type of misconduct is serious and reflects poorly on the office and the Foundation. [REDACTED], you are a member of one of NSF's most visible offices with daily contact to the tax-paying public. Accordingly, you are expected to exhibit the highest level of professionalism. Your

demonstrated lack of judgment in this matter has impacted my confidence in your role as steward of the public trust.

I also considered that you were clearly on notice that misusing your government travel card was unacceptable and could result in disciplinary action. I find it significant that despite the number of times you were officially notified and warned, you continued to misuse your government travel card.

I also considered the personal difficulties you shared in your oral and written responses, and the statement sent by [REDACTED]. I feel sympathy for what you have faced and commend the progress you have made with [REDACTED] in overcoming these experiences. I encourage you to continue this movement forward. I do note that [REDACTED] also considered these hardships on your behalf when she proposed a more lenient penalty than what the violations could have supported. I believe I reach an appropriate balance in upholding the 5-day suspension as a fair penalty in this matter.

**Therefore, you will be suspended from duty and pay for a period of five (5) consecutive calendar days, effective [REDACTED] through [REDACTED], both dates inclusive. You will continue to be in active duty status until that time. You are expected to return to duty on [REDACTED]. I remind you that during the period of your suspension, you are not to perform work for the National Science Foundation.**

Please understand that further repetition of this or any other type of misconduct going forward may result in more severe disciplinary action, up to and including your removal from the Federal service.

You have the right to grieve this action under the provisions of the negotiated grievance procedure described in Article XVI of the Collective Bargaining Agreement between Local 3403, AFGE, AFL-CIO, and the National Science Foundation, a copy of which is attached. You may present a grievance at any time after receipt of this memorandum, but not later than twenty-five (25) calendar days after receipt. Your grievance under this procedure must begin as an informal grievance and may be presented either orally or in writing.

If you have any questions about this decision or do not understand the reasons given, please contact me immediately. If you have any questions regarding your rights or the procedures used in this matter, you may contact [REDACTED] at [REDACTED]

Attachment

[REDACTED]  
Acknowledgement of Receipt

[REDACTED]  
Date