



NATIONAL SCIENCE FOUNDATION  
OFFICE OF INSPECTOR GENERAL  
OFFICE OF INVESTIGATIONS

## CLOSEOUT MEMORANDUM

Case Number: I03090038

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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 card.

A review of the subject employee's <sup>1</sup> travel card statement transaction reports, during the period 3/26/02 through 7/09/02, reflected multiple cash withdrawals in excess of \$ 4,000 dollars. The employee advised that she always paid the monthly bill.

During OIG's interview of the subject employee, she acknowledged unauthorized use of the travel card, stating that she made the cash with draws to purchase personal items, to include food and clothing for her children.

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 counseling from her supervisor. The subject employee was also directed to complete the Division of Financial Management's (DFM) on line training module and provide highlights of the training to her supervisor and work with her supervisor in coordinating use of the training to the rest of the staff. The official record of counseling 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  
MEMORANDUM  
DIRECTORATE FOR [REDACTED]  
DIVISION OF [REDACTED]  
Arlington, VA 22230

Date: [REDACTED]

To: [REDACTED]

From: [REDACTED]

Re: Confirmation of Counseling

This correspondence is to confirm our conversation of [REDACTED] in which [REDACTED] and I discussed with you your misuse of your Government Travel Credit Card after it was brought to our attention through a report from the Office of Inspector General (OIG), National Science Foundation (NSF).

[REDACTED] the OIG issued the results of their investigation into Government Travel Credit Card delinquency and misuse. In it, a detailed review was conducted on the activity of your account. The review showed multiple and frequent ATM withdrawals, and other charges to your travel card made during times when you were not on official travel. Therefore, your use of the card on these occasions was unauthorized. As we discussed, the government travel card is only for appropriate business use while on official travel. As representatives of the NSF, we are responsible for using the Government Credit Card in an authorized and appropriate manner.

Upon consideration of this matter, I believe it would be beneficial for you to complete the Division of Financial Management's (DFM) on-line training module, found at DFM's intranet site: <http://www.inside.nsf.gov/travel/travelcard.htm>. I would like for you to provide highlights of this training and work with me in coordinating its use by the rest of the staff.

[REDACTED] you are a valued member of our staff, and your contributions make a difference. I am issuing this memo to confirm that we had a discussion on this matter, and that I am satisfied with its outcome. I do not believe any further action to be necessary. This document will not be filed in your Official Personnel Folder, as it is considered to be an informal memorandum.