



NATIONAL SCIENCE FOUNDATION  
OFFICE OF INSPECTOR GENERAL  
OFFICE OF INVESTIGATIONS

## CLOSEOUT MEMORANDUM

Case Number: I03090040

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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 02/28/02 through 12/12/02 reflected multiple cash withdrawals totaling in excess of \$ 3,000 dollars.

During OIG's interview of the subject employee, she acknowledged unauthorized use of the travel card, stating that when she made the transactions she did not feel she was violating any rules. She advised that she thought that because the card was issued to her and she paid the bills she could make and repay the withdrawals.

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 re-advised of the appropriate use of the government credit card, and the seriousness of not adhering to NSF policy, and the travel credit card Agreement the employee signed when issued the card. 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

MEMORANDUM

DATE: [REDACTED]

TO: [REDACTED]

FROM: [REDACTED]

SUBJECT: Confirmation of Counseling

This correspondence is to confirm our conversation in which we discussed your misuse of your Government Travel Credit Card.

On [REDACTED], the Office of the Inspector General (OIG), National Science Foundation (NSF) 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 ATM withdrawals, 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.

From our conversation on this matter, I am confident that you now fully understand the appropriate use of the Government Travel Credit Card, and the seriousness of not adhering to NSF policy, and the Travel Credit Card Agreement you signed when you were issued your card. 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. However, please understand that as a journey-level Administrative Manager, it is vital for you to be aware of the regulations that govern administrative functions. This document will not be filed in your Official Personnel Folder, as it is considered to be an informal memorandum.