



NATIONAL SCIENCE FOUNDATION  
OFFICE OF INSPECTOR GENERAL  
OFFICE OF INVESTIGATIONS

## CLOSEOUT MEMORANDUM

Case Number: I03090041

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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 2002 and 2003, reflected multiple cash withdrawals totaling in excess of \$1,500 dollars. The employee advised that all advances were paid at the next billing cycle.

During OIG's interview of the subject employee, she acknowledged unauthorized use of the travel card, stating that she made the cash withdrawals to pay personal expenses, to include emergency car repairs.

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 an Official Reprimand, which will be placed in the employee's Official Personnel Folder for a period not to exceed three years. In the letter of Official Reprimand, NSF's deciding official characterized the subject employee's sworn statement to the OIG as unpersuasive and conveying a dismissive tone that lacked regret for the inappropriate actions. The official reprimand 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: Official Reprimand

This purpose of this memorandum is to issue an official reprimand for your misuse of the Government Travel Credit Card. The specifics and details of this misconduct are described below.

[REDACTED], the Office of the Inspector General (OIG) issued the results of their investigation into Government Travel Credit Card misuse. In it, a detailed review was conducted on the activity of your account. The review showed multiple ATM withdrawals, and a charge 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. The government travel card is only for appropriate business use while on official travel. The cash withdrawals and charges, totaling \$1,587.81, are detailed below:

05/25/02	\$200.00 \$3.80	ATM cash withdrawal ATM cash advance fee
5/28/02	\$26.95	Mail Boxes Etc.
5/31/02	\$200.00 \$3.80	ATM cash withdrawal ATM cash advance fee
08/05/02	\$200.00 \$3.80	ATM cash withdrawal ATM cash advance fee
08/16/02	\$200.00 \$3.80	ATM cash withdrawal ATM cash advance fee
08/23/02	\$201.75 \$3.84	ATM cash withdrawal ATM cash advance fee
12/23/02	\$200.00 \$3.80	ATM cash withdrawal ATM cash advance fee
03/06/03	\$100.00 \$1.90	ATM cash withdrawal ATM cash advance fee
05/28/03	\$130.00 \$2.47	ATM cash withdrawal ATM cash advance fee

[REDACTED] \$100.00 ATM cash withdrawal  
\$1.90 ATM cash advance fee

[REDACTED], you submitted an affidavit to the OIG in which you stated that you obtained cash advances with the card to cover expenses related to in-town site visits and attendance at local conferences and symposia that occurred in the winter and spring [REDACTED] and the fall [REDACTED]. In addition, you stated you also used the card on approximately two occasions to cover emergency auto expenses, stating, "my car is imperative to me getting to work." You stated that you "always made immediate payment (on time) on the following billing cycle, to the Bank."

In reviewing this situation, I considered that when you were first issued your Government Travel Card, the agreement you signed specified that you would use the travel card for official travel and official travel related expenses only. In addition, I find your affidavit statement unpersuasive, as it conveyed a rather dismissive tone that lacked regret or acceptance that your actions were inappropriate. This is especially troubling, given the fact that you are a senior level employee and [REDACTED]. As such, you set the example for your employees, and you are held to a higher standard of conduct. I also note that contrary to your assertion that you always made on-time, immediate payments, the last Individual Statement [REDACTED] reflects that there were, in fact, 12 payments that you did not make on time.

This type of misconduct is serious, reflects poorly on the office, and will not be tolerated. As representatives of the NSF we are responsible for meeting our financial obligations at all times as well as the proper use of government property. Therefore, this action is being taken to stress upon you the importance of adhering to federal regulations, NSF policy and minimum standards of conduct. I must warn you that similar behavior on your part in the future will be grounds for more serious disciplinary measures.

A copy of this reprimand will be placed in your Official Personnel Folder for a period not to exceed three years, unless I decide to remove it after one year if I believe it has served its intended purpose.

You have the right to file a grievance in accordance with the Administrative Grievance Process. For further information, or if you have any questions regarding your rights or the procedures used in this matter, you may contact [REDACTED] Employee Relations Specialist, in the Division of Human Resource Management. [REDACTED]