



NATIONAL SCIENCE FOUNDATION
OFFICE OF INSPECTOR GENERAL
OFFICE OF INVESTIGATIONS

CLOSEOUT MEMORANDUM

Case Number: I-03-09-0043

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An internal review of 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's¹ government travel credit card statement transaction reports, for the period July 10th – November 7th, 2002, reflected multiple cash withdrawals and other charges which did not appear to be associated with official government travel, in excess of \$2,800.00.

During OIG's interview of the subject employee, she acknowledged that she used the government travel credit card to make cash withdrawals and to purchase gasoline for personal use. She further stated that she was told by an unidentified NSF colleague that it was permissible to use the government travel credit card for non-official purposes as long as the balance was paid.

NSF/OIG referred this case to the Office of the United States Attorney, 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 written reprimand. A copy of the official reprimand is attached and constitutes part of this closeout document.

Accordingly, this case is closed.

[Redacted signature line]

MEMORANDUM

DATE: June 17, 2004

TO: [REDACTED]

FROM: [REDACTED]

SUBJECT: Confirmation of Counseling

This correspondence is to confirm the conversations in which your misuse of your Government Travel Credit Card, and delinquency in making payments on your Government Travel Credit Card were discussed.

On April 19, 2004, 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, 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 discussed, the government travel card is only for appropriate business use while on official travel.

In addition, [REDACTED] Division of Financial Management (DFM) notified you by memorandum dated 10/28/02, that your Government Travel Card account was 60 days past due and again on 11/19/02, that your account was 90 days past due, and that your account was in suspension. As representatives of the NSF we are responsible for meeting our just financial obligations, as well as for using the Government Credit Card in an authorized and appropriate manner.

Based on my review of the documented conversations you have had on this matter, I am confident that you understand the appropriate use of the Government Travel Credit Card, and I do not believe any further action to be necessary. I am issuing this memo to confirm that I am aware of the discussions that you have had on this matter, and that I am satisfied with its outcome. This document will not be filed in your Official Personnel Folder, as it is considered to be an informal memorandum.

Employee
received 6/22/04
[REDACTED]



National Science Foundation

4201 Wilson Boulevard, Arlington, Virginia 22230

Memorandum

DATE: June 8, 2004

TO: [REDACTED]

FROM: [REDACTED]

SUBJECT: Official Reprimand

The purpose of this memorandum is to issue an official reprimand for your misuse of your Government Travel Credit Card, and delinquency in making payments on your Government Travel Credit Card. The specifics and details of this misconduct are described below.

On April 19, 2004, 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 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. The government travel card is only for appropriate business use while on official travel. The cash withdrawals and charges, totaling \$3,005.30, are detailed below:

07/10/02	\$41.50	ATM cash withdrawal
	\$0.79	ATM cash advance fee
07/24/02	\$120.00	ATM cash withdrawal
	\$2.28	ATM cash advance fee
07/25/02	\$14.00	7 Eleven
07/26/02	\$120.00	ATM cash withdrawal
	\$2.28	ATM cash advance fee
	\$5.00	U-Haul
08/04/02	\$250.00	ATM cash withdrawal
	\$4.75	ATM cash advance fee
8/19/02	\$250.00	ATM cash withdrawal
	\$4.75	ATM cash advance fee
	\$19.84	Speed Service Station
8/20/02	\$11.50	Raceway
	\$17.25	Flying J
8/21/02	\$20.71	Exxon Service Station

8/25/02	\$17.00 \$30.00 \$7.11	Amoco Service Station Trans Alpha Si Citgo Food
8/26/02	\$101.50 \$1.93	ATM cash withdrawal ATM cash advance fee
09/02/02	\$60.00 \$1.14	ATM cash withdrawal ATM cash advance fee
09/03/02	\$180.00 \$3.42	ATM cash withdrawal ATM cash advance fee
09/07/02	\$10.00 \$0.19	ATM cash withdrawal ATM cash advance fee
09/12/02	\$150.00 \$2.85	ATM cash withdrawal ATM cash advance fee
09/13/02	\$100.00 \$1.90	ATM cash withdrawal ATM cash advance fee
09/19/02	\$250.00 \$4.75	ATM cash withdrawal ATM cash advance fee
09/30/02	\$250.00 \$4.75	ATM cash withdrawal ATM cash advance fee
10/07/02	\$200.00 \$3.80	ATM cash withdrawal ATM cash advance fee
10/14/02	\$240.00 \$4.56	ATM cash withdrawal ATM cash advance fee
10/31/02	\$240.00 \$4.56	ATM cash withdrawal ATM cash advance fee
11/07/02	\$246.50 \$4.69	ATM cash withdrawal ATM cash advance fee

In his memorandum to you dated 11/19/02, [REDACTED] notified you that your Government Travel Card account was 60 days past due in the amount of \$1,729.92, and that your account was in suspension. Your Division Director, [REDACTED] was also notified and around late November, [REDACTED] spoke with you about this situation, at which time you assured him that "things had been taken care of", or words to that effect.

You received another memo dated 12/19/02 from [REDACTED] concerning your Government Travel Card account which notified you that your account was 90 days past due in the amount of \$1,569.92.

Finally, on 02/24/03, you received a letter from [REDACTED] notifying you that your travel card was cancelled for nonpayment of the balance in the amount of \$3,053.00. You were told that the NSF would begin salary offset if the outstanding balance not paid immediately. You did not make the immediate payment, and bi-weekly salary offset commenced pay period 2003-6 in the amount of \$181.53, until the balance was paid in full. Bank of America will not issue you another card and your account remains closed and cancelled.

In reviewing this situation, I considered that when you were first issued your Government Travel Card on 06/20/02, the agreement you signed specified that you would use the travel card for official travel and official travel related expenses only.

I also considered your affidavit to the OIG dated 12/23/03, in which you acknowledge your misuse, and stated, "I did use the card for official travel but I also used it for cash withdrawals and to buy gasoline for personal use. I apologized for this to my Division Director and my supervisor earlier this year when they reprimanded me and I wish to apologize to NSF now. I have paid off the balance on the account and the account is closed. I hope to close this matter as well. I am sorry for what I did and I will not repeat it." I note that contrary to your statements, you did not apologize for this to the Division Director or to me, and you were never reprimanded or had any action taken against you prior to this notice. Further, you had not paid off the balance on the account as you asserted, because the salary-offset process did not conclude until 4/23/04 when the last payment was taken from your salary.

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 just financial obligations, as well as for using the Government Credit Card in an authorized and appropriate manner. 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.

At this time, you have the right to file a grievance under the provisions of the Collective Bargaining Agreement. If you elect to file a grievance, it must be presented in accordance with the procedures described in Article XVI of the Collective Bargaining Agreement, 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 regarding your rights or the procedures used in this matter, you may contact [REDACTED] Employee Relations Specialist, in the Division of Human Resource

Management or Local 3403 AFGE, the bargaining unit representative. [REDACTED] is located in Room 395 and may be reached on (703) 292-4342.

[REDACTED]

Attachment