



NATIONAL SCIENCE FOUNDATION
OFFICE OF INSPECTOR GENERAL
OFFICE OF INVESTIGATIONS

CLOSEOUT MEMORANDUM

Case Number: I-03-09-0045

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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's¹ travel credit card statement transaction reports, during the period 04/05/02 through 7/12/03, reflected multiple cash withdrawals and other charges, totaling in excess of \$ 1,100 dollars, which did not appear to be associated with official government travel.

During OIG's interview of the subject employee, she acknowledged unauthorized use of the government travel credit card, stating that she made \$1,102.34 in cash withdrawals and other charges in emergency situations when she had no money. The travel credit card statements indicated that the subject employee paid the bill in full and on time each month.

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 confirmation of counseling is attached and constitutes part of this closeout document.

Accordingly, this case is closed

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[REDACTED]

MEMORANDUM

DATE: June 25, 2004
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 April 19, 2004, the Office of the Inspector General, National Science Foundation 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 we discussed, the government travel card is only for appropriate business use while on official travel.

[REDACTED] you are a valued member of our staff, and your contributions make a difference. From our conversation 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 we had a discussion on this matter, and that I am satisfied with its outcome. However, please understand that repetition of this misconduct may result in more severe administrative action taken against you. This document will not be filed in your Official Personnel Folder, as it is considered to be an informal memorandum.

[REDACTED]

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