



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
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APR 28 2003

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF DEFENSE TRAVEL AND PURCHASE CARD PROGRAM  
TRAINING COMPUTER DISK

The Under Secretary of Defense (Comptroller) established the Department of Defense Charge Card Task Force to evaluate the Department's travel and purchase card programs. The Task Force found a lack of training for cardholders and managers in both programs. The Task Force recommended and Management Initiative Decision 904 directed that the card program managers develop enhanced training materials for all the various users and managers in both programs.

The Task Force contracted with the Federal Law Enforcement Training Center to produce training for both card programs on one computer disk (CD). This CD entitled, "Upholding the Integrity of the Charge Card Program," should be used in conjunction with the Department of the Navy (DON) specific training material previously developed for the DON travel and purchase card programs. My staff is contacting the travel and purchase card program coordinators at each major command to coordinate distribution of these CDs. Major command program coordinators are requested to disseminate the CDs internally as appropriate. My point of contact is Mr. David McDermott, who can be reached at 202-685-6719 (DSN 325), or via e-mail at [mcdermott.david@fmo.navy.mil](mailto:mcdermott.david@fmo.navy.mil).

RONALD L. HAAS  
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