



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
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WASHINGTON, DC 20350-1000

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MAY 6 2003

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY TRAVEL CARD ACCOUNT CLOSURES

Ref: (a) Under Secretary of Defense (Comptroller) memo
of 19 Jul 02

Encl: (1) Account Closure Process Instructions

By reference (a), the Under Secretary of Defense (Comptroller) (USD(C)) directed the Department of Defense (DoD) Travel Card Program Management Office to obtain lists from the charge card contractor of accounts not used in the previous twelve months. The account lists are to be distributed to Component Program Managers (CPMs) for review and closure as appropriate.

The DoD travel card program manager has provided the most recent list of unused accounts for Department of the Navy (DON) cardholders. The CPMs will provide the account lists to the level 3 Activity Program Coordinators (APCs) for review and notification of cancellation. The level 3 APCs are requested to return a consolidated major command list of accounts for closure to their CPM by 28 May 2003. Negative replies are required. Enclosure (1) provides detailed instructions for managing the account closure process.

Your continued efforts to minimize the risk associated with unnecessary accounts in the DON's travel card program are appreciated. My point of contact is Mr. David McDermott, who can be reached at 202-685-6719, or via e-mail at mcdermott.david@fmo.navy.mil.

RONALD L. HAAS
Director
Office of Financial Operations

Distribution
(See next page)

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**Department of the Navy
Level 3 Activity Program Coordinator
Account Closure Instructions**

1. Component Program Managers (CPMs) will distribute account lists to level 3 Activity Program Coordinators (APCs)
2. Level 3 APCs shall provide an immediate return e-mail response acknowledging receipt of the account closure lists to the CPM
3. Level 3 APCs shall use their own discretion regarding distribution of account lists to lower level APCs, but must consider requirements that are to be met for labor relations bargaining obligations
4. APCs are to use their best judgement when deciding which accounts to close. The fact that an account has not been used in the previous 12 months may not be grounds for account closure if it is anticipated the account may be used in the near future.
5. APCs are to only return lists containing accounts that are to be closed
 - Do not provide special instructions in the spreadsheet to indicate account closure
 - Do not highlight rows in the spreadsheet to indicate account closure
 - Do not use special symbols or font colors in the spreadsheet to indicate account closure
6. Level 3 APCs are responsible for consolidating their major command's account closure lists and forwarding to the CPM by 28 May 2003
7. The CPMs will consolidate the HL3 input and forward this information to the Office of Financial Operations by 30 May 2003.
8. The Office of Financial Operations will consolidate the DON input and provide it to the card contractor to effect account closures.

Enclosure (1)