DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 12752.2
Ser 02/036
2 Apr 2004

NAVSEA INSTRUCTION 12752.2

From: Commander, Naval Sea Systems Command

Subj: ACCOUNTABILITY FOR PROPER USE OF GOVERNMENT PURCHASE CARD

Ref: (a) NAVSEANOTE 12000, Government Charge Card Accounts
(b) OCPMINST 12752.1, Schedule of Offenses and Recommended Remedies, Appendix B
(c) EBUSOPSOFFINST 4200.1A, Department of Navy Policies and Procedures for the Operation and Management of the Government Commercial Purchase Card Program
(d) USD(CPP) Memo, Government Charge Card Disciplinary Guide for Civilian Employees of 21 Apr 03
(e) USD(P&R) Memo, Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel of 10 Jun 03
(f) Uniform Code of Military Justice

Encl: (1) Definitions
(2) NAVSEA Purchase Card Process Chart for Administrative or Disciplinary Corrective Action
(3) Process Flowchart for Administrative or Disciplinary Corrective Action
(4) NAVSEA Purchase Card Disciplinary Corrective Action Report

1. Purpose. This instruction is issued to clearly express the significant emphasis both the Department of the Navy and COMNAVSEA place on the proper execution of assigned responsibilities under the Government Purchase Card Program and to provide guidance for administrative and/or disciplinary corrective action when necessary to insure compliance with program requirements. The intent is to ensure that management emphasis is given to the important issue of personal accountability for purchase card fraud, misuse and abuse.

2. Background

a. It is recognized that NAVSEA military and civilian personnel consistently perform their duties in connection with the Government Purchase Card Program in a manner that

demonstrates their adherence to the highest ethical standards and their commitment to serving as responsible stewards of the taxpayers' resources entrusted to their care.

b. To maintain this required level of responsible behavior, NAVSEA leadership at all levels of the organization has an obligation to continue to stress the need for proper purchase card use and to take prompt and effective administrative and disciplinary corrective action when warranted. Purchase card program participants need to be assured that they can perform their duties without undue pressure, coercion or reprisal. This instruction makes clear to all NAVSEA personnel, but specifically to supervisors, requirements personnel (RPs), Agency Program Coordinators (APCs), approving officials (AOs) and cardholders (CHs), their responsibilities and the consequences for not meeting those responsibilities.

3. Scope. This instruction applies to all military personnel and civilian employees within NAVSEA Headquarters (HQ), affiliated Program Executive Offices (PEOs), and NAVSEA Field Activities.

4. Policy

a. In accordance with reference (a), it is the responsibility of every military and civilian member of the NAVSEA Purchase Card Program to exercise the privilege of using the Government issued purchase card entrusted to their care with the highest ethical standards, responsibility, and in a manner consistent with the purchase card's intended use.

b. Members of the Purchase Card Program are personally accountable for executing their assigned duties properly. Misconduct stemming from any substantiated misuse of the Government purchase card and any unexcused failure to pay charges incurred in a timely manner will not be tolerated. Military personnel are subject to the same administrative corrective actions as civilian employees.

c. Potential misuse, abuse or fraudulent use of any Government purchase card is to be reported by anyone to the APC. Alternatively, the potential misuse, abuse or fraudulent use of any Government purchase card may be reported to the NAVSEA Hotline (800-356-8464).

d. NAVSEA personnel involved in the establishment of requirements given to CHs for purchase shall be held personally

accountable for actions that circumvent purchase card policy. The policies that RPs have direct control of are: mandatory sources; market research; minimum government requirements; rotation of vendors; splitting requirements; and, splitting purchases. Enclosure (1) provides clear concise language describing each policy area outlined in this sub-paragraph. RPs will be held to the same standards as AOs, CHs, and APCs.

e. References (b) through (f) provide guidance on administrative and disciplinary corrective actions for purchase card offenses. The reference (c) instruction is available at the Navy eBusiness Operation Office website (http://www.don-ebusiness.navsup.navy.mil).

f. Execution of purchase card responsibilities shall be considered in the assessment of the performance of all purchase card program participants. Performance assessments shall address execution of purchase card duties commensurate with the level of responsibility assigned.

5. Action

a. The Level 5 APC and supervisors will insure that all purchase card program participants are trained regarding their purchase card responsibilities, including their accountability and the possible consequences of improper card usage. Upon completion of that training and assumption of purchase card responsibilities, purchase card program participants will be held accountable for any improper use of the purchase card.

b. The Level 5 APC, appropriate supervisor or HRO will report any substantiated misuse, abuse or fraudulent use of the Government purchase card to the Headquarters or Field Activity Office of Security for review of the security clearance and continued access to classified information of the individual involved. As all civilian positions within NAVSEA Headquarters, and most positions within NAVSEA, require that the individual maintain eligibility for a security clearance, revocation of a civilian employee's security clearance or access to classified information may result in adverse action, up to and including removal from Federal service.

c. NAVSEA Headquarters Directorates, PEOs and Field Activities shall utilize references (b) through (f) and enclosure (2) to determine the appropriate administrative and/or disciplinary corrective action when it has been determined that purchase card use is inconsistent with the official business of

the Government, applicable standards of conduct, or established purchase card program policies. A range of actions is provided to grant supervisors discretion to tailor actions taken to be commensurate with the egregiousness of, and the specific circumstances involved with, each offense. Enclosure (3) illustrates the process that should be followed when potentially improper transactions have been identified.

d. Purchase card program APCs shall include first and second level supervisors in any communiqués involving corrective or administrative action(s) to be implemented against CHs and AOs under their supervision. The APC shall recommend to the first or second level supervisor a corrective or administrative action to be considered against RPs.

e. Supervisors shall:

(1) Take administrative and/or disciplinary corrective actions against Purchase Card Program participants when warranted.

(2) Consult with their local Human Resources Office (HRO) and/or Office of Counsel when considering disciplinary actions to be taken against civilian CHs, AOs, RPs, or the APC under their purview.

(3) Notify the HRO of supervisor's disciplinary decision.

(4) Refer a recommended disciplinary action to the military chain of command when military personnel are found to have committed an infraction. Consultation with the NAVSEA Staff Judge Advocate (SJA) is encouraged.

(5) Include execution of purchase card program responsibilities in the performance evaluation of civilian CHs, AOs, and APCs under their supervision.

(6) Include execution of purchase card program responsibilities in the preparation of fitness reports for military CHs, AOs, and APCs under their supervision.

f. The Level 5 APC shall maintain a file(s) containing information related to any administrative action(s) taken.

g. The CO at NAVSEA field activities and the SJA at Headquarters shall maintain a file(s) for each military CH, AO, or RP against whom disciplinary action is considered or taken.

h. Commanders and Commanding Officers at NAVSEA field activities shall utilize enclosure (4) to report field civilian/military personnel disciplinary decisions. The report shall be submitted to SEA 00 as soon as disciplinary action is taken or as soon as a decision is made that no disciplinary action is required.

i. The NAVSEA Headquarters Human Resource Director shall utilize enclosure (4) to report Headquarters' civilian employee disciplinary decisions. The report shall be submitted to SEA 00 as soon as disciplinary action is taken or as soon as a decision is made that no disciplinary action is required.

j. The HRO shall:

(1) Provide advice and assistance to supervisors when considering disciplinary actions to be taken against civilian CHs, AOs, RPs, or the APC under their purview for any substantiated misuse, abuse or fraudulent use of any Government charge card.

(2) Maintain a file for each civilian CH, AO, RP, and APC against whom disciplinary action is considered or taken.

6. Implementation: Addressees will immediately implement the guidance contained within this instruction, which will remain in effect until it is superceded or cancelled.

P. M. BALISLE

Distribution:
NAVSEA Special List Y4
SNDL A1J1L PEO IWS
A1J1M PEO LMW
A1J1N PEO SUB
A1J1P PEO SHIPS
A1J1Q PEO CARRIERS
SNDL C84 COMNAVSEASYSCOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSCOM SHORE ACTIVITIES (LESS FKP6B & FKP24)

DEFINITIONS

ADMINISTRATIVE ACTION
Action taken by an APC or by management to manage the purchase card program or discharge assigned duties.

ABUSE
Intentional use of the purchase card for items not authorized by the FAR, DFAR, NAPS, EBUSOPSOFFINST 4200.1A or local purchase card instructions.

CORRECTIVE ACTION
Action taken by an APC or by management to remedy a violation of purchase rules, policies or regulations. Corrective action may encompass both administrative and disciplinary actions.

DISCIPLINARY ACTION
Any action in accordance with DON or civilian personnel instructions or the UCMJ that is initiated to correct a violation, whether by commission or omission of the rules, regulations and standards of employee conduct and/or performance. Disciplinary action is intended to be corrective in nature, vice punitive, and is expected to be progressive for subsequent offenses.

EXCEEDS MINIMUM MISSION NEED (Minimum Government Requirements)
A purchase exceeds the Government's minimum needs when it is excessive in terms of quality, quantity or otherwise exceeds the minimum requirements to satisfy and support the Government in a particular instance. Purchases of authorized goods or services, at terms (e.g., price, quantity) that are excessive, or are for a questionable government need, or both, are considered abusive. Examples of such transactions include purchases of items such as $300 day planners, $350 bedside radios, purchases of designer leather goods, and year-end and/or other bulk purchases of computer and electronic equipment for a questionable government need, merely to expend the funds (i.e., using what is commonly referred to as sweep up money).

In other words, don't purchase the Cadillac when the Chevy will satisfy the government's minimum need, don't purchase a dozen

hammers just because you get a better unit price when one will do the job.

FRAUD

Fraud includes theft or embezzlement from the Government, bribery, receipt or giving of gratuities, conflict of interest, violation of anti-trust laws, as well as false statements and/or false claims in the following areas: pay and allowances, procurement, property disposal, subsistence, unauthorized services, non-appropriated funds, foreign military sales and personnel matters.

MANDATORY SOURCES

A Government established source of supplies and services that must be checked for item availability before going to the commercial sector. They include JWOD (all instances), FPI/UNICOR (as applicable) and DAPS. The Javits-Wagner-O'Day (JWOD) Program creates jobs and training opportunities for individuals who are blind or who have other severe disabilities. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit agencies employing such individuals. Government credit cardholders are—like all other Federal employees—required to buy JWOD supplies produced by designated nonprofit agencies. Federal personnel should use credit cards to purchase locally only if items required are not available through the JWOD Program. Items included on the JWOD Procurement List are clearly identified in GSA and DLA print and electronic catalogs. You may also view or download the document from www.JWOD.gov.

MARKET RESEARCH

Market research means collecting and analyzing information about capabilities within the market to satisfy agency needs.

MISUSE

Inappropriate and/or unintentional use of the purchase card for items not authorized by the FARS, DFARS, NMCARS, EBUSOPSOFFINST 4200.1A or local purchase card instructions.

POTENTIAL FRAUD

Potential fraud includes the appearance of the following: theft or embezzlement from the Government, bribery, receipt or giving of gratuities, conflict of interest, violation of anti-trust laws, as well as false statements and/or false claims in the

following areas: pay and allowances, procurement, property disposal, subsistence, unauthorized services, non-appropriated funds, foreign military sales and personnel matters.

REQUIREMENTS PERSONNEL
Any NAVSEA Civilian employee or Military personnel who initiate a requirement for the acquisition of supplies or services or gather and forward requirements to a cardholder for purchase by Government purchase card is considered a requirements personnel.

ROTATION OF VENDORS
Cardholders have a responsibility to rotate micro-purchase requirements among qualified suppliers to the maximum extent practicable.

SPLIT REQUIREMENT
Breaking down requirements aggregating more than the simplified acquisition threshold (or for commercial items, the threshold in subpart 13.5) or the micro-purchase threshold into several purchases that are less than the applicable threshold merely to --(1) Permit use of simplified acquisition procedures; or (2) Avoid any requirement that applies to purchases exceeding the micro-purchase threshold.

SPLIT PURCHASE
Cardholders shall not split requirements over the micro-purchase threshold to avoid the competition requirements or break down requirements to circumvent single purchase limits. Splitting requirements in that manner is a prohibited use of the purchase card and may be violating statutory requirements for small business participation, competition, Service Contract Act (SCA) or Davis Bacon Act requirements. The "requirement" is the quantity known at the time of the buy. If an individual purchases as he/she becomes aware of a requirement, the requirement is each. If the requirements are consolidated and purchases are made once a day, the requirement becomes what was received during the day. If an individual has historically purchased as things became known to them, even if they have the same thing ordered twice in one day from the same vendor, that does not have to be splitting. Splitting is the "intentional" breaking down of a known requirement to stay within a threshold (i.e. the $2,500 micro-purchase threshold) or to avoid having to send the requirement to the contracting officer. Also see Split Requirement.

NAVSEA Purchase Card Process Chart for Administrative or Disciplinary Corrective Actions

1. The following process charts provide NAVSEA supplemental guidance in determining appropriate administrative and disciplinary corrective actions to be taken for offenses involving improper use of the Government purchase card. The charts below include excerpts from OCPM Instruction 12752.1, Appendix B, Schedule of Offenses and Recommended Actions that serves as a guide for determining appropriate administrative or disciplinary actions. Consistent with the instruction, disciplinary actions are expected to be progressive for subsequent offenses and not punitive in nature. When proposing and taking disciplinary actions, Supervisors are advised to coordinate such actions through their local Human Resources Office.

MISCELLANEOUS OFFENSES

Miscellaneous Offenses	RANGES OF ACTIONS 1st OFFENSE	RANGE OF ACTIONS 2nd OFFENSE	RANGE OF ACTIONS 3rd OFFENSE
Unauthorized use of or failure to appropriately monitor use of Government Purchase Card	Reprimand to removal	14 day suspension to removal	30 day suspension to removal

POTENTIALLY FRAUDULENT USE

POTENTIALLY FRAUDULENT USE OF PURCHASE CARD	RANGE OF ACTIONS 1st OFFENSE	RANGE OF ACTIONS 2nd OFFENSE	RANGE OF ACTIONS 3rd OFFENSE
(Does not include vendor fraud)	**Admin**: Immediate suspension of cardholder account; notify NCIS of suspected fraud; turn over to Command Evaluation; notify 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC, Level 3 APC		
FINDINGS OF FRAUD			
NCIS finding that transaction is fraudulent	**Admin**: Admin: Account will be canceled and cardholder required to reimburse the Government **Disciplinary Action**: Letter of Reprimand up to removal from Federal Service	**Note**: If account is cancelled on first offense, there can be no subsequent offense and, therefore, no further range of penalties is necessary.	**Note**: If account is cancelled on first offense, there can be no subsequent offense and, therefore, no further range of penalties is necessary.

MISUSE OF PURCHASE CARD

MISUSE OF PURCHASE CARD	RANGE OF ACTIONS 1st OFFENSE	RANGE OF ACTIONS 2nd OFFENSE	RANGE OF ACTIONS 3rd OFFENSE
Exceeding Minimum Requirement	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution up to 3-day Suspension from duty and pay	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service
Exceeds Monthly Cycle Limit	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution up to 3-day Suspension from duty and pay	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: 7-day Suspension from duty and pay up to removal from Federal service
Exceeds Micro Purchase Threshold	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution up to 3-day suspension from duty and pay, Official Reprimand	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service
Exceeds Single Transaction Limit	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution up to 3-day suspension from duty and pay	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service
Purchase Prohibited Items	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution up to 3-day suspension from duty and pay	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service
Splitting requirements to avoid thresholds, small business participation, competition or service act requirements	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution up to 3-day suspension from duty and pay, Official Reprimand	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand to up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service

MISUSE OF PURCHASE CARD

MISUSE OF PURCHASE CARD	RANGE OF ACTIONS 1st OFFENSE	RANGE OF ACTIONS 2nd OFFENSE	RANGE OF ACTIONS 3rd OFFENSE
Anyone other than Cardholder using card through Cardholder's negligence or action	**Admin**: Up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution, up to removal from Federal service	**Admin**: Removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to removal from Federal service	**Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service

ABUSE OF PURCHASE CARD

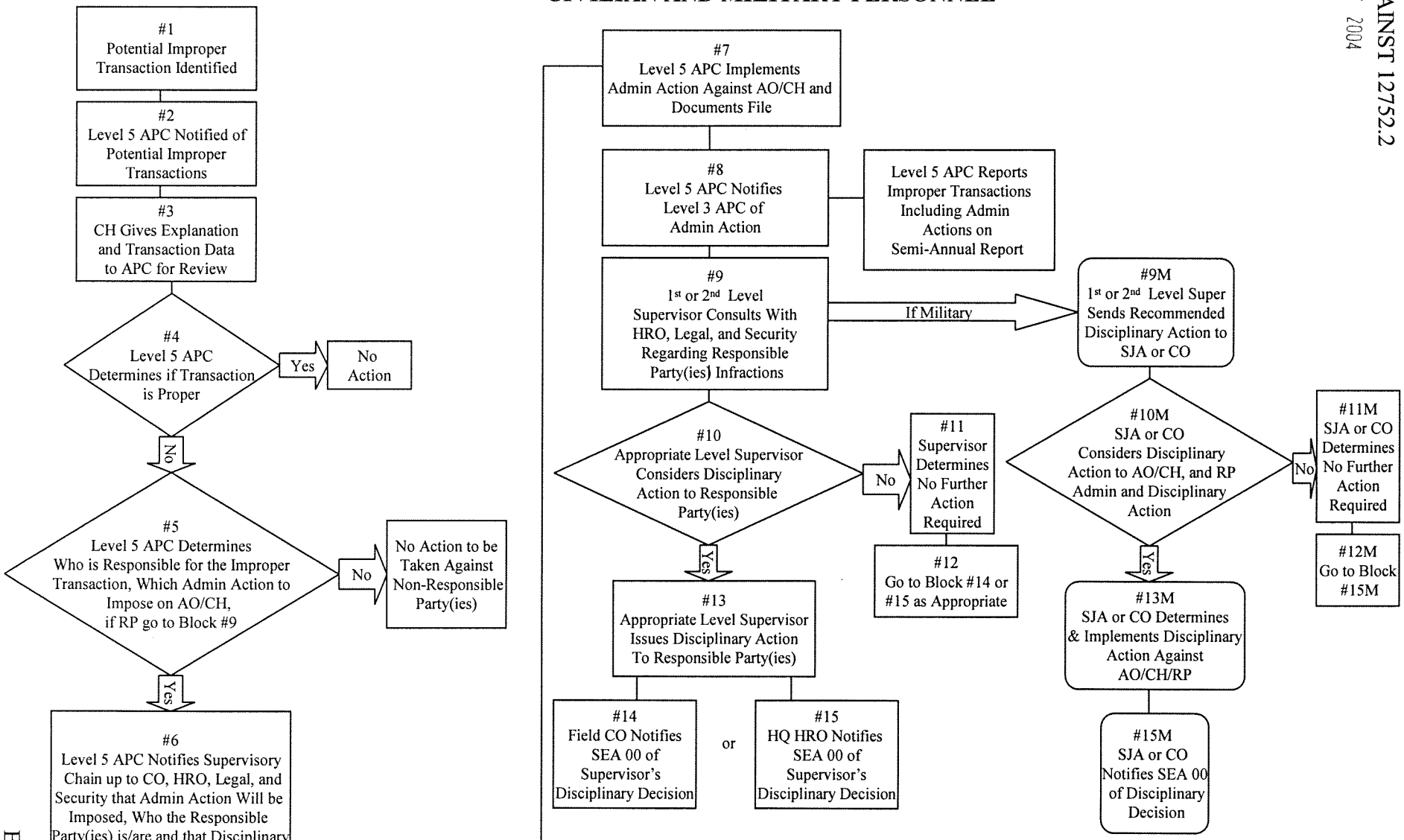
ABUSE OF PURCHASE CARD	RANGE OF ACTIONS 1st OFFENSE	RANGE OF ACTIONS 2nd OFFENSE	RANGE OF ACTONS 3rd OFFENSE
Purchase of Personal Items: Not for Gov't use but rather were for personal use of the end user, items of personal preference that do not appear to meet mission requirements (excessive)	**Admin**: Up to 7 days card suspension; removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC, reimburse Government **Disciplinary**: Official Reprimand up to removal from Federal service	**Admin**: Removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC, reimburse Government. **Disciplinary**: 3-day suspension from duty and pay up to removal from Federal service	**Disciplinary**: 7-day suspension from duty and pay up to removal from Federal service.
Paid unreasonable price: Appropriate purchase but price unreasonableness (Market research)	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution, Official Reprimand	**Admin**: Removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand to up to -7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to removal from Federal service
Unauthorized Commitments: Civilian/Military who lacks authority to obligate the Gov't and requests cardholder make purchases without proper reviews and approvals	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution, Official Reprimand	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand to up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand to removal from Federal service
Failure to use Mandatory sources: (JWOD, UNICOR)	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution, Official Reprimand	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand to up to 7-day suspension from duty and pay	**Admin**: Suspension of card for 15-30 days, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand to removal from Federal service

RECONCILIATION

RECONCILIATION	RANGE OF ACTIONS 1st OFFENSE	RANGE OF ACTIONS 2nd OFFENSE	RANGE OF ACTIONS 3rd OFFENSE
CHs not completing reconciliation of monthly cycle statement within five days of cycle statement showing in Citidirect	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution	**Admin**: Suspension of card 8-14 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution; Official Reprimand	**Admin**: Suspension of card for 15-30 days, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7 days suspension from duty and pay
AOs not completing reconciliation of their cardholder statements within five days of cardholder reconciliation	**Admin**: APC counseling, re-training, up to 7 days card suspension, removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution	**Admin**: Removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Letter of Caution, Official Reprimand	**Admin**: Removal from program, notification to 1st & 2nd Level Supervisor, Security Office, Human Resource Office, Legal, Staff Judge Advocate and CO/OIC **Disciplinary**: Official Reprimand up to 7-day suspension from duty and pay

ADMINISTRATIVE/DISCIPLINARY FLOW CHART

CIVILIAN AND MILITARY PERSONNEL



NAVSEA Purchase Card
Disciplinary Corrective Action Report

1. Date Action Taken:

2. Organization and Unit Identification Code:

3. Point of Contact

   a. Name:

   b. Code:

   c. Telephone:

   d. Email:

4. Brief statement of the basis for action taken or not taken:

5. Disciplinary Actions Taken - Civilian (check as applicable)

Category	
a. Oral Admonishment	_____
b. Letter of Caution	_____
c. Letter of Reprimand	_____
d. Suspension Less Than 14 Days	_____
e. Suspension 14 Days or More	_____
f. Removal from Federal Service	_____

6. Disciplinary Actions Taken - Military (check as applicable)

Category	
a. Punitive Letter of Reprimand	_____
b. Forfeiture of pay	_____
c. Restriction	_____
d. Reduction in Rank	_____