

**U.S. Department of the Interior**

**Integrated Charge Card Program  
Management Plan**

**Submitted by: David Carter**  
**Date: March 6, 2012**

As required by *OMB Circular A-123, Appendix B – Improving the Management of Government Charge Card Programs*, this plan outlines policies and procedures for the Department of the Interior Integrated Charge Card Program.

Version History

<b>Date</b>	<b>Author</b>
March 12, 2002	Cynthia Martin
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March 6, 2012	David Carter

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## I. INTRODUCTION

The Department of the Interior has an integrated charge card that includes travel, purchase, and fleet. The card is a MasterCard issued by J.P. Morgan. In addition to the standard GSA required information e.g., United States of America and seal and the words For Official Government Use Only, “U.S. Department of the Interior Tax Exempt ID 140001849” is also printed on the card. This number has been registered with the Internal Revenue Service and disseminated to all U.S. States, the District of Columbia and territories.

Policies and procedures are prescribed in the DOI Integrated Charge Card Policy Manual. These policies and procedures are designed to ensure sound program management and management controls, and to define allowable use and limitations for charge cards and convenience checks. See attached manual.

## II. KEY MANAGEMENT OFFICIALS

**Executive Board.** There is an Executive Board comprised of the senior procurement executive, program manager, task order contracting officer, finance specialist, acquisition specialist and a technical/operation support group. The Board establishes broad policies and objectives, ensures the availability of adequate financial resources and develops the annual budget and facilitates training.

**Partnership.** There is a Partnership comprised of the Executive Board, bureau lead program managers and other key workers. The Partnership carries out established policies and maintains consistency across bureaus and ensures that training is accomplished. Bureau leads are usually supported by field agency/organization program coordinators.

Senior Executive	Debra E. Sonderman
Director, Office of Acquisition and Property Management	Vacant
Charge Card Program Manager	David Carter
Task Order Contracting Officer	Lisa Zukowski
Office of Financial Management	Robert Smith
Chief, Complementary Systems Branch	Kristine Prael
Members, Charge Card Support Center	Dawn Schaffer, Dawn Smith, Kathy Hager, Kaye Johnson
Bureau Leads: -Bureau of Indian Affairs -Bureau of Land Management	Cheryl Battle Lloyd Fread

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-Bureau of Reclamation	Karen Sellect
-Fish and Wildlife Service	Edna Romero
-U.S. Geological Survey	Lisa Zukowski
-Minerals Management Service	Nathalie Edwards
-National Park Service	Catherine Burdett
-Office of the Secretary	Charles Washington
-Office of Surface Mining	Scott Berens
-Office of Special Trustee	Edwina Chiwewe
-Aviation Management Division	Vacant
-Office of Inspector General	Farzad Afrasiabi

**Agency/Organization Program Coordinators (A/OPCs).** The duties and responsibilities include:

- Provide advice and assistance to managers, supervisors, approving officials, cardholders, and others as requested;
- Conduct or participate in charge card reviews in accordance with Departmental and Bureau charge card policy;
- Carefully review all cardholder applications and requests;
- Get the word out to employees and their Bureau/Office regarding charge card “scams” by vendors or other parties; and,
- Monitor compliance with procurement, fleet, and travel regulations regarding charge card use.

**Approving Officials.** The duties and responsibilities include oversight and monitoring of designated cardholders compliance with applicable laws, regulations, and procedures. Approving officials are required to report allegations of charge card misuse to the OIG for further investigation, and to counsel and advise cardholders and/or supervisors regarding misuse and payment delinquency. To aid approving officials in carrying out these duties all approving officials are required to complete Department of the Interior charge card training.

### III. APPROVING OFFICIALS AND CARDHOLDER APPOINTMENT

Approving officials, usually the cardholder’s supervisor, are formally appointed in writing. Approving officials are responsible for oversight and monitoring of designated cardholders compliance with applicable laws, regulations, and procedures. Approving officials are required to report allegations of charge card misuse to the OIG for further investigation, and to counsel and advise cardholders and/or supervisors regarding other misuse and payment delinquency. To aid approving officials in carrying out these duties all approving officials are required to complete Department of the Interior charge card training.

Issuance of a charge card is contingent upon:

- Successful completion of charge card training;

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- Creditworthiness determination; and
- Submission of an application approved by the employee's supervisor.

Employee's may only have one card unless an exception is granted i.e., Bureau of Indian Education. Receipt of the government issued J.P. Morgan MasterCard with the employee's name embossed on it is deemed to be delegation of authority.

### **IV. TRAINING**

Interior's online training serves as initial training and as a follow-up resource for information. The following areas are covered:

1. General Information
2. Travel Business Line
3. Purchase and Fleet Business Line
4. Convenience Checks

### **V. STRATEGIC SOURCING PROGRAM**

The Strategic Sourcing Program is comprised of three teams: the Strategic Sourcing Council, the Acquisition Managers Strategic Sourcing Work Group, and the Commodity Council.

The top 100 dollar transactions and the top 100 commodities were determined based upon FPDS-NG and SmartPay Charge Card data. The scope of the analysis was refined to identify the top 10 purchase commonalities across the Department. Commodity Councils were established for each of Interior's Strategic Sourcing Initiatives, which include: Office Supplies, Wireless Services, IT Hardware, Relocations, and Collaborative Alternative Dispute Resolution. Future Strategic Sourcing Initiatives under consideration are Wildland Fire, Data-At-Rest, and Copiers. Interior actively participates in the Federal Strategic Sourcing Initiative for Domestic Delivery.

The Strategic Sourcing Program Manager, who is also a member of the Departmental Charge Card Management Team, requests spend reports from the Charge Card Support Center. The report is analyzed to identify repeated spending patterns.