



U.S. Department of the Interior

Integrated Charge Card Program Policy

Issued by the Office of Acquisition and Property Management and Office of Financial Management

Introduction

Welcome to the Department of the Interior (DOI) Integrated Charge Card Program Policy manual, also created as a Google site. Policy information will be added incrementally to this document and the site; it is considered mandatory. Bureau- and office-specific policies and procedures that cascade from this policy must adhere to the provisions provided throughout this document and on the site.

For an online view of all contents provided in this document, please visit the policy Google site (available only internal to DOI users) at the following link:

<https://sites.google.com/a/ios.doi.gov/doi-integrated-charge-card-program-policy/>.

Use the table of contents provided below to locate topics quickly.

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I. Program Overview and Policy

The purpose of the program overview and policy section is to provide an introduction to the DOI Integrated Charge Card Program and describe applicable policies. A summary of the areas covered in this section is provided below.

- a. [Overview](#) - view this section to be introduced to the DOI Integrated Charge Card Program.
- b. [Program Policy](#) - view this section to access the joint policy memo which executes the DOI Integrated Charge Card Program policy described on this site.

a. Overview

[What is the DOI Integrated Charge Card Program?](#)

- The DOI Integrated Charge Card Program is a program established at DOI to provide tools for simply and quickly procuring small dollar value supplies and services; official travel; and fuel, maintenance and repairs for DOI-owned vehicles and equipment.

[What are the benefits of the DOI Integrated Charge Card Program?](#)

- The DOI Integrated Charge Card Program integrates the purchase, travel, and fleet business lines. By embracing an integrated approach, purchase, travel, and fleet capabilities are available on a single account allowing cardholders to manage their mission-related needs using one plastic card. The DOI program allows transactions to be billed directly to the government, which qualifies users for exemption from sales taxes in most states, or to the individual cardholder, which streamlines payment to vendors and helps reduce delinquencies. Overall, DOI's integrated charge cards are designed to reduce administrative costs for employees and for the businesses where the cards are used.

[What products are included in the DOI Integrated Charge Card Program?](#)

- DOI's program offers multiple products to address different business needs, including declining balance cards, convenience checks, student activity cards, uniform allowance drawdown cards, and U.S. Treasury debit cards.

[How is the DOI Integrated Charge Card supported and organizationally and operationally structured?](#)

- The DOI Integrated Charge Card Program is supported by a bank vendor through a task order under the General Services Administration's SmartPay 2 master contracts, and administered by internal DOI stakeholders (see [Organization Structure](#)) through interfaces with the DOI Financial and Business Management System (FBMS) and data from the Federal Personnel Payroll System. Travel reservations, authorizations and vouchers are processed in the official DOI travel management system. Charge card transaction monitoring and reporting are carried out through the use of FBMS functionality and the bank vendor's tools and systems.

The DOI Integrated Charge Card Program is established in accordance with the following references:

- [Executive Order 12931, Federal Procurement Reforms, dated October 13, 1994](#)
- [Government Charge Card Abuse and Prevention Act of 2012 \(Charge Card Act\)](#)

b. Program Policy

The following policy document establishes this DOI Integrated Charge Card Program Google Site as official policy: [Department of the Interior Integrated Charge Card Program Policy](#)

II. Organization Structure

The purpose of the integrated charge card program organization structure section is to formalize the organization structure and roles and responsibilities of the DOI Integrated Charge Card Program. Information provided in this section is considered mandatory. Bureau- and office-specific policies and procedures that cascade from this policy must adhere to the provisions outlined in this section. A summary of the two areas covered in this section is provided below.

- a. [Organization Chart and Description](#) - view this section to learn more about the overall organization structure of the DOI Integrated Charge Card Program and view a visual representation of the structure.
- b. [Roles and responsibilities](#) - view this section to learn more about stakeholder roles and responsibilities as they pertain to the DOI Integrated Charge Card Program.

a. Organization Chart and Description

[Organization chart](#)

A visual representation of the information provided in this section may be found by clicking on the following link: [DOI Integrated Charge Card Program Organizational Structure](#)

[Description of structure](#)

The DOI Integrated Charge Card Program integrates purchase, travel, and fleet business lines and engages stakeholders throughout the DOI. The organization of the program is complex and organizational structure differs throughout the DOI. To appropriately capture stakeholder responsibilities for this program a structure of responsibilities and associated roles has been identified. A synopsis is provided below.

- **Executive Leadership, Program Policy, and Oversight** - the following stakeholders are responsible for DOI Integrated Charge Card Program executive leadership, program policy, and oversight:
 - a) Assistant Secretary for Policy, Management, and Budget
 - b) Director, Office of Acquisition and Property Management
 - c) Director, Office of Financial Management
 - d) DOI Bureau or Office Assistant Director for Administration or equivalent
 - e) Office of Inspector General
 - f) Office of Human Resources
- **Program Management and Administration** - the following stakeholders are responsible for DOI Integrated Charge Card Program management and administration:
 - a) Integrated Charge Card Program Manager, Office of Acquisition and Property Management
 - b) Travel and Relocation Program Lead, Office of Financial Management
 - c) Bureau Procurement Chief
 - d) Bureau Finance Officer
 - e) Integrated Charge Card Program Partnership

- **Program Execution, Oversight, and Administration** - the following stakeholders are responsible for DOI Integrated Charge Card Program execution, oversight, and administration:
 - a) DOI Charge Card Support Center at the Interior Business Center
 - b) Agency/Organization Program Coordinator
 - c) Fleet Agency/Organization Program Coordinator or Fleet Manager
 - d) Aviation Fleet Agency/Organization Program Coordinator
- **Program Supervisors** - the following stakeholders are responsible for DOI Integrated Charge Card supervision:
 - a) Approving Official/Supervisor
 - b) The Group Management Assistant
 - c) Acting Supervisor/Alternate Purchase or Fleet
- **Program Users** - the following stakeholders serve as the end-user for the DOI Integrated Charge Card Program:
 - a) Cardholder
 - b) Convenience Check Writer
 - c) Crew Chief, Fire, and Other Employees designated as Emergency Response Officials

b. Roles and Responsibilities

A summary of roles and responsibilities as they pertain to the DOI Integrated Charge Card Program is provided below.

Assistant Secretary for Policy, Management, and Budget

This stakeholder has overall responsibility for establishing the DOI Integrated Charge Card Program, monitoring program effectiveness, and ensuring the program complies with federal and departmental laws and regulations.

Director, Office of Acquisition and Property Management

This stakeholder is responsible for the following items:

- Issuing Department-wide Integrated Charge Card Program policy
- Providing leadership and oversight of the DOI Integrated Charge Card Program
- Providing policy and program management for purchase and fleet business lines
- Serving as the DOI point of contact for the General Services Administration, Office of Management and Budget, and the Government Accountability Office
- Issuing appointment for Agency/Organization Program Coordinators and Supervisor/Approving Officials to manage all charge card activities
- Revoking appointment for Agency/Organization Program Coordinators and Supervisor/Approving Officials when responsibilities as described in this policy are not satisfied

Director, Office of Financial Management

This stakeholder is responsible for the following items:

- Managing policy, oversight, and the program for the travel business line of the DOI Integrated Charge Card Program
- Overseeing delinquency management for individually-billed travel transactions

DOI Bureau or Office Assistant Director for Administration or equivalent

This stakeholder is responsible for the following items:

- Providing overall organization oversight for the day-to-day activities of the bureau or office charge card function
- Ensuring that performance standards for Bureau Procurement Chiefs, Fleet Managers, Agency/Organization Program Coordinators, Approving Officials/Supervisors, and cardholders include DOI Integrated Charge Card Program responsibilities
- Ensuring that organizational changes are communicated to the bureau lead Agency/Organization Program Coordinator. Structure changes may impact system setup for integrated charge card approval structures.

Office of Inspector General

This stakeholder is responsible for the following items:

- Performing risk assessments and audits of the DOI Integrated Charge Card Program to identify and analyze risks of illegal, improper, or erroneous transactions
- Conducting audits and, as needed, related investigations of the DOI Integrated Charge Card Program
- Recommending to either open an investigation following a review of an allegation or refer the issue back to the bureau or office for administrative action
- Providing reports as required by the Office of Management and Budget A-123 supplement
- Providing the semi-annual joint purchase card violations report to the Office of Management and Budget

Office of Human Resources

This stakeholder is responsible for the following items:

- Implementing policy
- Managing human resources
- Applying charge card penalties
- Cooperating with Office of Inspector General investigations

Integrated Charge Card Program Manager, Office of Acquisition and Property Management

This stakeholder is responsible for the following items:

- Serving as the Integrated Charge Card Program Partnership Chair
- Providing advocacy and support to the Charge Card Support Center
- collaborating with Agency/Organization Program Coordinators to manage the DOI Integrated Charge Card Program
- Coordinating all application procedures with the bank vendor

- Developing and communicating policies, procedures, and other guidance in support of DOI's strategic goals and government-wide initiatives

Travel and Relocation Program Lead, Office of Financial Management

This stakeholder is responsible for establishing Department-wide policy for temporary duty and relocation travel and implementing delinquency management for individually-billed travel transactions.

Bureau Procurement Chief

This stakeholder is responsible for the following items:

- Delegating authority to Agency/Organization Program Coordinators within the bureau acquisition office to manage purchase and fleet business lines
- Delegating cardholder purchase authorities
- Reviewing Agency/Organization Program Coordinator oversight reports to ensure the presence of appropriate internal controls. The BPC may further delegate this responsibility in writing to another employee within the bureau.
- Terminating delegations and appointments as appropriate. The BPC may further delegate this responsibility in writing to another employee within the bureau.
- Ensuring Agency/Organization Program Coordinators are properly trained in contracting policy and procedures including the Federal Acquisition Regulation and the Department of the Interior Acquisition Regulation
- Authorizing fire crew chiefs and other emergency non-acquisition personnel with single purchase limits above the micro-purchase threshold as necessary once training requirements are met

Bureau Finance Officer

This stakeholder is responsible for the following items:

- Implementing Department-wide policy for travel and relocation by establishing bureau-specific policy
- Reviewing Agency/Organization Program Coordinator oversight reports to ensure the presence of appropriate internal controls
- Ensuring Agency/Organization Program Coordinators are properly trained in travel policy and procedures including the Federal Travel Regulation and Department policy

DOI Charge Card Support Center at Interior Business Center

This stakeholder serves as the operational arm of the DOI Integrated Charge Card Program and is responsible for the following items:

- Providing operational and customer service support throughout DOI for the DOI Integrated Charge Card Program
- Serving as the liaison for operational and technical bank issues
- Coordinating charge card interface file delivery to DOI systems
- Serving as the application administrator and hierarchy manager for bank vendor systems and tools

- Providing project management support for DOI Charge Card Program initiatives
- Coordinating payroll salary offset for travel card delinquency
- Coordinating DOI migration and transition activities as necessary with GSA SmartPay
- Providing or supporting charge card role-based training
- Collaborating with stakeholders regarding internal control reviews

Integrated Charge Card Program Partnership

This stakeholder is comprised of an Agency/Organization Program Coordinator from each bureau. The partnership is chaired by the Integrated Charge Card Program Manager. Members of the Integrated Charge Card Program Partnership are responsible for:

- Attending meetings to discuss program and process improvements
- Identifying and addressing DOI Integrated Charge Card Program risks

Agency/Organization Program Coordinator (additional details will be provided in the Agency/Organization Program Coordinator User Guide)

This stakeholder is responsible for the following items:

- Serving as the primary liaison for bureau specific technical and policy matters relating to the DOI Integrated Charge Card Program
- Overseeing application processing for new card accounts
- Managing charge card accounts to include hierarchy maintenance, cardholder and supervisor profile data, and integrated card accounts
- Performing oversight functions by conducting annual program reviews
- Reporting suspected fraud and misuse to the Approving Official/Supervisor and the Office of Inspector General
- Terminating and suspending accounts when necessary
- Recommending terminations of the purchase business line and delegations of authority
- Managing and administering bank vendor system activities
- Providing guidance to Approving Officials/Supervisors and cardholders
- Maintaining cardholder training records
- Assisting with the development of bureau specific charge card training
- Ensuring DOI Integrated Charge Card Program stakeholders adhere to federal laws and regulations and DOI policies and procedures
- Monitoring program effectiveness on a regular basis
- Assessing card programs to identify areas of risk and developing adequate risk mitigation methods
- Updating account information with the emergency authorization control set for approved time period prior to card use in the event of qualified emergency situation

Fleet Agency/Organization Program Coordinator or Fleet Manager

This stakeholder may have cards issued to fleet vehicles, vessels, and miscellaneous equipment. This stakeholder is responsible for the following items:

- Ensuring purchases are made for official government transactions
- Applying for and distributing the fleet card

- Recording maintenance transactions
- Ensuring fleet charge card statements are reconciled, reviewed, and approved according to DOI policy
- Serving as the cardholder when appropriate
- Ensuring the charge card matches the vehicle VIN number for which it is issued

Aviation Fleet Agency/Organization Program Coordinator

This stakeholder may have cards issued to aircraft or pilots. This stakeholder is responsible for the following items:

- Ensuring purchases are made for official government transactions
- Applying for and distributing the charge card
- Recording maintenance transactions
- Ensuring charge card statements are reconciled, reviewed, and approved according to DOI policy
- Serving as the cardholder when appropriate
- Ensuring the charge card matches the aircraft identification number for which it is issued
- Requesting transaction dollar limits

Approving Official/Supervisor (additional details will be provided in Approving Official/Supervisor User Guide)

This stakeholder is responsible for the following items:

- Serving as the supervisor to cardholders for the purchase, travel, and fleet business lines and associated tools
- Accounting for the actions of cardholders under her/his supervision to ensure that cardholders use these tools only for official government business that are accurate and appropriate
- Ensuring, by reviewing and approving cardholder documentation of transactions, that cardholders comply with the [Charge Card Act](#)
- Overseeing and monitoring administration for cardholder actions

Group Management Assistant

This stakeholder is authorized to perform an online review and reconciliation on behalf of cardholders without computer access.

Acting Supervisor/Alternate Purchase or Fleet

This stakeholder is responsible for approving actions on behalf of the supervisor while the supervisor is on leave or travel to ensure that charge card statements are approved in a timely manner.

Cardholder (additional details will be provided in Cardholder User Guide)

This stakeholder is responsible for the following items:

- Completing mandatory training, applying for the charge card, and obtaining spending authority

- Ensuring the charge card is issued in her or his legal name
- Reviewing charge card statements to ensure all transactions are accurate, valid, and incurred for official government business
- Paying all undisputed individually billed transactions by the statement due date
- Following bureau exit clearance procedures to ensure account closure when leaving the organization
- Reconciling accounts with supporting documentation if user does not have computer access
- Faxing or mailing reconciliation documentation to the Group Management Assistant if user does not have computer access
- Reporting suspected misuse or abuse of charge cards or convenience checks

Convenience Check Writer

This stakeholder is responsible for the following items:

- Completing mandatory training, applying for convenience checks, and obtaining spending authority
- Ensuring the convenience checks are issued in her or his legal name
- Reviewing account statements to ensure all transactions are accurate, valid, and incurred for official government business
- Following bureau exit clearance procedures to ensure that unused checks are destroyed and account is closed when leaving the organization
- Reconciling accounts with supporting documentation
- Providing reconciliation documentation to the Group Management Assistant if the cardholder does not have computer access
- Tracking outstanding checks that may appear as transactions on future billing statements
- Maintaining convenience check transaction files in accordance with bureau or office records retention requirements

Crew Chief, Fire, and Other Employees designated as Emergency Response Officials

(additional details will be provided in the Crew Chief, Fire, and Other Employees designated as Emergency Response Officials User Guide)

This stakeholder is responsible for the following items:

- Completing mandatory training, applying for the charge card, and obtaining spending authority
- Obtaining authorization from the incident agency or bureau and Finance/Administration Section Chief to use the government charge card and convenience checks on all-hazards incidents as stated in the [All Hazards Supplement to the Interagency Incident Business Management Handbook](#)
- Reviewing charge card statements to ensure all transactions are accurate, valid, and incurred for official government business
- Ensuring supporting documentation includes mention of emergency assignment
- Paying all undisputed individually billed transactions by the statement due date

- Reconciling accounts with supporting documentation if user does not have computer access
- Faxing or mailing reconciliation documentation to the Group Management Assistant if user does not have computer access
- Reporting suspected misuse or abuse of charge cards or convenience checks

III. Business Lines

The purpose of this section is to provide an introduction to the DOI Integrated Charge Card Program business lines and associated tools as well as billing methods. A summary of the areas covered in this section is provided below.

- a. [Purchase Business Line](#) - view this section to learn more about the purchase business line to include the following topics: integrated charge card, convenience checks, uniform drawdown card, student activity card, virtual payment account, and single use account.
- b. [Travel Business Line](#) - view this section to learn more about the fleet business line to include the following topics: integrated travel card, declining balance card, and corporate account.
- c. [Fleet Business Line](#) - view this section to learn more about the fleet business line to include the fleet card.
- d. [Billing methods](#) - view this section to learn more about billing methods to include the following topics: standard billing cycles and dates, directly billed method, and individually billed method.

a. Purchase Business Line

The DOI Integrated Charge Card Program integrates purchase, travel, and fleet business lines. Each business line is comprised of the tools described in its associated section. The following purchase tools are described in this section, click on the links below to access this information.

1. [Integrated Charge Card](#)
2. [Convenience Checks](#)
3. [Uniform Drawdown Card](#)
4. [Student Activity Card](#)
5. [Virtual Payment Account](#)
6. [Single Use Account](#)

1. Integrated Charge Card

[What is the integrated charge card?](#)

- The integrated charge card (charge card) is a tool used as a purchasing/payment method for obtaining goods and services within the DOI. All DOI cards with the purchase business line are integrated with the fleet business line. The integrated charge card is a plastic card approximately 3"x2" with the legal name of the authorized user and the Department of the Interior's tax exemption number embossed on the card.

[Who should use the integrated card?](#)

- The card is only used by Federal employees at the DOI who meet the following criteria:
 - Approved by immediate supervisor to apply for the integrated card
 - Completed mandatory training (see [Training](#) section and [User Guides](#))
 - Received delegation of authority for the purchase business line from the Bureau Procurement Chief

- In addition, the card may be used by employees described in the situations below.
 - Federal employees outside of the DOI are authorized to be issued an integrated charge card after an executed interagency agreement is on file
 - Seasonal employees may be issued a card; however use is limited to the employment period designated in the **Federal Personnel Payroll System**

How are purchase transactions billed?

- All transactions made with the purchase business line are billed directly to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

Why and when should the integrated card be used?

- The integrated card is used as a purchasing and/or payment method for business transactions to obtain goods and services. Use of the purchase business line provides a streamlined acquisition process for certain purchases. The card may also be used to make payments against other procurement instruments, such as task orders, delivery orders, and purchase orders. When using the card for either purchasing or payments, cardholders must ensure that all required policies and procedures are followed to accurately record transactions in the Financial and Business Management System.
- The purchase card is the preferred purchasing method for all purchases that do not exceed the micro-purchase threshold (defined below). However, individuals who are appointed as Contracting Officers under DOI policy may use the card for other types of procurement actions in accordance with [FAR 13.3](#).
 - The micro-purchase threshold is defined as follows: (Note: If the information in section conflicts with the most recent version of the Federal Acquisition Regulation (FAR), the current FAR thresholds for micro-purchases will supercede this manual. See [FAR 13.2](#) and [FAR 2.1](#))
 - a. \$3000 for supplies
 - b. \$2500 for services
 - c. \$2000 for construction
 - Click the following link for additional information regarding **Spending Limitations, Use Restrictions, and Fraud, Collusion, and Misuse and Abuse**
- The purchase card should be used [All Hazards Supplement to the Interagency Incident Business Management Handbook](#)

2. Convenience Checks

What are convenience checks?

- Convenience checks are a tool used to complete purchase transactions at the DOI when a vendor does not accept charge cards. The checks are printed on duplicate paper to facilitate tracking and ease reconciliation. The checks are sequentially numbered and are encoded with the cardholder's account information. Pre-printed information includes

Agency Name, a statement indicating for Official Use Only, and also a statement of U.S. Government Tax exemption. A fee is charged for convenience checks.

Who should use convenience checks?

- Convenience checks are used by individuals at the DOI who are authorized to use the purchase business line; as such, she or he must meet the following criteria:
 - Approved by immediate supervisor to apply for convenience checks
 - Completed mandatory Purchase Business Line training which includes convenience check training (see [Training](#) section and [User Guides](#))
 - Received authority

How are convenience checks billed?

- All transactions completed using convenience checks are billed directly to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should a convenience check be used?

- Convenience checks are used as a purchasing and/or payment method for business transactions to obtain supplies and services for the DOI when the vendor does not accept charge cards. Convenience check use incurs a fee, and is limited by the following thresholds:
 - The micropurchase threshold which is defined below.
 - \$3000 for supplies
 - \$2500 for services
 - \$2000 for construction
 - Refer to the **Fire and Other Emergencies section** for limits and use in emergencies
- Convenience checks should only be used in the following situations:
 - Completing transactions with vendors that do not accept the charge card (and no alternate vendor exists)
 - Completing emergency incident response transactions (for example, fire and rescue situations) when a charge card cannot be used
 - Completing other agency approved transactions that comply with the Debt Collection Improvement Act of 1996 (Public Law 104-134)
- While use of convenience checks is sometimes necessary, individuals should limit use of convenience checks because of cost and the Department of the Treasury has ruled that convenience checks are not Electronic Funds Transfer-compliant. The following actions are prohibited for the use of convenience checks:
 - issuing a convenience check to oneself or to cash.
 - using a convenience check to pay a vendor that accepts the charge card
 - issuing a cash advance, advance payment, or reimbursement
 - issuing salary payment or cash award or any item that must be processed through the internal payroll system

- issuing a spot award or incentive to contractors or contract employees
- issuing a convenience check for travel tickets or expenses, including meals, lodging and rental or lease of vehicles
- purchasing anything prohibited for purchase with a charge card
- issuing a convenience check for honorarium fee to a non-U.S. citizen or permanent resident alien who is not authorized to receive this payment in accordance with the terms and conditions of their visa

3. Uniform Drawdown Card

What is the uniform drawdown card?

- The uniform drawdown card works like a charge card with a credit limit that is refreshed once a year. The authorized annual uniform credit limit will be established during the application phase. During the year, the credit limit is drawn down as a cardholder purchases uniform items. It will be refreshed at the beginning of each fiscal year.
- See specific guidance in the applicable uniform contract.

Who should use the uniform drawdown card?

- Uniform drawdown cards should only be used by individuals at the DOI who meet the following criteria:
 - Approved by immediate supervisor to apply for the uniform drawdown card
 - Completed mandatory training (see [Training](#) section and **User Guides**)

How is the uniform drawdown card billed?

- All transactions completed using the uniform drawdown card are directly billed to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should a uniform drawdown card be used?

- Designated law enforcement employees and other temporary or permanent employees required to wear the agency uniform may use a drawdown card to purchase uniform components.

4. Student Activity Card

What is the student activity card?

- The student activity card is a card established in the cardholder's name.

Who should use the student activity card?

- Student activity cards may be use by Indian Education School staff members who meet the following criteria:
 - Approved to apply for the student activity card
 - Completed mandatory training (see [Training](#) section and **User Guides**)

How is the student activity account billed?

- All transactions completed using the student activity account are billed directly to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should a student activity account be used?

- A student activity card may be used to purchase the following items:
 - Food, toiletry items, clothing, and learning opportunities (field trips to include admission fees) for students, parents, sponsors and approved chaperones
 - Transportation and accommodations for students, parents, sponsors and approved chaperones
 - Travel tickets and accommodations for school board and Board of Regents members
 - Recreation and entertainment for students
 - Student incentives, as defined and established by each bureau operated school (gift certificates, toys, electronics, etc.)

5. Virtual Payment Account

What is a virtual payment account?

- A virtual payment account is a cardless account assigned to a vendor and/or authorized agency account holder.

Who should use the virtual payment?

- The virtual payment account may be used by federal accounts payable personnel authorized to make recurring payments for specific vendors; she or he must meet the following criteria:
 - Approved by immediate supervisor to manage the virtual payment account
 - Completed mandatory training (see [Training](#) section and **User Guides**)

How is the virtual payment account billed?

- All transactions completed using the virtual payment account are billed directly to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should a virtual payment account be used?

- Virtual payment accounts are used as a method of payment for contractual instruments containing [FAR 52.232-36](#), Payment by Third Party, and some miscellaneous obligations
- Virtual payment accounts are established to meet mission needs

6. Single Use Account

What is a single use account?

- The single use account is established in the Financial and Business Management System and interfaced with the bank system

- The single use account is an electronic payment tool that eliminates the need for a physical card. Transactions are automatically reallocated to the contracting instrument

Who should use the single use account?

- Single use accounts may be used by federal accounts payable personnel; as such, she or he must meet the following criteria:
 - Approved by immediate supervisor to manage the single use account
 - Completed mandatory training (see [Training](#) section and **User Guides**)

How is the single use account billed?

- All transactions completed using the single use account are billed directly to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should a single use account be used?

- A single use account is an automated method of payment for contractual instruments containing the [FAR 52.232-36](#), Payment by Third Party
- The bank will create single use accounts for a specific vendor under the cardholder's profile once notified by the Financial and Business Management System
- Only a federal employee may authorize the bank to provide a single use account number to the vendor from the Department of the Interior accounts payable office

b. Travel Business Line

The DOI Integrated Charge Card Program integrates purchase, travel, and fleet business lines. Each business line is comprised of the tools described in its associated section. The following purchase tools are described in this section, click on the links below to access this information.

1. [Integrated Travel Card](#)
2. [Declining Balance Card](#)
3. [Corporate Account](#)

1. Integrated Travel Card

What is the integrated travel card?

- The integrated travel card (travel card) is a tool used as a payment method for authorized travel-related transactions. It is a plastic card, issued with the legal name of the user embossed on the card.

Who should use the travel card?

- The card may be used by individual on DOI authorized official government travel who meet the following criteria:
 - Approved by immediate supervisor or DOI employee to apply for the integrated travel card
 - Completed mandatory training (see [Training](#) section and [User Guides](#))

- The integrated travel card may be used for authorized transportation and meals and incidental expense allowance for DOI employees. Note that the transportation costs of eligible dependent family members must be purchased with the corporate account.

How is the travel card billed?

- Transactions made using the travel card are both centrally and individually billed. For additional information on centrally and individually billed transactions, click on the following link: [Billing Methods](#).

When should the travel card be used?

- The travel card is the mandatory payment method for certain authorized travel transactions at the DOI. The travel card must be used as the method of payment for the following transactions when an individual is on official government travel:
 - Transportation tickets, for example, airline, rail, or bus travel tickets
 - Travel management center fees
 - Rental vehicle
 - Fuel for the rental vehicle
 - Lodging
 - Cash advances within 5 calendar days prior to the official travel and never after official travel status has ended
- The travel card is the optional payment method for the following travel-related transactions when an individual is on official government travel:
 - Laundry
 - Dry cleaning
 - Parking
 - Local public transportation (e.g. subway and local commuter bus)
 - Local travel (e.g. taxis and commercial shuttles)
 - Tips (transportation)
 - Meals
 - Relocation allowances described in the [Federal Travel Regulation Chapter 302](#), except en-route travel and house hunting trip expenses
- The travel card may be used for permanent change of duty station please see your bureau- or office-specific policy for details
- The travel card must not be used as the method of payment for the following transactions:
 - Fuel for privately owned vehicle
 - Personal or unofficial rental vehicle
 - Travel accommodations or expenses for someone other than the cardholder (please consult the Office of Financial Management (PFM) for guidance on use of the travel card for Permanent Change of Duty Station (PCS) travel)
 - Consultant travel

2. Declining Balance Card

What is the declining balance card for travel?

- Declining balance card accounts are established and used during a limited time period and for an authorized dollar amount. The available balance declines as the card is used. While an account may be reused by adjusting the card's cycle limit, the Department recommends not refreshing limits on the declining balance card, but rather to issue a card for each instance of need.

Who should use the declining balance card for travel?

- Declining balance cards for travel may be used by both individuals at the DOI and invitational travelers. DOI employee's must receive approval from their immediate supervisor to use the declining balance card. Invitational travelers must receive approval from an authorized DOI employee to use the declining balance card for travel

How is the declining balance card for travel billed?

- All transactions completed using the declining balance card are directly billed to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#)

When and why should a declining balance card be used for travel?

- A declining balance card can be used to cover official travel allowances and other related fees for the following individuals:
 - Employees who have applied for but not yet received a card
 - Employees serving without an appointment
 - Employees and their immediate family members in the course of relocation (PCS) travel
 - Employees who have lost their charge card privileges
 - Interviewees performing pre-employment interview travel
 - Invitational travelers on official government business
 - Temporary employees serving under retired annuitant or occupational safety and health programs
- The declining balance card may be used for expenses which are related to official government travel, invitational travel, and relocation. Examples of declining balance card uses are provided below.
 - Transportation and lodging
 - Rental car and other modes of ground transportation
 - Meals and Incidental Expenses and other authorized reimbursable expenses

3. Corporate Account

What is the corporate account for travel?

- A corporate account for travel is an account issued in the name of the organizational unit and is used to pay only the transportation expenses and associated systems generated

reservation and document submission fees for individuals who do not have a DOI integrated charge card.

Who should use the corporate account card for travel?

- Corporate account for travel may be used by individuals at the DOI who meet the following criteria:
 - Approved by immediate supervisor or DOI employee to apply for a corporate account for travel
 - Completed mandatory training (see [Training](#) section and **User Guides**)

How is the corporate account for travel billed?

- All transactions completed using the corporate card are directly billed to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should a corporate account be used for travel?

- A corporate account can be used for transportation expenses when an authorized traveler does not have a Government issued integrated charge card with the travel business line to pay for major transportation expenses, such as rail or airfare. This can include individuals who have applied for but not yet received their integrated card, individuals who have lost their charge card privileges, interviewees and invitational travelers, employees serving without an appointment, and employees and their immediate family members performing PCS travel.

c. Fleet Business Line

While all business lines are integrated, the fleet card is a purchasing tool for the fleet business line. Additional information regarding the fleet card is provided in the Fleet Card section.

1. Fleet Card

What is the fleet card?

- The fleet card is a method of payment that is part of the integrated business, travel, and fleet line at the DOI. It is a plastic card, embossed with name of the fleet vehicle or fleet equipment. The name of the fleet vehicle is the license plate number of the DOI vehicle or the name given to other equipment.

Who should use the fleet card?

- The driver or operator of the fleet equipment

How is the fleet card billed?

- All transactions completed using the fleet card are directly billed to the government. For additional information on directly billed transactions, click on the following link: [Billing Methods](#).

When and why should the fleet card be used?

- The fleet card should be used for supplies or services for vehicles, equipment, boats, ocean-going vessels, aircrafts, and miscellaneous equipment that are either owned or commercially leased by DOI and to which the card is assigned. This includes oil, fuel, and minor maintenance or repair items or services under the micro-purchase threshold. The fleet card cannot be used for fuel, oil, supplies, services or repair for privately owned vehicles.
- The fleet card may be used to procure aviation fuel, fuel related supplies, and ground services on DOI-owned aircraft; the fleet card may not be used for leased aircraft.
- The fleet card must be used in accordance with [FAR 22.1003-4\(d\)\(1\)\(i\)](#) and [FAR 13.301](#).
- DOI employees are authorized by the Department of Defense to use the Department of Defense Air Card for DOI owned aircraft. The use of the Department of Defense Air Card is governed by Department of Defense policies and procedures.

d. Billing Methods

The DOI Integrated Charge Card Program integrates purchase, travel, and fleet business lines. Transactions completed in each business line may be directly billed to the agency or individually billed to the card holder based on the category of merchant where the transaction was made. Additional information regarding standard billing cycles and dates, and directly or individually billed methods is provided by clicking on the links below.

1. [Standard Billing Cycle and Dates](#)
2. [Directly Billed Method](#)
3. [Individually Billed Method](#)

1. Standard Billing Cycle and Dates

What is a billing cycle?

- A billing cycle is the time period between the dates that account statements are issued.

What is a billing date?

- A billing date is the cut-off date for which charges are processed for the billing cycle. The standard billing date at the DOI is the 19th day of every month.

2. Directly Billed Method

What is a directly billed transaction?

- A directly billed transaction is a charge card expense that is billed directly to and paid by the government

What purchase tools are directly billed?

- The following purchase tools are directly billed: purchase and fleet card; convenience check; declining balance card for purchases and travel; uniform drawdown card; and the corporate account. The travel card may be directly and individually billed.
- Types of directly billed items may include, but are not limited to the following:
 - purchase of goods and services
 - charges for temporary duty travel for transportation, hotel, and rental car
 - transactions using a convenience check
 - transactions for airfare, lodging, and rental car while on official government travel
 - taxis for both local and non-local travel

3. Individually Billed Method

What is an individually billed transaction?

- An individually billed transaction is billed directly to and paid by an individual cardholder. Individually billed balances must be paid in full by the cardholder by the due date on the statement. Credit is not provided to allow for incremental payments over a period of time. The need for a receipt for individually billed transactions depend on the expense category. Please refer to the [Temporary Duty Travel Policy](#) for additional information.

What purchase tools and types of transactions may be individually billed and who is responsible for payment?

- The integrated travel card is the only tool that may be individually billed.
- For items that appear as directly billed and should be individually billed, please refer to the Agency/Organization Program Coordinator for instructions
- Some types of individually billed transactions may include the following travel expenses:
 - Meals while on official government travel
 - Incidental expenses while on official government travel
 - Cash advances for official government travel
- Cardholders are responsible for paying undisputed individually billed transactions by the statement due date.

IV. Internal Controls

The purpose of the internal control section is to provide stakeholders with information regarding the system of internal controls for the DOI Integrated Charge Card Program. Information provided in this section is considered mandatory; bureaus and offices must establish policies and procedures to adhere to this guidance. A summary of the areas covered in this section is provided below.

- a. [Overview of requirements](#) - view this section to learn more about the policy governing internal controls at the DOI and overall bureau and office requirements.
- b. [Description of controls](#) - view this section to learn more about the controls required to be tested annually by bureaus and offices.
- c. [Instructions](#) - view this section to learn more about specific instructions for implementing the DOI Integrated Charge Card Program internal controls system.

a. Overview of Requirements

[Why do we have a system of internal controls?](#)

- Internal Controls are tools to help program and financial managers achieve results and safeguard the integrity of their programs. Effective internal control provides reasonable assurance that significant risks or weaknesses that could adversely affect the agency's ability to meet its objectives would be prevented or detected in a timely manner.
- A system of internal controls over the DOI Integrated Charge Card Program is a process that includes measures such as policies and procedures, checks and balances, monitoring and reviews to prevent waste, fraud and misuse associated with DOI Integrated Charge Cards. Internal controls are necessary to ensure the achievement of organizational objectives; operational effectiveness and efficiency; reliable financial reporting; and compliance with laws, regulations and policies.
- [The Government Charge Card Abuse and Prevention Act of 2012 \(Pub.L.112-194\) \(Charge Card Act\)](#) requires all Executive Branch agencies to establish and maintain safeguards and internal controls "to prevent waste, fraud, and abuse of purchase cards, travel cards, fleet cards, integrated cards, and centrally billed accounts, while enhancing program integrity through increased opportunities for community collaboration and transparency."
- The information provided in the internal control section is designed to create specific controls which complement the annual requirements established by the Office of Financial Management and meet the requirements of [Appendix B of Office of Management and Budget Circular A-123](#).

[What does the DOI require from bureaus and offices to be compliant with the system of internal control for the DOI Integrated Charge Card Program?](#)

- Bureaus and offices are required to establish internal controls for charge card program management and provide annual assurance to the Office of Acquisition and Property

Management that controls described in the [Description of Controls](#) section exist and are regularly monitored. Assurance shall be demonstrated by testing the controls using data sampling, system reports, and other types of information gathering and verification as necessary. Internal control testing conducted for the Office of Financial Management as part of the annual [OMB Circular A-123 Appendix B](#) process is sufficient **if the controls described in the [Description of Controls](#) section are included**. Future standards for data sampling and system reports will be provided by the Office of Acquisition and Property Management as they are established.

b. Description of Controls

What are the controls required to be tested by data sampling, system reports, and other types of information gathering as necessary?

- The controls provided below are separated into the following four processes: application, transaction, review and approval, and charge card management. These controls are required to be established and monitored by bureaus and offices to provide annual assurance to the Office of Acquisition and Property Management.

1. Application Process

- Control must exist to ensure cardholders receive delegation of purchase authority.
- Control must exist to ensure the application for a government issued charge card is completed by each employee and approved by her or his supervisor.
- Control must exist to ensure the Agency/Organization Program Coordinator assigned to the office reviews and completes each charge card application accurately.
- Control must exist to ensure Agency/Organization Program Coordinators are the only individuals authorized to process charge card applications.
- Control must exist to ensure employees satisfactorily complete all required training.

2. Transaction Process

- Control must exist to prevent or promptly detect a cardholder who makes improper transactions, which may include splitting purchases, buying outside of business line authority, spending over authorized limits, and purchasing prohibited goods and services.
- Control must exist to ensure disputed purchases and discrepancy between a receipt and other supporting documentation and the statement of account is resolved in the manner prescribed in the GSA SmartPay master contract.

3. Review and Approve Process

- Control must exist to ensure a cardholder reconciles transactions within 30 days of the end of the cycle date.
- Control must exist to ensure proper supporting documentation accompanies charge card transactions.

- Control must exist to ensure the approving official/supervisor approves or disapproves charge card transactions within 30 days of the end of the cycle date.
- Control must exist to ensure a cardholder is not the approver of her or his own transactions regardless of review and approve methodology.

4. Charge Card Management Process

- Control must exist to ensure that charge card balances are paid and accounts are closed as required.
- Control must exist to ensure lost, damaged, or stolen cards are properly addressed.
- Control must exist to ensure charge card delinquency is addressed, including as necessary, through salary offsets.
- Controls must exist to ensure steps are taken to recover the cost of any illegal, improper, or erroneous purchases or payments, including as necessary, through salary offsets.
- Control must exist to ensure the number of cardholders assigned to an Approving Official/Supervisor is reasonable based on the volume of cardholder activity and organizational structure.
- Control must exist to ensure the Approving Official/Supervisor has direct knowledge of the cardholder's role and the ability to verify receipt of goods or services.
- Control must exist to ensure the number of cardholders and Approving Officials/Supervisors assigned to an Agency/Organization Program Coordinator is reasonable based on the volume of cardholder activity and organizational structure.
- Control must exist to ensure that responsibilities of an Approving Official/Supervisor and Agency/Organization Program Coordinator do not overlap.
- Control must exist to ensure the assignment of duties is separated by individuals; this may include the following duties: authorizing, approving, and recording transactions; receiving assets; approving cardholder statements; making payments; certifying funds; and reviewing or auditing.

c. Instructions

What is the format of information required by the Office of Acquisition and Property Management to include details for data sampling, types and frequency of reports, and other information?

- The Office of Acquisition and Property Management is working toward establishing a standard approach for control testing using data sampling, system reports, and other types of information. The Office of Acquisition and Property Management is working with the Office of Financial Management to reduce duplication of the internal control requirements of [OMB Circular A-123 Appendix B](#) while fulfilling programmatic oversight

responsibilities and the requirements of the Charge Card Act. Once a standard approach is established, instructions, details, and templates will be located in this section.

- Bureaus and offices are encouraged to share best practices regarding established internal controls for the DOI Integrated Charge Card Program with the Office of Acquisition and Property Management for possible Department-wide adoption.

V. Administration

The purpose of the Administration section is to provide stakeholders with information regarding the following topics as they pertain to the DOI Integrated Charge Card Program: account establishment, account management, account closure and reinstatement, and account reconciliation. Bureau- and office-specific policies and procedures that cascade from this policy must adhere to the provisions provided throughout this section. A summary of the areas covered in this section is provided below.

- a. [Account Establishment](#) - view this section to learn more about establishing an account.
- b. [Account Management](#) - view this section to learn more about the following topics: managing an account; managing the transfer, resignation, or termination of an Approving Official/Supervisor; managing organizational changes; determining spending and cycle limits; managing changes to a single or monthly purchase limit; and suspending accounts. .
- c. [Account Closure and Reinstatement](#)- view this section to learn more about account closure and reinstatement.
- d. [Account Reconciliation](#) - view this section to learn more about reconciling an account.

a. Account Establishment

The purpose of this section is to provide an overview of information regarding establishing an account for purchase, travel, and fleet business lines. Bureaus and offices must establish policies and procedures to complete the actions described below. Note that the DOI Access Card is recognized as the authorized digital signature by the DOI Integrated Charge Card Program. The electronic user ID is considered the digital signature in the bank vendor's application system.

[Account that is issued to an individual](#) - Purchase and travel business lines are assigned to individual employees. To establish a new account for purchase and/or travel business lines issued to an individual, the individual should complete the following steps:

1. Complete mandatory training. (see **Training** section for more information)
2. Complete an application for purchase and/or travel account using the employee's full legal name. Transition from paper applications to online applications will be completed by fiscal year 2017; a waiver process will be implemented by fiscal year 2017 to address any exceptions that might arise in conjunction with the online application process.
3. Obtain Approving Official/Supervisor signature on the application.
4. Provide signed application to the Agency/Organization Program Coordinator, who will assign the authorization control set to the account, and forward the completed application to the bank vendor. In accordance with [FAR 4.703](#), the bank vendor retains electronic copies of approved applications for three years.
5. Receive charge card with approved business lines, and/or convenience checks, and activate card.
6. Receive PIN for use to withdraw cash, if travel account authorizes cash access.

7. Receive user access information to the online account management system from the Agency/Organization Program Coordinator.
8. Receive training information for the online account management system from the Agency/Organization Program Coordinator.

Account assigned to an entity - Fleet accounts or corporate accounts are not assigned to individuals; they are assigned to entities (i.e., vehicles or organizations for corporate accounts). To establish a new account issued to an entity, the entity or individual responsible for that entity should complete the following steps:

1. Complete online application using the bank vendor's online resource. Assign the correct hierarchy, user ID, email, address, and other pertinent information. If using a paper application, complete the paper form and process according to the bank vendor-provided paper process.
2. Receive and activate card.
3. Schedule end user training if necessary.

b. Account Management

The purpose of this section is to provide an overview of information regarding managing an account for purchase, travel, and fleet business lines. Click on each link below for additional details regarding the following actions necessary for bureaus and offices:

1. [Manage an Account](#)
2. [Manage the Transfer, Resignation, or Termination of an Approving Official/Supervisor](#)
3. [Manage Organizational Changes](#)
4. [Determine Merchant Category Code Group Spending and Cycle Limits](#)
5. [Suspend Accounts](#)

1. Manage an Account

Bureaus and offices must establish policies and procedures to ensure accounts are properly managed as described in the steps below.

1. Ensure that cardholders satisfactorily complete annual refresher training for applicable business lines (see **Training** section for more information).
2. Review charge card transactions and ensure unauthorized transactions are disputed. Incorrectly billed transactions (i.e., transactions that should have been individually billed but were billed directly to the government, or vice versa) must be transferred to the correct method of billing. Cardholders should request assistance from their Agency/Organization Program Coordinator.
3. Ensure that cardholders and Approving Official/Supervisors complete review and approval of transactions in accordance with their Bureau's approved review program, i.e., online or manual.
4. Notify the Agency/Organization Program Coordinator of changes in account status or the need for transactions to be transferred.
5. Report suspected fraud or misuse to the appropriate bureau or office personnel and Office of Inspector General, if applicable.

6. Ensure outstanding balances for individually billed transactions are paid in full each cycle by the cardholder regardless of reimbursement.

2. Manage the Transfer, Resignation, or Termination of an Approving Official/Supervisor

Bureaus and offices must establish policies and procedures to manage the transfer, resignation, or termination of an Approving Official/Supervisor. The following actions apply:

1. Assign a new or alternate Approving Official/Supervisor within 30 days.
2. Suspend cardholder accounts if a new or alternate Approving Official/Supervisor is not assigned within 30 days.
3. Ensure new or alternate Approving Official/Supervisor has met training requirements and obtained delegation of authority.

3. Manage Organizational Changes

Bureaus and offices must establish policies and procedures to manage organizational changes within the systems relevant to the DOI Integrated Charge Card Program. Organizational changes have a tremendous impact on system workflow to include review and approval structure, and must be captured accurately in the bank vendor system and all DOI internal systems relevant to the DOI Integrated Charge Card Program. The following actions apply:

1. Ensure bank vendor system and DOI internal system role hierarchy is accurate, valid, and reflects current organizational structure.
2. Ensure online review and approval workflow accurately reflects organizational structure.

4. Determine Merchant Category Code Group Spending and Cycle Limits

Bureaus and offices must adhere to Departmental merchant category code group spending and cycle limits. (see **internal controls section**). The following processes apply to this section:

1. Requests to change merchant category code group spending and cycle limits must be submitted by the Agency/Organization Program Coordinator to the Charge Card Support Center.
2. Requests for changes to the spending and cycle limits must be based on bureau mission requirements and approved by the DOI Integrated Charge Card Program Manager.

In addition, bureaus and offices must establish policies and procedures to manage changes to a single or monthly purchase limit for the charge card. The single purchase limit is tied to the micro-purchase threshold, which is established in law and regulation. The DOI Assistant Secretary - Policy, Management and Budget is the only official authorized to raise the micro-purchase threshold, and then only in limited circumstances. Cardholders who also hold a Contracting Officer Appointment may request approval to use their card as a payment tool for transactions over the micro-purchase threshold. The following actions apply:

1. The cardholder's Approving Official/Supervisor submits a request to increase the single purchase limit to the Agency/Organization Program Coordinator, with a copy of the cardholder's Contracting Officer Appointment and an explanation of the business need for the increase.
2. The Bureau Procurement Chief may approve, deny or adjust the request.

3. If approved, the Bureau Procurement Chief shall amend the Contracting Officer Appointment to reflect the authorized single purchase limit.

5. Suspend Accounts

Bureaus and offices must establish policies and procedures to temporarily suspend accounts in the scenarios provided below.

1. Suspend an inactive account. An inactive account is defined as any account that does not record a transaction over an 18-month period of time. The Agency/Organization Program Coordinator must take the following action:
 - a. Conduct inactive account review
 - b. Suspend inactive accounts and inform Approving Official/Supervisor
 - c. Notify cardholders that her or his account has been temporarily suspended
2. Suspend an account if a cardholder is scheduled to be absent from her or his regular duty for any extended period of time, including extended sick leave, parental leave, military leave, etc.
3. Suspend an account if improper card use is suspected
4. Suspend an account when the cardholder fails to adequately perform her or his duties (additional information will be provided in the cardholder user manual).
5. Suspend an account upon written request from the Office of Inspector General
6. Validate suspended status accounts annually.

Note that suspension or cancellation of a cardholder's travel business line account due to delinquency will result in the automatic suspension or cancellation of other business lines (e.g., purchase or fleet) on the cardholder's integrated account.

c. Account Closure and Reinstatement

The purpose of this section is to provide an overview of information regarding account closure and reinstatement. Bureaus and offices must establish policies and procedures to complete the actions described below.

1. Ensure that the exit clearance process includes closure of the account and destruction of charge cards and convenience checks for cardholders who resign, transfer, or are terminated.
2. Close accounts due to misuse or failure to maintain training requirements, and as determined by management or the bank vendor.
3. Allow Agency/Organization Program Coordinators to reinstate accounts that have been closed for abuse and misuse with approval from the Office of Acquisition and Property Management. Detailed instructions will be provided in the **Agency/Organization Program Coordinator User Guide**. Note that cardholder authority cannot be reinstated if the servicing bank initiated termination of an account due to violations of the signed cardholder agreement as stated in the GSA SmartPay master contract.

d. Account Reconciliation and Approval

The purpose of this section is to provide an overview of information regarding reconciling and approving an account. Bureaus and offices must establish policies and procedures to complete the actions described below.

1. Perform transaction review and approval within 30 calendar days of receipt of either a bank statement or electronic notification of the transaction.
2. Ensure cardholder transactions are reconciled, reviewed, and have relevant receipts and supporting documentation.
3. Establish processes to review and approve accounts for absent cardholders.

Training

The purpose of the training section is to provide stakeholders with information regarding training for the DOI Integrated Charge Card Program. Information provided in this section is considered mandatory; bureaus and offices must establish policies and procedures to adhere to this guidance. A summary of the areas covered in this section is provided below.

- a. [Training Requirements](#) - click on this link to learn more about overall training requirements.
- b. [Training Courses](#) - click on this link to access a comprehensive list of training expectations and opportunities available for users of the DOI Integrated Charge Card Program.

a. Training Requirements

All cardholders and convenience check writers, Approving Officials/Supervisors, and Agency/Organization Program Coordinators are required to complete mandatory training prior to appointment or card issuance. All cardholders and convenience check writers, Approving Officials/Supervisors, and Agency/Organization Program Coordinators are also required to complete mandatory annual refresher training to maintain continued participation in the DOI Integrated Charge Card Program.

b. Training Courses

This section provides a comprehensive list of training expectations and opportunities available for users of the DOI Integrated Charge Card Program. Please contact the Agency/Organization Program Coordinator to locate courses. Click on this link: [DOI Integrated Charge Card Program - Training Courses](#) to find the following information:

1. Courses
2. Description of course
3. Charge card user type (required courses)
4. Financial and Business Management System user type (required courses)
5. Frequency