APPENDIX F

Travel Card Memorandum

Subject: Travel Cards for Members of the Reemployed Annuitant Cadre (RAO)

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

MAY 3 1 2008

CECW-HS

MEMORANDUM FOR THE RECORD

SUBJECT: Travel Cards for Members of the Reemployed Annuitant Cadre (RAO)

1. DOD Finance Management Regulation 7000.14-R, Volume 9, Chapter 3, Government Travel Card provides certain cases where individuals are not required to obtain and utilize that card.

2. Specific language is: "...the Department has exempted the following classes of personnel from mandatory use of the card throughout the Department:...i. Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel charge card to such individual."

3. All RAO personnel are hired on an intermittent work schedule. Deployment is very much on a case-by-case basis and can vary from a few days to many months a year. Therefore, during in-processing, RAO personnel will be asked if they need a card in order to fulfill the mission and if so, will complete the training and an application form and subsequently be issued a card.

4. If a card is not requested then transportation charges for these personnel will be charged to a government Central Billing Account and these personnel are exempt from the use of a government travel card for rental cars, lodging, meals, etc. They are required to provide their own method of payment prior to reimbursement from the Corps.

5. As a result, I agree that those who do not need a card and who choose not use the government travel card fall within the exception above.

EDWARD J. HECKER
Chief, Office of Homeland Security
and Provost Marshall
Directorate of Civil Works