

DON AIR Card Certification Course
Lesson 6

Disciplinary Guidance



Agency Program Coordinator

1 March 2006



This is lesson 6 of the AIR Card Certification course. Click the forward arrow to preview this lesson's objectives.

DON AIR Card Certification Course

Lesson 6 Learning Objectives

Upon successful completion of this lesson, you will be able to:

- State the DON CCPMD PMO basic policy toward misuse, abuse, and payment delinquency.
- Identify the “Authoritative Guidance” for Civilian personnel violations.
- Identify the “Authoritative Guidance” for Military personnel violations.
- List Related Security Clearance Issues.

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This lesson will cover these three objectives which deal with disciplinary guidance. When you finish this course, you will be tested on these objectives and the objectives of the other lessons; so take a moment and read them over. When you are ready to continue, click the forward arrow.

Disciplinary Guidance

- Zero-Tolerance for Misuse, Abuse, and Payment Delinquency
- Official Government Business **Only**
- Improper, Fraudulent, Abusive, or Negligent Use - **Prohibited**

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The DON CCPMD AIR Card Program Management Office has a zero tolerance policy regarding AIR Card misuse, abuse, and payment delinquency. The AIR card is for official government business in accordance with the policies and regulations referenced in the AIR Card instruction and in your local internal instructions. The AIR Card can not be used for any other purpose.

Improper, fraudulent, abusive, or negligent use of the government AIR card is strictly prohibited. The next several slides explain the disciplinary guidance to redress any such issues.

Click the forward arrow to continue.

Policy

- DON Policy Toward Improper, Fraudulent, Abusive, or Negligent Use of the AIR Card:
 - Supervisor of the Responsible Individual or Parties Will Be Informed
 - Disciplinary or Adverse Action Should Be Taken
- Supervisors Who Receive Information
 - Take Appropriate Corrective or Disciplinary Action
 - Further Investigation If Needed
- Restitution - Check Payable to the US Treasury!

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It is DON policy that in each case of improper, fraudulent, abusive, or negligent use of the AIR card, the individual's supervisor will be informed immediately. This includes any use of the AIR Card at establishments or for purposes that are inconsistent with the official DON business. It is the supervisor's responsibility to take appropriate corrective and/or disciplinary action.

Supervisors who receive information indicating that a civilian employee or military member has engaged in any fraud, misuse or abuse of an AIR card, shall take appropriate corrective or disciplinary action which may require further investigation. The responsible parties will be required to make restitution by check payable to the US Treasury.

Click the forward arrow to see the disciplinary options available for civilian employees and for military personnel.

Civilian Personnel

- The Authoritative Guidance:
 - Under Secretary of Defense Memo, “*Government Charge Card Disciplinary Guide for Civilian Employees*”, 29 DEC 03
- Human Resources Office and Legal Office Should Assist the Supervisor
 - Selection of the Charge
 - Appropriate Penalty
- Navy’s Past Practice, Regulatory Guidance, Applicable Case Law and Good Judgment

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On December 29th, 2003, the Under Secretary of Defense issued a memo titled, “Government Charge Card Disciplinary Guide for Civilian Employees”. This is the authoritative guidance Supervisors shall use when dealing with infractions of AIR Card Program policies and regulations by civilian personnel. The local Human Resources Office and Legal Office should assist the supervisor in taking disciplinary action. In particular, they can assist with the selection of the charge and with the determination of the appropriate penalty. The penalty should be based on the Navy’s past practice, regulatory guidance, applicable case law and good judgment of the supervisor.

Click the forward arrow now to review the appropriate actions for military personnel.

Military Personnel

- The Authoritative Guidance:
 - Under Secretary of Defense Memo, ***“Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel”***, 10 JUN 03
- Uniform Code of Military Justice
 - Counseling, Admonishment and Reprimand
 - Non-judicial Punishment
 - Court-martial and Administrative Separation

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Military personnel shall be subject to actions outlined in the Under Secretary of Defense (USD) Memo, “Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel”, dated June 10th, 2003. As stated in this memo, actions available include counseling, admonishment, reprimand, non-judicial punishment, court-martial and administrative separation.

In appropriate cases, pecuniary liability, referral for criminal prosecution in civilian courts, and civil enforcement action are other ways to hold military personnel personally accountable for charge card misuse. A progression of increasingly severe disciplinary measures is often appropriate in the case of minor instances of misuse, but more serious cases may warrant the most severe sanctions in the first instance. Clearly, there is no single response appropriate for all cases.

Click the forward arrow to continue.

Relationship to Security Clearance

- The Authoritative Guidance:
 - Assistant Secretary of Defense (ASD) Memo, “*Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards*”, 04 Nov 02
- Modification or Revocation of a Security Clearance

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The Assistant Secretary of Defense issued a memo dated November 4th, 2002 which is titled “Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards”. It is in accordance with this memo to conduct a review of the security clearance of individuals involved in misuse, abuse, or fraud. This review is not a disciplinary action and should not be treated as such. However, such reviews by the appropriate security manager could result in a security clearance being modified or revoked which could include reassignment or removal.

This concludes our discussion of disciplinary guidance regarding AIR Card misuse, abuse and/or fraudulent use. Click the forward arrow to review this lesson’s objectives.

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Review of Objectives

You should now be able to:

- State the DON CCPMD PMO basic policy toward misuse, abuse, and payment delinquency. (REVIEW)
- Identify the “Authoritative Guidance” for Civilian personnel violations. (REVIEW)
- Identify the “Authoritative Guidance” for Military personnel violations. (REVIEW)
- List Related Security Clearance Issues. (REVIEW)

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Take a minute to review this lesson’s objectives. If necessary, you can click on the word “REVIEW” to return to the relevant area of the training to review that topic. When you are finished reviewing a topic, click the “RETURN” arrow icon in the navigation toolbar to return to this page of the course.

When you are confident that you understand the material, click the forward arrow to continue.

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This concludes Lesson 6, Disciplinary Guidance, and this is the last lesson of your AIR Card Certification course. You are now ready to take your Certification test and to print your Certificate of Completion. Click on the "HOME" icon in the navigation toolbar to close this lesson and return to the Main Menu. At the Main Menu, click on the Certification Test link to open the test registration screen.

Good luck.