

DON Fleet Card Certification Course

Lesson 6

Disciplinary Guidelines



March 1, 2012

This is Lesson 6 of your Fleet Card training. It provides guidelines for disciplinary actions against personnel who misuse, abuse or conduct fraudulent activity with a Fleet Card.

Please click the forward arrow now and we'll review this lesson's objectives.

Lesson 6: Major Topics

- Explain the need to work with Human Resources and the legal office regarding disciplinary actions
- List examples of appropriate disciplinary actions for civilian and military personnel
- List Three Memoranda Providing Guidance on Disciplinary Actions

March 1, 2012

The major topics listed here provide general guidance for applying restrictions, sanctions and punishments in cases of fraud, misuse or abuse of the Fleet Card program.

Click the forward arrow when you're ready to proceed.

Human Resources & Appropriate Legal Office

- Managers & Supervisors Use Discretion
- Solicit Support from HR & Legal
- Selection of the Charge and Appropriate Penalty
 - DON's Past Practice
 - Regulatory Guidance
 - Applicable Case Law
 - Good Judgment

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Managers and supervisors should use their discretion in handling Fleet Card misuse in a manner appropriate to each individual case. The circumstances of each case will determine the appropriate type of action, if any, that should be imposed. The supporting Human Resources Office and appropriate legal office should assist the supervisor on the selection of the charge and appropriate penalty based on the Department of Navy's past practice, regulatory guidance, applicable case law and good judgment.

Disciplinary actions can vary depending on the personnel involved, for example military verses civilian personnel. Click the forward arrow to review guidelines for civilian personnel disciplinary actions.

Civilian Personnel

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Misuse of Government sponsored Fleet/ Card (e.g. use for unauthorized personal expenses)	Letter of Counseling to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized use of or failure to appropriately control use of Fleet Card as a card user, Accountable Official responsible for use or oversight of the Card.	Letter of Counseling to removal	14-day suspension to removal	30-day suspension to removal

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It is important for all Fleet Card Program participants to understand that Civilian personnel penalty guidelines indicate that removal from government service is an available option for a first offense in appropriate cases. The chart shown here is a sample schedule of potential charge card offenses and remedies or penalties for such offenses. This chart is taken from Assistant Secretary of Defense memo dated 4 NOV 02 and provides a sense of appropriate disciplinary action for a civilian employee involved in improper use of a Fleet Card.

Disciplinary actions can include informal actions, such as written or verbal counseling detailing the concern and directing corrective actions and greater oversight. Actions could also include account suspension or cancellation, official letters of reprimand, demotion, removal, or potential criminal prosecution. Again, managers and supervisors should use their discretion in handling Fleet Card misuse in a manner appropriate to each individual case and should seek legal and HR support. All decisions to impose disciplinary action in any specific case must comply with applicable law and regulatory guidance.

Click the forward arrow to review disciplinary guidelines for Military personnel.

Military Personnel

- Uniform Code of Military Justice
 - Counseling
 - Admonishment
 - Reprimand
 - Non-Judicial Punishment
 - Court-Martial
 - Administrative Separation

- Other Disciplinary Actions
 - Pecuniary Liability
 - Criminal Prosecution in Civilian Courts
 - Modify or Revoke Access to Classified Information

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Military personnel who misuse, abuse or commit fraud with the Fleet Card shall be subject to actions available under the Uniform Code of Military Justice. These actions 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 of holding military employees personally accountable for charge card misuse.

In addition to corrective or disciplinary action, military personnel who misuse the Fleet Card may have their access to classified information modified or revoked. Commanders and supervisors must ensure that security clearance reviews are conducted when a Fleet Card User comes under investigation for card misuse.

In taking corrective or disciplinary action against military personnel who misuse or abuse the Fleet Card, commanders or supervisors should consult their legal advisors, as necessary.

Several memoranda have been issued which provide guidelines for charge card related disciplinary actions. Click the forward arrow for a brief discussion of three such memos.

Disciplinary Guidelines Memoranda

- **Assistant Secretary of Defense**
Memo 4 NOV 02
Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards
- **Office of the Under Secretary of Defense**
Memo 21 APR 03
Government Charge Card Disciplinary Guide for Civilian Employees
- **Under Secretary of Defense**
Memo 10 JUN 03
Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel

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The three memoranda listed here provide additional disciplinary guidelines and recommendations for handling cases of Fleet Card misuse, abuse and fraud. They can be accessed on the DON CCPMD website from the Fleet Card Program home page by selecting the Policy tab and then looking under Program Guidance.

Please click the forward arrow and we'll review this lessons objectives.

Lesson 6: Major Topics Review

- Explain the need to work with Human Resources and the legal office regarding disciplinary actions
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- List Three Memoranda Providing Guidance on Disciplinary Actions

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Congratulations! You have completed Lesson 6 and have finished the APC Role Based Training Course. Close this lesson and return to the Fleet Card Training Main Menu. On the Main Menu, click on the Certification Test and follow the instruction to register for your test. When you successfully complete the test, you will be able to print your certificate.