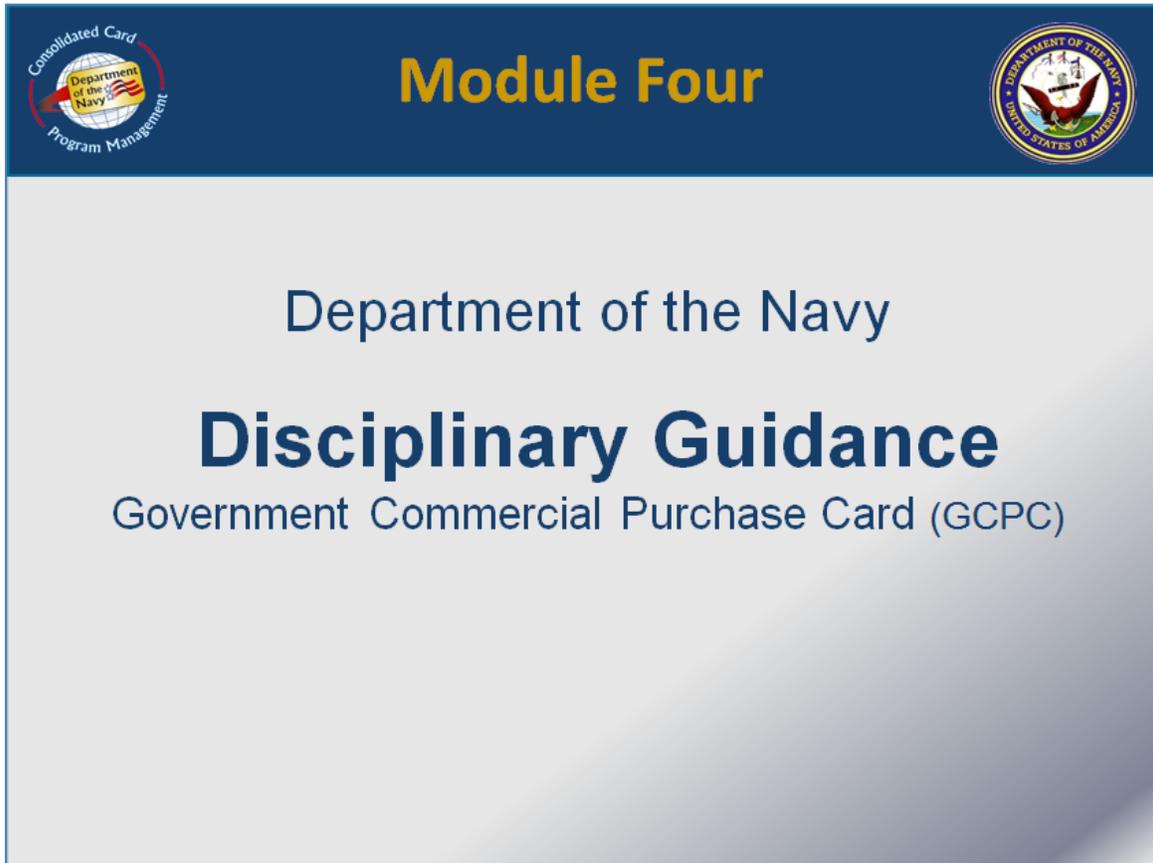


Module Four – Disciplinary Guidance  
GCPC Program Oversight



This is the fourth and final module of the Government Commercial Purchase Card Training Course.

It covers disciplinary guidelines for improper use of the Government Commercial Purchase Card.

All GCPC program personnel should have a complete understanding of their roles and responsibilities.

The Government Commercial Purchase Card Program has many internal controls in place to ensure proper use.

When roles and responsibilities are not properly performed and internal controls are not followed, disciplinary action may be necessary.



## Module Objectives

- Understand DOD Disciplinary Policy
- Understand the Roles of the A/OPC and Supervisor in Conducting Disciplinary Actions
- Understand Severity of Actions Depend on Circumstance and Personnel Involved

Objectives of this module:

- Define the DOD Disciplinary policy
- Review the general guidelines for handling disciplinary actions
- Explain that the severity of disciplinary actions can vary depending on the personnel involved, for example military versus civilian personnel



## DOD Disciplinary Policy

- Improper, fraudulent, abusive or negligent use of the GCPC is **prohibited**
- A/OPC shall **notify supervisor** of any instances that may warrant disciplinary action
- Supervisors shall take appropriate corrective or **disciplinary/adverse action** including investigation if needed

It is DOD policy that improper, fraudulent, abusive or negligent use of the GCPC is prohibited.

This includes any use of the GCPC for purposes that are inconsistent with the official business as it relates to applicable regulations and the Department of the Navy.

The A/OPC must notify the Supervisor in a timely manner of any instances that may warrant disciplinary action.

The Supervisor of the offending individual will take appropriate corrective or disciplinary action including an investigation if needed.



## DOD Disciplinary Policy

- Improper, fraudulent, abusive or negligent use of the GCPC is **prohibited**
- A/OPC shall **notify supervisor** of any instances that may warrant disciplinary action
- Supervisors shall take appropriate corrective or **disciplinary/adverse action** including investigation if needed
- **Action varies** based on particular circumstances, no single action is appropriate for all cases

The intent of disciplinary guidance is to ensure that management emphasis is given to the important issue of personal accountability as it relates to GCPC fraud, misuse and abuse.

The circumstances of each individual case will determine the appropriate type of disciplinary action, if any, that may be imposed.

A progression of increasingly severe penalties is often appropriate in the case of minor instances of misuse, but more serious cases may warrant the most severe penalty for the first offense if abuse or fraudulent activity is prevalent.

Clearly there is no single response appropriate for all cases.



## Disciplinary Guidance

- Disciplinary action for civilian and military personnel **depends on severity** of infraction
- Supervisor takes action
  - Coordinate with local HRO and legal office
- Offending individual makes **restitution**

The DOD has taken action to strengthen personal accountability within the GCPC program and has implemented disciplinary guidelines.

Disciplinary actions will depend upon the severity of the infraction and may impact access to classified information.

Supervisors who receive information indicating that a civilian or military employee has engaged in any potential fraud, misuse or abuse of the GCPC, will take appropriate corrective or disciplinary action, including further investigation if needed.

When a Supervisor is considering corrective or disciplinary action the Human Resources Office (HRO) can assist with the selection of the charge and appropriate penalty based on the Navy's past practice, regulatory guidance, applicable case law, and good judgment.

Coordination with the local Human Resources Office and the appropriate legal office should occur early in the process, as required by Navy policy.

Restitution should be made by the offending individual.

Restitution can be made with a personal check payable to the U.S. Treasury via the Activity's Comptroller.

Module Four – Disciplinary Guidance  
GCPC Program Oversight



## Civilian Personnel Sample Penalties

Offenses	1 <sup>st</sup> Offense	2nd Offense	3 <sup>rd</sup> Offense
Unauthorized use of or failure to appropriately monitor use of Government Commercial Purchase Card	Reprimand to removal	14-day suspension to removal	30-day suspension to removal

SAMPLE

Civilian personnel penalty guidelines address government GCPC offenses with respect to the severity of the offense.

In some cases the penalty of removal from government service may be appropriate if the offense warrants it.

This chart is a sample matrix of potential GCPC offenses and recommended remedies or penalties for such offenses.

Check your Activity IOP for specific procedures for disciplinary and administrative actions.

Consolidated Card  
Department of the Navy  
Program Management

## Penalty Guidance For Military Personnel

DEPARTMENT OF THE ARMY  
UNITED STATES OF AMERICA

### Uniform Code of Military Justice

- Counseling
- Admonishment
- Reprimand
- Non-Judicial Punishment
- Court-Martial
- Administrative Separation



Military personnel who misuse, abuse or commit fraud with the Government Commercial Purchase Card are 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.

Consolidated Card  
Department of the Navy  
Program Management

## Penalty Guidance For Military Personnel



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



In some cases, pecuniary liability and criminal prosecution in civilian courts are additional appropriate ways of holding military personnel accountable for Purchase Card misuse.

Civilian and military personnel who misuse the GCPC may have their access to classified information modified or revoked.

Commanders and Supervisors must ensure that security clearance reviews are conducted when a Government Commercial Purchase Card user comes under investigation for charge card misuse.

In taking disciplinary action against military personnel who misuse the GCPC, Commanders or Supervisors should consult with legal advisors, as necessary.

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Program Management



## Knowledge Check

If there is an instance that may warrant disciplinary action, the \_\_\_\_\_ shall notify supervisor.

- Program Manager
- Approving Official
- A/OPC
- Head of Activity



Here is your last Knowledge Check question.

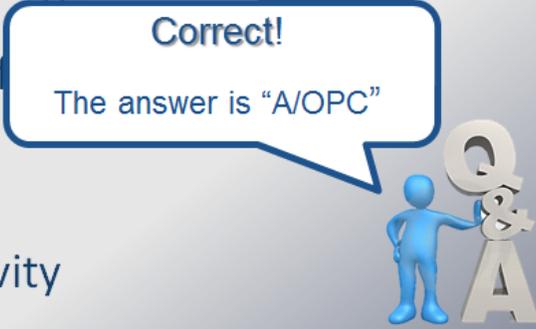
If there is an instance that may warrant disciplinary action, the \_\_\_\_\_ shall notify supervisor.

 **Knowledge Check** 

If there is an instance that may warrant disciplinary action, the \_\_\_\_\_ shall notify supervisor.

- Program Manager
- Approving Official
- A/OPC
- Head of Activity

**Correct!**  
The answer is "A/OPC"



The correct answer is the A/OPC shall notify the supervisor of any instances that may warrant disciplinary action.



## Module Objectives

- Understand DOD Disciplinary Policy
- Understand the Roles of the A/OPC and Supervisor in Conducting Disciplinary Actions
- Understand Severity of Actions Depend on Circumstance and Personnel Involved

In summary, we stated that DOD policy prohibits improper, fraudulent, abusive or negligent use of the GCPC.

The A/OPC will notify the Supervisor in a timely manner of any instances that may warrant disciplinary action and the Supervisor of the offending individual will take appropriate corrective or disciplinary action.

Disciplinary actions depend upon the severity of the infraction and may impact access to classified information.

The offending individual may be required to make restitution.

We discussed the differences in disciplinary actions for civilian and military personnel.

Lastly, we stated that military personnel are subject to actions available under the Uniform Code of Military Justice.

## Module Four – Disciplinary Guidance GCPC Program Oversight



# Assistance

- Within chain of command
- Advice from local level
  - ❑ A/OPC, Legal, Resource/Financial Manager (R/FM) and Contracting
- Visit CCPMD website
  - ❑ Policy and Desk Guides
  - ❑ Training and Training Material
  - ❑ Knowledge Nuggets (KNs)
  - ❑ Links (i.e., FMR, FAR, GAO, OSD, Ability One, eMall)
  - ❑ Frequently Asked Questions (FAQs)
  - ❑ Email subscription

You may ask where I can go for additional guidance and assistance.

The first avenue would be to go through your chain of command for advice and instruction.

You should seek advice from your local level A/OPC, legal office, Resource/Financial Manager, or contracting office.

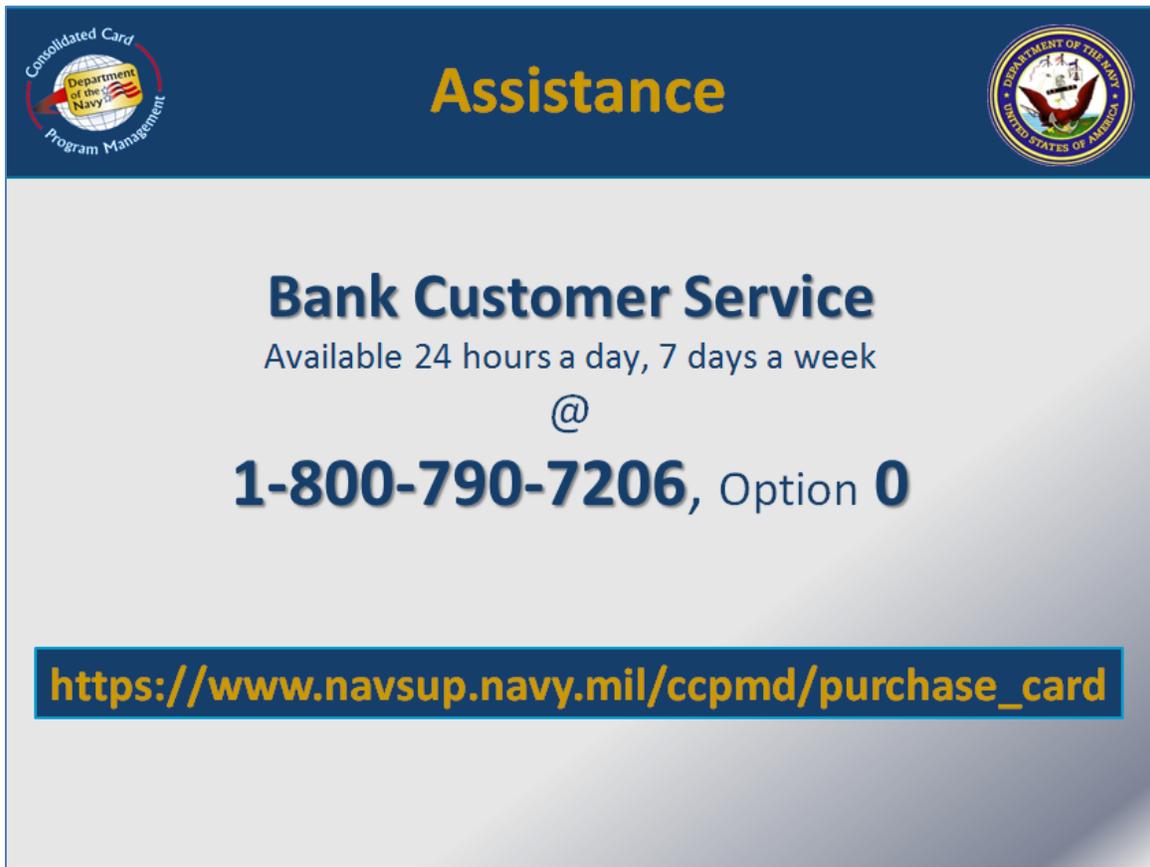
You can also visit the CCPMD website for the most accurate and up to date source of Purchase Card information.

The website contains Policy, Desk Guides, Training, Knowledge Nuggets, and links to applicable financial and acquisition sites.

It is highly encouraged that Purchase Card participants register for email subscriptions on the CCPMD website.

CCPMD sends policy and non-policy updates via the email subscription.

Module Four – Disciplinary Guidance  
GCPC Program Oversight



The graphic features a dark blue header with the word "Assistance" in yellow. On the left is a circular logo for "Consolidated Card Department of the Navy Program Management". On the right is the official seal of the Department of the Navy, United States of America. The main content area is light gray and contains the text "Bank Customer Service" in bold blue, followed by "Available 24 hours a day, 7 days a week" and "@ 1-800-790-7206, Option 0". At the bottom, a dark blue bar contains the URL "https://www.navsup.navy.mil/ccpmd/purchase\_card" in yellow.

The web address is [https://www.navsup.navy.mil/ccpmd/purchase\\_card](https://www.navsup.navy.mil/ccpmd/purchase_card).

You can also contact the bank's customer service desk 24 hours a day,  
7 days a week at 1-800-790-7206, option 0.

## Module Four

# Department of the Navy Government Commercial Purchase Card Training (DON GCPC)



DON Consolidated Card Program Management Division  
(DON CCPMD)  
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Mechanicsburg, PA 17055 U.S.A.



This concludes the fourth and final module of this course.

Close this lesson, return to the main menu and click the link for the certification test.