



governmentattic.org

"Rummaging in the government's attic"

Description of document: Defense Nuclear Facilities Safety Board (DNSFB) Agency Directive D-231.1: Government Charge Card Management Program (2020) and a list of DNSFB Policy Directives

Requested date: 28-January-2022

Release date: 09-February-2022

Posted date: 16-May-2022

Source of document: Chief FOIA Officer
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, N.W., Suite 700
Washington, D.C. 20004
Email: FOIA@dnfsb.gov
FOIA.gov

Preferred during COVID-19 pandemic:
Email: FOIA@dnfsb.gov
FOIA.gov

The governmentattic.org web site ("the site") is a First Amendment free speech web site and is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.

**DEFENSE NUCLEAR FACILITIES
SAFETY BOARD**

Washington, DC 20004-2901



February 9, 2022

Via E-mail

Re: DNFSB Freedom of Information Act Request FY 22-07

This letter responds to your January 28, 2022, Freedom of Information Act request to the Defense Nuclear Facilities Safety Board that asks for copies of Administrative Directive 231.1 and a complete listing of current DNFSB Administrative Directives. (DNFSB Tracking Number FY 22-07.) We have located the two documents and are providing you with copies of both. The list of current Administrative Directives is unredacted. The Vice Chairman's signature has been redacted from the copy of Directive 231.1 pursuant to Exemption 6.

You have the right to file an administrative appeal within ninety (90) days of your receipt of this letter. Your appeal must be in writing and be clearly marked with the words, "Freedom of Information Act Appeal." You may file your appeal by mail, courier service, or e-mail. Address appeals filed by mail or courier service to:

General Counsel
Defense Nuclear Facilities Safety Board
625 Indiana Avenue, N.W., Suite 700
Washington, DC 20004

Transmit appeals sent by e-mail to FOIA@dnfsb.gov. Please ensure to include the words "Freedom of Information Act Appeal" in the subject line of the e-mail. **Note:** The Board recommends that appeals be filed by e-mail until the operational restrictions imposed in response to the COVID-19 pandemic have been lifted. By filing an appeal, you preserve your rights under FOIA and provide the Board an opportunity to review and reconsider both your request and its decision.

If you disagree with the Board's decision and would like to pursue a resolution of your dispute without going through the appeals process, you may contact the Board's FOIA Public Liaison, Paul Wilson, at (202) 694-7018 or PaulW@dnfsb.gov. You may also seek the assistance of the Office of Government Services (OGIS), the Federal FOIA Ombudsman's office, which offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

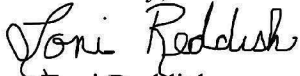
Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, Maryland 20740-6001
202-741-5770 (toll free: 877-684-6448)
Email: ogis@nara.gov
Web: <https://ogis.archives.gov>

FY 22-07

Please note that your use of one or both of these alternative dispute resolution mechanisms does not stay the 90-day deadline for filing an appeal.

The Board's response to your request is now complete, and there are no associated fees. If you have questions, feel free to contact Mr. Wilson at either the telephone number or e-mail address given above and provide the tracking number FY 22-07 in any such communication.

Sincerely,

A handwritten signature in black ink that reads "Toni Reddish". The signature is written in a cursive style with a large initial "T".

Toni Reddish
Chief FOIA Officer

Attachments (2)

Name	Policy Directive
D-21.1 Directives Program	0 - 99 Board Management
D-22.1 Internal Control Program	0 - 99 Board Management
D-31.1-Office of Inspector General and Government Accountability Office Audits	0 - 99 Board Management
AD 7.1-1 Reduction-in-Force in the Senior Executive Service	100 - 199 Human Capital Management
AD 7-1 Reduction-in-Force	100 - 199 Human Capital Management
AD 29-1 Advances In Pay	100 - 199 Human Capital Management
AD 32-1 Disciplinary and Adverse Actions	100 - 199 Human Capital Management
AD 11-1 Employee Assistance Program	100 - 199 Human Capital Management
AD-122.1B Leave Administration	100 - 199 Human Capital Management
AD 131.1 Performance Management System for Excepted Service Employees	100 - 199 Human Capital Management
AD 133.1 Performance Management System for Senior Executive Service Employees	100 - 199 Human Capital Management
AD 171.1 Training and DNFSB Upward Mobility Program	100 - 199 Human Capital Management
D-111.1 Equal Employment Opportunity Program	100 - 199 Human Capital Management
D 112.1 Reasonable Accommodation Program	100 - 199 Human Capital Management
D-121.3 Student Loan Repayment Program	100 - 199 Human Capital Management
D-113.1 Anti-Harassment Program	100 - 199 Human Capital Management
D-121.2 Recruitment, Relocation and Retention Incentives	100 - 199 Human Capital Management
D-122.1 Hours of Duty and Establishment of Work Schedules	100 - 199 Human Capital Management
D-125.1 Telework Program	100 - 199 Human Capital Management
D-126.1 Executive Resources Board	100 - 199 Human Capital Management
D-123.1 Executive Compensation	100 - 199 Human Capital Management
D-141.1 Employee Awards and Recognition Program	100 - 199 Human Capital Management
D-127.1 Phased Retirement Program	100 - 199 Human Capital Management
D-180-1 Work-Life Program	100 - 199 Human Capital Management
D-151.3 Employee Grievances	100 - 199 Human Capital Management
D-132.1 Performance Management System For General Schedule	100 - 199 Human Capital Management
D-172.1 Full-Time External Professional Development Opportunities Programs	100 - 199 Human Capital Management
D-261-1-agency-procurement-protests9e71	200 - 299 Financial, Acquisition, Procurement Management
D-260.2 Privacy Program	200 - 299 Financial, Acquisition, Procurement Management
D-212.1 Time and Attendance Reporting	200 - 299 Financial, Acquisition, Procurement Management
AD 231.1 Freedom of Information Act	200 - 299 Financial, Acquisition, Procurement Management
D-231.1 Government Charge Card Management Program	200 - 299 Financial, Acquisition, Procurement Management
D-213.2 Transportation Fringe Benefit Program	200 - 299 Financial, Acquisition, Procurement Management
D-221.1 Official Travel	200 - 299 Financial, Acquisition, Procurement Management
D-242.1 Government-Owned Personal Property Accountability Program	200 - 299 Financial, Acquisition, Procurement Management

D-251.1 Volunteer Community Service	200 - 299 Financial, Acquisition, Procurement Management
D-261.1 Agency Procurement Protests	200 - 299 Financial, Acquisition, Procurement Management
D 321.1 Occupational Radiation Exposure Monitoring Program	300 - 399 Security and Facility Management
D-302-1 Controlled Unclassified Information Marking	300 - 399 Security and Facility Management
D-312.1 Insider Threat Program (ITP)	300 - 399 Security and Facility Management
D-301-1 Handling Classified Information	300 - 399 Security and Facility Management
D-301-1 Information Security Handbook	300 - 399 Security and Facility Management
D-411.2 Information Systems Security Program	400 - 499 Information Technology Management
D-421.1 Records Management Program	400 - 499 Information Technology Management
D-412.1 Acceptable Personal Use of Information Technology Services	400 - 499 Information Technology Management
D-623 Hatch Act Program	600 - 699 Legal Management
D-622 Alternative Dispute Resolution Program	600 - 699 Legal Management



DIRECTIVE

Subject: GOVERNMENT CHARGE CARD MANAGEMENT PROGRAM

Number: D-231.1

Approved: 06/25/2015

Review: 06/25/2020

Certified:

**Responsible Office: Division of Acquisition and Finance
Office of the General Manager**

1. **PURPOSE.** This Directive provides the policies and requirements for the Defense Nuclear Facilities Safety Board (Board)'s Government Charge Card (i.e., Purchase Cards and Travel Charge Cards) Management Program.
2. **CANCELLATION.** This Directive cancels Administrative Directive AD 211.2, *Charge Card Management Program*, dated December 15, 2005.
3. **APPLICABILITY.** This Directive applies to all Board employees who are holders of Government Charge Cards (i.e., Cardholders) or who serve as Approving Officials or Agency Program Coordinators.
4. **EXEMPTIONS.** None.
5. **POLICY.**
 - A. An adequate system of management controls shall be established, maintained, and effectively operated to ensure 1) compliance with applicable Government Charge Card management laws, regulations, and policies; and 2) prudent expenditure of dollars.
 - B. Government Charge Cards and benefits (e.g., rebates) shall be used to the maximum extent practicable.
 - C. Purchase Cards shall be used to procure and pay for Micro-Purchases to the maximum extent practicable.
 - D. The single purchase limitation delegated to a Board Purchase Cardholder who is not a Warranted Contracting Officer shall not exceed the Micro-Purchase threshold, and the authority to issue Convenience Checks shall be limited to Warranted Contracting Officers.
 - E. Appropriate adverse personnel actions or other punishment shall be imposed in cases in which Board employees fail to comply with the Board's Government

Charge Card policies; make illegal, improper, or erroneous purchases with Purchase Cards or Convenience Checks; or commit fraud with respect to Travel Charge Cards.

6. **REQUIREMENTS.**

- A. The Board's Government Charge Card Management Program shall be implemented in accordance with referenced laws, regulations, and the Office of Management and Budget (OMB) Circulars; and
- B. The Board's Government Charge Card Management Program shall be implemented with appropriate controls to mitigate the risk of fraud, misuse, and delinquency.

7. **RESPONSIBILITIES.**

A. General Manager:

Approves the Board's standards and procedures for the Government Charge Card Management Program;

- i. Issues delegations of procurement authority to the Board's Purchase Cardholders to act as Procurement Officials, grants authorization to spend government funds, and establishes the level of purchase authority (no further delegation or redelegation is authorized); and
- ii. Ensure submittal of annual reports by January 31st of each year to OMB as required by OMB Circular A-123.

B. The Deputy General Manager:

- i. Responsible for performing the above duties under Section A in the General Manager's absence.

C. Director of Acquisition and Finance:

- i. Provides overall management and oversight of the Board's Government Charge Card Management Program;
- ii. Has responsibility for the documentation and distribution of updated policies, procedures, and implementation controls; and
- iii. Develops and implements procedures to ensure that the requirements listed in Section 6 are met.

8. **REFERENCES.**

- A. Public Law 97-255, Federal Managers' Financial Integrity Act of 1982 (Integrity Act) which requires management, accounting, and administrative controls in accordance with standards prescribed by the Comptroller General, and performance of ongoing evaluations on the systems of management control in accordance with guidelines prescribed by OMB.
- B. Public Law 112-194, Government Charge Card Abuse Prevention Act of 2012 (Prevent Abuse Act) which requires government-wide safeguards and internal controls and performance of ongoing evaluations of the systems of management control in accordance with guidelines prescribed by OMB.
- D. Federal Acquisition Regulation, which implements statutory requirements and Executive Branch policies for the procurement of supplies and services.
- E. Federal Travel Regulation, which implements statutory requirements and Executive Branch policies for the authorization of federal civilian employees and others authorized to travel for official purposes at the government's expense.
- F. OMB Circular No. A-123, *Management's Responsibility for Internal Control* (Dec. 21, 2004), which implements the Integrity Act by providing guidance to federal managers for improving the accountability and effectiveness of federal programs and operations, including Appendix B, *Improving the Management of Government Charge Card Program*, as revised on January 15, 2009, which establishes minimum requirements and suggests best practices for agency charge card programs.

9. **DEFINITIONS.**

- A. Agency Program Coordinator (APC): The individual having overall responsibility for the day-to-day management of the Board's Purchase Card Program. The APC serves as the lead Board representative in discussions with Citibank.
- B. Approving Official(AO): The individual responsible for reviewing the monthly charge card Statement of Account for each Cardholder to ensure that transactions are made in accordance with all regulatory and procedural guidance.
- C. Cardholder: The legal agent using the charge card to buy goods and services in support of official government business. The Cardholder holds the primary responsibility for the card's proper use.
- D. Convenience Checks: Checks written against a Purchase Card account for purchases from merchants who do not accept the Purchase Card.

- E. Government Charge Card: An account established by a commercial financial institution on behalf of agencies or individual employees to which the cost of purchasing goods and services may be charged. The Purchase Card is embossed with the employee's name and can only be used by the employee, "U.S. Government Tax Exempt" is also embossed on the card. The card is uniquely designed so that it will not be easily confused with other cards.
 - F. Micro-Purchase: An acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the Micro-Purchase threshold established in FAR 2.101 (currently \$3,000, except for acquisitions of construction, alteration, or repair, for which the threshold is \$2,000, and for acquisitions of non-professional services, for which the threshold is \$2,500).
 - G. Procurement Official: A government purchase Cardholder who has been delegated authority to purchase goods and services within their Purchase Card limit in support of official government business.
 - H. Purchase Card: A centrally billed Government Charge Card used to pay for goods and services in support of official government business.
 - I. Travel Charge Card: An individually or centrally billed, government contractor-issued charge card used by authorized individuals to pay for travel and transportation related expenses in compliance with applicable regulations and in support of official government business.
 - J. Warranted Contracting Officer: A government employee with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. Warranted refers to the extent of the authority delegated, normally described by the dollar amount of the authority.
10. **CONTACT**. Address questions concerning this Directive to the Division of Acquisition and Finance, Office of the General Manager.

(b) (6)

Jessie H. Roberson
Vice Chairman