

**Memorandum**

**To:** All Department of the Interior Supervisors

**From:** Debra E. Sonderman, Director, *Debra E. Sonderman*  
Office of Acquisition and Property Management,  
U.S. Department of the Interior

**Subject:** Appointment as Integrated Charge Card Approving Official

You are identified as a supervisor in the Federal Personnel and Payroll System (FPPS), and as such, you are being appointed as an approving official for the employees in your unit who have a government MasterCard issued by the Bank of America. You must file a copy of this notice in your office files.

You are required to complete the DOI Integrated Charge Card Approving Official Training within the next 45 days. The training is a self-study course that may be accessed at <http://training.nbc.gov/chargecard>. This site can only be accessed from a DOI office facility. If you are unable to access this site, please have your local or bureau LAN support/telecommunications person contact the NBC ADP Help Desk at (303) 969-7777. If you do not have access to a DOI computer to take the training, contact your bureau Agency/Organization Program Coordinator (A/OPC) to obtain a printed copy.

Your role in management control is vital to the success of the charge card program. You are responsible for: (1) ensuring that cardholders receive training on the proper use of the charge card; (2) providing oversight; and (3) monitoring cardholders' compliance with applicable laws, regulations, and procedures.

Except as noted, duties identified in this document may be redelegated at your discretion. You must ensure that individuals to whom you redelegate these duties also complete the Approving Official Training. However, as the designated approving official and supervisor, you are ultimately responsible for ensuring that these duties are carried out properly and effectively.

I strongly urge you to meet with your cardholder(s) and discuss when the charge card may be used and the types of transactions you will approve. Further information regarding your roles and responsibilities as an approving official is outlined below and contained in the DOI Integrated Charge Card Program Guide. The Guide is available online at <http://www.doi.gov/pam/chargecard>.

**Questions regarding the propriety of transactions should be addressed to your financial and/or acquisition specialists. Questions regarding the Integrated Charge Card Program should be addressed to your Agency/Organization Program Coordinator (A/OPC) or fleet manager, as applicable.**

**You are required to report any suspected and/or confirmed charge card misuse to the Office of Inspector General (OIG) for further review. The 24-hour toll free hotline number for the OIG is 1-800-424-5081. If you are not the cardholder's supervisor, you must counsel or advise the cardholder's supervisor regarding any misuse and/or payment delinquency by a cardholder.**

**If you believe you have received this letter in error and you are not a supervisor of employee(s) with government MasterCard charge cards issued by Bank of America, please contact your bureau lead Agency/Organization Program Coordinator.**