

SUBJECT: Government Travel Card Program

TO: All Rural Development Employees

PURPOSE/INTENDED OUTCOME:

All Rural Development employees are hereby advised of the issuance of the U. S. Department of Agriculture's (USDA) Departmental Regulation (DR) Number 2300-001, "Government Travel Card Regulation," dated October 20, 2003. This DR replaces DR 2300-001, "USDA Travel Card Regulation," dated May 14, 1984.

COMPARISON WITH PREVIOUS AN:

This AN supersedes RD AN 3860 (2036-A), dated May 19, 2003, and RD AN 3914 (2036-A), dated November 5, 2003.

IMPLEMENTATION RESPONSIBILITIES:

I encourage each and every employee to carefully review DR 2300-001. This policy, effective immediately, replaces the interim "USDA Zero Tolerance Policy," dated April 11, 2003, and applies to bargaining unit and non-bargaining unit employees.

DR 2300-001 also implements the salary offset program for individual travel charge card delinquent balances, excluding pending disputed transactions. The Bank of America (BOA) may request collection assistance on accounts 61 or more days past due from the closing date. Administrative offset from an employee's disposable pay may not exceed 15 percent of disposable pay unless a higher amount is authorized by the employee. Appendix E of the DR addresses salary offset procedures relating to delinquent BOA accounts.

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Preceding RD Instructions 2036-A

I encourage you to read DR 2300-001 as soon as possible. It can be found at:

<http://www.usda.gov/directives/files/dr/DR2300-001.htm>

Questions regarding the BOA can be addressed to Theresa Hollowell at 202-692-0227. Questions relating to salary offset procedures and an employee's due process should be addressed to your Human Resources staff.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

Sent by electronic mail on 04-29-04 at 2:45 p.m. by HNB.