



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 1/29/03
Instruction Memorandum No. **CA-2003-016**
Expiration Date: 09/30/04

To: CA CASO Management Team, CA Field Managers
From: DSD, Support Services
Subject: DOI Charge Card Program Guide

Labor negotiations on the impact and implementation of the DOI Integrated Charge Card Program Guide, dated 3/12/02, have been completed. This 62-page document provides substantial and comprehensive information regarding Government Travel, Purchase, and Fleet charge cards. These procedures may now be fully implemented with all employees.

Please Note: If local managers intend to issue a "summary", or an "office policy" as a supplement to this DOI guide, it is *imperative*, from a labor relations point of view, that such local policy, in its entirety, be extracted from the DOI guide. In other words, one cannot add to the guidance without meeting management's obligation to notify the Union and perhaps negotiate the additional elements. The best way to stay on "safe ground" with any additional local policy is to simply cite the specific section(s) and paragraph(s) of the DOI guide upon which the local policy is based. For example, in a local policy, a manager may want to emphasize the importance of cardholders reviewing their monthly statements, signing them and submitting them for management review within 5 days of receiving the statement. After stating those requirements, the local policy would simply include the reference, i.e., "...as per Paragraph 2.9.2 of the DOI Integrated Charge Card Program Guide, dated March 12, 2002."

The above guidance is provided for **management's use**. Further distribution of the following three attachments may be made as appropriate:

1. The DOI Charge Card Memorandum of Agreement with both Union Locals, containing items of special emphasis. All on the management team should be familiar with, and abide by, this document;
2. The Charge Card Guide Cover gives the Charge Card Program Highlights, which profile the key changes/revisions from the May 2000 version of the Program Guide;
3. The DOI Integrated Charge Card Program Guide (62 pages in length)

The Support Services staff listed below remain available to you for additional information in the following areas:

Travel: Rosalind Davis (916) 978-4523
Rose McCaslin (916) 978-4524

Purchase: Dave Peebles (916) 978-4525

Fleet (vehicles): Dona Maxcy (916) 978-4314

Labor/Employee Relations: Cynthia Ice-Bones (916) 978-4482

If you have any questions concerning this IM, please contact Mike Adams at (916) 978-4511.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

3 Attachments: *(See separate WORD Files)*

1. DOI Charge Card Memorandum of Agreement (2 pp)
2. Charge Card Guide Cover (4 pp)
3. DOI Integrated Charge Card Program Guide (62 pages)