Doc ID: 6641689

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE



INSPECTOR GENERAL

REPORT OF INVESTIGATION

22 January 2014

IV-14-0004

Misuse of GTCC

This is a PRIVILEGED DOCUMENT. Further dissemination of this report outside of the Office of Inspector General, NSA, is PROHIBITED without the approval of the Assistant Inspector General for Investigations.

Approved for Release by NSA on 11-30-2018, FOIA Case # 79204 (litigation)

Release: 2018-12
NSA: 05920

(U) OFFICE OF THE INSPECTOR GENERAL

(U) Chartered by the NSA Director and by statute, the Office of the Inspector General conducts audits, investigations, inspections, and special studies. Its mission is to ensure the integrity, efficiency, and effectiveness of NSA operations, provide intelligence oversight, protect against fraud, waste, and mismanagement of resources by the Agency and its affiliates, and ensure that NSA activities comply with the law. The OIG also serves as an ombudsman, assisting NSA/CSS employees, civilian and military.

(U) AUDITS

(U) The audit function provides independent assessments of programs and organizations. Performance audits evaluate the effectiveness and efficiency of entities and programs and their internal controls. Financial audits determine the accuracy of the Agency's financial statements. All audits are conducted in accordance with standards established by the Comptroller General of the United States.

(U) INVESTIGATIONS

(U) The OIG administers a system for receiving complaints (including anonymous tips) about fraud, waste, and mismanagement. Investigations may be undertaken in response to those complaints, at the request of management, as the result of irregularities that surface during inspections and audits, or at the initiative of the Inspector General.

(U) INTELLIGENCE OVERSIGHT

(U) Intelligence oversight is designed to insure that Agency intelligence functions comply with federal law, executive orders, and DoD and NSA policies. The IO mission is grounded in Executive Order 12333, which establishes broad principles under which IC components must accomplish their missions.

(U) FIELD INSPECTIONS

(U) Inspections are organizational reviews that assess the effectiveness and efficiency of Agency components. The Field Inspections Division also partners with Inspectors General of the Service Cryptologic Elements and other IC entities to jointly inspect consolidated cryptologic facilities.

Release: 2018-12
NSA: 05921

I. (U) SUMMARY

(U//~~FOUO~~) This investigation was conducted in response to a complaint alleging that [redacted] Branch Chief, [redacted] used his government travel card (GTCC) when not in travel status and failed to pay his bill on time.

(U//~~FOUO~~) Analysis of [redacted] approved RTAs and GTCC statements show that he used his GTCC on 74 separate occasions between April 2012 and April 2013 for $28,805.25 in cash advances unrelated to official government business. [redacted] admitted that he made cash withdrawals on his GTCC that were not associated with official travel. [redacted] testified he began using the card for personal cash advances because [redacted]. A "snowball effect" resulted when he withdrew more cash to pay the GTCC bill.

(U//~~FOUO~~) Although [redacted] made payments on an almost monthly basis between 27 April 2012 and 29 March 2013, he carried a balance on the GTCC each month and did not pay the full amount due until 29 March 2013. [redacted] received a total of 10 past due notices (9 from Travel Entitlements and 1 from [redacted]) between May 2012 and March 2013. [redacted] also testified that he did not make all of his GTCC payments on time.

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that [redacted]:

1) misused his GTCC by using it to take unauthorized cash advances totaling $28,805.25, between April 2012 – April 2013, in violation of 5 C.F.R. § 2635.101 (b), Basic Obligation of Public Service, General Provisions; 5 C.F.R. § 2635.704 (a), Use of Government Property; DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3(H), General Principles for On-The-Job Conduct.

2) misused his GTCC by failing to pay his GTCC balance in full or on time, between April 2012 – April 2013, in violation of DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3 (H), General Principles for On-The-Job Conduct.

(U//~~FOUO~~) Copies of the OIG report will be forwarded to MR, Employee Relations, for action and D23, the Office of General Counsel (Administrative Law & Ethics) for information. A summary of the investigative findings will be forwarded to the Associate Directorate for Security and Counterintelligence (ADS&CI), Q234 (Special Actions) for information.

Release: 2018-12
NSA: 05922

II. (U) BACKGROUND

(U) Introduction

(b) (3)-P.L. 86-36
(b) (6)

(b) (3)-P.L. 86-36

(U//~~FOUO~~) [redacted] is the chief of a [redacted] He has been in that position for approximately one year. Prior, he worked in the [redacted] office. During the time period reviewed for this investigation (24 April 2012 – 23 April 2013), [redacted] completed one TDY. He traveled to [redacted] in June 2012 for two days.

(U//~~FOUO~~) In March 2013, the Travel Entitlements Office notified Employee Relations that [redacted] GTCC account was more than 75 days past due and had a balance of $7002.23. [redacted] appeared to have used his GTCC for cash advances while not in travel status for the Agency. Employee Relations subsequently requested that the OIG investigate the matter.

(U) Applicable Authorities

(U//~~FOUO~~) The investigation looked at possible violations of the following authorities. Full citations are contained in Appendix A.

- (U) 5 C.F.R. § 2635.101 (b), Basic Obligation of Public Service, General Provisions

- (U) 5 C.F.R. § 2635.704 (a), Use of Government Property

- (U) DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse

- (U//~~FOUO~~) NSA/CSS PMM, Chapter 366, § 1-3 (H), General Principles for On-The-Job Conduct

Doc ID: 6641689

III. (U) FINDINGS

(U//~~FOUO~~) ALLEGATION 1: Did [redacted] misuse his government travel credit card by taking cash advances unrelated to official government business between April 2012- April 2013, in violation of 5 C.F.R. § 2635.101 (b), Basic Obligation of Public Service, General Provisions; 5 C.F.R. § 2635.704 (a), Use of Government Property; DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3 (H), General Principles for On-The-Job Conduct?

(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated.*

(U//~~FOUO~~) ALLEGATION 2: Did [redacted] misuse his government travel credit card by failing to pay the balance in full or on time, between April 2012-April 2013, in violation of DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3 (H), General Principles for On-The-Job Conduct?

(U//~~FOUO~~) ***CONCLUSION:*** *Substantiated.*

(U) Documentary Evidence

(U//~~FOUO~~) Request and Travel Authorization/Expense Reports (RTAs)

(U//~~FOUO~~) The OIG obtained RTAs for [redacted] for the period of April 2012 – April 2013. [redacted] traveled on official business once during the period; 4-5 June 2012 to [redacted] (Appendix B).

(U//~~FOUO~~) GTCC Statements

(U//~~FOUO~~) The OIG obtained [redacted] GTCC statements for the period of 24 April 2012 – 23 April 2013 (Appendix C). Excluding [redacted] official travel in June 2012[1], [redacted] used his GTCC on 74 separate occasions between 30 April 2012 and 19 February 2013 for cash advances totaling $28,805.25.

(U//~~FOUO~~) [redacted] made payments on an almost monthly basis between 27 April 2012 and 29 March 2013. However, with the exception of his final payment, he never paid the full amount

---

[1] (U//~~FOUO~~) The OIG assumed all cash advance transactions occurring between 30 May 2012 and 5 June 2012 were associated with [redacted] official travel.

(b)(3)-P.L. 86-36
(b)(6)

Release: 2018-12
NSA: 05924

due and carried a balance on the GTCC each month. [redacted] final payment of $7002.23 on 29 March 2013 brought his account balance to zero.

(b)(3)-P.L. 86-36
(b)(6)

(U//~~FOUO~~) Past Due Notices

(U//~~FOUO~~) [redacted] sent [redacted] nine past due notices via email between May 2012 and February 2013 (Appendix D). The first eight notices informed [redacted] that he was 45-days past due in paying his account. He was told that failure to make a payment would result in his card being suspended. In each notice, he was reminded that in accordance with agency GTCC policy (Corporate Travel Gram 01-2008), all charges on his GTCC were due upon receipt of his statement. The final past due notice, sent 14 February 2013, advised [redacted] that he was more than 60 days past due and his account would accrue a $29 monthly late fee as long as the balance remained unpaid. He was also informed that his ATM and charging privileges had been suspended. All of the notices included intranet links to the GTCC and Agency travel card policy (Corporate Travel Gram 01-2008).

(U//~~FOUO~~) On 15 March 2013, the [redacted] office contacted [redacted] and reiterated that his account was past due and asked for an explanation of the ATM withdrawals (Appendix E). As of 20 March 2013, the [redacted] office had received no reply from [redacted]

(U//~~FOUO~~) NSA/CSS Corporate Travel Gram Issue 01-2008 (Revision to Issue 01-2008) July 2009, Department of Defense Government Travel Card Procedures.

(U//~~FOUO~~) This guidance is published on the [redacted] web page and it details the basic NSA/CSS policy and procedures for use of the GTCC (Appendix F).

(U) Testimonial Evidence

(b)(3)-P.L. 86-36

(U//~~FOUO~~) [redacted]

(U//~~FOUO~~) On 5 November 2013, [redacted] Branch Chief [redacted] was interviewed and provided the following sworn testimony.

(U//~~FOUO~~) [redacted] admitted that he made cash withdrawals on his GTCC that were not associated with official travel. He did so "a number of times," but could not estimate how often; he did not keep a record. He guessed he took out approximately $7,000 in cash advances beginning in 2012. [redacted] believed his cash advances prior to 2012 were all associated with official travel.

(U//~~FOUO~~) [redacted] began using the card for personal cash advances because [redacted] A "snowball effect" resulted when he withdrew more cash to pay the GTCC bill. He denied using the GTCC to pay bills other than

(b)(6)

tuition. At the time he made the withdrawals, [redacted] understood it was not an authorized use of the card. He knew cash advances are only permitted in conjunction with approved TDY.

(U//~~FOUO~~) Although he did make some payments, [redacted] conceded that not all were on time. He understood that failure to pay on time was a violation of travel policy. [redacted] acknowledged receiving a "significant number" of past due notices. [redacted] claimed he "typically" responded to the notices by informing travel entitlements that a payment was forthcoming.

(U//~~FOUO~~) In March 2013, [redacted] was contacted by ER via his supervisor. When asked by the ER counselor about his questionable cash advances, he admitted he used the card when not authorized. He did not try to hide his misuse. [redacted] told the ER counselor that he would pay the balance within the week. He then paid the balance in full in March 2013.

(b) (6)

(U//~~FOUO~~) [redacted] said he regrets his actions and made a foolish mistake. He vowed to not misuse the card again; he "learned his lesson." [redacted]

(U//~~FOUO~~) [redacted] still has possession of the GTCC, but has not used it since he paid off the full balance in March 2013.

(b) (3)-P.L. 86-36
(b) (6)

(U) Analysis and Conclusions

(U//~~FOUO~~) 5 C.F.R. § 2635.101(b)(9) and 5 C.F.R. § 2635.704 (a) prohibit the use of government property for unauthorized purposes. NSA/CSS PMM, Chapter 366, Section 1-3 (H), requires employees to use Federal property "properly." [redacted] testified that he used the GTCC for personal cash advances and that at the time he made the withdrawals, he understood it was an unauthorized use of the card.

(U//~~FOUO~~) DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, specifically identifies "cash withdrawals from ATMs or banks when not related to official Government travel requirements," as misuse. Analysis of [redacted] approved RTAs and GTCC statements show that he used his GTCC on 74 separate occasions between April 2012 and April 2013 for $28,805.25 in cash advances unrelated to official government business. [redacted] admitted that he made cash withdrawals on his GTCC that were not associated with official travel.

(U) DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, also categorizes the "intentional failure to pay undisputed charges in a timely manner" as misuse. Although [redacted] made payments on an almost monthly basis between 27 April 2012 and 29 March 2013, with the exception of his final payment in March 2013, he never paid the full amount due and carried a balance on the GTCC each month.

Release: 2018-12
NSA: 05926

[redacted] received a total of 10 past due notices (9 from Travel Entitlements and 1 from [redacted] between May 2012 and March 2013. [redacted] also testified that he did not make all of his GTCC payments on time.

(b)(3)-P.L. 86-36

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that [redacted]

1) misused his issued GTCC by using it for cash advances unrelated to official Government business totaling $28,805.25, between April 2012 – April 2013, in violation of 5 C.F.R. § 2635.101 (b), Basic Obligation of Public Service, General Provisions; 5 C.F.R. § 2635.704 (a), Use of Government Property; DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3(H), General Principles for On-The-Job Conduct.

2) misused his issued GTCC by failing to pay his GTCC balance in full or on time, between April 2012 – April 2013, in violation of DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3 (H), General Principles for On-The-Job Conduct.

(b)(3)-P.L. 86-36
(b)(6)

Release: 2018-12
NSA: 05927

IV. (U) RESPONSE TO TENTATIVE CONCLUSION

(U//~~FOUO~~) On 31 December 2013, the OIG sent [redacted] the tentative conclusion reached in the investigation. [redacted] responded on 16 January 2014:

(U//~~FOUO~~) "I fully acknowledge that I used my Government charge card improperly, and failed to pay the balance in full and on time. Even though I did paid (sic) the balance in full, it does not excuse my actions. I am extremely ashamed and remorseful about this incident and this will never happen again."

(U//~~FOUO~~) As [redacted] provided no new information that would impact our analysis, our preliminary conclusion became final.

(b)(3)-P.L. 86-36
(b)(6)

Release: 2018-12
NSA: 05928

V.(U) CONCLUSION

(b)(3)-P.L. 86-36
(b)(6)

(U//~~FOUO~~) The preponderance of the evidence supports the conclusion that [redacted]

1) misused his issued GTCC by using it for cash advances unrelated to official Government business totaling $28,805.25, between April 2012 – April 2013, in violation of 5 C.F.R. § 2635.101 (b), Basic Obligation of Public Service, General Provisions; 5 C.F.R. § 2635.704 (a), Use of Government Property; DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3(H), General Principles for On-The-Job Conduct.

2) misused his issued GTCC by failing to pay his GTCC balance in full or on time, between April 2012 – April 2013, in violation of DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse; and NSA/CSS PMM, Chapter 366, § 1-3 (H), General Principles for On-The-Job Conduct.

VI. (U) DISTRIBUTION OF RESULTS

(U//~~FOUO~~) A copy or summary of this report of investigation will be provided to:

1. M/ER for information and any appropriate action.
2. OGC, Administrative Law & Ethics, D23, for information, and;
3. Q234, Special Actions, for information and any appropriate action.

[redacted]
Investigator

Concurred by:

(b)(3)-P.L. 86-36

[redacted]
Assistant Inspector General
for
Investigations

Release: 2018-12
NSA: 05930

APPENDIX A

(U) Applicable Authorities

Release: 2018-12
NSA: 05931

(U) 5 C.F.R. § 2635.101 (b)(9), Basic Obligation of Public Service, General Provisions

(U) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(U) 5 C.F.R. § 2635.704 (a), Use of Government Property

(U) Standard. An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes.

(U) DoD Financial Management Regulation (FMR) §7004.14-R, Volume 9, Chapter 3, Subparagraph 031003, Misuse

(U) Misuse of the GTCC will not be tolerated. Commanders/supervisors will ensure GTCCs are issued only for official travel related expenses. Examples of misuse include, but are not limited to:

(a) expenses related to personal, family, or household purposes,

(b) cash withdrawals from ATMs or banks when not related to official Government travel requirements,

(c) intentional failure to pay undisputed charges in a timely manner, and

(d) ATM cash withdrawals taken more than three days prior to the official Government travel.

(U) Cardholders who misuse their GTCC may be subject to administrative or disciplinary action, as appropriate.

(U//~~FOUO~~) NSA/CSS PMM, Chapter 366, Section 1-3 (H), General Principles for On-The-Job Conduct

(U//~~FOUO~~) Generally, every employee is expected to:

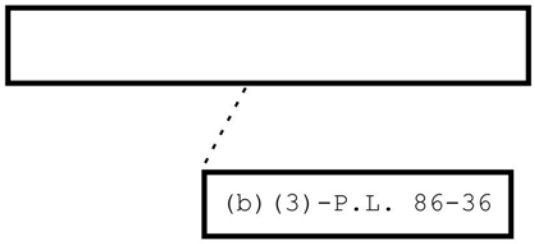
...

H. (U//~~FOUO~~) Conserve, protect, and properly use Federal funds, property, equipment, and materials.

Release: 2018-12
NSA: 05932

APPENDIX B

(U) Request and Travel Authorization



Release: 2018-12
NSA: 05933

Doc ID: 6641689

(b)(3)-P.L. 86-36
(b)(6)

Release: 2018-12
NSA: 05934

APPENDIX C

(U//~~FOUO~~) GTCC Statements

Release: 2018-12
NSA: 05935

Doc ID: 6641689

(b)(3)-P.L. 86-36
(b)(6)

(b)(3)-P.L. 86-36

Cardholder Statement

Cardholder	[redacted]	**Account Number**	[redacted]		
Product Type	TRAVEL - Individually Billed	**Statement Period**	04/24/2012 - 05/23/2012	**Statement Status**	New
Default MAC					

Previous Balance	$ 9,375.72	**Total Payments**	$ 2,700.00	**Total Amount Due**	$ 9,289.98
Purchases	$ 0.00	**Previous Disputes**	N/A	**Current Disputes**	N/A
Other Debits	$ 2,614.26	**Other Credits**	$ 0.00	**Statement Total**	$ -85.74
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
04/27/2012	04/27/2012		PAYMENT RECEIVED -- THANK	$ -2,700.00		
bill acct				orig amt	$	2,700.00
ref num				settlement	$	-2,700.00
tran code				conv rate		0
				conv date		N/A
04/30/2012	04/30/2012			$ 342.00		
bill acct				orig amt	$	342.00
ref num				settlement	$	342.00
tran code				conv rate		0
				conv date		N/A
04/30/2012	04/30/2012			$ 6.84		
bill acct				orig amt	$	6.84
ref num				settlement	$	6.84
tran code				conv rate		0
				conv date		N/A
05/01/2012	05/01/2012			$ 8.06		
bill acct				orig amt	$	8.06
ref num				settlement	$	8.06
tran code			(b)(6)	conv rate		0
				conv date		N/A
05/01/2012	05/01/2012			$ 403.00		
bill acct				orig amt	$	403.00
ref num				settlement	$	403.00
tran code				conv rate		0
				conv date		N/A
05/02/2012	05/02/2012			$ 6.46		
bill acct				orig amt	$	6.46
ref num				settlement	$	6.46
tran code				conv rate		0
				conv date		N/A
05/02/2012	05/02/2012			$ 323.00		

Release: 2018-12
NSA: 05936

Statement Detail

[redacted]

(b)(3)-P.L. 86-36

(b)(6)

bill acct			orig amt	$	323.00
ref num			settlement	$	323.00
tran code			conv rate		0
			conv date		N/A
05/03/2012	05/03/2012	$ 303.00			
bill acct			orig amt	$	303.00
ref num			settlement	$	303.00
tran code			conv rate		0
			conv date		N/A
05/03/2012	05/03/2012	$ 6.06			
bill acct			orig amt	$	6.06
ref num			settlement	$	6.06
tran code			conv rate		0
			conv date		N/A
05/04/2012	05/04/2012	$ 323.00			
bill acct			orig amt	$	323.00
ref num			settlement	$	323.00
tran code			conv rate		0
			conv date		N/A
05/04/2012	05/04/2012	$ 6.46			
bill acct			orig amt	$	6.46
ref num			settlement	$	6.46
tran code			conv rate		0
			conv date		N/A
05/07/2012	05/05/2012	$ 303.00			
bill acct			orig amt	$	303.00
ref num			settlement	$	303.00
tran code			conv rate		0
			conv date		N/A
05/07/2012	05/05/2012	$ 6.06			
bill acct			orig amt	$	6.06
ref num			settlement	$	6.06
tran code			conv rate		0
			conv date		N/A
05/10/2012	05/10/2012	$ 4.46			
bill acct			orig amt	$	4.46
ref num			settlement	$	4.46
tran code			conv rate		0
			conv date		N/A
05/10/2012	05/10/2012	$ 223.00			
bill acct			orig amt	$	223.00

Release: 2018-12
NSA: 05937

(b)(3)-P.L. 86-36

Statement Detail

ref num				settlement	$ 223.00
tran code				conv rate	0
				conv date	N/A
⊟ 05/18/2012	05/17/2012		$ 6.86		
bill acct				orig amt	$ 6.86
ref num				settlement	$ 6.86
tran code				conv rate	0
				conv date	N/A
⊟ 05/18/2012	05/17/2012		$ 343.00		
bill acct				orig amt	$ 343.00
ref num				settlement	$ 343.00
tran code				conv rate	0
				conv date	N/A

--End of Statement--

(b)(6)

(b) (3)-P.L. 86-36
(b) (6)

(b) (3)-P.L. 86-36

Cardholder Statement

Cardholder [redacted]
Product Type TRAVEL - Individually Billed
Default MAC
Account Number [redacted]
Statement Period 05/24/2012 - 06/22/2012
Statement Status New

Previous Balance	$ 9,269.98	Total Payments	$ 6,674.44	Total Amount Due	$ 6,205.54
Purchases	$ 710.04	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 2,879.96	Other Credits	$ 0.00	Statement Total	$ -3,084.44
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
05/25/2012	05/25/2012		PAYMENT RECEIVED -- THANK	$ -2,942.00		
bill acct				orig amt	$ 2,942.00	
ref num				settlement	$ -2,942.00	
tran code				conv rate	0	
				conv date	N/A	
05/29/2012	05/29/2012			$ 363.00		[redacted]
bill acct				orig amt	$ 363.00	
ref num				settlement	$ 363.00	
tran code				conv rate	0	
				conv date	N/A	
05/29/2012	05/29/2012			$ 7.99		
bill acct				orig amt	$ 7.99	
ref num				settlement	$ 7.99	
tran code				conv rate	0	
				conv date	N/A	
05/31/2012	05/29/2012			$ 31.00		
bill acct				orig amt	$ 31.00	
ref num				settlement	$ 31.00	
tran code			(b) (6)	conv rate	0	
				conv date	N/A	
05/31/2012	05/29/2012			$ 545.60		[redacted]
bill acct				orig amt	$ 545.60	
ref num				settlement	$ 545.60	
tran code				conv rate	0	
				conv date	N/A	
05/30/2012	05/30/2012			$ 323.00		[redacted]
bill acct				orig amt	$ 323.00	
ref num				settlement	$ 323.00	
tran code				conv rate	0	
				conv date	N/A	
05/30/2012	05/30/2012			$ 7.11		

Release: 2018-12
NSA: 05939

(b)(6)

bill acct			orig amt	$ 7.11
ref num			settlement	$ 7.11
tran code			conv rate	0
			conv date	N/A
06/04/2012	06/02/2012	$ 7.96		
bill acct			orig amt	$ 7.96
ref num			settlement	$ 7.96
tran code			conv rate	0
			conv date	N/A
06/04/2012	06/02/2012	$ 362.00		
bill acct			orig amt	$ 362.00
ref num			settlement	$ 362.00
tran code			conv rate	0
			conv date	N/A
06/04/2012	06/04/2012	$ 43.00		
bill acct			orig amt	$ 43.00
ref num			settlement	$ 43.00
tran code			conv rate	0
			conv date	N/A
06/04/2012	06/04/2012	$ 0.95		
bill acct			orig amt	$ 0.95
ref num			settlement	$ 0.95
tran code			conv rate	0
			conv date	N/A
06/07/2012	06/05/2012	$ 13.60		
bill acct			orig amt	$ 13.60
ref num			settlement	$ 13.60
tran code			conv rate	0
			conv date	N/A
06/05/2012	06/05/2012	$ 202.95		
bill acct			orig amt	$ 202.95
ref num			settlement	$ 202.95
tran code			conv rate	0
			conv date	N/A
06/05/2012	06/05/2012	$ 4.46		
bill acct			orig amt	$ 4.46
ref num			settlement	$ 4.46
tran code			conv rate	0
			conv date	N/A
06/05/2012	06/05/2012	$ 4.44		
bill acct			orig amt	$ 4.44

Release: 2018-12
NSA: 05940

(b)(6)

ref num			settlement	$ 4.44
tran code			conv rate	0
			conv date	N/A
⊟ 06/06/2012	06/05/2012	$ 202.00		
bill acct			orig amt	$ 202.00
ref num			settlement	$ 202.00
tran code			conv rate	0
			conv date	N/A
⊟ 06/07/2012	06/06/2012	$ 119.84		
bill acct			orig amt	$ 119.84
ref num			settlement	$ 119.84
tran code			conv rate	0
			conv date	N/A
⊟ 06/07/2012	06/07/2012	$ 323.00		
bill acct			orig amt	$ 323.00
ref num			settlement	$ 323.00
tran code			conv rate	0
			conv date	N/A
⊟ 06/07/2012	06/07/2012	$ 7.11		
bill acct			orig amt	$ 7.11
ref num			settlement	$ 7.11
tran code			conv rate	0
			conv date	N/A
⊟ 06/12/2012	06/11/2012	$ 372.50		
bill acct			orig amt	$ 372.50
ref num			settlement	$ 372.50
tran code			conv rate	0
			conv date	N/A
⊟ 06/12/2012	06/11/2012	$ 8.20		
bill acct			orig amt	$ 8.20
ref num			settlement	$ 8.20
tran code			conv rate	0
			conv date	N/A
⊟ 06/18/2012	06/16/2012	$ 303.50		
bill acct			orig amt	$ 303.50
ref num			settlement	$ 303.50
tran code			conv rate	0
			conv date	N/A
⊟ 06/18/2012	06/16/2012	$ 6.68		
bill acct			orig amt	$ 6.68
ref num			settlement	$ 6.68

Release: 2018-12
NSA: 05941

Doc ID: 6641689

(b)(3)-P.L. 86-36

(b)(6)

tran code 0401 conv rate 0
conv date N/A

06/19/2012 06/18/2012 SPLIT DISBURSEMENT PAYMEN $ -696.44

bill acct
ref num
tran code

orig amt $ 696.44
settlement $ -696.44
conv rate 0
conv date N/A

06/19/2012 06/19/2012 $ 7.11

bill acct
ref num
tran code

orig amt $ 7.11
settlement $ 7.11
conv rate 0
conv date N/A

06/19/2012 06/19/2012 $ 323.00

bill acct
ref num
tran code

orig amt $ 323.00
settlement $ 323.00
conv rate 0
conv date N/A

06/22/2012 06/22/2012 PAYMENT RECEIVED – THANK $ -3,036.00

bill acct
ref num
tran code

orig amt $ 3,036.00
settlement $ -3,036.00
conv rate 0
conv date N/A

--End of Statement--

Release: 2018-12
NSA: 05942

(b)(3)-P.L. 86-36
(b)(6)

Cardholder Statement

Cardholder		Account Number	
Product Type	TRAVEL - Individually Billed	Statement Period	06/23/2012 - 07/23/2012
Default MAC		Statement Status	New

Previous Balance	$ 6,205.54	Total Payments	$ 2,700.00	Total Amount Due	$ 8,263.24
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 4,757.70	Other Credits	$ 0.00	Statement Total	$ 2,057.70
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	b
06/25/2012	06/23/2012			$ 7.99		
bill acct				orig amt	$ 7.99	
ref num				settlement	$ 7.99	
tran code				conv rate	0	
				conv date	N/A	
06/25/2012	06/23/2012			$ 363.00		E
bill acct				orig amt	$ 363.00	
ref num				settlement	$ 363.00	
tran code				conv rate	0	
				conv date	N/A	
06/25/2012	06/24/2012			$ 403.00		E
bill acct				orig amt	$ 403.00	
ref num				settlement	$ 403.00	
tran code			(b)(6)	conv rate	0	
				conv date	N/A	
06/25/2012	06/24/2012			$ 8.87		
bill acct				orig amt	$ 8.87	
ref num				settlement	$ 8.87	
tran code				conv rate	0	
				conv date	N/A	
06/26/2012	06/26/2012			$ 303.00		E
bill acct				orig amt	$ 303.00	
ref num				settlement	$ 303.00	
tran code				conv rate	0	
				conv date	N/A	
06/26/2012	06/26/2012			$ 6.67		
bill acct				orig amt	$ 6.67	
ref num				settlement	$ 6.67	
tran code				conv rate	0	
				conv date	N/A	
06/27/2012	06/27/2012			$ 343.50		E

Release: 2018-12
NSA: 05943

(b)(3)-P.L. 86-36

bill acct		orig amt	$ 343.50
ref num		settlement	$ 343.50
tran code		conv rate	0
		conv date	N/A
06/27/2012 06/27/2012	$ 7.56		
bill acct		orig amt	$ 7.56
ref num		settlement	$ 7.56
tran code		conv rate	0
		conv date	N/A
06/28/2012 06/28/2012	$ 403.00		
bill acct		orig amt	$ 403.00
ref num		settlement	$ 403.00
tran code		conv rate	0
		conv date	N/A
06/28/2012 06/28/2012	$ 8.87		
bill acct		orig amt	$ 8.87
ref num	(b) (6)	settlement	$ 8.87
tran code		conv rate	0
		conv date	N/A
07/02/2012 06/30/2012	$ 383.00		
bill acct		orig amt	$ 383.00
ref num		settlement	$ 383.00
tran code		conv rate	0
		conv date	N/A
07/02/2012 06/30/2012	$ 8.43		
bill acct		orig amt	$ 8.43
ref num		settlement	$ 8.43
tran code		conv rate	0
		conv date	N/A
07/02/2012 07/01/2012	$ 6.64		
bill acct		orig amt	$ 6.64
ref num		settlement	$ 6.64
tran code		conv rate	0
		conv date	N/A
07/02/2012 07/01/2012	$ 301.75		
bill acct		orig amt	$ 301.75
ref num		settlement	$ 301.75
tran code		conv rate	0
		conv date	N/A
07/09/2012 07/07/2012	$ 401.50		
bill acct		orig amt	$ 401.50

Release: 2018-12
NSA: 05944

Doc ID: 6641689

(b)(3)-P.L. 86-36

ref num			settlement	$	401.50
tran code			conv rate		0
			conv date		N/A
07/09/2012	07/07/2012	$ 8.83			
bill acct			orig amt	$	8.83
ref num			settlement	$	8.83
tran code			conv rate		0
			conv date		N/A
07/09/2012	07/09/2012	$ 6.66			
bill acct			orig amt	$	6.66
ref num			settlement	$	6.66
tran code			conv rate		0
			conv date		N/A
07/09/2012	07/09/2012	$ 302.50			
bill acct			orig amt	$	302.50
ref num		(b) (6)	settlement	$	302.50
tran code			conv rate		0
			conv date		N/A
07/10/2012	07/10/2012	$ 8.87			
bill acct			orig amt	$	8.87
ref num			settlement	$	8.87
tran code			conv rate		0
			conv date		N/A
07/10/2012	07/10/2012	$ 403.00			
bill acct			orig amt	$	403.00
ref num			settlement	$	403.00
tran code			conv rate		0
			conv date		N/A
07/16/2012	07/15/2012	$ 401.50			
bill acct			orig amt	$	401.50
ref num			settlement	$	401.50
tran code			conv rate		0
			conv date		N/A
07/16/2012	07/15/2012	$ 8.83			
bill acct			orig amt	$	8.83
ref num			settlement	$	8.83
tran code			conv rate		0
			conv date		N/A
07/16/2012	07/16/2012	$ 7.99			
bill acct			orig amt	$	7.99
ref num			settlement	$	7.99

Release: 2018-12
NSA: 05945

(b)(3)-P.L. 86-36

[redacted]

tran code

conv rate 0
conv date N/A

⊟ 07/16/2012 07/16/2012 $ 363.00

bill acct
ref num
tran code

orig amt $ 363.00
settlement $ 363.00
conv rate 0
conv date N/A

⊟ 07/18/2012 07/18/2012 $ 283.50

bill acct
ref num
tran code

orig amt $ 283.50
settlement $ 283.50
conv rate 0
conv date N/A

⊟ 07/18/2012 07/18/2012 $ 6.24

bill acct
ref num
tran code

orig amt $ 6.24
settlement $ 6.24
conv rate 0
conv date N/A

⊟ 07/19/2012 07/19/2012 PAYMENT RECEIVED – THANK $ -2,700.00

bill acct
ref num
tran code

orig amt $ 2,700.00
settlement $ -2,700.00
conv rate 0
conv date N/A

--End of Statement--

(b) (6)

Release: 2018-12
NSA: 05946

Doc ID: 6641689

(b) (3)-P.L. 86-36
(b) (6)

(b) (3)-P.L. 86-36

Cardholder Statement

Cardholder [redacted]
Product Type TRAVEL - Individually Billed
Default MAC

Account Number [redacted]
Statement Period 07/24/2012 - 08/23/2012

Statement Status New

Previous Balance	$ 8,263.24	Total Payments	$ 0.00	Total Amount Due	$ 10,381.85
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 2,118.61	Other Credits	$ 0.00	Statement Total	$ 2,118.61
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	b
07/30/2012	07/29/2012			$ 8.84		
bill acct				orig amt	$ 8.84	
ref num				settlement	$ 8.84	
tran code				conv rate	0	
				conv date	N/A	
07/30/2012	07/29/2012			$ 402.00		[redacted]
bill acct				orig amt	$ 402.00	
ref num				settlement	$ 402.00	
tran code				conv rate	0	
				conv date	N/A	
07/30/2012	07/30/2012			$ 403.00		[redacted]
bill acct				orig amt	$ 403.00	
ref num				settlement	$ 403.00	
tran code				conv rate	0	
				conv date	N/A	
07/30/2012	07/30/2012			$ 8.87		
bill acct				orig amt	$ 8.87	
ref num				settlement	$ 8.87	
tran code				conv rate	0	
				conv date	N/A	
08/09/2012	08/07/2012			$ 383.00		[redacted]
bill acct				orig amt	$ 383.00	
ref num				settlement	$ 383.00	
tran code				conv rate	0	
				conv date	N/A	
08/09/2012	08/07/2012			$ 8.43		
bill acct				orig amt	$ 8.43	
ref num				settlement	$ 8.43	
tran code				conv rate	0	
				conv date	N/A	
08/14/2012	08/13/2012			$ 403.00		[redacted]

(b) (6)

Release: 2018-12
NSA: 05947

(b)(3)-P.L. 86-36

bill acct
ref num
tran code

orig amt $ 403.00
settlement $ 403.00
conv rate 0
conv date N/A

⊟ 08/14/2012 08/13/2012 $ 8.87

bill acct
ref num
tran code

orig amt $ 8.87
settlement $ 8.87
conv rate 0
conv date N/A

(b) (6)

⊟ 08/23/2012 08/22/2012 $ 10.60

bill acct
ref num
tran code

orig amt $ 10.60
settlement $ 10.60
conv rate 0
conv date N/A

⊟ 08/23/2012 08/22/2012 $ 482.00

bill acct
ref num
tran code

orig amt $ 482.00
settlement $ 482.00
conv rate 0
conv date N/A

--End of Statement--

Release: 2018-12
NSA: 05948

Doc ID: 6641689

(b) (3)-P.L. 86-36
(b) (6)

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]		
Product Type	TRAVEL - Individually Billed	Statement Period	08/24/2012 - 09/21/2012	Statement Status	New
Default MAC					

Previous Balance	$ 10,381.85	Total Payments	$ 3,510.00	Total Amount Due	$ 10,147.90
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 3,276.05	Other Credits	$ 0.00	Statement Total	$ -233.95
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
08/31/2012	08/31/2012		PAYMENT RECEIVED -- THANK	$ -3,510.00		
bill acct				orig amt	$ 3,510.00	
ref num				settlement	$ -3,510.00	
tran code				conv rate	0	
				conv date	N/A	
09/03/2012	09/01/2012			$ 8.88		
bill acct			(b) (6)	orig amt	$ 8.88	
ref num				settlement	$ 8.88	
tran code				conv rate	0	
				conv date	N/A	
09/03/2012	09/01/2012			$ 403.50		[redacted]
bill acct				orig amt	$ 403.50	
ref num				settlement	$ 403.50	
tran code				conv rate	0	
				conv date	N/A	
09/03/2012	09/02/2012			$ 8.87		
bill acct				orig amt	$ 8.87	
ref num				settlement	$ 8.87	
tran code				conv rate	0	
				conv date	N/A	
09/03/2012	09/02/2012			$ 403.00		[redacted]
bill acct				orig amt	$ 403.00	
ref num				settlement	$ 403.00	
tran code				conv rate	0	
				conv date	N/A	
09/04/2012	09/03/2012			$ 9.76		
bill acct				orig amt	$ 9.76	
ref num				settlement	$ 9.76	
tran code				conv rate	0	
				conv date	N/A	
09/04/2012	09/03/2012			$ 443.50		[redacted]

Release: 2018-12
NSA: 05949

bill acct ref num tran code				orig amt settlement conv rate conv date	$ 443.50 $ 443.50 0 N/A
09/04/2012	09/04/2012		$ 7.56		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 7.56 $ 7.56 0 N/A
09/04/2012	09/04/2012		$ 343.50		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 343.50 $ 343.50 0 N/A
09/05/2012	09/05/2012		$ 363.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 363.00 $ 363.00 0 N/A
09/05/2012	09/05/2012		$ 7.99		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 7.99 $ 7.99 0 N/A
09/10/2012	09/08/2012		$ 403.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 403.00 $ 403.00 0 N/A
09/10/2012	09/08/2012		$ 8.87		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 8.87 $ 8.87 0 N/A
09/10/2012	09/09/2012		$ 10.63		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 10.63 $ 10.63 0 N/A
09/10/2012	09/09/2012		$ 483.00		
bill acct				orig amt	$ 483.00

(b) (6)

Release: 2018-12
NSA: 05950

ref num tran code			settlement conv rate conv date	$	483.00 0 N/A
09/17/2012 09/17/2012		$ 363.00			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	363.00 363.00 0 N/A
09/17/2012 09/17/2012		$ 7.99			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	7.99 7.99 0 N/A

(b) (6)

--End of Statement--

(b)(3)-P.L. 86-36
(b)(6)

Statement Detail

Cardholder Statement

Cardholder	[redacted]				
Product Type	TRAVEL - Individually Billed	**Account Number**	[redacted]		
Default MAC		**Statement Period**	09/22/2012 - 10/23/2012	**Statement Status**	New

Previous Balance	$ 10,147.90	**Total Payments**	$ 9,600.00	**Total Amount Due**	$ 8,203.13
Purchases	$ 0.00	**Previous Disputes**	N/A	**Current Disputes**	N/A
Other Debits	$ 7,855.23	**Other Credits**	$ 0.00	**Statement Total**	$ -1,944.77
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
10/05/2012	10/05/2012		PAYMENT RECEIVED -- THANK	$ -4,800.00		
bill acct ref num tran code				orig amt	$	4,800.00
				settlement	$	-4,800.00
				conv rate		0
				conv date		N/A
10/12/2012	10/05/2012			$ 4,800.00		
bill acct ref num tran code			(b)(6)	orig amt	$	4,800.00
				settlement	$	4,800.00
				conv rate		0
				conv date		N/A
10/08/2012	10/06/2012			$ 482.00		E
bill acct ref num tran code				orig amt	$	482.00
				settlement	$	482.00
				conv rate		0
				conv date		N/A
10/08/2012	10/06/2012			$ 10.60		
bill acct ref num tran code				orig amt	$	10.60
				settlement	$	10.60
				conv rate		0
				conv date		N/A
10/08/2012	10/07/2012			$ 10.63		
bill acct ref num tran code				orig amt	$	10.63
				settlement	$	10.63
				conv rate		0
				conv date		N/A
10/08/2012	10/07/2012			$ 483.00		E
bill acct ref num tran code				orig amt	$	483.00
				settlement	$	483.00
				conv rate		0
				conv date		N/A
10/09/2012	10/08/2012			$ 10.63		

Release: 2018-12
NSA: 05952

	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 10.63 $ 10.63 0 N/A
10/09/2012	10/08/2012		$ 483.00		
	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 483.00 $ 483.00 0 N/A
10/09/2012	10/09/2012		$ 10.63		
	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 10.63 $ 10.63 0 N/A
10/09/2012	10/09/2012		$ 483.00		
	bill acct ref num tran code	(b) (6)		orig amt settlement conv rate conv date	$ 483.00 $ 483.00 0 N/A
10/12/2012	10/12/2012		$ 29.00		
	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 29.00 $ 29.00 0 N/A
10/12/2012	10/12/2012		$ 29.00		
	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 29.00 $ 29.00 0 N/A
10/17/2012	10/16/2012	PAYMENT RECEIVED -- THANK	$ -4,800.00		
	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 4,800.00 $ -4,800.00 0 N/A
10/22/2012	10/20/2012		$ 403.00		
	bill acct ref num tran code			orig amt settlement conv rate conv date	$ 403.00 $ 403.00 0 N/A
10/22/2012	10/20/2012		$ 8.87		
	bill acct			orig amt	$ 8.87

Release: 2018-12
NSA: 05953

ref num tran code				settlement conv rate conv date	$ 8.87 0 N/A
10/22/2012	10/22/2012		$ 8.87		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 8.87 $ 8.87 0 N/A
10/22/2012	10/22/2012		$ 403.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 403.00 $ 403.00 0 N/A

[redacted]

–End of Statement–

(b) (6)

Release: 2018-12
NSA: 05954

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]
Product Type	TRAVEL - Individually Billed	Statement Period	10/24/2012 - 11/23/2012
Default MAC		Statement Status	New

Previous Balance	$ 8,203.13	Total Payments	$ 5,347.00	Total Amount Due	$ 5,828.26
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 2,972.13	Other Credits	$ 0.00	Statement Total	$ -2,374.87
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
11/07/2012	11/07/2012		[redacted]	$ 29.00		
bill acct				orig amt	$ 29.00	
ref num				settlement	$ 29.00	
tran code				conv rate	0	
				conv date	N/A	
11/09/2012	11/09/2012		PAYMENT RECEIVED – THANK	$ -2,090.00		
bill acct				orig amt	$ 2,090.00	
ref num				settlement	$ -2,090.00	
tran code				conv rate	0	
				conv date	N/A	
11/12/2012	11/11/2012			$ 8.43		
bill acct				orig amt	$ 8.43	
ref num				settlement	$ 8.43	
tran code				conv rate	0	
				conv date	N/A	
11/12/2012	11/11/2012			$ 383.00		[redacted]
bill acct				orig amt	$ 383.00	
ref num				settlement	$ 383.00	
tran code				conv rate	0	
				conv date	N/A	
11/12/2012	11/12/2012			$ 383.00		[redacted]
bill acct				orig amt	$ 383.00	
ref num				settlement	$ 383.00	
tran code				conv rate	0	
				conv date	N/A	
11/12/2012	11/12/2012			$ 8.43		
bill acct				orig amt	$ 8.43	
ref num				settlement	$ 8.43	
tran code				conv rate	0	
				conv date	N/A	
11/13/2012	11/13/2012			$ 301.75		[redacted]

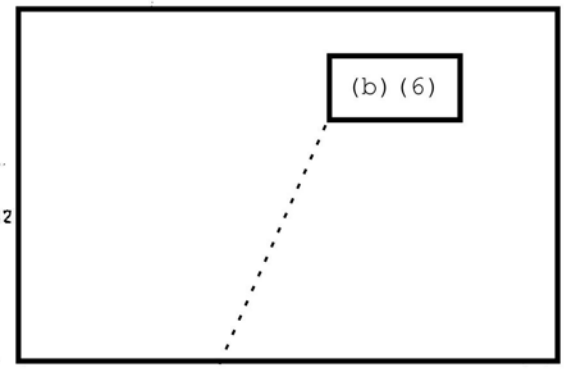
(b) (6)

Release: 2018-12
NSA: 05955

(b) (6)

bill acct ref num tran code				orig amt settlement conv rate conv date	$ 301.75 $ 301.75 0 N/A
11/13/2012	11/13/201		$ 6.64		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 6.64 $ 6.64 0 N/A
11/15/2012	11/15/201		$ 503.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 503.00 $ 503.00 0 N/A
11/15/2012	11/15/201		$ 11.07		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 11.07 $ 11.07 0 N/A
11/19/2012	11/17/2012		$ 8.87		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 8.87 $ 8.87 0 N/A
11/19/2012	11/17/2012		$ 403.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 403.00 $ 403.00 0 N/A
11/19/2012	11/18/2012		$ 483.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 483.00 $ 483.00 0 N/A
11/19/2012	11/18/2012		$ 10.63		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 10.63 $ 10.63 0 N/A
11/20/2012	11/20/2012		$ 423.00		
bill acct				orig amt	$ 423.00

Release: 2018-12
NSA: 05956



ref num
tran code
settlement $ 423.00
conv rate 0
conv date N/A

11/20/2012 11/20/2012 $ 9.31

bill acct
ref num
tran code
orig amt $ 9.31
settlement $ 9.31
conv rate 0
conv date N/A

11/23/2012 11/23/2012 PAYMENT RECEIVED -- THANK $ -3,257.00

bill acct
ref num
tran code
orig amt $ 3,257.00
settlement $ -3,257.00
conv rate 0
conv date N/A

--End of Statement--

(b) (3)-P.L. 86-36
(b) (6)

Statement Detail

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]		
Product Type	TRAVEL - Individually Billed	Statement Period	11/24/2012 - 12/21/2012	Statement Status	New
Default MAC					

Previous Balance	$ 5,828.26	Total Payments	$ 0.00	Total Amount Due	$ 10,935.49
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 5,107.23	Other Credits	$ 0.00	Statement Total	$ 5,107.23
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
11/26/2012	11/24/2012			$ 10.63		
bill acct				orig amt		$ 10.63
ref num				settlement		$ 10.63
tran code				conv rate		0
				conv date		N/A
11/26/2012	11/24/2012			$ 483.00		
bill acct			(b) (6)	orig amt		$ 483.00
ref num				settlement		$ 483.00
tran code				conv rate		0
				conv date		N/A
11/26/2012	11/25/2012			$ 10.63		
bill acct				orig amt		$ 10.63
ref num				settlement		$ 10.63
tran code				conv rate		0
				conv date		N/A
11/26/2012	11/25/2012			$ 483.00		
bill acct				orig amt		$ 483.00
ref num				settlement		$ 483.00
tran code				conv rate		0
				conv date		N/A
11/26/2012	11/26/2012			$ 403.00		
bill acct				orig amt		$ 403.00
ref num				settlement		$ 403.00
tran code				conv rate		0
				conv date		N/A
11/26/2012	11/26/2012			$ 8.87		
bill acct				orig amt		$ 8.87
ref num				settlement		$ 8.87
tran code				conv rate		0
				conv date		N/A
11/27/2012	11/27/2012			$ 482.00		

Release: 2018-12
NSA: 05958

Doc ID: 6641689

(b) (6)

	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	482.00 482.00 0 N/A
11/27/2012	11/27/2012			$ 10.60		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	10.60 10.60 0 N/A
11/29/2012	11/28/2012			$ 383.50		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	383.50 383.50 0 N/A
11/29/2012	11/28/2012			$ 8.44		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	8.44 8.44 0 N/A
11/29/2012	11/29/2012			$ 483.00		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	483.00 483.00 0 N/A
11/29/2012	11/29/2012			$ 10.63		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	10.63 10.63 0 N/A
12/03/2012	11/30/2012			$ 363.00		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	363.00 363.00 0 N/A
12/03/2012	11/30/2012			$ 7.99		
	bill acct ref num tran code		orig amt settlement conv rate conv date		$ $	7.99 7.99 0 N/A
12/03/2012	12/01/2012			$ 443.00		
	bill acct		orig amt		$	443.00

Release: 2018-12
NSA: 05959

(b) (6)

ref num tran code			settlement conv rate conv date	$	443.00 0 N/A
12/03/2012	12/01/2012	$ 9.75			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	9.75 9.75 0 N/A
12/06/2012	12/06/2012	$ 6.64			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	6.64 6.64 0 N/A
12/06/2012	12/06/2012	$ 301.75			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	301.75 301.75 0 N/A
12/10/2012	12/10/2012	$ 7.55			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	7.55 7.55 0 N/A
12/10/2012	12/10/2012	$ 343.00			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	343.00 343.00 0 N/A
12/17/2012	12/14/2012	$ 403.00			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	403.00 403.00 0 N/A
12/17/2012	12/14/2012	$ 8.87			
bill acct ref num tran code			orig amt settlement conv rate conv date	$ $	8.87 8.87 0 N/A
12/17/2012	12/15/2012	$ 8.87			
bill acct ref num			orig amt settlement	$ $	8.87 8.87

Release: 2018-12
NSA: 05960

	tran code			conv rate	0
				conv date	N/A
12/17/2012	12/15/20		$ 403.00		
	bill acct			orig amt	$ 403.00
	ref num			settlement	$ 403.00
	tran code			conv rate	0
				conv date	N/A
12/18/2012	12/17/20		$ 0.51		
	bill acct			orig amt	$ 0.51
	ref num			settlement	$ 0.51
	tran code			conv rate	0
				conv date	N/A
12/18/2012	12/17/20		$ 23.00		
	bill acct			orig amt	$ 23.00
	ref num			settlement	$ 23.00
	tran code			conv rate	0
				conv date	N/A

[redacted]

End of Statement

(b) (6)

Cardholder Statement

Cardholder	[redacted]	**Account Number**	[redacted]		
Product Type	TRAVEL - Individually Billed	**Statement Period**	12/22/2012 - 01/23/2013	**Statement Status**	New
Default MAC					

Previous Balance	$ 10,935.49	**Total Payments**	$ 2,975.00	**Total Amount Due**	$ 10,822.62
Purchases	$ 0.00	**Previous Disputes**	N/A	**Current Disputes**	N/A
Other Debits	$ 2,862.13	**Other Credits**	$ 0.00	**Statement Total**	$ -112.87
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status
01/04/2013	01/04/2013		PAYMENT RECEIVED -- THANK	$ -2,975.00	
	bill acct ref num tran code		[redacted] (b) (6)	orig amt $ 2,975.00 settlement $ -2,975.00 conv rate 0 conv date N/A	
01/07/2013	01/05/2013			$ 363.00	[redacted]
	bill acct ref num tran code			orig amt $ 363.00 settlement $ 363.00 conv rate 0 conv date N/A	
01/07/2013	01/06/2013			$ 7.99	
	bill acct ref num tran code			orig amt $ 7.99 settlement $ 7.99 conv rate 0 conv date N/A	
01/07/2013	01/06/2013			$ 9.75	
	bill acct ref num tran code			orig amt $ 9.75 settlement $ 9.75 conv rate 0 conv date N/A	
01/07/2013	01/06/2013			$ 443.00	[redacted]
	bill acct ref num tran code			orig amt $ 443.00 settlement $ 443.00 conv rate 0 conv date N/A	
01/07/2013	01/07/2013			$ 8.87	
	bill acct ref num tran code			orig amt $ 8.87 settlement $ 8.87 conv rate 0 conv date N/A	
01/07/2013	01/07/2013			$ 403.00	[redacted]

Release: 2018-12
NSA: 05962

(b) (6)

bill acct ref num tran code				orig amt settlement conv rate conv date	$ 403.00 $ 403.00 0 N/A
01/09/2013	01/08/2013		$ 9.76		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 9.76 $ 9.76 0 N/A
01/09/2013	01/08/2013		$ 443.50		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 443.50 $ 443.50 0 N/A
01/10/2013	01/09/2013		$ 462.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 462.00 $ 462.00 0 N/A
01/10/2013	01/09/2013		$ 10.16		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 10.16 $ 10.16 0 N/A
01/11/2013	01/10/2013		$ 10.63		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 10.63 $ 10.63 0 N/A
01/11/2013	01/10/2013		$ 483.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 483.00 $ 483.00 0 N/A
01/14/2013	01/13/2013		$ 203.00		
bill acct ref num tran code				orig amt settlement conv rate conv date	$ 203.00 $ 203.00 0 N/A
01/14/2013	01/13/2013		$ 4.47		
bill acct				orig amt	$ 4.47

Release: 2018-12
NSA: 05963

ref num
trxn code

[redacted]

settlement $ 4.47
conv rate 0
conv date N/A

--End of Statement--

(b) (6)

Release: 2018-12
NSA: 05964

Statement Detail (b) (3)-P.L. 86-36 (b) (6)

Cardholder Statement

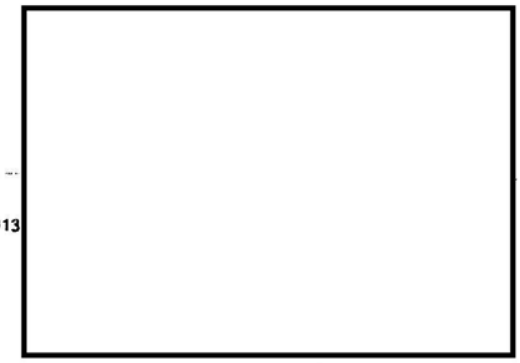
Cardholder	[redacted]	Account Number	[redacted]
Product Type	TRAVEL - Individually Billed	Statement Period	01/24/2013 - 02/22/2013
Default MAC		Statement Status	New

Previous Balance	$ 10,822.62	Total Payments	$ 2,860.00	Total Amount Due	$ 9,227.23
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 1,264.61	Other Credits	$ 0.00	Statement Total	$ -1,595.39
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	t
02/07/2013	02/07/2013		[redacted]	$ 29.00		
bill acct				orig amt	$	29.00
ref num				settlement	$	29.00
tran code			(b) (6)	conv rate		0
				conv date		N/A
02/15/2013	02/15/2013		PAYMENT RECEIVED – THANK	$ -2,860.00		
bill acct				orig amt	$	2,860.00
ref num				settlement	$	-2,860.00
tran code				conv rate		0
				conv date		N/A
02/18/2013	02/16/2013			$ 363.00		
bill acct				orig amt	$	363.00
ref num				settlement	$	363.00
tran code				conv rate		0
				conv date		N/A
02/18/2013	02/16/2013			$ 7.99		
bill acct				orig amt	$	7.99
ref num				settlement	$	7.99
tran code				conv rate		0
				conv date		N/A
02/19/2013	02/18/2013			$ 483.00		
bill acct				orig amt	$	483.00
ref num				settlement	$	483.00
tran code				conv rate		0
				conv date		N/A
02/19/2013	02/18/2013			$ 10.63		
bill acct				orig amt	$	10.63
ref num				settlement	$	10.63
tran code				conv rate		0
				conv date		N/A
02/19/2013	02/19/2013			$ 7.99		

Release: 2018-12
NSA: 05965

Statement Detail



bill acct
ref num
tran code

orig amt $ 7.99
settlement $ 7.99
conv rate 0
conv date N/A

02/19/2013 02/19/2013

$ 363.00

bill acct
ref num
tran code

orig amt $ 363.00
settlement $ 363.00
conv rate 0
conv date N/A

--End of Statement--

(b) (6)

Release: 2018-12
NSA: 05966

Statement Detail (b) (3)-P.L. 86-36 (b) (6) Page 1 of 1

Cardholder Statement

Cardholder	[redacted]	Account Number	[redacted]		
Product Type	TRAVEL - Individually Billed	Statement Period	02/23/2013 - 03/22/2013	Statement Status	New
Default MAC					

Previous Balance	$ 9,227.23	Total Payments	$ 2,254.00	Total Amount Due	$ 7,002.23
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 29.00	Other Credits	$ 0.00	Statement Total	$ -2,225.00
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant		amount	status	t
03/01/2013	03/01/2013	[redacted]	PAYMENT RECEIVED – THANK	$	-2,254.00		
bill acct				orig amt	$	2,254.00	
ref num			(b) (6)	settlement	$	-2,254.00	
tran code				conv rate		0	
				conv date		N/A	
03/11/2013	03/11/2013		[redacted]	$	29.00		
bill acct				orig amt	$	29.00	
ref num				settlement	$	29.00	
tran code				conv rate		0	
				conv date		N/A	

--End of Statement--

Release: 2018-12
NSA: 05967

(b)(3)-P.L. 86-36
(b)(6)

Cardholder	[redacted]	Account Number	[redacted]
Product Type	TRAVEL - Individually Billed	Statement Period	03/23/2013 - 04/23/2013
Default MAC		Statement Status	New

Previous Balance	$ 7,002.23	Total Payments	$ 7,002.23	Total Amount Due	$ 0.00
Purchases	$ 0.00	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	$ 0.00	Other Credits	$ 0.00	Statement Total	$ -7,002.23
				Tax Total	$ 0.00

post date	tran date	last alloc date time	merchant	amount	status	b
03/29/2013	03/29/2013		PAYMENT RECEIVED – THANK	$ -7,002.23		

bill acct
ref num
tran code
[redacted]

orig amt $ 7,002.23
settlement $ -7,002.23
conv rate 0
conv date N/A

–End of Statement–

(b)(6)

APPENDIX D

(U//~~FOUO~~) Past Due Notices from [redacted]

(b)(3)-P.L. 86-36

[redacted]

From: [redacted]
Sent: Thursday, December 12, 2013 11:03 AM
To: [redacted]
Subject: (U) IG Report

Classification:
UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~ [redacted]

(b)(3)-P.L. 86-36

From:
To: [redacted]
Cc:
Supervisor: [redacted]
Time Sent: 05/15/2012 03:40:16 PM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

Hello [redacted]

(b)(3)-P.L. 86-36
(b)(6)

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of May 2012, Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted]
all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

****

[redacted]

Release: 2018-12
NSA: 05970

[redacted]

From: [redacted]
Sent: Thursday, December 12, 2013 11:04 AM
To: [redacted]
Subject: (U) IG Report

(b)(3)-P.L. 86-36

Classification:
UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

From:
To: [redacted]
Cc: [redacted]
Supervisor:

(b)(3)-P.L. 86-36
(b)(6)

Time Sent: 06/14/2012 04:46:33 PM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

Hello [redacted]

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of June 2012 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted]
all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

****

[redacted]

Release: 2018-12
NSA: 05971

[redacted]

From: [redacted]
Sent: Thursday, December 12, 2013 11:07 AM
To: [redacted]
Subject: (U) IG Report

(b) (3)-P.L. 86-36

Classification:
UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

From:
To: [redacted]
Cc: [redacted]
Supervisor:
Time Sent: 07/18/2012 11:52:14 AM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

(b) (3)-P.L. 86-36
(b) (6)

Hello [redacted]

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of July 2012 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted]
all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

[redacted]

Release: 2018-12
NSA: 05972

(b)(3)-P.L. 86-36

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Release: 2018-12
NSA: 05973

OCT-17-2013 11:39 TRAVEL CARD SERVICES [redacted] P.01

[redacted]

From: [redacted]
To: [redacted]
Cc:
Supervisor [redacted]
Time Sent: 08/13/2012 03:40:34 PM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

(b)(3)-P.L. 86-36
(b)(6)

Hello [redacted]

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of August 2012 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted], all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

[redacted] **********

(b)(3)-P.L. 86-36

[redacted]

Release: 2018-12
NSA: 05974

OCT-17-2013 11:35 TRAVEL CARD SERVICES [redacted] P.02

[redacted]

From: [redacted]
To: [redacted]
Cc: [redacted]
Supervisor: [redacted] (b)(3)-P.L. 86-36 (b)(6)
Time Sent: 10/15/2012 04:43:59 PM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

Hello [redacted]

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of October 2012 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted] all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

****

[redacted]

(b)(3)-P.L. 86-36

769-7100 (s)

[redacted]

[redacted]

1

[redacted] P.03

[redacted]

From: [redacted]
To: [redacted]
Cc: [redacted]
Supervisor [redacted]

(b)(3)-P.L. 86-36
(b)(6)

Time Sent: 11/16/2012 02:59:09 PM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

Hello [redacted]

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of November 2012 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted] all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

(b)(3)-P.L. 86-36

[redacted]

[redacted]

[redacted]

1

DEC-17-2013 11:40 TRAVEL CARD SERVICES P.04

[redacted]

(b)(3)-P.L. 86-36
(b)(6)

From: [redacted]
To: [redacted]
Cc: [redacted]
Supervisor: [redacted]

(b)(3)-P.L. 86-36

Time Sent: 12/14/2012 03:02:38 PM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

Hello [redacted]

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of December 2012 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL [redacted] ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, [redacted] all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL [redacted] immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

****

[redacted]

[redacted]

1

01-17-2013 11:40 TRAVEL CARD SERVICES P.05

(b)(3)-P.L. 86-36
(b)(6)

From:
To:
Cc:
Supervisor:
Time Sent: 01/17/2013 08:46:39 AM
Subject: **URGENT** GTCC 45 Days Delinquent **URGENT**
Body:

Hello

Upon reviewing the Citi government travel charge card (GTCC) accounts this month, we found that you are currently over 45 days past due in paying your government issued travel charge card account.
At midnight on 23rd of January 2013 Citi will have no choice other than to automatically suspend ATM and charging privileges until your delinquent balance is paid in full. Please contact me @ DL ASAP if you will be in a travel status on or around this date. We will then, on your behalf, be able to communicate with Citi to request that your charging privileges remain active until your TDY has been completed. If you have not filed your TDY expense report/voucher, please do so now. To expedite the processing of your expense report/voucher, you may scan/e-mail it directly to Travel Entitlements at their e-mail alias of NSA TDY.
Be reminded that in accordance with Agency GTCC policy (Corporate TravelGram 01-2008, dated May 2008, all charges on your GTCC are due upon receipt of your Citi statement. Should any charges on your statement appear to be in question, please notify DL immediately so these charges can be discussed, investigated, and/or resolved.
If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide the payment amount and date of payment.

Thanks,

****

1

OCT-17-2013 11:40 TRAVEL CARD SERVICES [redacted] P.06

[redacted]

From: [redacted]
To: [redacted]
Cc:
Supervisor: [redacted]
Time Sent: 02/14/2013 11:37:54 AM
Subject: **URGENT** GTCC 75 Days Delinquent **URGENT**
Body: Hello [redacted]

(b)(3)-P.L. 86-36
(b)(6)

It has been brought to our attention that your government issued travel charge card has a balance of $10,891.62 of which $2,853.26 is over 60 days past due and $5,107.23 is over 30 days past due. After reviewing your TDY history, we found that:
You do not have any recent trips in the travel database. If you traveled for another organization, please track your reimbursement and promptly advise this office regarding the status. Failure to submit an expense report does not excuse you from paying your bill in accordance with Agency travel card policy (Corporate TravelGram 01-2003, dated January 2003).
Your ATM and charging privileges have been suspended. Please be advised that your account will continue to accrue a $29 late fee each month your outstanding balance remains unpaid. The late fee is not reimbursable by the Agency. At 120 days delinquent, your case will also be forwarded to Employee Relations for appropriate disciplinary action, unless you can establish that you have timely filed your claim and have not yet been reimbursed. Furthermore, if your account remains delinquent, involuntary salary offset will be implemented.
You must pay Citi Bank in full immediately. Please contact me by e-mail NLT 22 February 2013 to inform me of the method that was used to pay your bill.
Please refer to Corporate Travel Gram 01-2003 dated January 2003 for additional Agency policy on the travel card at:

[redacted]

Thanks and Have a Good Day!

[redacted]

****

(b)(3)-P.L. 86-36

[redacted]

1

TOTAL P.06

APPENDIX E

(U//~~FOUO~~) Past Due Notice from [redacted]

(b)(3)-P.L. 86-36

Release: 2018-12
NSA: 05980

OCT-22-2013 09:05 TRAVEL CARD SERVICES P.01

[redacted]

From: [redacted]
Sent: Thursday, March 28, 2013 9:44 AM
To: [redacted]
Cc:
Subject: RE: (U) ACTION REQUIRED: 75 Day Deliquency Email for CITI GTCC

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Hello,

This has been sent forward for misuse.

[redacted]

(b)(3)-P.L. 86-36

From: [redacted]
Sent: Thursday, March 28, 2013 9:11 AM
To: [redacted]
Cc:
Subject: FW: (U) ACTION REQUIRED: 75 Day Deliquency Email for CITI GTCC

[redacted]

Please see the e-mail trail below. Can you please provide a status?

Please advise?

Thanks.

[redacted]

[redacted]

(U//~~FOUO~~)

[redacted]

From: [redacted]
Sent: Thursday, March 28, 2013 9:06 AM
To: [redacted]
Subject: FW: (U) ACTION REQUIRED: 75 Day Deliquency Email for CITI GTCC

Release: 2018-12
NSA: 05981

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

From: [redacted]
Sent: Wednesday, March 20, 2013 2:15 PM
To: [redacted]
Cc: [redacted]
Subject: FW: (U) ACTION REQUIRED: 75 Day Deliquency Email for CITI GTCC

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

We have not received any type of response from [redacted] so we are forwarding this delinquency to your office.

Background: [redacted] has been withdrawing several thousand dollars a month from as far back as July 09. He also has an extensive delinquent history, which can be found in [redacted]

If there is anything else we can do, please let us know.

Thanks,

[redacted] (b)(3)-P.L. 86-36

[redacted] (b)(3)-P.L. 86-36 (b)(6)

From: [redacted]
Sent: Friday, March 15, 2013 2:22 PM
To: [redacted]
Cc: [redacted]
Subject: (U) ACTION REQUIRED: 75 Day Deliquency Email for CITI GTCC

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

[redacted]

It has been brought to our attention that your CITI government travel charge card (GTCC) is significantly past due.

Release: 2018-12
NSA: 05982

Total amount due is $7002.23

You do not have any recent trips in the travel database. If you have traveled for another organization/agency, please advise this office. If you have not traveled for another organization/agency, can you please explain the ATM withdrawals on your account?

Your ATM and charging privileges have been suspended. Please be advised that your account will continue to accrue a $29.00 late fee each month that your outstanding balance has not been paid. This late fee is not reimbursable by the Agency.

If you have mailed your payment, please promptly provide us with a check number, amount paid, and date mailed. If you made an on-line payment please provide payment amount and date of payment.

[redacted]

(b)(3)-P.L. 86-36

Per the Department Of Defense Travel Card Policy, payments are due in full by the due date specified on the Citibank billing statement regardless of whether or not the employee has received reimbursement from Travel Entitlements. By signing the Statement of Understanding you agree to abide by this policy.

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Classification: UNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~

Release: 2018-12
NSA: 05983

APPENDIX F

(U//~~FOUO~~) NSA/CSS Corporate Travel Gram Issue 01- 2008 (Revision to Issue 01-2008) July 2009, Department of Defense Government Travel Card Procedures

Release: 2018-12
NSA: 05984

Issue 01- 2008
(Revision to Issue 01-2008)
July 2009

(U) DEPARTMENT OF DEFENSE GOVERNMENT TRAVEL CARD PROCEDURES

(U) This Corporate TravelGram details the procedures for mandatory use of the Government travel charge card (travel card) under the "Travel and Transportation Reform Act of 1998" (TTRA), Public Law 105-264.

(b)(3)-P.L. 86-36

I. (U) PURPOSE:

(U//~~FOUO~~) The purpose of this Travel Gram is to inform National Security Agency employees (civilian and military on 4000 billets) of the basic NSA/CSS policy and procedures for using a government travel card, while traveling internationally (OCONUS) and in the continental United States (CONUS). Effective 1 October 1995, the individual Government travel card program was instituted agency wide for the payment of official travel related expenses. NSA's employees should use the travel card for all official travel expenses unless those expenses are otherwise exempted. (See section VIII of this Travel Gram)

(U//~~FOUO~~) Employees, [redacted], as determined by the [redacted] will be exempt from using the travel card. Employees must consult with the [redacted] prior to making travel arrangements.

II. (U) PROCEDURES FOR OBTAINING A TRAVEL CARD:

(U//~~FOUO~~) The Citibank charge card application form may be printed from, go travelcard . The following sections must be completed: (Email address is not needed)

1. Name
2. Address
3. Social Security Number
4. Date of Birth
5. Cardholder's signature
6. Date
7. Credit Report Authorization
8. Supervisor's signature
9. Date

The remaining sections will be completed for you by the Agency Program Coordinator (APC).

Release: 2018-12
NSA: 05985

(b)(3)-P.L. 86-36

(U//~~FOUO~~) Military personnel must complete and submit a direct deposit form and a military point-of-contact sheet (POC) with their Citibank charge card application. All of the forms can be accessed on the [redacted] websites.

(U//~~FOUO~~) Applicants must read, initial, and sign the Statement of Understanding Government Travel Card Program form (SOU). A supervisor's approval signature is required on the SOU form for both civilian and military personnel.

(U//~~FOUO~~) A listing of all APCs and additional points-of-contact for the Citibank travel card program can be found by typing "Go Travel" or "Go Travelcard" in the intranet browser.

(U//~~FOUO~~) Applicants will receive their travel cards usually within 7-10 business days. The travel cards will be mailed to the applicant's home addresses. If a travel card is not received within the 7-10 period the APC should be contacted.

(U//~~FOUO~~) EXPEDITED CARD PROCESSING: If an employee is required to perform a mission critical TDY and does not have a valid travel card, they must have their Request for Travel Authorization (RTA) processed through [redacted] prior to submitting the completed travel charge card application to the APC. Upon receipt of the application, the APC will initiate action with Citibank to expedite delivery of a travel card. There is an additional processing fee for the expedited card service which is reimbursable by the funding organization. Please note that someone must be available to sign for the card at the mailing or home address, or the card may be sent to either of the travel offices for pick-up.

III. (U) PROPER USE OF THE CITIBANK TRAVEL CARD:

(U//~~FOUO~~) Authorized use of the travel card is reserved for purchases related to and made during official Government travel only and which will be reimbursed using travel funds. Expenses to support travel mission should be not charged using this card. The travel card must be used for purchases such as the following:

air travel
rail travel
lodging
transportation services
conference fees
auto rental
fuel
ATM access
service fee/agent fee/transaction fees

The travel card may be used at food service establishments. Use of the card for meals & incidentals expenses is not mandatory.

Release: 2018-12
NSA: 05986

Doc ID: 6641689

(U) Permanent Change of Station (PCS)

(U//~~FOUO~~) Use of the travel card is required for purchases related to and made during official Government travel for a Permanent Change of Station. Examples of these expenses would include lodging rental cars, airfare and taxis. The card may also be used for meals.

(U//~~FOUO~~) The travel card should be used for purchases relating to the following entitlements:

Temporary Quarters Subsistence Expense (TQSE)
House Hunting Trip (HHT), including Airfare.
Mileage and Per Diem (MIPD), including Airfare
Temporary Quarters Subsistence Allowance (TQSA)
Foreign Transfer Allowance (FTA)

(U//~~FOUO~~) The Travel Voucher Summary, Form DD 1351-2, should be submitted within five days of the completion of each entitlement. All necessary receipts should be attached to the signed travel voucher summary. Both the employee's signature and the Approving Official's (AO) signature are necessary on this form.

IV. (U) When the Employee Requires Cash:

(U//~~FOUO~~) Employees in preparation for official travel may need to withdraw cash from an ATM for incidental expenses, or in instances when a vendor will not accept the government travel card. Cardholders will be provided personal identification numbers (PIN), which will allow access to ATMs. The employee can always "customize" their pin number. The use of a travel card for cash withdrawals is limited to $1,000 during a seven-day period. In circumstances where the cash limit is insufficient, the employee should contact the Agency Card Program Manager (CPM). Employees will be reimbursed for any fees associated with ATM withdrawals made using this card. Reimbursement of the ATM charge is only authorized for withdrawals made in conjunction with official travel. ATM withdrawals should not be made more than 3 working days prior to the start of the travel.

V. (U) EMPLOYEE REIMBURSEMENT:

(U//~~FOUO~~) DoD has mandated that all civilian employees and Military members must designate the portion of their reimbursement for charges made to the official travel card, be sent to Citibank to liqudate their bill. This amount should be recorded on the top of the RTA under the Split Disbursing area. If the outstanding balance is unknown, the employee may contact their APC for the correct amount. If an amount is not indicated on the RTA (except for sensitive TDYs), the following expenses will automatically be split disbursed to Citibank: air/train fare and service fee; lodging and lodging tax, rental car

Release: 2018-12
NSA: 05987

(b)(3)-P.L. 86-36

and conference fee. If the total balance of the bill is not paid through split disbursement, the traveler is responsible for any remaining balance owed to the Bank.

(U//~~FOUO~~) [redacted] has been exempted from the mandate to split disburse funds. This option is not available for [redacted] reimbursements.

(U//~~FOUO~~) All TDY travel claims must be submitted to [redacted] within five (5) working days after the completion of each trip. Failure to submit a claim does not excuse the employee from paying the Citibank by the due date posted on the billing statement.

(U//~~FOUO~~) All PCS travel claims must be submitted to [redacted] within five (5) working days after the completion of the entitlement. Failure to submit a claim does not excuse the employee from paying the Citibank by the due date posted on the billing statement.

(U//~~FOUO~~) During long-term TDYs, those in excess of 45 days, the employee is required to submit a claim for each 30-day period. The claim must be submitted within 5 days after the end of each 30-day period. While in an extended TDY status, it is important that employees ensure their travel card bill is paid by the due date specified on the Citibank billing statement. To help facilitate this, employees are required to contact their APC or Field Site POC prior to departing on the extended TDY.

(U//~~FOUO~~) Employees shall be reimbursed no later than 30 days after submitting to the Travel Entitlements Branch, a properly completed claim for reimbursement.

(U//~~FOUO~~)Each claim must include: RTA with AO's signature and employee's signature, as well as paid receipts for lodging, transportation tickets, rental car, conference fees and any item $75.00 or more. Claims must be submitted to [redacted] the [redacted]

(U//~~FOUO~~) If reimbursement takes longer than 30 days, the Government may be required to pay the employee interest. Interest is payable, using the "Prompt Payment Act" interest rate, beginning on the 31st day after the submission of a properly filed travel claim and ending on the date that the payment is disbursed by the Government. The only exception to the requirement for this payment is when the payment would be less than $1.00. In addition, the employee shall be paid an amount equal to any late payment charge that the travel card contractor would have been able to charge had the employee not paid the bill.

VI. (U) LATE PAYMENT/DELINQUENT ACCOUNTS:

(U//~~FOUO~~) Payments are due in full by the due date specified on the Citibank billing statement regardless of whether or not the employee has received reimbursement.

Release: 2018-12
NSA: 05988

(U//~~FOUO~~) Employees will incur a $29.00 fee for payments returned due to insufficient funds. This return payment fee is not reimbursable.

(U//~~FOUO~~) MILITARY DELINQUENT ACCOUNTS: In accordance with the Memorandum of Agreement (MOA) between the Military Commands and the National Security Agency/Central Security Service, military accounts which are 45 days delinquent will be reported directly to their parent military command.

(U) CIVILIAN DELINQUENCY CYCLES:

(U//~~FOUO~~) 45 days Delinquency – After 45 days of delinquency, the APC will send notification to the employee and their immediate supervisor stating that unless outstanding charges are paid in full, their travel card will be suspended on the 61st day of delinquency. On the 61st day of delinquency, the Citibank will automatically suspend ATM and travel card privileges.

(U//~~FOUO~~) 75 days Delinquency – After 75 days of delinquency, the APC will send notification to the employee, their immediate supervisor and the organization's Chief of Staff stating that travel card privileges remain suspended and the outstanding balance must be paid in full to avoid further action. In addition, a $29.00 late fee, which is not reimbursable, will be applied to the employee's account.

(U//~~FOUO~~) 90 days Delinquency – After 90 days of delinquency, the Individually Billed Account Manager (IBA) will notify the organization's Chief of Staff and the Employee Relations (ER) Office for appropriate disciplinary action. The IBA will send a Due Process Letter to the employee allowing 30 days to make full payment of the outstanding balance (copies will be sent to the organization's Chief of Staff and ER).

(U//~~FOUO~~) Salary Offset – If the employee's payment is not made in full within 30 days of the date of the Due Process Letter, then the Salary Offset process will be initiated in accordance with the DoD and BOA established policy. Payments of 15% of the employee's net pay will be deducted from their bi-weekly federal salary to satisfy account balances that are not in dispute.

(U//~~FOUO~~) 120 days Delinquency - On the 120th day of delinquency, the Citibank will automatically cancel the employee's account. Once the account is cancelled, the Citibank will not reinstate the travel card for any reason.

VII. (U) MISUSE OF THE TRAVEL CARD:

(U//~~FOUO~~) Travel cards should be used only for reimbursable expenses associated with official travel which will be reimbursed on the RTA or DD1351-2.

Release: 2018-12
NSA: 05989

Doc ID: 6641689

(U//~~FOUO~~) Military Misuse: In accordance with the Memorandum of Agreement (MOA) between the Military Commands and the National Security Agency/Central Security Service, when misuse of the travel card is suspected Military accounts will be deactivated and a notice of deactivation will be sent to the respective parent command,

(U//~~FOUO~~) Civilian Misuse: If misuse of the travel card is suspected, the IBA will send an email to the employee and their immediate supervisor questioning the expenses on the traveler's account. Depending on the response provided and the seriousness of the misuse, the travel card may be deactivated to prevent further misuse. In addition, a formal case will be forwarded to Employee Relations (ER) for disciplinary action.

(U//~~FOUO~~) Supervisors shall not tolerate misuse of the travel card and cardholders who misuse their travel cards shall be subject to appropriate administrative or disciplinary action. Possible actions range from written reprimand to removal.

VIII. (U) EXCEPTIONS/EXEMPTIONS TO TRAVEL CARD USE:

(b)(3)-P.L. 86-36

(U//~~FOUO~~) Military or DoD civilian personnel whose use of the travel card, due to operational, security or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of travelers or others, or would compromise a law enforcement activity. Refer to Section I (PURPOSE, paragraph 2).

(U//~~FOUO~~) Military or DoD civilian personnel traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of a travel card. Consult the [redacted] for guidance.

(U//~~FOUO~~) Military or DoD civilian personnel that are determined to be infrequent travelers. An infrequent traveler is one who travels two or less times per year. While DoD has exempted infrequent travelers from the mandate to use the official charge card, NSA offers the card to all employees and will offer no special accommodations to those infrequent travelers who elect to not apply for the card.

(U//~~FOUO~~) Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel card to such individual.

(U//~~FOUO~~) There are two exceptions when personal charges may appear on the official travel charge card. These are:

a. personal lodging or rental car charges incurred in conjunction with official travel charges when travelers are extending their official time at the hotel or use of a rental vehicle to include personal (leave) time
b. when travelers are charging expenses incidental to the hotel bill (exercise room fees, movie rentals, personal phone calls or beverages)

Release: 2018-12
NSA: 05990

While these personal charges are not reimbursable, travelers will not be expected to use a personal charge card since these charges are incidental to use of the hotel /rental car. If the traveler elects to change hotels or rental vehicles during the personal time, the official charge card should not be used for these expenses.

(U//~~FOUO~~) FRIENDLY REMINDER: If an employee has any questions/concerns about their account, they should contact the APC. It is very important that the APC be notified of any address changes, name changes or to report a lost or stolen card. If an employee receives any inquiry for data, appearing to be from the Bank, either on the phone or through e-mail, the employee should not respond to it. The Citibank will not attempt to communicate via these modes. When this type of correspondence is received it should be reported to the APC.

(U//~~FOUO~~) EFFECTIVE DATE: This Corporate TravelGram is effective immediately and rescinds Corporate Travel Gram 01-2003. If you need additional information, please contact the Travel Card Program Office, 769-7100 (s) or [redacted]

NOTE: (U) The contents of this Corporate Travel Gram have been coordinated with the Office of General Counsel.

(b)(3)-P.L. 86-36

Release: 2018-12
NSA: 05991