



OFFICE OF INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500

January 2, 2024

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND
READINESS

CHIEF, NATIONAL GUARD BUREAU
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
AUDITOR GENERAL, DEPARTMENT OF THE ARMY
AUDITOR GENERAL, DEPARTMENT OF THE NAVY
AUDITOR GENERAL, DEPARTMENT OF THE AIR FORCE

SUBJECT: Audit of the DoD Government Travel Charge Card Program
(Project No. D2024-D000AX-0064.000)

The purpose of this memorandum is to notify you that we plan to begin the subject audit in January 2024. Section 5701, title 5, United States Code, requires the DoD Office of Inspector General to conduct periodic audits or reviews of travel card programs.

The objective of this audit is to determine whether DoD officials effectively used policies, procedures, and data systems to identify Government Travel Charge Card misuse, abuse, or fraud. We may revise the objective as the audit proceeds, and we will also consider suggestions from management for additional or revised objectives. We plan to perform this audit in accordance with the Government Accountability Office's generally accepted government auditing standards.

We will perform the audit at the Defense Travel Management Office, Defense Manpower Data Center, and select Component Program Manager locations. We may identify additional locations during the audit.

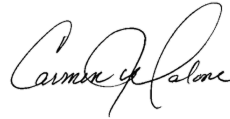
We request that you designate a staff member to serve as our point of contact for this audit within **5 days** of this memorandum. The point of contact should be a Government employee—a GS-15, pay band equivalent, or military equivalent—and knowledgeable of the policies, procedures, and data systems for the Government Travel Charge Card program as related to the objective. Send the contact's name, title, grade/pay band, phone number, and email address to aud-colu@dodig.mil.

The Inspector General Act of 1978, 5 U.S.C. §§ 401-424, as amended, authorizes us to have access to personnel and materials as we determine necessary to perform our oversight in a timely manner. You can obtain information about the DoD Office of Inspector General from DoD Directive 5106.01, "Inspector General of the Department of Defense (IG DoD)," April 20, 2012, as amended, and DoD Instruction 7050.03, "Office of the Inspector General of the Department of Defense Access to Records and Information," March 22, 2013, as amended. Our website is www.dodig.mil.

If you have any questions, please contact [REDACTED]

[REDACTED] or [REDACTED]
[REDACTED]

FOR THE INSPECTOR GENERAL:



Carmen J. Malone
Assistant Inspector General for Audit
Acquisition, Contracting, and Sustainment