



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

July 30, 2010

## IOWA INSTRUCTION 360-387 – ZERO TOLERANCE POLICY FOR TRAVEL CHARGE CARD MISUSE

### IA387.0 PURPOSE

This Iowa Instruction provides information to all NRCS employees on Iowa's Zero Tolerance Policy on the misuse of the government travel charge card. Travel charge card misuse has serious consequences; therefore, each cardholder should review National Instruction/Title 360-Personnel, Part 300 – Misuse of the Travel Charge Card found at the following site <http://directives.sc.egov.usda.gov/viewerFS.aspx?hid=21509>.

### IA387.1 SCOPE

These instructions will be followed by all NRCS employees.

### IA387.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

*/s/* Richard Sims  
State Conservationist

Attachment

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(IA Instruction 360–387 First Edition – July 2010)

*Helping People Help the Land*

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CHARGE CARD MISUSE

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2. BACKGROUND:

Iowa NRCS has decided to send a letter of warning to cardholders the first time they are delinquent (30-days past due) in making their travel charge card payment.

3. PROCESS:

Attached is a friendly reminder and set of travel charge card "Do's and Don'ts" for employees with travel charge cards.

In the past, employees who were late making their travel charge card payment received a telephone contact from the State Office. From this day forward any employee whose travel account is delinquent for the first time will receive a letter of warning from the State Office. Further discipline will occur if there are subsequent late payments.

Failure to abide by the Zero Tolerance Policy may result in disciplinary action up to and including removal.

*Richard Sims*

*07/30/2010*

Approved By:

Date:

Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
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