



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 1000.7, *U.S. Debit Card Policy*, dated December 14, 2005.

SUMMARY OF CHANGES: Section 3, Authorities, deleted reference to FAATP; Section 6 (A)(1), Policy, revised due to changes in policy surrounding travel advances and emphasized that a cash advance will only be permitted under certain circumstances. Section 6 (B), Policy, reference changed to MD 1100.75-3, *Employee Responsibilities and Conduct*; Section 8, Effective Date and Implementation, replaced Jeff Bobich with David Nicholson.

1. **PURPOSE:** This directive provides TSA policy and procedures for the use of the United States (U.S.) debit card.

2. **SCOPE:** This directive applies to all TSA organizational elements and employees.

3. **AUTHORITIES:**

31 USC § 3302

4. **DEFINITIONS:**

- A. **Abuse/Misuse:** Abuse/misuse of the card means use of the card, or use of any funds derived from the card, for other than the specific official business or authorized purposes for which it was issued. Abuse/misuse is considered misconduct and subjects the card user to possible disciplinary action.
- B. **Agency Program Coordinator (APC):** An individual designated by the Chief Financial Officer (CFO) to administer and monitor the contractor-issued debit card program for TSA.
- C. **Debit Card:** The debit card is a flexible payment mechanism that may only be used in limited mission-specific circumstances to deliver miscellaneous or nonrecurring payments, or to allow Government employees access to cash in their official duties. The Department of the Treasury Financial Management Service (FMS) administers the debit card program. NOTE: The debit card is distinct from the travel card, purchase card and fleet card.
- D. **Organization Administrator (OA):** An individual designated within each TSA program area or office responsible for oversight of the contractor-issued debit card activity within his/her respective area.
- E. **Program/Field Office:** An organizational unit within TSA that has the ability to commit and/or obligate TSA funds on its behalf (e.g., airport offices, Office of Financial Management, etc.), within the limits of TSA's Budget Execution and Acquisition policies.

5. RESPONSIBILITIES:

A. Director of the Office of Financial Management (OFM) is responsible for:

- (1) The oversight and success of the debit card program.
- (2) Appointing an APC.

B. Agency Program Coordinator (APC) is responsible for:

- (1) Administering and monitoring the debit card program for TSA.
- (2) Serving as the liaison between TSA and both FMS and its debit card program contractor on issues dealing with the program.
- (3) Assisting Organization Administrators (OAs), as necessary, in managing the debit card programs in their respective areas. This assistance may include, but is not limited to, providing OAs access to necessary tools and reports, canceling lost or stolen debit cards, and providing guidance on the disposition of cash and debit cards.
- (4) Establishing internal control procedures to prevent fraud, waste, and abuse of the U.S. debit card and the appropriated funds that are withdrawn through its use.
- (5) Monitoring the activities of the debit card program and all offices entrusted with a debit card to ensure that the policies and standards in this directive are carried out.
- (6) Ensuring that OAs review and act upon debit card account reports for areas under their purview.
- (7) Promoting correct and efficient use of the debit card.
- (8) Referring potential cases of fraud and abuse, as appropriate, to the Office of Inspection.

C. Program Offices Directors and Federal Security Directors are responsible for:

- (1) Designating an OA responsible for oversight of the debit card within the program or office.
- (2) Implementing and enforcing debit card policies and procedures.
- (3) Requiring OAs and supervisors to ensure that any card abuse/misuse is addressed and corrective action is taken to prevent further occurrences of abuse/misuse.

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- (4) Retrieving the debit card from an employee cardholder when such employee transfers to a TSA position not requiring a debit card or to a different program/field office, or terminates employment.

D. Organization Administrators (OAs) are responsible for:

- (1) Implementing TSA debit card policies and procedures.
- (2) Instructing the cardholder that the debit card(s) and all cash acquired using it (e.g., cash withdrawn at a financial institution or an ATM) are held in a secure location.
- (3) Immediately contacting the APC in the event of a lost or missing debit card to have the card canceled.
- (4) Ensuring receipts are kept in a secure location and are provided to the APC upon written request.

E. Debit Card Holders are responsible for:

- (1) The cash value of the card. Debit card holders will be held accountable for loss of funds through abuse/misuse of the debit card or through the failure to properly safeguard it and its Personal Identification Number (PIN).
- (2) Using the debit card, including cash obtained with it, only for the specific official TSA business or authorized purposes for which it was issued. Use of the debit card does not relieve employees of the responsibility to employ prudent practices when incurring Government expenses.
- (3) Complying with this directive and with the program or field office's internal procedures.
- (4) Complying with Office of Acquisition procurement procedures. The debit card may not be used in place of a TSA Purchase Card. Note that in the event of an emergency, where conditions (e.g., power outages) prevent the use of a Purchase Card, cash obtained with the debit card may be used to make urgent purchases such as emergency supplies.
- (5) Keeping accurate, up-to-date records of all debit card usage, and retaining all receipts.
- (6) Ensuring that charges and/or cash withdrawals placed against the debit card account do not exceed its value. Generally, electronic controls at ATMs and financial institutions will prevent the card from being overdrawn. However, due to limitations of the electronic banking system, a remote possibility exists that accounts may become overdrawn.
- (7) Notifying the applicable OA and/or the APC immediately if additional card funding is anticipated before attempting to withdraw the additional funds. Withdrawal above any authorized amount not approved in advance will constitute abuse/misuse of the debit card and may subject the cardholder to disciplinary action.

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- (8) Safeguarding the debit card and its PIN, and ensuring it and all cash acquired using it is held in a secure location.
- (9) Immediately contacting the OA and/or the APC to have the debit card canceled if it is lost or stolen.
- (10) Returning any unused funds to TSA Headquarters or depositing the funds in the appropriate financial institution, as directed by the APC, as soon as the need to hold the funds dissipates.

6. POLICY:

- A. Use of the U.S. Debit Card: The debit card and funds derived from it may only be used for the purpose for which it was specifically authorized at the time of issuance.
 - (1) Program and field offices may be issued a debit card for use only in mission-specific situations requiring cash or in emergency situations, when the standard acquisition procedures (either the Purchase Card or the procurement contracting process) cannot be used.
 - (2) Under the direction and approval of the Director of OFM, the program or field office will establish written policies governing the use and control of imprest funds, local accounts at a depository institution, secure on-site storage of funds, and other management controls as may be required under the circumstances.
- B. Abuse/Misuse of the U.S. Debit Card: Use of the debit card for any expense or withdrawal of funds other than for the official business or authorized purposes for which it was issued shall be considered as abuse/misuse of the debit card. Abuse/misuse of the debit card may subject the cardholder to disciplinary action. Any disciplinary action must be issued under the provisions outlined in [TSA MD 1100.73-5, Employee Responsibilities and Conduct](#). Such actions must be coordinated with designated field counsel and headquarters Office of Human Capital Employee Relations staff.
- C. Compliance with TSA Directives, Policies and Procedures: This directive does not supersede previously issued directives (except for TSA MD 1000.7, dated December 14, 2005), policies or procedures, including, but not limited to, those related to procurement and travel.

7. PROCEDURES:

- A. In order to obtain a U.S. Debit Card, contact the OFM Point of Contact listed below to request a card and to obtain information on the approval process for being issued a card.
- B. Safeguard the debit card and its PIN, and ensure it and all cash acquired using it (e.g., cash withdrawn at a financial institution or an ATM) are held in a secure location. Either return any unused funds to TSA Headquarters, or deposit the funds in the appropriate financial institution,

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as directed by the APC, and as soon as the need to hold the funds dissipates. Unneeded debit cards should either be returned to Headquarters or destroyed, as directed by the APC.

- 8. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL



David R. Nicholson
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Office of Finance and Administration

5/14/2008
Date

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