



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY  
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 25, Government Travel Card Program

1. The Supply Management Specialist (Mrs. Daniels) is the Program Coordinator for the NCO Academy, Government Travel Card Program.
2. The government travel card is for official use only, specifically government travel related expenses.
3. Soldiers misusing or allowing their bill to become delinquent may receive punishment under the UCMJ. I will not tolerate government travel card misuse, it is a violation of professional ethics and integrity.
4. Every Soldier issued a government travel card will read and sign a statement of understanding. The Supply Management Specialist will maintain a copy of the statement.
5. Each cardholder must out-process through the Program Coordinator upon reassignment. Failure to do so will result in the card being deactivated.

A handwritten signature in black ink, appearing to read "Philip J. Brunwald".

PHILIP J. BRUNWALD  
CSM, USA  
Commandant