



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

REPLY TO
ATTENTION OF

SEP 22 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Centrally Billed Accounts (CBAs) Policy and Procedures

1. References:

a. ASA (FM&C) memorandum, subject: Army Travel Card Program – Mandatory Use of Individually Billed Accounts (IBAs) to Pay for Official Temporary Duty (TDY) Travel, July 12, 2005.

b. OUSD memorandum, subject: Reduction of Centrally Billed Accounts (CBAs), May 3, 2007.

c. ASA (FM&C) memorandum, subject: Policies, Procedures and Responsibilities for the Army Travel Card Program, May 14, 2009.

2. References a and b mandate the use of IBAs for all official travel related expenses and restrict use of the CBA for transportation costs to individuals who are not eligible for IBAs. Reference b further requires component-level reviews of all active CBAs and to close all noncompliant accounts.

3. The Army has 1,814 active CBAs (see enclosure) which are more than the rest of the Department of Defense (DoD) organizations combined yet represents only 30 percent of the total DoD travel activity.

4. Request the addressees review all active CBAs to determine if the accounts are being used correctly in accordance with the criteria listed below, and where appropriate, close or consolidate accounts. The following criteria should be used for your review:

- Use of CBAs by individuals meeting the requirements for issuance of an IBA. Commanders and supervisors must immediately discontinue use of the CBA for IBA eligible personnel and ensure that the use of the CBA is restricted to those not eligible for an IBA.
- For CBAs reconciled manually, the number of transactions charged to the card should not exceed 1,500 transactions per billing cycle. This is the number of transactions that can be reasonably reconciled manually by the transportation office and the Defense Finance and Accounting Service in 30 days. Activities should consider consolidating accounts with fewer than 1,500 monthly transactions.
- For CBAs reconciled using the Defense Travel System automated reconciliation tool, the number of transactions should not exceed 500 transactions per billing cycle.

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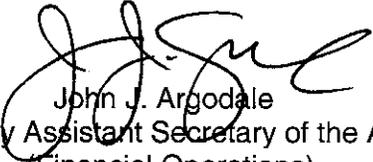
- In accordance with DoD Financial Management Regulation Volume 9 Chapter 3, unit travel cards are to be used to meet official travel related expenses for DoD group travelers, foreign nationals participating in DoD sponsored programs or activities. Review the unit card accounts in the organization to determine if they are being used for official travel related expenses in accordance with DoD and Army travel regulations. Unit travel cards should not be used for organization activities such as to augment the motor pool, banquets, hall rental, award ceremonies.
- Close or consolidate all inactive or infrequently used CBAs. Organizations should keep the number of CBAs to a minimum and avoid excessive CBAs serving the same purpose. New CBAs should not be opened to meet requirements of current CBAs suspended for delinquency. Accounts should be reconciled and paid in a timely manner to avoid suspension and interest penalty payments.

5. Reports of actions taken should be consolidated at the Army command, Army service component command or direct reporting unit level (Hierarchy Level 3) and forwarded to this office to arrive not later than November 1, 2010. My staff will review the findings and follow-up with the organization at a later date. The report should include:

- The number of accounts reviewed
- Who conducted the review
- What was reviewed (CBA usage, number of transactions, etc)
- An assertion that the accounts are correctly established and used in accordance with published regulations and criteria list in paragraph 4 above.

6. Mr. Frank Rago, francis.rago@us.army.mil, 703-693-3386, DSN 223-3386, is my point of contact.

Enclosure


John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

DISTRIBUTION:

Commander
U.S. Army Forces Command
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Commander

U.S. Army Central

U.S. Army North

U.S. Army South

U.S. Army Pacific

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U.S. Army Military District of Washington

U.S. Army Test and Evaluation Command

U.S. Army Reserve Command

U.S. Installation Management Command

Superintendent, U.S. Military Academy

**ACTIVE CBAs BY ORGANIZATION
AS OF
JULY 10, 2010**

| <u>ORGANIZATION</u> | <u>ACCOUNTS</u> |
|---------------------|-----------------|
| MEPCOM | 597 |
| IMCOM | 261 |
| IMA-E | 263 |
| ARNG | 143 |
| FORSCOM | 116 |
| AMC | 75 |
| USACE | 68 |
| USARC | 63 |
| OA-22 | 61 |
| USARPAC | 45 |
| IMCOM-K | 20 |
| MEDCOM | 17 |
| USARCENT | 13 |
| USMA | 11 |
| MDW | 10 |
| USAAC | 10 |
| USASOC | 8 |
| SOUTHCOM | 6 |
| INSCOM | 6 |
| SMDC | 5 |
| SDDC | 4 |
| TRADOC | 4 |
| NAFI | 4 |
| USARSO | 2 |
| CIDC | 2 |