



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUN 20 2011

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (COMPTROLLER)  
UNDER SECRETARY OF DEFENSE (PERSONNEL &  
READINESS)  
ASSISTANT SECRETARY OF THE ARMY FOR  
ACQUISITION, LOGISTICS, AND TECHNOLOGY  
ASSISTANT SECRETARY OF THE NAVY  
(RESEARCH, DEVELOPMENT AND ACQUISITION)  
ASSISTANT SECRETARY OF THE AIR FORCE FOR  
ACQUISITION  
ASSISTANT SECRETARY OF THE ARMY  
(FINANCIAL MANAGEMENT)  
ASSISTANT SECRETARY OF THE NAVY  
(FINANCIAL MANAGEMENT)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(FINANCIAL MANAGEMENT)  
DIRECTOR, DEFENSE AGENCIES

Subject: DoD Charge Card Guidebook - Update

The attached draft document is provided for your comments prior to issuance. I am also providing you with a revision matrix document that highlights each proposed change to the Guidebook. Most of the changes involve the incorporation of policy guidance that had been issued previously but had not yet been included in this document. Please provide us with your comments to this draft update not later than July 8, 2011.

Should you have any question regarding this document, please contact my action officer, Greg Plasters, at 703-699-3728 or [gregory.plasters@osd.mil](mailto:gregory.plasters@osd.mil).

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