

(Program Development Implementation)

Comment Traceability Matrix

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	Issue #	Date Identified	Paragraph/Line Number	Page: Prior Ver.	Issue, Comment or Concern	POC Org.	Resolution (Accept, Reject, Partial)
1							
2	1	7/18/2011	I through L	iv	Issue: Appendix does not correlate with table of contents Comment: Table of content states Appendix I is definitions. Definitions is actually appendix J. Appendix I-K are all incorrect in the T of Contents. Appendix L is the Concept of Operations, but is not in the T of C.	DeCA	A
3	2	7/20/2011	para 4 line 1	1-1	Believe 'I' should be added to the list of chapters	DeCA	A
4	3	7/20/2011	para 1 line 5	1-2	Appendix I is actually reserved for Swipe Sea Card. This reference should be J. J should be K and K should be L.	DeCA	A
5	4	7/8/2011	Establishing a Program Bullet 5	2-1	Issue: Deletion Comment: This bullet should not be in Chapter 2. Rationale: AIM is not common to all card programs	DON PC	A
6	5	7/20/2011	para 5	2-1	Need to add Federal Acquisition Regulation Part 13	DeCA	A
7	6	7/8/2011	Second bullet on page	2-3	Issue: Wording Comment: Change from 'Managing Account' to 'Billing Account' Rationale: Use terminology from GSA contract	DON PC	A
8	7	7/8/2011	Investigating, Disciplining, and Reporting Card Misuse, Fraud, and Abuse	2-3	Issue: Document Organization Comment: Suggest combining with the section on INVESTIGATIONS OF SUSPICIOUS ACTIVITY on page 2-11 Rationale: Reference is to Appendix A, suggests only applies to Purchase Card programs	DON PC	A
9	8	7/8/2011	footnote	2-3	Issue: Deletion Comment: Delete the footnote. Rationale: Footnote not needed, the Navy can close and deactivate the account.	DON PC	A
10	9	7/8/2011	Controlling Cards on Departure	2-4	Issue: Wording Comment: Change to read "the requirement to deactivate and turn in" Rationale: Account should be deactivated	DON PC	A
11	10	7/8/2011	AGENCY Program Management Office (DPAP for Purchase Card, DTMO for Travel Card, DLA-E for Fuel Cards)	2-5	Issue: Wording Comment: Change title to read "AGENCY PROGRAM MANAGEMENT OFFICE (DPAP FOR PURCHASE CARD, DTMO FOR TRAVEL CARD, DLA-E FOR FUEL CARDS) Rationale: Clearly define responsibility at DoD Level for Card Programs	DON PC	A

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12	11	7/8/2011	Component (Services and Agencies) Program Manager/AOPCs	2-5	<p>Issue: Wording</p> <p>Comment: Change second bullet to "Develop/maintain hierarchies and monitor appointment of subordinate authority."</p> <p>Rationale: Appointment of an A/OPCs is the responsibility of the HA</p>	DON PC	P: Travel Card A/OPCs are not appointed by HCA. Changed to "Develop/maintain hierarchies and select/appoint/monitor appointment of subordinate ... authority." Added "and monitor appointment of" to 2nd bullet on page A-13; asked Travel & Fuel to address in their appendices.
13	12	7/8/2011	Component (Services and Agencies) Program Manager/AOPCs	2-5	<p>Issue: Wording</p> <p>Comment: Change fourth bullet to "Interface with the Program Management Office on performance program."</p> <p>Rationale: There is no Joint Program Office</p>	DON PC	A: Changed to "Interface with the applicable DoD-level Program Management Office..."
14	13	7/8/2011	Agency/Organization Program Coordinator	2-6	<p>Issue: Addition</p> <p>Comment: Add the bullet "Mandatory: Complete initial and refresher training in accordance with DoD requirements."</p> <p>Rationale: forgot to include</p>	DON PC	P: Intent is not to establish policy. Added nonmandatory language "in accordance with applicable guidance" and linked to specific requirement in Appendix A.

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15	14	7/8/2011	15th bullet under A/OPC section	2-6	Issue: Deletion Comment: Delete the bullet "Monitor and facilitate resolution of installation delinquency problems." Rationale: same as last MANDATORY bullet in this section.	DON PC	A
16	15	7/20/2011	para 4 lines 1-2	2-6	1. Approving Official is not in the Definitions appendix and elsewhere the AO refers to the Accountable official. 2. add a bullet to appoint cardholders/ordering officers in writing.	DeCA	A
17	16	7/20/2011	para 15 resolution of installation delivery	2-6	Remove 'Installation' from the sentence. Not all programs are set up at the installation level, however all A/OPCs must manage delinquencies.	DeCA	A: Deleted the sentence.
18	17	7/8/2011	Approving Official (This Includes the Billing Official, Accountable Official, and Certifying Officer)	2-7	Issue: Deletion Comment: Delete "Accountable Official" from the section heading Rationale: Not a personnel role, but a functional role that can be performed by more than one type of charge card program participant, proper name of this functional role is Departmental Accountable Official. Suggest including a note that this role is not included in the Travel Card IBA program.	DON PC	A: Made deletion; FN3 addresses the suggestion.
19	18	7/8/2011	Cardholder/Card User	2-8	Issue: Deletion Comment: Delete bullet "Mandatory: Dispute questionable transactions." Rationale: Not all questionable transactions should be disputed. Redundant with next bullet.	DON PC	A
20	19	7/8/2011	Cardholder/Card User	2-8	Issue: Deletion Comment: Bullet #10, delete "(IBA CHs do not have access to an EAS)" Rationale: IBA CHs can use CitiManager to monitor account activity	DON PC	P: Requested TC approval.

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21	20	7/8/2011	Cardholder/Card User	2-8	Issue: Deletion/Question Comment: Delete bullet # 11, not mandatory for IBA CHs. What is the source for this requirement? Rationale: Requirements in this section should apply to all card programs	DON PC	P: Shortened bullet 11 and made it nonmandatory; moved detailed requirement to Appendix A.
22	21	7/20/2011	para 14 obtain receipts	2-8	Packing slips are NOT proof of delivery. Proof of delivery is a legible, signed and dated annotation that material has been received. This must be done by someone other than the cardholder.	DeCA	See FAQ on independent receipt & acceptance.
23	22	7/8/2011	Financial Managers	2-9	Issue: Question Comment: Bullet #3 , Is this requirement applicable to all card programs? Rationale: Correctness	DON PC	R: Currently banks are reporting directly for everyone.
24	23	7/8/2011	Financial Managers	2-9	Issue: Question Comment: The second sentence of bullet #4 should be moved to Appendix A. Rationale: Refers to purchase card only	DON PC	P: Deleted here; appears on A-20.
25	24	7/8/2011	Investigations of Suspicious Activity	2-11	Issue: Deletion Comment: Delete the sentence " Therefore, DoD Component security officials shall immediately report such allegations to the appropriate commander or head of a DoD organization." Rationale: doesn't appear to add value.	DON PC	A

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26	25	7/8/2011	Investigations of Suspicious Activity	2-11	<p>Issue: Wording Comment: Suggest this section be rewritten to flow better and be more to the point. For example: The Deputy Secretary of Defense has clearly stated that the Department will not tolerate misuse of charge cards. Examples of card misuse include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Purchases by non-trained individuals. <input type="checkbox"/> Purchases by individuals other than the authorized CH. <input type="checkbox"/> Purchases by contractors. <input type="checkbox"/> Cash advances. <input type="checkbox"/> Returns for cash or credit vouchers. <input type="checkbox"/> Rental or lease of land or buildings on a long-term basis. <input type="checkbox"/> Presentation of a personal travel claim for reimbursement of an airline ticket when the traveler used the CBA travel card rather than his/her IBA travel card to purchase the airline ticket. <p>Program participants who encounter suspicious activity are responsible for notifying the appropriate authorities (e.g., their A/OPC or supervisor, or the Defense Hotline).</p> <p>Investigative agencies (i.e. Defense Hotline) will notify security managers and supervisors when a government charge card official comes under investigation for charge card use or misuse. In turn, DoD security officials must notify the subject's commander of the ongoing investigation.</p> <p>The commander/director shall review and adjust the subject's access to classified information accordingly.</p>	DON PC	P: Reordered as suggested; retained original wording.
27	26	7/8/2011	Purchase Card Online System (PCOLS)	A-1	<p>Issue: Document Organization Comment: The paragraph on PCOLS should be placed within a different section of Attachment 1, perhaps in the Program Management Section. Rationale: PCOLS is not a PROCESS but a management oversight tool</p>	DON PC	A

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28	27	7/8/2011	Establishing a Program	A-2	<p>Issue: Change</p> <p>Comment: Change to read, "To ensure adequate program oversight, the ratio of total accounts (300 per APC, 7 per AO) should be considered when program hierarchies are established."</p> <p>Rationale: More thorough</p>	DON PC	P: Referenced "Ensure Workable Span of Control" section for further guidance.
29	28	7/8/2011	Establishing a Program	A-2	<p>Issue: Addition</p> <p>Comment: Add words "Purchase cards shall not be issue to contractors." before the first sentence of the Mandatory requirement in the first paragraph.</p> <p>Rationale: Addresses a common policy question</p>	DON PC	R: Clarification needed. The suggested addition appears in the preceding paragraph.
30	29	7/8/2011	Purchasing (threshold for commercial training)	A-3	<p>Issue: Change of requirement - suggest CCIPT discussion</p> <p>Comment: OPM policy allows use of SF 182 up to the SAT (\$150,000) for training, but does not specify payment method. Suggest this be discussed at the next CCIPT to see if OSD will authorize use of GPC for payment method over \$25,000.</p> <p>Rationale: Why not raise DOD limits?</p>	DON PC	R: Policy requirement to be considered.
31	30	7/20/2011	List of GPC actions	A-3 and A-4	Recommend adding 'Obtain proof of delivery by other than the cardholder' to the list of required activities with the GPC.	DeCA	P: Modified bullet.
32	31	7/8/2011	Determine whether commercial shipment...	A-4	<p>Issue: Wording</p> <p>Comment: Spell out DTS</p> <p>Rationale: Is this the Defense Transportation System or Defense Travel System?</p>	DON PC	A: Spelled out "Defense Transportation System"
33	32	7/15/2011	APPOINTMENT LETTER	A-4	<p>Issue: GPC Appointment Letter</p> <p>Comment: Refers to issuing appointment letters to all GPC cardholders delegated micropurchase authority in accordance with FAR 1.603-3(b). DPAP has stated that appointment letters should also be issued to GPC cardholders delegated authority above the micropurchase threshold for training and DAPS purchases.</p> <p>Rationale: Recommend stating that appointment letters must also be issued to GPC cardholders delegated authority for training and DAPS purchases in the DoD Charge Card Guidebook if that is a requirement since it is not mentioned in the FAR.</p>	DTRA	R: Policy does not currently exist; memo will be incorporated when finalized.

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34	33	7/15/2011	Purchasing	A-4, last bullet under Purchasing	Issue: Editorial comment/revision to sentence. Comment: Revise sentence to read: Make sure accountable/pilferable items are added to the appropriate custodial listing, if applicable. Rationale: The word equipment is not needed.	DTRA	A
35	34	6/30/2011	Para 1, Controls	A-5	Under "mandatory: convenience checks must not be used for employee reimbursement..." please clarify if this includes payroll/salary payments.	USUHS	A
36	35	6/30/2011	Line 17	A-6	Under "Using the GPC as a Method of Payments against Contracts", Please clarify if the policy of pay & chase applies to both GPC as a purchase mechanism & as contract payment mechanism.	USUHS	P: Pay and chase cannot be used on a contract.
37	36	7/20/2011	para 1 line 9	A-6	Dispute window is now 90 days from date of tx, not the same as 60 days from invoice. A transaction that is 'processed' (posts) on the last day of the cycle has 90 days from that date to be disputed--not 60 days from invoice. In this example, that is a 29 day difference. Recommend correcting the foot note on the bottom of the page as well.	DeCA	P: Footnote 18 addresses this.
38	37	7/8/2011	Using the GPC for Contingency, Military Surge Environment , or Humanitarian Aid Operations	A-7	Issue: Question/Comment Comment: Military Surge Environment is mentioned in heading but not in the body...why? Rationale: Completeness	DON PC	A: Added to text.
39	38	7/8/2011	Using Third-Party-Payment Merchants (e.g., PayPal)	A-8	Issue: Question/Comment Comment: the second paragraph states that government forfeits dispute rights, please confirm this with the card associations. Rationale: Ensure correct information	DON PC	A: With third-party payer, govt loses Visa dispute protection but defaults to protection by third-party payer.
40	39	7/8/2011	Reconciling the Cardholder's Account, fourth bullet	A-8	Issue: Wording Comment: Spell "CO" to avoid confusion with Commanding Officer and Certifying Official Rationale: Clarity	DON PC	A
41	40	7/20/2011	para 4	A-8	Add bullet- obtain proof of delivery (inspection and receipt by other than the cardholder indicated by legible signature and date received)	DeCA	P: Addressed on page A-18.

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42	41	7/8/2011	First bullet on page	A-9	Issue: Question Comment: What is the source of the different record keeping requirements (below or above micro purchase threshold)? Did not find it in FMR 5, CH 21. Rationale: Correctness	DON PC	A: Added citations.
43	42	7/8/2011	Second bullet on page	A-9	Issue: Wording, suggest a rewrite Comment: The wording of this requirement is difficult to understand. Is this requirement directed to DFAS as the disbursing office? Must original copies be retained? If so, who maintains? Why is there a requirement for adequate controls to ensure the integrity of the digital images if originals must be retained? If digital copies of originals are sufficient for record keeping then say so. Rationale: To clarify policy	DON PC	R: Unable to clarify until DFAS publishes the policy.
44	43	7/8/2011	Disputing a Charge	A-9	Issue: Suggestion Comment: This section should include a short overview of the charges that can be disputed and make it clear that external fraud (compromised cards) should not be disputed Rationale: To clarify policy	DON PC	R: Need DON clarification of issue. The govt can dispute external fraud.
45	44	7/20/2011	para 3 line 2	A-9	Dispute window should be 90 days from tx posting, as stated above.	DeCA	A: Footnote added.
46	45	7/20/2011	para 4	A10	An account can also be closed within AIM, and I believe if the agency/entity is using PCOLS, it is supposed to be closed in AIM.	DeCA	A
47	46	7/20/2011	Para 2	A-10	If the transaction is disputed and reported as fraudulent it will cause two investigations by two different offices to begin cases and causes multiple credits and then recharging that is very confusing to the cardholder. Should the transaction instead be noted as fraudulent in the Order Record, with the date of reporting to the Bank and APC?	DeCA	P: Accepted DeCA's process-related footnote (#18) to address this concern.
48	47	7/20/2011	last para	A-10	'AO' in this text has been defined as the accountable official. However in this context it appears it refers to the approving/billing official for the GPC. Recommend clarifying which 'AO' is meant here. Further, 'AO' can represent either the approving official or the accountable official, but not both. References throughout the text need to be scrubbed to ensure there is no confusion relating to this issue, as Approving official and accountable official are very different roles with different responsibilities.	DeCA	A

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49	48	7/8/2011	Paragraph at Top of Page	A-11	Issue: Wording/Correctness Comment: First sentence needs to clearly state that is only applies to fraudulent transactions (lost/stolen card, comprised card) and not unauthorized charges. Rationale: A duplicate charge by a vendor is an unauthorized charge but should not be short paid, it should be credited or disputed if vendor refuses to issue credit.	DON PC	R: Fiscal counsel disagrees.
50	49	7/8/2011	Closing/Canceling Accounts	A-11	Issue: Duplication Comment: Same requirement as on page 2-4, remove one. Rationale: To clarify policy	DON PC	R: Okay as is; slight difference between the two.

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51	50	7/8/2011	Paragraph Title "Data Access by Non-Program Officials"	A-11	<p>Issue: Question/Clarification/CCIPT Discussion</p> <p>Comment: Has the DOD IG agreed that their Data Mining Division will respond to data request from Audit and Investigative Organizations? As written, Service Audit Agencies must go to DOD IG for GPC data and cannot have access to the bank reporting system. What is the rationale for this restriction?</p> <p>Rationale: To clarify policy</p>	DON PC	<p>A: As of discussions in Oct/Nov 2011, the DoDIG says it will not support the data calls. Therefore, have deleted "GPC Program officials will refer any requests for data by the cited organizations to the DoD Inspector General's Office, Data Mining Division." from this paragraph and "If the data are not currently available in the applicable bank EAS, the local A/OPCs should refer the request to the DoD Inspector General's Office, Data Mining Division, for action." from the next paragraph.</p>
52	51	7/15/2011	Prohibited Purchases	A-12	<p>Issue: Prohibited Purchases</p> <p>Comment: We recommend a change to the list of prohibited items. From: Appliances acquired for personal use in work environment. To: To: Appliances acquired for personal use in work environment. (purchases to meet ergonomic and/or reasonable accommodation requirements are permitted).</p> <p>Rationale: In some cases, it is permissible to use a GCPC to purchase small electronic/electrical appliances.</p>	DTRA	<p>R: Ergonomic is office use rather than personal use.</p>

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53	52	7/15/2011	Prohibited Purchases	A-12	<p>Issue: Prohibited Purchases</p> <p>Comment: The list of prohibited purchases would be more useful if it indicated why the item is prohibited, to include any policy references.</p> <p>Rationale: In some cases, our office has received questions as to why DoD prohibited these particular items from being purchased with the GPC, and we would like to provide a response to those questions by being able to provide them with the relevant policy references. Also, if any of these items can be purchased via purchase order or contract, is it allowable to use the GPC as a payment mechanism?</p>	DTRA	P: Yes, it is allowable to use GPC as a payment mechanism if any of these items can be purchased via purchase order or contract. The issue will be addressed in a future version of the guide.
54	53	7/8/2011	Program Management Office	A-13	<p>Issue: Suggested Change</p> <p>Comment: Add another bullet stating that the PMO disseminates OMB, OPM, OSD(C), DPAP policies that impact the Purchase Card program. Delete the bullet that states that the PMO appoint/designate Level 2 APCs.</p> <p>Rationale: Service Procurement Execs appoint Level 2 APCs. The PCPMO should be the focal point for GPC issues across the DOD and other Gov't agencies.</p>	DON PC	A
55	54	7/8/2011	Agency/Organization Program Coordinator (System Command/Director Level 3 for Army/Air Force/NAVY/ Defense Agencies ; Navy also maintains a Level 4 A/OPC)	A-13	<p>Issue: Suggested change/CCIPT Discussion</p> <p>Comment: Suggest using different titles for HL3 & Navy HL4 AOPC and HL4 /Navy HL5 AOPCs that more clearly describes their roles. Perhaps use the term 'Managing AOPC' and 'Implementing AOPCs'. This would help remove confusion between Navy and Army, AF & DA programs and the roles of A/OPCs above the activity/installation level.</p> <p>Rationale: To clarify</p>	DON PC	P: Agree with comment. To be determined for subsequent version of Guide.

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56	55	7/8/2011	Second to last bullet on page	A-13	Issue: Wording Comment: Reword first sentence of the bullet to read "In the event a new program hierarchy must be created commanding officer or agency director, A/OPC, and cognizant resource managers)." Rationale: To clarify policy	DON PC	P: Agree with comment. To be determined for subsequent version of Guide.
57	56	7/20/2011	para 2	A14	If an entity is using PCOLS, the BO's are established via AIM, not the bank system.	DeCA	A
58	57	7/20/2011	para 8	A14	Lines of accounting are NOT a responsibility of the A/OPC This should be deleted from the list.	DeCA	P: Added "(as required in accordance with Service/Agency procedures)"
59	58	7/21/2011	para 10 line 3	A14	'Appointment letter' is not on page A-7. The 'Appointment Letter' reference appears on pay A-4 and appears to apply only to convenience checks.	DeCA	A
60	59	7/21/2011	para 9	A14	'Appoint/designate Bos and CH as appropriate' The supervisor does NOT appoint Bos or CH--they nominate them for appointment. The appointing officials (usually the chief financial officer for BO's and the APOC for CH) appoints them. Use of the term here implies that as soon as the supervisor names them, they are appointed, when in fact, they are not appointed until they have met all requirements and acknowledged their appointment.	DeCA	A
61	60	7/8/2011	Last bullet on page	A-14	Issue: Wording Comment: Reword second & third sentences of the bullet to read "Only the AO/CO DD Form 577 is sent to DFAS. The APC and CH DD Form 577 and a copy of the AO/CO DD Form 577 is to be retained on file ." Rationale: Clarity	DON PC	A
62	61	7/15/2011	Bullet #9	A-14	Issue: Note stating See "Appointment Letter," page A-7 references wrong page. Comment: Appointment Letter appears to be page A-4. Rationale: Editorial comment	DTRA	A
63	62	7/8/2011	Third bullet on page	A-15	Issue: Suggest rewording Comment: Reword to make clear span of control is based on accounts not people (i.e and AO cannot oversee 3 CHs that each have 4 accounts) Rationale: To clarify	DON PC	A

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64	63	7/8/2011	8th bullet on page	A-15	Issue: Wording change Comment: Change bullet to read "Monitor and , as appropriate, recommend that the HL4 (HL5 Navy) A/OPC adjust ... patterns" Rationale: Consistency with HL4 (HL5 Navy) A/OPC duties.	DON PC	R: Current wording is consistent with specified roles and responsibilities.
65	64	7/8/2011	11th Bullet on page	A-15	Issue: Question Comment: What is the intent of this bullet? seems rather broad. Rationale: Clarity of requirement	DON PC	A: Clarified bullet.
66	65	7/8/2011	Last bullet on page	A-15	Issue: Deletion Comment: Delete sentence "Only the following transactions(s)." Rationale: Already said on pg A-12	DON PC	A
67	66	7/21/2011	para 8 and 10	A16	is proof of delivery required only for accountable property? Believe proof of delivery is required for all purchases. Should be clarified. The way it is stated here and in other places in this document, it implies the PD is required only for accountable property.	DeCA	See FAQ on independent receipt & acceptance.
68	67	7/8/2011	Supervisor	A-16	Issue: CCIPT Discussion item Comment: Suggest the CCIPT review the role of the supervisor in the GPC program. The role of a supervisor is to appoint work, appraise subordinates work and take disciplinary action. This does not include being a subject matter expert in all aspects of the work being performed by the subordinate. It makes sense that the AO/BO should be the CH supervisor whenever possible, however that sometimes is not possible. Rationale: To clarify	DON PC	P: Roles & responsibilities to be determined for subsequent version of the Guide.
69	68	7/8/2011	Approving Official / Billing Official	A-16	Issue: Change Comment: Change 3rd sentence "The AO/BO is a departmental accountable official." Rationale: Correct title of role	DON PC	A
70	69	7/8/2011	Second Bullet on page	A-17	Issue: Change Comment: Change to read "complied with independent receipt and acceptance for all property" Rationale: Independent receipt and acceptance applies to all purchases not just accountable property (which is addressed in the preceding bullet).	DON PC	R: See FAQ on Independent receipt & acceptance.

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71	70	7/15/2011	APPROVING OFFICIAL/BILLING OFFICIAL	A-17	<p>Issue: Clarify what steps should happen when closing out an AO account</p> <p>Comment: The guide states that A/OPCs should ensure continuity of records when transitioning out of AO responsibilities. It would be helpful if this were explained in more detail. For example, one can close the present AO account and open a new one for the new AO, or one can replace the prior AO name with the new AO name, thus continuing to use the same account number.</p> <p>Rationale: Additional specificity in this section would be helpful.</p>	DTRA	R: The text has to do with continuity of physical records (hard copies).
72	71	7/21/2011	para 4 line 5-6	A18	1. Does this refer to convenience check account? Should be bulleted/formatted as other 'Mandatory' items in this list. 2. Previous guidance (pg A5) stated convenience check could not be used for recurring payments. This statement appears to contradict the reference on A-5.	DeCA	P: (1) Yes. Added "check". (2) This is not contradictory. Convenience checks can be used as a method of payment, but they cannot be used to make recurring payments for example to say a utility company (phone charges, water, etc..) or a lease payment to a lender.
73	72	7/8/2011	Third Bullet on page	A-18	<p>Issue: Topic for CCIPT discussion</p> <p>Comment: Current CO training available from DFAS is not tailored to the GPC program. Suggest DFAS provide CO training specifically for the GPC program or that DAU training be updated to include CO training topics. Or allow Services to create own CO training.</p> <p>Rationale: Clarity of requirement and Certifying Officer duties are different in each Service.</p>	DON PC	P: For resolution by SFG. Senior leadership must drive the resource requirement
74	73	7/8/2011	Eighth Bullet-top	A-18	<p>Issue: Deletion</p> <p>Comment: Delete the word "Mandatory".</p> <p>Rationale: Per reference use of the checklist is not mandatory</p>	DON PC	A

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75	74	7/8/2011	Eighth Bullet-bottom	A-18	Issue: Deletion Comment: Delete the sentence "Mandatory: If the convenience threshold" Rationale: Does not complement first sentence. Also per page A-5, this would only apply to contingency operations.	DON PC	R: Convenience checks can be used as a method of payment, but they cannot be used to make recurring payments for example to say a utility company (phone charges, water, etc..) or a lease payment to a lender.
76	75	7/8/2011	Cardholder and Convenience Check Account Holder	A-18	Issue: Change Comment: Change 2nd sentence "That individual becomes a departmental accountable official account." Rationale: Correct title of role	DON PC	A
77	76	7/22/2011	4th Paragraph	A-18	Issue: Paragraph is labeled mandatory. Comment: OUSDC memo says the checklist <u>may be used</u> . Rationale: Recommend removing the mandate and allow agencies to use their own checklist.	NGA	A
78	77	7/21/2011	para 2	A19	Is proof of delivery required only for accountable property?	DeCA	A: Revised per FAQ on independent receipt & acceptance.
79	78	7/21/2011	para 12	A19	ARRA unique lines of accounting. Should this be changed to 'unique lines of accounting for special authorities such as Katrina, ARRA, etc, when required.' ? As it is stated, it refers specifically only to ARRA, when in fact there are and will be other situations requiring unique lines of accounting.	DeCA	A
80	79	7/8/2011	Fifth Bullet	A-19	Issue: Deletion Comment: Delete the word "electronic" Rationale: consistent with other guidance on purchase log	DON PC	P: Removed mandatory.

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	Issue #	Date Identified	Paragraph/Line Number	Page: Prior Ver.	Issue, Comment or Concern	POC Org.	Resolution (Accept, Reject, Partial)
1							
81	80	7/8/2011	7th and 8th bullet	A-19	Issue: Rewording Comment: The document should not combine responsibility to ensure 'separation of function' and 'recording accountable property per DODI 5000.64 in the same requirement. Rationale: Ensuring separation of function is a requirement for every purchase.	DON PC	See FAQ on independent receipt & acceptance.
82	81	7/8/2011	14th bullet	A-19	Issue: Clarity Comment: Spell out DTS....this in not the Defense Travel System Rationale: avoid confusion	DON PC	A
83	82	7/21/2011	para 5 separation of duties	A20	Add proof of delivery to the list.	DeCA	P: Made addition on page A-21.
84	83	7/8/2011	4th Bullet	A-20	Issue: Change Comment: replace "supervisor" with "HL4 or HL5 A/OPC" Rationale: Consistency with page A-14	DON PC	R: Consistent with current roles and responsibilities.
85	84	7/8/2011	Mandatory Required Management Controls	A-20	Issue: Comment/CCIPT discussion Comment: Make sure these management controls are presented in the context of the GPC program and not an electronic system. Suggest this be a discussion topic at next CCIPT. Rationale: To clarify policy	DON PC	P: To be discussed and addressed in a subsequent issue of the Guide.
86	85	7/21/2011	para 1 line 4	A21	Recommend changing to '....approve or dispute and reallocate (if required by local policy)....	DeCA	A
87	86	7/21/2011	para 2 line 1	A21	Change 'Once' to 'After' This applies throughout the text.	DeCA	A
88	87	7/21/2011	para 5 line 1	A21	Should be 90 days from date of tx posting.	DeCA	A
89	88	7/8/2011	Ensure Separation of Duties	A-21	Issue: Addition and change Comment: Change second sentence to read " Key duties such as making purchases (CH), verifying purchase are proper (AO); authorizing payments (BO/CO and FSO), certifying funding" Rationale: To include all GPC program duties	DON PC	A
90	89	7/8/2011	Reconciliation/Approval by the CH	A-21	Issue: Wording change Comment: Change second sentence to read "This reconciliation requires the CH to approve, report as fraud, or dispute, each card transaction that is posted to the CH statement (and reallocate to an alternate line of accounting in the bank EAS if appropriate)." Rationale: Not all purchases must be reallocated	DON PC	A

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1							
91	90	7/8/2011	Reconciliation/Approval by the AO/BO	A-21	<p>Issue: Wording change</p> <p>Comment: Change last sentence to read "When the AO/BO has completed their review of each invoice submitted for his/her card accounts, the AO/BO acting in the role of CO can certify the entire invoice as legal, proper, and correct in accordance with his/her responsibilities."</p> <p>Rationale: Not all AO/BOs are COs</p>	DON PC	A
92	91	7/8/2011	Second paragraph from bottom of page	A-21	<p>Issue: Deletion</p> <p>Comment: Delete the sentence "The single financial system solution must ensure that payment invoices for GPCs are electronically certified only by the authorized, duly appointed RO"</p> <p>Rationale: This is a system requirement, not a program control</p>	DON PC	P: Moved to Systems Controls section.
93	92	7/8/2011	Last paragraph from bottom of page	A-21	<p>Issue: Deletion</p> <p>Comment: Delete the sentence "CH Locked out after 15 Days: If the CH does not reconcile role. "</p> <p>Rationale: This is a system requirement, not a program control. Not a function of the Citi EAS</p>	DON PC	P: Moved to Systems Controls section. PMO requests feedback on why Citibank is not compliant.
94	93	7/8/2011	Second sentence on page	A-22	<p>Issue: Deletion</p> <p>Comment: Delete the sentence "CH and BO Locked out permitted."</p> <p>Rationale: System requirements not management controls</p>	DON PC	P: Moved to Systems Controls section. PMO requests feedback on why Citibank is not compliant.
95	94	7/8/2011	Third paragraph	A-22	<p>Issue: Duplication</p> <p>Comment: Delete sentence "Exercise/Maintain Patterns/trends."</p> <p>Rationale: Previously stated in document</p>	DON PC	R: This is a comprehensive list; the item is a required management control.
96	95	7/8/2011	Fourth, Fifth and Sixth paragraph	A-22	<p>Issue: Deletion</p> <p>Comment: Delete all three paragraphs</p> <p>Rationale: System requirements not management controls.</p>	DON PC	R: Published in policy as PM controls.
97	96	7/8/2011	Ensure Workable Span of Control	A-22	<p>Issue: Correctness</p> <p>Comment: Does span of control apply to the CO role?</p> <p>Rationale: Need to be consistent with next paragraph.</p>	DON PC	R: Existing policy.

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1	Issue #	Date Identified	Paragraph/Line Number	Page: Prior Ver.	Issue, Comment or Concern	POC Org.	Resolution (Accept, Reject, Partial)
98	97	7/21/2011	para 2 line 1	A23	Believe they should contact their A/OPC, NOT RM, as RM does not know GPC policy or law. A/OPC should be contacted, who can then contact General Counsel.	DeCA	P: Added A/OPC but kept RM.
99	98	7/8/2011	Training	A-23	Issue: Wording Comment: Make it clear it is the responsibility of the HL4 (HL5 for Navy) A/OPC to track training and ensure refresher training is complete. Rationale: Clearly state responsibility	DON PC	R: Existing roles and responsibilities; generic A/OPC requirement across the board.
100	99	7/21/2011	para 1 line 11	A26	Missing the word 'property'. It should be added to this sentence to make sense.	DeCA	A
101	100	7/8/2011	Mandatory Sources of Supply/Strategic Sourcing	A-26	Issue: Awareness Comment: Note that a change has been proposed to FAR Part 8 that may influence this wording. Rationale: Proactively manage change	DON PC	A: Noted.
102	101	7/8/2011	Mandatory Sources of Supply/Strategic Sourcing	A-26 and A-27	Issue: Deletion Comment: Delete two last paragraphs about Strategic sourcing and remove reference to strategic sourcing from section title Rationale: This is a contracting function, it does not belong in the Charge Card document. Who in the GPC program does this? If you want to link strategic sourcing to Mandatory sources say something like, "Use FSSI contracts available on electronic systems like DOD EMALL and GSA Advantage whenever the requirement can be met within the required timeframe and quantity to comply with FAR requirements to use Mandatory Gov't sources."	DON PC	P: Added Strategic Sourcing subsection and moved the information there.
103	102	7/8/2011	Frustrated Freight	A-27	Issue: Wording Comment: Explain what DTS is and where to find more information about DTS. Rationale: Clarity	DON PC	A
104	103	7/8/2011	Frustrated Freight	A-27	Issue: Comment Comment: What is the source of this Mandatory requirement? Why is it mandatory if the DOD organic distribution system is not used? Rationale: Clarity	DON PC	R: Added footnote 27 for mandatory citation.

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	Issue #	Date Identified	Paragraph/Line Number	Page: Prior Ver.	Issue, Comment or Concern	POC Org.	Resolution (Accept, Reject, Partial)
1							
105	104	7/8/2011	Top Ten Purchase Card Management Tips #5	A-28	Issue: Wording Comment: Change to read " for each AO/BO" Rationale: Correctness and consistency	DON PC	A
106	105	7/8/2011	Top Ten Purchase Card Management Tips #7	A-28	Issue: Wording Comment: Change to read "Ensure that all CHs, AO/BOs. COs, and APCs have received file." Rationale: Correctness, RO not mentioned in document.	DON PC	R: Spelled out "Reviewing Official"
107	106	7/8/2011	Top Ten Purchase Card Management Tips #8	A-28	Issue: Comment Comment: Agree that there must be proper separation of the purchasing, receipt and acceptance function, but this requirement is not mentioned in the purchasing section of the document. Also, make sure to differentiate between "Separation of function" and "separation of duties". Rationale: Correctness	DON PC	A: Revised IAW FAQ on independent receipt & acceptance.
108	107	7/21/2011	para 5	D1	Can also obtain balance online via CitiDirect	DeCA	A: Addressed by TC reps.
109	108	7/21/2011		D2	The last line of D-1 also appeared at the top of page D-2 on my copy. This may have been an electronic error, but needs to be checked.	DeCA	A: Checked formatting; error not found.
110	109	7/15/2011	Training	E-10	Issue: CBA Training Comment: The 2009 version of the Guidebook also stated that "DoD is developing CBA training that will be applicable throughout the Department." Rationale: Since the current draft and the prior draft had the same statement, an indication of when the CBA training will be available should be added.	DTRA	A: Addressed by TC reps.
111	110	7/21/2011	para 1	E11	DTS references deployment by 2007 it is now 2011. This reference needs to be deleted if DTS is fully deployed, or updated with the new expected full deployment date.	DeCA	A: Addressed by TC reps.
112	111	7/15/2011	Appendix I Definitions and Abbreviations		Issue: Abbreviations are not always defined Comment: As an example, the acronym DTS can be Defense Travel System or Defense Transportation System. It appears the reference to DTS in the Guidebook is the Defense Transportation System, but it is not defined in the document or included in Appendix I Definitions and Abbreviations. Rationale: Ensure that all acronyms and abbreviations are defined as well as included in Appendix I Definitions and Abbreviations	DTRA	A

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1							
113	112	7/19/2011	para 3 line 8	J&	Should the reference to the cardholder limitations be moved to the policy/instructions portion rather than in the definitions? Or move the statement to the delegation of procurement authority definition if it needs to stay in definitions.	DeCA	P: To be considered for a future version of the Charge Card Guide.
114	113	7/18/2011	Para 2 line 3	J-2	Issue: RO and CH are not defined or identified. Comment: With the RO it makes it very difficult to know who this person is and what role, responsibility they have. Rationale:	DeCA	A
115	114	7/18/2011	Para 2 line 2	J-3	Issue: Should the reference to 'RO' be 'Approving Official' for the Purchase card? Comment: Rationale:	DeCA	A
116	115	7/18/2011	para 2	j-4	Issue: Refers to CARE for US Bank, but should be Access On Line for US Bank. Comment: Rationale:	DeCA	A
117	116	7/19/2011	para 10	J-4	Issue: EAGLES reference is for Bank of America. Should this be Citibank's' on line access for the travel card--CitiDirect? Comment: Rationale:	DeCA	A: Deleted EAGLS.
118	117	7/15/2011	Appendix I Definitions and Abbreviations	J-4	Issue: Refers to outdated system: Customer Automation and Reporting Environment (CARE): The U.S. Bank's EAS, which allows review of transactions and electronic payment. Comment: US Bank's system is currently Access Online. Rationale: CARE refers to the prior US Bank system and this reference could be removed and replaced with information about Access Online.	DTRA	A: Deleted CARE.
119	118	7/19/2011	para 4 line 5	J5	What if unauthorized use is actually for the government and not for personal gain?	DeCA	P: Applied definition from OMB Circular A-123, Appx B.
120	119	7/19/2011	para 6 line 1	J6	Does 'issuing bank' refer to all smartcards or only GPC--the text references only GPC.	DeCA	A: Changed "GPC" to "charge card."
121	120	7/19/2011	para 1 lines 1-3	J7	This definition includes policy regarding invoice procedures and does not include a full definition of manual invoice. Would a manual invoice be a paper invoice, signed with a pen and submitted to DFAS via other than EDI?	DeCA	A: Revised definition.

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122	121	7/19/2011	para 2 master file	J7	Is this definition still applicable if the Agency uses PCOLS/AIM?	DeCA	A: Deleted definition; not referenced elsewhere in guide.
123	122	7/19/2011	para 1 lines 2 and 8	J8	His/her 'transaction' should be his/her 'orders' or 'purchases'--it is NOT a record of transactions. The bank provides the record of transactions. It is important that the readers of this guide understand the difference.	DeCA	A
124	123	7/19/2011	Required mandatory sources of supply	J8	The definition is not there--it is instead a statement of the source of this policy. Include a definition: Sources of supply for specific categories of supply/service that are mandated by Federal Law and Regulation.	DeCA	A
125	124	7/19/2011	para 3 Suspension	J9	There are other reasons for suspension. Perhaps a better definition would be 'Temporarily disabling an account to prevent purchases from being made with the account.	DeCA	A
126	125	7/18/2011	L-19	L-19	Table K-1 should be Table L-1 due to the comment above.	DeCA	R: Appendix L is now Appendix K, consistent with table letter.
127	126	7/21/2011	Appendices G, H, and (new) I	n/a	DPAP required us to add Swipe back when we got the DAR Counsel to approve our DFAR Clause change. We have submitted a completely revised Appendix G & H and added I -Swipe SEA Card.® I went through the document and hopefully caught all the previous references to Definitions, Regulations, EDI and made those appendix changes as well. [See Word doc in revision mode.]	Fuel Card PMO	A

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1							
128	127	6/28/2011	All	n/a	<p>We are the proponent for the DoD Government Travel Charge Card Program. My specific interest with your effort relates to info contained in the Charge Card Guide Book, and all references to individually billed and centrally billed accounts.</p> <p>We would like to work with you on removing these items from the document. Reasons are:</p> <ol style="list-style-type: none"> 1. DoD personnel should be referencing the DoD FMR for such guidance 2. We do not want to manage a separate document as it burdens our limited resources 3. We are supporting Departmental guidance on limiting duplication of documents 	DTMO	R: Per updated communication from DTMO
129	128	8/31/2011	All	n/a	<p>I am responding on behalf of the Defense Travel Management Office (DTMO), which has overall Program Management oversight for the DoD Government Travel Card Program. Attached you will find our comments on the Travel Card references in the DoD Charge Card Guidebook.</p> <p>The GTCC team here has reviewed the Guidebook and have "Tracked Changes" in the actual document for our updates. Due to the large number of changes / modifications to the text regarding the GTCC Program, I did not use the provided spreadsheet to track the changes. I believe this will still provide your office with the necessary updates for our portion of the guidebook.</p>	DTMO	A
130	129	7/18/2011	All	N/A	No comments on the DoD Guidebook.	DSCA	A

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1							
131	130	7/11/2011	All	N/A	<p>I have no comments on the portion of the Charge Card Guidebook that covers the purchase card.</p> <p>I have provided a courtesy copy of the documents to the respective Program Managers and their supervisors for the WHS Travel Card (Larry Murray) and Fleet Card (Harold Carr). They will provide their comments directly to you; however, if you are seeking formal WHS coordination, you will need to send the package to the Director, WHS, Mr. William Brazis.</p> <p>The question has come up (see email traffic below) regarding whether this qualifies as a DoD issuance. I recommend you contact the WHS/ESD-DoD Issuances Branch, Mr. Ed Burbol on 703-696-2503.</p>	WHS	A
132	131	7/18/2011	Definitions section		Does not appear to contain the definitions for billing official, approving official, or certifying officer for the GPC program.	DeCA	A

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1							
133	132	6/10/2011	TBD		<p>Reference Action Item #78 A. Purchase card policy will be amended to outline process for foreign national issuance of purchase card and the initial (and on-going) vetting requirements.</p> <p>I had mentioned at the meeting that USD(I)'s draft DoD Manual 5200.kk-M, Subject: Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC), is still undergoing review and coordination. We anticipate an additional 4 - 6 months before it is signed.</p> <p>However, we have another solution in the recently released "DoDI 1000.13, Subject: Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals", dated 17 May 2011. It carries the reference to the OPM memorandum dated 31 July 2008, Subject: Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12. Both these documents are attached for your reference. This should provide the basis for updating the Purchase Card policy with the following suggested verbiage:</p> <p>*****</p> <p>Credentialing Requirements for Purchase Card Holders: (or words to that effect)</p> <p>a. All Purchase Card holders must meet the eligibility requirements for issuance of a DoD Common Access Card (CAC) in accordance with DoDI 1000.13, Subject: Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals", dated 17 May 2011. This includes meeting the following minimum investigative standards:</p> <p>(1) U.S. Citizen card holders must have a completed or initiated National Agency Check with Inquiries (NACI) and favorable return of the FBI fingerprint check prior</p>	DMDC	R: Policy must be issued first.
134	133	12/13/2011	under acknowledgements, 2nd para, 5th line	1-2	<p>Defense Logistics Support Center (DESC) is now known as Defense Logistics Agency - Energy (DLA Energy)</p>	DLA Energy-K	A

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135	134	12/13/2011	appendix F, Background Information	F-1	As the regulatory policy for the Fuel Card Program is under re-write and final approval and publication is unknown at this time, verbiage needs changed to the following: This chapter contains business rules unique to the Aviation Into-Plane Reim-bursement (AIR) Card® program. Please note: AIR Card® is a trademarked acronym reference, owned by DLA Energy and therefore should always be capitalized, with the trademark ® symbol. Until formal approval and publication as DoDM 4140.25-M, Volume 3, the current version of DoDM 4140.25, Volume II, Chapter 16 will be recognized in title as DLA Energy-I-5, Fuel Card Program. DLA Energy-I-5, Fuel Card Program is interim policy until the final approval and publication as DoDM 4140.25-M, Volume 3, and therefore remains mandatory and may be located at https://us.army.mil/suite/page/656231 .	DLA Energy-K	A
136	135	12/13/2011	13th bullet under Establishing an account	F-2	DLA Energy main page, http://www.energy.dla.mil	DLA Energy-K	A
137	136		14th bullet under Establishing an Account	F-2	GFCPMO main page, https://www.us.army.mil/suite/page/655703	DLA Energy-K	A
138	137		15th bullet under Establishing an Account	F-2	AIR Card® main page, https://www.us.army.mil/suite/page/655719	DLA Energy-K	A
139	138	12/13/2011	under Establishing a User Account, 1st paragraph	F-3	Incorrect verbiage. Re-write 1st paragraph to read: AOs must complete the AO Nomination/Enrollment form, DD Form 577. Training requirements must be completed before a request can be processed. The AO Nomination form and the completed AO Training certificate are to be faxed to 703-767-8746 or e-mailed to AIRCard@dla.mil. The required AO information may be located at https://www.us.army.mil/suite/page/655719 .	DLA Energy-K	A
140	139	12/13/2011	Under Challenge and Review Process, 1st bullet	F-4	Change hyper link to https://us.army.mil/suite/page/656231	DLA Energy-K	A
141	140	12/13/2011	Under Challenge and Review Process, 3rd bullet	F-4	Change first sentence to read: Fraudulent Invoices: See DLA Energy-I-5 or https://us.army.mil/suite/page/656231	DLA Energy-K	A

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1							
142	141	12/13/2011	Under Program Management	F-4	Change to read: See DLA Energy-I-5: https://us.army.mil/suite/page/656231	DLA Energy-K	A
143	142	12/13/2011	Under Management Controls	F-4	Change to read: See DLA Energy-I-5: https://us.army.mil/suite/page/656231	DLA Energy-K	A
144	143	12/13/2011	Under Roles and Responsibilities	F-5	Change to read: Mandatory: Specific roles and responsibilities for all program levels (i.e., from DLA Energy to the CH) specific to the AIR Card® program may be found in DLA Energy-I-5: https://us.army.mil/suite/page/656231	DLA Energy-K	A
145	144	12/13/2011	Under Service Points of Contact	F-5	Add Navy POC information: www.navsup.navy.mil/ccpmd	DLA Energy-K	A
146	145	12/13/2011	Under Service Points of Contact	F-5	Add Marines POC information: www.navsup.navy.mil/ccpmd	DLA Energy-K	A
147	146	12/13/2011	Under Service Points of Contact	F-5	Add Army POC information: https://www.us.army.mil/suite/page/1558740	DLA Energy-K	A
148	147	12/13/2011	Under Service Points of Contact	F-5	Add Air Force POC information: http://www.afpa.af.mil	DLA Energy-K	A
149	148	12/13/2011	Under AIR Card® Management Tips, 3rd line	F-5	Change document title and URL to: DLA Energy-I-5, https://us.army.mil/suite/page/656231	DLA Energy-K	A
150	149	12/13/2011	Background Information	G-1	Change paragraph to read: This chapter contains business rules unique to the DoD Fleet Card program. Until formal approval and publication as DoDM 4140.25-M, Volume 3, the current version of DoDM 4140.25, Volume II, Chapter 16 will be recognized in title as DLA Energy-I-5, Fuel Card Program. DLA Energy-I-5, Fuel Card Program is interim policy until the final approval and publication as DoDM 4140.25-M, Volume 3, and therefore remains mandatory and may be located at https://us.army.mil/suite/page/656231 .	DLA Energy-K	A
151	150	12/13/2011	Under Establishing an Account	G-2	Totally remove the 2nd paragraph - it will be inserted later in a more appropriate location	DLA Energy-K	A

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1							
152	151	12/13/2011	Under Establishing an account	G-3	AFTER bullets -Certifying Officer name..., -Agency/Activity... and it's sub-bullets and BEFORE bullet - Additional information on... insert a new paragraph to read: Accountable Official nomination process. Accountable Officials must complete the enrollment form, Nomination of Accountable Official, DD Form 577 and required AO training before appointment may be made. The DD Form 577 and completed training certificate are to be e-mailed to DoDFleetCard@dla.mil or faxed to 703-767-8746.	DLA Energy-K	A
153	152	12/13/2011	Under Establishing an Account, 5th para, Additional Information on establishing an account	G-3	Change 1st bullet URL to: http://www.energy.dla.mil	DLA Energy-K	A
154	153	12/13/2011	Under Establishing an Account, 5th para, Additional Information on establishing an account	G-3	Change 2nd bullet URL to: https://www.us.army.mil/suite/page/655703	DLA Energy-K	A
155	154	12/13/2011	Under Establishing an Account, 5th para, Additional Information on establishing an account	G-3	Change 3rd bullet URL to: https://www.us.army.mil/suite/page/655720	DLA Energy-K	A
156	155	12/13/2011	Under Program Management	G-5	Change policy document name to: DLA Energy-I-5 and change URL to: https://us.army.mil/suite/page/656231	DLA Energy-K	A
157	156	12/13/2011	Under Personnel, Roles and Responsibilities, Service Points of Contact	G-6	Add Navy POC information: www.navsup.navy.mil/ccpmd , email Fleet_Card@Navy.mil	DLA Energy-K	A

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158	157	12/13/2011	Under Personnel, Roles and Responsibilities, Service Points of Contact	G-6	Add Marines POC information: www.navsup.navy.mil/ccpmd , email Fleet_Card@Navy.mil	DLA Energy-K	A
159	158	12/13/2011	Under Personnel, Roles and Responsibilities, Service Points of Contact	G-6	Add Army POC information: https://www.us.army.mil/suite/page/1558740 , email DAFuelCard@hqda.army.mil	DLA Energy-K	A
160	159	12/13/2011	Under Personnel, Roles and Responsibilities, Service Points of Contact	G-6	Add Air Force POC information: http://www.afpa.af.mil , email afelm.vemso@langley.af.mil	DLA Energy-K	A
161	160	12/13/2011	Under Special Issues, Use of DoD Fleet Cards	G-7	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231 .	DLA Energy-K	A
162	161	12/13/2011	Under Special Issues, Misuse and Gratuities	G-7	Change the policy title with hyperlinbk URL in last line of paragraph to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
163	162	12/13/2011	Under Special Issues, Standard Pricing	G-7	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
164	163	12/13/2011	Under Special Issues, Taxes	G-7	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
165	164	12/13/2011	Under Special Issues, Alternatives to DoD Fleet Cards	G-7	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A

(Program Development Implementation)

Comment Traceability Matrix

	A	B	C	D	E	F	G
1	Issue #	Date Identified	Paragraph/Line Number	Page: Prior Ver.	Issue, Comment or Concern	POC Org.	Resolution (Accept, Reject, Partial)
166	165	12/13/2011	Under Background Information	H-1	Change 1st paragraph to read: This chapter contains business rules unique to the DoD Swipe SEA Card® program. Until formal approval and publication as DoDM 4140.25-M, Volume 3, the current version of DoDM 4140.25, Volume II, Chapter 16 will be recognized in title as DLA Energy-I-5, Fuel Card Program. DLA Energy-I-5, Fuel Card Program is interim policy until the final approval and publication as DoDM 4140.25-M, Volume 3, and therefore remains mandatory and may be located at https://us.army.mil/suite/page/656231 . Please note: SEA Card® is a trademarked acronym reference, owned by DLA Energy and therefore should always be capitalized, with the trademark ® symbol.	DLA Energy-K	A
167	166	12/13/2011	Under Establishing an Account	H-2	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
168	167	12/13/2011	Under Processes, Billing Process	H-3	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
169	168	12/13/2011	Under Program Management	H-4	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
170	169	12/13/2011	Under Personnel, Roles and Responsibilities	H-5	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A
171	170	12/13/2011	Under Personnel, Service Points of Contact	H-5	Add Navy POC information: www.navsup.navy.mil/ccpmd	DLA Energy-K	A
172	171	12/13/2011	Under Personnel, Service Points of Contact	H-5	Add Coast Guard POC information: http://www.cgportal.uscg.mil	DLA Energy-K	A
173	172	12/13/2011	Under Personnel, Service Points of Contact	H-5	Add Army POC information: https://www.us.army.mil/suite/page/1558740	DLA Energy-K	A
174	173	12/13/2011	Under Special Issues, Misuse and Gratuities	H-6	Change the policy title with hyperlink URL to: DLA Energy-I-5 https://us.army.mil/suite/page/656231	DLA Energy-K	A