

 Defense Procurement and Acquisition Policy
Defense Pricing 

**DEPARTMENT OF DEFENSE
PURCHASE CARD POLICY OFFICE
AGENCY / ORGANIZATION PROGRAM COORDINATOR
TRAINING**

DOD PURCHASE CARD POLICY OFFICE (PCPO)
PROGRAM DEVELOPMENT AND IMPLEMENTATION (PDI)
DEFENSE PROCUREMENT AND ACQUISITION POLICY (DPAP)
OFFICE OF THE UNDER SECRETARY OF DEFENSE (OUSD)
ACQUISITION, TECHNOLOGY AND LOGISTICS (AT&L)

THURSDAY, SEPTEMBER 13, 2012
9:30 AM– 3:30 PM ET
80 M STREET SE, WASHINGTON, DC 20003
5TH FLOOR, ANACOSTIA ROOM
CONFERENCE CALL DIAL-IN 877-747-4538 W/ PASSCODE 2433961#

 **“GETTING ON BOARD OUR BOAT”** 



Background
Objective
Agenda
Timing

Additional Comments:

1. Remote Attendees are on Listen Only and View Only mode.
2. Questions please email “DODPCPO@SterlingHeritage.com”
3. Feedback welcomed for potential future training opportunities.
4. Continuous Learning Points are authorized.
5. Please be nice to your instructors!

Slide 2



“PASSENGER EXPECTATIONS & RULES”



➤ **Attendee Information:**

- Mobile Devices set to off or vibrate position
- No pictures or recordings
- Breaks are as needed by each individual
- Rest room Location
- Break room Location
- Cafeteria Location
- Questions will be addressed at the end of each session, during the Questions & Answers session, and/or at later date.
- Please email additional questions to “DODPCPO@SterlingHeritage.com”



Slide 3



TODAY’S TRAINING AGENDA



TIME FRAME	SUBJECT / EVENT	INSTRUCTOR(S)
9:30 – 9:45	Welcome, Introductions, and DOD PCPO GPC Overview	Ray Estrada
9:45 – 11:00	Everything You Need to Know About Being an A/OPC for the DOD (Best-Practices, Policy Guidance, Resources, etc.)	Lynn Worsham Ray Estrada
11:00 – 11:30	Overview of Purchase Card On-Line System (PCOLS)	Ray Estrada
11:30 – 12:30	Lunch Break	All Attendees
12:30 – 1:45	Overview of PCOLS Reports and Training Resources	Catherine Davidson
1:45 – 2 :45	Tips for Effectively Managing Your US Bank GPC Program’s Performance (Best-Practices, Payments, Rebates, etc.)	Chris Chiappetta Latarsha Hall Bryan
2:45 – 3:15	Panel Discussion – Training Related Questions and Answers	Denise Reich Subject Matter Experts
3:15 – 3:30	Training Summary, Feedback and Conclusion	Ray Estrada

Slide 4



A POWERFUL TEAM OF INSTRUCTORS



Denise Reich – OUSD(AT&L)/DPAP/PDI/PCPO and ODA Level-2 A/OPC

- 7 years with PCPO, 22 years in Contracting

Catherine Davidson – DLA/DLIS

- 2 years with DLIS, SCEP, PCOLS Operational/Level-2 Help Desk/Training Support

Lynn Worsham – PCPO (Consultant, Sterling Heritage Corp)

- 1 year w/PCPO, 30 years in Civil Service, 28 years in Contracting (CO, L1/L2/L3/L4)

Ray Estrada – PCPO (Consultant, Sterling Heritage Corp)

- 9 months, Banking 17 years, GSA SmartPay1 (Army, VA, GSA), USMC Officer

Chris Chiappetta – US Bank, Relationship Manager (Defense Agencies)

- 9 years with US Bank, Rolled out EDI, Supports PCPO Projects/Initiatives

Latarsha Bryan – US Bank, Account Manager (Defense Agencies)

- 8 years with US Bank, Supports all Defense Agency Projects/Initiatives

Slide 5



GETTING TO KNOW OUR AUDIENCE



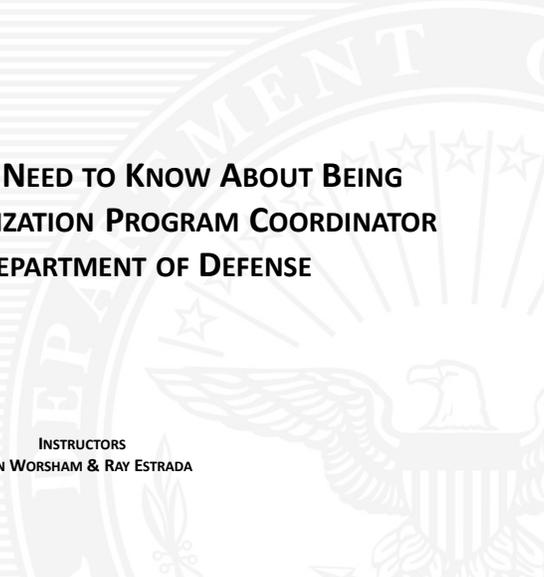
- DOD Purchase Card Policy Office**
- US Bank**
- Level-2 A/OPCs**
- Level-3 A/OPCs**
- Level-4 A/OPCs**
- Others?**

Slide 6

 **DPAP** Defense Procurement and Acquisition Policy
Defense Pricing 

**EVERYTHING YOU NEED TO KNOW ABOUT BEING
AN AGENCY/ORGANIZATION PROGRAM COORDINATOR
FOR THE DEPARTMENT OF DEFENSE**

INSTRUCTORS
LYNN WORSHAM & RAY ESTRADA



 **DISCUSSION AGENDA** 

What are the two items that a BOAT never leaves
the dock without?

 **COMPASS**

 **ANCHOR**

Slide 8

 **DISCUSSION AGENDA (CONTINUED)** 

What purpose does the **COMPASS** serve?

 Answer: Provides directional guidance

What purpose does the **ANCHOR** serve?

 Answer: Prevents drifting

Slide 9

 **“MOVING IN THE RIGHT DIRECTION”** 

 **C
O
M
P
A
S
S**

Slide 10

 "MOVING IN THE RIGHT DIRECTION" 



Complete required training courses
O
M
P
A
S
S

Slide 11

 **COMPLETE REQUIRED TRAINING COURSE** 

➤ A/OPCs should:

- Complete all training courses required for purchase card officials.
- Track initial and refresher training of all purchase card officials to ensure compliance with Department of Defense (DOD), service/agency and local training requirements.

Slide 12



COMPLETE REQUIRED TRAINING COURSES - 2



- Ethics Training
 - Purchase card officials must comply with the high standards of ethical behavior and obtain annual ethics training. Contact your local legal counsel on the required annual ethics training for purchase card officials.
- Training Courses
 - <http://www.acq.osd.mil/dpap/pdi/pc/training.html>
 - DOD Government Purchase Card Tutorial and Refresher Training
 - DAU Courses for all Purchase Card Officials:
 - CLG 001 – DOD Government Purchase Card Program
 - CLG 004 – DOD Government Purchase Card Refresher Training

Slide 13



COMPLETE REQUIRED TRAINING COURSES - 3



- DAU Training Courses continued...
 - CLG 005 – Purchase Card On-Line System (PCOLS)
 - Not required for Cardholders
 - Cardholders only accept their tokens for PCOLS with no role/responsibility within PCOLS
- PCOLS
 - Is a DoD-wide operated system for the Government Purchase Card (GPC) Program to improve internal management and accountability

Slide 14



COMPLETE REQUIRED TRAINING COURSE - 4

➤ PCOLS is comprised of five web-enabled automated tools:

1. Enterprise Monitoring and Management of Accounts (EMMA)
2. Authorization, Issuance and Maintenance (AIM)
3. Data Mining (DM)
4. Risk Assessment (RA)
5. PCOLS Reporting

Slide 15



COMPLETE REQUIRED TRAINING COURSES - 5

➤ Certifying Officer Training

- DODFMR, 7000.14-R, Volume 5, Chapter 33, Section 3304 Certifying Officers. Paragraph 330402. Certifying officers should read the Treasury publication, “***Now That You’re a Certifying Officer.***”
- DODFMR Volume 5, Chapter 33, Section 3303, Paragraph 330302. Supervisors ensure that subordinate certifying officers and DAOs are trained in their responsibilities (including initial training and refresher training annually), and periodically review their performance to ensure compliance with established regulations, policies, and procedures including local standard operating procedures. Appointed certifying officers must complete an approved (continued on slide 17)

Slide 16



COMPLETE REQUIRED TRAINING COURSES - 5



- Certifying Officer Training continued from slide 16
 - Certifying Officer Legislation training course within 2 weeks of their appointment and before actually performing as certifying officers, and provided a printed copy of the course completion certificate to their supervisor, who may specify any of these sources of training:
 - a. <http://www.dfas.mil/fastrac/coltraining.html>
 - b. https://fm.csd.disa.mil/kc/login/login.asp?kc_inde=kc0014&blnAccess=TRUE
 - c. <https://www.defensetravel.dod.mil/Passport>
 - ❖ *Note: PCPO is coordinating with the Comptroller office to streamline the DD 577 and Certifying Official training for the GPC Program.*
- Service/Agency specific training
- Local specific training
- Annual GSA SmartPay Conference Training

Slide 17



“MOVING IN THE RIGHT DIRECTION”



Complete required training courses

Orient yourself to your environment

M
P
A
S
S

Slide 18

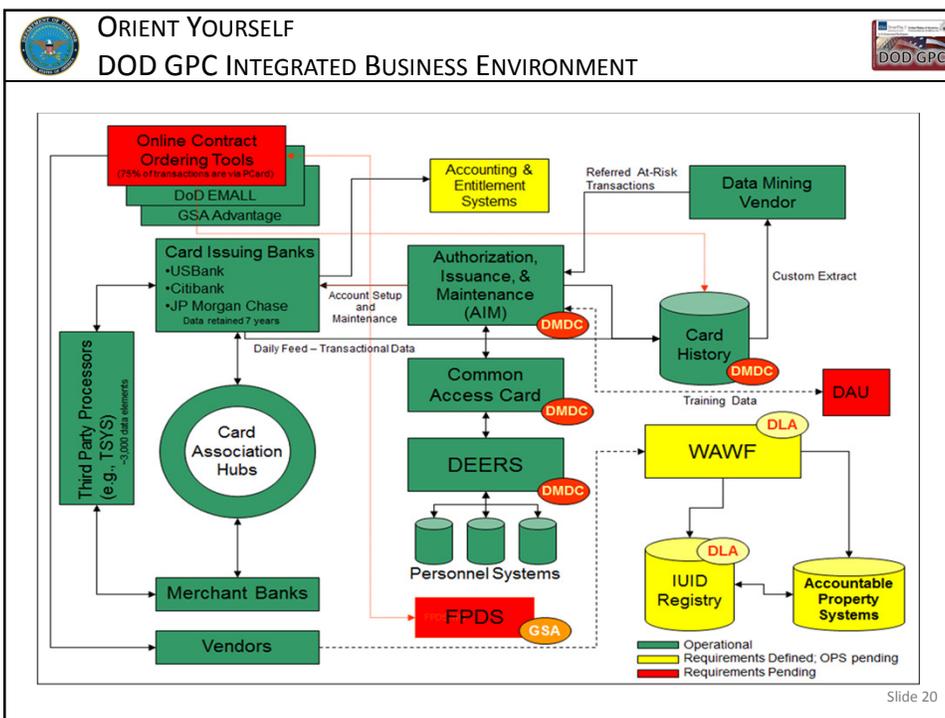


ORIENT YOURSELF TO YOUR SURROUNDINGS



- Government Organizations
 - LEVEL 1 OUSD(AT&L)/DPAP/PDI/PCPO
 - LEVEL 2 Service/Agency Program Office
 - LEVEL 3 Service/Agency Organization
 - LEVEL 4 Service/Agency Organization
- Command Organization Hierarchy
 - Acquisition / Finance
- PCOLS Hierarchy
 - Acquisition / Finance
- US Bank Organization
 - Government Purchase Card Hierarchy
 - Alignment of Resources
- General Services Administration (GSA) - SmartPay

Slide 19





ORIENT YOURSELF
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES



- Federal Acquisition Regulation (FAR)
- Defense Federal Acquisition Supplement (DFARS)
- Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel and Fuel Card Programs
- Defense Procurement and Acquisition Policy (DPAP)

Slide 21



ORIENT YOURSELF
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 2



- Department of Defense Financial Management Regulations (DODFMR)
- Service/Agency Supplements
- Local policy

❖ Note: DoD Components may apply more stringent internal control requirements. However, Components should maintain a proper balance of risk management between the control environment and ease of use to ensure that the benefits of the card continue

Slide 22

 ORIENT YOURSELF
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 3 

- **Office of Management and Budget (OMB)**
 - Implement strong internal controls to include prohibition against doing business with suspended or debarred merchants/vendors

- **Excluded Parties List System (EPLS) changing over to System for Award (SAM) end of July 2012**
 - <https://www.sam.gov/sam/>

Note: August 21, 2012 - Memorandum issued by OUSD(AT&L)/DPAP, Subject: Class Deviation –System for Award Management – Effective immediately, until further notice is not required for GPC transactions, except when the GPC is used to process payments on a contract

Slide 23

 ORIENT YOURSELF
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 4 

- **Ability One**
 - A priority source program pursuant to the Javits-Wagner O’Day Act (41 U.S.C. 46-48c), the Competition in Contracting Act (41 U.S.C. 253) and implementing guidance in the Federal Acquisition Regulation (FAR)

 - FAR 8.002 and 8.7

 - <http://www.abilityone.gov>

Slide 24

 **ORIENT YOURSELF**
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 5 

➤ **Freedom of Information Act (FOIA)**

- Only respond through your FOIA office
- In response to FOIA requests submitted by the public for transactional information to installations, bases, or activity level related purchase card data, only the following specific data are authorized for release:
 - Merchant Category Code
 - Transaction amount
 - Merchant name
 - Merchant city, state, ZIP Code, and phone number
 - Transaction date – only releasable 90 days after date

❖ Events of 9/11 impacted the amount of information available for public release

Slide 25

 **ORIENT YOURSELF**
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 6 

➤ **Government-Furnished Property (GFP)**

- Is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Slide 26



ORIENT YOURSELF
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 7



- To strengthen Internal Controls to Reduce Fraudulent, Improper and Abusive Purchases
- The use of Wide Area WorkFlow (WAWF) is required to:
 - Record GFP for receipt by the contractor
 - Create and accept receiving reports for contracts when the GPC is used as a Payment Card
 - Office of the Secretary of Defense (OSD) Memo, Subject: Use of WAWF for GPC Transactions, dated September 02, 2009
 - DFARS Case 2010-D027 clarifies this requirement
 - Payment cardholders use “CRCARD” to identify the paying office in WAWF

❖ Do you know how many of your payment cardholders pay contracts with GFP?

Slide 27



ORIENT YOURSELF
TO APPLICABLE LAWS, REGULATIONS, AND POLICIES - 8



- Government Property
 - Department of Defense Issuances (DODI) 5000.64
 - <http://www.dtic.mil/whs/directives/corres/ins1.html>
 - Items with a unit cost of \$5,000 or greater
 - Items that must be controlled and managed to protect against unauthorized use, disclosure or loss
 - For example: Information technology items
 - Desktops
 - Laptops
 - Pilferable property designated by each DOD Component regardless of unit cost
 - Local designation of pilferable property regardless of unit cost

Slide 28



“MOVING IN THE RIGHT DIRECTION”





Complete required training courses

Orient yourself to your environment

Manage your appointees

P

A

S

S

Slide 29



MANAGE YOUR APPOINTEES



➤ All Agency/Organization Program Coordinators (A/OPCs) are required to:

- Have written appointments for their A/OPC position
- Appointment as a Departmental Accountable Official approved and signed on a DD Form 577
 - The DD Form 577 is retained on file and is not submitted to Defense Finance and Accounting Services(DFAS) for the purchase card program - only Certifying Officer DD Form 577s are submitted to DFAS

DOD Government Charge Card Guidebook for Establishing and Management of Purchase, Travel and Fuel Card Program, Page A-20

❖ Obtain a completed [DD Form 577](#) (Appointment/Termination Record—Authorized Signature) for the A/OPC, A/BO, Certifying Officer, and CH, as required in accordance with Service/Agency procedures. (For the Air Force, the Financial Management Office performs this function.) Only the A/BO or Certifying Officer's [DD Form 577](#) is sent to DFAS. [DD Form 577](#) is to be retained on file for the A/OPC and CH in accordance with Service/Agency procedures.

Slide 30



MANAGE YOUR APPOINTEES - 2



➤ Ensure all purchase card delegation/appointees:

- Are Military/Government personnel
- Have completed all required training for their specific delegation or appointment



Slide 31



MANAGE YOUR APPOINTEES - 3



➤ Types of Purchase Card Officials Delegations/Appointments

- Approving /Billing Officials (A/BOs)
 - Prime Approving/Billing Official (A/BO)
 - All accounts are required to have an active Prime A/BO
 - All Prime A/BOs should have at least one Alternate A/BO
 - Alternate Billing Official (A/BO)

Slide 32



MANAGE YOUR APPOINTEES - 3



- Types of Purchase Card Officials Delegations/Appointments continued...
- Purchase Cardholders
 - Micro-Purchase Cardholders
 - Convenience Check Writers
 - Contract Payment Cardholders
 - Training Payment Cardholders processing SF 182s Payment Cardholders up to \$25,000 per SF-182.
 - Note: SF-182 per military/civilian personnel, not for grouping individuals on one form.
 - OCONUS Cardholders micro-purchase threshold up to \$25,000
 - Ordering Officers as Cardholders
 - Ensure Ordering Officers provide a copy of their appointment letter signed by a duly warranted contracting officer prior to appointment as a cardholder with Ordering Officer authority

Slide 33



MANAGE YOUR APPOINTEES - 4



- Types of Purchase Card Officials Delegations/Appointments continued...
- Purchase Cardholders (CHs) continued...
 - Defense Logistics Agency (DLA) Document Services Cardholders
(DLA Document Services previously known as Defense Automated Printing Service (DAPS))
 - May 1997 – Purchase Card Reengineering Memo #4 – Mandated use of the GPC up to \$2,500 (micro-purchase threshold for good/services at the time of the memo) to DAPS due to delays in billings/collections from customers for printing services in conjunction with the Office Under Secretary of Defense (Acquisition and Technology) -- Micro-purchases memorandum of March 20, 1997 to use the card for procurements at or below the micro-purchase thresholds.
 - Memo #4 authority of micro-purchase limitation and authority to extend beyond DAPS to other inter/intra-governmental agencies informally expanded by Services/Agencies.
 - DOD Charge Card Program Senior Focus Group (SFG) reviewing the informal expansion of Memo #4.
 - DOD process for inter/intra-government requirements include Inter-governmental Payment and Collection (IPAC) System, Military Interdepartmental Procurement Request (MIPR) and Inter-Governmental Transaction Portal (IGTP).

Slide 34



MANAGE YOUR APPOINTEES - 5



- Ensure all purchase card officials have provided a copy of an approved and signed DD 577's prior to delegations or appointments
 - Certifying Officer
 - Only the A/BO or Certifying Officer's [DD Form 577](#) is sent to DFAS
 - For the Air Force, the Financial Management Office performs the Certifying Officer function
 - Departmental Accountable Officials
 - All Cardholders

Slide 35



MANAGE YOUR APPOINTEES - 6



- All purchase card officials are required to have written delegations (**FAR 1.603-3**) of authority/appointment letters with acknowledgment signature and date of signature prior to performance of Purchase Card duties/responsibilities
- Ensure delegation/appointments are current (*no pen and ink changes*)
 - Cardholder Thresholds
 - List of Cardholders for A/BOs
- ❖ Issues:
 - Lack of Delegations/Appointments
 - Delegations/Appointments not accurate
 - No acknowledgement signatures/dates

Slide 36



“MOVING IN THE RIGHT DIRECTION”





Complete required training courses

Orient yourself to your environment

Manage your appointees

Partner with all your resources

A

S

S

Slide 37



PARTNER WITH ALL YOUR RESOURCES



- Level 1 – DOD Purchase Card Policy Office (PCPO)
- Level 2 – (Service/Agency) A/OPC
- Level 3 & Level 4 (Command/Installation) A/OPCs
- Approving/Billing Officials and Cardholders

- Financial/Resource Managers (F/RM)
- Defense Finance and Accounting Services (DFAS)
- Additional Stakeholders & Resources
- US Bank Team

- You are the lead/integral member of the team!

Coxswain



Slide 38



“MOVING IN THE RIGHT DIRECTION”





Complete required training courses

Orient yourself to your environment

Manage your appointees

Partner with all your resources

Audit and conduct program reviews

S

S

Slide 39



AUDIT AND CONDUCT PROGRAM REVIEWS



- Mandatory to conduct review of all Managing Accounts on an annual basis
- Checklists
- Refresher training completed
- Review Letters of Completed Audits
- Corrective Actions Taken
- Disciplinary Actions Taken
- Recognitions
- Audit Statistics

Slide 40



AUDIT AND CONDUCT PROGRAM REVIEWS



- Audit Commands/Agencies
 - U.S. Government Accountability Office (GA)
 - DOD Comptroller General
 - Air Force – Air Force Audit Agency (AFAA)
 - Army – Army Audit Agency (AAA)
 - Navy/Marines – Naval Audit Services (NAVAUDSVC)

- Investigation Commands/Agencies
 - Federal Bureau of Investigation (FBI)
 - DOD Office of the Inspector General (DODIG)
 - Air Force – U.S. Air Force of Special Investigations (AFOSI)
 - Army – U.S. Army Criminal Investigation Command (USACID)
 - Navy/Marines - U.S. Navy Criminal Investigation Services (NCIS)

Slide 41



“MOVING IN THE RIGHT DIRECTION”





C
O
M
P
A
R
E

Complete required training courses

O
R
I
E
N
T

Orient yourself to your environment

M
A
N
A
G
E

Manage your appointees

P
A
R
T
N
E
R

Partner with all your resources

A
U
D
I
T

Audit and conduct program reviews

S

Secure senior leadership support

S

Slide 42



SECURE SENIOR LEADERSHIP SUPPORT



- Provide Senior Leadership with reports on your GPC Program to keep them well informed
- Acquire information from the following for the reports:
 - PCOLS
 - Bank Reports
- Reports may include:
 - Statistics on rebates
 - Statistics on file turn
 - Statistics on interest paid
 - Statistics on audits

Slide 43



“MOVING IN THE RIGHT DIRECTION”





Complete required training courses

Orient yourself to your environment

Manage your appointees

Partner with all your resources

Audit and conduct program reviews

Secure senior leadership support

Stay current

Slide 44



STAY CURRENT



- Close Cardholder accounts
- A/OPC files are current for all purchase card officials – at a minimum should contain:
 - All Delegation/Appointment of Authority Letters with acknowledgement signatures/dates
 - Copy of approved and signed DD 577
 - All Audit review results
 - All follow-ups on any deficiencies discovered in audits, if any
 - Any disciplinary actions taken, if any
 - List of lost/stolen cards (cardholders)
 - Contracting Officer reports on Ordering Officer performance (Ordering Officer cardholders only)

Slide 45



STAY CURRENT - 2



- Attend related conferences and training sessions.
- Network with your peers.
- Keep your purchase card officials current



Slide 46



STAY CURRENT - 3



➤ DOD Charge Card Guidebook, 21 DEC 2011

- Available on DPAP website:
http://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html
- Next update release planned for JAN 2013

The screenshot shows the DPAP website interface. On the left is a navigation menu with categories like 'DPAP Operations', 'Contract Policy and International Contracting', and 'Purchase Card'. The main content area is titled 'Policy Documents' and lists several documents. A red arrow points to the first document: 'Department of Defense Government Charge Card Guidebook for Establishing and Managing Programs'. Below this, there are sections for 'Related Links' and 'Purchase Card Policy (listed by year)'.

DEPARTMENT OF DEFENSE |
GOVERNMENT CHARGE CARD GUIDEBOOK
FOR ESTABLISHING AND MANAGING
PURCHASE, TRAVEL, AND FUEL CARD
PROGRAMS

21 December 2011

Slide 47



STAY CURRENT - 4



➤ The DPAP website provides a wealth of current information

- <http://www.acq.osd.mil/dpap/>
- <http://www.acq.osd.mil/dpap/pdi/index.html>

The screenshot shows the DPAP website with the 'Program Development and Implementation' section selected. The 'Purchase Card' section includes text about government charge cards and a 'Read More' link. The 'Unique Identification' section describes the UID as an international standard. On the right, there is a profile for Ms. Leantha Stumpler and a 'PDI Policy Vault' section with 'Related Documents'.

Slide 48



STAY CURRENT - 5



➤ **Current Topics**

- *OUSD Comptroller (C) and AT&L are working on determining if any changes need to be made to current Certifying Official Training*
- The DOD Comptroller has proposed an increase in the micro-purchase threshold (MPT) from \$3,000 to \$10,000 as a means of achieving workforce savings.
 - OUSD(C) has requested DPAP support raising the Micro Purchase threshold
- SF 182 – Training Form
- Inter/Intra-Governmental Payments

Slide 49



STAY CURRENT - 6



➤ Excluded Parties List System (EPLS) EPLS changing over to System for Award Management (SAM) end of July 2012
<https://www.sam.gov/sam/>
Note: August 21, 2012 - Memorandum issued by OUSD(AT&L)/DPAP, Subject: Class Deviation –System for Award Management – Effective immediately, until further notice is not required for GPC transactions, except when the GPC is used to process payments on a contract.

➤ E-MALL

➤ Local AbilityOne Stores

➤ DAU Training Course Updates

- CLG 001 – DOD Government Purchase Card Program
- CLG 004 – DOD Government Purchase Card Refresher Training

Slide 50



STAY CURRENT - 7



- Complete all training and updated training
- Attend teleconferences for appropriate Levels
- Check DPAP website for updated policies

- Attend the GSA SmartPay Conferences
- Network with DOD GSA SmartPay Conference attendees
- Keep your purchase card officials informed

- Ensure current reporting information:
 - Federal Procurement Data System (FPDS) reporting IAW FAR Subpart 4.6
 - For the Office of Management and Budget (OMB) Quarterly Reports
 - Convenience check writers completing 1099 – Misc Tax Reporting

Slide 51



“MOVING IN THE RIGHT DIRECTION”



Complete required training courses
Orient yourself to your environment
Manage your appointees
Partner with all your resources
Audit and conduct program reviews
Secure senior leadership support
Stay current

Slide 52

 "STAYING STEADY" 

 **A
N
C
H
O
R**

Slide 53

 "STAYING STEADY" 

 **Always enforce policy**
**A
N
C
H
O
R**

Slide 54



ALWAYS ENFORCE POLICY



- Provide guidance
- Seek guidance
- Support guidance

Slide 55



"STAYING STEADY"



Always enforce policy

Never forget your toolkit

**C
H
O
R**

Slide 56



NEVER FORGET YOUR TOOLKIT



- Regulations
- Policies
- Training
- Resources
- Stakeholders
- Networking
- Staying Current
- Attending teleconferences
- Attending GSA SmartPay Conferences

Slide 57



"STAYING STEADY"



Always enforce policy

Never forget your toolkit

Care for your mission and personnel

**H
O
R**

Slide 58

 CARE FOR YOUR MISSION AND FIELD PERSONNEL 

- Be available
 - E-mails
 - Be responsive
- Provide updates
- Local website

Slide 59

 "STAYING COURSE" 

 Always enforce policy
Never forget your toolkit
Care for your mission and personnel

Have regularly scheduled audits and reviews
O
R

Slide 60



HAVE REGULARLY SCHEDULED AUDITS AND REVIEWS



- Establish audit/review schedule
- Determine type of audits/reviews
 - PCOLS
 - Bank
 - Reports
 - View accounts on-line
 - Hands-on
- Enlist the assistance of others
- Finance/Resource Manager

Slide 61



“STAYING STEADY”





Always enforce policy
Never forget your toolkit
Care for your mission and personnel
Have regularly scheduled audits and reviews
Observe best-practices and lessons-learned
R

Slide 62




OBSERVE BEST-PRACTICES AND LESSONS LEARNED

- OUSD(AT&L)/DPAP/PDI/PCPO Best Practice Checklist
- Check the OUSD(AT&L)/DPAP website (FAQs)
- Update local websites
- Attend appropriate teleconferences/meetings and conferences

Slide 63




“STAYING STEADY”



Always enforce policy
Never forget your toolkit
Care for your mission and personnel
Have regularly scheduled audits and reviews
Observe best-practices and lessons-learned
Refresher training for yourself and others

Slide 64



REFRESHER TRAINING FOR YOURSELF AND OTHERS



- Keep up-to-date on training
- Seek training to enhance all of your skills sets
- Refresher training based on local issues
- Enlist local stakeholders to contribute and participate in refresher training

Slide 65



“STAYING STEADY”



Always enforce policy

Never forget your toolkit

Care for your mission and personnel

Have regularly scheduled audits and reviews

Observe best-practices and lessons-learned

Refresher training for yourself and others

Slide 66

 LET'S SUMMARIZE 

- Discussed COMPASS
- Discussed ANCHOR
- Create a MAP

Slide 67

 MY ACTIVITY PLAN (MAP) 



It is your responsibility to create your own MAP.

- Final destination?
- Best course to take?
- Arrival date and checkpoints?
- Crew members?
- Resources needed?

Slide 68



CONCLUDING THIS SESSION...



- Question and Answers
- Closing Remarks

DOD Purchase Card Policy Office_Ray Estrada & Lynn Worsham
Presentation Slides updated 9/18/2012



DPAP

Defense Procurement and Acquisition Policy
Defense Pricing

