

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>
Audit of the Adequacy of DoD Approving/Billing Officials' Review of At-Risk Transactions Identified by the Purchase Card Online System.	DoD IG Audit	9/5/2012	Department of Defense Inspector General Office	This memorandum announces the DoD IG's plans to conduct an Audit of the Adequacy of DoD Approving/Billing Officials' Review of At-Risk Transactions Identified by the Purchase Card Online System. The audit will be performed in DoD locations where PCOLS is deployed.
Purchase Card OnLine System Deployment Update	PCOLS	5/14/2012	Purchase Card Policy Office	Updates the November 19, 2008 DPAP memorandum that directed Department-wide use of PCOLS. This memorandum establishes that full deployment of POCLS is achieved when at least 90 percent of the legacy managing and cardholder accounts have been migrated into PCOLS.
14th Annual GSA SmartPay Training Conference-Recommended Attendance for DOD A/OPCs	SmartPay	5/4/2012	Purchase Card Policy Office	Provides recommend attendance for all A/OPCs at the 14th Annual GSA SmartPay 2 Conference scheduled for July 31 - August 2, 2012 in Nashville, TN. The conference is recommended for Approving Officials, Billing Officials, Inspector General Staff, and Financial, Resource or Budget personnel.
Track Four Efficiency Initiatives	Implementation of Study Group Recommendations	3/14/2011	Secretary of Defense	A series of initiatives designed to reduce duplication, overhead, and excess, and instill a culture of savings and cost accountability across the Department of Defense
13th Annual GSA SmartPay Training Conference-Mandatory for DoD A/OPCs	SmartPay	3/29/2011	PCPMO	Directs mandatory attendance for all A/OPCs at the 13th Annual GSA SmartPay 2 Conferene scheduled for August 16-18, 2011 in Las Vegas, NV. The conference is recommended for Approving Officials, Billing Officials, Inspector General Staff, and Financial, Resource or Budget personnel.
Reporting Governmentwide Purchase Card Actions to the FPDS	FPDS	10/26/2010	Director, Defense Procurement	Indicates the reporting requirements of actions conducted with the GPC to the FPDS. The following requirements are effective immediately: 1) All contracts/orders where GPC is used solely as payment must be reported to FPDS regardless of dollar value. 2)Open-market actions paid for with the GPC shall not be reported to FPDS. 3) For actions under federally awarded contracts Components shall report all actions using the GPC to FPDS.
DoD PCOLS Capability	PCOLS	3/3/2010	Director, Defense Procurement	Mr. Assad congratulates Air Force, Defense Logistics Agency, Defense Commissary Agency, Defense Contract Management Agency and the Washington Headquarters Service for their progress in the implementation of PCOLS as per directed on the November 19, 2009 memorandum directing full PCOLS deployment by January 1, 2010. All activities not noted above are to provide a new implementation plan for PCOLS within 30 days from the date of this memorandum.

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>
DoD Purchase Card Strategy	PCOLS	9/3/2009	Director, Defense Procurement	The attached draft document describes the DoD strategy for information/data flow, transmission and storage of DoD Purchase Card data. The document also solicits input to improve its accuracy and to determine possibility of eliminating "paper documentation" in any associated Purchase Card business process.
Use of WAWF for Purchase Card Transactions	WAWF	9/2/2009	Director, Defense Procurement	The 2009 Defense Authorization Act directed a plan to enable capture of acceptance data for items bought with a purchase card by modifying WAWF to enable receiving reports for card transactions.
Linking Financial Data to Contract Documents	CONOPS	3/18/2009	Under Secretary of Defense (Comptroller)	Establishes a new paradigm and business rules to the historical practice of contract documents containing a financial line of accounting. New contract awards no longer will be reliant on carrying line of accounting data, it will carry the AAI attribute to route contract transactions to the appropriate accounting system.
DoD Deployment of PCOLS Capability	PCOLS	11/19/2008	Director, Defense Procurement	PCOLS a web based system capability was designed to address weaknesses in the charge card program. AIM, a workflow tool that identifies questionable purchase card transactions. Data mining algorithms identify purchases that could be fraudulent. A Risk Assessment application will allow both auditors to assess the "health" of local card programs. All Component Procurement Executives are required to develop a plan to implement this capability that should be submitted by January 9, 2009.
GPC Certifying Officer and Departmental Accountable Official Responsibilities	General	11/7/2008	Director, Defense Procurement	In accordance with DoDFMR, Vol. 5, Chapter 33, Components shall designate departmental accountable officials, including GPC holders and approving officials, in writing. The written designation should apprise individuals of their responsibilities to support the certifying officer and that they be held pecuniarily liable for an illegal, improper or incorrect GPC payments resulting from their fault or negligence.
GSA SmartPay Conference-Mandatory for DoD AOPCs	SmartPay	6/10/2008	Director, Defense Procurement	This memorandum announces the importance of the annual training for Department of Defense Agency Program Coordinators conducted at the General Services Administration (GSA) Smart Pay Conference. This year's training will be held July 22-24 2008 in Denver, Colorado. All purchase cards will be cancelled effective 30 November 2008 and reissued under the SmartPay 2 contract that starts effective 1 December 2008. This, in addition to the on-going deployment of the Purchase Card On-Line System (PCOLS), makes attendance at the event for all A/OPCs critical. Further details are provided within the memorandum.

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>
Documenting and Reporting Civilian Training Requirements	Training	10/29/2007	CPMS	Institutes a new policy on documenting and reporting training by: 1) sunsetting the DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement and replacing it with the SF 182, Authorization, Agreement, Certification of Training 2) requiring that all instances of completed civilian employee training be input to the DCPDS 3) Requiring that all LMSs be capable of reporting data elements required by OPM.
Use of Third Party Payments-Policy Change	MCCs/Internal Controls	10/17/2007	PCPMO	This memorandum revises previous policy issued on March 7, 2005 on this subject. In that memorandum we stated that the use of a third party payment merchant was not allowed under any circumstances. Since the issuance of the subject memorandum, we have received persuasive feedback which cites numerous situations where the use of a third party payment merchant is unavoidable. Therefore, we are revising the existing policy to state that where it is identified that the purchase will be processed via a third party merchant, the cardholder should make every attempt to choose another merchant with whom to procure the goods and/or services.
Purchase Card Internal Controls Revision	Internal Controls	10/17/2007	PMO	On December 19, 2005 the Defense Procurement and Acquisition Policy (DPAP) Office and the OUSD (Comptroller) issued a joint memorandum entitled "Internal Controls for the Purchase Card Program." This posted memorandum and guidance implement a revision to the certification process to comply with the requirements in the Department of Defense Financial Management Regulation Volume 5, "Disbursing Policy and Procedures".
Miscellaneous Payment Guidebook	WAWF	10/9/2007	PMO	DPAP and the Comptroller developed the first edition of the Miscellaneous Payment Guidebook. It serves as a baseline to standardize the miscellaneous payment process and enable future automation. WAWF plans to provide a link to the miscellaneous payment categories section within the guidebook.
Component Efforts to Address Purchase Card Abuse	Internal Controls	12/12/2006	Director, Defense Procurement	This memo requires each senior procurement executive to brief the Director, DPAP on the programs they are using to address purchase card misuse.
Mandatory Purchase Card Refresher Training	Training	8/22/2006	Director Purchase Card Joint Program Management Office	Requires that all cardholders, approving officials, certifying officials and A/OPCs to take a refresher GPC training every two years after completing basic training. Departments may develop a course or use the DAU online course.

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>
FOIA Policy on Release of Credit Card Data	FOIA	6/29/2006	Defense Freedom of Information Policy Office	The guidance "Release of Purchase Card Data to the Public Domain" authorized DoD Purchase Card Program Offices to only release the following specific transactional data in response to FOIA requests: merchant category code, transaction amount, merchant name, merchant, city, state, zip, phone, transaction date
Convenience Check Screening	Convenience Checks	3/17/2006	Purchase Card Joint Program Management Office	Enclosed listing of convenience checks that violated the \$2,500 threshold written between June 2005 to November 2005. The document requests the immediate audit and cancellation of the check accounts and a report of the findings to be forwarded the Purchase Card Program Office no later than 30 days after receipt of this memorandum.
Internal Controls for the Purchase Card Program	Internal Controls	12/8/2005	Purchase Card PMO	This memo instructs the services and defense agencies to ensure that their purchase card guidance and instructions are consistent with controls developed by representatives from the DoD Comptroller, Acquisition, Inspector General, and Military Department audit communities. This memo also issues guidance on nominating electronic solutions other than the use of the existing bank systems for validation of invoices.
Use of GPC in Support of Hurricane Katrina Rescue and Relief Operations	Hurricane Katrina Rescue and Relief Operation.	9/21/2005	PCPMO	This memorandum provides implementing instructions for recently issued OMB and DoD guidance (enclosed) regarding the use of the purchase card in support of the Hurricane Katrina Rescue and Relief Operation.
Withholding of Information that Personally Identifies DoD Personnel	FOIA	9/1/2005	Office of Freedom of Information	Under new policy, personally identifying information may be inappropriate for inclusion in any medium available to the general public. Release of informatin on DoD personnel will be limited to the names, official titles, organizations and telephone numbers of personnel only at the office director level or above, provided that this does not raise security concerns. No other informatin, including room numbers will be released.
Release of Purchase Card Data to the Public Domain	FOIA	6/15/2005	Director, Defense Procurement	In response to 9/11, attacks purchase card program information would not be release under a FOIA request. However, this memorandum authorizes the release the following limited data: merchant category code, transaction amount, merchant name, merchant city, state, zip and phone, trasanction date.

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>
Department of Defense (DoD) Purchase Card Program Training Nonappropriated Fund (NAF) Participants	Training	7/8/2004	Director, Defense Procurement	The GSA Purchase Card training was reviewed in response to the Navy's request to consider the GSA training as the mandatory source of training for NAF Purchase Card Program participants in lieu of the training currently mandated at DAU. It was determined that the GSA training meets all of the salient requirements for a general overview of the program. The Air Force, however, prefers to continue use of the DAU training.
OMB Guidance to Implement Credit Worthiness Evaluation Requirement (Section 638 of the FY04 Omnibus Appropriations Act)	Credit Worthiness	6/14/2004	Director, Defense Procurement	The FY 2003 Defense Appropriations Act required the Secretary of Defense to evaluate the creditworthiness of individuals before issuing them purchase or travel charge cards and stated that an individual may not be issued a card if found not credit worthy.
GAO-04-430 "Contract Management: Agencies Could Achieve Significant Savings On Purchase Card Buys," (GAO Code 192082)	GAO	5/24/2004	Director, Defense Procurement	This is in response your memorandum of April 29, 2004, requesting a proposed response to GAO with regard to the subject final report. DoD's overall position on the report has not changed, and there are no additional comments to the report.
Proposed New Form Credit Worthiness Evaluation	Credit Worthiness	5/24/2004		The Fair Credit Reporting Act requires cardholder permission before a formal credit check can be conducted. If sufficient numbers of cardholders refuse to give permission, the effectiveness of the Government Purchase Card Program in the future could be limited.
DoD Charge Card Programs Proposed DoD Directive	Internal Controls	6/4/2004	Purchase Card Joint Program Management Office	The proposed directive establishes policy, assigns responsibilities and prescribes procedures for initiating and managing DoD Charge Card Programs, to include the Aviation-Into-Plane Reimbursement Card, the Fleet Card, the Purchase Card and the Travel Card.

Signator

Lorin T. Venable, Acting
Assistant Inspector
General, DoD Payments
and Accounting
Operations.

Richard Ginman, Director,
Defense Procurement
and Acquisition Policy

LeAntha D. Sumpter,
Director Program
Development and
Implementation

Robert M. Gates,
Secretary of Defense

LeAntha D. Sumpter
Director Purchase Card
Joint Program
Management Office

Shay D. Assad
Director, Defense
Procurement and
Acquisition Policy

Shay D. Assad Director,
Defense Procurement
and Acquisition Policy

Signator

Shay D. Assad Director,
Defense Procurement
and Acquisition Policy

Shay D. Assad
Director, Defense
Procurement and
Acquisition Policy
John J. Young Jr. and
Robert F. Hale

Shay D. Assad Director,
Defense Procurement
and Acquisition Policy

Shay D. Assad and David
P. Smith (Comptroller)

Shay D. Assad
Director, Defense
Procurement and
Acquisition Policy

Signator

David S.C. Chu

LeAntha D. Sumpter
Director Purchase Card
Joint Program
Management Office

Shay D. Assad and James
E. Short

Shay D. Assad and James
E. Short

Shay D. Assad
Director, Defense
Procurement and
Acquisition Policy
LeAntha D. Sumpter
Director Purchase Card
Joint Program
Management Office

Signator

Will Kammer
Chief Defense Freedom of
Information Policy

LeAntha D. Sumpter
Director Purchase Card
Joint Program
Management Office

Teresa McKay and
Domenic C. Cipicchio

LeAntha D. Sumpter
Director Purchase Card
Joint Program
Management Office

Howard G. Becker
Deputy Director

Deidre A. Lee
Director, Defense
Procurement and
Acquisition Policy

Signator

Deidre A. Lee
Director, Defense
Procurement
and Acquisition Policy

Deidre A. Lee
Director, Defense
Procurement
and Acquisition Policy

Deidre A. Lee
Director, Defense
Procurement
and Acquisition Policy

Michael W. Wynne
Acting USD (AT&L)