



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

4 MAR 2003

MEMORANDUM FOR GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
COMPONENT ACQUISITION EXECUTIVES  
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
DEPUTY UNDER SECRETARY OF DEFENSE (LOGISTICS  
AND MATERIEL READINESS)  
CHIEF INFORMATION OFFICER  
DEPUTY CHIEF FINANCIAL OFFICER  
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING  
SERVICE  
DIRECTOR, SMALL AND DISADVANTAGE BUSINESS  
UTILIZATION  
COMPTROLLER, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DOD PURCHASE CARD JOINT PROGRAM  
MANAGEMENT OFFICE  
PROGRAM MANAGER, DoD TRAVEL CARD

SUBJECT: Department of Defense (DoD) Charge Card Special Focus Group

The Department must ensure the proper stewardship of public funds and sustain the momentum initiated by the Government Charge Card Task Force. To this end, a Special Focus Group for Charge Cards is being established, under the aegis of the Acquisition Governance Board, to ensure that an appropriate balance is established between streamlining business processes and proper use of charge cards. This group will also ensure successful implementation of Management Initiative Decision 904 and establish a strategic vision for the Department's future.

The Special Focus Group will be supported by an Integrated Product Team (IPT), which will create solutions based upon the group's strategic direction. This will include resolution of policy and process issues associated with implementation of the Task Force



recommendations, support development of a functional architecture to support the FMEA, and an aggressive education and outreach plan. The IPT will also address resource requirements and appropriate measures of performance, and develop schedules for implementation of corrective measures. Policies, processes and systems requirements to be developed by the IPT shall consider and incorporate existing efforts and requirements of the DoD Components, Personnel and Readiness, Comptroller, and Logistics.

This IPT shall provide regular updates to the Special Focus Group with target dates for completion as follows:

- Initial Special Focus Group Meetings on 10 March and 4 April 2003.
- Initial IPT meetings on 24 February (has occurred) and 21 March 2003.
- Strategic Plan presentation to USD(C) and PDUSD (AT&L) by April 11, 2003

The initial 10 March Special Focus Group meeting will take place from 10:00 AM to 12:00 PM in Pentagon room 4C742. Questions concerning this initiative should be addressed to Dennis Hudner at (703) 681-3315 or by email to [dennis.hudner@saalt.army.mil](mailto:dennis.hudner@saalt.army.mil).



Deidre A. Lee  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated

cc: Under Secretary of Defense for Personnel and Readiness

## Charge Card Special Focus Group Membership

### Co-Chairs:

Director, Defense Procurement and Acquisition Policy  
Deputy Chief Financial Officer

### Executive Secretaries:

Director, DoD Purchase Card Joint Program Management Office  
Program Manager, DoD Travel Card

### Membership:

Service Procurement Executives  
DLA Procurement Executive  
Military Department Assistant Secretaries (Financial Management & Comptroller)  
Comptroller, Defense Logistics Agency  
DUSD(LMR)  
Director, Small and Disadvantaged Business Utilization  
Director, Defense Finance and Accounting Service  
Chief Information Officer  
General Counsel (P&R(Military and Civilian) and AT&L)  
USD Personnel and Readiness (ASD Force Management and Policy) and (ASD,  
Reserve Affairs)

To gain participation from key department and government officials, the Senior Steering Group will also invite advisors of the following organizations to provide advice to the Group as appropriate:

DoD Inspector General  
General Accounting Office  
General Services Administration  
Office of Federal Procurement Policy  
Department of the Treasury  
Banks/Card Associations