

<u>Policy Document</u>	<u>Topic</u>	<u>Date</u>	<u>Originator</u>	<u>Summary</u>
Track Four Efficiency Initiatives		3/14/2011		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.
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.

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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.
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.

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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 sites 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.
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

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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.
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.

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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**

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LeAntha D. Sumpter  
Director Purchase Card  
Joint Program  
Management Office

Shay D. Assad  
Director, Defense  
Procurement and  
Acquisition Policy

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Defense Procurement  
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John J. Young Jr. and  
Robert F. Hale

**Signator**

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Shay D. Assad Director,  
Defense Procurement  
and Acquisition Policy

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

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David S.C. Chu

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Will Kammer  
Chief Defense Freedom  
of Information Policy

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Teresa McKay and  
Domenic C. Cipicchio

LeAntha D. Sumpter  
Director Purchase Card  
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Howard G. Becker  
Deputy Director

Deidre A. Lee  
Director, Defense  
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Michael W. Wynne  
Acting USD (AT&L)

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Withholding of Information that Personally Identifies DoD Personnel	FOIA	9/1/2005	Office of Freedom of Information
Acquisition of Gift Certificates through Use of the DoD Purchase Card	General	3/31/2003	Defense Procurement and Acquisition Policy
Internal Controls for the Purchase Card Program	PCOLS	11/27/2002	Purchase Card PMO
Purchase Card Delinquency Policies	Delinquency Standards	9/17/1999	PMO
Purchase Card Program Reengineering Implementation Memorandum #6: Streamlined Payment Practices	General	7/20/1998	Deputy Secretary of Defense
DoD Charge Card Management		3/9/1998	USD(Comptroller)

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Robert F. Hale

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Director Purchase Card  
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Will Kammer  
Chief Defense Freedom  
of Information Policy

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Howard G. Becker  
Deputy Director

Memorandum denying a request to waiver authority to purchase gift certificates with the DoD Purchase Card.

Deidre A. Lee

To provide stronger internal controls for the purchase card program all Military Departments, Defense Agencies, and DoD Field Activities must accelerate fielding of online certification and bill payment tools at every DoD installation.

Dov S. Zakheim and E.C.  
Aldridge, Jr.

Announces new delinquency standards. A Department of Agency may not have more than .75% of their total receivables at the bank over 60 days past due. A zero tolerance will be maintained for any percentages of receivables over 180 days past due.

Bruce E. Sullivan

Stresses the importance of expanding usage of the purchase card to reduce the costs of financial transactions. Directs the following to broaden use of the purchase card: 1.) Use of the purchase card is required as payment method for all training requests using the DD Form 1556 valued at or below \$25,000 and all medical services and Nonappropriated Fund payments valued at or below \$2,500. 2.) The use of the purchase card is required to pay for goods and services purchased using standard contracting instruments, such as the Standard Form 1449 and the DD Form 1155, valued at or below \$2,500. 3.) The use of the purchase card is required for all Military Interdepartmental Purchase Requests DD Form 448 valued at or below \$2,500. 4.) Electronic

John J. Hamre

There are major changes in the management of the charge card programs for travel, purchase and fleet under a new contract. Questions regarding the transition to the new contract should be directed to the following: The Acting Travel Card Program Manager is Ms. De Perrin. The Purchase Card Program Manager is Mr. Bruce Sullivan. The Fleet Card Program Manager is Mr. Edward A. Munns.

John J. Hamre

**Current Web Source**

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**Reporting\_GPC\_Actions\_to\_FP  
DS\_(Oct\_26\_2010).pdf**

**18th attachement**

**3-3-10 PCOLS Deployment  
Memo.pdf**

**3rd attachemtn**

**9-3-09 DoD Purchase Card Data  
Strategy  
Use of WAWF for Purchase  
Card Transactions 9-2-09  
USA003239-09-DPAP.pdf  
17th attachement**

**linkingfinancialdatatocontract\_  
200907.pdf**

**15th attachment**

**11-19-08 PCOLS Deployment  
DPAP Memo**

**Cerifying Officer  
Responsibilities - 11-7-08.pdf**

**8th attachment**

**10-29-07 Reporting Civilian  
Training Requirements SF182**

**Refresher Training Policy.pdf**

**16th attachment**

**FOIA-FOIA Office Memo of 29  
June 06.pdf**

**19th attachment**

**06-03-01 Convenience Check  
Screening.pdf**

**4th attachment**

**FOIA -  
Withholding\_personally\_identifying\_information - 1 Sep  
05.pdf**

**20th attachment**

**3-31-03 Gift Certificates**

**Internal Controls 11-27-02.pdf**

**13th attachment**

**Purchase Card Delinquency  
Policies.htm**

**1st attachment**

**7-20-98 - PC Reengineering  
Memo #6.pdf**

**5th attachment**

**3-9-98 DoD Charge Card  
Management**