



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Department of Defense SmartPay[®] 3 Government-wide Commercial Purchase Card
FY21 Oversight and Reporting Schedule Delays and Updated Guidance on
Statistical Reporting – SP3 Transition Memorandum #14

This memo codifies the Attachment 1 updated mandatory schedule and associated guidance for the Governmentwide Commercial Purchase Card (GPC) Monthly Agency / Organization Program Coordinator and Semi-Annual Head of Activity Review (SAHAR) reports that have been previously emailed to Component Program Managers. These reporting extensions were necessary to ensure correction of inaccuracies on reports dated December 20, 2020 through August 20, 2021. DoD Component Senior Procurement Executives and Heads of Contracting Activities are responsible for ensuring adherence to the Attachment 1 schedule and associated guidance. The subsequent Monthly and Semi-Annual schedule for FY22 and beyond will follow the normal periodicity in accordance with SP3 Transition Memo #6.

This memo also updates the DoD GPC policy in SP3 Transition Memo #12, Attachment 4, paragraph II. B. Statistical Reporting to account for capabilities U.S Bank deployed in December 2020 that support the OMB Circular A-123, Appendix B requirements for GSA's Center for Charge Card Management to obtain statistical reporting data in an electronic, automated manner from the contractor banks. To ensure consistent data is used in federal-wide analyses, instead of using SAHAR data to fulfill federal this annual statistical reporting requirement, DoD will rely on the data U.S. Bank consolidates for all of its SP3 customers. Until such time as the Bank provides the "Ratio of the Number of Confirmed Violations Reported Pursuant to Public Law (P.L.) 112-194, Government Charge Card Abuse Prevention Act of 2012, as Compared to the Number of Valid Transactions Within the Reporting Period", DoD will report the Number of Cases Closed with a Determination divided by the Number of Transactions (Excluding Credits) reported in the SAHAR to fulfill this required statistical reporting data element.

Lastly, this memo notifies Components that plans to develop and deploy a Quarterly Data Mining Case Validation Review process as addressed in SP3 Transition Memo #12, Attachment 1, Additional GPC Oversight and Governance Information, paragraph 3 have been canceled.

Necessary policy changes will be incorporated into the next issuance of the DoD Charge Card Guidebook, or its successor policy. Please send inquiries related to this matter using the subject "SP3 Transition Memo #14." My point of contact is Ms. Pamela Talbott, pamelam.talbott.civ@mail.mil, 804-609-4304.

ROMNEY.JANICE.
LISA.1231511101

Digitally signed by
ROMNEY.JANICE.LISA.1231511
101
Date: 2021.09.29 14:15:20
-04'00'

J. Lisa Romney,
Director, Contracting eBusiness
Defense Pricing and Contracting

Attachment:
As stated

Attachment 1

The following schedule is established for the Monthly Agency/Organization Program Coordinator (A/OPC) and Semi-Annual Head of Activity Reports and Reviews. If discrepancies are encountered, pen and ink changes will need to be made by the A/OPCs documenting the accurate data, using the “Instructions for Validating IOD Review Reports” on the [DPC | Contracting eBusiness | Purchase Card | SmartPay®3 \(osd.mil\)](#) website, paying particular attention to the “Number of Transactions/Dollar Value of Transactions” (line 1), the “Number of Credit Card Accounts” (line 29), and the “Number of Cards That Have Been Inactive for Six Cycles or Have Never Been Used” (line 39).

Review Name / Required Action	Transaction Period		Out of Cycle Schedule for FY21							CPM Provides HA Results to DPC	Additional guidance
	Cycle Start Date	Cycle End Date	A/OPC Runs Report	A/OPC Review Complete - Can Suspend Purchasing	1st Oversight A/OPC Review Complete - Can Suspend Purchasing	2nd Oversight A/OPC Review Complete - Can Suspend Purchasing	CPM Review Complete - Shall Suspend Purchasing	CPM Provides HA Results to DPC			
Monthly A/OPC Review 1 (October 2020 cycle)	9/20/2020	10/19/2020	10/20/2020	11/18/2020	11/28/2020	12/8/2020	12/13/2020	-	Not impacted. Proceed as normal in accordance with SP3 Transition Memorandum #6		
Monthly A/OPC Review 2 (November 2020 cycle)	10/20/2020	11/19/2020	11/20/2020	12/19/2020	12/29/2020	1/8/2021	1/13/2021	-	Not impacted. Proceed as normal in accordance with SP3 Transition Memorandum #6		
Monthly A/OPC Review 3 (December 2020 cycle)	11/20/2020	12/19/2020	12/20/2020 or 8/13/2021	1/18/2021 or 9/11/2021	1/28/2021 or 9/21/2021	2/7/2021 or 10/1/2021	2/12/2021 or 10/6/2021	-	See first bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 4 (January 2021 cycle)	12/20/2020	1/19/2021	1/20/2021 or 8/13/2021	2/18/2021 or 9/11/2021	2/28/2021 or 9/21/2021	3/10/2021 or 10/1/2021	3/15/2021 or 10/6/2021	-	See first bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 5 (February 2021 cycle)	1/20/2021	2/19/2021	2/20/2021 or 8/13/2021	3/21/2021 or 9/11/2021	3/31/2021 or 9/21/2021	4/10/2021 or 10/1/2021	4/15/2021 or 10/6/2021	-	See first bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 6 (March 2021 cycle)	2/20/2021	3/19/2021	3/20/2021 or 8/13/2021	4/18/2021 or 9/11/2021	4/28/2021 or 9/21/2021	5/8/2021 or 10/1/2021	5/13/2021 or 10/6/2021	-	See first bullet under "Monthly A/OPC Review Guidance"		
Semi-Annual Head of Activity Review (1st Half FY 21)	9/20/2020	3/19/2021	8/13/2021	9/11/2021	9/21/2021	10/1/2021	10/6/2021	10/12/2021	See "Semi-Annual Head of Activity Review Guidance"		
Monthly A/OPC Review 7 (April 2021 cycle)	3/20/2021	4/19/2021	4/20/2021 or 8/13/2021	5/19/2021 or 9/11/2021	5/29/2021 or 9/21/2021	6/8/2021 or 10/1/2021	6/13/2021 or 10/6/2021	-	See first bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 8 (May 2021 cycle)	4/20/2021	5/19/2021	8/13/2021	9/11/2021	9/21/2021	10/1/2021	10/6/2021	-	See second bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 9 (June 2021 cycle)	5/20/2021	6/19/2021	8/13/2021	9/11/2021	9/21/2021	10/1/2021	10/6/2021	-	See second bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 10 (July 2021 cycle)	6/20/2021	7/19/2021	8/13/2021	9/11/2021	9/21/2021	10/1/2021	10/6/2021	-	See second bullet under "Monthly A/OPC Review Guidance"		
Monthly A/OPC Review 11 (August 2021 cycle)	7/20/2021	8/19/2021	8/20/2021	9/18/2021	9/28/2021	10/8/2021	10/13/2021	-	Not impacted. Proceed as normal in accordance with SP3 Transition Memorandum #6		
Monthly A/OPC Review 12 (September 2021 cycle)	8/20/2021	9/19/2021	9/20/2021	10/19/2021	10/29/2021	11/8/2021	11/13/2021	-	Not impacted. Proceed as normal in accordance with SP3 Transition Memorandum #6		
Semi-Annual Head of Activity Review (2nd Half FY 21)	3/20/2021	9/19/2021	11/14/2021	12/14/2021	12/24/2021	1/3/2022	1/8/2022	1/15/2022	See "Semi-Annual Head of Activity Review Guidance"		

The following guidance applies to the Monthly A/OPC and Semi-Annual Head of Activity Reports and Reviews. A/OPCs should always validate Insights on Demand (IOD) Monthly and Semi-Annual Review Report data against Access Online data using the “Instructions for Validating IOD Review Reports” (formerly titled “How to Compare IOD Monthly/Semi-Annual A/OPC Review Report with data in Access Online”) on the [DPC | Contracting eBusiness | Purchase Card | SmartPay®3 \(osd.mil\)](#) website.

Monthly A/OPC Review Guidance

- Monthly A/OPC Review Checklists, Reports, and Reviews for the December 2020 –

April 2021 transaction period that were already run and completed prior to notification of the issue on May 6th, 2021 do NOT need to be re-run. Pen and ink changes should have been made documenting the accurate data for these months. Any Monthly A/OPC Review Checklists, Reports, and Reviews that were not completed for the December 2020 – April 2021 transaction period MUST be completed, run, validated in accordance with data from Access Online (using “Instructions for Validating IOD Review Reports”) and pen and ink changes made documenting the accurate data.

- Monthly A/OPC Review Checklists, Reports, and Reviews for the May – July 2021 transaction period must be completed, run, validated in accordance with data from Access Online (using “Instructions for Validating IOD Review Reports”) and pen and ink changes made documenting the accurate data because the reports were not scheduled to be run prior to the May 6th, 2021 notification.
- Monthly A/OPC Review Checklists, Reports, and Reviews for the August 2021 transaction period forward should be completed and validated in accordance with data from Access Online (using “Instructions for Validating IOD Review Reports”) as normal in accordance with SP3 Transition Memo 6, and any pen and ink changes made documenting the accurate data when there are inaccuracies.

Semi-Annual Head of Activity Review Guidance

The due date to run the 1st Half of FY21 Semi-Annual Head of Activity Review (SAHAR) report was changed to August 13, 2021, and the due date to provide the SAHAR results to DPC was changed to October 12, 2021. Because of ongoing system issues that impacted Monthly A/OPC Reviews and both Semi-Annual transaction periods, a revised process will be required for both the 1st Half of FY21 SAHAR and the 2nd Half of FY21 SAHAR as indicated below:

- Components will need to validate the FY21 SA1 and SA2 IOD data against Access Online using the “Instructions for Validating IOD Review Reports” on the [DPC | Contracting eBusiness | Purchase Card | SmartPay@3 \(osd.mil\)](#) website.
- Components will need to issue a Memorandum For Record (MFR) explaining if the Semi-Annual IOD data was accurate, and if not, specify all inaccuracies and make pen and ink changes to the SAHAR report documenting the accurate data. The MFR and SAHAR report, including any pen and ink updates, shall be uploaded to the appropriate IOD tab. When furnishing these FY21 reports to DPC, any pen and ink updates shall be included in the submissions.
- Components may upload this memo to the appropriate Insights On Demand (IOD) tab for auditability purposes.

“Waived” Organizations Guidance

Waived organizations can stay on schedule as they do not use IOD and were therefore unaffected by the three IOD issues impacting the Monthly Agency/Organization (A/OPC) Reviews and the Semi-Annual Head of Activity (SAHA) Reviews. The extended dates are still applicable as indicated above. Waived organizations will still need to complete any validations that they would normally do as part of this process.