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!
“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”

TODAY’S TRAINING AGENDA

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

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?
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
What purpose does the COMPASS serve?

**Answer:** Provides directional guidance

What purpose does the ANCHOR serve?

**Answer:** Prevents drifting

---

"MOVING IN THE RIGHT DIRECTION"

- C
- O
- M
- P
- A
- S
- S
**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.
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
- 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

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
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

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)
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:
    c. [https://www.defensetravel.dod.mil/Passport](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

"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

"MOVING IN THE RIGHT DIRECTION"
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

Orient Yourself

DOD GPC Integrated Business Environment
 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)

 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
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

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
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

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
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?

Government Property
- Department of Defense Issuances (DODI) 5000.64
- 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
**“MOVING IN THE RIGHT DIRECTION”**

Complete required training courses  
Orient yourself to your environment  
Manage your appointees  

**“MOVING IN THE RIGHT DIRECTION”**

**“MOVING IN THE RIGHT DIRECTION”**

**Complete required training courses**  
**Orient yourself to your environment**  
**Manage your appointees**

**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.
Ensure all purchase card delegation/appointees:

- Are Military/Government personnel

- Have completed all required training for their specific delegation or appointment

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)
### 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

### 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).
**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

**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
“MOVING IN THE RIGHT DIRECTION”

- Complete required training courses
- Orient yourself to your environment
- Manage your appointees
- Partner with all your resources
- Pass

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
“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
- Stay current

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
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)

“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
**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

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**“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
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)

STAY CURRENT - 2

- Attend related conferences and training sessions.
- Network with your peers.
- Keep your purchase card officials current
STAY CURRENT - 3

- DOD Charge Card Guidebook, 21 DEC 2011
  - Next update release planned for JAN 2013

STAY CURRENT - 4

- The DPAP website provides a wealth of current information
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

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
**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

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**“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
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

“STAYING STEADY”

Slide 53

Always enforce policy

“STAYING STEADY”

Slide 54
**ALWAYS ENFORCE POLICY**

- Provide guidance
- Seek guidance
- Support guidance

**“STAYING STEADY”**

Always enforce policy
Never forget your toolkit
Choir
NEVER FORGET YOUR TOOLKIT

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

“STAYING STEADY”

- Always enforce policy
- Never forget your toolkit
- Care for your mission and personnel
- HOR
CARE FOR YOUR MISSION AND FIELD PERSONNEL

- Be available
  - E-mails
    ▪ Be responsive

- Provide updates

- Local website

“STAYING COURSE”

Always enforce policy
Never forget your toolkit
Care for your mission and personnel
Have regularly scheduled audits and reviews
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

“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
**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

---

**“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
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

“STAYING STEADY”

A lways enforce policy
N ever forget your toolkit
C are for your mission and personnel
H ave regularly scheduled audits and reviews
O bserve best-practices and lessons-learned
R efresher training for yourself and others
LET’S SUMMARIZE

☑ Discussed COMPASS

☑ Discussed ANCHOR

☐ Create a MAP

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?
CONCLUDING THIS SESSION...

- Question and Answers
- Closing Remarks