



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

OCT 19 2017

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

Subject: Travel Purchase Prohibition for Governmentwide Commercial Purchase Card

U.S. Army requested Defense Procurement and Acquisition Policy (DPAP) to provide clarifying guidance about Governmentwide Commercial Purchase Card (GPC) use for travel related expenses, specifically travel related expenses for Lodging in Kind (LIK) (i.e., housing provided to Reservists on their drill weekends if they have to travel more than 50 miles from home).

On 21 September 2017, DPAP reaffirmed by memorandum to the Army that the existing policy stands. GPC purchases for travel related expenses are prohibited as stated in the Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs, section A.1.2.4 Prohibited Purchases, paragraph v; please note the "light refreshments" exception addressed in paragraph l. This prohibition includes travel related expenses for LIK, Subsistence in Kind (SIK), and Junior Reserve Officers' Training Corps (JROTC). For travel related expenses, the GPC may only be used to place orders and/or make payments against contracts awarded by warranted contracting officers.

To ensure compliance with this GPC policy, DoD Components are requested to review their FY 16/17 GPC transaction data to identify GPC travel and food related purchases made in violation of existing GPC policy, and provide a corrective action plan to ensure this practice is discontinued. The following actions are required:

- Identify the Component Point of Contact to DPAP by 3 November 2017
- Deliver to DPAP/PDI, the Interim Progress Update by 15 December 2017
- Deliver to DPAP/PDI, the Final Analysis Results and Corrective Action Plan by 31 January 2018

My point of contact for this matter is Denise Reich, denise.a.reich.civ@mail.mil, 703-697-4404. Copies of all submissions must also be provided to Mr. Zachary Schwermann at zachary.r.schwermann.ctr@mail.mil.

LeAntha Sumpter
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