



MEMORANDUM FOR: [Nominee First and Last Name]

Group: [Nominee Home Organization DoDAAC: DoDAAC Activity Name]
[Nominee Job Title]

SUBJECT: Governmentwide Commercial Purchase Card (GPC) Oversight Agency/Organization Program Coordinator (A/OPC) Appointment

References:

- a. Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- b. Office of Management and Budget (OMB) Circular A-123, Appendix B
- c. Federal Acquisition Regulation (FAR)
- d. Defense Federal Acquisition Regulation Supplement (DFARS)
- e. DoD 7000.14-R - Department of Defense Financial Management Regulation (DoD FMR) Volume 10, Chapter 23: 'Purchase Card Payments'
- f. United States Code Title 28 and 31

You are hereby appointed as an Oversight A/OPC for [Home Organization DoDAAC: DoDAAC Activity Name]. Your authority to act as an Oversight A/OPC shall be in accordance with the above references. Oversight A/OPC roles and responsibilities are defined in Reference (a).

As an Oversight A/OPC, you are subject to personal financial liability (including reimbursing the Government for unauthorized or erroneous purchases through salary offsets) or appropriate adverse personnel action (including removal or other punishment) if you violate applicable GPC use and control regulations, are negligent, or if you engage in GPC misuse, abuse, or fraud (10 U.S.C. 2784). For individuals subject to chapter 47 of the Uniform Code of Military Justice (UCMJ), violation of such regulations is punishable under section 892 of article 92 of the UCMJ.

This appointment is effective as of the date countersigned. Unless sooner terminated, this appointment is effective as long as you remain in this position.

[DAA Name]
GPC Delegating/Appointing Authority
[DAA Organization]
[Date]

ACKNOWLEDGMENT OF APPOINTMENT

Receipt of this appointment is hereby acknowledged. I fully understand the roles and responsibilities associated with this appointment.

[OA/OPC Name]
Oversight Agency/Organization Program Coordinator
[OA/OPC Organization]
[Date]