



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JAN 09 2019

MEMORANDUM FOR PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE  
(PERSONNEL AND READINESS)  
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs

The Department of Defense (DoD), Office of the Under Secretary of Defense for Acquisition and Sustainment, Defense Pricing and Contracting, Contracting eBusiness (DPC/CeB) office is commencing production of a Government Purchase Card (GPC)-unique guidebook for GPC Program officials. The GPC-unique document will replace the *DoD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs*, available at: [https://www.acq.osd.mil/dpap/pdi/pc/docs/DoD Govt Charge Card Guide 10 1 2017%20-%20Jan\\_24\\_Rev.pdf](https://www.acq.osd.mil/dpap/pdi/pc/docs/DoD_Govt_Charge_Card_Guide_10_1_2017%20-%20Jan_24_Rev.pdf). By Fiscal Year 2020, the DPC/CeB will no longer support coordination of the subject Guidebook across the Department's charge card programs.

If you have any questions regarding this matter, my point of contact is Ms. Denise Reich, [denise.a.reich.civ@mail.mil](mailto:denise.a.reich.civ@mail.mil), 703-697-4404.



Kim Herrington,  
Acting Principal Director,  
Defense Pricing and Contracting