



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

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: Governmentwide Commercial Purchase Card Agency Program Management Office
(GPC 2024-03)

Reference: *Department of Defense Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs (DoD Charge Card Guidebook)*, <https://www.acq.osd.mil/asda/dpc/ce/pc/docs-guides.html>

This memorandum reiterates roles and responsibilities for oversight and management of the Department's Governmentwide Commercial Purchase Card (GPC) Program. Defense Pricing and Contracting (DPC) has responsibility for the Program's support, including policy development and programming resources for information technology modernization. Defense Contract Management Agency (DCMA) staff have been designated with primary responsibility and cognizance for performing program management and policy oversight functions. DCMA's specific responsibilities include but are not limited to: performing as the functional lead for system and process enhancements that optimize Enterprise-wide use of Bank Team-provided tools and the Purchase Card Oversight Module (PCOM); administering and monitoring Component compliance with recurring GPC program oversight reporting requirements; and supporting the issuance and placement of GPC program-related contracts/task orders. Under this arrangement, DCMA personnel appointed to perform these functions operate with the same authority as DPC personnel.

DoD Component Program Managers (CPMs) and the subject matter experts they identify engage with DPC and DCMA to ensure the objectives of the Program are realized and that an effective system of internal controls is in place to identify and manage high-risk transactions. These roles and responsibilities will be memorialized in the Reference Guidebook.

John M. Tenaglia
Principal Director,
Defense Pricing and Contracting