MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY DEPARTMENTS
(ATTN: FINANCIAL MANAGEMENT AND COMPTROLLER)
COMPTROLLER, JOINT STAFF
COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION AND CHIEF FINANCIAL EXECUTIVES)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION AND CHIEF FINANCIAL EXECUTIVES)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION AND CHIEF FINANCIAL EXECUTIVES)
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
(ATTN: CHIEF FINANCIAL EXECUTIVES)

SUBJECT: Guidance on the Planned Intra-Governmental Transaction Limit Decrease Effective October 1, 2022 (2022-03)


This memorandum alerts Components that the United States Department of the Treasury, Card Acquiring Service (USDT CAS) issued notice that the Intra-Governmental Transaction (IGT) limit reduction from $24,999 to $10,000, initially addressed in Reference 1, will go into effect on October 1, 2022. As this change necessitates redirecting IGTs exceeding $10,000 currently processed using a Governmentwide Commercial Purchase Card (GPC) to an alternative payment method (e.g., Intra-Governmental Payment and Collection (IPAC) for payments between Federal agencies, G-Invoicing, debit cards, Automated Clearing House (ACH) debits/credits, and Fedwire transactions), GPC Component Program Managers and Agency/Organization Program Coordinators must engage with their supporting Comptroller Offices to implement necessary policies and procedures in anticipation of the forthcoming threshold reduction.
Components are further directed to reduce existing Procurement Integrated Enterprise Environment (PIEE) Joint Appointment Module (JAM) delegations of Inter/Intra-Governmental Payment Official Cardholder Special Designation authority, as well as associated Access Online Cardholder account single purchase limits, to $10,000 or less no later than October 1, 2022. Directions on how to use Electronic Data Access (EDA) Advanced Reporting in PIEEE to identify appointments that require action are attached. The authorized threshold associated with new PIEEE JAM appointments that include the Inter/Intra-Governmental Payment Official Cardholder Special Designation will be reduced to $10,000, effective October 1, 2022.

More information regarding the IGT decrease and options available for intra-governmental payments can be found at the USDT CAS webpage, https://www.fiscal.treasury.gov/cas/. Card acceptance policies can be found in Treasury Financial Manual Volume I, Part 5, Chapter 7000, at https://tfm.fiscal.treasury.gov/v1/p5/c700.html, which addresses limitations on credit card transactions.

GPC Policy questions that cannot be resolved by GPC Component Program Managers may be directed to my point of contact, Ms. Denise Reich, at denise.a.reich.civ@mail.mil. Questions related to IGTs and alternative payment methods that cannot be resolved by local supporting Comptroller Offices may be directed to Mr. Stephen Borushko, Director Accounting Policy, Defense Finance and Accounting Service at stephen.c.borushko.civ@mail.mil.

Attachment:
As stated
CPMs and A/OPCs can run reports for GPC users and appointments in PIEE/JAM using Electronic Data Access (EDA). Training, nomination, and full appointment data can be retrieved.

**What GPC JAM reports are available in EDA?**
- JAM Detailed GPC Appointment Status Report
- JAM GPC Training Report
- GPC PIEE Nomination Status Report

**Why is this useful?**
- In compliance with the upcoming reduction in the Intra-Governmental Transfer limit, this procedure helps identify delegations of Inter/Intra-Governmental Payment Official Cardholder Special Designation authority, to allow users to quickly identify Cardholder accounts in Access Online that may have single purchase limits that need to be reviewed and, potentially, reduced.*

**Why is this useful? (Continued)**
- This procedure can identify...
  - Nominees with aging nomination and/or appointment workflows.
  - CHs, A/BOs, and A/OPCs whose training is expiring/expired.
  - The number of A/OPCs, A/BOs, or CHs in an organization (rows 23, 25 and 27 of the Monthly A/OPC Report).
  - The number of CHs with single purchase limits greater than the MPT (row 32 of the Monthly A/OPC Report).
- CPMs and OA/OPCs can get a better understanding of their GPC personnel from a high level for decision-making.
- A/OPCs can use the reports to help manage personnel in their GPC program.

*Additional reports have been identified for development in the near future.*
How can I access these reports?

- Existing users without the EDA Advanced Reporting Role:
  - Log into PIEE.
  - Select “My Account” on top menu.
  - Select “Add Additional Roles” under Roles menu.
  - Verify information on profile is accurate; proceed to Roles menu.
  - Select “EDA” as the Application and “Advance Reporting” role.
  - Role will flow through Supervisor approval and GAM activation like any other PIEE role.
  - New PIEE users should just add this role during registration.

- Existing users with the EDA Advanced Reporting Role
  - Login to PIEE.
  - Select the “EDA” Icon.
How do I access the reports?

- Once in EDA, the left-hand menu provides the user with access to the EDA capabilities.
- “Reports” has a drop-down menu providing 13 subcategories of reporting.
- Each subcategory has useful reports within that area of PIEE.
- Select “JAM Reports.”

“Access and Account Management” also provides reports that the GPC community will find beneficial. These include user reports that detail non-appointed GPC roles like the RM.
**What search criteria are available?**

Although the search criteria for each report vary, the following are available for the JAM Appointment Status Report:

- Appointment Type
- Appointment Sub-Type = Special Delegation
- Appointment Status
- Appointment Status Start and End Dates
- Service/Agency = Level 2 Organization
- Organization Search

**What else should I be aware of?**

- Clicking “Search” will provide results in EDA.
- Clicking “Download” will allow a CSV of all the data. The CSV can be loaded into Excel and manipulated as necessary.
- If the amount of data requested is too large, you will have to wait for the report to be prepared. You can check on the progress and download the data from the “Task Download” menu/page.