



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

JUN 28 2019

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

SUBJECT: Deployment of Procurement Integrated Enterprise Environment Joint  
Appointment Module Government-wide Commercial Purchase Card  
Cardholder Appointment Capability – SmartPay® 3 Transition  
Memorandum #10

- References: (1) Office of the Under Secretary of Defense (Acquisition and  
Sustainment)/Defense Pricing and Contracting (OUSD(A&S)/DPC)  
Memorandum, “Appointment of Government-wide Commercial  
Purchase Card Officials – SmartPay® 3 Transition Memorandum #3,”  
November 16, 2018  
[https://www.acq.osd.mil/dpap/pdi/pc/SmartPay3\\_TI\\_and\\_PCET.html](https://www.acq.osd.mil/dpap/pdi/pc/SmartPay3_TI_and_PCET.html)
- (2) Joint Appointment Module GPC Role Descriptions  
[https://www.acq.osd.mil/dpap/pdi/pc/SmartPay3\\_TI\\_and\\_PCET.html](https://www.acq.osd.mil/dpap/pdi/pc/SmartPay3_TI_and_PCET.html)
- (3) GPC One-Pager 3OP020, Nomination, Registration, and Appointment  
of Cardholders  
<https://www.acq.osd.mil/dpap/pdi/pc/training.html#gpc-one-pagers>
- (4) OUSD(A&S)/DPC Memorandum, “Department of Defense SmartPay®  
3 Government-wide Commercial Purchase Card Policies, Procedures  
and Tools – SP3 Transition Memorandum #6,” April 18, 2019  
[https://www.acq.osd.mil/dpap/pdi/pc/SmartPay3\\_TI\\_and\\_PCET.html](https://www.acq.osd.mil/dpap/pdi/pc/SmartPay3_TI_and_PCET.html)

As specified in Reference 1, the Joint Appointment Module (JAM) is the mandatory enterprise tool for appointing and delegating procurement authority to Government-wide Commercial Purchase Card (GPC) personnel. On June 23, 2019 the Procurement Integrated Enterprise Environment Release 6.0.0 deployed the ability to issue JAM GPC Cardholder (CH) (incorporates carded, cardless, and convenience check accounts) appointments, including ten GPC CH Special Designation Authority Types. This release completes the initial implementation of the GPC JAM appointment workflow capability for all GPC roles that require formal delegation of authority and/or

appointment as indicated in Reference 2.

The CH nomination, registration, and appointment processes are identified in Reference 3. The CH delegation limits associated with each GPC CH Special Designation Authority Type are identified in Reference 2. Any Component authorizing issuance of GPC CH Special Designation Authority Types other than Micro-Purchase CH, Micro-Purchase Convenience Check Holder, and Micro-Purchase Contingency Contracting CH must first:

- ensure Component-level policies and procedures adequately address such use;
- specify additional mandatory training requirements for utilizing the alternate special designation authority that are commensurate with the authority to be delegated; and
- mandate additional controls and oversight procedures to mitigate the risks associated with each special designation authority.

Current Department of Defense (DoD) GPC policy and training is not sufficient for delegations other than Micro-Purchase CH, Micro-Purchase Convenience Check Holder, and Micro-Purchase Contingency Contracting CH.

The JAM appointment processes for all other GPC program official roles have already been deployed, and their nomination, registration, and many appointments are already underway. However, due to deployment delays, the dates for issuing electronic Delegation/Appointment Letters using the JAM that were established in Reference 4 are modified as follows:

Role Name	JAM Release Date	JAM Appointment Completion Date
Component Program Managers	9/7/2018	Completed Maintain as Required
Oversight Agency/Organization Program Coordinators (A/OPCs) – Individuals responsible for overseeing the work of other A/OPCs	9/7/2018	8/31/2019
A/OPC (Individuals responsible for directly overseeing Approving/Billing Official (A/BO) Managing Accounts and CH Accounts)	9/7/2018	7/30/2019
GPC Certifying Officers (DD Form 577)	12/14/2018	8/31/2019
A/BOs	1/25/2019	8/31/2019
GPC CH (Includes Convenience Check Account Holders)	6/23/2019	10/31/2019

The policy changes in the attached document will be incorporated into the next issuance of the DoD Charge Card Guidebook, or its successor policy, which is

scheduled for release in FY 2020.

Please send inquiries related to this matter using the subject "SP3 Transition Memo 10." My point of contact is Ms. Denise Reich, [denise.a.reich.civ@mail.mil](mailto:denise.a.reich.civ@mail.mil), 703-697-4404.



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