



ACQUISITION  
AND SUSTAINMENT

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

NOV 16 2018

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)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Appointment of Government wide Commercial Purchase Card Officials -  
SmartPay® 3 Transition Memorandum #3

Well defined roles and responsibilities is a key internal control requirement for successful execution of the Department of Defense (DoD) Government wide Commercial Purchase Card (GPC) program. To ensure GPC officials are consistently held accountable to execute standard enterprise-wide roles and responsibilities, the Joint Appointment Module (JAM), which deployed as an application within the Procurement Integrated Enterprise Environment (PIEE) in September 2018, is now the enterprise tool for appointing and delegating authority to GPC personnel.

Use of JAM is mandatory during SmartPay® 3 (SP3) and replaces existing creation, approval, retention and termination processes. The long term requirement for JAM is to ensure that the government has reliable data regarding GPC appointments and to provide that data electronically to U.S. Bank in accordance with the terms of the DoD SP3 Task Orders. This functionality will be deployed iteratively in accordance with the schedule shown in the table below.

Current Purchase Card On Line System (PCOLS) users in the roles equivalent to Agency/Organization Program Coordinator (A/OPC), Oversight A/OPC (OA/OPC) and Component Program Manager (CPM) were migrated into PIEE. Individuals with these roles received an email on 7 September from [wawf@wawf.eb.mil](mailto:wawf@wawf.eb.mil), Subject: "ACTION REQUIRED:...". This email detailed the actions necessary for these users to complete their appointments. The attached list of Guidance documents should be used to facilitate these activities. Specifically, Document 1 provides guidance for activating migrated roles; it is applicable to users who did not take steps outlined in their PCOLS migration email. Document 2 provides JAM directions for A/OPCs, OA/OPCs, CPMs, and Delegating/Appointing Authorities who do not have active PCOLS accounts.

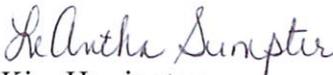
This memorandum also reminds the Components that the Office of the Principal Director, Defense Pricing and Contracting personnel, who occupied the Level 2 position in the Bank Hierarchy for the 4<sup>th</sup> Estate during SmartPay®2, now only serve as the Agency Program Management Office, responsible for the roles and responsibilities defined in Document 3 Sections 2.3.1.2. and A.3.1. Each Defense Component must ensure the individual(s) responsible for the CPM roles and responsibilities defined in Document 3, Sections 2.3.1.3. and A.3.2. are issued a CPM JAM appointment. Components should ensure individuals fulfilling the roles below are issued electronic Delegation/GPC Appointment Letters using JAM as follows:

|   | Role Name   | JAM Appointment Completion Date |
|---|---|---------------------------------|
| 1 | CPMs  | 26 November 2018                |
| 2 | A/OPC (Individuals responsible for directly overseeing Approving/Billing Official (A/BO) Managing Accounts and Cardholder Accounts) | 31 January 2019                 |
| 3 | OA/OPCs (Individuals responsible for overseeing the work of other A/OPCs)   | 31 January 2019                 |
| 4 | GPC Certifying Officers   | 31 January 2019                 |
| 5 | A/BOs   | 3Q FY 19                        |
| 6 | GPC Cardholder (Includes Convenience Check Account Holders)   | 3Q FY 19                        |

The PCOLS will be sunsetted on December 31, 2018, as stated in Document 4. At that time, access to Certifying Officer DD Form 577 appointments (DD 577s) resident in PCOLS will cease. To ensure uninterrupted access to formal documentation of these appointments, Components are directed to create/retain a readable copy (i.e., print or save) of any PCOLS-issued DD 577s for GPC Certifying Officers who have not completed their JAM DD 577 prior to that date.

Document 5 provides an overview and additional GPC JAM guidance. Document 6 provides a consolidated list of, and associated descriptions for, all JAM GPC roles including those that do not receive JAM appointments but do require the user to register for a PIEE account.

Please send inquiries related to this matter using the subject “SP3 Transition Memo 3” to [osd.ncr.ousd-a-s.mbx.dpc-gpc@mail.mil](mailto:osd.ncr.ousd-a-s.mbx.dpc-gpc@mail.mil). My point of contact is Ms. Denise Reich, [denise.a.reich.civ@mail.mil](mailto:denise.a.reich.civ@mail.mil), 703-697-4404.

  
 for Kim Herrington  
 Acting Principal Director,  
 Defense Pricing and Contracting

Attachment:  
 As stated

## Guidance Documents

- (1) GPC One Pager titled “PCOLS Migration - Reactivating Inactive and Archived JAM Roles” available at: [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) GPC Roles-based One Pagers for Agency/Organization Program Coordinators (A/OPCs), Oversight A/OPCs, CPMs and Delegating/Approving Authorities available at: [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). Note: this migration process does not apply to GPC program participants within the Department of the Navy.
- (3) Department of Defense, “Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs Effective 1 October 2017,” New Release Dated November 14, 2018  
[https://www.acq.osd.mil/dpap/pdi/pc/policy\\_documents.html](https://www.acq.osd.mil/dpap/pdi/pc/policy_documents.html)
- (4) OUSD(A&S)/DPC memorandum, “Award of DoD SmartPay®3 Government Purchase Card Tailored Task Orders Memorandum,” August 27, 2018  
[https://www.acq.osd.mil/dpap/policy/policyvault/8.27.18\\_SP3\\_transition\\_signed\\_memo\\_dpc.pdf](https://www.acq.osd.mil/dpap/policy/policyvault/8.27.18_SP3_transition_signed_memo_dpc.pdf)
- (5) “GPC Joint Appointments Module (JAM) Overview” available at:  
[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)
- (6) “JAM GPC Role Descriptions” available at:  
[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)