OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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DP/EB

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
ACTING DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT AND POLICY), ASA(ALT)
DEPUTY ASSISTANT SECRETARY FOR THE AIR FORCE (CONTRACTING), SAF/AQC
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT, ASN(RDA)
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
EXECUTIVE DIRECTOR, LOGISTICS POLICY & ACQUISITION MANAGEMENT (DLA)
DIRECTOR, DOD PURCHASE CARD JOINT PROGRAM MANAGEMENT OFFICE

SUBJECT: DOD Purchase Card Program

The recent DOD Charge Card Task Force Report included two important recommendations. They were the development and publication of an end-to-end Concept of Operations for the Purchase Card and the development of standard cardholder, approving official, and certifying official training. The work on these two recommendations is complete. The Concept of Operations is currently posted on the DoD purchase card homepage at http://purchasecard.saalt.army.mil. The Defense Acquisition University on-line Purchase Card Training module is currently hosted at their continuous learning web site at http://clc.dau.mil/kc/no_login/portal.asp. These tools are mandatory for use within the Department.

The Purchase Card Concept of Operations was developed to serve as a desk guide for cardholders, billing officials, and other program officials. It contains best practices for the purchase card program. Additionally, it will be used as the baseline for development of upcoming DFARS and other regulatory policies and procedures within the Department as well as for process reengineering efforts.

The DoD Government Purchase Card Tutorial includes ten lessons that present mandatory requirements and other guidelines to consider and apply, as appropriate, when utilizing the Government Purchase Card. This tutorial/training module was developed to

train Government Purchase Cardholder, Approving Official, and Billing Official nominees to properly use the Government Purchase Card. It is important to note that the training module is designed for the entire acquisition workforce, including AT&L workforce members, program managers, acquisition logisticians, sustainment logisticians, contracting personnel, and Defense contractors. Cardholders, approving officials, and certifying officials must complete the course prior to issuance of DoD purchase cards. Upon satisfactory completion of the tutorial, a certificate will be issued via the electronic training module and must be maintained as evidence of completion. This training must be augmented at the local level to reflect Military Departments, command, and local restrictions and procedures.

Questions regarding this memo should be directed to Mr. Bruce E. Sullivan, Director, DoD Purchase Card Program Management Office at 703-681-7564 or bruce.sullivan@saalt.army.mil.

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