



DECA DIRECTIVE 10-13

GOVERNMENT-WIDE PURCHASE CARD

Originating Component: Acquisition Management Directorate

Effective: May 5, 2017

Releasability: Unlimited. This directive is approved for public release and is located on DeCA's internet website at www.commissaries.com.

Establishes DeCA Directive (DeCAD) 10-13 "Government-Wide Purchase Card," April 14, 2017

Cancels: DeCA Handbook (DeCAH) 10-4, IMPAC Card Handbook, July 1998

Approved by: Timothy C. Ford
Chief, Administration Division

Purpose:

- Defense Commissary Agency (DeCA) Directive Management Program is established in compliance with Department of Defense (DoD) Directive 5105.55. Implements procedures and processes required to establish, maintain, and operate an effective and trustworthy Government-wide Purchase Card (GPC) Program. This document is intended to establish DeCA-wide standards and provide all DeCA offices with a foundation upon which to effectively use the GPC to fulfill eligible requirements.

- Establishes policy and assigns responsibility for ensuring DeCA compliance with Sections 1901 and 1902 of Title 41, United States Code.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Directive applies to all HQ DeCA and DeCA activities.

a. Establishes policy and assigns responsibility for ensuring DeCA compliance with Sections 1901 and 1902 of Title 41, United States Code.

b. Rescinds DeCA Handbook 10-4.

c. Is established in compliance with References listed within this document.

1.2. POLICY. It is DeCA policy that:

a. The GPC shall be used to fulfill requirements in accordance with Federal Law and procurement regulation.

b. DeCA-wide standards shall be established to provide all DeCA offices with a foundation upon which to effectively use the GPC to fulfill eligible requirements.

c. Responsibilities and procedures required to establish, maintain, and operate an effective and trustworthy GPC Program shall be in writing.

SECTION 2: RESPONSIBILITIES

RESPONSIBILITIES. All responsible parties listed below shall conform to the guidelines as described below.

a. DeCA Director. The Director of DeCA shall:

(1) Ensure proper oversight is maintained for the administration of the DeCA GPC Program.

(2) Actively promote compliance with Federal law and regulation governing use of the GPC.

(3) Delegate primary responsibility for the GPC Program to the Chief, Acquisition Management.

(4) Delegate primary responsibility for Financial Management of the GPC to the DeCA Chief Financial Executive (CFE).

b. The DeCA CFE shall:

(1) Ensure positive funds control for all GPC accounts.

(2) Appoint GPC certifying/approving officers.

(3) Delegate resource managers in the Purchase Card Online System.

c. Chief, Acquisition Management Directorate. The Chief of Acquisition shall:

(1) Provide guidance and assistance to DeCA activities on required business guidance for use of the GPC.

(2) Appoint the GPC Program Manager and Level 3 Agency/Organization Program Coordinator (A/OPC).

d. GPC Program Manager and Level 3 A/OPC shall:

(1) Manage the GPC Program for DeCA.

(2) Appoint Level 4 A/OPC Coordinators.

(3) Provide business guidance and support to A/OPCs.

(4) Develop and maintain implementing instructions, business and regulatory guidance, and training at all levels.

(5) Act as the primary liaison between HQ DeCA, the servicing bank, Defense Finance and Accounting Service, DoD, and DeCA Field Operating Activities, areas, and commissaries.

(6) Develop day-to-day processes to implement Internal Controls throughout the GPC Program processes.

e. Level 4 A/OPC: Level 4 A/OPC shall:

(1) Manage day-to-day account management and changes.

(2) Track training and compliance of all GPC program participants.

(3) Manage certification and delinquency issues.

f. Certifying Officers shall:

(1) Properly oversee and review use of the GPC in their office/store.

(2) Comply with all statutory and regulatory requirements of the GPC Program.

(3) Nominate new cardholders and advise of accounts that need to be terminated.

(4) Verify all purchases with the GPC are necessary to fulfill DeCA's mission.

(5) Certify the monthly invoice timely.

g. Cardholders: Cardholders shall:

(1) Follow all guidance provided by the GPC A/OPC.

(2) Use the GPC to purchase only items needed to fulfill the minimum needs of the Government.

SECTION 3: PROCEDURES

PROCEDURES. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DoD Directive (DoDD) 5105.55.

REFERENCES

DeCAD 70-2, "Internal Control Program," December 17, 2007
DeCAM 70-2.1, "Manager's Guide to Completing the DeCA Managers' Internal Control
DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
DoD Directive 7000.15, "DoD Accountable Officials and Certifying Officers," July 8, 1998
DoD Government Charge Card Guide Book for Establishing and Managing Purchase, Travel,
and Fuel Card Programs, May 30, 2014
DoD Instruction 5025.1, "DoD Directives System," September 11, 2000
Program Risk Mitigation," September 28, 2010
United States Code, Title 41, Section 1901
United States Code, Title 41, Section 1902