

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM
WASHINGTON HEADQUARTERS SERVICES
BUDGET AND FINANCE DIRECTORATE
AGENCY PROGRAM COORDINATOR

PURCHASE CARD ALERT NUMBER 10

(22 July 2003)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Approving Official/Cardholder Supervisory Relationship

In the past, our requirement under the OSD/WHS Purchase Card Program has been that an Approving Official must be the Cardholder's first-line supervisor.

The Department of Defense Government Purchase Card Concept of Operations (DoD ConOps) dated July 31, 2002, Revision 1, March 31, 2003, under Section 2, "Definitions" states that "*The Approving Official is usually the cardholder's supervisor or in the cardholder's chain of command. If not in the chain of command, the Approving Official must have the capability to influence the cardholder's performance rating*". This policy relaxes the stringent requirement formerly in place under the OSD/WHS Purchase Card Program. With the Approving Official no longer required to be the Cardholder's immediate supervisor, our program can benefit by reducing the number of Approving Officials appointed to accomplish the mission.

The purpose of this Purchase Card Alert is twofold:

- 1) To outline the changed policy under the OSD/WHS Purchase Card Program which allows greater flexibility in the Approving Official/Cardholder relationship;
- 2) To authorize immediate implementation of the changed policy preceding issuance of the updated OSD/WHS Purchase Card Program Standard Operating Procedure (SOP).

The policy implemented by this Purchase Card Alert is summarized as follows:

It is preferred that the Approving Official is the Cardholder's first-line supervisor or in the Cardholder's chain of command. If this is not practicable, then the Approving Official must have input to the Cardholder's performance appraisal.

You have a Primary and an Alternate Agency Program Coordinator ready to assist you. They are Ms. Tracy Williams (twilliams@bfd.whs.mil) on 703-695-6343 or Mrs. Claudia Colvin (ccolvin@bfd.whs.mil) on 703-614-5382. Tracy and Claudia share the same FAX number. It is 703-693-0454.

REMEMBER: THERE'S NO SUCH THING AS A "DUMB QUESTION" AND IT'S BETTER TO BE SAFE THAN SORRY! WE ARE HERE TO HELP YOU.

PLEASE – IF YOU RECEIVED THIS E-MAIL AND YOU ARE NOT AN APPROVING OFFICIAL OR A CARDHOLDER, LET US KNOW BY RETURN E-MAIL SO WE WON'T BOTHER YOU WITH ANY MORE OF THESE ALERTS.