



HEALTH AFFAIRS



TRICARE
Management
Activity

TRICARE Acquisition Directive (TAD) Governmentwide Commercial Purchase Card (GCPC) Training



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Objectives



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- Understand the new TAD
- Understand the Roles and Responsibilities within the GCPC Program
- Discuss GCPC training requirements
- Discuss the use of the GCPC
- Misuse of the GCPC



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TRICARE Acquisition Directive



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- **Purpose**
 - Establish policy and responsibilities for TMA GCPC Program
- **Applicability**
 - Applies to all TMA offices (except USUHS) utilizing the GCPC under the authority of the TMA HCA
 - HCA delegates to the Director, COD-FC, the authority to administer the GCPC Program and delegate procurement authority to cardholders and billing officials
- **GCPC must be used for all authorized purchases up to the micro-purchase threshold, unless the vendor will not accept the GCPC**



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Roles and Responsibilities



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- **Head of Contracting Activity (HCA):**
 - The Director, Acquisition Management and Support (AM&S)
 - Exercises authority, direction, and control over the GCPC Program
- **Director, Acquisition Policy and Compliance Division (AP&CD):**
 - Develops GCPC Program policy,
 - Ensures adherence to the applicable FAR and DFARS requirements, and
 - Manages all interaction with the Defense Procurement and Acquisition (DPAP) office
- **Director, Contractor Operations Division-Falls Church (COD-FC):**
 - Exercises overall control and responsibility of implementing the GCPC Program, including the servicing of the GCPC requirements and customers.
 - Appoints an A/OPC and Alternate A/OPCs



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Roles and Responsibilities



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- **Agency/Organizational Program Coordinator (A/OPC):**
 - Appointed, in writing by the Director, COD-FC,
 - Responsible for the management, administration and day-to-day operations of the GCPC Program
- **Approving/Billing Officials (AO/BO), Supervisors, and Cardholders (CH):**
 - AO/BOs, and CHs shall be appointed in writing by the Director, COD-FC
 - Perform all duties outlined in their appointment letters, unless otherwise modified by the TMA Director, COD-FC, or the A/OPC through local GCPC Program Procedures



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GCPC Training Requirements



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- **All new CHs, Billing Officials (BOs), and Alternate BOs must complete**
 - All appropriate Defense Acquisition University training available via <http://clc.dau.mil>, and
 - All training required by the (A/OPC), prior to being issued letters of appointment
- **All CHs, BOs and Alternate BOs will be appointed in writing**



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GCPC Usage



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- **The GCPC may be used to purchase**
 - Authorized supplies, equipment, and non-personal services
 - Government or nongovernment provided training
 - Regularly scheduled training
 - Conference training
 - Off-the- shelf training, not to exceed \$25K, using a SF 182
- **The GCPC can be used as a method of payment against existing contracts and to place orders under other contractual instruments**
 - Payment CHs must be in the 1102, 1105, or 1106 occupational series



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Misuse of the GCPC



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- **Intentional use of the GCPC for other than official Government business is misconduct, resulting in**
 - Immediate cancellation of an individual's GCPC, and
 - Can lead to disciplinary action or criminal prosecution
- **CHs are not authorized to use the GCPC card Overseas at this time**



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In summary...



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- The GCPC must be used for all authorized purchases up to the micro-purchase threshold
- TMA has issued policy in the form of a TRICARE Acquisition Directive for the GCPC Program
- TMA specific roles and responsibilities are defined in the new TAD
- TMA specific training requirements for GCPC use have been established