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TRICARE  
MANAGEMENT  
ACTIVITY

## **TRICARE ACQUISITION DIRECTIVE**

**TAD 13-01, Rev. 001  
June 22, 2011**

**SUBJECT: GOVERNMENTWIDE COMMERCIAL PURCHASE CARD PROGRAM**

References: See Enclosure 1.

1. PURPOSE. The purpose of this TRICARE Acquisition Directive (Directive) is to establish the policy and responsibilities for the TRICARE Management Activity (TMA) Governmentwide Commercial Purchase Card (GCPC) Program. Per Reference (a) and Reference (b), TMA shall utilize the GCPC for purchases to be conducted in accordance with Federal Acquisition Regulation (FAR) Subparts 2.101, 13.2 and 13.3 (Reference (c)), and Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 213.2 and 213.3 (Reference (d)).

2. APPLICABILITY. This Directive applies to TMA offices utilizing the GCPC under the authority of the TMA Head of the Contracting Activity (HCA), except for the Uniformed Services University of the Health Sciences (USUHS). USUHS shall continue to operate its own standalone GCPC Program, until further notice.

3. DEFINITIONS. See the Department of Defense Government Charge Card for Establishing and Managing Purchase, Travel, and Fuel Card Programs (Reference (e)).

4. POLICY. It is TMA policy that:

4.1. The GCPC may be used to purchase authorized supplies, equipment, and non-personal services. However, the use of the GCPC constitutes expenditure of appropriated funds and is limited to Cardholders (CHs) who are appointed in writing. All authorized purchases up to the micro-purchase threshold shall be made using the GCPC unless the vendor will not accept the GCPC and no other sources are available.

4.2. Overseas CHs are not authorized to use the GCPC at this time.

4.3 CHs must ensure the final price includes all costs associated with the mode of transportation and packaging selected to the destination country, customs import duties, and any other charges that may accrue. According to Reference (c), competition requirements apply to all purchases exceeding the micro-purchase threshold.

4.4. The GCPC may also be used as a method of payment as prescribed by Reference (c), and Reference (d), to pay for purchases against existing contracts and to place orders and/or make payments under other contractual instruments. Payment Cardholders must be in the 1102, 1105, or 1106 occupational series. If the GCPC is used as a method of payment:

4.4.1. All pertinent procurement and financial rules, policies, and laws associated with the dollar value of the purchase apply.

4.4.2. The CHs shall be designated as Payment Cardholders and a separate account must be established to segregate accounts from purchase CHs accounts.

4.5. All new CHs, Billing Officials (BOs), or Alternate BOs must complete the appropriate Defense Acquisition University training modules available via <http://clc.dau.mil>, and all training required by the Agency/Organization Program Coordinator (A/OPC), prior to being issued letters of appointment.

4.6. The GCPC may be used to pay for government or nongovernment provided training, regularly scheduled training, off-the-shelf courses, conference training, or instructional services that are available to the general public and priced the same for everyone in the same category. The total price of training authorized by the use of a single SF 182 may not exceed \$25,000.

4.7. Intentional use of the GCPC for other than official Government business is misconduct which will result in the immediate cancellation of an individual's GCPC and the possibility of disciplinary action or criminal prosecution. The use of the GCPC for personal purchases is strictly prohibited. CHs should consult with the A/OPC or send an inquiry to the TMA Office of General Counsel on whether certain items that are questionable, or may have the appearance of being inappropriate, can be legally purchased.

4.8. The HCA delegates to the Director, Contract Operations Division – Falls Church, the authority to administer the GCPC Program and delegate specific procurement authority to CHs and BOs.

5. RESPONSIBILITIES. See Enclosure 2.

6. EFFECTIVE DATE. This Directive is effective immediately.



Michael P. Fischetti  
Director, Acquisition Management and Support

Enclosure(s)

E.1. ENCLOSURE 1

REFERENCES

- (a) [Department of Defense Directive 5136.12, "TRICARE Management Activity \(TMA\)", certified current as of November 21, 2003](#)
- (b) Defense Human Resources Activity (DHRA) Government Purchase Card Program Authority, Office of the Under Secretary of Defense, November 5, 2010, as revised on March 29, 2011
- (c) [Federal Acquisition Regulation, Parts 2, 8, 13, 32, and 52 \(current edition\)](#)
- (d) [Defense Federal Acquisition Regulation, Parts 208, 213, and 232 \(current edition\)](#)
- (e) [Department of Defense Government Charge Card for Establishing and Managing Purchase, Travel, and Fuel Card Programs, dated April 30, 2009](#)
- (f) TRICARE Acquisition Directive 13-01, Rev. 000, "Governmentwide Commerical Purchase Care Program." March 15, 2011 (herby rescinded)

E2. ENCLOSURE 2  
ROLES & RESPONSIBILITIES

E2.1. Head of the Contracting Activity (HCA). The Director, Acquisition Management and Support (AM&S), shall exercise authority, direction, and control over the GCPC Program, as set forth in Reference (b).

E2.2. Director, Acquisition Policy and Compliance Division (AP&CD). The Director, AM&S Acquisition Policy and Compliance shall develop the overall GCPC Program policy, ensure adherence to the applicable FAR and DFARS requirements, and manage all interaction with the Defense Procurement and Acquisition Policy (DPAP) office.

E2.3. Director, Contract Operations Division – Falls Church (COD-FC). The Director, COD-FC shall perform all requisite duties, as outlined in Reference (e), including:

E2.3.1 Exercise overall control and responsibility of implementing the GCPC Program, including the servicing of GCPC requirements and customers

E2.3.2 Appoint an A/OPC and an Alternate A/OPC

E2.3.3 Appoint trained Approving Officials/ BOs and CHs through issued letters of appointment. These letters describe the types of purchases to be made, card limits and use (purchase or method of payment). Only procurement personnel in the 1102, 1105, or 1106 occupational series may be appointed as a Payment Cardholder.

E2.3.4 Rescind appointments of A/OPCs, BOs, and CHs

E2.3.5 Ensure effective management controls are in place

E2.4. Agency/Organization Program Coordinator (A/OPC). The A/OPC shall be appointed, in writing, by the Director, COD-FC, and shall be responsible for the management, administration, and day-to-day operation of the GCPC Program. The A/OPC shall serve as the primary point of contact for TMA Requiring Activities, Program Offices, and Directorates on all matters relating to the GCPC Program. The A/OPC shall:

E2.4.1 Perform all A/OPC duties outlined in Reference (e).

E2.4.2 Prepare, maintain, and distribute the PCOP, including local procedures, as deemed necessary. The A/OPC must gain Director COD-FC approval for any enterprise-level GCPC Program procedures.

E2.4.3 Recommend, to the Director COD-FC, the rescission of appointments for BOs and CHs.

E2.5. Approving/Billing Officials, Supervisors, and Cardholders. Approving/BOs, Supervisors, and CHs shall be appointed, in writing, by the Director COD-FC, and shall perform all duties

outlined in their appointment letters and Reference (e), unless otherwise modified by the TMA Director, COD-FC or the A/OPC through local GCPC Program procedures.