



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MEMORANDUM FOR ASSISTANT SECRETARIES OF THE SERVICES (FINANCIAL
MANAGEMENT AND COMPTROLLER)
DIRECTORS OF THE DEFENSE AGENCIES
SENIOR PROCUREMENT EXECUTIVES

SUBJECT: Government-wide Purchase Card Certifying Officer Appointments

The Office of the Deputy Chief Financial Officer and the Director of Defense Procurement and Acquisition Policy collaborated to enhance the Purchase Card Online System (PCOLS) so that it reduces or eliminates paper-based processes. Currently, 98 percent of DoD Government Purchase Card (GPC) accounts in PCOLS are paid using Electronic Data Interchange processes. PCOLS improvements include an electronic workflow process to assign and manage GPC certifying officer appointments, rather than using a “wet signature” process.

Effective immediately, Defense components using the PCOLS Certifying Officer Appointment workflow are no longer required to process, sign, store, or provide to the Defense Finance and Accounting Service “wet-signature” DD Form 577s, “Appointment/Termination Record – Authorized Signature,” (for accounts that are set up for electronic certification for payment). “Wet signature” DD Form 577s are still required for accounts not set up for electronic certification.

PCOLS Certifying Officer Appointment Process workflow training and the PCOLS Authorization, Issuance and Maintenance User Manual are on the PCOLS Training Community of Practice at <https://acc.dau.mil/CommunityBrowser.aspx?id=629890>. All certifying officers must complete initial and annual refresher training. Component GPC program coordinators should take the training. PCOLS was enhanced to automatically capture training completion data for Defense Acquisition University CLG 006, “Certifying Officer Legislation Training for Purchase Card Payments,” and send automatic annual training reminders to each GPC certifying officer who is an Approving/Billing Official in PCOLS. For components electing additional or alternate training requirements, PCOLS allows Agency/Organization Program Coordinators to enter component-unique training descriptions (e.g., course name) and completion dates for these unique courses.

Questions related to this memorandum may be addressed to Mr. Dennis Idol at 703-697-4435 or dennis.w.idol2.civ@mail.mil.

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