

PCOLS Process Overview

System Identification of Retirement, Separation and Transfer

The enactment of Public Law (PL) 112-194, dated October 5, 2012, "Government Charge Card Abuse Prevention Act of 2012" has led to several changes being incorporated into the PCOLS applications. One of the primary requirements of the law is to eliminate and/or reduce "risk" within the GPC program when individuals retire or separate as well as transfer to other DOD sites. In support of this requirement, the system will utilize personnel data provided to DEERS to identify GPC cardholders and PCOLS users that retire, separate, or transfer. The following sections outline the four different types of changes identified by the system and the action taken by the system in each situation.

Automatic Cancellation of Cardholder Accounts when the Cardholder Retires or Separates

When an individual accepts their cardholder assignment in PCOLS, the Personnel Category (e.g., Civilian, Active Duty, Reserve, etc.) and Service are captured from the cardholder's CAC and stored in the system. If a change is reported to DEERS that ends the personnel record for this category/service combination, the Automatic Cardholder Account Cancellation process is triggered.

The Automatic Cardholder Account Cancellation process will send a request directly to the bank to cancel (close) the Cardholder Account. When an automatic cancellation request is sent to the bank, all users associated with the Cardholder Account will receive a PCOLS Notification email advising them of the cancellation based on the Cardholders reported personnel change. There is no user action involved or required.

Note: If a cardholder has changed Personnel Category (e.g., from Active Duty to Civilian) or Service and still has a need for a purchase card, a new one must be issued and will become associated with the individuals new Personnel Category and Service when the cardholder assignment is accepted in PCOLS with their new CAC. A change in Personnel Category or Service is not considered a transfer.

Note: If a cardholder has a CAC re-issued for the same Personnel Category and Service without the original DEERS personnel record ending, no action will be taken by the system.

Automatic Removal of PCOLS Users who Retire or Separate

When an individual accepts their user role in PCOLS, the Personnel Category (e.g., Civilian, Active Duty, Reserve, etc.) and Service are captured from the user's CAC and stored in the system. If a change is reported to DEERS that ends the personnel record for this category/service combination, the Automatic Removal of PCOLS User process is triggered.

The Automatic Removal of PCOLS User process will automatically remove the user from their associated PCOLS roles, thereby disabling their PCOLS access. The retirement or separation is reported in DEERS by personnel category/service and the removals will be applied based on the roles associated with them. For example, a user that is retiring or separating from the Air Force Reserves, but also holds a Civilian position with the DoD, will only have roles removed that are associated with the Reservist affiliation.

When a user is automatically removed from a PCOLS role, the user and their immediate superiors (as provisioned in PCOLS) will be notified via email. The immediate superiors (in PCOLS) will be requested to provision replacement GPC personnel in EMMA, if necessary. In addition to provisioning a replacement user, the removal of an A/BO, A/BO Supervisor, Cardholders Supervisor, or RM that is assigned to accounts in AIM will also require maintenance to the accounts in AIM to identify a replacement for each account.

PCOLS Process Overview

System Identification of Retirement, Separation and Transfer

Review of Cardholder's Status Required on Transfer

The Cardholder Transfer process will ensure that a cardholder's status in PCOLS is reviewed when the cardholder transfers to another unit or position in the same service and Personnel Category (i.e. Active Duty, Civilian, etc.). A transfer may or may not affect the Cardholder's need for their purchase card, so these accounts will NOT be automatically cancelled by the system.

- PCOLS identifies a transfer for service members based on their assigned and attached UIC reported to DEERS. A change to either UIC will trigger a Cardholder Transfer review task within AIM.
- PCOLS identifies a transfer for civilian employees based on the civilian personnel data feeds provided to DEERS by the services/agencies. A reported action of transfer, suspension, reassignment, position change, or change in duty station will trigger a Cardholder Transfer review task within AIM.

When a transfer is identified for a cardholder, the A/OPC will receive an email and be assigned a task in AIM to review the cardholder account and either cancel it or confirm the user is still in the position and the account should remain open. This task must be completed before additional actions can be performed on the Card Account.

Note: Cardholder Accounts will NOT be automatically cancelled/closed by the system when a transfer is reported. The accounts will only be cancelled/closed based on the result of the A/OPC review.

Note: A change in Service affiliation or Personnel Category (changing from Active Duty to Civilian) is NOT a transfer. In this case, the affiliation with one Service/Personnel category is terminated/ended and a new affiliation is started which requires reissuance of a purchase card if there is still a need for the card.

Review of User's Provisioned Roles Required on Transfer

The User Transfer process will ensure that user's status in PCOLS is reviewed when the individual transfers to another unit or position in the same service and Personnel Category (i.e. Active Duty, Civilian, etc.). A transfer may or may not affect the user's need for PCOLS access, so the user will NOT be automatically removed from any roles.

- PCOLS identifies a transfer for service members based on their assigned and attached UIC reported to DEERS. A change to either UIC will trigger a User Transfer review.
- PCOLS identifies a transfer for civilian employees based on the civilian personnel data feeds provided to DEERS by the services/agencies. A reported action of transfer, suspension, reassignment, position change, or change in duty station will trigger a User Transfer review.

When a transfer is identified for a user, PCOLS will notify the immediate superiors (in PCOLS) by email requesting a review of the users provisioned roles. If the user no longer requires access to PCOLS in their current organization, they must be removed from the role within PCOLS by the supervisory user.

Note: Users will NOT be removed automatically from EMMA when a transfer is reported to DEERS. The user must be removed manually based on the review by an individual in the superior PCOLS role.