



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

19 March 2020

MEMORANDUM FOR ALL MAJCOM-FOA-DRU/FM

FROM: SAF/FMFC (AFAFO - A)
1500 W Perimeter Rd, Ste 3500
Joint Base Andrews, MD, 20762

SUBJECT: GPC Certifying Officer Appointment

References: (a) DAO Guidance Para 6.1.1, *Air Force Departmental Accounting Official and Key Signatories of Financial Documentation Implementation Guidance*
(b) DoDFMR Vol 5, Chapter 10, *DoD Financial Management Regulation*

1. The purpose of this policy is to identify the appointing authority for the SmartPay 3 GPC certifying officer and the system the certifying officers are to be appointed in. This policy is effective immediately and will remain in place until it has been incorporated in the Air Force Departmental Accountable Official (DAO) and Key Signatories of Financial Documentation Implementation Guidance dated 9 Aug 2016 paragraph 6.1.1.

2. In June of 2018, DoD awarded the SmartPay 3 Tailored Task Order to US Bank. With this transition from SmartPay 2 into SmartPay 3, all GPC certifying officers are required to be appointed in the Joint Appointment Module (JAM); JAM is an application within the Procurement Integrated Enterprise Environment (PIEE).

3. Although Contracting is responsible for appointing the cardholder, approving official, and Agency/Organization Program Coordinator (A/OPC), **Financial Management is responsible for appointing the certifying officer.**

The Certifying Officer is the program official responsible for:

- a. Reviewing GPC Managing Account (MA) Billing Statements in accordance with DoDFMR requirements and
- b. Certifying GPC MA billing statements (i.e., GPC Bank Invoices) for payment.

The appointing authority for the SmartPay 3 GPC certifying officer is the unit commander or equivalent. Individuals on G Series orders are also acceptable.

- a. The unit commander or equivalent will have to register in JAM in order to be designated as the appointing authority in the system.
- b. The appointing authority is responsible for creating the nomination and approving the certifying officer's appointment.

4. Please contact your MAJCOM POCs if you have any questions or concerns. If required they will elevate those concerns to AFAFO-A's POC, TSgt Anson Orr at (240) 612-5603 or anson.t.orr.mil@mail.mil.

Michael W. Smiley
Director, Air Force Accounting and
Finance Office - Accounting

Tab:

1. Certifying Officer Registration Role Request Instructions