

A/OPC skills and basic responsibilities

While a particular job series is not mandated for the A/OPC position, there are a number of skills that are necessary to manage a successful purchase card program. These skills are:

1. Knowledge of contracting policy and procedures, including the Federal Acquisition Regulation (FAR) and supplements.
2. Knowledge of financial policy and procedures, including the Department of Defense (DOD) Financial Management Regulation (FMR).
3. Strong verbal communication skills with ability to resolve conflict.
4. Ability to provide classroom training for initial and refresher training of account holders.
5. Strong written communication skills to issue policy and guidance.
6. Strong analytical skills.
7. Strong computer skills to electronically manage the program, generate reports and provide upper management with information as required.
8. Ability to understand commercial purchase card practices to accomplish program goals (i.e., internal controls, streamlined processes, reviews, etc.)
9. Ability to organize and work independently.
10. Ability to interact with a wide variety of personnel including issuing bank, commanders, managers, AOs and CHs of varying grades/ranks and business acumen.
11. Ability to analyze and resolve complex issues.
12. For programs that require additional resources, strong leadership skills for the Team Leader role.

In addition, since the role of the A/OPC in an activity's purchase card program is a vital part of the day-to-day operations, it is strongly recommended that an alternate A/OPC be appointed for programs that have only one A/OPC assigned. This is important at each level of the program, whether local or major command or component level.

A/OPCs of activities managing DON Purchase Card programs are responsible for the following program elements:

1. Establish and ensure execution of the local program in accordance with DOD and DON policies and procedures.
2. Ensure program personnel, A/OPC, AOs and CHs are properly appointed, trained and are capable of performing their respective duties. In addition, ensure that only personnel who require purchase cards for mission requirements are issued purchase cards.
3. Ensure AO and CH profiles are appropriate for the local mission. This includes ensuring that the AO "span of control" is within required limits (7 card accounts to 1 AO)
4. Perform regularly scheduled maintenance no less that quarterly, on command AO and purchase card accounts to ensure that account profile information is current and accurate. Examine frequency of purchase card use to ensure inactive cards are deactivated.
5. Where local reviews reveal non-compliance, misuse and/or abuse ensure that appropriate action is taken.
6. Utilize reports available through the ad-hoc reporting tool with the bank system to proactively monitor the program.