

**WASHINGTON HEADQUARTERS SERVICES  
ACQUISITION AND PROCUREMENT OFFICE  
OSD/WHS PURCHASE CARD PROGRAM**

**PURCHASE CARD ALERT NUMBER 74**

(Issue date: 28 June 2010)

This alert is applicable to:

APPROVING OFFICIAL SUPERVISORS	<input checked="" type="checkbox"/>
APPROVING OFFICIALS	<input checked="" type="checkbox"/>
CARDHOLDERS	<input type="checkbox"/>
PFPA	<input type="checkbox"/>

SUBJECT: PURCHASE CARD ONLINE SYSTEM (PCOLS), PHASE 2

The purpose of this P-Card Alert is to announce and provide instructions for launching Phase 2 of PCOLS.

PCOLS is comprised of three applications: (1) Enterprise Monitoring and Management of Accounts (EMMA); (2) Authorization, Issuance, and Maintenance (AIM) and (3) Data Mining and Risk Assessment (DM/RA). Please reference P-Card Alerts 54, 60 and 61, available on our web page at <http://www.whs.mil/APO/PurchaseCard/Alerts/index.cfm>.

The Purchase Card Program Office has segmented PCOLS implementation into four phases as follows:

**Phase 1** – Restructuring individual accounts to eliminate higher-level managers in the hierarchy. (COMPLETED)

**Phase 2** – Migration of accounts to Enterprise Monitoring and Management of Accounts (EMMA) (CURRENT PHASE – to be completed on or about 31 July 2010)

**Phase 3** – Migration of accounts to Authorization, Issuance and Maintenance (AIM) (ESTIMATED TO COMMENCE 1 AUG WITH COMPLETION 30 SEP 2010)

**Phase 4** – Approving Officials respond to flagged transaction notifications (IMMEDIATELY FOLLOWING MIGRATION TO AIM).

Cardholders will not be provisioned under Phase 2, EMMA. The individuals in the roles that will be provisioned under Phase 2 are:

- Approving/Billing Official<sup>1</sup> (AO/BO) Supervisors
- Approving/Billing (AO/BO) Officials
- Cardholder Supervisors. NOTE: Under the OSD/WHS Purchase Card Program, the AO/BO is the Cardholder's Supervisor. This means that the AO/BO will be required to accept two tokens in the EMMA system – one as the AO/BO role and one as the Cardholder supervisor role.

During provisioning, EMMA will generate a token to each of the individuals in the above-listed roles. There is 10-days window for the token recipient to redeem the token(s) in the system. **IMPORTANT:** If the time expires, it will be necessary to reissue the token and it will have to be redeemed a second time by each role in the hierarchy, causing a breakdown in the workflow.

The following is an overview of the token redemption process in EMMA:

The individual role will receive a notification e-mail from no\_reply@dmdc.osd.mil, subject: Token Redemption for (specific role – Approving Official Supervisor, Approving Official, or Cardholder Supervisor).

When you receive the e-mail, **PLEASE DO NOT DELETE IT.**

The following is a **SAMPLE EMAIL**

From: no\_reply@dmdc.osd.mil

Subject: Token Redemption for role: Approving/Billing Officials Supervisor

The following token has been generated for you by Janette M Ray [<mailto:janette.ray@whs.mil>].

Please click on this link <https://pki.dmdc.osd.mil/appj/emma-web/TokenHandlerAction.do?newSession=true&token=770049701> to accept the role as the 'Approving/Billing Officials Supervisor' in the 'OSD HISTORICAL OFFICE' organization for the EMMA application. You will need to authenticate yourself using your Common Access Card (CAC).

If this link does not work, go to the EMMA application using this URL (<https://pki.dmdc.osd.mil/appj/emma-web/>) and copy the following token 770049701 into the Token text box and click the Redeem Token button. After this initial token redemption, you will be able to log in with just your CAC.

This token will expire in 10 day(s).

(END OF SAMPLE E-MAIL)

---

<sup>1</sup> Under the OSD/WHS Purchase Card Program, we refer to Approving Officials (AO's). Under PCOLS the term is Approving/Billing Official (AO/BO) which encompasses the terminology used by all DoD P-Card Programs.

**PLEASE FOLLOW THESE STEPS FOR TOKEN REDEMPTION:**

1. With your CAC in the reader, click on the link provided in the e-mail.
2. Select your Identity Certificate (DO NOT choose the one listed as an Email Certificate)
3. Enter Pin for your CAC and click OK. The EMMA Home Page opens.
4. After you have accepted your token, please log out of the system and wait for future instructions from the OSD/WHs Purchase Card Program Office regarding Phase 3, AIM provisioning.
5. Once you redeem the token, your Common Access Card (CAC) will be registered to your provisioned role(s).

The PCOLS system is new. We appreciate your cooperation and support as we work through the implementation process. All accounts must be transitioned to EMMA and AIM in order to reap the benefits of the Data Mining/Risk Assessment applications. Under Data Mining, each transaction will be examined, in real time, and questionable ones will be “flagged” by the system for further examination. The Risk Assessment application will provide a “report card” for the overall health of the P-Card program.

If you require any assistance please contact [janette.ray@whs.mil](mailto:janette.ray@whs.mil) or [Brenda.lee@whs.mil](mailto:Brenda.lee@whs.mil) in the Purchase Card Program Office. We are available to assist you through the EMMA token redemption process.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them to the Agency Program Coordinators at [purchasecard@bfd.whs.mil](mailto:purchasecard@bfd.whs.mil) or directly to the Program Manager at [Claudia.colvin@whs.mil](mailto:Claudia.colvin@whs.mil).