



DEPARTMENT OF THE AIR FORCE

Headquarters Air Force Materiel Command
Wright-Patterson Air Force Base Ohio

*Updated
5 Feb 96*

9 NOV 1995

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PKO
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Change to Air Force International Merchant Purchase Authorization Card
(IMPAC) Procedures

1. A change to the AF IMPAC procedures is attached and is effective immediately. IMPAC Cardholders are now authorized to purchase periodicals, newspapers and other publications for which a continuing requirement exists with the IMPAC. Advance payment for these types of purchases is authorized. Please ensure widest dissemination to your local cardholders and make the appropriate changes in your training program. Replacement pages have been provided by SAF/AQCO for your copy of the AF IMPAC procedures.
2. If you have any questions or require additional information, my POC is Ms. Joan McNary, HQ AFMC/PKO, DSN 787-3367.

DAVID E. FURRY
Chief, Operational Contracting Division
Directorate of Contracting

Attachment:
SAF/AQCO Ltr, 20 Oct 95

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DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

20 OCT 1995

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)
ATTN: MAJCOM IMPAC PROGRAM COORDINATOR

FROM: SAF/AQCO
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Change to IMPAC Internal Procedures, 10 Jan 1995

Effective immediately, subscriptions for periodicals, newspapers, and other publications for which a continuing requirement exists for single or multiple years, are now authorized for purchase via the IMPAC card. Likewise, the procurement of books through "book club" facilities may also be accomplished using IMPAC. The CFR Ch. 101, and FAR 32.404 (a) and (b), authorizes advance payment for these materials.

Such subscriptions are now an exception to the policy in paragraphs 9C(2), C(3), and C(4) of the subject publication. Also, at 9C(8)(e), the parenthetical note regarding periodicals is rescinded. We have provided replacement pages 12 and 13 to facilitate updating the IMPAC Procedures.

Request you disseminate this information to all base IMPAC program managers, instructing them to share with all cardholders and to modify their IMPAC training sessions accordingly.

Please refer any questions to CMSgt Dave Williams, our POC for the IMPAC program, at DSN 224-1711.

John L. Robuck
JOHN L. ROBUCK
Deputy Chief
Operational Contracting Division
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
Replacement Pages 12 & 13

the cardholder's single purchase limit and monthly cardholder limit, the approving official's office limit, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted. Cardholders will not be assigned the Merchant Activity Type Code "000" unless specific written justification exists for that unrestricted code (e.g., for contingency contracting support by contracting personnel).

C. Use of the card must meet the following conditions:

(1) The total of a single purchase may be comprised of multiple items, but it cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit is exceeded. Payment for purchases shall not be split in order to stay within the single purchase limit.

(2) All items purchased over-the-counter must be available within one billing cycle. No back-ordering is allowed. The item must be received or the service completed before the item appears on a statement of account. (Exception: Subscriptions)

(3) All items purchased by telephone and paid for using the IMPAC must be delivered by the merchant within the 30-day billing cycle. The order shall not be placed without this assurance. (Exception: Subscriptions)

(4) All items purchased during one telephone transaction that will not be confirmed by a written order must be delivered in a single delivery. If an item is not available immediately, no back-ordering is allowed. (Exception: Subscriptions)

(5) When purchasing items by phone or over-the-counter, the cardholder shall inform the merchant that it is for official Government purposes and therefore is not subject to state or local sales tax. The card will be imprinted with "US Gov't Tax Exempt" for additional clarification. RMBCS can emboss tax exempt numbers on the IMPAC, upon request.

(6) Cardholders will provide the following information to the COS prior to purchasing supplies with the IMPAC: part number; quantity; applicable national stock number, if known; and a complete description of supplies requested (used to determine if items are available from local stock or mandatory sources of supply (i.e. depot)). Base Supply will maintain a control number log of call-ins.

(7) Cardholders shall keep a log of all contacts with the COS. The log will include the name of the individual requesting the item, the name of the individual contacted in supply, the item requested, and the item availability. The log will also document services purchases. The approving official will review the log monthly to ensure that recurring items or services more appropriately purchased through other contracting methods are not obtained by the IMPAC. For recurring requirements other than low dollar supplies, a standard contracting method should

(8) Prior to contacting the COS, requests for the following commodities require written approval from the specified controlling agency:

(a) Potentially Hazardous Materials (e.g. solvents, pesticides, refrigerants) - Base Environmental Engineer and the hazardous material pharmacy.

(b) Civil Engineer Supplies and Real Property Installed Equipment - Base Civil Engineer.

(c) Communication and Computer Equipment and Software - Installation Communications Squadron.

(d) Supplies for resale or reissue - DFAS-DE/ANAA.

(e) Books, audio, and video materials- Base Librarian .

(f) Medical Items - Medical Supply Officer.

(g) Paid Advertisements - Appropriate authority in AFFARS 5305.502.

(9) Cardholders shall not purchase supplies without prior confirmation that the item or an acceptable substitute is not available off-the-shelf from the COS or LMCA (verbal confirmation documented in the purchase log is acceptable), except for medical items which require written approval of the medical supply officer. Refer to paragraph 10 for nonauthorized use of the IMPAC.

(10) Purchase of nonexpendable equipment/supplies is not permitted unless approved in advance by the Base Supply Equipment Management Element.

(11) Before acquiring repair services for office equipment, the cardholder shall contact the base contracting contract repair office to verify that the repair is not already covered by an existing preventative maintenance agreement. The name of the person contacted in base contracting shall be entered on the IMPAC purchase log.

(12) Items or services involving the use or delivery of Class I Ozone Depleting Substances shall not be obtained by the IMPAC unless the waiver requirements set forth in AFFARS 5310.002-71(90) (available in the contracting office), and HQ USAF/CVA memo, dated 14 Jul 93, Air Force Ozone Depleting Chemical Interim Waiver Application, Approval Procedures and Reporting Requirements (available in the local Civil Engineering and Logistics Offices) is fulfilled.

1839, 5 Cranch C.C. 619, 28 Fed.Cas. No. 16,715, affirmed 1 How. 290, 11 L.Ed. 135.

6. Liens

Under Act Oct. 6, 1917, c. 79, § 5, 40 Stat. 383 [temporary] authorizing the Secretary of War [now Secretary of the Army] to make advance payments to contractors, and to require adequate "security," the Secretary was authorized to retain a lien on, or right over, the amount advanced, in addition to taking a collateral note and surety bond. U.S. v. Butterworth-Judson Corporation, N.Y.1925, 45 S.Ct. 338, 267 U.S. 387, 69 L.Ed. 672.

Payment might have been made for articles in advance of their delivery into the actual possession of the United States if the articles were impressed with a valid lien in favor of the United States in an amount at least equal to the payment and therefore payments of earnest money for real estate purchase agreements under which the government obtained a protected interest in the land would not have contravened former section 529 of this title. 34 Comp.Gen. 659 (1955).

7. Partial payments

The general rule would seem to be well recognized that, in the absence of statutory prohibition, partial payments may be made on account of work done in the construction of vessels for the Navy if: (1) title to the vessel shall have passed to the United States at the time of such payments; or (2) a lien shall have been created by law or contract upon the unfinished vessel to the amount of such partial payments. 1911, 29 Op.Atty.Gen. 46.

Former section 529 of this title prevented part payments upon government contracts unless the United States thereupon became the owner of the work paid for. 1894, 20 Op. Atty.Gen. 746.

Payment of the tenth installment, but not the final payment, on a vessel under construction for the government, may properly be made to the contractor in advance of the time stipulated in the contract, where the money has been earned, but the full trial trip and formal acceptance have been delayed. 1885, 18 Op.Atty.Gen. 105.

The Secretary of the Navy had the power, in order to prevent delay in the construction of certain new cruisers, to modify the contract as regarded the construction of the shafts, and might have also made the percentage reserved upon each installment available to the contractor before the time originally stipulated; but payment in full for the vessels, in advance of their completion, would have been a violation of this section. 1885, 18 Op. Atty.Gen. 101.

8. Performance by contractors

Former section 529 of this title did not apply where the contractor had performed, though the government might have received no benefit therefrom. McClure v. U.S., 1884, 19 Ct.Cl. 173.

9. Particular advances allowed or disallowed—Generally

Contract for construction of battle ship Indiana, construed, and held, that it was not competent for the Secretary of the Navy, under the existing contract, to pay to the contractors any part of the last three installments of the price of the vessel or of reservations from previous payments, prior to the preliminary or conditional acceptance of the vessel; but that a supplemental contract might be entered into, modifying the terms and provisions of the existing contract. 1894, 21 Op. Atty.Gen. 12.

The fund appropriated by Act July 5, 1884, 23 Stat. 157, to defray the expenses of delegates to the Universal Postal Union Congress at Lisbon, Portugal, was subject to the restrictions as to advances contained in former section 529 of this title. 1884, 18 Op.Atty.Gen. 93.

The Secretary of the Interior has no power to make requisitions on the judiciary fund for money to be advanced to United States marshals to be used in efforts to detect counterfeiters of United States Treasury notes. 1862, 10 Op.Atty.Gen. 225.

10. — Expenses incident to courts

Average estimates may be formed of the expenses incident to the courts, and instructions may be given by the President to the Secretary of the Treasury to make advances from time to time, either upon the basis of those estimates or upon statements of requisitions made by the marshals themselves, showing the necessity of advances to meet the public service. Williams v. U.S., Dist.Col.1843, 1 How. 290, 11 L.Ed. 135.

11. — Foreign ministers

Advances to foreign ministers were not within former section 529 of this title. 1829, 2 Op.Atty.Gen. 204. See, also, 1823, 1 Op. Atty.Gen. 620.

The President of the United States having the foreign intercourse fund under his direction may advance to a minister going from the United States to a foreign country such part of his salary as he shall deem necessary to the proper fulfillment of public engagements in respect to him. 1823, 1 Op.Atty.Gen. 620.

12. — Former employees

A payment made to a man after he has ceased to be an employee in lieu of a leave of absence which he was entitled to, but did not take, is unauthorized. Harrison v. U.S., 1891, 26 Ct.Cl. 259.

13. — Freight charges

Under government standard form bill of lading which covered ocean shipments and provided that prepayment of charges should not be demanded by carrier, payment in advance was prohibited, but accrual of freight charge obligation in advance of delivery was not forbidden. Alcoa S.S. Co. v. U.S., N.Y. 1949, 70 S.Ct. 190, 338 U.S. 421, 94 L.Ed. 225.

Where after ocean carrier had loaded government cargo in United States for trans-Pacific shipment, government agent had directed discharge of cargo at another point in United States allegedly because of insufficient speed of vessel, and had entered into subsequent agreement with carrier under which carrier was to receive full freight contemplated for trans-Pacific shipment, payment of such full freight was not, under the circumstances, unlawful by reason of former section 529 of this title which provided that in contracts for performances of services for United States, payment should not have exceeded value of services performed. U.S. v. American Trading Co. of San Francisco, D.C.Cal. 1956, 138 F.Supp. 536.

14. — Printed publications

The procurement of books through "book club" facilities by the advance payment for a subscription might have been accomplished by the Veterans' Administration under the specific authority contained under former section 530a of this title which referred to subscriptions for publications for the Veterans Administration. 35 Comp.Gen. 404 (1956).

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quired in some instances the prepayment of
such messages. 1921, 32 Op.Atty.Gen. 433.

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§ 101-25.109

vantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration shall be given to consolidating these requirements, to the extent practical, on an agency-wide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations (31 U.S.C. 530a).

[33 FR 17140, Nov. 19, 1968]

§ 101-25.109 Laboratory and research equipment.

(a) This section prescribes controls for use by Federal agencies in managing laboratory and research equipment in Federal laboratories. Agencies may establish such additional controls as are appropriate to increase the use of already-owned equipment instead of procuring similar equipment.

(b) The term *Federal laboratory*, as used in this section, means any laboratory or laboratory facility in any Government-owned or -leased building which is equipped and/or used for scientific research, testing, or analysis, except clinical laboratories operating in direct support of Federal health care programs. To the extent practicable, agencies should observe the provisions of this section with regard to commercial laboratories and laboratory facilities which operate under contract with the Government and use Government-furnished equipment.

[43 FR 29004, July 5, 1978]

§ 101-25.109-1 Identification of idle equipment.

(a) The provisions of this § 101-25.109-1 apply to all Federal laboratories regardless of size.

(b) Inspection tours of Federal laboratories shall be conducted on a scheduled basis, annually, if feasible, but no less than every 2 years, for the purpose of identifying idle and unneeded laboratory and research equipment. Following each tour, a report of findings shall be prepared by the inspection team and, as determined by the agency head or his designee, submitted to the head of the laboratory or to a higher agency official hav-

41 CFR Ch. 101 (7-1-94 Edition)

ing laboratories management responsibility. Equipment identified by the inspection team as idle or unneeded shall be reassigned as needed within the laboratory, placed in an equipment pool, or declared excess and made available to other agencies in accordance with part 101-43.

(c) Laboratory inspection teams shall be comprised of senior program management, property management, and scientific personnel who are familiar with the plans and programs of the laboratory(ies) and who have a knowledge of laboratory and research equipment utilization. As determined by the agency head or his designee, members of an inspection team shall be appointed by either the head of the laboratory or a higher agency official having laboratories management responsibility.

(d) The agency head or his designee shall ensure compliance by responsible personnel with the requirements of this § 101-25.109-1 and shall require that periodic independent reviews of walk-through procedures employed in Federal laboratories under his control be conducted to determine their effectiveness and to effect modifications as appropriate.

[43 FR 29004, July 5, 1978]

§ 101-25.109-2 Equipment pools.

(a) The provisions of this § 101-25.109-2 apply to Federal laboratories which occupy an area of 10,000 square feet or more and employ 25 or more technical or scientific personnel.

(b) Equipment pools shall be established in Federal laboratories so that laboratory and research equipment can be shared or allocated on a temporary basis to laboratory activities and individuals whose average use does not warrant the assignment of the equipment on a permanent basis. In determining the number and location of equipment pools, consideration shall be given to economy of operation, mobility of equipment, accessibility to users, frequency of use of the equipment, and impact on research programs. Pooling operations should begin expeditiously, within 120 days, if feasible, following decisions regarding the number and location of pools. If it is determined that an equipment pool would not be prac-

Federal Property Man-

tical or economical reason is not needed laboratory, a written that determination sh to the agency head Federal laboratories v the size and staffing 25.109-2(a) should also ment pools whenever : these facilities need n reports regarding det to establish pools.

(c) Where the est- physical pool would unfeasible due to ex- tation and handling c- sonnel resources, or pooling may be accom- of equipment listing should be given to the a laboratory advisory sisting of technical & personnel to determi- equipment to be share- to identify equipment required.

(1) Equipment pools : to fill requests for ter- ments while perman- equipment is being re- vide equipment for r- pending acquisition- equipment.

(2) Although specific- tory equipment may : for assignment to e- they may be availabl- loan. Information conc- ability of this equipme- tained at a central loca- equipment pools.

(d) Unless determin- the agency head or hi- Federal laboratory o- ment pools shall prepa- the agency head or his- nual report concernin- fectiveness of equipmer-

(e) The agency head- shall ensure complian- personnel with the pr- § 101-25.109-2 and shal- periodic independent r- ment pool operations- oratories under his c- ducted to determine th- and to effect modifica- priate.

[43 FR 29004, July 5, 1978]

(1) For essential requirements arising from quantitative increases in onboard employment which constitute the total requirement of any agency or major component thereof (e.g. bureau, service, office).

(2) For essential requirements arising from a need not related to onboard employment increases but which are determined necessary to avoid impairment of program efficiency.

(b) Each agency shall restrict replacement of furniture or office machines either to usable excess, rehabilitated, or the least expensive new lines available which will meet the requirement under the following circumstances, authority for which will meet the requirement under the following circumstances, authority for which shall be fully documented in the agency file:

(1) Where the agency determines that the item is not economically repairable.

(2) Where reductions in office space occupancy are accomplished through use of more convenient or smaller size furniture and the space economies thus achieved offset the cost of the furniture to be acquired.

[30 FR 5479, Apr. 16, 1965, as amended at 42 FR 1031, Jan. 5, 1977]

§ 101-25.104-1 Redistribution, repair, or rehabilitation.

Prior to the purchase of new office furniture and office machines, agencies shall fulfill needs insofar as practicable through redistribution, repair, or rehabilitation of already owned furniture and office machines. In furtherance of the use of rehabilitated furniture and office machines, agencies shall review inventories on a continuing basis to ascertain those items which can be economically rehabilitated and institute programs for their orderly repair and rehabilitation. All such items which are not required for immediate needs shall be reported as excess.

[42 FR 1031, Jan. 5, 1977]

§ 101-25.105 [Reserved]

§ 101-25.106 Servicing of office machines.

(a) The determination as to whether office machines are to be serviced by

use of annual maintenance contracts or per-call arrangements shall be made in each case after comparison of the relative cost affecting specific types of equipment in a particular location and consideration of the factors set forth in paragraph (b) of this section.

(b) Prior to making the determination required by paragraph (a) of this section, consideration shall be given to:

(1) Standard of performance required;

(2) Degree of reliability needed;

(3) Environmental factors; i.e., dusty surroundings or other unfavorable conditions;

(4) Proximity to available repair facilities;

(5) Past experience with service facility; i.e., reputation, performance record, quality of work, etc.;

(6) Daily use (heavy or light) and operator's care of machine;

(7) Age and performance record of machine;

(8) Machine inventory in relation to operating needs; i.e., availability of reserve machine in case of breakdown;

(9) Number of machines; including overall frequency of repairs required;

(10) Security restrictions, if any; and

(11) Other pertinent factors.

[31 FR 14260, Nov. 4, 1966]

§ 101-25.107 Guidelines for requisitioning and proper use of consumable or low cost items.

Consumable and low value items in inventory (cupboard stocks are not considered inventory) are subject to accounting and inventory record controls in accordance with applicable provisions of law and the principles and standards prescribed by the General Accounting Office, 2 GAO 12.5. Normally, however, the systems of control for such property cease at the time of issuance from a warehouse or store-room to the consumer.

(a) The guidelines set forth in this § 101-25.107 are considered minimum to assure proper use of consumable or low cost items by individuals, subsequent to issue from accountable records and termination of formal accountability. Consumable items, for the purpose of this section, are considered to include those items actually consumed in use (e.g., pads and pencils) and those items

required in performance of duties but for which, primarily by reason of the low value involved, no formal accountability is maintained after issue, and are generally referred to as "expendable."

(b) Approval of requisitions for replenishment of cupboard storeroom stocks should be restricted to officials at a responsible supervisory level to ensure that supply requirements are justified on the basis of essentiality and quantity. Where requisitions are not required, such as in obtaining items from GSA customer supply centers, informal "shopping lists" should be approved at the same level.

(c) Adequate safeguards and controls should be established to assure that issues of expendable supplies are made for official use only. In appropriate situations, this will include identification of individuals to whom expendable supplies have been issued. Experience has indicated, also, that certain items of expendables should not be displayed either at seasonal periods of the year or on a permanent basis.

(d) The items listed below have from experience proven to be personally attractive and particularly susceptible to being used for other than official duties. Agencies should give special attention to these and any other consumable or low cost items when issues are excessive when compared with normal program needs.

Attache cases, Ball point pens and refills, Brief cases, Binders, Carbon paper, Dictionaries, Felt tip markers, Felt tip pens and refills, File folders, Letterex, Letter openers, Pads (paper), Paper clips, Pencils, Pencil sharpeners, Portfolios (leather, plastic, and writing pads), Rubber bands, Rulers, Scissors, Spray paint and lacquer, Staplers, Staples, Staple removers, Tape dispensers, Transparent tape, Typewriter ribbons.

[32 FR 4413, Mar. 23, 1967, as amended at 42 FR 1031, Jan. 5, 1977; 51 FR 13498, Apr. 21, 1986]

§ 101-25.108 Multiyear subscriptions for publications.

Subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists should be for multiple years rather than for a single year where such method is ad-