DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

16 JUL 1998

MEMORANDUM FOR ALMAJCOM/CEO

FROM: HQ USAF/ILEO
1260 Air Force Pentagon
Washington DC 20330-1260

SUBJECT: Policy Memo on Work Order Coordination of Facility Improvements Purchased Using International Merchant Purchase Authorization Card (IMPAC)

Request your support to ensure IMPAC facility improvement purchases by all base agencies are coordinated with their local Base Civil Engineer office. IMPAC is a convenient means of purchasing many of the items a Civil Engineer customer may require on a day-to-day basis. In fact, within the purchase limits of the card, base customers may purchase services or materials to improve their facilities. If the work or service purchased is intended for facility improvement, then customers must be aware they need to coordinate this work through the Base Civil Engineer. Work order coordination must be accomplished for the customer's safety, and for the capitalization of the work in the Base Civil Engineer's real property records.

If the members of your staff have any questions, please have them call our POC Maj Mike Hass, HQ USAF/ILEOO, DSN 664-4747, e-mail michael.hass@af.pentagon.mil.

Carey Baldwin

CAREY BALDWIN, Colonel, USAF
Chief, Operations Division
DCS/Installations & Logistics

cc:
HQ AFCEE/CC
HQ AFCESA/CC