



GPC NEWSLETTER

APRIL 2003



This informational newsletter is prepared and distributed by the 61st Contracting Squadron (61 CONS) for the use and enlightenment of all GPC cardholders and billing officials at organizations serviced by Los Angeles Air Force Base, CA. This information is intended to broaden and refresh knowledge of the GPC program and its guidance. You are encouraged to maintain these briefs as part of your permanent file. This month's topics include GPC transaction requirements, CARE purchase logs, billing official and cardholder responsibilities, and other pertinent subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:

<http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

SPECIAL INTEREST ITEMS

It's only proper that I should introduce the two newest members of our team, Ms. Kelly Britton and Mr. Dalice Va. Ms Britton is in training to replace Mr. Robledo as the Alt Program Manager and Mr. Va will serve as a Program Administrator. Jennifer will remain on the program, while David will soon be departing us. He will be a "consultant" to the program while undertaking new contracting endeavors to prepare him for his departure later this summer.

Please extend your warmest welcome to Kelly and Dalice. I'm sure you'll have the pleasure of speaking and meeting with them both. Welcome!!

GPC TRANSACTION REPORTING REQUIREMENTS

In accordance with the DoD supplement to the Federal Acquisition Regulation (DFARS), Part 204.670, Defense Contract Action Data System (DCADS), any awards greater than \$2,500, but less than or equal to \$25,000 must be documented on a DD Form 1057. Effective 01 Oct 01, cardholders (CHs) **will** collect certain data (size, classification, etc.) from vendors for any purchase transaction awards greater than \$2,500, but less than or equal to \$25,000. The CHs will sign and date each document, then forward to the purchase card program office **within three working days** after the order is placed.

It is the Billing Official's responsibility to ensure the cardholder submits this form. Failure to do so in a timely manner will result in suspension of the Billing Official account, until our office receives this document.

The vendor knows its size classification if it has been awarded a pre-priced contract, so don't just accept an "I don't know" from the sales person. Have him/her find someone who does know. If you cannot get the data, **DO NOT** make the purchase.

Collection of this data is **not optional**. If you use the GPC at any level above \$2,500, you **shall** collect and submit this data to 61 CONS/LGCP within 3 workdays of making the purchase. We will verify receipt of the required data during our monthly surveillance.

You should have already received copies of the reporting documentation. If not, you can contact us for a copy or you can download it from the GPC web page.

WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training has changed. Effective Monday, April 7, 2003, the password changed to "**effective**" and affects all users. The Web-based training ID is not affected by this change and remains "usbank". The C.A.R.E. Web-based training site at <https://wbt.care.usbank.com> or by selecting the E-Services tab located on the main page of C.A.R.E.

C.A.R.E PASSWORD LOCKED

All cardholder, if you get lock out of the C.A.R.E system and receive the message "USER STATUS INACTIVE, PLEASE CONTACT US BANK ADMIN" do not call us. Please call the US Bank at 1-888-994-6722 to get your password reset.

COMPLETION OF CARE PURCHASE LOGS

At the beginning of this calendar year, we began a campaign to inform you that all cardholder purchases had to be kept in the log contained in CARE. Each billing official should ensure, each month, that all purchases conducted are recorded in the electronic purchase log contained in CARE with the required detail as outlined in AFI 64-117. We have sent you instructions on how to do this and provided monthly reminders in this forum.

TRANSACTION MANAGEMENT LOG ENTRIES

We continue to receive inquiries on how to input information into the “Log Detail” and “Log Line Item Detail” tabs in TM. So, as a result we are publishing this step-by-step process on how to do just that! Once you are in TM you must:

- Click the **Transactions** tab.
- Select the transaction to which you want to enter detail about.
- Select the **Log Detail** tab at about the right center of your screen.
- Enter the additional data in the fields provided using the guidance listed in AFI 64-117, para 4.3.5.3.1.1.
- Once you have filled in all the appropriate fields, select the **Log Line Item Detail** tab.
- This tab is used to itemize your purchase (for example: 2 boxes of pens, stapler, etc). For each item you must click the **Enter** button. This will add your entry to the log at the bottom and clear the fields for your next item.
- Once you are done itemizing your purchase, you must click back to the **Log Detail** tab and select the **Save Log** button. If you miss this step and move on to another transaction, your information will not be saved and you will have to retype the data.

***NOTE:** This way of entering data into your transaction log can only be accomplished on Unapproved/Open cycles. Once the cycle is closed and has been approved, this option will be unavailable.

Another way to enter transaction log data is by using the **Transaction Log** tab at the top of the TM screen. The steps for entering data on this screen are the same as above but you will not have the luxury of viewing the particular transaction you are entering data for. You must utilize your receipts or your Statement of Account to keep track of which transactions you are entering data for. In the instruction above, I mentioned how you must select the **Save Log** button in the **Log Detail** tab to save your information. This button may read as an **Add** button when you are using the **Transaction Log**. These two buttons accomplish the same task.

When you are updating information that you have already created a log for, please follow these steps:

- Select the transaction that you want to update.
- Locate the information that you want to update by clicking on either the **Log Detail** tab or the **Log Line Item Detail** tab.
- Change the data in the appropriate field.
- When using the **Log Line Item Detail** tab, you must select the **Update** button in both the **Log**

Line Item Detail tab and the **Log Detail** tab. If you are just using the **Log Detail** tab you only have to select the **Update** button in that tab.

If you require further guidance, please access the web-based training at <https://wbt.care.usbank.com>.

- The userid is “**usbank**”.
- The password is “**effective**”
- Click on “**Training**”.
- Choose the “**CCP**” training link (second option).

Should you require any additional assistance, please contact David Robledo at 3-2852 or Ms. Jennifer Agcaoili at 3-0623.

APPOINTMENT OF ALTERNATE APPROVING OFFICIALS

Effective IMMEDIATELY, each organization participating in the GPC program must now have an alternate approving official (AO) appointed for each approving official account. This should be done at the time the initial request for the establishment of a GPC account is submitted, however, this does not address those accounts for which an alternate approving official has not yet been appointed.

Each approving official should ensure an alternate AO is identified and trained ASAP. The appointment letter must fully describe the types of purchases to be made and identify the name, rank, duty title, telephone number, and e-mail address of the cardholder and primary and alternate approving official.

BILLING OFFICIAL RESPONSIBILITIES

AFI 64-117, Air Force Government-wide Purchase Card Program, 6 Dec 2000, outlines several actions for which the billing/billing official (BO) is responsible. The most important of these is the monthly reconciliation of each of their cardholder’s statements. Each month the billing official reconciles accounts to:

1. Obtain and review each cardholder’s statement. Conduct reviews of 100% of cardholder files at least every 12 months to ensure documentation and reconciliation is being performed properly.
2. Verify that all transactions were appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance with this AFI.
3. Signs the monthly Billing Account Statement, confirming it is correct and forwards the original statement to the FSO within five duty days after receipt but not later than the 10th of the month. Each statement must be signed by the billing official, and

4. Retain a copy of each monthly invoice. . (IAW AFMAN 37-139, Table 64-1, R 26 and FAR 4.805(b)(10)). If the billing official determines that the files have future value to the Government and they require retention longer than authorized by AFMAN 37-139, notify the base record manager and request authority for longer retention. . The billing official will also maintain all original supporting documentation (receipts, logs, approvals, etc.) for accounts when the cardholder or check writer has transferred, been reassigned, or retired and the account(s) is closed.

Next, the BO must verify, at least semi-annually, that cardholders are in possession of their purchase cards. BOs must notify the Installation Purchase Card Program Manager (IPCPM) of any cardholder who has retired, separated, been reassigned, or who no longer has cardholder responsibilities. (5.3.4.4) Additionally, the BO must notify the IPCPM upon his/her reassignment, separation, retirement, etc., and turn in his/her funding document to the Financial Services Office. (5.3.6.5)

It is imperative that BO accounts are kept current because the program is periodically purged of accounts belonging to personnel known to have departed the base. Should a BO account be terminated for any reason, any cardholder account under that BO will have its spending level decreased to \$0.00.

Lastly, prior to his/her departure, the cardholder must surrender the GPC to the BO who will complete a destruction notice (or write a letter) and forward it to the IPCPM. (5.3.5.8)

Bottom Line: The BO is an integral element of the GPC program and must perform several critical tasks to insure the program operates efficiently. He/She must keep the IPCPM apprised of all changes in his/her cardholder accounts. Early identification of program participant departures and their replacements will prevent lapses in the organization's ability to procure its supplies and services. Failure to do so could render cardholder accounts useless!!

Cardholder Responsibilities

This requirement is not new, but is being re-emphasized!!

Each cardholder must ensure purchase limits assigned to the card account **are not exceeded**. The total amount of a single purchase may be comprised of multiple items, but it **may not exceed the authorized single purchase limit**. Under the new procedures outlined, purchases will be denied if the authorized single purchase limit, monthly spending limit, or quarterly spending limit are exceeded. As has always been the case, the payment for purchases shall not be split in order to stay within the single purchase limit. Urgency or expenditure of end-of-year funds does

not relieve the cardholder or approving official from compliance with the requirements of the AFI or other fiscal guidance. There are no circumstances that would allow you to circumvent the guidance issued on this subject. Any purchase of supplies, equipment or services that would exceed the single purchase limit **must** be forwarded through the proper channels to the 61st CONS for procurement.

AFFIRMATIVE PROCUREMENT AND THE GPC

Executive Order (EO) 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition" directed federal agencies to promote economic growth through purchasing recycled—and other environmentally preferable products. Under E013 101, federal agencies must purchase only paper and non-paper products made with recycled content.

Whenever you purchase office supplies or equipment, look for environmentally preferable products and the recycle symbol. As an example, some organizations have purchased carpet and other durable goods manufactured from recycled plastic. All I'm asking is that you buy recycled – especially when using the GPC. A listing of EPA-designated guideline items, paper and nonpaper products and internet resources are available through 61 ABG/CEZV upon request.

Begin today buying products containing recycled and reclaimed materials instead of purchasing products made entirely from virgin materials. In the long run, we'll limit our waste generated and save precious environmental resources. Remember, the recycling loop is not closed until you purchase products made with recycled material. If you have any questions, please contact Mr. Daniel Dickerson, 61 ABG, 363-0912.

NEW PROGRAM PREREQUISITE

All cardholders and approving officials must complete the computer-based training module located on the US Bank website BEFORE they are issued a GPC. Evidence of completion of this requirement must be submitted with account request documentation. It is suggested the CBT module be completed prior to attending the initial training session. This process should allow the instructor to answer any questions formulated while completing the training module.

DOD PURCHASE CARD TUTORIAL

On September 27, 2002, Ms. Deidre Lee, Director, DoD Defense Procurement and Acquisition Policy, USD(AT&L) signed a memo, requiring that all DoD personnel holding a Government Purchase Card complete a Defense Acquisition University GPC training module.

This tutorial, a self-paced course comprised of ten lessons, presents the mandatory requirements and other guidelines to consider and apply, as appropriate, when utilizing the GPC. Its purpose is to provide training to cardholders and approving officials and help them to at ease with using the GPC. If you are currently a program participant, you should have already completed this requirement. If you are contemplating participation in the GPC program, you must complete this training, in addition to that outlined above, prior to the issuance of a GPC account.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. The post-test **requires a minimum score of 70%** and may be taken as many times as necessary to obtain a passing score. A certificate of completion is available at the conclusion of a successful post-test and must be printed and forwarded to this office, to document your completion of this mandatory requirement.

Ensure you **take the DoD version** of the tutorial and NOT the GSA version. **NOTE:** This requirement does NOT replace the initial or refresher training attendance requirement.

MANDATORY PURCHASE CARD REFRESHER TRAINING

Annual GPC refresher training is MANDATORY for all program participants, cardholders and approving officials. Failure to attend this training within **30** days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the approving official account is suspended, all cards managed there under will be rendered useless.

The next GPC refresher training session is scheduled for 14 May 03 from 0900 to 1200 in Bldg. 219, Room 1080. Attendance is on a first-come, first-served basis. For further information, contact David Robledo (3-2852) or Jennifer Agcaoili (3-0623).

Bottom Line: You must attend refresher training within 12 months of your last training session... whenever that was!!

INITIAL AND REFRESHER TRAINING

GPC refresher training is MANDATORY for all program participants, cardholders and approving officials. Failure to attend this training within **30** days of your due date will result in your participation in the program being temporarily suspended until this requirement is satisfied. If the approving official account

is suspended, all cards managed there under will be rendered useless.

The upcoming training schedule is included for your convenience and planning.

Initial	Refresher
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
07 May 03	14 May 03
04 Jun 03	11 Jun 03
02 July 03	09 July 03
06 Aug 03 (1440 C&D)	13 Aug 03
03 Sep 03	10 Sep 03
01 Oct 03	08 Oct 03
05 Nov 03 (1440 C&D)	12 Nov 03
03 Dec 03	10 Dec 03

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at smepk.impact@losangeles.af.mil. Take good care of yourselves!!

dalice