



# GPC NEWSLETTER

## FEBRUARY 2003



**Hello!! I suspect you are all in the midst of the fast and furious preparation activities designed to ready us for the upcoming UCI/ORI. I hope all is going well!!**

**The topics selected for this edition address those processes and procedures that require increased emphasis and knowledge. They are various aspects of C.A.R.E. (On-Line Registration, Transaction Reporting, Use of Electronic Purchase Logs, etc.) equipment accountability responsibilities, procurement of cell phones, use of small and small disadvantaged business concerns, purchasing gifts and other various 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/PKOHOME/IMPAC/index.html>.** Your suggestions for improvements are encouraged.

### C.A.R.E ON-LINE REGISTRATION

U.S. Bank has implemented a new streamlined process for establishing Cardholder access to C.A.R.E. With On-Line Registration, Cardholders can create their own C.A.R.E. User ID's and Passwords. All other program participants (billing officials, A/OPC's, etc.) will still need to have their User ID's and Passwords setup by the U.S. Bank System Administration group.

Prior to attempting to self-register, contact either Mr. Robledo (363-2852) or Ms. Agcaoili (363-0623) to obtain Relationship Registration Code and User Profile Code information required to complete the self-registration process.

If a Cardholder enters invalid information more than three times they are locked out of On-Line Registration. Should this happen to you, contact us or the bank's Customer Service function to request the account be unlocked.

Questions should be directed to one of the individuals named above.

### C.A.R.E. FUNCTIONALITY

Use of the Customer Automated Reporting Environment (C.A.R.E.) is well established here at LAAFB. AFI 64-117, dated 06 Dec 2002, mandates this

system, designed to assist both cardholders and billing officials in the management of their GPC transactions, for use. There are two critical processes you need to be familiar with and routinely use...transaction maintenance and transaction logging. Through the use of C.A.R.E., you will be able to electronically:

- View your transactions
- Create/edit/delete information in an on-line transaction log function
- Reconcile the log
- Approve Transactions
- Dispute Transactions
- Approve cardholder statements
- Certify Billing Official Statements
- Reallocate transactions

Through C.A.R.E., you can access each of your GPC transactions in real time. For example, you make a purchase today from UNICOR. As soon as the merchant processes the transaction, significant identifying data (amount, vendor, date, etc.) is captured by C.A.R.E. and immediately available for viewing by the cardholder, billing official, the program office or another oversight agency, if appropriate. This is the beginning of the on-line log. At this point the cardholder can approve the transaction or wait until the end of the cycle.

Though we are well entrenched in our use of C.A.R.E., there have been and will continue to be some growing pains. So, any anxiety you may be experiencing is not totally unexpected. Although we are no longer conducting group-training sessions, it is never too late to take (or re-take) the web-based training (WBT) provided by U.S.Bank. The WBT site is located at <https://wbt.care.usbank.com/>.

- The userid is "usbank".
- The password is "ability"
- Click on "Training".
- Choose the "CCP" training link (second option).

Choose the appropriate module and begin the training experience. Proceed by reading the dialogue box and clicking on "Continue" until the lesson ends. If you have trouble with loading the program, contact your workgroup administrator

**Bottom Line:** All program participants should be using the various functions of C.A.R.E!! Cardholders are

required to use the electronic log function in addition to the reconciliation and approval functions. Billing Officials are directly responsible for ensuring these actions are accomplished monthly, as a minimum. Should you have any questions or comments, please contact us.

#### **USE OF LOCAL SMALL BUSINESSES**

In addition to the requirement to use the statutorily mandated sources in FAR Part 8 (UNICOR, JWOD, etc.), guidance has been added mandating the equitable distribution of GPC micro-purchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202(a)(1), with special consideration paid to supporting local, small, and small disadvantaged businesses.

Bottom Line: If you have navigated your way through the maze of mandatory sources and still can't find what you're looking for, PRIOR to contacting a large business-entity, locate a local, small or small disadvantaged business. It is those type firms that are the backbone of the economy.

#### **PROPERTY ACCOUNTABILITY**

Under AFI 64-117, 06 Dec 2002, Unit Commanders are responsible for accountability for equipment items equal to or under the micro-purchase threshold (\$2,500). Of particular interest are electronic devices such as PDAs, digital cameras, cell phones and pagers. The commander of the activity must establish a locally devised program that provides visibility and audit trail capability. This may include use of hand receipts and spreadsheets. Accountability requirements for equipment items valued in excess of the micro-purchase procedures are also detailed.

The tracking of computer equipment and software is also required. See AFI 33-101, *Communications and Information Management Guidance and Responsibilities*, for additional information.

#### **ILLEGAL CELL PHONES AT LAAFB**

If your organization purchased a cell phone, avoiding the CSDR procedures, that cell phone was purchased illegally. If you are not sure, contact your organizations Unit Personal Wireless Communications System (PWCS) Manager (formerly LM R custodians). If you do not know your Unit PWCS Manager, please call the Base PWCS Manager (formerly Base LMR Manager) at 3-0650 or 3-1708

#### **APPOINTMENT OF ALTERNATE BILLING OFFICIALS**

It is now a requirement that each organization appoint an alternate billing official. 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 billing official has not yet been appointed.

Each billing official should ensure an alternate BO 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.

#### **QUARTERLY SPENDING LIMITS**

Language has been added requiring the FSO to set quarterly spending limits for each billing official account at the same dollar value as the AF Form 4009. It is further noted that overspending funds available on the AF Form 4009 will result in unit commander notification and will result in suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action.

#### **Convenience Check Reporting Process**

Language has been added changing the way check writers capture and report TD Form 1099 MISC, *Statement for Recipients of Miscellaneous Income*, data for services paid by convenience check. Effective immediately, authorized convenience check writers and GPC Program Manager(s) must register in the DFAS 1099 Tax Reporting Program. The application forms are available at the DFAS web site (see <https://dfas4dod.dfas.mil/systems/1099>).

The application forms must be signed by the GPC program office prior to faxing or mailing them to DFAS. Once received, it will take DFAS about 3-4 weeks to assign you a userid and password. Once you can access the reporting system, the required data must be input on a monthly basis. This is a drastic change from the previous annual reporting requirement.

#### **REMINDERS:**

- Checks are negotiable instruments and must be stored in a locked container, such as a safe or metal filing cabinet.
- Only the named person shall be designated as the convenience check writer and have the authority to sign and issue convenience checks.
- Check accounts shall be under the custody of an individual who is not responsible for the origination, approval and/or processing of the requirement for a check.
- Convenience check purchases are subject to the same requirements and restrictions as the GPC and shall not be used for any purpose where

purchase using appropriated funds is not otherwise authorized.

- In addition, supplies or services purchased with the convenience check must be available for delivery within **15 days** at the contractor's place of business or at destination.

### **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.

### **ENVIRONMENTAL PROTECTION AGENCY (EPA) GUIDELINE ITEMS**

The Resource Conservation and Recovery Act (RCRA) and Solid Waste Disposal Act require agencies to use recovered materials for EPA-designated items to the maximum extent practicable without jeopardizing the intended use of the item.

A list of EPA Guideline Items can be requested from the Environmental Management section at the Base Civil Engineer Office (61 ABG/CEV). Items include paper and paper products, vehicular products, construction and transportation products, park and recreation products, landscaping products, and non-paper office products.

Acquisition of EPA-designated items that do not meet the EPA minimum recovered material standards **must** be approved by the cardholder's two-letter commander or equivalent. Compliance with the Affirmative Procurement Executive Order 13101 is required at all dollar levels. A written determination based upon one of the following reasons must be maintained by the cardholder organization for any orders above \$2,500.

- 1) Items containing EPA-recommended recovered content standards are not available within a reasonable period of time.
- 2) Items are only available at an unreasonable price. Include sufficient information to support price decision.
- 3) Items are not available from a sufficient number of sources to maintain a satisfactory level of competition. Include list of sources queried.
- 4) Items based upon technical verification fail to meet performance standards or specifications.

When conditions apply for repetitive purchases of the same item, an annual blanket determination, approved by 61 CONS/CC, may be approved and maintained by the cardholder's organization.

### **ACQUIRING PRINTING AND COPYING SERVICES**

Printing, copying services, or copier services provided by commercial sources is prohibited unless government support is unavailable. Cardholders shall contact DAPS or the local government printing/copying office and determine that printing support is unavailable and must receive authorization from the DAPS Manager in order to use a commercial printing source. Coordination with DAPS/local government printing office may be done by telephone and documented in the purchase log. The single purchase limit for purchase card use with DAPS is \$100,000. (Authority above \$2,500 must be obtained from 61 CONS/CC).

When DAPS is not available and authorization is received to use commercial printing sources, the threshold shall revert to \$2,500 per purchase. Splitting these requirements to stay under the \$2,500 limit is unauthorized.

### **GIFTS ARE STILL UNAUTHORIZED**

The prohibition against the purchase of gifts (e.g. retirements, farewells) is still in effect. This also includes food/beverages for organizational functions (commander's call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. Although U.S. flags may be purchased with unit funds for gift presentation to military personnel upon their retirement only, the rental of banquet halls or similar facilities for these functions is NOT authorized.

Unless specifically authorized by law, the purchase of those items considered entertainment (i.e. party supplies, serving materials, food, drink, etc), continues to be prohibited. The exceptions to this policy are listed in AFI 65-601 V1, Para 4.28.1. and 4.42.2.

**Note:** Light snacks may be purchased with the GPC by a hosting unit in conjunction with a conference. (See AFI 65-601 for a complete discussion on this subject and for more detailed guidance on unauthorized uses of appropriated funds.)

### **RENTAL OR LEASES OF BUILDINGS**

The rewrite of AFI 64-1167 allows an organization to rent temporary storage space to facilitate office reconfiguration, however, this effort should only be undertaken if the following conditions are met:

- The period of the rental does NOT exceed 90 days.
- The total price of the rental does NOT exceed \$2,500.
- The rental period does NOT cross a fiscal year, and
- The written approval of the civil engineering real property officer has been obtained PRIOR to rental or lease of the space.

address at [smepk.impact@losangeles.af.mil](mailto:smepk.impact@losangeles.af.mil). Take good care of yourselves!! See you next month!!

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### MANDATORY PURCHASE CARD REFRESHER TRAINING

Annual GPC refresher training is MANDATORY for all program participants, cardholders and billing 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 billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC refresher training session is scheduled for 12 Mar 2003 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 billing 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 billing 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
05 Mar 003	12 Mar 03
02 Apr 03	09 Apr 03
07 May 03	14 May 03
04 Jun 03	11 Jun 03

### NOTES

**As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail**