



GPC NEWSLETTER

May 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 phone service, GPC transaction requirements, CARE purchase logs, initial and refresher training dates, 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.

CELL PHONE SERVICE

Effective 01 Oct 03, we will NO LONGER allow organizations to use the GPC to purchase recurring services (to include cell phone service) above the micropurchase threshold, even using the GSA service providers. If your organizations have requirements for cell phone services estimated to exceed \$2,500 annually, you MUST submit it 61 CONS for purchase. Please submit all request for recurring services (to include cell phone service) to 61 CONS before 01 Aug 03. Please plan according to your organizations needs. (AFI64-117 para.2.1.2)

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 (transaction awards greater than \$2,500, but less than or size, classification, etc.) from vendors for any purchase 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.

ACCOUNT SETUP AND TRANSFER TIPS

Documentation Needed For A New GPC Account

1. Request Letter
2. Billing Official Set Up Form
3. Cardholder Set Up Form
4. Training Certifications
5. Certified AF Form 4009

Documentation Needed To Revise A GPC Account

1. Request Letter
2. Cardholder Maintenance Form

Documentation Needed To Transfer A Billing Official Account From One Individual To Another

1. Request Letter
2. Billing Official Set Up Form
3. Training Certifications

Documentation Needed To Change Administrative Data On A Billing Official Account

1. Request Letter
2. Billing Official Maintenance Form

Documentation Needed For Government Convenience Check Account

1. Request Letter
2. Billing Official Set Up Form
3. Cardholder Set Up Form

4. Training Certifications
5. Certified AF Form 4009

REMINDERS!!

- Be sure your commander or appropriate individual signs the request letter
- On the US Bank forms, include your office address including suite or building number, if applicable, and the nine-digit zip code.
- Ensure the monthly limit is noted on the request letter for the billing official and the single and monthly purchase limits for each cardholder noted on the request letter.
- All form are available on the GPC web page

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 (approving 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 Ms. Britton (363-5930) 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 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 user id is “**usbank**”.
- The password is “**effective**”
- Click on “**Training**”.
- Choose the “**CCP**” training link (second option).

Should you require any additional assistance, please contact Kelly Britton at 3-5930 or Ms. Jennifer Agcaoili at 3-0623.

MAINTAINING PROGRAM DOCUMENTATION

We are often asked how long GPC documents must be maintained. The billing official shall ensure all receipts, shipping paperwork, written record of coordination and all other supporting documentation should be maintained for at least three years after that transaction has been paid. These records must include transaction from all cardholder present and past within the three years period. So if you plan on changing cardholder or billing official, make sure all require document are transfer to the new cardholder or billing official. Here an example of how long to keep a document, documentation for a transaction that appeared on your Oct 2002 statement should be maintained at the billing official/cardholder level for three years or the end of the Oct 2005 billing cycle. This requirement also applies to records document billing official surveillance. AUTH: GRS 3, Item 3a(1)(b) and FAR 4.805(b)(3).

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.

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.

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 11 Jun 03 from 0900 to 1200 in Bldg. 219, Room 1080. Attendance is on a first-come, first-served basis. For further information, contact Kelly Britton (3-5930) 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
04 Jun 03	11 Jun 03
02 July 03	09 July 03
06 Aug 03 (<i>1440 C&D</i>)	13 Aug 03
03 Sep 03	10 Sep 03
01 Oct 03	08 Oct 03
05 Nov 03 (<i>1440 C&D</i>)	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 smcpk.impac@losangeles.af.mil. Take good care of yourselves!!

Dalice