



GPC NEWSLETTER

August 2004



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 your 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 web-based training password change, using the GPC, refrigerators and microwaves, IMPAC rebates, new GPC annual surveillance format, purchasing items for JWOD 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/ABG/cons/gpc/index.html>

Your suggestions for improvements are encouraged.

WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training has changed. Effective Friday, Aug 15, 2004, the password changed to "skills" 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.

USING THE GPC - ENSURE YOU KNOW ITS LIMITATIONS

Just a reminder, as we head into the final stages of FY 04, that the rules for use of the GPC do not change, are not abbreviated or suspended to facilitate year-end spending. No matter what, the use of the GPC is limited to \$2,500 or below for any open market purchases (non GSA or prepriced instrument). Under no circumstance are program participants authorized to spend in excess of \$2,500 when buying commercially.

If you have been granted authority to use the GPC above the \$2,500 limit, you were trained that you may not, under any circumstance, use this authority to purchase anything for any reason on the open market. You may only use this authority to purchase requirements found on prepriced contracting instruments (i.e., GSA, BPAs, etc.). If you have been granted this increased 'prepriced instrument'

authority, there are few safeguards to prevent you from exceeding your open market authority, but your good sense, conscientiousness and integrity.

This guidance is also applicable to the use of AFWAY, UNICOR or other programs. Remember, if purchasing on the open market, you shall not exceed \$2,500 or your level of authority, whichever is lower. FY close-out activities or the fact that you have money left to spend do not serve as rationale for exceeding this congressionally mandated threshold. If you are authorized (in writing by 61 CONS/CC) to use the GPC above the \$2,500 limit, you SHALL ONLY use the card when ordering against a prepriced contracting instrument.

Last year, we had a couple of problems in this area. Those who violate these rules are subject to suspension and other forms of administrative sanction. If this is not crystal clear, please take a few minutes to contact Ms. Agcaoili (3-0623) or Ms. Britton (3-5930). A few minutes now might save you hours of heartburn later.

IMPAC REBATES

IMPAC Rebates are issued by US Bank as a result of actual spending and timely payment of our monthly GPC bill. US Bank issues a check to the US Treasury for the total IMPAC Rebates on a quarterly basis. Because the rebates are usually small, these funds are forwarded to 61 ABG/CC and added to the Quality of Life funds. 61 ABG/CC manages the Quality of Life funds for LAAFB. Do not dispute and include these rebates in your funds (as a credit); they are NOT credited to your account.

NEW GPC ANNUAL SURVEILLANCE FORMAT

We are moving to a new format for GPC Annual Surveillance. Rather than having the billing officials conduct annual surveillance on their cardholders in December of each year, we have decided to require that you conduct your annual surveillance on your cardholder before we arrive to do our annual surveillance on the billing official. When you (Billing Official) are scheduled for annual surveillance, please use the checklist and perform surveillance on 100% of your cardholder before we arrive and have completed the Billing Official Annual Review of Cardholder Account Surveillance Report. Please give us the GPC team a call if you need the checklist.

TRAINING AND EDUCATION REQUIREMENTS

Organizations may pay for government, non-government and/or off-the-shelf training and education with their unit funds up to \$25,000; however, the following procedures must be completed prior to attending training. In accordance with DoD Financial Regulation, Volume 10, DoD Administrative Instruction Number 40 and AFI 36-401, a DD Form 1556 must be submitted to the training and education office and approval obtained before an individual may attend training. The approval process requires coordination/concurrence from an individual's supervisor, second-level supervisor, the organization's training coordinator, and submittal of the training and education office for review and approval prior to the training start date. At locations without an integrated training office, DD Form 1556s must be approved by the military training office/flight or civilian training office/flight. The employee development manager will ensure requested training is in compliance with all statutory, legal, and administrative requirements (AFI 64-117, paragraph 2.11.2). **Bottom Line:** The cardholder must have an approved DD Form 1556 before an individual can attend training.

MINIMUM ESSENTIAL REQUIREMENTS

When purchasing items/services using the GPC, the purchaser is required to purchase the item or service that meets the minimal requirements of the organization. For example, if you have a basic need to rent a vehicle to transport 4 passengers, you should rent something closer to a compact versus a full-sized convertible with leather interior and 10-disc CD changer. I know this may be an extreme example, but hopefully you see my point.

This philosophy should be used regardless of the item or service contemplated. If you want to purchase personal planning systems (i.e., Franklin, Day Runner), purchase only the generic (green) refills or the cheapest binders instead of the myriad selection of premium products. As a keeper of taxpayer funds, you have an obligation to spend prudently. Purchase only those features absolutely necessary for the contemplated use. Remember, gold plating can be deemed waste and abuse.

PURCHASING ITEMS FROM JWOD

IAW AFI 64-117, paragraph 4.3.5.3.1.3. - Ensure supplies or services provided by required (statutory) sources of supply IAW FAR Part 8 (FPI, Javits-Wagner-O'Day Program as implemented by NIB/NISH, etc) are purchased/ordered from these sources.

What does this mean?

If you need to purchase an item that is on the JWOD Procurement List (i.e., wall clock) **you must** buy the JWOD item. Many items on the Procurement List are

identified in the General Services Administration (GSA) Supply Catalog and GSA's Customer Service Center Catalogs with a black square and the words "NIB/NISH Mandatory Source," and in similar catalogs issued by the Defense Logistics Agency (DLA) and the Department of Veterans Affairs (VA). GSA, DLA, and VA are central supply agencies from which other Federal agencies are required to purchase certain supply items on the Procurement List. For examples: **JWOD wall clocks meet the government's needs of displaying time. You may not buy a non-JWOD clock just because it matches the office decor!**

REFRIGERATORS AND MICROWAVES

We've had numerous inquiries regarding the purchase of refrigerators and microwaves for break areas. The guidance on this subject is outlined in an FM regulation on the "Use of Appropriated Funds." In accordance to AFI 65-601 Vol. I, paragraph 4.40 (Appliances and Furnishings for Work Break Areas), Air Force organizations may use appropriated funds to purchase work break area furnishings and small appliances under the following conditions: (1) Responsible officials must determine that the appliance(s) in question is reasonably necessary for, and not just incidental to, the proper execution of an authorized program and that employees need to remain at their place of duty (work station) during the work shift; (2) Break area furniture is authorized only for officially designated shop break (work) areas; and (3) The purchase of small appliances is for shop break (work) areas that directly support the operational mission. NOTE: In most cases, this will apply only to craft and maintenance type-shop areas not accessible to snack bars and cafeterias and not to staff/administrative offices, where personnel have desks and offices/cubicles and access to the foregoing facilities. Funding for appliances in these offices is the responsibility of the individuals working there. The purchase must meet these criteria: Acquisition costs are relatively small and no snack bars or other eating facilities are readily accessible, the appliance acquisition must enhance employee morale and increase employee productivity, and the appliance is not being purchased for the purpose of providing entertainment.

In any case, if your organization meets the criteria as stated above, the cardholder must have written justification certified by the organization's commander/director prior to purchasing "break area appliances". In addition, the cardholder must annotate in their CARE log a "certification for purchase of refrigerator/microwave on file dated xx JULY xxxx." In this way, we are aware approval was obtained for the purchase.

AFWAY

For all IT purchases, the use of AFWay is mandatory at all dollar levels. This includes, but is not limited to, personal computers, servers, peripherals, laptops, and network devices. Additionally, based on recent guidance from SAF/AQC (10 Feb 2004), for all AFWay orders exceeding the micro-purchase threshold of \$2,500, cardholders must solicit, at a minimum; those contract holders in the specific category of products being acquired using the Request for Quote (RFQ) function on the AFWay website. To locate the contract holders for each specific category of products, click on Contracts on the AFWay Homepage. RFQ's that are not submitted to all vendors in the specific category will be DISAPPROVED when routed to the Contracting Officer, via AFWay.

All AFWay orders over \$25,000 MUST be processed on an AF Form 9 and forwarded to 61 CONS/LGCP. This means that the Resource Advisor must route the requirement using the AF Form 9 flow (not the BPCH flow). Please be sure to include the AFWay Tracking number and the Power Manager approved document number on the AF Form 9.

Waivers: The electronic waiver provided via the AFWay system does not constitute approval to purchase from sources other than AFWay sources. This electronic waiver provides an Air Force-wide-view of products and services, beyond HQ AFSPC standardization (Normal View) for Space Command field installations like LAAFB. If this type of waiver still fails to support the requirement, the customer may use AFWay's Request for Quote (RFQ) option directly to the chosen vendor.

- For purchases of desktops or notebooks, requests for waiver must be submitted to HQ AFSPC for approval. The local CSO no longer has authority to grant such waivers.
- For purchases of IT products other than desktops of notebooks, requests for waiver must be submitted to the CSO, 61 CS/SCXP (Bobby Jones) for approval.

Requirements Document: All customers are required to submit and have an approved PWRR Manager Requirement as source documentation for all items purchased via AFWay. Effective 25 March 2004, the official CSO policy is to no longer approve AFWAY orders at the TWGM, Base Review, or BECO roles of oversight until customers have obtained an approved PWRR Manager requirement document. Please contact 61 CS/SCXP, Bobby Jones at 3-2132.

(Reference SAF/AQC Memo 10 Feb 2004, AFI 33-103, AFWay Software User's Guide, dated May 2003)

ADDITIONAL GUIDANCE

AFI 65-601 V1

- Appliances and Furnishings for Work Break Areas (Para.4.40)
- Approving Honoraria and Speaking Fees (Para.4.9)
- Awards and Gifts (Para.4.29)
- Bottled Drinking Water (Para.4.45)
- Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
- Change of Command Ceremonies (Para.4.27.2)
- Entertainment (food, drink, music, etc) (Para.4.28)
- Ethnic and Holiday Observances (Para.4.26)
- Graduations (Para.4.27.3)
- Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
- Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
- Microwaves/Refrigerators (Para.4.40)
- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

AFI 64-117

- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

PURCHASE CARD TRAINING INITIAL / REFRESHER

GPC Initial Training is REQUIRED for those Billing Officials, Alternate Billing Officials, Cardholders, and Convenience Check Writers who have not previously completed formal training in small purchases/contracts. Prior to attending the GPC Initial Training class, each person MUST complete the DoD Government Purchase Card Tutorial at <http://clc.dau.mil>. Attendees MUST bring a copy of their Certificate of Completion (online training certificate) to the class. **If they do not have the Certificate of Completion, they will not be allowed to attend the GPC classroom training.** Please contact the GPC Team for instructions to access the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing

officials (alternates included) and cardholders. Failure to attend this training within **30** days of your due date will result in temporary suspension until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 01 Sep 04 from 0800 to 1200 in Bldg 219, Room 1080.

The next GPC Refresher training session is scheduled for 08 Sep 04 from 0900 to 1200 in Bldg. 219, Room 1080.

There is no need to RSVP. Seating and attendance is on a first-come, first-serve basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

In essence, you must attend refresher training within 12 months of your last training session... whenever that was!! Attending either the Initial or Refresher training will satisfy the annual refresher training requirement.

The upcoming training schedule is included for your convenience and planning. All training is held in Bldg 219, Rm 1080 unless otherwise stated below.

Initial	Refresher
Time: 0800-1200	Time: 0900-1200
01 Sep 04	08 Sep 04
06 Oct 04	13 Oct 04
03 Nov 04	10 Nov 04
01 Dec 04	08 Dec 04

NOTES

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at 61cons.gpc@losangeles.af.mil. Take good care of yourselves!!

Dalice