



GPC NEWSLETTER

July 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 new e-mail and GPC website address, refrigerators and microwaves, transaction management log entries, 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.

NEW E-MAIL AND GPC WEBSITE ADDRESS

Effective immediately, the GPC Team has a new e-mail address: 61cons.gpc@losangeles.af.mil and GPC websites address:

<http://www.losangeles.af.mil/ABG/cons/gpc/index.html>.

As a reminder, the GPC team is here to assist you with any problems or questions you have concerning your GPC account or the GPC program. We encourage you to use our GPC e-mail address 61cons.gpc@losangeles.af.mil instead of our regular e-mail addresses. This will ensure you have a written response in your GPC file in case of any inquiries on your account(s).

Unannounced/Unscheduled visits do not guarantee we will be available to assist you, and effectively takes us away from other duties and assignments (i.e. assisting other customers, training, etc.). If you need to speak with us call first to ensure our availability. For further information contact Ms. Kelly Britton at 3-5930, Ms. Jennifer Agcaoili at 3-0623 or Mr. Dalice Va at 3-0285.

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.

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 Transaction Management (TM). As a result we are publishing a step-by-step process on how to do just that! Failure to complete both the Log Detail and Log Line Item Detail tabs may result in a 7, 14, or 30 day suspension of the cardholders account.

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.
- You must ensure that the following fields are completed in the **Log Detail** tab:
 - Transaction Date
 - Date Received
 - Merchant (Vendor name)
 - Transaction Amount
 - Requestor Name
 - Trans Method
 - Comments
 - IT Equipment = Approved CSRD on file, purchased on AFWay, BPA # xxxx, expires xx/xx/xx
 - HazMat Items = Approved MSDS on file
 - Training/Edu = Approved DD 1556 on file
 - GSA purchases = GS-14F-0040K, expires 09/20/2005
- DO NOT select the **Save Log** button yet!
- Once you have filled in all the appropriate fields, select the **Log Line Item Detail** tab.
- You must ensure that the following fields are completed in the **Log Line Item Detail** tab:
 - Quantity field - how much of the product was bought
 - Unit of Measure - boxes, each, etc.
 - Item Description - paper, pens, field jackets, etc.
 - Unit Price - price paid for one
 - Part # - part number or model number of item
- 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 current password is “**alert**”.
- 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.

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.

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!**

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 04 Aug 04 from 0800 to 1200 in Bldg 219, Room 1080.

The next GPC Refresher training session is scheduled for 11 Aug 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
04 Aug 04	11 Aug 04
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