



GPC NEWSLETTER

JUNE 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, GPC- US Bank scam, web-based training password change, training and education requirements, use of local small businesses, paypal, AFWay, 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.

GPC - US BANK SCAM

We have been made aware that some of U.S. Bank cardholders have received an e-mail requesting that you update your account records. This e-mail typically has the subject "Online Banking Issue" and provides a link for contact to verify the cardholder's account information.

According to U.S Bank's Fraud Prevention and Investigation area, this is a fraudulent e-mail and did not come from U.S. Bank. Their instructions are that you DO NOT REPLY to their e-mail under any circumstances and furthermore, DO NOT CLICK on the link that you see on the e-mail. Instead, delete the e-mail immediately. Finally, we want to assure you that U.S. Bank will not contact you directly under any circumstances to verify identity.

WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training has changed. Effective Friday, Jun 04, 2004, the password changed to "alert" 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.

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.

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 being 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.

WHY CAN'T I BUY FROM WHERE I WANT?

This is an often-asked question. Often, the rules governing where you can satisfy your requirements are viewed as a major hindrance. Our enforcement of the program rules is also viewed as such. While the program's procedures may seem at odds with the quick procurement of your requirements, there are bigger dynamics involved.

The United States has decided that its support of various socio-economic programs (UNICOR, NIB/NISH, small businesses, recycling, etc.) is so important as to require you, in your role as cardholder, to purchase certain items from statutorily mandated organizations. The required use of these organizations is spelled out in the Federal Acquisition Regulation (FAR) and other public laws.

As a result, AFI 64-117 mandates the use of these sources in the priority adopted by the Government and set forth in FAR Part 8. These sources, in order of priority, are:

Supply Items

Existing agency inventory is the first source considered. If the needed supply is not available from existing inventory (normally Base Supply), FAR 8.001 directs the agency to consider other sources in the following order:

- Activity Inventories
- Federal Prison Industries (UNICOR)
- JWOD (NIB/NISH)
- AFWAY (All It requirements)
- Government Wholesale Supply Sources (FSS)
- Federal Supply Schedules (GSA)
- Other sources not listed above (Only applies < \$2.5K)

Services

To satisfy agency service requirements, sources are considered in the following sequence:

- DAPS (for printing services)
- JWOD (NIB/NISH)
- FSS/GSA
- FPI (UNICOR)

- Other sources not listed above (Only applies < \$2.5K)

So, you see, we do not require you to go to UNICOR and JWOD-affiliated organizations first, because we are trying to be difficult. We believe in the program and are only enforcing the guidance that we have received. Despite what you may see as a hindrance, your continued support pays dividends for many of the less fortunate members of our society.

TRACKING YOUR FUNDS

It is the Billing Official's responsibility to maintain a running balance of their funds. IAW AFI 64-117 paragraph 4.3.4.1.1 states: 4.3.4.1.1. "The approving official is responsible for providing GPC dollar limits to the A/OPC for all of their cardholders and to ensure that established limits are not exceeded." This includes the funds committed on the AF Form 4009. Based on the number of accounts that have been suspended over the past few months for insufficient funds violations, I am stressing the importance of the Billing Officials coordinating with SMC/FM Accounting Liaison Office, to ensure your records agree.

In addition, if you receive credits from vendors for returned items, you must ensure the money is available in commitment status in Looking Glass / BQ. If the credit appears in the same billing cycle that the charge was made, no need to make any adjustments. However if the charge is made in one month and the credit is reflected in a future month, the Billing Official must notify Finance to adjust their funding in Looking Glass / BQ. Failure to do so may result "Insufficient Funding", at a minimum, a 30

SOURCE ROTATION & COMPETITION

AFI 64-117 requires cardholder personnel to solicit suppliers other than the previous vendor before placing repeat orders. A special effort should be made to solicit small and small disadvantaged businesses as a source for supplies and services, whenever practicable. When determining the number of sources to solicit, consider the following:

- Nature of the item or service to be purchased and whether it is highly competitive; Information from recent purchases of the same or similar items or services;
- Urgency of the purchase;
- Dollar value of the purchase; and
- Past experience concerning dealer prices.

Purchases under \$2,500 may be made without competition; however, the cardholder must consider the prices to be reasonable. The preferred method for determining prices

as being fair and reasonable is by comparing prices offered by other vendors for the same or similar item or service.

Though there is currently no requirement to document that you consider the price fair and reasonable, it is assumed that you have made such a determination by the act of making the purchase. One more time...if you make a purchase, it is assumed, by virtue of you presenting your card or card number to the vendor, that you have performed the necessary mental processes required to deem the price as "fair and reasonable".

If a vendor furnishes a standing price quotation or catalog prices on a recurring basis, you are not required to obtain competition on each individual purchase. You should, however, periodically confirm that the price is still current and reasonable.

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.

PAYPAL

The use of the GPC card to payment of "middleman payment services" such as PayPal is unauthorized. IAW AFI 64-117 Para 2.4.1 this is considered a cash advance. So if the vendor doesn't accept the GPC card as a form of payment, find a vendor that does, or contact the GPC team for assistance.

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

The next GPC Refresher training session is scheduled for 14 Jul 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
07 Jul 04	14 Jul 04
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