



# GPC NEWSLETTER

## APRIL 2004



**This informational newsletter is prepared and distributed by the 61<sup>st</sup> 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 purchasing low speed vehicles, use of the GPC above \$2,500, acquiring printing and copying services, AFWay, personal expense, determining best value, 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.

### **PURCHASING GOLF CARS AND LOW SPEED VEHICLES**

**G**olf cars (not golf carts) are small utility conveyances that are incapable of exceeding 20 mph. They are only subject to state and local requirements regarding safety equipment for use on military installation public roads. Low Speed Vehicles (LSV) are any four-wheeled conveyance with a top speed greater than 20 mph, but less than 25 mph. LSVs are classified as motor vehicles and must meet specific Federal Motor Vehicle Safety Standards (49 CFR 571.500) to operate primarily on military installation public roads. LSVs must be equipped with specified headlamps, stop lamps, turn signal lamps, reflex reflectors, parking brakes, rear view mirrors, windshields, seat belts, and vehicle identification numbers.

Golf cars and LSVs will be purchased IAW AFMAN 23-110, USAF Supply Manual and AFI 91-207, Air Force Traffic Safety Program. Purchase requests will be processed through Base Supply. Purchase requests will be coordinated through Base Ground Safety. Utility carts purchased for use on Air Force installations will meet all safety requirements. Golf car and LSV purchase requests will be coordinated through Base Transportation Office. (Reference AFI 24-301, paragraph 6.28). Failure to comply is a violation of AFI 64-117, paragraph 4.3.5.3.1.

### **USE OF THE GPC ABOVE 2,500 UP TO \$25,000**

**I**f you would like to use your GPC above the \$2.5K limit, you must have a letter authorizing you to do so, AND the item(s) or service must be available on a prepriced contracting instrument (e.g., Federal Supply Schedule (FSS), Blanket Purchase Agreements (BPA), Indefinite Delivery/Indefinite Quantity ID/IQ contracts etc.). Additionally, you must review prices on at least three contracts/agreements and select the best value item/service. A record of this review will be kept with the cardholder's GPC documentation. As a reminder, all purchases made on the GPC between \$2,500.01 and \$25,000 must be reported via "GPC Transaction Data Collection Form." This form must be submitted NLT THREE business days after the transaction(s) are made.

I'm sure everyone knows this by now. What I want to stress is to ensure the item/service you purchase is actually on the contract. The vendor will tell you they do indeed have a contract and will even give you the contract number, but if the item you purchased is NOT on the contract, you have violated the rule against using the card above that \$2.5K on the open market (definitely an offense resulting in suspension). Please ensure the item you purchase is on the GSA or other type of contract. Before you make the purchase, you should specifically ask the vendor, "Is this item on your GSA contract?" To be safe ask them to send you a copy of the page of the contract schedule that lists the item. (Reference AFI 64-117, paragraph 2.1.2.3 and FAR Part 8-404(b)(2)).

### **AFWAY**

**F**or 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 BPCF 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 or 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)

#### **GIFTS ARE STILL UNAUTHORIZED**

**T**he 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.)

#### **DETERMINING BEST VALUE**

**L**AW FAR Part 8-404(b)(2) when selecting the supply or service representing the best value, the cardholder should consider --

- (i) Special features of the supply or service required for effective program performance;
- (ii) Trade-in considerations;
- (iii) Probable life of the item selected as compared with that of a comparable item;
- (iv) Warranty considerations;
- (v) Maintenance availability;
- (vi) Past performance; and
- (vii) Environmental and energy efficiency considerations

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

**P**rinting, 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).

Despite the closing of the local DAPS facility, LAAFB personnel are still required to use DAPS, unless the decision to go elsewhere can be documented and supported in the file by obtaining a waiver from the March ARB DAPS office. DAPS' inability to meet your requirement (time or service constraints) is the only exception to using this service. DAPS will pay to have your requirement express mailed to the nearest facility for processing. Prepaid postage envelopes are available in the mailroom.

You can register with the DAPS office online at <http://www.daps.dla.mil>. If your requirement is in an electronic format, you can e-mail your request and they can ship it to you by next day delivery.

**Bottom Line**: The fact that DAPS is no longer co-located here at LAAFB, is not in itself reason not to utilize their services. Adequate planning will go a long way toward

preventing logistics problems before they become potential mission failures.

### 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.

### 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. (Reference AFI 64-117 paragraph 4.3.5.4. and FAR 4.805(b)(3))

### PERSONAL EXPENSES

Without exception, the use of the card constitutes expenditure of appropriated funds and is limited to official, authorized transactions only. Some organizations have both appropriated and non-appropriated funds available for use. Separate cardholder accounts must be established to segregate these fund types. All cardholders and/or approving officials must contact their local comptroller and/or legal office if any doubt exists regarding the proper use of appropriated funds.

Items and/or services purchased for the personal use of the people in your office are prohibited. We have received numerous inquiries regarding the purchase of facial tissues or otherwise "kleenex." Facial tissue is considered a personal expense; thus, cannot be procured using the GPC. The only exception is for hospitals and such. Any purchase of facial tissue will be in violation of GPC

regulations, resulting in suspension of the cardholder account for 30 days.

However, if your organization requires facial tissue, please submit a written justification signed by your squadron commander/director to our office. We will review and approve on a case by case basis. Unless you have written authorization from our office, facial tissues may not be purchased using the GPC.

Bottom Line: Please buy your own "kleenex" for your personal use; purchases of "kleenex" for employees are unauthorized using appropriated funds.

### 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 05 May 04 from 0800 to 1200 in Bldg 219, Room 1507.

The next GPC Refresher training session is scheduled for 12 May 04 from 0900 to 1200 in Bldg. 219, Room 1440 C&D.

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.

<b>Initial</b>	<b>Refresher</b>
Time: 0800-1200	Time: 0900-1200
05 May 04 Bldg 219, Rm 1507	12 May 04 Bldg 219, Rm 1440 C&D
02 Jun 04	09 Jun 04
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 [smcpg.impact@losangeles.af.mil](mailto:smcpg.impact@losangeles.af.mil). Take good care of yourselves!!**  
**Dalice**