



GPC NEWSLETTER

MAY 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 training and education requirements, source rotation and competition, purchasing low speed vehicles, use of the GPC above \$2,500, acquiring printing and copying services, 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/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

NEED GPC ASSISTANCE?

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 the GPC e-mail address smcpk.impac@losangeles.af.mil instead of our regular e-mail addresses or calling us to get in contact with us. This will ensure you can keep a written response in your files 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.

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 GOLF CARS AND LOW SPEED VEHICLES

Golf 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 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.

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.

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

If 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)).

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 BPC 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)

PROPERTY ACCOUNTABILITY

Under AFI 64-117, Para 2.13, Unit Commanders are responsible for accountability for equipment items

equal to or under the micro-purchase threshold (\$2,500). Of particular interest are electronic devices such as PDAs, digital cameras, cell phones and pagers. The commander of the activity must establish a locally devised program that provides visibility and audit trail capability. This may include use of hand receipts and spreadsheets. Accountability requirements for equipment items valued in excess of the micro-purchase procedures are also detailed.

The tracking of computer equipment and software is also required. See AFI 33-101, *Communications and Information Management Guidance and Responsibilities*, for additional information.

GIFTS ARE STILL UNAUTHORIZED

The 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.)

ACQUIRING PRINTING AND COPYING SERVICES

Printing, 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.

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

The next GPC Refresher training session is scheduled for 09 Jun 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 Agcaoli (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
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 smcpk.impac@losangeles.af.mil. Take good care of yourselves!!

Dalice