



# GPC NEWSLETTER

## October 2003



**H**appy New Year!! *Fiscal* New Year, that is!! Hope all your closeout activities went well.

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 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 funding your GPC account, cell phone service, GPC surveillance requirements, billing official responsibilities, purchasing organizational coins, 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.

### FUNDING YOUR GPC ACCOUNT

**N**ow that fiscal year (FY) 2003 has concluded and FY 2004 has begun, organizations are beginning to receive current year funding. Before you begin making purchases on your account, please ensure you have a funded, approved and certified AF Form 4009. Organizations CANNOT and SHOULD NOT use their cards until they obtain a certified AF Form 4009. Use of the card without having met this requirement is a violation of the anti-deficiency act and will result in suspension of the billing official account.

Each billing official is required to forward a copy of your funded, approved and certified AF Form 4009 to 61 CONS/LGCP prior to using the card. If possible, please submit this copy in a PDF format. If that is not possible, please send a copy legible enough to facilitate scanning. The fax number is 363-2463.

Accounts showing activity without providing a copy of the funded, approved and certified AF Form 4009 to this office will be suspended until the requirement is met. Questions should be addressed to Ms. Kelly Britton at 3-5930, Ms. Jennifer Agcaoili at 3-0623 or Mr. Dalice Va at 3-0285.

### RECONCILING THE 13<sup>TH</sup> MONTH BILLING STATEMENT

**T**he "13<sup>th</sup> Month" billing cycle (26 Sep through 30 Sep) implemented by US Bank to accommodate year-end purchases closed on 02 Oct 03. Cardholders and billing officials should now go into CARE and approve/certify their accounts. Please ensure you have done so by COB on Friday, 24 Oct 03. On this date, both the regular Sep 03 billing statement AND the "13<sup>th</sup> month" billing statement must be completely approved and certified. The cardholder is already locked out of the Sep 03 cycle, so if the cardholder has NOT approved each purchase, the billing official will have to do so. The cardholder will be locked out of the "13<sup>th</sup> month" cycle on or about 17 Oct 03. If the cardholder has not performed all his/her actions by this date, these will have to be performed by the Billing Official.

Remember, for each of the two billing cycles (Sep 03 and "13<sup>th</sup> month" cycle), the cardholder must first approve each transaction, then the entire bill. If the cardholder does not perform these in the timeframe described above, he/she will be locked out. Should this occur, the billing official will have to perform these tasks PRIOR to certifying the bill for payment. Since both billing cycles are now closed, the billing official should NOT indicate he/she is acting on the cardholder's behalf. This is only necessary if the cycle is still open for cardholder approval. After these actions have been completed, the billing official must then certify the entire billing statement. All accounts should be approved and certified NO LATER THAN COB, 24 Oct 03. Accounts not certified by COB on 24 Oct 03 will be suspended.

Additionally, all transaction logs entries must be completed. That means you must complete the applicable information under the tabs entitled "Log Detail" and "Log Line Item Detail". You must do this for EACH transaction. **FILL IN ALL THE APPLICABLE BLOCKS!!** Failure to complete the transaction log in CARE by the close of business on 24 Oct 03 will result in the suspension of the billing official account effectively rendering ALL cardholder accounts there under useless. You will receive no further notification.

All the above information is applicable to the SEP 2003 and "13<sup>th</sup> month" billing statement cycle.

If you have any questions, you can contact Ms. Kelly Britton at 3-5930, Ms. Jennifer Agcaoili at 3-0623 or Mr. Dalice Va at 3-0285.

## WEB-BASED TRAINING PASSWORD CHANGE

The password for C.A.R.E. Web-based training has changed. Effective Monday, Oct 3, 2003, the password changed to "insight" 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.

## CELL PHONE SERVICE

If your annual requirement is under \$2,500, continue as you have in the past. Do not pay for services in advance (pay no more frequently than monthly) and do not sign up to any agreement that would impose a penalty for early termination. If your annual requirement is above \$2,500 and less than \$25K, you may obtain your services using the GPC card only if granted, in writing by 61 CONS/CC, procurement authority above \$2,500 AND the services you are buying are on a prepriced contracting instrument (in this case a GSA contract or BPA). If your annual requirement is in excess of \$25,000, you must continue to submit your requirement to 61 CONS/LGCC for procurement. If you have any question, you can contact

## PURCHASING ORGANIZATIONAL COINS

We continue to get many inquires about the purchase and issuance of organizational coins to military and civilian personnel and guests for various reasons. If these coins are to be purchased using appropriated dollars, then mandatory rules must be followed to ensure proper use of funds. Presentation of coins to dignitaries and officials purchased with official representation funds must follow guidance contained in AFI 65-603, while presentation to military and civilian personnel must follow AFI 65-601, Budget Guidance and Procedures, dated 24 Dec 02.

AFI 65-601, Vol 1, para. 4.29.2, authorizes Air Force activities to use appropriated funds to purchase organizational coins to be presented for performance recognition awards authorized by those AFI 36-XXXX series instructions which pertain to mission accomplishment, or a MAJCOM/FOA/DRU supplement thereto. AFI 36-2805, Special Trophies and Awards, para. 1.4.4, dated 29 Jun 01, authorized presentation of organizational coins as mission accomplishment awards. **No other authority allows the use of appropriated funds to procure mementos, e.g., coins or medallions, for Air Force individual military or civilian personnel or units if the reason is for the presentation is not specifically addressed as a mission accomplishment award.**

The Air Force does not have the authority to issue coins procured with appropriated funds simply for being assigned to an organization, being present for duty or

being an attendee at a recurring periodic meeting. The authority for merchandise-type items (e.g. organizational coins) for mission accomplishment awards for civilians is 5 USC 1125 (CG Decision B-243025) and for military, 10 USC 1125 (CG Decision B-247687). Organizational coins purchased with appropriated funds may not be personalized with the presenter's name (EXCEPTION: Four (4) star general officers are authorized to personalize coins.) IAW AFI 65-601, Vol 1, para 4.29.2.

Nonappropriated funds should be used to buy mission accomplishment awards for NAF employees, AFI 34-201, Use of NAF, para. 9.1.1.2 (17 Jun 02).

## ENTERTAINMENT

Use of the GPC to provide food, drink, or entertainment for military members, civilian employees, or any other persons is prohibited, except in those cases specifically authorized by law. The AFI 64-117 para 2.4.10 defines entertainment as "food, drink, live and recorded music, theatrical performances, and any other item or activity designed to entertain." Authorized and unauthorized "entertainment" situations payable from appropriated funds are listed in AFI 65-601, Vol. 1. Prohibitions include items used to prepare, serve, or present entertainment (such as food or drink serving materials and equipment, loudspeakers, video recorders, etc.).

## GPC SURVEILLANCE REQUIREMENTS

Billing Officials shall perform surveillance reviews of 100% of their cardholder accounts at least every 12 months. Convenience check accounts shall be reviewed every quarter. Newly appointed cardholders should be actively reviewed during the first three months to ensure they are effectively performing their duties and following procedures. Results of surveillance reviews, including corrective/disciplinary action taken shall be documented and retained on file. Anyone needing a copy of the checklist please contact the GPC team and we will forward the copies to you. Please send us a copy of your surveillance report upon completion.

## BILLING OFFICIAL RESPONSIBILITIES

AFI 64-117, Air Force Government-wide Purchase Card Program, 6 Dec 2002, outlines several actions for which the billing official (BO) is responsible for. The most important of these is the monthly reconciliation of each of their cardholder's statements. Each month the billing official reconciles accounts to:

1. Review, approve, and certify each cardholder's electronic statement of accounts not later than the beginning of the next billing cycle.

2. Verify that all transactions were appropriate, given the duties of the cardholder and mission of the unit, and those purchases were made in accordance with the AFI. Verify that all transactions are appropriate and made in accordance with AFI 64-117
3. Conduct reviews of 100% of all cardholder files at least every 12 months, convenience checking accounts at least ever quarter and newly appointed cardholder accounts during the first three months. This surveillance is required to ensure documentation and reconciliation is being performed properly.
4. Maintain all original supporting documentation (receipts, approvals, etc.) for accounts when the cardholder or check writer has transferred, been reassigned, or retired and the account(s) is closed.
5. Next, the BO must verify, at least semi-annually, that cardholders are in possession of their purchase cards.

It is imperative that BO accounts are kept current because the program is periodically purged of accounts belonging to personnel known to have departed the base. Should a BO account be terminated for any reason, any cardholder account under that BO will have its spending level decreased to \$0.00.

Lastly, prior to his/her departure, the cardholder must surrender the GPC to the BO who will complete a destruction notice (or write a letter) and forward it to the IPCPM. (4.3.5.8.)

**Bottom Line:** The BO is an integral element of the GPC program and must perform several critical tasks to insure the program operates efficiently. He/She must keep the IPCPM apprised of all changes in his/her cardholder accounts. Early identification of program participant departures and their replacements will prevent lapses in the organization's ability to procure its supplies and services. Failure to do so could render cardholder accounts useless!!

#### **GPC TRANSACTION REPORTING REQUIREMENTS**

In accordance with the DoD supplement to the Federal Acquisition Regulation (DFARS), Part 204.670, Defense Contract Action Data System (DCADS), any awards greater than \$2,500, but less than or equal to \$25,000 must be documented on a DD Form 1057. Effective 01 Oct 01, cardholders (CHs) **will** collect certain data (transaction awards greater than \$2,500, but less than or size, classification, etc.) from vendors for any purchase equal to \$25,000. The CHs will sign and date each document, then forward to the purchase card program office **within three working days** after the order is placed.

It is the Billing Official's responsibility to ensure the cardholder submits this form. Failure to do so in a timely manner will result in suspension of the Billing Official account, until our office receives this document.

The vendor knows its size classification if it has been awarded a pre-priced contract, so don't just accept an "I don't know" from the sales person. Have him/her find someone who does know. If you cannot get the data, **DO NOT** make the purchase.

Collection of this data is **not optional**. If you use the GPC at any level above \$2,500, you **shall** collect and submit this data to 61 CONS/LGCP within 3 workdays of making the purchase. We will verify receipt of the required data during our monthly surveillance.

You should have already received copies of the GPC Transaction Data Collection Form. If not, you can contact us for a copy or you can download it from the GPC web page.

#### **QUESTIONED PURCHASE PROGRAM**

Each month, we on the GPC team receives a listing of all purchases made during the previous cycle. We survey each account monthly, we utilize this listing to provide the required level of oversight. From this listing we look for various indicators of adverse purchasing activity (i.e., purchases available from statutorily mandated sources being obtained at lower priority sources, or required coordination or approval not being obtained, or CARE transaction log, etc.).

If any of the purchases you've made during the reporting cycle are indicative of such activity, you will be contacted via e-mail to provide a brief detailed explanation of what you purchased and how you obtained it (via UNICOR, JWOD-affiliated organizations, etc.). In the e-mail, a date when your response is due will be established. Your prompt and complete response is required and appreciated. Failure to respond by the date indicated or to request and receive an extension to the response date will be deemed an admission that a violation has occurred. Violations will be handled as outlined in AFI 64-117.

#### **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 [smcpc.impac@losangeles.af.mil](mailto:smcpc.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, working FY close-out issues, 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.

**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/kc/no\\_login/portal.asp](http://clc.dau.mil/kc/no_login/portal.asp). 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 for accessing the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing officials (and alternates) and cardholders. Failure to attend this training within **30** days of your due date will result in your participation in the program being temporarily suspended 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 Nov 03 from 0800 to 1200 in Bldg 219, Room 1440 C&D

The next GPC Refresher training session is scheduled for 12 Nov 03 from 0900 to 1200 in Bldg. 219, Room 1080

Attendance is on a first-come, first-served basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

**Bottom Line: 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.

<b>Initial</b>	<b>Refresher</b>
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
05 Nov 03 ( <i>1440 C&amp;D</i> )	12 Nov 03
03 Dec 03	10 Dec 03
07 Jan 04	14 Jan 04
04 Feb 04	11 Feb 04
03 Mar 04	10 Mar 04
07 Apr 04	14 Apr 04
05 May 04	12 May 04
02 Jun 04	09 Jun 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](mailto:smcpk.impac@losangeles.af.mil). Take good care of yourselves!!**

Dalice