



DOLLARS & SENSE
A PROCUREMENT PERSPECTIVE

FORT BRAGG, NORTH CAROLINA
Oct-Dec 2003 BULLETIN NO. 03-03

A FRIENDLY REMINDER

(Inspection, Receipt, & Acceptance)

It is that time of year again when an increase in items and services received due to year-end procurements can be experienced. In the traditional DoD business method, three documents are required to make payment to a vendor - the contract, the *receiving report* and the invoice. Each of these arrives at the payment office separately - if they are paper, and are processed individually as they arrive.

Units and business centers are reminded of their responsibility to initiate, complete, and forward receiving reports (DD Form 250, or DD Form 1155) to the paying office identified in the order or contract to insure prompt payment to vendors. To reduce the late submission of receiving documents, the following *email* process may be utilized as one of the methods for submission and receipt of receiving and acceptance reports:

1) The receiving report must be emailed from a dot.mil email address.

2) The receiving report must be in .PDF format. If not in PDF format documents received will not be accepted and will be returned to the receiving individual for compliance with these established procedures and must be resubmitted.

3) The email address for submission is ROME-VPFILEROOM@dfas.mil

4) A receiving report that is missing information and is considered improper will be returned with an explanation via email.

5) Once the emailed documents have been received, document control technicians will print a hard copy and deliver for routine processing into the entitlement system.

If you have any questions regarding the above, please call Laura Ossont, (315) 330-6884, or e-mail at Laura.Ossont@dfas.mil.

***UNAUTHORIZED
COMMITMENTS (UAC)***

When conducting business with Contractors, whether you are simply obtaining a quotation or proposal, or you are planning to make a micro purchase using your Government Purchase Card (GPC), beware of making an unauthorized commitment (UAC). A UAC occurs when a Government representative, lacking proper authority, enters into a non-binding agreement with a Contractor. Ratification is the act of approving a UAC.

Ratification is a lengthy, complicated process involving notification of the immediate supervisor and the unit Commander (or first O-6 in the chain of command). Upon notification that a UAC occurred, Army Contracting Agency Southern Region, Fort Bragg Directorate of Contracting (ACASR, FB DOC) sends a FORSCOM Form 121-R, with instructions for completion, to the unit Commander's attention. The 121-R contains sections wherein the individual making the UAC must explain the circumstances, and indicate why proper procurement procedures were not followed. The immediate supervisor and the unit Commander must also prepare written statements regarding how the UAC occurred, and what

corrective actions will be taken to ensure it will not happen again. The DOC reviews the 121-R, and coordinates with the Staff Judge Advocate's office to determine the proper course of action. It is possible that a UAC would not be ratified per limitations in FAR 1.602-3, and the individual who wrongly obligated the Government could be liable for costs incurred by the Contractor. This is a serious matter that could result in civil or criminal charges. Additionally, the Contractor's payment is unduly delayed for services rendered or goods received by the unit.

A UAC creates a lose-lose situation for both the Government and the Contractor. Don't make a grave mistake that could adversely affect your career. When in doubt, contact the Fort Bragg DOC regarding proper procurement procedures before you act.

OFFLOADING (What is it?)

Offloading is the process of sending a requirement to a contracting office other than the contracting office designated to provide you your support. At Fort Bragg, the Directorate of Contracting (DOC) is the office that provides all base operations support as well as mission support for all 18th Airborne Corps units and many tenant activities.

Offloading your requirement to another contracting office generally requires you to pay that contracting office a fee for their services. For example, if you MIPR money to GSA and have them award a contract for you, you could possibly pay as much as 3-4% of the cost of the contract in administrative fees. This is money that you might otherwise have been able to use to purchase something else your unit needs.

SAY IT WITH "ICE"

The Interactive Customer Evaluation (ICE) system is a web-based tool that collects feedback on

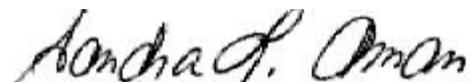
services provided by various organizations throughout the Department of Defense (DoD). The ICE system allows customers to submit online comment cards to rate the service providers they have encountered at military installations and related facilities around the world. It is designed to improve customer service by allowing managers to monitor the satisfaction levels of services provided through reports and customer comments. ICE provides the following benefits:

- ?? Allows DoD customers to quickly and easily provide feedback to service provider managers
- ?? Gives leadership timely data on service quality
- ?? Allows a manager to benchmark the performance of their service providers against other DoD organizations.
- ?? Encourages communication across organizations by comparing best practices to increase performance results.
- ?? Saves money

The Office of the Secretary of Defense Quality Management Office (OSD/QMO) provides the ICE system and is responsible for high-level system administration and maintenance. Organizations using ICE are responsible for maintaining their own service providers.

ICE is best viewed using Internet Explorer.

For additional information concerning any issues, you may contact the DOC at 6-4362.



Director of Contracting