

# IMPAC NEWS

FORT BRAGG, NORTH CAROLINA  
OCT/DEC 02 BULLETIN NO. 33

## TELEPHONE, EXTENSIONS, AND EMAIL ADDRESSES FOR IMPAC ACCOUNT MANAGERS

The following is the most current IMPAC Purchase Card Team Listing. IMPAC Account Managers are now assigned by Major Support Commands (MSCs):

### IMPAC Agency/Organization Program Coordinator (A/OPC)

Lucinda Nance, 910-396-4362. Ext 273  
E-mail: [nancel@bragg.army.mil](mailto:nancel@bragg.army.mil)

### IMPAC Secretary

Darlene Fair, 910-396-4362, Ext 271  
E-mail: [faird@bragg.army.mil](mailto:faird@bragg.army.mil)

### MSCs: ROTC, 18<sup>th</sup> AVN, 229<sup>th</sup> AVN, 35<sup>th</sup> SIG, 78<sup>th</sup> DIV, and TENANT Activities:

Diane Smith, 910-396-4362, Ext 283  
E-mail: [smithdiane@bragg.army.mil](mailto:smithdiane@bragg.army.mil)

### MSCs: 44<sup>th</sup> MED, IBO, ITBC, CASBC, PSBC, PWBC, RBC, 525<sup>th</sup> MI, 20<sup>th</sup> ENG BDE, SPO, 16<sup>th</sup> MP, EEO Office, Fort Bragg Schools, and PROTOCOL:

Mattie Palmer, 910-396-4362, Ext 284  
E-mail: [palmermk@bragg.army.mil](mailto:palmermk@bragg.army.mil)

### MSCs: USASOC, SOSCOM, and 82D:

Mary Cox, 910-396-4362, Ext 277  
E-mail: [coxnm@bragg.army.mil](mailto:coxnm@bragg.army.mil)

### MSCs: 18<sup>th</sup> ABN CORPS, COSCOM, and 18<sup>th</sup> SSG:

Amie Kendrick-Conner, 910-396-4362, Ext 276. E-mail: [connera@bragg.army.mil](mailto:connera@bragg.army.mil)

### MSCs: USACAPOC, USASFC, and JFK:

Maria Nelson, 910-396-4362, Ext 279  
E-mail: [nelsonmd@bragg.army.mil](mailto:nelsonmd@bragg.army.mil)

## IMPAC TEAM FAX NUMBER

The IMPAC Team Office is now located in the basement offices of Fort Bragg Directorate of Contracting, Bldg 1-1333.

**Fax Number: (910) 396-3058**  
**DSN: 236-3058**

## IMPAC FORMS

All forms utilized by the Fort Bragg IMPAC Program can be found at the IBO-C website: <http://www.bragg.army.mil/www-doc> (Click on "Government Users", then "IMPAC Information" and "Forms").

## TRADE FAIR

The Fayetteville Area Chamber of Commerce will host the FY03 IMPAC Trade Fair from 0900 to 1600 on **26 February 2003** at the Fort Bragg Officer's Club.

The Directorate of Contracting will provide two Cardholder/Billing Official User's Meetings held in the Sink Room at 1000 and 1400 in conjunction with the Trade Fair. These meetings will provide Cardholders/Billing Officials with an opportunity to talk one-on-one with members of the Fort Bragg IMPAC Team, voicing concerns/problems they may be experiencing with the program.

Additionally, representatives from the Fort Bragg IMPAC Team Office will discuss changes to the IMPAC Program, e.g. C.A.R.E. on-line payment process, delinquent payments, interest penalties, IMPAC rebates, Cardholder, Billing Official and Alternate Billing Official clearing memorandums, and annual IMPAC Account Reviews. Attendance at one of these IMPAC user seminars is **highly encouraged**. Don't miss this excellent opportunity to hear about recent and upcoming changes to the Fort Bragg IMPAC Program, as well as learn more

about the local vendor community and how they can help you succeed at meeting your unit mission requirements.

### **PORTABLE LATRINE SERVICES**

Effective 1 Nov 02, the Mandatory Vendor for Portable Latrine Rental is:

Tarheel Specialties, Inc.  
PO Box 965  
Dunn, NC 28335  
Contract Manager: Michael Spencer  
Telephone: (910) 436-3627  
FAX Number: (910) 892-6219

**The hours of operation for the portable latrine contractor are 0730 to 1630 hours Monday through Friday, excluding Federal Holidays.**

Price listing and Contract CLINs can be found at our Directorate of Contracting (DOC) website: <http://www.bragg.army.mil/www-doc> listed under "Portolets".

### **RE-ENLISTMENT PURCHASES**

Cardholders who purchase re-enlistment items for the Re-Enlistment Office must ensure they process according to the following instructions:

The Re-Enlistment Office NCO determines the requirements for the cycle (quarterly, annually, etc), submits request for approval of items in writing to the Commander in chain of command and the Comptroller/RM. Once approval has been granted, the request is submitted to the Battalion or Brigade S-4. The S-4 contacts the Billing Official for purchase to be made by Cardholder. The selected Cardholder is provided all supporting documentation, e.g. list of items to be purchased and copy of the approved request. Once items have been purchased and delivered to the Re-Enlistment NCO, cardholder obtains signature (noting

delivery and receipt) and the purchase/transaction is completed.

### **POOL TABLE REPAIRS and SUPPLIES**

CTA 50-909 has changed over the years to authorize more items in the dayrooms, with the result that those items are funded with appropriated funds (APFs). Prior to making these type purchases, contact your S-4 for guidance, as well as your IMPAC Team Account Manager.

### **VENDOR SCAMS BY TELEMARKETERS**

If you receive these samples (e.g. toner cartridges) that you did not order, set them aside and do not use them. When the telemarketers call back and insist upon a card number, refuse to give it to them. Request the telemarketer send a postage paid container/box so the shipment can be sent back to them at their expense. **DO NOT RETURN THESE ITEMS AT THE GOVERNMENT'S EXPENSE.**

Billing Officials and Cardholders should take the following steps concerning these vendor scams:

1. The Fort Bragg IMPAC Team Office recommends you do not give your IMPAC purchase card number to telemarketers. Provide your IMPAC purchase card number over the phone to businesses in which you have initiated the call. You may ask the vendor to send you a catalog or provide you with a website and if you require items, you will contact them.
2. If you did not order the item, do not pay for it. Offer to return it to the business at their expense. Request they provide a postage paid box/container.
3. If you are charged for items you did not order, complete a Cardholder Statement of

Questioned Item (CSQI) Form to file a dispute of the charge through US Bank. This form is completed and faxed directly to US Bank (fax number is annotated on the form).

4. If you order items from businesses via the telephone, provide your IMPAC purchase card number at the time of order.

Should you encounter problems with this process, contact: Fort Bragg IMPAC Program Coordinator, Lucinda Nance at (910) 396-4362, Ext 273 or via e-mail: [nancel@bragg.army.mil](mailto:nancel@bragg.army.mil)

#### **PROPERTY ACCOUNTABILITY:**

Cardholders and Billing Officials are required to ensure all items of Army property that require formal property book accountability, e.g. non-expendable items, as determined by the units Property Book Officer (PBO) are accounted for accordingly. Items that do not require formal property book accountability, but do require some form of hand receipt control when issued to the user, e.g. durable property, must also be deemed so at the discretion of the property book office. This also includes some commercial and fabricated items that are procured.

**PBOs will not be appointed as Cardholders or Billing Officials.** PBOs (S-4, DOL, etc.) or their representatives should ensure that Billing Officials/Cardholders are ensuring property accountability procedures are being followed. Formal complaints of non-compliance will be provided to commanders. Abuse or repeated non-compliance with property accountability procedures will be grounds to suspend the IMPAC Account until assurances are obtained that property accountability documents are made current and established procedures will be followed in the future. For additional information, contact your PBO or Benjamin Edwards, CIPBO at (910)

396-1500/1523/7220, located in Bldg 8T-3015, Macomb Street or via e-mail: [http://www.bragg.army.mil/RBC/Logistics/L\\_CI\\_PBO.htm](http://www.bragg.army.mil/RBC/Logistics/L_CI_PBO.htm)

#### **MANDATORY ARMY BLANKET PURCHASE AGREEMENTS (BPAs) FOR OFFICE SUPPLIES**

Effective 1 Oct 02, Cardholders must first attempt to fulfill their office supply needs from the local SSSC store. If the product is not available, the BPA will be used. The Department of the Army currently has Blanket Purchase Agreements (BPAs) with the businesses listed on the attachment to this e-mail.

In Fiscal Year 2000, the Army spent more than \$100M on office products using purchase cards. Many of these purchases were made from commercial sources without compliance with JWOD statutory requirement. The Army also failed to take advantage of or leverage its buying power by awarding and using contracts with discounted/negotiated pricing. We intend to meet the above requirements through mandating the use of recently Army awarded Federal Supply Schedule BPAs. OCONUS locations are to use the BPAs whenever the suppliers can meet their delivery requirements. Suppliers will automatically substitute JWOD products for the items ordered when they are "like" or "essentially the same." Cardholders will access the BPA catalogs via the DoD EMALL. The attached memorandum mandates use of Department of the Army BPAs for the purchase of office products. Cardholders may access these BPAs on the Department of Defense (DoD) Electronic Mall (EMALL) website and can be accessed at:

<https://emall.prod.dodonline.net/scripts/EMStoresRelatedSites.asp>

1. Cardholders will first be required to register as a new user.

2. Once at the EMALL site, the cardholder can either click on "Commercial Catalogs" or fill in the "Search Form."

3. If the Cardholder searches on "Commercial Catalogs", they must select one of the businesses with whom the Army has a BPA and are listed on the attachment to this e-mail. Cardholders are **NOT** allowed to order from businesses that are not listed on the attached listing.

4. If the Cardholder searches for items using the "Search Form", they may type in the item or they can be more specific with the NSN or Manufacturer information. If they search from this tool, they will see a list of vendors who can provide the item and the prices. However, again the Cardholder may **ONLY** purchase from a business listed on the attachment to this e-mail and only after verifying the item is not available in the local SSSC.

5. If the Cardholder has any problems within the DoD EMALL website, they may call customer service at (888) 352-9333.



BPA for Off Prod  
e-mail.pdf

**THIS BULLETIN IS AUTHORIZED  
BY:**

A handwritten signature in black ink that reads "Sandra L. Aman".

SANDRA L. AMAN  
Director of Contracting