

GPC NEWS

FORT BRAGG, NORTH CAROLINA
JUL/SEP 03 BULLETIN NO. 36

GPC TRADE FAIR REMINDER

This year's Government Purchase Card (GPC) Trade Fair will be held on Wednesday 13 August at the Fort Bragg Officer's Club. More information on this event may be viewed at website <http://www.bragg.army.mil/www-doc>. There is a direct link to the trade fair information on the homepage.

INVOICE CERTIFICATION

Billing Officials must certify their GPC invoices **on-line no later than five business days following the cycle close date.** Billing Officials are to certify by their purchase requests and receipts on file, not the monthly statement that is mailed by US Bank. Waiting until this statement arrives will delay you past the mandatory five-day certification period. The monthly paper statements are expected to cease sometime in the near future. Cycles normally close on or about the 23rd of each month. **Billing Officials must also certify credit balances and \$0 balances.**

Billing Officials are encouraged to have their Cardholders certify their own purchases and statements whenever possible. This is a rating area for annual GPC reviews. Billing Officials and Alternate Billing Officials must certify their own invoices. ***Both the GPC Office and US Bank prohibit allowing someone else to use your CARE userid and password.***

If you are a BO or ABO who is deploying, please ensure that a replacement BO or ABO has been established through the GPC Office prior to your departure. All managerial accounts not certified in a timely manner will be suspended. Additionally, Alternate Billing Officials are a mandatory requirement for all Fort Bragg accounts.

PURCHASE CARD LOGS- CARE

The Army GPC SOP dated 31 July 2002 requires that all cardholders complete the electronic transaction log registers in the CARE (Customer Automation and Reporting Environment) system. Completion of this log ***is in addition*** to the Fort Bragg Regulation 715-3 requirement to maintain a monthly paper register. Both the SOP and Fort Bragg Regulation are posted at the following website: <http://www.bragg.army.mil/www-doc>.

SECOND QUARTER FY03 REBATES

Second quarter FY03 rebates totaled \$170,132 for Fort Bragg, a new record! The highest rebates are earned when billing officials certify within five business days following the end of the cycle. The majority of all rebates are credited directly back to Billing Official accounts.

REFRESHER GPC TRAINING

The Army GPC SOP dated 31 July 2002 requires refresher GPC training for all Billing Officials, Alternate Billing Officials, and Cardholders. The refresher training is required **every two years** following the initial training. You will be notified by your GPC Account Manager when training is due. The GPC Office will suspend all accounts not in compliance with training requirements. Exceptions will be made for deployed personnel under extenuating circumstances.

PROBLEMS WITH THE CARE ON-LINE WEBSITE

The CARE on-line certification website, <https://care.usbank.com>, requires a current JavaScript application in order to load the Transaction Management Module. The GPC Office receives numerous calls each month from Billing Officials and Cardholders unable to load their transactions due to JavaScript problems.

Each time computer software and/or security upgrades are performed, the JavaScript application must be reloaded by your information technology personnel. The technical support department at US Bank recommends **Microsoft Virtual Machine** as the preferred JavaScript application for the CARE system. The application may be downloaded from **<https://care.usbank.com/msvm>**. Additionally, emptying one's Temporary Internet Files will enhance CARE performance.

INACTIVE PASSWORDS

Billing Official passwords expire every 30 to 45 days. Cardholder passwords expire every 100 days. Should you get a message of being "inactivated" after logging into CARE, call US Bank toll-free 24 hours a day at 1-888-994-6722 to request a password reset. If asked, your Program Coordinator is Lucinda L. Nance. You may also call US Bank if you are ever locked out of CARE.

CARDHOLDER DISPUTE PROCEDURES

Billing Officials and Cardholders are reminded to dispute fraudulent, incorrect or suspicious charges ***on-line in CARE*** or via the ***Cardholder Statement of Questioned Item*** forms available from your GPC Account Managers. Forms are faxed directly to US Bank to the number printed at the bottom of the dispute form, (701) 461-3466.

Cardholders have exactly 60 days from the close of a cycle date to dispute charges. Upon initiating a dispute, follow up with a telephone call to the US Bank to ensure that your on-line dispute or forms were received and that the bank has mailed you affidavits for signature and return. You may call the bank toll-free at 1-888-994-6722. Request that US Bank fax you the affidavits if possible to avoid mailroom delays.

Important: If you do not return affidavits to the bank, your dispute will be settled in

favor of the vendor who charged your card.

ATTENTION COMPTROLLERS- FY04 APC CHANGES

If you are a comptroller or resource manager who intends to change Accounting Processing Codes for any Cardholder in FY04, please ensure the following:

Provide your Major Support Command GPC Account Manager with account maintenance forms or spreadsheets reflecting the APC changes **no later than 23 September 2003**. Identify Cardholders by their Cardholder account numbers and Billing Official names if submitting spreadsheets. Load the new APC's in the Standard Finance System (STANFINS) as soon as they become effective for use.. Failure to comply with this may result in CARE rejects and payment problems for your Billing Official accounts.

A WORD ON LOCAL PURCHASE AUTHORITY

Local purchase authority (LPA) may be defined as ***"justification for purchases made as consistent with Army mission requirements."*** Local purchase authority must be cited on every government purchase card (GPC) request signed by a Billing Official (BO) or Alternate Billing Official (ABO). The purpose of a purchase request is to document how a BO/ABO determined what items a requesting unit is authorized to have. Government Purchase Cardholders **cannot** make purchases that have not been approved by a BO/ABO.

All purchases made with the GPC must be legal for purchase with appropriated funds. Local purchase authority can be cited as a reference to any of the following sources: **Table of Organizational Equipment (TOE); Modified Table of Organizational**

Equipment (MTOE); Table of Distribution and Allowances (TDA); Modified Table of Distribution and Allowances (MTDA); Common Table of Allowances (CTA); Field Manual (FM); Technical Manual (TM); Army Regulation (AR); General Accounting Office Decision, or other governing laws and regulations. Billing Officials and Cardholders are reminded to utilize mandatory supply sources to the maximum extent possible. Examples of mandatory supply sources include UNICOR, the Javits Wagner O'Day Priority Source Program (JWOD), the Document Automation and Production Service (DAPS), the federal supply system, and requirements contracts.

RECORDS RETENTION

The Army GPC SOP dated 31 July 2002 mandates that GPC records be maintained for a period of six years and three months, a change from the previous guidance of three calendar years. Original GPC records must be retained at Fort Bragg or other domestic duty stations while units or individuals are deployed. Billing Officials and Cardholders may consult their S-4 sections for safekeeping of records. Prior to deactivating, reserve units must turn over all original GPC records to their group S-4 officers.

MANDATORY OFFICE SUPPLY BPA'S

Effective 1 October 2002, Cardholders must utilize the mandatory Army Blanket Purchase Agreements (BPA's) to purchase office supplies. A listing of the 12 mandatory vendors may be requested from the GPC Office. Purchases must be made on-line via the DOD E-Mall, <https://email.prod.dodonline.net/scripts/EMStoresRelatedSites.asp>. A DOD E-Mall tutorial is available at <http://www.bragg.army.mil/www-doc>.

Cardholders may not purchase office supplies directly from a vendor's website or retail store, even if the vendor is a BPA holder. The Department of the Army is tracking dollars spent on office supplies as well as compliance with mandatory supply sources. For this reason, utilization of DOD E-Mall is not optional, but required. Cardholders may take one of three exemptions to DOD E-Mall:

1. Purchasing from a **local self-service supply center**, such as the LCI-SSSC store on any military installation.
2. Purchasing **Javits-Wagner-O'Day products from a less expensive source**. Possibilities include purchasing directly from JWOD or purchasing JWOD products through General Services Administration (GSA).
3. **Urgent Delivery Requirements**- This exemption may not be routinely used, as most office supply requirements are not last minute requests. If a Cardholder is taking this exemption, a memorandum for record signed by the Billing Official must be filed with the purchase request.

NON-GOVERNMENTAL TRAINING

Non-governmental training requirements for uniformed personnel must be approved by Mr. Steve Crumley of the Readiness Business Center prior to Cardholders charging to the GPC card. This requirement applies to all XVIII Airborne Corps activities. Requests may be e-mailed to crumleyste@bragg.army.mil.

A DD Form 1556 must also be completed prior to charging training to the GPC card. The form is to be filed with the

GPC records. The DD Form 1556 must be routed through the Commander, training coordinator, and immediate supervisor of the person(s) taking the training.

**A WARM WELCOME TO OUR NEW
GPC TEAM MEMBERS**

Ms. Linda Biddle recently came on board the GPC Team as an account manager for USAJFKSWCS, USASOC Command, and SOSCOM. Ms. Biddle comes to us from the US Army John F. Kennedy Special Warfare Center and School Resource Management Office, the last of three assignments over her past eight years at Fort Bragg. She was formerly with HQ, US Army Special Operations Command. Ms. Biddle may be reached at 396-4362 ext. 279, or biddleld@bragg.army.mil. We are excited to have her on our team. She is going to be a great asset to Fort Bragg's GPC Program! Welcome, Linda!

Ms. Angela Kearney will also be joining the GPC Team soon. Ms. Kearney is coming from the Defense Supply Center in Richmond, Virginia. Welcome, Angela!

Farewell to Maria Nelson. Maria is leaving the GPC Team to accept a new position with the Army Research Office. She would like to thank USASOC, Fifth Brigade JROTC, and numerous other Fort Bragg activities with whom she has worked over the years. Maria also wishes to thank all members of her organization for making her Fort Bragg tour of duty rewarding and memorable. Farewell, Maria!

**THIS BULLETIN IS AUTHORIZED
BY:**



Sandra L. Aman
Director of Contracting

FAREWELL REGARDS