

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
OCT/DEC 99 BULLETIN NO. 21

IMPAC "NEWS FLASH"

Congratulations are in order and a rousing HOOAH to Lucinda Nance. She has been selected as the IMPAC team leader vice Vicki Hardy.

A FOND FAREWELL TO VICKI HARDY

The IMPAC team bids Vicki Hardy, IMPAC team leader, a fond farewell and wishes her much luck in her new position. Vicki was recently selected for a GS-9 training GS-11 Contract Specialist position in the Contracting Division of the IBO-C. While we all hate to see Vicki leave the team, we are certainly happy for her to have this great opportunity to continue growing through new challenges and opportunities in contracting.

IMPAC TRAINING CLASS

An IMPAC Training Class will not be held during the month of November due to non-availability of a classroom and conflicting schedules of IMPAC Account Managers. The next IMPAC Training class is scheduled for Thursday, 9 December 1999. The class has been extended to a full day and will be held at the JFK Special Warfare Center Academic Facility, located at the corner of Ardennes & Zabitosky Streets, Bldg.

D-3915, Room C-275. Attendance is limited to the first **175** individuals. Please note that sign-in begins at **0900** with class starting at **0930**. **NO ONE WILL BE ADMITTED AFTER 0930.**

Class material may now be downloaded prior to class attendance, on the intranet website:

<http://dragonnet.bragg.army.mil/ibo/> or you may come by our office and pick up a training diskette. We are located in Bldg 1-1333 on the corner of Macomb and Armistead. Please check in at the front desk (Room 107) to pick up the diskette. We request that anyone attending the IMPAC Training class print out a copy of the training material and bring it with you to class. Diskettes will be handed out during the sign-in process for those who are unable to obtain training material prior to class.

All information regarding future IMPAC Training Classes may be obtained by dialing **396-4362, ext. 270**. The date, time, and place are provided for the next available class.

POINTS OF CONTACT ON THE IMPAC TEAM

The following is a list of **IBO-CS IMPAC Coordinators**, telephone extensions, e-mail addresses, and Approving Official Accounts (based on the first letter of Approving Official's last name) that they administer:

A-D **Mattie Palmer, 910-396-4362, ext. 290**
palmermk@bragg.army.mil

**E-J Diane Smith, 910-396-4362,
ext. 218
smithdiane@bragg.army.mil**

**K-O Amie Kendrick-Conner
910-396-4362, ext. 214
connera@bragg.army.mil**

**P-T Mary Cox, 910-396-4362,
ext. 260
coxm@bragg.army.mil**

**U-Z and ROTC/JROTC:
VACANT Please call one of
the Account Managers listed
above for assistance.**

**Agency/Organization Program
Coordinator (A/OPC):
Lucinda Nance, 910-396-4362,
ext. 259
nancel@bragg.army.mil**

These account managers are located at
the IBO-C, Bldg. 1-1333, corner of
Macomb and Armistead Streets, Fax
number: 910-396-0063.

IMPAC PURCHASE CARD SUSPENSION POLICY.

Fort Bragg is still receiving notice of
DELINQUENT IMPAC accounts. As of
01 Jun 99, accounts that go 60 days past
due (90 days past the billing date) will be
suspended by US Bank. **Additionally, if
any Approving Official's account is
over 180 days past due, the entire
Installation's IMPAC program will be
suspended.** DOD policy is to pay its
invoices on a timely basis in order to
avoid unnecessary interest charges due to
late submission of Billing Account
Statements to the DFAS paying offices.

Before suspension, US Bank will notify
approving officials and program
coordinators of the pending suspension.
The accounts will remain suspended
until brought up to date with outstanding
invoices. At that time, accounts will
automatically be reinstated. Accounts
suspended more than twice in a twelve
month period will be canceled.
Approving Officials are required to date
stamp their Billing Account Statements
the date they receive them in the upper
right hand corner on the first page
(above the statement closing date) of
each BAS. This date can be handwritten
or stamped with a date stamper. If you
do not do this, your DFAS Paying Office
will use the statement closing date to
calculate the late fees and interest
charges.

With careful review of the Billing
Account Statement by the Approving
Official, delinquent IMPAC accounts at
Fort Bragg should be decreased or
eliminated.

CHRISTMAS TIME – ALREADY?

Tis the season to rejoice and decorate. It
is appropriate to use the IMPAC Card
when purchasing Christmas decorations,
but please remember the following
before doing so:

- Unless you are purchasing to
decorate the Chapels, don't
purchase religious decorations
(remember the separation of church
and state)
- Don't go overboard. Remember
that whatever you spend is coming
out of your mission funds.

- Decorations may be purchased for the morale and welfare of all; i.e. can decorate common areas but not individual offices.
- Remember to purchase items that can be reused from year to year. Recycle your decorations. Don't dwindle away your limited mission funds by buying new decorations every year.

BUYING GREEN?

EPA recently released the final guidance concerning Environmentally Preferable Purchasing, a document that will greatly assist executive agencies mandated to adopt environmentally preferable purchasing under Executive Order 13101- Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.

The final guidance is centered on five guiding principles:

- 1) Include environmental considerations as part of the normal purchasing process
- 2) Emphasize pollution prevention early in the purchasing process
- 3) Examine multiple environmental attributes throughout a product's life cycle
- 4) Compare environmental impacts when selecting products
- 5) Make purchasing decisions based on accurate and meaningful information about environmental performance of products and services.

In an effort toward reducing waste and promoting recycling, IMPAC cardholders are reminded that they must

purchase products manufactured from recycled materials.

For more information, log onto

<http://www.epa.gov/fedrgstr/EPAFR-CONTENTS/1999/August/Day-20/contents.htm> or contact Mr. William Squire at 396-3341.

BUYING BUSINESS CARDS

DoD employees are now authorized to use appropriated funds to make or purchase business cards, **IF BUSINESS CARDS ARE NEEDED IN CONNECTION WITH OFFICIAL ACTIVITIES.**

DoD employees may either elect to print their own business cards on Government owned computers using **existing** software and agency-purchased card stock or may purchase the business cards from The Lighthouse for the Blind, Inc., a Javits-Wager-O'Day participating non-profit agency, when it is determined the cost is equivalent or less than the cost of producing the cards on a personal computer. The Army guidance implementing the DoD policy was included in the recent revision of AR 25-30, The Army Publishing and Printing Program, dated 21 Jun 99. Following the policy guidance contained in AR 25-30, paragraph 11-11, business cards can be obtained from the Lighthouse for the Blind, Inc. The cards are already available in the JWOD Catalog, through GSA Customer Supply Center, by calling 1-800-525-8027. If you have any questions concerning the Army policy on purchasing business cards contact your IMPAC Account Manager.

GIFT OR ENTERTAINMENT PURCHASES USING THE IMPAC CARD?

Daily the IMPAC team receives numerous phone calls and e-mails requesting guidance on whether or not a particular purchase is proper using the IMPAC card. Additionally, through our reviews and/or discussions with cardholders we find items being purchased that are inappropriate. Many of these purchases fall into one of two categories: Gifts and Entertainment.

FB Reg 715-3 clearly states that cardholders must have local purchase (or statutory) authority in order to make a purchase. Cardholders must also be authorized to use appropriated funds for the items they are purchasing.

Principles of Federal Appropriations Law discuss the use of appropriated funds for the purchase of gifts and entertainment by stating: “Appropriated funds may not be used for personal gifts and entertainment, unless, of course, there is specific statutory authority.”

An example of an improper expenditure might be the use of the IMPAC card to purchase mementos, such as wine goblets, to be given away at the company dining in. Because giving wine goblets is not reasonably necessary to carry out the mission of the company, there is no statutory authority for the use of appropriated funds (IMPAC card) to purchase these, and this expenditure would be a misappropriation of funds.

Another example might be the purchase of bouquets to be given to the Commanders' wives during a change of

command ceremony, or the purchase of Christmas cards to be given to each soldier in the company. Again, these would be considered gifts and, while nice gestures, are not necessary to the mission of the organization. All of the above examples should be purchased using personal, unit, or non-appropriated funds.

There are some pretty simple tests you can use yourself when asked to purchase these type items. First ask yourself, “How did we purchase these before we had an IMPAC card and what is my statutory or regulatory authority to spend appropriated dollars for the item(s)?” If that doesn't work, try the CNN test, “If reporters from CNN asked what was purchased and why the purchase was made, would the response be an embarrassment to the command?” If these test questions fail, call the IMPAC team **BEFORE** you make the purchase.

CHARGING / MAINTAINING FIRE EXTINGUISHERS

Army Regulation 420-90 and National Fire Protection Association Codes 1 and 10, require units to maintain fire extinguishers at a charged and well-maintained level of acceptance. Consequently, we have awarded three (3) Blanket Purchase Agreements (BPA) for use by all units effective 1 June 1999 – 31 May 2000. These BPA's provide service at considerable savings and must be used unless there are compelling reasons to obtain the services from other sources.

The BPA's provides for IMPAC cardholders in units and organizations to

deal directly with one of the three specified contractors to order and schedule service. Each vendor has established prices that are within an approved range for specific services. IMPAC cardholders are the only personnel authorized to order and pay for services under these BPA's.

The contractors are: All American Fire Protection, phone 822-4600, BPA # DAKF40-99-A-0004; Clinton Fire and Safety Co., phone 483-1425, BPA # DAKF40-99-A-0005; and Michael's Electronics, phone 486-6270, BPA # DAKF40-99-A-0006.

For assistance concerning policies and procedures regarding fire extinguishers, contact Roger Miller, Chief, Fire & Emergency Services, Div., Public Safety Business Center at 396-8121.

For assistance regarding contractor performance, contact Yvonne Pierce, Chief of Purchasing Div., Installation Business Office-Contracting at 396-4362, ext 273.

SPECIAL MAIL SERVICES

IMPAC cardholders now have two options when requiring Federal Express (FedEx) services. You may now use your IMPAC card and the charges will come out of your mission funds or you may ship your item through the Official Mail and Distribution Center (OMDC). Regardless of which option you choose the price is the same!

Under the FedEx contract, the cost for shipping a letter with two-day delivery is just \$3.40 and a two-pound package is just \$3.45.

If you use the services of OMDC for your FedEx shipment, these mail services must be justified as mission essential and are not available on days preceding weekends or holidays. Fort Bragg Form 2083 (Special Postal Services Control Form) must be used to request special mail services and the request must be signed by the activity's mail point of contact and taken to the OMDC for approval by the Installation Postal Officer. The thing to remember is that when using OMDC services, the costs for the FedEx shipment are borne by the Information Technology Business Center (ITBC) and do not come out of your mission funds.

The Official Mail and Distribution Center is located in building 4-2175, in the Mini Mall complex on Reilly Road. The hours are from 0730 to 1630 hours.

Point of contact for the Official Mail and Distribution Center is Debra Slaughter at 396-4300.

AT&T PREPAID GLOBAL CALLING CARDS

The FTS (Federal Telephone Service) 2000 GSA contract offers AT&T prepaid calling cards to DoD customers. The GSA contract allows units and activities to order the prepaid calling cards via fax using a government issued IMPAC card. AT&T Government Markets FastFACTS service at (888) 872-3200 will fax the order forms directly to the customer. IMPAC orders can then be submitted directly to the AT&T Global Prepaid Card Center by fax. The cards are shipped within two weeks in a deactivated status for your protection.

The prepaid calling cards have one low flat rate per minute for calling within the CONUS, Hawaii, Puerto Rico, US Virgin Islands and to/from Alaska. The cards are available in \$5, \$10, \$15, and \$20 denominations. Minimum purchase restrictions do apply. The \$5 card is available in packages of 50 cards. The \$10, \$15, and \$20 cards are available in packages of 25 cards. The cards are rechargeable with a valid major credit card.

The AT&T Global Prepaid Calling Card GSA contract will expire in December 2000. For additional information, call AT&T at (800) 253-3846.

Point of contact at the Information Technology Business Center is Debbie Austin at 396-3513.

IMPAC ACCOUNT REVIEWS FOR OCT-DEC 99

Annual reviews of IMPAC Accounts are required per FORSCOM Federal Acquisition Regulation Supplement (FFARS) 13.9002 and XVIII Airborne Corps and Fort Bragg Regulation 715-3, para 3-12. Each Approving Official's account is reviewed for compliance with these regulations using a checklist developed by the IMPAC team. Items of particular interest requiring review include: split purchases or the appearance of split purchases; improper use of the card, e.g. purchase of items not authorized; avoidance of mandatory sources; individuals other than cardholder using the purchase card; timeliness of billing statements to DFAS paying offices; and no funding document in file prior to making purchases.

The IMPAC team would like to recognize Approving Officials and their Cardholders who strive to ensure that all regulatory requirements are consistently met.

This quarter, the IMPAC team applauds Approving Official **Victoria Champion** and her Cardholder **Linda Medeiros** for an outstanding job of maintaining and documentation of their IMPAC files.

For a copy of our inspection checklist, please contact your account manager. Additional information concerning this, or any other IMPAC issue, is available by contacting the IMPAC team at 396-4362, exts. 290, 218, 214, 260, 258, or 259.

IMPAC REBATES

US Bank issues quarterly rebates to the IMPAC billing accounts. These rebates usually appear on your January, April, July, and October billing account statements.

If your account receives a rebate, it will be annotated at the top of the 2nd page of the Approving Official's billing account statement where the payments are annotated. It will be listed as a payment. **PLEASE DEDUCT THIS REBATE AMOUNT FROM YOUR CURRENT BILLING ACTIVITY AND CERTIFY THE BALANCE FOR PAYMENT.** Make a note to your DFAS Paying Office beside the amount certified that you have deducted the rebate. Be sure to identify the month and amount that was deducted.

If you have a zero current billing activity, you must deduct the rebate on the next month that you have activity and you MUST make a note to your DFAS Paying Office that you have deducted the rebate amount from the certified for payment amount. Identify the amount and month that the rebate was received.

IMPORTANT TIME FRAMES

The Billing Account Statement (BAS) provides the Approving/Alternate Approving Official with the data for each active cardholder account in a given billing cycle. The BAS is a single source of information for all purchasing card activity.

On the 24th of each month US Bank mails the Cardholder's statement of account and the Approving Official's (AO's) billing account statement.

By the 5th of each month the Cardholders and Approving Officials should receive their appropriate statements.

If you have not received your statements by the 10th business day after the end of the billing cycle (23rd of each month), call US Bank at (888)-994-6722 and ask them to fax a copy to you. The Approving Officials may use the cardholder's transaction log to reconcile billing account statements in lieu of the cardholder's statement of account.

Cardholders are to reconcile their SOA's within 5 days of receipt and forward to their Approving Official.

The Approving Official's Billing Account Statement MUST be date-stamped (can be handwritten) the day of receipt by the AO, signed and forwarded to the appropriate DFAS paying office within 15 days of receipt.

IMPAC PURCHASE CARD "DID YOU KNOW"?

APPROVING OFFICIALS: Prior to permanent departure, the Approving Official is required to prepare a memorandum known as the IMPAC Purchase Card Approving Official Clearing Document. A sample of this document can be found in the FB Reg. 715-3. This is to be handcarried to the IBO-CS IMPAC Team.

APPROVING OFFICIALS and ALTERNATE APPROVING OFFICIALS are the only authorized personnel who may sign Billing Account Statements (BAS) and approve purchases by their Cardholders. DFAS Rome and DFAS Orlando will only recognize the signatures of Approving Officials and Alternate Approving Officials in order to process the BAS for payment.

CARDHOLDERS are required to clear their purchase card account through their AO/CO prior to PCS or separation. At the time of clearing, the Cardholder will turn the IMPAC purchase card over to the AO/CO. The AO/CO will destroy the card and notify his/her IBO-CS IMPAC Account Manager via e-mail or by faxing the Cardholder Clearing Memorandum of those cardholder

accounts that need to be closed. A sample of this document can be found in the FB Reg. 715-3.

The only one authorized to approve your purchases is YOUR Approving Official or Alternate Approving Official. In the absence of both of these individuals, you are not authorized to make purchases using your IMPAC Card. If Approving Officials depart and there is no Alternate Approving Official appointed, accounts may be temporarily suspended until an Approving Official is appointed.

DFAS-ROME's ADDRESS CHANGE

Effective 1 Oct 99, DFAS-Rome's address will change to:

DFAS-RO
ATTN: Vendor Pay
325 Brooks Road
Rome NY 13441-4527

**NATIONAL INDUSTRY FOR THE
BLIND/NATIONAL INDUSTRY
FOR THE SERVERLY**

HANDICAPPED (NIB/NISH) is a mandatory source for numerous items.

The following is a very useful website:

<http://www.jwod.gov>

IMPAC RECORDS RETENTION

The Approving Official is required to retain any and all records regarding their IMPAC account for three years after final payment. This is to include ALL of the Cardholder's ORIGINAL records.

**THIS BULLETIN IS AUTHORIZED
BY:**

Original Signed

WALTER H. WARFEL

Director of Contracting