

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
JAN/MAR 00 BULLETIN NO. 22

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:

Agency/Organization Program Coordinator (A/OPC):

Lucinda Nance, 910-396-4362,
ext. 205
nancel@bragg.army.mil

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
coxnm@bragg.army.mil

U-Z VACANT – Please call any of
the above Account Managers
for assistance.

ROTC/JROTC: Contact A/OPC,
Lucinda Nance for assistance.

The FAX number for the IMPAC Team
is: 910-396-0063

IMPAC TRAINING CLASS

The next IMPAC Training class is
scheduled for Thursday, 16 March 2000.

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.

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

<http://dragonnet.bragg.army.mil/iboc/>

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. We request that anyone
attending the IMPAC Training class print
out a copy of the training material and
bring it with you to class.

ON-LINE CERTIFICATION FOR MONTHLY CARDHOLDER AND BILLING OFFICIAL IMPAC STATEMENTS

The DoD Purchase Card Program is
entering a new phase that incorporates
electronic commerce tools into bill
reconciliation and paying process. This
new era will enable cardholders and
billing officials to log transactions, view
and reconcile transactions and to certify
for payment and billing statements
electronically on a world wide, 24-hour,
seven-day a week basis. This capability
will provide DoD with tools to
accelerate the payment of U.S. Bank
purchase card invoices. These rebates
benefit each unit as they are credited back
to the billing official.

Computer Requirements for Certifying On-Line: Cardholders and Billing Officials must have access to a computer with Internet access. If using Netscape Browser, must be 4.5 or higher; if using Internet Explorer, browser must be 4.01 with service pack one or higher with 128 bit encryption. Memory should be 32 MEG and processor speed of 133 MHz or higher. Also, must have Windows 95 or higher. The on-line certification process is tentatively scheduled to begin later in 2000. As information becomes available, it will be passed on to you through your IMPAC Account Managers.

IMPAC ACCOUNT REVIEWS FOR JAN-MAR 00

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.

For a copy of our inspection checklist, please contact your Account Manager.

Approving Official and Cardholders commended for an Exceptional IMPAC Account Review for this Quarter:

CPT Thomas J. McCarthy

Tamara Battle Kevin White
Joey Kea Paolo Londono
Larry Anderson

IMPAC TRADE FAIR

The Fayetteville Area Chamber of Commerce will host FY00 IMPAC Trade Fair from 0900 to 1600 on 26 April 2000 in the LaFayette Room at the Fort Bragg Officer's Club. Everyone is invited to walk through the exhibits and talk with local vendors about their products and services.

There will be two Cardholder/Approving Official User's Meetings held in the Strac Room (upstairs) at 10AM and 2PM in conjunction with the Trade Fair. This is your opportunity to talk one-on-one with members of the IMPAC Team concerning issues you may have, as well as receive the latest in IMPAC information (e.g. new billing procedures, past IMPAC review results, interest penalties paid by Fort Bragg, etc).

Don't miss this excellent opportunity to hear about recent and upcoming changes to the IMPAC Program and to learn more about the local vendor community and how they can help you.

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 amount certified for payment.

VENDOR MAIL-IN REBATES

When a cardholder purchases an item and a rebate is offered on the merchandise, the following procedures should be followed:

In-Store Rebates: Request the vendor reduce the price of the item being purchased by the amount of the rebate being offered. If they cannot or will not do this, follow the steps for mail-in rebates.

Mail-In Rebates: The mail-in rebate card should be completed with **U.S. Treasury and unit address** and mailed back to the vendor/manufacturer. When the rebate check is received, it is given to your Comptroller/Budget Officer or Resource Manager and these funds are recycled back into your unit's funds.

Cardholders are reminded **NEVER** to put their name on the mail-in rebate card.

JWOD IS NOW ON-LINE

During the IMPAC Training Class, Cardholders, Approving Officials and Alternate Approving Officials consistently hear about purchasing from mandatory sources, UNICOR (Federal Prison Industries, Inc.) and JWOD (The Javits-Wagner-O'Day Act Priority Source Program). This process has now been made easier.

The JWOD procurement website is located at <http://www.jwod.com>. This website allows cardholders to purchase mandatory source items: "Skilcraft" and other JWOD products on line and receive next day delivery. With national distribution and state-of-the-art online ordering capability, www.jwod.com, <http://www.jwod.com> expands the number of vehicles through which Federal customers can order JWOD office supplies or general products. In addition to online orders, cardholders can order by phone (877-438-5963) or fax (877-329-5963) or by the regular mailing system.

UNICOR can be reached on line at www.unicor.gov, by phone (800-827-3168) or fax (609-723-2140). Some of the items discussed include furniture purchases (when not utilizing UNICOR, a waiver from UNICOR is required) and laser toner cartridges (recycling as well as new purchases).

IMPAC PURCHASE CARD "DID YOU KNOW"?

IMPAC RECORDS RETENTION

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

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 Fort Bragg Regulation 715-3 as well as the IMPAC Training Materials.

CARDHOLDERS are required to clear their purchase card account through their Approving Official/Certifying Officer (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 Fort Bragg Reg. 715-3 and the IMPAC Training Materials.

The only one authorized to approve 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 Official departs and there is no Alternate Approving Official appointed, accounts may be temporarily suspended until an Approving Official is appointed.

APPROVING OFFICIALS and ALTERNATE APPROVING

OFFICIALS are the only authorized personnel who may sign Billing Account Statement (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.

DFAS-ROME's ADDRESS CHANGE

Effective 1 October 1999, DFAS-Rome's address changed to:

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

Additional information concerning articles listed herein or any IMPAC issues should be directed to any of the IMPAC Team Account Managers at 396-4362, ext 205, 214, 218, 260 or 290.

THIS BULLETIN IS AUTHORIZED BY:

Original Signed
WALTER H. WARFEL
Director of Contracting