



**DOLLARS & SENSE
A PROCUREMENT
PERSPECTIVE**

**FORT BRAGG, NORTH CAROLINA
Apr-Jun 2003 BULLETIN NO. 02-03**

CLOSEOUT - FY03

In coordination with appropriate business centers, a list of all *open market* requirements exceeding \$100,000 (including grouping of similar items), and those less than \$100,000 (that will be submitted to the DOC after 25 Apr 03 for obligation in FY03) will be provided to the DOC and the WPBAC Chairman for monitoring during the close out period. The open market requirements list will include project title, estimated dollar value, date of specifications to appropriate business center or units and remarks. A list detailing the *latest dates for submission of projects* can be accessed at www.bragg.army.mil/www-doc/GovUser. It should be noted that the 1112th Signal Battalion must receive all IMA purchase requests at least *15 days prior* to DOC's cutoff date.

Purchase Requests (DA 3953s and Aquiline Documents) processed after the submission cut-off date must be hand carried to Chief, Acquisition Division, to determine if procurement action can be accomplished prior to 30 Sep 2003.

Customers utilizing Aquiline, must enter the

requirement into Aquiline, print a copy of the requirement and hand carry to Chief, Acquisition Division for approval before submitting to Budget for fund certification. If approved, the appropriate Procurement Technician supporting your business center (Team 1, Debbie Dobbins; Team 2, Edward Woodard; Team 3, Richard Egger, PWBC Contracting Cell) must receive Aquiline purchase requests within 2 days from approval date. *Purchase requests received more than 2 days after approval date maybe returned without action.* Prior to hand carrying to the chief, Acquisition Division, customers must contact their recommended source of supply and verify if they are Central Contractor Registered (CCR), obtain their DUNS #, Cage Code #, and their Federal Tax ID #, **or** print a copy from the CCR Web site: WWW.CCR.gov showing the vendor is currently registered. Customer must provide a copy of the GSA contract quotation. Customers *not* currently utilizing Aquiline must submit their requirement on a DA Form 3953, providing the same information as above. Only *after* the initials of the Chief, Acquisition Division, and date of approval have been placed on the purchase request will availability of funds be certified and funds reserved.

TRAINING

(PAY WITH YOUR GPC)

The GPC is the required payment method for all *approved* training requirements up to \$25,000 acquired from commercial sources. A DD Form 1556, Request, Authorization, Agreement, Certification, and Reimbursement for Training, must be initiated and properly executed to support *each* training requirement, and should identify the GPC as the payment method to be used upon completion of training by individual(s) specified on the DD 1556. Individuals responsible for paying for approved training, but who do not currently possess a GPC card, must complete the GPC training modules available at www.army.mil/www-doc. Upon successful

completion of the training and prescribed forms, a GPC will be issued to pay for approved training requirements up to \$25,000 acquired from commercial sources. Those individuals who are GPC cardholders should contact the GPC account coordinator for instructions regarding increasing your established single purchase threshold to \$25,000. Remember, the threshold cannot be increased until your GPC coordinator has an approved maintenance form from you.

A DA Form 3953, Purchase Request and Commitment, should be initiated and properly executed for all training requirements that exceed \$25,000, and should be transmitted to the Directorate of Contracting (DOC) via Acquiline. All training requirements transmitted to DOC via the DA 3953 shall include a statement of work describing the type of training to be provided, location for training, Government or Contractor provided equipment, facilities, etc., teaching staff qualification or certifications, whether or not participants are to be provided a certificate of completion, etc. When training is to be conducted on Fort Bragg and the contractor will come from out of town, travel expenses paid by the Government should be authorized and processed IAW travel regulations.

MILITARY PERSONNEL - Prior to scheduling training, all training requests (GPC, DA Form 3953, DD Form 1556) for training of military personnel must be approved by RBC Training Division, Training Integration Branch, 396-9030. AS OF: MARCH 2003

CIVILIAN PERSONNEL - Prior to scheduling training, all training requests (GPC, DA Form 3953, DD Form 1556) for training of civilian personnel must be approved by the individual's commander or director. AS OF: MARCH 2003
For additional information concerning the process using a DA 3953, please contact Ms. Jeanette Davis, 396-4362, ext. 238. For questions concerning the

GPC program, please call one of our GPC coordinators at 396-4362, ext. 258, 259, 260, 218, or 214.

CONSTRUCTION OR SERVICE (How Do I Know)

Sometimes our customers have difficulty determining whether they are purchasing a service requirement or a construction requirement. The Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS) references different labor standards for each type of requirement, and outlines specific guidance for construction and service contracts. In addition, there are also different Government Purchase Card (GPC) single purchase limits for construction and service requirements.

Acquisition regulations state that contracts must incorporate the Davis Bacon Act (DBA) for construction requirements over \$2,000.00 or the Service Contract Act (SCA) for services over \$2,500.00. The DBA applies to construction, alteration, renovation, painting and repairs such as roof shingling, building structural repair and paving repairs. The SCA applies to services such as installation of carpet, equipment maintenance, installation of equipment and other post support requirements. There are often "gray areas" where the type of requirement is unclear such as replacing broken windows, spot painting or minor patching of a wall. In those cases, you should use the following guidance in deciding how to define the type of requirement:

- Individual service calls or orders which will require a total of 32 or more work hours to perform shall be considered a repair (construction) subject to the DBA. **The GPC purchase limit is \$2,000.00.**
- Individual service calls or orders, which will require less than 32 work hours to perform shall be considered to be a maintenance (service) subject to the

SCA. **The GPC purchase limit is \$2,500.00.**

- Painting work of 200 square feet or more to be performed under an individual service call or order shall be considered a construction subject to the DBA regardless of the total work hours required. This type of requirement must be submitted through the Public Works Business Center (PWBC) on DA Form 4283. Painting of internal or external areas less than 200 square feet may be done using the GPC provided that the **\$2,000.00 purchase limit** is not exceeded, and that you adhere to the Fort Bragg color scheme policy. If you are not familiar with the policy, you may obtain a copy from PWBC before you proceed with the work.
- Per PWBC, carpet may be purchased and installed using the GPC. **The GPC purchase limit is \$2,500.00.**

RECEIVING REPORTS via EMAIL

On Feb 18th, 2003 an addendum was signed by the Director of the Commercial Pay Business Line approving the implementation of email submission of receiving and acceptance reports. In an effort to provide an increased level of support and reduce the late submission of receiving documents, the following process will be utilized as one of the methods for submission and receipt of receiving and acceptance reports. The following is a brief overview of the guidance:

- 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 the received documents 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.

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

PORTALETTS

TARHEEL SPECIALTIES, INC., (910) 436-3627 is the **required source** for your portalet requirements. Users on Fort Bragg are not authorized to rent, purchase or otherwise acquire portable latrines from any other vendor. A price list, current as of FEBRUARY 2003 may be accessed at:

http://www.bragg.army.mil/www-doc/GovUser/GPC/PDF/Port_Latrine_Pricing.pdf

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



Director of Contracting