

# GPC NEWS

**FORT BRAGG, NORTH CAROLINA  
JAN/MAR 03 BULLETIN NO. 34**

## **GPC TRADE FAIR DATE CHANGE**

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

## **GOVERNMENT PURCHASE CARD FISCAL YEAR 2003 CHANGES**

The Government Purchase Card program (IMPAC) has undergone several important changes in fiscal year 2003. Compliance with the Army Government Purchase Card Standard Operating Procedure includes the following:

- **NAME CHANGES-** The program formerly known as IMPAC (International Merchant Purchase Authorization Card) has been changed to the Government Purchase Card (GPC) Program. Certifying officers formerly referred to as Approving Officials are now addressed as Billing Officials.
- **ALTERNATE BILLING OFFICIALS-** All Army GPC Billing Officials are required to have at least one alternate billing official assigned to his or her account. The GPC Office will suspend all accounts not in compliance.
- **PURCHASE CARD LOGS -** The Army SOP 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.

- **INVOICE CERTIFICATION-** Billing Officials must certify their GPC invoices on-line no later than five business days following the cycle close date. Cycles normally close on or about the 23<sup>rd</sup> of each month. Billing Officials must also certify credit balances. The first quarter of FY03 yielded Fort Bragg activities \$129,145 in rebates!

- **REFRESHER GPC TRAINING-** The Army GPC SOP 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.

- **RECORDS RETENTION-** Billing Officials must retain all original GPC records for a period of six years and three months following final payment. Records to be retained include original receipts and local purchase requests, transaction logs, administrative approval memorandums, delegation of purchase authority letters, and bank statements. Previous guidance required that records be maintained for a period of three years following final payment.

- **REVIEW RATING STANDARDS-** Effective January 2003, GPC accounts reviewed by the GPC Team will receive a rating of Satisfactory, Needs Improvement, or Unsatisfactory. Due to new review procedures, the "Excellent" rating has been eliminated. Review standards are posted at <http://www.bragg.army.mil/www-doc>.

- **OFFICE SUPPLY PURCHASES -** Effective 1 October 2002, GPC Cardholders at installations with on-site self-service supply centers (SSSC), must first attempt to fulfill requirements for office supplies at the SSSC. If the office supplies required cannot be found or purchased from the SSSC, the

mandatory Army office supply BPA (blanket purchase agreement) will be used.

The office supply BPA includes twelve office supply vendors. Cardholders must purchase directly from these suppliers. Cardholders may not, for example, purchase from the local stores in Fayetteville in lieu of purchasing from the BPA suppliers. A listing of these vendors may be obtained from the GPC Office on base. To the maximum extent possible, cardholders must attempt to order office supplies on-line through the DOD E-Mall website:

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

Exceptions to mandatory use of the BPA's include urgent delivery requirements that cannot be met by the mandatory BPA vendors and instances where other JWOD suppliers offer the requested office supplies at lower prices than those offered by the BPA vendors. Cardholders must thoroughly document their GPC files with memorandums for reference for each incident that an exception is taken. The memorandums should be supported by the signature of the Billing Official or Alternate Billing Official.

The mandatory BPA's were established as a vehicle for ensuring price competition and compliance with Federal Acquisition Regulation, Part 8.700. This regulation mandates that federal agencies purchase (to the maximum extent possible) from the JWOD (Javits-Wagner-O'Day) Priority Source Program.

### **PROPERTY BOOK ACCOUNTABILITY**

Cardholders and Billing Officials are required to ensure all Army property that requires formal property book accountability as determined by the units' Property Book Officer (PBO) is accounted for accordingly. This includes some commercial and fabricated items procured that normally do not lose their identity while in use.

Items of Army property that do not require formal property book accountability may require some form of hand receipt control when issued to the user- i.e. durable property. This also includes some commercial and fabricated items that are procured.

PBO's will not be appointed as Cardholders or Billing Officials. PBO's (S-4, DOL, etc.) or their representatives must ensure that Billing Officials/Cardholders are practicing proper accountability procedures. Formal complaints of non-compliance will be provided to commanders. Abuse or repeated non-compliance with property accountability procedures will be grounds for suspension of Billing Official and/or Cardholder accounts.

For additional information, contact your PBO or Benjamin Edwards, CIPO at 396-1500/1523/7220, located in Building 8T-3015, Macomb Street or visit website:

[http://www.bragg.army.mil/rbc-log/Supply/CIPBO/L\\_cipbo.htm](http://www.bragg.army.mil/rbc-log/Supply/CIPBO/L_cipbo.htm)

### **VENDOR SCAMS**

The Fort Bragg GPC Team provides the following guidance on how to deal with vendor scams should your unit fall victim to harassing telephone calls or unauthorized shipments:

If you receive "samples" (i.e. toner cartridges) that you did not order, set them aside and do not use them. When the company telemarketers call and insist upon a card number, refuse to give it to them. Request the telemarketer send you a postage paid container/box to send the "samples" back to their location. **DO NOT UTILIZE GOVERNMENT FUNDS TO RETURN THESE ITEMS.**

If you encounter problems with telemarketers attempting to pressure your Cardholders to pay for items that were not ordered by your unit and insisting you give them a card number to pay for them, please contact Lucinda Nance, Fort Bragg Purchase

Card Program Manager, at (910) 396-4362, ext. 273, or [nancel@bragg.army.mil](mailto:nancel@bragg.army.mil).

If you are charged for something you did not request or order, immediately have the affected Cardholder(s) complete a Cardholder Statement of Questioned Item dispute form for each fraudulent transaction and fax directly to US Bank to the number printed on the bottom of the form. It is important that cardholders act quickly- they have exactly 60 days following the end of the statement closure date to submit this form. Forms may be requested from the GPC Team. Forms are also available at <http://www.bragg.army.mil/www-doc>.

### SEWING REQUIREMENTS FOR UNIFORMS

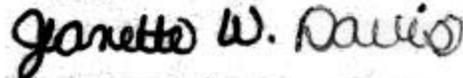
Generally, insignia may be sewn at government expense on uniforms issued as OCIE if the particular insignia item is required by AR 670-1 to be worn on that particular uniform. However, there are differences on what is authorized to be sewn on, and whether appropriated funds can be used for the sewing, which vary from uniform to uniform. You should carefully review AR 670-1 for the sections for the uniform at issue to see what is authorized and can be sewn on with APF's and what insignia is optional and must be sewn on at personal expense.

For example, per AR 670-1, paragraph 5-5b for the DBDU, the nametape, US Army tape, US flag, and the SSI, current organization, **CAN** be purchased and sewn on at government expense. Therefore the Government Purchase Card (GPC) could be used to pay for the sewing. However, special patches, SSI-Former wartime service (combat patch), skill badges, insignia of branch and rank must be paid for out-of-pocket and **CAN NOT** be sewn on at government expense and the GPC cannot be used.

### MOBILIZATION READINESS

During this time of mobilization and high-dollar spending, Billing Officials and Cardholders are cautioned to check their purchasing limits, and if necessary, adjust through their resource management sections. Please ensure that your current limits are sufficient to cover your expenses. Card declinations due to insufficient spending limits will cause delays in purchasing until account maintenance is completed.

THIS BULLETIN IS AUTHORIZED BY:



Jeanette W. Davis  
Acting Director of Contracting