

# IMPAC NEWS

FORT BRAGG, NORTH CAROLINA  
JUL/SEP 00 BULLETIN NO. 24

## IMPAC TRAINING CLASS

The next IMPAC Training Classes are scheduled for **16 August and 14 September**. 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**.

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.

Training disks will no longer be available. All class materials can and should be downloaded from our web site before attending class.

<http://www.bragg.army.mil/www-doc/index.htm>

## WHAT SHOULD APPROVING OFFICIALS DO WITH THEIR IMPAC RECORDS WHEN THEY LEAVE AN EXISTING ACCOUNT?

If an Incoming Approving Official is going to take over your existing account, you must leave ALL your IMPAC records with him/her.

If you are clearing your account and there is no Incoming Approving Official, you

must leave ALL your IMPAC records with your Commander.

Approving Officials are required to retain any and all records regarding their IMPAC account for three calendar years. This includes ALL of the cardholder's ORIGINAL records. Approving Officials that are clearing an existing account must leave ALL of their IMPAC records with either the Incoming Approving Official or their Commander in order to maintain the required file history on the IMPAC account. The three-year retention period is required per **Fort Bragg Regulation 715-3**.

## CAN CARDHOLDERS EVER BE DELEGATED BY AN APPROVING OFFICIAL (AO) TO RECONCILE THE (BAS) BILLING ACCOUNT STATEMENT?

This AO responsibility can NEVER be delegated to anyone other than the Alternate Approving Official (AAO) that is assigned to the IMPAC account.

Why can't a cardholder reconcile the BAS and forward to the AO for him/her to certify and sign?

**REASON:** The Approving Official's billing account summary (BAS) contains information on all cardholder accounts for which he/she is responsible. Cardholders should only have access to information concerning their accounts, and not the accounts of other cardholders. Additionally, Approving Officials are pecuniarily liable for all transactions on the BAS, and it is incumbent upon them to take full responsibility for reviewing, reconciling, and certifying the bill for payment. Reconciling, certifying, and

signing the BAS is listed as an AO/AOO responsibility per **Fort Bragg Regulation 715-3**.

**AO'S: HOW DO I PREVENT MY IMPAC ACCOUNT FROM GOING INTO DELINQUENCY STATUS?**

**The IMPAC office is still receiving a high volume of delinquency problems- the following are major reoccurring issues leading to delinquent accounts:**

1. Approving Officials (AO's) are not submitting their billing account summary statements (BAS) to their Defense Finance and Accounting Service (DFAS) payment offices in a timely manner (that being a 15 day time frame).
2. AO's are not coordinating with their Resource Management Office (RMO)/comptroller to ensure proper and sufficient funding has been obligated to satisfy payment to DFAS.
3. Unauthorized personnel are signing BAS statements and forwarding them to DFAS. (Note: the AO/AOO are the only persons authorized to sign BAS statements.
4. AO's are not complying with proper IMPAC account transition procedures:
  - a. AO's must notify their IMPAC account manager prior to departure and/or permanent change of duty station (PCS). They must also submit an AO clearing memorandum to their account manager.
  - b. Departing AO's must do everything possible to designate and prepare

incoming AO's for assumption of IMPAC duties. This action helps prevent account suspension by the bank. IMPAC cardholders cannot spend money without an AO/AOO present to sign purchase requests.

5. Mailroom personnel are not notifying AO's of IMPAC mail correspondence. Mailroom personnel are returning BAS statements to IMPAC Card Services, Fargo, ND.

**NOTE: DID YOU KNOW?**

- An IMPAC account more than 90 days delinquent is automatically suspended by the bank.
- An IMPAC account more than 180 days delinquent will shut down every IMPAC account on the Fort Bragg installation.
- An IMPAC account twice delinquent in a 12 month period can be permanently terminated by the bank.
- As of 30 June fiscal year 2000, Fort Bragg IMPAC delinquencies have accounted for **\$17,188** in interest penalties. Interest dollars are taken from Army mission funds, and are federal tax dollars.
- Only those activities who have no water source or whose water has been determined as not potable may purchase bottled water using their IMPAC card. Prior to using the IMPAC card to purchase bottled water a memo must be obtained from PWBC. (See our FAQ's at <http://www.bragg.army.mil/www-doc/index.htm>)

**\*\*\* Per Fort Bragg Regulation 715-3, Commanders (O5 and above) and**

**Directors must monitor their IMPAC programs for regulatory compliance.**

**THIS BULLETIN IS AUTHORIZED  
BY:**

*Original Signed*

**WALTER H. WARFEL  
Director of Contracting**