

# IMPAC NEWS

**FORT BRAGG, NORTH CAROLINA  
JUL/SEP 02 BULLETIN NO. 32**

## **IMPAC TEAM FAX NUMBER**

The IMPAC Team Office recently relocated to the basement floor of IBO-Contracting Division, Bldg 1-1333. Please ensure all documents are faxed to the new fax number:

**Fax Number: (910) 396-3058  
DSN: 236-3058**

## **IMPAC FORMS**

All forms utilized by the Fort Bragg IMPAC Program can be found at the IBO-C website: <http://www.bragg.army.mil/www-doc> (Click on "For government users", then "IMPAC Information" and "Forms").

## **PURCHASE OF WARRANTIES**

Cardholders are **NOT** authorized to purchase warranties. Cardholders are, however, authorized to purchase service and maintenance agreements.

Questions/concerns should be directed to your IMPAC Team Account Manager.

## **EXCELLENT IMPAC ACCOUNT REVIEWS**

### **CONGRATULATIONS!!!!!!**

Billing Official **Robert P. Grimming** of HQ, 1<sup>ST</sup> PSYOP BN and his Cardholders: John H. George, Shanna McDermott and Thomas Rawald.

Billing Official **Robert G. Crawford** of HQ, 3/4 ADAR, BN S-4 and his Cardholders: Hector Bonilla, Michael J. Duplechain, Robyn A. Maddox and Billy J. Richard.

Billing Official **Ronald G. Filo** of HQ, 3/4 ADAR, BN S-4 and his Cardholders: Kantonio E. Brownlee, Patrick O. Douglas and Glenda P. Portillo.

Billing Official **Selma Conyers** of 18<sup>th</sup> SSG, S-6 Automation and her Cardholder: Ada I. Gonzalez.

Billing Official **Jon R. Drushal** of XVIII Abn Corps G-3 NBC and his Cardholders: Matthew W. Brannon, Jason B. Matheney and Mark Nelson.

Billing Official **Hector Diodonet** of 1<sup>st</sup> COSCOM, IG and his Cardholders: Sherrilynne D. Cherry, John L. Hanson, Moneak F. Perrington and Leisa D. Williams.

Billing Official **Catherine Mansfield** of IVS, CASBC and her Cardholder: Stacy R. Williams.

## **DID YOU KNOW?????**

The Federal Acquisition Streamlining Act of 1994 removed the requirement for micro-purchases to be made from small businesses. Micro-purchases are defined as purchases for supplies and services at or below \$2,500 and construction at or below \$2,000. However, it continues to be the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business (SB), small disadvantaged business (SDB), woman-owned business (WOB), and service-disabled veteran-owned small business (SDVOSB). In fact, Congress is so concerned with encouraging procurement personnel to utilize small and disadvantaged businesses that they have developed socio-economic goals for Federal organizations.

These goals are defined as percentages (in dollars) of total contract awards. Fort Bragg's goals are:

SB	38.0%
SDB	8%
WOB	12.7%
SDVOSB	3%

Consequently, IMPAC cardholders are encouraged to consider local small businesses when identifying vendors who can satisfy requirements. Many of these small businesses offer highly competitive pricing, delivery to the installation, and continued support services. So, if you're in need of building supplies, lawn mowers, ladders, etc. consider Parks Building Supply, Triangle Building Supply, and 84 Lumber Co. in addition to Home Depot and Lowe's Building Supplies. For office supplies, consider small businesses such as Williams Printing and Office Supply, Poole Office Supply, and Stephens Office Supply along with Office Depot and Staples.

**Remember: DOING BUSINESS WITH SMALL BUSINESS IS ALWAYS GOOD BUSINESS!**

### **LIONS CLUB INTERNATIONAL (LCI) SELF SERVICE SUPPORT CENTER (SSSC) INFORMATION**

The SSSC Store has expanded their product line and will be offering a large variety of Information Technology items to Fort Bragg. Cardholders need to be aware that some of the items available through the SSSC Store will require prior approval from the Information Technology Business Center (ITBC). Cardholders must obtain **prior** ITBC approval authorization to purchase Copiers, Data Projectors, Notebooks, Computers, Non-standard Filing Equipment, Software (other than Corps standard), Cellular Telephones, Pagers, and Handheld radios. Cardholders must keep a copy of the ITBC Approval Document on file with the item purchase receipt and be able to present this documentation when the account is audited/reviewed. If you are not sure if you need prior authorization for an item, you should contact your IMPAC Team

Account Manager or call ITBC Supply Branch at 396-6606 for assistance. Tenant Activities, e.g. USASOC, WAMC, etc. must coordinate via their Information Management Offices (IMO) as noted above.

### **PURCHASE OF RE-ENLISTMENT ITEMS**

When Cardholders purchase Re-Enlistment Items, they are required to do the following:

1. The request for re-enlistment items must be made via memorandum from the Re-Enlistment Office, signed by the Re-Enlistment NCO. This request must be attached to the Cardholder's purchase request, signed by the Billing Official or Alternate Billing Official and cited with the Re-Enlistment Office's Local Purchase Authority (LPA).
2. Upon receipt of items requested, the Re-Enlistment NCO should sign, acknowledging receipt of items.
3. Cardholder is required to inform the Re-Enlistment Office that t-shirts can be purchased for Re-Enlistment purposes, however these t-shirts can **NOT** be purchased for PT, etc.

### **C.A.R.E. ID/PASSWORDS**

C.A.R.E. ID and Passwords are issued to each participant (Billing Official, Alternate Billing Official and Cardholder) of the Fort Bragg IMPAC Program. It is a violation of the C.A.R.E. and Fort Bragg Program to share or use the ID/Password of another participant.

Cardholder Passwords are valid for a period of 100 days. Billing Officials and Alternate Billing Official passwords are valid for a period of 30 days. Should you not access the C.A.R.E. system when prompted to change your password, you will receive the message "your password is inactive, please contact US Bank Admin for assistance". You are required to call **US Bank at 1-888-994-6722** to request they re-set your password. **Your Fort Bragg IMPAC**

**Agency/Program Coordinator is:**  
**Lucinda Nance (910) 396-4362, Ext 273**

### **LOCAL PURCHASE AUTHORITY (LPA)**

It is the responsibility of the Billing Official to ensure that all purchases made with the IMPAC purchase card are made for government purposes and were authorized under governing regulations, e.g. CTA, AR, TDA/MTDA or TOE/MTOE. Each purchase request must be annotated with the governing LPA and signed by the Billing Official or Alternate Billing Official **prior** to the actual purchase. (Fort Bragg Regulation 715-3, para 2-6f).

### **APC CHANGES FOR END OF FISCAL YEAR (FY)**

Billing Officials should begin coordinating with their Comptroller/RM Offices immediately to ensure that all changes to cardholder lines of accounting or APCs are made **prior** to fiscal year end to ensure these changes have been processed into the C.A.R.E. system to avoid C.A.R.E. rejects of payments.

When changes are required, Billing Officials are required to complete and submit the Account Maintenance Form, and route through the Comptroller/RM Office for authorization/signature prior to submission to the IMPAC Team Account Manager.

### **DoD MOVES TO IMPROVE CHARGE CARD PROGRAMS**

Department of the Army has released a Government Purchase Card SOP dated 31 Jul 02. Fort Bragg Regulation 715-3 is currently being updated to incorporate the guidance within this SOP. The SOP is available at our IBO-C website under "IMPAC Information". Billing Officials, Alternate Billing Officials, Cardholders and

Comptrollers/Resource Managers are encouraged to review this SOP in its entirety.

Key task force recommendations including holding DoD accountable officials liable for misuse of purchase cards through new financial measures; pursuing alternative channels for prosecuting fraud; and deploying new data mining technology to automatically detect suspicious transactions.

Many of the recommendations focus on tightening management of the DoD charge card programs. DoD will also strengthen internal controls and training, reduce the number of cardholders, limit the number of purchase card accounts within the scope of each responsible reviewing official, and reinforce the range of sanctions available to commanders and supervisors for those who misuse or abuse the charge cards.

Management Emphasis Includes:

- Hold DoD senior leadership responsible for preventing misuse of government charge cards.
- Implement metrics to assess progress in improving charge card programs.
- When charge card abuse is credibly alleged, notify the cardholder's supervisor and security manager and require them to determine whether the allegation affects the cardholder's security clearance.

### **MANDATORY REQUIREMENT FOR ALTERNATE BILLING OFFICIAL**

It is a mandatory requirement for each Fort Bragg IMPAC Account to have an Alternate Billing Official. Should the primary Billing Official be TDY, deployed, etc. the Alternate Billing Official is authorized to certify the Billing Account Statements (BAS) in the C.A.R.E. payment system, as well as approve cardholder purchases. This requirement was effective 1 Feb 02, therefore any IMPAC Account that currently does **not** have an Alternate Billing

Official is subject to suspension until compliance is met.

Billing Officials are required to contact your IMPAC Team Account Manager for submission of the Alternate Billing Official set-up request to avoid suspension of your IMPAC Account.

### **GSA WEBSITE**

A government purchase card is NOT required to conduct a search on a GSA website: <http://www.gsaadvantage.gov> On the login page, under "5 Ways to Shop Advantage", go to Number 1, Search/Browse", and directly to the right of "Advanced Search", click on "Go". Enter your Zip Code and click on "Login". You are now in a "Search/Browse" mode. If additional assistance is required, contact the Advantage Call Center at (877) 472-3777.

### **FIRE EXTINGUISHER BPAs**

Effective 1 Jun 2002, there are no longer any Blanket Purchase Agreements (BPAs) in place for Fire Extinguisher Maintenance and Services with **Clinton Fire and Safety, Michael's Electronics, or All American Fire Protection**. You may purchase these services on the open market from a vendor of your choice who is qualified to perform such maintenance or service.

Since the local suppliers you will be contacting are not under an existing pre-priced BPA, you will need to be clear in your requirement when scheduling service or requesting maintenance.

Billing Officials will be notified immediately via e-mail if a new BPA or contract is put in place.

### **PORTABLE LATRINE SERVICES**

Effective 31 May 2002, VANTEX Service Corporation is **NOT** the mandatory source

for portable latrine services. Since the local suppliers you will be contacting are not under an existing contract, you will need to be clear in your requirement, i.e. how many cleanings per week, relocation requirements, etc. A new contract is expected to be awarded by 1 Oct 2002. Billing Officials be notified via e-mail as soon as a new contract is in place.

Following sources are provided for your information:

Affordable Portables  
(910) 484-6868

Cumberland Septic Service  
(910) 868-3830

Kennedy's Rent-a-John  
(910) 436-1268

Morrison Portable Toilet Rental  
(910) 484-5383

Special Equipment Company  
(910) 484-0173

VANTEX Service Corporation  
(800) 537-7359

### **CERTIFICATION OF BILLING ACCOUNT STATEMENTS (BASs)**

Billing Officials must ensure that Cardholders verify their IMPAC purchases/transactions promptly. All purchases are posted at the C.A.R.E. website within 3-days after the purchase has been made. At the end of the billing cycle closing date (23<sup>rd</sup> of each month), Cardholders should approve their Statement of Account (SOA) on-line. Once this is done, the Billing Official can now "certify the invoice". Once the Billing Account Statement (BAS) has been certified, it takes up to 5 business days for the payment to actually post at US Bank. Billing Officials are required to certify their BASs in a prompt and timely manner.

IMPAC Accounts receive rebates for prompt payments (within first 5 days), however interest penalty is assessed for all late payments. This interest penalty comes directly from your mission funds. All delinquent accounts (30 days from billing cycle date) are reported to the Major Support Commands (MSCs).

IMPAC Accounts that are 60 days delinquent are automatically suspended by US Bank. These accounts are **not** reinstated until payments have actually posted at US Bank. Should any one IMPAC Account become 150 days delinquent, US Bank will automatically suspend the entire Fort Bragg IMPAC Program.

**THIS BULLETIN IS AUTHORIZED  
BY:**

A handwritten signature in black ink that reads "Sandra L. Aman". The signature is written in a cursive, flowing style.

SANDRA L. AMAN  
Director of Contracting