

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
APR/JUN 02 BULLETIN NO. 31

IMPAC TEAM RELOCATED

The IMPAC Team has relocated to the basement floor of the IBO-Contracting Division. You may now contact your IMPAC Team Account Manager at the following number 396-4362.

IMPAC A/OPC

Lucinda Nance- Ext 273

IMPAC Secretary

Darlene Fair- Ext 271

IMPAC Account Managers

Amie Kendrick-Conner Ext-276

Mary Cox Ext-277

Maria Nelson Ext-281

Diane Smith Ext-283

Mattie Palmer Ext-284

MASKING BILLING OFFICIAL AND CARDHOLDER ACCOUNT NUMBERS

In ALL future written communications (faxes, emails, reports, etc), IMPAC account numbers must be “masked” as follows:

Billing Officials and Cardholders will use only the last 10 digits (i.e., mask the account number by doing as follows: XXXX-XX45-1111-1111 for Billing Officials and XXXX-XX00-1111-1111 for Cardholders).

GOOD NEWS CONCERNING INTEREST CHARGES PAID BY DFAS-ROME

Interest penalties accumulate when Billing Account Statements (BAS) are not certified in a timely manner. Roger Stanley, DFAS-Rome, Supervisory Accounting Technician, reported the following number of penalties and interest charges for January, February, and March 2002.

JAN 02 – 81 penalties totaling \$3,109.33

FEB 02 - 42 penalties totaling \$1,156.21

MAR 02 - 15 penalties totaling \$106.64

This reflects very highly on the diligent Billing Officials, Alternate Billing Officials, and Cardholders in their effort to certify in a timely manner, increase rebates, and decrease interest penalties.

CERTIFYING CREDIT BALANCES

Billing Officials must certify every IMPAC Billing Account Statement (BAS) on-line via CARE even when the BAS reflects a vendor credit, rebate or a zero balance.

RISK MANAGEMENT INITIATIVES

Billing Officials - if you have more than one cardholder assigned to your account and the cardholder has not made more than five (5) IMPAC transactions within the past 6 months, the cardholder is considered “INACTIVE”. The DoD Purchase Card Management Office recommends the card’s monthly spending limit be decreased to avoid the possibility for potential fraud or account numbers being misused or compromised. The below actions are

recommended for “INACTIVE” Cardholder accounts.

Option A: Close Cardholder’s IMPAC Account. Submit Cardholder Clearing document to IMPAC Account Manager.

Option B: Complete an IMPAC Account Maintenance Form and submit to IMPAC Account Manager to decrease the Cardholder’s monthly spending limit to \$1.00 until such time as the card is needed. An IMPAC Account Maintenance Form would need to be submitted by the Billing Official in order to later reset the Cardholder’s limit to the original threshold.

USE OF THE IMPAC CARD WHILE ON DEPLOYMENT

During many deployments units are issued IMPAC cards once in theater from the supporting command. This simplifies the funding issue. However, if they do take their Fort Bragg issued IMPAC card, they need to identify a method for capturing expenditures related to the deployment.

All bills are now certified on line through CARE, making certification at a distance much easier as long as the cardholder and billing official have a computer with Internet connectivity. If they need to provide someone in the rear with an accounting of EF expenditures against their Fort Bragg card, they could save the billing statement to their word and e-mail it to someone at Bragg along with a message that indicates which expenditures support the mission.

ETHICS – CONFLICTING FINANCIAL INTEREST VIOLATIONS

Conflicting financial interest violations are among the most serious breaches of federal ethics regulations and standards of conduct. IMPAC purchase cardholders may not purchase from vendors/companies that employ family members or vendors in which they hold interest or stock. For example, if your spouse works for Wal-Mart, you cannot make IMPAC purchases at Wal-Mart, although another cardholder in your unit/activity may purchase from Wal-Mart if that cardholder does not share the same conflict of interest (i.e. none of the cardholder’s family members work for Wal-Mart). Another example would be buying from a vendor/company in which you hold stock or interest (i.e., you hold stock in Microsoft Corporation and you purchase Microsoft products and services with IMPAC). In this case, another cardholder in your unit/activity would have to do the purchasing from Microsoft. These standards of conduct are mandated by the Department of Defense Joint Ethics Regulations (DOD Directive 5500.7-R.). For further clarification, guidance, or exemptions to these guidelines, call your installation ethics counselor at 396-4913/0050.

NEW FAQ CONCERNING PURCHASING GASOLINE FOR WEED EATERS AND LAWN MOWERS

CAN I USE MY IMPAC CARD TO PURCHASE GASOLINE FOR WEED EATERS AND LAWN MOWERS? -- NO, units need to obtain fuel keys in order to access the Defense Energy Supply Center stations located on Knox Street/MMB Blvd and Taylor Street/Gruber Road. If the unit does not have keys to use the self service stations, the unit may contact the Readiness

Business Center (RBC) (396-2317) to obtain access to the station. POC for the Fort Bragg Fuel Program may be reached at 396-2325.

OTHER FAQ's THAT MAY BE OF INTEREST

MAY I USE MY IMPAC CARD TO PURCHASE INVITATIONS AND PROGRAMS FOR OFFICIAL FUNCTIONS? – Yes. Army Regulation 25-30, paragraph 11-23, authorizes General Officers to have GO-specific invitations printed. Per AR 25-30, paragraph 11-12, invitations (other than general officer invitations) may be printed at Government expense only as required for official functions. Review AR 25-30 for complete detailed guidance concerning limitations imposed by this regulation. Official decisions of the Comptroller General/General Accounting Office authorize the printing of formal invitations and programs for traditional ceremonies that are directly related to an organization's mission. The "traditional ceremony" concept may be applied to change of command ceremonies, groundbreaking ceremonies, and ceremonies for the laying of cornerstones in public buildings. Other ceremonies that could qualify for programs and invitations under the "traditional ceremony" concept include dedication ceremonies and post-cycle retirement ceremonies. The same concept does not extend to festivities such as military balls, organization days, or dining in/out functions. Invitations and programs may not be printed at Government expense for private purposes. Printing must be done by the Document Automation and Production Service (DAPS) or a written "waiver" must be obtained in order to use an off-

post printing source. The IMPAC card can be used to pay for these services.

MAY I USE MY IMPAC CARD FOR VEHICLE WASHING/DETAILING?

– Yes (except for tactical vehicles). Vehicles rented or leased with the IMPAC purchase card may be washed/cleaned using IMPAC. Small standard size vehicles may be washed twice a month at a cost not to exceed \$9.95 each wash/cleaning. Large full sized vans and trucks may be washed twice a month at a cost not to exceed \$11.95 each wash/cleaning. These are the appropriated allowances set for these purchases and they *may not* be exceeded. GSA Fleet vehicles *may not* be washed/cleaned using IMPAC. Use the GSA Fleet card to pay for GSA vehicle cleanings. The GSA Fleet card allowances are also set at twice per month per vehicle not to exceed \$9.95 per wash/cleaning for small standard size vehicles and twice per month per vehicle not to exceed \$11.95 per wash/cleaning for large full sized vans and trucks.

FOR A COMPLETE LISTING OF FREQUENTLY ASKED QUESTIONS (FAQ'S)

Please access the IBO-C website: <http://www.bragg.army.mil/www-doc> in order to obtain recent updates and additions to the FAQ's.

EXCELLENT IMPAC ACCOUNT REVIEWS

CONGRATULATIONS!!!!!!

Edward C. Sayre – USAJFKSWCS

Russell J. Lofquist – DISCOM DMMC
82nd ABN DIV

Brian Edwards – USAJFKSWCS,
NCO Academy

Joseph Singer – IBO Resource MGMT

Timothy J. Loney – C Co, 3d BN,
1st SWTG (A)

Nancy P. Delp – PWBC Environmental

Randall W. Hyde – S4, 4th Psyop Group

Robert C. Guillot Jr. – USASATMO

Fred McKinney – HHC 16th MP Bde
Abn

Thomas N. Cunningham – XVIII Abn
Corps/Exec Svc Protocol

Clarence L. Flowers – Corps Battle
Simulation Center

DID YOU KNOW?????

*Billing Officials: Prior to permanent departure, the Billing Official is required to prepare a Clearing Document and submit it to the IBO-CS, IMPAC Team for processing.

*Cardholders **are** required to clear their purchase card account through their Billing Official prior to PCS or separation. At the time of clearing, the cardholder will turn the IMPAC purchase card over to the Billing Official. The Billing Official will destroy the card and notify his/her Account Manager in writing by using the IMPAC Purchase Cardholder Clearing Document.

***ALTERNATE BILLING OFFICIALS** – Effective **15 February 2002**, it is **MANDATORY** that each IMPAC Billing Official have an Alternate Billing Official appointed to act in their behalf, if they are TDY, LEAVE, etc. to become an Alternate Billing Official, the individual is required to access the IBO-C website at: <http://www.bragg.army.mil/www-doc> and complete the IMPAC Training Class. A copy of the training certificate should accompany an Alternate Billing Official set-up request. Set up requests are posted to the above web site by accessing “For Government Users”, “IMPAC Information”, and “Forms”. Both the training certificate and set-up form must be routed for signature through an 05 or above and the Comptroller/Resource Manager within the chain of command. Once signed, both documents may be faxed to the IMPAC Team 396-0063 for processing. It is preferred that the Alternate Billing Official be within the same chain of command as the cardholder and the primary Billing Official. You may have **MORE** than one Alternate Billing Official assigned to any IMPAC Account. Also, you may have the same Alternate Billing Official on **MORE** than one account. This should provide flexibility within your organizations; as well as eliminate delinquent accounts.

THIS BULLETIN IS AUTHORIZED BY:



SANDRA L. AMAN
Director of Contracting