

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
OCT/DEC 98 BULLETIN NO. 17

1. EXPIRATION OF CURRENT IMPAC PURCHASE CARD CONTRACT.

The following information was taken directly from DOD Purchase Card Program Management Office. Web site: <http://purchasecard.sarda.army.mil>

The current IMPAC Purchase Card contract is due to expire at midnight EST on November 28, 1998. Department of Army will receive card services from US Bank commencing on November 30, 1998.

The IMPAC Purchase Card Program will transition to the C.A.R.E. (Customer Automation and Reporting Environment) web-based system. The Bank will provide new guides for Billing/Approving Officials. These guides will be available electronically from the Bank by November.

- November 1-15, new cards mailed to cardholders. New cards will have the same account number.

**IMPORTANT!!!
CARDHOLDERS MUST REACTIVATE THEIR ACCOUNTS BY CALLING THE TOLL FREE NUMBER ON THE NEW CARD AS SOON AS THEY RECEIVE IT. IF ACCOUNTS ARE NOT REACTIVATED THEY WILL BE CLOSED ON 30 NOV BY THE BANK!!!! IF**

YOU RECEIVE MORE THAN ONE CARD WITH DIFFERENT ACCOUNT NUMBERS, PLEASE NOTIFY YOUR IMPAC ACCOUNT MANAGER IMMEDIATELY.

Accounts previously canceled may be issued new cards after 15 October 1998. However, because the account is inactive, approving officials/cardholders should destroy these cards.

Approximately 01 November 1998, there will be a temporary web site available to review new transition information.

Web site address is:

http://www.usbank.com/impac/train_mktg_material . For approving officials, logon ID is TDOBO and password is SUCCESS. For cardholders, logon ID is cardhldr and password is PROGRAM.

At a later date, Approving Officials and cardholders will receive by mail, their own logon ID, password, and web site address to use after 30 November 1998. Approving Officials will be able to access their billing account statements on the Internet. Cardholders will be able to access their statement of accounts on the Internet, dispute items to the Bank and forward to Approving Officials for certification. Approving Officials and cardholders will continue to receive hard copies by mail.

Further information can be found on the Purchase Card homepage at:

<http://purchasecard.sarda.army.mil>

2. REMINDER! POLICY LETTER NUMBER 76

On 31 March 1997, BG McNeill, XVIII Airborne Corps Chief of Staff, signed Policy Letter Number 76 setting forth the following changes to the IMPAC program on Fort Bragg:

- a. The number of cardholders per Approving Official is limited to no more than five (5).
- b. Budget officials will not be appointed as Cardholders or Approving Officials.
- c. Approving Officials will review their cardholders' monthly-reconciled statements of account at the end of each month.

The policy states exceptions to the above must be approved by the first General Officer in the Approving Officials or Cardholders chain of command.

Additionally, this policy makes it the responsibility of every Commander or Director to oversee the activity of their Cardholders and Approving Officials and to take appropriate action to verify that IMPAC purchase card operations are in compliance with sound business practices, regulation (Corps Reg 715-3) and law.

3. USING IMPAC PURCHASE CARD TO PAY FOR NON-GOVERNMENT TRAINING.

Currently, IMPAC cardholders are authorized, and encouraged, to use their purchase card to pay for non-government

training of \$2,500 or less. However, recent information was received that indicates changes to this policy are forthcoming.

On or about 1 Jan 99, the IMPAC card will be required to pay for all non-government training requirements up to \$25,000. This new policy will require that a DD 1556, Request Authorization Agreement Certification of Training and Reimbursement be completed to support each training request and should indicate the IMPAC card as the payment method.

Individuals responsible for paying for training, but who do not currently possess an IMPAC card, should attend an IMPAC class prior to 1 Jan 99. Upon completion of the class and appropriate forms, an IMPAC card will be issued for use in paying for non-government training requirements up to \$25,000. The next class is scheduled for 18 Nov 98 and will be held in room C275 in the JFK New Academic Facility.

Individuals who do currently possess an IMPAC card should immediately contact his or her IMPAC coordinator for instructions on having your currently established single purchase threshold increased to \$25,000. Remember that the threshold cannot be increased until your IMPAC coordinator has an approved maintenance form from you.

All training requests in excess of \$25,000 require a DA 3953, Purchase Request and Commitment form, and should be forwarded to the Installation Business Office-Contracting (IBO-C).

Requests for training (DA 3953) forwarded to Contracting shall include a

statement of work describing the type of training to be provided, location for training, Government/Contractor provided equipment, facilities, etc., teaching staff qualification/certifications, whether or not participants are to be provided a certificate of completion, etc. When training is to be given on Fort Bragg and the contractor will come from out of town, travel expenses paid by the Government should be put on Invitational Travel Orders.

For additional information concerning the process using a DA 3953, please contact Ms. Yvonne Pierce, 396-4362, ext. 282. For questions concerning this latest change to the IMPAC program, please call an IMPAC coordinator at 396-4362, ext. 258, 259, 260, 218, or 214.

4. YEAR 2000 (Y2K) COMPLIANCE.

Computer-controlled equipment and systems are termed "Y2K compliant" when it accepts a four-digit year code or is otherwise able to effect the required computations to distinguish the correct year.

Department of Defense (DOD) requires that all government-owned equipment, information technology (IT) and non-IT, be certified as Y2K compliant prior to 31 Dec 98. DOD has mandated that only Y2K compliant equipment be purchased for use by federal agencies. IMPAC cardholders are cautioned to purchase only those items that are Year 2000 (Y2K) compliant.

Prior to purchasing any item that could fall into the Y2K category, cardholders should request written documentation that the item to be purchased can process proper date/time data accurately.

Additional information concerning Y2K issues can be found on the Dragonnet web site at:

<http://dragonnet.bragg.army.mil>

5. POINTS OF CONTACT ON THE IMPAC TEAM

The following is a list of **IBO-CS IMPAC Coordinators**, telephone extensions, e-mail addresses, and Approving Official Accounts (based on the first letter of Approving Official's last name) that they administer:

A - D CAROLYN MILLER, Ext. 258
millerc2@bragg.army.mil

E - K LUCINDA NANCE, Ext. 218
nancel@bragg.army.mil

**L - Q AMIE KENDRICK-
CONNER, Ext. 214**
connera@bragg.army.mil

R - Z MARY COX, Ext. 260
cox@bragg.army.mil

ROTC/JROTC accounts
VICKI HARDY, Ext. 259
hardyv@bragg.army.mil

DOC telephone number is 396-4362. FAX Number is 396-0063. IMPAC training class information telephone number is 396-4362, ext. 270.

**All Readiness Business Center (RBC)
APPROVING OFFICIAL
ACCOUNTS are located at RBC.**

POC: Carol Grant
PH#: 7-2357/2471
FAX#: 6-9783

**All Public Works Business Center
(PWBC) APPROVING OFFICIAL
ACCOUNTS are located at PWBC.**

POC: LaNell Grissom
PH#: 6-4479
FAX#: 6-2674/7527

**All U-DO-IT Accounts have been
cancelled.**

6. NEW IMPAC COORDINATORS!

The IMPAC Team would like to take the opportunity to introduce you to the newest IMPAC Coordinators that have joined the IMPAC Team. Lucinda Nance came on board the team on 31 August. Mrs. Nance was previously the Secretary for Contracting Division at IBO-C. Amie Kendrick-Conner came on board the team on 13 October. Mrs. Kendrick-Conner was previously at the Raleigh MEPS. We are pleased to welcome them to the IMPAC Team. They are looking forward to providing you with excellent customer service with questions concerning your IMPAC purchase card program.

7. FAREWELL.

Beverly Sims has relocated to the Readiness Business Center (RBC). She is now a Purchasing Agent and is handling the IMPAC accounts for RBC.

**8. ESTABLISHMENTS THAT ARE
OFF LIMITS.**

The following areas are off limits:

Franklin Street Billiards
Chief's Military Surplus & Repair
Custom Car Audio
Ranger Joe's Militaria
Executive Auto Repair
Lillington Recreation Club, Inc.
Executive Club
Paradise Club
Grove View Terrace
Campbell Terrace
Murchison Townhouses
R's Gems and Rocks and Smoke Shop
Fort Video and News Adult
Entertainment Center
Modern News and Video Center
Express Check Cashing Service
Brooks Property
All unlicensed tattoo parlors and all places having drug paraphernalia items for sale.

Military IMPAC purchase cardholders may not enter these establishments even to conduct official business using the IMPAC purchase card.

The list of Off Limits Establishments is dated 18 November 1997 and was obtained from the Office of the Provost Marshal.

**9. IMPAC PURCHASE CARD "DID
YOU KNOW"?**

*The next IMPAC Training Class is scheduled for Wednesday, 18 November 1998. The class will be held at the JFK Special Warfare Center Academic Facility, located at the corner of

Ardennes & Zabitosky Streets, Bldg. D-3915, Room #C-275..

*IMPAC Purchase Card transactions for less than \$2,500 for all activities other than Contracting personnel for the period 24 August 1998 through 23 September 1998 totaled 9,592 transactions.

* Total IMPAC Purchase Card dollars spent by all Fort Bragg cardholders for FY98 was \$61,004,382.03.

*A "DRAFT COPY" of the Fort Bragg Regulation 715-3 is available at:
<http://dragonnet.bragg.army.mil/ibo/contract.htm>

*Prior to permanent departure, the Approving Official is required to prepare a memorandum known as the IMPAC Purchase Card Approving Official Clearing Document. This is to be handcarried or faxed (6-0063) to the IBO-CS IMPAC Team. Your Cardholder accounts **MUST** be closed or transferred to another AO/CO (Approving Official/Certifying Officer) before your permanent departure.

*Cardholders are required to clear purchase card account through their AO/CO prior to PCS or separation. At the time of clearing, the Cardholder will turn the IMPAC purchase card over to the AO/CO. The AO/CO will destroy the card and notify his/her IBO-C Administrative Account Manager via E-mail or Cardholder Clearing Memorandum of those cardholder accounts that need to be closed.

*Cardholders – Be **very** careful with giving your IMPAC card number to anyone that calls and indicates that they

are sales representatives from a vendor, and the card number is required to verify a purchase. They may be attempting to utilize your IMPAC card number for reasons other than what they tell you.

*Cardholders – **DO NOT** accept credit vouchers for returned merchandise rather than crediting the return amount back to your IMPAC card account. All returned items **MUST BE** shown as a credit in order to provide an audit trail on returned items.

*The X-07 Lock products currently listed on the GSA Qualified Products List include the X-07, CEX-07, and CERAMX-07. The only product that has a Time Function is the CERAMX-07. The CERAMX-07 meets the requirements of the "Year 200 Product Compliance" statement.

*Any requirements for cell phone service on Fort Bragg should be forwarded through Ron Peoples, 1112th, at 6-8011. There is a contract for airtime and therefore IMPAC cards **CAN NOT** be used as a method of payment.

If the unit is off Fort Bragg, e.g. JROTC/ROTC/Raleigh MEPS, etc., they **CAN** use their IMPAC card.

Paging service **CAN** be purchased using the IMPAC card.

*Vantex Service Corporation, telephone: (800) 537-7359 is the mandatory source for portalets on Fort Bragg.

*Michael's Electronics, telephone: 486-6270 is the **only** source for maintaining fire extinguishers at a charged and well-maintained level of acceptance.

*The following was taken directly from the Army Research Development Acquisition Publication, dated July-August 1998, PB 70-98-4. Website: <http://www.dacm.sarda.army.mil/publications/rda/>

The Army is responsible for about 22% of all government card purchases, and has been the leader in purchases (both dollars and transactions) in the federal government since 1994. In FY97, the Army purchased 89% of its supplies and services valued at or less than \$2,500, thus preceding the DOD FY00 goal of purchasing 90% of supplies and services with the card.

A recent study by the U.S. Army Audit Agency concluded that the Army saved the equivalent of \$155 million in work-years of effort in FY96 by using the purchase card instead of purchase orders for micro-purchases (purchases under \$2,500).

THIS BULLETIN IS AUTHORIZED BY:

Original Signed
WALTER H. WARFEL
Director of Contracting