

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
APR/JUN 99 BULLETIN NO. 19

1. FORT BRAGG REGULATION 715-3

Fort Bragg Regulation 715-3, which is the regulation concerning the IMPAC Purchase Card, was signed on 12 Mar 99 and is no longer in draft form. It is now posted on the Fort Bragg and DragonNet websites.

To access the FB Reg 715-3 on the Fort Bragg website, use the following instructions:

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

Locate Fort Bragg information, click on Fort Bragg Files/Pubs, then click on "File Library". Fort Bragg Regs. 715-1 and 715-3, policy letters and DOIM MOI are available to view and download.

To access the FB Reg 715-3 on the Post ONLY website, use the following instructions:

<http://dragonnet.bragg.army.mil/ibo/contract.htm>

click on FB Reg 715-3. Current IMPAC Newsletters are also available.

2. IMPAC TRAINING CLASS

The next IMPAC Training class is scheduled for Thursday, 29 April 1999. There is also one that is scheduled for Thursday, 20 May 1999. The class has been extended to a full day and 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. 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.**

Class material may now be obtained, prior to class attendance, on the intrapost website:

<http://dragonnet.bragg.army.mil/ibo/T raining.htm> or you may come by our

office and pick up a training diskette.

We are located in Bldg 1-1333 on the corner of Macomb and Armistead.

Please check in at the front desk (Room 107) to pick up the diskette. We request that anyone attending the IMPAC

Training class print out a copy of the training material and bring it with you to class. Diskettes will be handed out during the sign-in process for those who are unable to obtain training material prior to class.

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.

3. CONGRATULATIONS – CAROLYN MILLER

Carolyn Miller was recently promoted within the IBO-CS. We would like to take this opportunity to thank her for ALL the assistance she provided her Approving Officials/Cardholders and ALL the support and assistance she gave to the IMPAC Team as well.

4. POINTS OF CONTACT ON THE IMPAC TEAM

Due to the recent promotion of Carolyn Miller, the following is an updated 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 *VACANT* Please call one of the following Account Managers for assistance.

E-K LUCINDA NANCE, Ext. 258
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

5. ESTABLISHMENTS THAT ARE OFF LIMITS.

The following areas are off limits:

The Pump House
Asian Odyssey
The Boogie Room
Carolina Transmission
Franklin Street Billiards
Chief's Military Surplus & Repair
Custom Car Audio
Executive Auto Repair
Lillington Recreation Club

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 personnel observed in off limits establishments are in violation of a lawful order and are subject to apprehension and prosecution for violation of the UCMJ.

The list of Off Limits Establishments is dated 10 March 1999 and was signed by Terry S. Moreau, COL, MP, President, Armed Forces Disciplinary Control Board.

6. FUNDS MUST BE OBLIGATED BEFORE SENDING BILLING ACCOUNT STATEMENTS TO DFAS.

ALL IMPAC payment amounts MUST be obligated prior to sending to DFAS for payment or disbursement will be rejected and statement will NOT be paid. Any delay in the process can cause interest to accrue and this interest is paid from your "mission" money. Please check with your budget analyst for procedures on this. They may ask for a copy of your Billing Account Statement as soon as possible prior to sending to DFAS to be paid or they may ask for you to furnish an estimated amount for the

IMPAC statement at the beginning of each month. If you have any questions on this process, please contact your budget analyst.

ALSO, please ensure that your cardholder's accounting classification is correct on your statements. If not, please submit an account maintenance form through your resource manager or comptroller to your IMPAC account manager. These may be faxed to 396-0063 after signatures are obtained.

7. REBATES FROM US BANK.

US Bank will be issuing quarterly rebates. PLEASE NOTE: On your January, April, July, and October statements, you may see an IMPAC rebate. It will be annotated at the top of the second page of the Billing Account Statement where the payments are annotated. It will be listed as a payment. PLEASE DEDUCT THIS REBATE AMOUNT FROM YOUR CURRENT BILLING ACTIVITY AND CERTIFY THE BALANCE FOR PAYMENT. Make a note to DFAS beside the amount certified that you have deducted the rebate.

8. MOVING CARDHOLDERS FROM ONE APPROVING OFFICIAL TO ANOTHER.

Effective 01 Feb 99, we are no longer able to move cardholders from one approving official to another. The current approving official must submit a cardholder clearing memorandum to close the cardholder's current card at the bank. The cardholder must then submit a

NEW completed set-up form to the IMPAC account manager to have a NEW card issued under the NEW approving official. It will take about 2-3 weeks to obtain the new card.

9. RESOLVING DISPUTES WITH VENDORS.

IMPAC cardholders need to assure that the following steps are taken to resolve disputes with vendors:

- Receipt of items purchased should be within the billing cycle or by the time the cardholder statement of account is received to simplify monthly reconciliation. The item must be received or the nonpersonal service completed before the item appears on the cardholder's statement of account (Exception: Subscriptions). Orders will not be made using the IMPAC purchase card when vendors are unable to ship the total quantity of the purchase in the same shipment unless: (a) all items purchased will be shipped within the same billing cycle in which they were ordered; and (b) all items purchased will not be shipped within the same billing cycle but the vendor is willing to not bill until all items are shipped.
- Review, verify, and reconcile each monthly statement of account (SOA). Sign the SOA, provide duty telephone number, and attach original copies of transaction register, receipts (e.g. credit slips, invoices, and packing slips) and the backup documentation. Forward to the AO/CO within 5 days of receipt

in order to ensure prompt payment to vendors for purchases and/or services performed.

- When an error in the billing occurs, or if a problem with merchandise or services billed cannot be resolved with the vendor, complete the Statement of Questioned Item form (SQI) and forward it to the IMPAC Bank within **60 days**. A copy will be given to the AO/CO. The SQI should be filled out for each individual dispute. Cardholders are responsible for following up on SQI to ensure those errors in billing and problems with merchandise or services are resolved.

Cardholders should always monitor the bottom portion of their SOA. There is a box that reads "Total Balance in Dispute". If you have submitted a dispute and this box is empty, one of two things could have occurred. The dispute was received and resolved, or the dispute was never received and initiated by IMPAC Government Services. In either case we suggest a phone call to IMPAC Government Services (888) 994-6722 to determine the status of your dispute.

Always attempt to resolve discrepancies directly with the contractor before submission of a Customer Statement of Questioned Item (CSQI) form. All disputes must be declared within 60 days of receipt of the Statement of Account.

10. AUTHORIZED PADLOCKS.

The following was taken from an Information Paper written by the

Security and Intelligence Division, Public Safety Business Center:

Only authorized padlocks, as specified by AR 190-11 and AR 190-51, and listed in the Consolidated Glossary of Physical Security Update 10-3, are authorized to be used to secure U.S. Army property and equipment.

U.S. Army standard requires that all padlocks be of the captive key type. This means that when the padlock is unlocked, and the shackle is in the open position, that the key cannot be removed. This feature is also known as retaining key and deadlocking key.

There has been an increase in unauthorized locks being found during Physical Security Inspections. In some cases, this can be attributed to a unit's use of IMPAC Purchase Cards to make local purchases of padlocks that do not meet standards. Prior to purchasing padlocks with your IMPAC Purchase Card, please ensure they are authorized for use.

11. IMPAC PURCHASE CARD SUSPENSION POLICY.

DoD policy is to pay its invoices on a timely basis. Under the new contract Card Issuing Banks are to suspend accounts when they go 60 days past due (90 days past the billing date). This provision is not yet in force, US Bank will still suspend cards at 90 days past due. The move to a sixty-day policy will be effective **01 Jun 99**.

Before suspension, they will notify approving officials and program coordinators of the pending suspension.

The accounts will remain suspended until brought up to date with outstanding invoices. At that time, accounts will automatically be reinstated. Accounts suspended more than twice in a twelve month period will be cancelled.

**THIS BULLETIN IS AUTHORIZED
BY:**

Original Signed
WALTER H. WARFEL
Director of Contracting