

IMPAC NEWS

FORT BRAGG, NORTH CAROLINA
JUL/SEP 99 BULLETIN NO. 20

IMPAC TRADE FAIR

The Fayetteville Area Chamber of Commerce will be hosting an IMPAC Trade Fair from 0900 to 1600 on August 12, 1999 at the Fort Bragg Officer's Club. There will be two Cardholder/Approving Official User's Meetings held in the Strac Room at 1000 and 1400 in conjunction with the Trade Fair.

Additionally, individuals from the IMPAC Team will discuss changes to the program, e.g. delinquent payments, Approving Official Clearing Memorandums, IMPAC reviews. Attendance at one of these IMPAC user seminars is **highly encouraged**. Don't miss this excellent opportunity to hear about recent and upcoming changes to the IMPAC program and to learn more about the local vendor community and how they can help you.

IMPAC TRAINING CLASS

The next IMPAC Training class is scheduled for Thursday, 19 August 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 & Zabisosky 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 downloaded prior to class attendance, on the intrapost website:

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

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.

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.

Mattie K. Palmer came to the team from the Quality Services Division at Womack Army Medical Center. Ms. Palmer was previously an IMPAC cardholder while employed with the Army Service and Supply System/Logistics Division, has also worked for Finance and Accounting, and has 15 years of Civil Service to her credit.

Diane M. Smith came to the team from Non-appropriated Fund (NAF) Procurement. Ms. Smith has 13 years of procurement experience with the last three years spent with the Army NAF Procurement Office. During that time she handled entertainment contracts and the NAF IMPAC purchase card program.

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.

POINTS OF CONTACT ON THE IMPAC TEAM

Due to the recent addition of two employees, 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 Mattie Palmer, 910-396-4362, ext. 290
palmermk@bragg.army.mil

E-J Diane Smith, 910-396-4362, ext. 218
smithdiane@bragg.army.mil

K-O Amie Kendrick-Conner 910-396-4362, ext. 214
connera@bragg.army.mil

P-T Mary Cox, 910-396-4362, ext. 260
coxm@bragg.army.mil

U-Z and ROTC/JROTC:

Lucinda Nance, 910-396-4362, ext. 258
nancel@bragg.army.mil

Agency/Organization Program Coordinator (A/OPC):

Vicki Hardy, 910-396-4362, ext. 259
hardyv@bragg.army.mil

These account managers are located at the IBO-C, Bldg. 1-1333, corner of Macomb and Armistead Streets, Fax number: 910-396-0063.

All RBC (Readiness Business Center) accounts are located at the RBC-Contracting Office, Bldg 2-1731, Room 310, corner of Armistead and Woodruff Streets. The points of contact are: Beverly Sims at 910-907-2356 e-mail: simbs@bragg.army.mil or Carol Grant at 910-907-2357/2356 e-mail: grantc@bragg.army.mil Fax number: 910-396-9783

All PWBC (Public Works Business Center) accounts are located at PWBC-Contracting Office, Bldg 3-1632, Butner Road. The points of contact are: Cathy House at 910-396-4479 e-mail: housec@bragg.army.mil or Lanell Grissom at 910-396-4479 e-mail: grissom@bragg.army.mil Fax number: 910-396-2674/7527

REBATES FROM US BANK.

Please note that you may be receiving a rebate issued by US Bank on your Approving Official's Billing Account Statement dated 23 July 1999. These rebates are issued by US Bank on a

quarterly basis during the months of January, April, July, and October. 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.

IMPAC PURCHASE CARD SUSPENSION POLICY.

Fort Bragg is still receiving notice of DELINQUENT IMPAC accounts. As of 01 Jun 99, accounts that go 60 days past due (90 days past the billing date) will be suspended by US Bank. **Additionally, if any Approving Official's account is over 180 days past due, the entire Installation's IMPAC program will be suspended.** DOD policy is to pay its invoices on a timely basis in order to avoid unnecessary interest charges due to late submission of Billing Account Statements to the DFAS paying offices. Before suspension, US Bank 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 canceled.

Approving Officials are required to date stamp their Billing Account Statements the date they receive them in the upper right hand corner on the first page (above the statement closing date) of

each BAS. This date can be handwritten or stamped with a date stamper. If you do not do this, your DFAS Paying Office will use the statement closing date to calculate the late fees and interest charges.

With careful review of the Billing Account Statement by the Approving Official, delinquent IMPAC accounts at Fort Bragg should be decreased or eliminated.

PRIORITIES FOR USE OF GOVERNMENT SOURCES

The following is provided to assist Approving Officials and Cardholders in determining the use of Government supply sources:

The Federal Acquisition Streamlining Act of 1994 which covers micropurchasing and the new simplified acquisition procedures do not change the requirements concerning the priorities for use of Government supply sources. Before you can go to a local supplier or proceed as a local purchase you must consider the listing in FAR Part 8 and 13 of the Federal Acquisition Regulation. This is the **LAW!!!**

When purchasing supplies, the priorities for use of Government supply sources are:

- (1) **Supplies**
 - Agency Inventories
 - Excess from other agencies
 - Federal Prison Industries, Inc. (UNICOR)
 - Procurement Lists of supplies available from the Committee for Purchase from People Who Are Blind or Severely Disabled

- Wholesale supply sources, such as stock program of the General Services Administration, the Defense Logistics Agency, the Department of Veterans Affairs, and military inventory control points
- Mandatory Federal Supply Schedules
- Optional use Federal Supply Schedules, and
- Commercial sources.

(1) **Services**

- Procurement Lists of services available from the Committee for Purchase from People Who are Blind or Severely Disabled
- Mandatory Federal Supply Schedules and mandatory GSA term contracts for personal property rehabilitation
- Optional use Federal Supply Schedules and optional use GSA term contracts for personal property rehabilitation, and
- Federal Prison Industries or commercial sources.

You may not purchase from a local vendor until you have determined the item is not available from **REQUIRED** Sources of Supplies and Service.

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. This regulation needs to be viewed, downloaded or printed and read by anyone that has IMPAC Card responsibilities. It is now posted on the Dragonnet website.

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

<http://dragonnet.bragg.army.mil/iboc> click on FB Reg 715-3. Current IMPAC Newsletters are also available.

PURCHASES MADE DIRECTLY FROM GSA VENDORS THAT SELL ITEMS FROM THEIR COMPANY VEHICLES

There are currently several General Service Administration (GSA) vendors on Fort Bragg who sell items such as safety shoes and tools from their vehicles. The terms and conditions of their GSA contracts allow sales from their vehicles at scheduled pricing only for official use by authorized Government personnel. Any sales outside the terms of the GSA contracts not only breach the contract, but also violate AR 210-7, "Commercial Solicitation on Department of Army Installations", which places limitations on sales of commercial goods and services on the Installation.

If you are aware of unauthorized individuals purchasing items from these vehicles at Government pricing, contact Yvonne Pierce, Chief Purchasing Division, IBO-C, (910) 396-4362, Extension 273. E-mail address is: piercey@bragg.army.mil

If you have any questions regarding sales from these vehicles to individuals for **personal** use at any price, contact Brenda Taylor, Installation Solicitation Officer, CASBC, (910) 396-4447. E-mail address is: taylorb@bragg.army.mil

IMPAC PURCHASE CARD “DID YOU KNOW”?

***APPROVING OFFICIALS**: Prior to permanent departure, the Approving Official is required to prepare a memorandum known as the IMPAC Purchase Card Approving Official Clearing Document. A sample of this document can be found in the FB Reg. 715-3. This is to be handcarried to the IBO-CS IMPAC Team.

***CARDHOLDERS** are required to clear their 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-CS IMPAC Account Manager via e-mail or by faxing the Cardholder Clearing Memorandum of those cardholder accounts that need to be closed. A sample of this document can be found in the FB Reg. 715-3.

THIS BULLETIN IS AUTHORIZED BY:

Original Signed
WALTER H. WARFEL
Director of Contracting