

United States Army

**Medical Research and Development Command
(USAMRDC)**

**United States Army Medical Research Acquisition
Activity (USAMRAA)**

**Government Purchase Card
(GPC)**

**Standard Operating
Procedures
(SOP)**

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TABLE OF CONTENTS

Chapter 1: USAMRDC/USAMRAA GPC Operating Procedures

1-1	Purpose	3
1-2	References	3
1-3	Glossary	3
1-4	GPC Authority	3
1-5	Applicability	3-4
1-6	Level 3 Agency/Organization Program Coordinator (A/OPC) Roles and Responsibilities	4
1-7	Level 4 A/O Roles and Responsibilities	4
1-8	Management of Defense Medical Logistics Standard Support (DMLSS)	5
1-9	Management of the GPC Program	5

Chapter 2: Establishing and Maintaining a GPC Account

2-1	Nomination, Selection, Termination and Appointment of Cardholders and Billing Officials	6
2-2	Mandatory Training Requirements	6-7
2-3	Credit Limit Increase/Decrease	7-8
2-4	Liability of the Government Cardholders and Billing Officials	8
2-5	Card Security	8
2-6	GPC Account Approval	8-9

Chapter 3: Operational Guidance and Procedures

3-1	Separation of Duties	9
3-2	Span of Control	10
3-3	Out-Processing for Cardholders, Billing Officials and Alternate Billing Officials	10
3-4	GPC Support	10
3-5	Making Purchase Transactions	10
3-6	Reporting GPC Actions into Federal Procurement Data System (FPDS)	11-12
3-7	Use of the GPC for Training and Education	12
3-8	Unauthorized Commitments (UC)	12

Chapter 4: Program Oversight and Reviews

4-1	Monitoring and Surveillance	13
4-2	Retention	13
4-3	Insights on Demand	14

Appendix A: References	15
Appendix B: Glossary	16
Appendix C: Convenience Check Process	16-17

Table of Contents (continued)

Attachment 1: GPC Surveillance Plan

Chapter 1: USAMRAA's GPC Program

1-1. Purpose

To provide additional guidance to those offices supported by USAMRAA's GPC Program in accordance with the Department of the Army (DA) GPC Operating Procedures dated 22 July 2015 (Army Federal Acquisition Regulation Supplement (AFARS) Appendix EE) and the Department of Defense (DoD) Charge Card Guidebook (DoD CCG) dated 1 October 2017. This SOP does not preclude or supersede guidance provided by either of the aforementioned regulations; however, this SOP takes precedence in the event there are more stringent requirements herein versus the DoD or Army guidance.

1. USAMRAA's goals are to improve internal controls over the GPC Program and to strengthen monitoring and oversight of purchase cards as part of an overall effort to ensure GPC purchases are authorized and mission essential.
2. The GPC is used to purchase supplies and services per the Federal Acquisition Regulation (FAR). Purchase Cards are used as the procurement method for micro-purchases as defined in FAR 13.2. The Micro-Purchase Thresholds are: \$10,000 for supplies/equipment; \$2,500 for services; and \$2,000 for construction.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Glossary

Abbreviations, Terms, and Special Abbreviations and Terms are listed in Appendix B.

1-4. GPC Authority

1. The Senior Contracting Official (SCO) has the management responsibility for the GPC Program. The SCO has delegated authority down to the Chief of the Contracting Office (CCO).
2. The SCO has authorized direct authority between A/OPC Level 3 and Level 4 A/OPCs per AFARS Appendix EE with CCO situational awareness.

1-5. Applicability

This publication is for all USAMRDC A/OPCs, Billing Officials (BOs) and Cardholders (CHs) supported by USAMRAA's GPC Program at all levels and other stakeholders who participate in the General Services Administration (GSA) Smart Pay Purchase Card Program under the USAMRAA authority. The guidance established in this document supersedes previously issued USAMRAA GPC Standard Operating Procedures (SOPs). These procedures apply to all GPC purchases with cards issued by USAMRAA.

Oversight of the GPC program is a shared responsibility. All stakeholders in the program, including the Resource Manager, local audit, and the oversight organization, play a vital role in the program success. Every effort must be made to ensure GPCs are used in the proper manner and only mission-essential purchases are made.

1-6. Level 3 A/OPC Roles and Responsibilities

1. Review Insights on Demand (IoD) transactions monthly to ensure reviews have been conducted and completed by the Level 4 A/OPC supporting each agency.
2. Notify BO or Alternate Billing Official (ABO) of transactions awaiting review and in IoD upon conducting the monthly review.

1-7. Level 4 A/OPC Roles and Responsibilities

The below list of duties is in addition to the duties provided in the DA GPC Operating Procedures, 22 Jul 2015. Alternate Level 4 A/OPC duties are the same as the Primary Level 4 A/OPC.

1. Ensure a Defense Medical Logistics Standard Support (DMLSS) account has been established for each Health Readiness Platform (HRP) and non-HRP CH and BO purchasing medical materiel prior to creating a GPC account. See Paragraph 1.8 for BO and CH DMLSS responsibilities.
2. Monthly GPC classroom training conducted by Level 4 A/OPC for potential BOs and CHs should also have a representative from Medical Logistics and Resource Management Division to speak on their area of expertise relating to the GPC Program, subject to personnel availability.
3. Ensure all GPC account spending limits are lowered to one dollar on accounts that are over 30 days delinquent after cycle closes each month. Restore each account to previous spending limit once paid and no longer on delinquent report.
4. Remove all BOs and CHs that have been terminated from their roles in US Bank Access Online (AXOL).
5. Contact all BO/ABOs that have not certified by established deadline of three business days after cycle close date.
6. The Level 4 A/OPC must conduct a 100% review of all BO accounts each month through IoD. Face-to-face surveillance is not required; however, it is still an acceptable method of reviewing BO accounts on an annual basis. The Procurement Management Review (PMR) Tool Kit is the

current checklist.

1-8. Management of Defense Medical Logistics Standard Support (DMLSS)

1. The DMLSS is a client/server system used by CHs to enter and track GPC purchases and reconcile their DMLSS statements. BOs using DMLSS must approve and certify DMLSS statements monthly. A DMLSS account must be set-up before a prospective HRP BO/ABO/CH is approved for GPC account.

2. In accordance with MEDCOM OPORD 14-88 (Increase Visibility of Medical Treatment Facility (MTF) Purchases with the GPC), all CHs and BOs must enter all GPC purchases (medical and non-medical) into DMLSS.

a. Medical Supplies and Equipment. CHs must enter all medical supplies and equipment GPC purchases by line item detail in DMLSS.

b. Non-Medical Supplies. CHs are authorized to enter non-medical items as bulk entries as a daily rollup for purchases.

3. CHs shall place a copy of the approved Purchase Request in the supporting document file of each transaction as part of the BO certifying process. In addition, prior to certification, a copy of the Material Inspection and Receiving Report must be printed and placed in the supporting document for partial receipts only.

1-9. Management of the GPC Program

All commands who receive their GPC support from USAMRAA are required to abide by this GPC SOP as well as the GPC Operating Procedures (AFARS Appendix EE) dated 22 July 2015 and any other GPC guidance provided by the SCO or A/OPCs. The USAMRDC subordinate commands who receive their GPC support from USAMRAA are:

USAMRDC HQ

U.S. Army Medical Materiel Development Activity (USAMMDA)

USAMRAA

U.S. Army Medical Research Institute of Chemical Defense (USAMRICD)

U.S. Army Medical Research Institute of Infectious Diseases (USAMRIID)

U.S. Army Research Institute of Environmental Medicine (USARIEM)

Telemedicine & Advanced Technology Research Center (TATRC)

U.S. Army Aeromedical Research Laboratory (USAARL)

U.S. Army Institute of Surgical Research (USAISR)

Walter Reed Army Institute of Research (WRAIR)

Congressionally Directed Medical Research Programs (CDMRP)

In addition, the following commands receive their GPC support from USAMRAA:

U.S. Army Medical Material Agency (USAMMA)

U.S. Army Medical Communications for Combat Casualty (MC4)

Chapter 2: Establishing and Maintaining a GPC Account

2-1. Nomination, Selection, Termination and Appointment of BO/ABOs/and CHs

1. BOs, ABOs, CHs and A/OPCs shall be nominated in accordance with AFARS Part 5113. The BOs/ABOs/CHs will acknowledge receipt (electronic signature and date permissible) of appointment letters. This memo requires the CCO's signature, BO's/ABO signature or CH signature.

2. Appointment Letters. The required appointment letters for all A/OPCs, BOs, ABOs and CHs are to be signed by the CCO. Samples are available in Appendix F of AFARS Appendix EE.

2-2. Mandatory Training Requirements for A/OPCs/BOs/ABOs/CHs/ and Convenience Check Writers

All training for GPC must be completed by potential Level 3 and 4 A/OPCs, BOs, ABOs and CHs prior to appointment. Appointment memos must be signed by both the CCO and the appointee. BO and CH accounts shall not be established without current training and an appointment memo signed by both aforementioned individuals. All training should be kept current to keep appointment memo valid and to allow continued usage of GPC cards. Level 3 and 4 A/OPCs must keep their training current to keep a valid appointment memo. Training is due bi-annually upon the anniversary date on the current certificate.

1. Proof of training must be documented and monitored by the appointed Level 4 A/OPC. All certificates shall be in the respective GPC files.

Training MANDATORY	Roles	Source	Frequency
Ethics	A/OPC/CH/BO	CLM 003 Ethics http://clc.dau.mil No other training will be accepted. Bi-Annually from date on last completion certificate.	Bi-ANNUALLY
U.S. Bank Access Online	A/OPC/CH/BO	https://access.usbank.com/cpsApp1/index.jsp Once only prior to appointment	ONCE
Local GPC Training	CH, BO	Activity/Level 4 A/OPC developed. Once only unless A/OPC annual surveillance review warrants a need for refresher training	ONCE

DoD GPC (CLG001)	A/OPC/CH/BO	http://clc.dau.mil/ Once only prior to appointment	ONCE
DoD GPC Refresher Training (CLG001) or Local	A/OPC/CH/BO	http://clc.dau.mil/ Bi-Annually from date on last completion certificate	Bi-ANNUALLY
CLC 006 Certifying Officer Legislation	BO	http://clc.dau.mil/ Once only prior to appointment	ONCE
Training SUGGESTED			
Fraud Awareness (AUD 1283) A/OPC/CH/BO	A/OPC/CH/BO	http://clc.dau.mil/	ONCE
Effective Report Writing (AUD 6115)	A/OPC/CH/BO	http://clc.dau.mil/	ONCE
Simplified Acquisition Procedures (CON 237)	Ordering Officers	http://clc.dau.mil/	ONCE
GSA SmartPay Purchase Card Training	CH	https://training.smartpay.gsa.gov/training/purchase-card-cardholders	ONCE
GSA SmartPay Purchase Card Training	A/OPC	https://training.smartpay.gsa.gov/training/purchase-card-aopc	ONCE
Unauthorized Commitments	BO/CH	https://www.youtube.com/watch?v=_Ruw-uCI3Ec	ONCE

2. Each individual with a GPC role is responsible for keeping a copy of his/her training certificates, nomination letters, and appointment letters in a file that is easily accessible upon request from an A/OPC or outside GPC auditor.

2-3. Credit Limit Increase/Decrease

1. Spending limits and cycle limits can be changed as necessary to meet operational needs. The CH is to submit a revised Nomination Letter signed by his/her supervisor to the Level 4 A/OPCs to request a credit limit increase. The Level 4 A/OPCs will verify that all training is current and any additional training is completed prior to making a credit limit change. This letter will be used to coordinate with RMs in revising the CH and BO/ABO credit limit increase/decrease.

2. Inactive Accounts and Underutilized Credit Limits: Level 4 A/OPCs must run reports available in AXOL monthly after the cycle closes to determine if any GPC accounts are inactive for a period of 6 months or more. Additionally, Level 4 A/OPCs must run reports available in AXOL monthly after cycle closes to determine if any GPC accounts

have Credit Limits beyond what is required. Inactive or underutilized credit limits should be provided to the Level 3 A/OPC for determination of appropriate action (i.e., close account or leave account open with proper justification from the respective BO). This procedure is a safeguard to prevent risk to the Government.

2-4. Liability of the Government Cardholders and Billing Officials

Statutory authority: Any misuse of the GPC is subject to criminal, civil, Uniform Code of Military Justice, administrative, and disciplinary actions as appropriate.

1. CHs: DoD Financial Management Regulation (FMR) defines a CH as a Department of Army Officer (DAO), and as such, is liable for up to one month's pay for misuse resulting from their negligent actions. DoD Directive 7000.14-R imposes financial liability for negligent performance of the CH's duties. The FMR Vol. 5, Chapter 33, §3309 also discusses pecuniary liability. Accountable Officials shall be personally and pecuniarily liable for erroneous payments that result from the negligent performance of duties in the amount of the erroneous payment, up to one month's pay.

2. BOs: Title 31 U.S.C. §3528 provides for personal and pecuniary liability for improper payments resulting from misuse/abuse of the purchase card for Certifying Officials. The GPC BO meets the definition for Certifying Officer in the DoD FMR. The BO is financially liable for improper payments resulting from misuse or abuse of the GPC. The act of certifying a billing statement for payment makes the BO financially responsible for illegal, improper, or incorrect payment due to an inaccurate or misleading certification. Consequently, a BO who knowingly makes a false certification may be asked to repay the Government for the items or service purchased. If a BO is unsure about certification, he/she should contact the supporting Level 4 A/OPC for guidance and/or assistance.

2-5. Card Security

In order to reduce the risk of loss, theft, or compromise of the GPC, CH's should keep their physical card in a secured/locked office or drawer when not making purchases. If there is a reason the CH needs to carry the card on his/her possession, it should be secured/protected to the maximum extent possible.

2-6. GPC Accounts Approval

All GPC accounts must be certified within three business days. BOs Managing Accounts that have not been certified by the third day of the required certification period are to be notified via email by the Level 4 A/OPC to complete certification no later than close of business that day. The email should include a statement that the account will be reduced to \$1 if certification is not completed by the required certification period. Reduce all accounts to \$1 when certification has not been completed within three business days. If BO/ABO fails to complete certification within three business days more than once in a three month period, the BO/ABO's supervisor should be notified. Additionally, the BO/ABO and supervisor should be informed that the respective Managing Account will be reduced to \$1 and remain in that status until a Memo for Record (MFR) signed by the Commander/Director is provided to the Level 3 A/OPC stating why certification has continually been delinquent. The MFR must also state

what steps the BO/ABO are taking to ensure certification is completed on time in the future. A copy of the MFR shall be kept in the BO/ABO file. Managing Accounts resulting in more than three late certifications during the calendar year will be reported to the SCO for possible recommendation of account termination.

Chapter 3: Operational Guidance and Procedures

3-1. Separation of Duties

1. Proper separation of duties creates an environment that shall preclude attempts at fraud, misuse and abuse of the purchase card and convenience check. Key duties of the Purchase Card Program are to be segregated among different roles to minimize the risk of loss to the Government to the greatest extent possible. This should include separating the responsibilities for making purchases, authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets. No one individual shall control all key aspects of a transaction. In particular, responsibilities of the following individuals shall not overlap:

- a. Cardholders
- b. Approving/Certifying Official
- c. Agency/Organization Program Coordinator
- d. Disbursing Officials
- e. Hand Receipt Holders
- f. Purchase Request Processors
- g. Chief of the Contracting Office (CCO)

2. If resource constraints prevent assignment of the key duties set forth above to different individuals, the activity will request a waiver through the Level 4 A/OPC to the Level 3 A/OPC for approval, and will require additional surveillance.

3. Notwithstanding the above-described waiver process, certain key duties must not be assigned to the same individual. In no case shall the same individual be the CH and the BO for the same GPC account. In no case shall the Property Book Officer, Transportation Officer or any Level 4 A/OPC (primary or alternate) also be a CH, BO or Contracting Officer who is making contract payments with a GPC or executing GPC purchases. A CH, who is also a hand receipt holder, should not purchase property for his or her own use.

3-2. Span of Control

The Army span of control is 300 accounts (both CH and BO/ABO) to one Level 4 A/OPC providing that the number of accounts and complexity of the administration, and monitoring and oversight of the GPC program is producing a successful program as a whole. No more than 7 CH's may be assigned to a single BO Managing Account to ensure successful accomplishment of the BO's oversight responsibilities.

3-3. Out-Processing for Cardholders, Billing Official and Alternate Billing Officials

1. BOs, ABOs, and CHs are required to immediately notify the Level 4 A/OPC of any CH being transferred, terminated, in "Absent Without Leave" (AWOL) status, retiring, or have otherwise no further need or use for the GPC. The Level 4 A/OPC will provide the BO or ABO with the appropriate form entitled "Destruct Notice" for completion.

2. BOs and ABOs are required to notify the A/OPC when leaving the agency or otherwise no longer serve as a BO. Termination of the DD577 Signature Card is required at the bottom of the form and to be submitted to the Level 4 A/OPC for account closure or replacement with a new BO.

3. When a permanent replacement for a BO is not available, the ABO will assume primary BO duties. CH's under that Managing Account will have authority to make only emergency buys until the account is once again meeting the regulation of having both a Primary BO and an Alternate BO in place.

3-4. GPC Support

U.S. Bank Government Services Customer Service is available 7 days-a-week, 24 hours a day via telephone at 888-994-6722. Customer service is available to assist CHs, BOs, and A/OPCs with questions about password resets, declined transactions, or fraudulent purchases made by an individual other than the designated CH. U.S. Bank Customer Service must be notified by the CH when his/her account has been compromised or GPC card has been lost or stolen.

3-5. Making Purchase Transactions

1. Specific guidance on use of required sources and order of precedence of sources is prescribed in FAR, Part 8, and Defense Federal Acquisition Regulation Supplement (DFARS), Part 208, e.g., National Industries for the Blind (NIB), National Industries for the Severely Disabled (NISH), Federal Prison Industries (a.k.a. UNICOR), and Federal Supply Schedules (FSS)/GSA schedule requirements. In addition to those mandatory sources listed in FAR Part 8, CHs should strongly consider using small and small disadvantaged businesses whenever possible. The Ability One Program is a mandatory source of supply, with any procurement method and at any dollar value, in compliance with the Committee for Purchase from People Who Are Blind or Severely Disabled statute, (41 U.S.C. §8501-8506). The Ability One Program's mandatory status remains in effect for all purchases--including those under the micro-purchase threshold. A full

line of Ability One products can be found at your local installation Ability One Base Supply Center, DoD EMALL Army Corridor, and through AbilityOne.com where installation agreements do not exist for Base Supply Centers.

http://www.abilityone.com/OA_HTML/ibeCZzpHome.jsp?sitex=10020:22372:US

2. Purchase requirements exceeding the micro-purchase threshold must be referred to a contracting office for formal contracting action. Splitting requirements into smaller parts to avoid formal contracting procedures, competition requirements, or to keep spending limitations under the micro-purchase threshold is prohibited. GPC micro-purchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202(a)(1), with special consideration paid to supporting your installation Ability One Base Supply Center, and local, small, and small disadvantaged businesses. When purchasing from FSS and Blanket Purchase Agreements (BPAs), CHs must review prices on at least three contracts/agreements, unless it is a competitively awarded BPA and select the best value item for their requirements.

3. CH's who have been a micro-purchase threshold CH for at least one year with an account in good standing may request via Nomination Letter to the Level 4 A/OPC to become an Ordering Officer (OO). Additional training is required. The Single Purchase Limit for an OO is \$25K and restrictions apply in accordance with Appendix I, "GPC Thresholds – CH's Designated as OOs" of the GPC Operating Procedures (AFARS Appendix EE).

4. Spending limits may be increased to support emergency operations. BOs and CHs will be notified by the Level 3 A/OPC in the event of the need for increasing limits or expedited card issuance due to an emergency need for a contingency, military surge environment, or a humanitarian aid operation. Any changes in management controls due to increased spending limits will be outlined in instructions from the Level 3 A/OPC. Barring any additional oversight and monitoring for increased spending limits, BOs will abide by Roles and Responsibilities in accordance with AFARS Appendix EE, Section 1-7, paragraph d.

5. To the maximum extent possible, CHs should make routine GPC purchases close to the end of the billing cycle in order to maximum rebates provided by US Bank. Additionally, BOs should certify billing statements within established guidelines in order to maximize rebates provided by US Bank.

3-6. Reporting GPC Actions into Federal Procurement Data System (FPDS)

Federal Procurement Data System – Next Generation (FPDS). Agencies are responsible for collecting and reporting Army procurement data to FPDS as required by FAR Subpart 4.6. The requirements for reporting GPC actions to the FPDS are contained in DPAP memo dated 26 October 2010,

[https://www.acq.osd.mil/dpap/pdi/eb/docs/Reporting_GPC_Actions_to_FPDS_\(Oct_26_2010\).pdf](https://www.acq.osd.mil/dpap/pdi/eb/docs/Reporting_GPC_Actions_to_FPDS_(Oct_26_2010).pdf). In addition to the guidelines outlined in the DPAP memo, the following requirements exist:

1. Where a CH makes a purchase against a USAMRAA-awarded BPAs, the Contract

Specialist is responsible for creating the Contract Action Report (CAR) on a monthly basis.

2. Order actions under federally-awarded actions (e.g., schedules, Government-wide acquisition contracts, Indefinite Delivery contracts), BPAs, and basic ordering agreements:

- Components shall report actions purchased and paid for using the GPC to FPDS.

3-7. Use of the GPC for Training and Education

1. The GPC shall be used by Training and Education Office personnel, and may be used by CHs, to pay for commercial off-the-shelf training and education up to \$25,000 for an individual or planned series of the same training event, activity, or course material - AFARS 5113.270-90(g). GPC training cards must be issued and dedicated solely for this purpose.

2. The Standard Form (SF)-182 (Authorization, Agreement and Certification of Training) remains the authorized and required training source document. GPC payment for commercial off-the-shelf training must be accompanied by an SF-182.

3. The regular supplies GPC should be used to purchase books and materials.

4. The SF-182 form is required to be signed by the attendee in order to accept terms and conditions of Government-paid training. An attendance list attached to an SF-182 is insufficient documentation for the Training Card. This is under review; however, until further notice, an individual SF-182 is required for EACH employee for whom training is being paid by the Government.

5. A speaker coming to an agency to provide information about a particular topic (i.e., wellness, motivation/inspiration, etc.) is NOT authorized to be purchased with the Training Card. A speaker is considered a service, not training based on the definition, and subject to the \$2,500 threshold.

3.8 Unauthorized Commitments

In accordance with Unauthorized Commitments (UC) Training referenced in the "Recommended Training", the definition of a UC is: "an act by an employee who accepts or otherwise obligates the Government to pay for goods or services without authority."

If a UC occurs against a GPC purchase, reference Procurement Advisory Notice (PAN) 20-04 Implementing Guidance for OTSG/MEDCOM Policy Memorandum 16-106 Unauthorized Commitment Policy for procedures. Notify the Level 3 A/OPC, Mrs. Robin Hartmann at robin.c.hartmann.civ@mail.mil as soon as the UC is identified for instructions.

Chapter 4: Program Oversight and Reviews

4-1. Monitoring and Surveillance

1. In general, the primary objectives of a purchase card review are to assess:
 - a. compliance with laws and regulations,
 - b. efficiency of operations, and
 - c. adequacy of internal or management controls to help prevent fraud, waste and abuse by CHs or others who attempt to manipulate the program.
2. Proposed and Actual GPC Surveillance schedule records will be kept in a folder on the USAMRAA P drive that is available to all A/OPCs. Level 4 A/OPCs will submit their proposed annual schedule of surveillances by 30 October of each year. USAMRAA's requirement is to have 50% of all surveillances completed within the first six months of each fiscal year. The first six months of the fiscal year's annual surveillances should be completed and information submitted in the shared folder on the USAMRAA P drive by 30 April each year. The remaining surveillances must be completed by 25 September of each year. Level 4 A/OPCs are responsible for ensuring all surveillance reports, customer responses, and other supporting documents are kept in the BO/ABO and CH files.
3. The Level 4 A/OPC must conduct a review of 100% of BO accounts each fiscal year. The PMR Tool Kit is the current checklist being utilized for reviews.
4. All surveillances that are found non-compliant shall be given instructions and due dates to become compliant with GPC guidance. In the event that an offense occurred that cannot be made compliant, the CH and BO are required to provide a MFR stating the reason for the purchase being made without abiding by GPC Operating Procedures (AFARS Appendix EE). If more than one offense occurred by the same CH during the review period, the Level 4 A/OPC shall reduce the account to \$1 until additional training is provided to the respective CH and BO.
5. In addition to Level 4 annual reviews, a PMR will be conducted by a Level 3 MEDCOM A/OPC or DASA(P) Army Program Manager every 3 years as administered by the Head of the Contracting Activity (HCA) (reference AFARS Appendix CC). The PMR review team will be announced at the time the review is scheduled.

4-2. Retention

GPC files are required to be retained for 6 years and 3 months by the Managing Account BO. Electronic documentation that is uploaded into US Bank's AXOL system is automatically retained for the required timeframe.

4-3. Insights on Demand

All BO's are required to complete training and register in the loD system within 5 business days of appointment. Failure to complete training and register in the loD system will result in all CHs accounts being reduced to \$1 until compliance. BO's are required to complete transaction reviews of their CHs' flagged transactions within 10 business days. Non-compliance will results in CH accounts being reduced to \$1 until reviews are brought up-to-date.

Appendix A: References

1. AFARS Appendix EE, Department of the Army Government Purchase Card Operating Procedures
2. Treasury Financial Manual, - Vol. I, Part 4, Ch. 4500, Government Purchase Cards
3. DoD FMR Vol. 10, Ch. 23, Purchase Card Payments
4. DoD FMR Vol. 10, Ch. 23, Annex 1, Purchase Card Certification Statements
5. DoD FMR Vol. 10, Ch. 2, Discount Offers and Rebates/Refunds
6. DoD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs (DoD Guidebook)
7. Office of Management and Budget Circular No. A-123, Appendix B Revised
8. FAR, Part 8, and DFARS, Part 208
9. MEDCOM OPORD 14-88 Defense Medical Logistics Standard (DMLSS)
10. AFARS Part 5113, Simplified Acquisition Procedures
11. DoD Directive 7000.14R FMR Vol. 5, Chapter 33

Appendix B: Glossary

Section I - Abbreviations

AFARS - Army Federal Acquisition Regulation Supplement
ABO - Alternate Billing Official
A/OPC - Agency/Organization Program Coordinator
AXOL - Access Online
BO - Billing Official
BPA - Blanket Purchase Agreement
CCO - Chief of Contracting Office
CH - Cardholder
DA - Department of the Army
DAWIA - Defense Acquisition Workforce Improvement Act
DAU - Defense Acquisition University
DFARS - Defense Federal Acquisition Regulation Supplement
DFAS - Defense Finance and Accounting Service
DMLSS - Defense Medical Logistics Standard Support
DoD - Department of Defense
DD Form - Department of Defense Form
DWCF - Defense Working Capital Fund
EAS - Electronic Access System
EDI - Electronic Data Interchange
FAR - Federal Acquisition Regulation
FMR - Financial Management Regulation
FSS – Federal Supply Schedules
GFEBS – General Fund Enterprise Business System
GPC - Government Purchase Card
GSA - General Services Administration
Insights on Demand - (IoD)
MCC - Merchant Category Code
HRP – Health Readiness Platform
PBO - Property Book Officer
PMR – Procurement Management Review
RM - Resource Manager
SCO – Senior Contracting Official
SF - Standard Form
U.S.C. - United States Code

Links to important websites:

US BANK Access Online:

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=log in> (username and password enabled)

PIEE: <https://wawf.eb.mil/piee-landing/> (CAC)

Insights on Demand (IoD): <https://iodgov.oversightsystems.us/IDP/#/> (CAC)

Appendix C: Convenience Check Process

A convenience check is an authorized method of payment when a vendor does not accept the GPC. CHs should make every effort to utilize a vendor who accepts the GPC in order to prevent the Government from incurring additional fees associated with using a convenience check. The process for requesting a convenience check from USAMRAA's Checkwriter is as follows:

The convenience check process is:

- 1) Customer has a need/requirement and searches for where to procure the goods/services.
- 2) Customer conducts market research and finds best fit for requirement, checking mandatory sources of supply first.
- 3) Customer verifies that vendor will accept GPC.
 - a) If the Customer discovers vendor does not accept GPC, but that is the only vendor to provide the goods/service, a request packet is submitted to the USAMRAA GPC Team to verify a convenience check is authorized/valid. If authorized/valid, the USAMRAA GPC team will alert the check writer in writing of the request and that it is authorized/valid. Checkwriter will review request and provide written approval to USAMRAA GPC Team and Customer that the purchase can proceed utilizing the check account.
- 4) Customer funds and releases AXOL 2-Way Single Purchase Request (PR) (funds obligated) with check writer's check identifier. A certified PR (in the amount of the requirement PLUS 1.08% check fee) must exist before goods/services can be procured. PRs certified after the purchase will not be accepted.
- 5) Customer orders goods/services from vendor.
- 6) Goods are received/service is performed.
- 7) Customer confirms goods received/service performed are satisfactory.
- 8) Customer receives invoice from vendor.
- 9) Customer forwards complete packet to USAMRAA GPC Team for review that all required documents are included.
- 10) If complete and ready for payment, USAMRAA GPC Team passes packet along to Checkwriter.

A request packet (as identified in Step 3a) contains, at minimum:

- Market Research memo
- Quote from vendor
- Notice that the vendor does not accept GPC (i.e. email correspondence, screen shot of notice on vendor's website, notation on the quote, etc.)

A complete packet (as identified in Step 9) contains, at minimum:

- Market Research memo
- Quote from vendor

- Notice that the vendor does not accept GPC (i.e. email correspondence, screen shot of notice on vendor's website, notation on the quote, etc.)
- Checkwriter's written approval that purchase can be made utilizing the check account
- Invoice from vendor
- Written confirmation from Customer that goods received/service performed were satisfactory
- W-9 from vendor