

APPENDIX C

**“CFLCC GPC Procedures in GWOT Contingency Operations”**

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**1. Purpose. This annex promulgates Coalition Land Component Forces Command (CFLCC) policy and procedures for Government Purchase Cards (GPC) deployed to the Central Command (CENTCOM) Area of Responsibility (AOR) and funded by CFLCC controlled Contingency Operations (CONOPS) appropriated funds.**

**2. Applicability.**

**a. This annex applies to all U.S. Army units deployed to the CENTCOM AOR in support of (ISO) OPERATION ENDURING FREEDOM (OEF), OPERATION IRAQI FREEDOM (OIF), or other contingency operations as they develop.**

**b. The policy and the procedures set forth in this annex apply to all CFLCC subordinate units, and Army units deployed to the CENTCOM AOR with unit organic GPCs as provided for by U.S. Army Standing Operating Procedure for the Government Purchase Card Program. This policy and these procedures apply to all Army units deploying with a GPC under provisions of the Forces Command (FORSCOM) Government Purchase Card Standing Operating Procedures options 1 or 2.**

**c. This policy governs GPC use for all small purchases whose value is less than \$2,500.**

**3. Background.**

**a. GPC distribution in theater is limited within CFLCC. CFLCC PARC will not issue GPCs to deploying Army units in accordance with ASA Policy and Procurement, SFCA-RM, Eliminating Multiple Government Purchase Cards dated 22 June 2004.**

**b. Deploying Army units supporting contingency operations desiring to use their home station issued GPC while deployed in the CENTCOM AOR will follow procedures outlined in this Appendix.**

**c. Purchases must satisfy a bonafied need in the fiscal year the purchase occurs, for the unit making the purchase, in the CENTCOM AOR. Purchases are not authorized to support home station missions, pre-deployment, mobilization, redeployment, or reconstitution operations. Deployed GPC cards are only to be used for sustainment in the CENTCOM AOR. FORSCOM will fund all units at Mobilization Stations.**

**d. The terms listed below are assigned the following meanings for the purpose of this annex:**

**(1) Agency/Organization Program Coordinator (A/OPC).** The Third U.S. Army/Army Central Command (ARCENT)/CFLCC Principal Assistant Responsible for Contracting (PARC) is the A/OPC for GPCs issued in the CENTCOM AOR. Units deploying with a home station GPC must coordinate with their home station A/OPC prior to deploying with their GPC and not the CFCC-PARC.

**(2) Accountable Official (AO) or Billing Official (BO).** Army units deploying to the CENTCOM AOR under provisions of paragraph 20 FORSCOM GPC SOP will appoint a commissioned officer senior to the card holder by at least one grade who is a member of the unit as the primary AO/BO. Additionally, Army units deploying to the CENTCOM AOR under provisions of paragraph 20 FORSCOM GPC SOP will appoint an alternate AO/BO at home station to act in place of the deployed AO/BO in the event the deployed AO/BO is unable to access the Customer Automation and Reporting Environment (CARE) from the AOR.

**4. Management of the Government Purchase Card Program.**

**a. The Chief of Policy and Plans, Office of the PARC, Third U.S. Army/ARCENT/CFLCC is the Level 3 Agency/ Organization Program Coordinator (A/OPC) for GPCs issued in Saudi Arabia, Kuwait, or Qatar by Level 4 A/OPCs in the CENTCOM AOR supporting CFLCC in the CENTCOM AOR. The Directors of Contracting (DOC) Army Central Command (ARCENT), Saudi Arabia, Kuwait, and Qatar are the Level 4 A/OPCs responsible for managing the GPC program for ARCENT/CFLCC issued GPCs in Saudi Arabia, Kuwait, Qatar, Afghanistan and Iraq. DOC ARCENT QA supports ARCENT issued GPCs in Afghanistan while DOC ARCENT KU supports ARCENT issued GPCs in Iraq. Each of the three Level 4 A/OPCs (DOC SA, KU, and QA) publishes their own GPC Standard Operating Procedures (SOP) and manages installation GPC activity in their respective countries. Third U.S. Army/ARCENT/CFLCC Policy Memorandum 04-03 establishes procedures for the management and use of the I.M.P.A.C. credit card for all cardholders and AO/BOs assigned to Third U.S. Army.**

**b. Combined Joint Task Forces (CJTF) in Afghanistan and Iraq may publish and follow CJTF unique guidance for the management of GPCs deployed with Army Units in their AOR. In the absence of CJTF unique guidance, CJTFs will follow the policy and procedures set forth in this SOP.**

**c. The deployed Army unit's A/OPC is responsible for managing the GPC program for the deployed Army unit's GPC.**

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(1) AO/BOs will review GPC account statements of deployed Army units in the timeframes required by the FORSCOM GPC SOP and process payment using the Customer Automation and Reporting Environment (CARE). In the event that an internet connection is not available for the deployed Army unit AO/BO to access CARE, the AO/BO will make arrangements with the alternate AO/BO at home station to process the payment. Alternate arrangements may include use of facsimile transmitted documents, electronic mail, or voice telephone coordination between the cardholder AO/BO and alternate AO/BO. Any interest charges accruing as a result of late payments are the responsibility of the home station and will not be charged to CFLCC Contingency Funds.

(2) AO/BOs will insure all accountable/durable property purchased by the deployed Army unit is properly accounted for by the unit's Property Book Officer (PBO).

(3) A/OPCs will conduct their annual review of the deploying Army unit's AO/BO at the time the card is temporarily suspended and no later than ninety days after the Army unit redeploys. A copy of the annual review conducted after the Army unit redeploys will be provided to the Comptroller/Resource Manager responsible for entering the contingency accounting classification in the CARE system. This report will be filed with the Military Interdepartmental Purchase Request (MIPR) DD Form 448 used to fund the card during deployment as a supporting document.

d. CFLCC, CJTFs, Major Subordinate Commands (MSCs), and separate commands receiving a Resource Allocation Document (RAD) will fund deploying Army unit GPCs by providing the deploying Army unit's home station Comptroller/Resource manager a Military Inter Departmental Purchase Request (DD Form 448). Any exception to this procedure will be reported by the CFLCC RAD holder to the CFLCC-C8.

e. Deploying Army units supporting the contingency operation will receive an initial funding distribution to assist them in establishing operations. After the initial distribution, funding will be distributed incrementally monthly, quarterly, or semiannually based on funding availability. CFLCC will not support GPCs below battalion/separate company level. Additionally, CFLCC will only support a limited number of GPCs per unit size.

<u>UNIT SIZE</u>	<u>INITIAL</u>	<u>MONTHLY</u>
Battalion/Separate Company	\$ 3,000	\$ 1,000
Brigade	\$ 5,000	\$ 3,000
GO command	\$10,000	\$ 7,000

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**(18) Any charges for which the Government Travel Card is appropriate**

**(19) Printing Services (all types including business cards)**

**(20) Hazardous Material**

**(21) Advertising**

**(22) Video Information Equipment and Materiel**

**(23) Ergonomic Related and Low-vision Equipment**

**(24) Food and Water (including bottle water)**

**(25) Personal Purchases (Items for personal convenience such as appliances, handheld/portable electronic devices, clothing, military name tags and seasonal decorations.)**

**(26) Motor Vehicle, Rental or Lease (including repair of leased vehicles)**

**(27) Trophies, Awards, Plaques and Mementos as give away items for special occasions**

**(28) Express shipments (a government-wide master contract is in place for this)**

**(29) Ammunition and detonator caps**

**(30) Local National Labor (including translation services)**

**(31) Communication equipment (phone, MRTs, mobile radios, etc.)**

**(32) Telephone bills/charges**

**g. Units receiving Limit 012, Representation Funds of the Secretary of the Army (AR 37-47), may use the GPC provided they ask for and receive permission from CFLCC-C8 in advance.**

**5. Responsibilities.**

**a. CJTFs and Home Stations.**

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**I. Use of the GPC in the CENTCOM AOR is primarily limited to the procurement of consumable supplies. Deploying Army units are not authorized to use the GPC to purchase the following items:**

**(1) Travel Related Purchases including tickets, rental cars, meals and lodging**

**(2) Purchase, rental or lease of any office space, buildings or real property**

**(3) Fuel of any type**

**(4) Gifts/mementoes not funded by limit 012, Hosting and Representation Funds**

**(5) Telecommunications Systems**

**(6) Construction Services over \$2,000**

**(7) Wire Transfers**

**(8) Foreign Currency and cash advances**

**(9) Dating & Escort Services**

**(10) Betting, Casino Gaming Chips, Off-Track Betting**

**(11) Transactions with Political Organizations**

**(12) Court Costs, Alimony, Child Support**

**(13) Fines**

**(14) Bail and Bond Payments**

**(15) Tax Payments**

**(16) Untreated Wood**

**(17) Purchase of meals (pre-approved exceptions allowed in some situations)**

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**(1) Follow policy and procedures provided in this annex or publish CJTF unique policy and procedures consistent with instructions provided in this SOP.**

**(2) CJTF C8 coordinate between deploying Army unit Cardholder and subordinate (RAD holder) Resource Manager to fund deploying Army unit GPCs by issuing a DD Form 448 to the deploying Army unit's home station Comptroller/Resource Manager.**

**(3) Appoint a GPC Coordinator to coordinate GPC issues with AO/BOs, Cardholders, A/OPCs, and home station Comptroller/Resource Managers.**

**(4) Deploying Army unit GPC Cardholders will-**

**(a) attend home station A/OPC sponsored prerequisite training**

**(b) consolidate section supply requirements and prepare a GPC Local Purchase Form and route form thru billing/approving official, PBO, and supporting Resource Manager for review and fund allocation**

**(c) update transaction log immediately after a purchase is made**

**(d) reconcile monthly Statement of Account (SOA) with purchase receipts and present to AO/BO for reconciliation**

**(e) provide a copy of all purchase records to the AO/BO and A/OPC for audit upon redeployment**

**(f) maintain records for six years and three months**

**(5) Approving Official/Billing Official will-**

**(a) attend home station A/OPC prerequisite training and review GPC Local Purchase Form for appropriateness of purchase, adherence to regulations/policies, fraud, waste, and abuse**

**(b) reconcile monthly billing account statement (BAS) with each assigned cardholders' SOA to ensure proper billing of the account**

**(c) forward the reconciled and signed BAS to the home station Comptroller/Resource Manager NLT the 10<sup>th</sup> each month for obligation of funds and transmittal for payment**

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**(d) ensure that cardholder accounts are properly terminated**

**(6) Alternate AO/BO at home Station will-**

**(a) ensure all cardholders are properly trained prior to deployment**

**(b) conduct reconciliation using locally approved policy**

**(c) coordinate with responsible resource management personnel in the CENTCOM AOR for funding**

**(7) Home station Comptroller/Resource Manager will-**

**(a) ensure that the total dollar amount provided on the DD Form 448 issued by the CJTF resource manger is not exceeded**

**(b) ensure all expenditures made by the GPC prior to Home station Comptroller/Resource Manager accepting the DD Form 448 are the responsibility of the home station and may not be reimbursed by the CFLCC**

**(c) as a minimum maintain a copy of the U.S. Bank Transaction ledger for each deployed card holder for each billing cycle while the GPC is deployed**

**(d) require the deployed card holder to provide receipts supporting each transaction for each billing cycle**

**b. CFLCC Major Subordinate Commands and down-trace units deploying with home-station issued GPCs**

**(1) CFLCC MSCs and down-trace units, requiring contingency contracting support for purchases under \$2,500, will provide a decision memorandum, with justification, to the CFLCC Deputy Chief of Staff. Upon funding approval by the CFLCC Deputy Chief of Staff, CFLCC C8 or subordinate resource manager will provide a MIPR to the home station RM to resource contingency requirements.**

**(2) GPC Cardholders will-**

**(a) attend prerequisite DOC training**

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(b) consolidate section supply requirements and prepare a GPC Local Purchase Form

(c) route the GPC Local Purchase Form thru billing/approving official, PBO, CFLCC C6 (if necessary), CFLCC Deputy Chief of Staff (if necessary) and finally to C8 for review and fund allocation

(d) update transaction log immediately after a purchase is made

(e) reconcile monthly SOA with purchase receipts and present to AO/BO for reconciliation

(f) maintain records for six years and three months

(3) Approving Official/Billing Official will

(a) attend DOC prerequisite training

(b) review GPC Local Purchase Form for appropriateness of purchase, adherence to regulations/policies, fraud, waste, and abuse

(c) reconcile monthly BAS with each assigned cardholders' SOA to ensure proper billing of the account

(d) forward the reconciled and signed BAS to the home station Resource Management office NLT the 10<sup>th</sup> each month for obligation of funds and transmittal for payment

(e) ensure that cardholder accounts are properly terminated

6. Establishing, Funding and Closing Government Purchase Card Accounts

a. Deploying Army units will notify the CFLCC C8 Atlanta (RUEASRT/COMUSARCEN-CDR USA THIRD FT MCPHERSON GA//C8//), CFLCC C8 (ZEN/CDR ARCENT KUWAIT DOHA KU//C8//), CJTF C8 {Iraq- (ZEN/CDR CJTF7 CAMP VICTORY IZ//C8//) OR Afghanistan- (RUERHNA/CJTF180 CMD GRP//C8//)} by electronic message containing the information pictured in the example below:

Example

R 270605Z MAY 04  
FM CDR 352MP BDE FT WAINRIGHT AK//S4//  
TO RUERHNA/CJTF180 CMD GRP//C8//  
ZEN/CDR ARCENT KUWAIT DOHA KU//C8//

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ZEN/CDR CJTF7 CAMP VICTORY IZ//C8//  
INFO RUEASRT/COMUSARCENT-CDR USA THIRD FT MCPHERSON GA//C8/  
UNCLAS  
SUB/ INTENT TO DEPLOY GPC (0000 0000 0000 0000 AND 1111 1111 1111 1111) (U)  
GENTEXT/REMARKS/1. (U) UNIT NAME-352 MP BDE  
2.(U) UNIT UIC- WYEUAA  
3. (U) UNIT LINE NUMBER- TDAGC  
4. (U) CREDIT CARD ACCOUNT NUMBER- 0000 0000 0000 0000  
NAME OF CREDIT CARD HOLDER- SSG JOHN Q. PUBLIC  
5. (U) CREDIT CARD ACCOUNT NUMBER- 1111 1111 1111 1111  
NAME OF CREDIT CARD HOLDER- SFC RANDY F. HOLDER  
6. (U) NAME OF ACCOUNTABLE OFFICIAL/BILLING OFFICAL- CPT JOHN B. DOE  
7. (U) NAME OF ALTERNATE ACCOUNTABLE OFFICIAL/BILLING OFFICIAL- MS  
MARGARET D. BILLING  
VOICE TELEPHONE NUMBER FOR ALTERNATE ACCOUNTABLE  
OFFICIAL/BILLING OFFICAL- DSN 367-4444  
8. (U) NAME OF AGENCY/ORGANIZATION PROGRAM COORDINATOR- MR. WILLIMA  
A. BEST  
TELEPHONE NUMBER OF AGENCY/ORGANIZATION PROGRAM COORDINATOR-  
DSN 367-5555  
9. (U) NAME OF INSTALLATION COMPTROLLER/RESOURCE MANAGER- MS. MARY  
BETH WATKINS  
TELEPHONE NUMBER OF INSTALLATION COMPTROLLER/RESOURCE MANAGER-  
DSN 367-1111 OR COM 770-589-1111  
FACSIMILE TELEPHONE NUMBER OF INSTALLTION COMPTROLLER/RESOURCE  
MANAGER- DSN 367-9999 OR COM 770-589-9999  
UNIT ADDRESS FOR BLOCK 8 OF DD FORM 448- COMMANDER, 352 ND MP BDE,  
ATTN: MS. WATKINS, 1525 CROSBY STREET, FORT WAINRIGHT, AK 00000  
E-MAIL ADDRESS FOR COMPTROLLER/RESOURCE MANAGER-  
BETH.WATKINS@WAINRIGHT.ARMY.MIL  
10. (U) UNIT COMMANDING OFFICER STANDARD NAME LINE- COL DAVID U. ROE  
11. (U) LATEST DEPARTURE DATE- 12 MAY 04  
12. (U) ANTICIPATED NUMBER OF DAYS TO BE DEPLOYED- 180  
13. (U) UNIT REAR DETACHMENT POC - 1LT ROBERT S. GIBBONS  
TELEPHONE NUMBER OF DSN UNIT REAR DETACHMENT POC - 367-6666 OR  
COM 770-589-6666  
BT

b. Upon arrival at the permanent duty location in the CENTCOM AOR, the deploying Army unit commander will determine the CFLCC RAD holder providing Resource Management support to units in the area in which the deploying Army unit is located. The AO/BO will provide the supporting Resource Manager with a copy of the Intent to Deploy GPC message and request and coordinate issue of a DD Form 448 Military Interdepartmental Purchase Request form the CFLCC RAD Resource Manager to the home station Comptroller/Resource Manager.

c. CFLCC RAD holder providing Resource Management support to units in the area to which the deploying Army unit is located will prepare a DD Form 448 to bulk fund all GPC(s) deployed by the requesting unit. As a minimum block 9e DD Form 448 will contain the rank, name, voice and

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facsimile telephone number and e-mail address for the CFLCC RAD holder Resource Manager certifying the funds, the statement, “this is an economy act order IAW chapter 12 DFAS-IN REG 37-1 and USC 1535,” and the following information for each GPC account funding is provided to support: GPC credit card account number, monthly purchase limit for this GPC, single purchase limit for this GPC, and any special instructions or command specific information. The AO/BO will monitor purchases to insure that the total value of the DD Form 448 is not exceeded. The AO/BO will reconcile expenditures with the CFLCC RAD holder Resource Manager certifying the funds monthly and request amendments to the basic DD Form 448 as funds are expended. In the event funds are not available to support further purchases, the AO/BO will require the Cardholder(s) to cease purchase activity until further funding becomes available. If the deploying Army unit's period of deployment spans two fiscal years, the CFLCC RAD holder Resource Manager certifying the funds will prepare two DD Form 448s-one for each fiscal year. The following statement will be included on the DD Form 448 beginning 1 October of the succeeding fiscal year, “government obligation hereunder is made contingent upon congress enacting appropriations.” This statement may be removed (administratively by lining through and initialing) when congress passes DoD appropriation legislation.

d. The home station Comptroller/Resource Manager will accept all items on the DD Form 448 to be provided through reimbursement by preparing DD Form 448-2. The home station Comptroller/Resource Manager will create a reimbursable account classification to be placed on the GPC(s) and earn reimbursement as charges are made on the GPC(s) and posted to the reimbursable accounting classification. The home station Comptroller/Resource Manager will not allow the reimbursable account to exceed the current value of the DD Form 448. The home station Comptroller/Resource Manager will close the account by executing a final DD Form 448-2 within forty-five days following the Army unit's redeployment to home station.

e. The A/OPC will audit the AO/BO account for the deployed GPC(s) within thirty-five days of the unit's redeployment and issue a close report of GPC activity while deployed to the home station Comptroller/Resource Manager.

7. Training requirements. Training requirements for GPCs issued in the CENTCOM AOR will be met by the Directors of Contracting, Kuwait and Qatar. Training requirements for GPCs issued outside Kuwait and Qatar and deployed with unit personnel will be met by the A/OPC for the deploying Army unit.

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**8. Utilization of the Government Purchase Card. All GPCs deployed ISO OEF or OIF are intended for micro purchases under \$2,500.00. Cardholders will ensure all purchases are properly documented, and necessary approvals are obtained prior to making the purchase. Cardholders will prepare and maintain the Government Purchase Card (GPC) Request for Local Purchase form (Figure 1) for all purchase made during the deployment via the GPC.**

**9. File retention. Cardholders, AO/BOs, and home station Comptroller/Resource Managers will maintain files for six years and three months following the final payment.**

**10. Supplementing Policies. Local Supplementing Policies are encouraged. Copies of CFLCC policy memorandums and CJTF policy and procedural memorandums will be provided to Commander, Third U.S. Army/ARCENT 1881 Hardee Ave. SW Fort McPherson, GA 30330-1064 or via e-mail to [3acomp@arcent.army.mil](mailto:3acomp@arcent.army.mil).**

**11. Reporting Requirements. The home station Comptroller/Resource Manager of all commands or agencies receiving DD Form 448s supporting deployed GPCs are required to provide copies of the following documents to Commander CFLCC Attention: C8, 1881 Hardee Avenue South West, Fort McPherson, Georgia 30330-1064:**

**a. Copies of the basic DD Form 448 and DD Form 448-2 and all amendments to include the DD Form 448-2 used to close the MIPR.**

**b. A copy of the close out audit report conducted by the A/OPC for the deployed cardholder's AO/BO.**

**c. Copies of the U.S. Bank Transaction Ledger for each billing cycle that the GPC was deployed and the all supporting receipts for each Bank Transaction Ledger.**

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**GOVERNMENT PURCHASE CARD (GPC) - REQUEST FOR LOCAL PURCHASE**  
 FOR USE OF THIS FORM, SEE CFLCC C8 GPC CREDIT CARD COORDINATOR

_____	From:
Credit Card Holder	Requester
_____	
Unit/Address	Unit/Address

Supply Items Requested/Pricing Information					
Vendor _____	Vendor _____				
Address _____	Address _____	Address _____			
Item	Qty	Unit Price	Extended Price	Unit Price	Extended Price
			Extended Price	Unit Price	Extended Price
<b>TOTAL</b>					
Total cost for supply items cannot exceed \$2,500 request for non expendable items.			Itemized receipt must accompany		

**Requester Certification**

I certify the items requested for purchase are non-personal, mission essential requirements and are authorized for this unit.

\_\_\_\_\_

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Signature of Requester	Date
------------------------	------

PBO Information		
1. I certify the items requested for purchase are expendable items which require no property book accountability.		
_____		Date
Property Book Officer Signature		
2. I certify the items listed within this request are non-expendable items and require property book or hand receipt accountability.		
_____		Date
PBO Document Number		Hand Receipt
Number		
_____		
Property Book Officer Signature	Date	Property Book Officer
Signature	Date	

CFLCC C6 Approval, if applicable	
The above cited ADPE/telecommunications equipment or service/printing or postage request is authorized and is approved for purchase.	
_____	
Information Management Specialist	Date

Cardholder Certification	
I certify the items/services identified have met the following conditions:	
1. Fulfills a bona fide need to the U.S. Government	2. Items are authorized
3. Mandatory sources have been checked	
4. Vendor chosen has offered the best/lowest price based upon the needs and conditions of this requirement.	
_____	
Signature of GPC Cardholder	Date

BILLING OFFICIAL AUTHORIZATION			
Request for purchase is appropriate response)	approved	disapproved	(Circle
_____			

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Typed/Printed Name of Billing Official _____ Date	Signature of Billing Official _____
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CFLCC/UNIT CHIEF OF STAFF			
Request for purchase is (appropriate response)	approved	disapproved	(Circle

Typed/Printed Name of Chief of Staff _____ Date	Signature of Chief of Staff _____
---	--------------------------------------

**FUND CERTIFICATION**

I certify that funds of \$ \_\_\_\_\_ are available for this purchase. The cited amount shall not be exceeded. If additional funds are required the requester must coordinate with the undersigned for additional fund certification.

Accounting Classification  
 \_\_\_\_\_

Typed/Printed Name of Budget Official _____ Date	Signature of Budget Official _____
--	---------------------------------------