



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

AMIM-YNG-ZA

UNITED STATES ARMY GARRISON YONGSAN-CASEY POLICY LETTER# 12

SUBJECT: Government Purchase Card (GPC) Program

1. **REFERENCES:**

- a. Federal Acquisition Regulation (FAR)
- b. Defense FAR Supplement (DFARS)
- c. Army FAR Supplement (AFARS)
- d. DoD Charge Card Guidebook
- e. AFARS Appendix EE – Army GPC Standard Operating Procedures
- f. 411th Contracting Support Brigade (CSB) Supplement to the Department of the Army Government Purchase Card Operating Procedures

2. **PURPOSE:**

To establish and prescribe internal procedures for use of the U.S. Government-wide GPC Credit Card within the USAG Yongsan-Casey to reduce the potential for fraud, waste, and abuse of appropriated funds. This policy is intended to provide specific Unit, Resource Management Office (RMO), Approving/Billing Official (A/BO), Card Holder (CH), Hand Receipt Holder (HRH), Property Book Office (PBO), Information Management Office (IMO), Public Affairs Office and Visual Information Support Center (PAO & NISC) and requestor procedures to ensure all non-consumable, non-expendable, and durable items purchased with the GPC are properly accounted for on the USAG Yongsan-Casey property book.

3. **APPLICABILITY:**

This internal SOP applies to all personnel within the USAG Yongsan-Casey who are involved with the GPC Program.

4. **SCOPE:**

The procedures and guidance outlined in this policy are in addition to those contained in the Government Purchase Card Program, IAW USFK-Regulation 715-2 chapter 4.5 dated 18 June 2019. This policy is not intended to duplicate information, or procedures provided in regulations, IAW USFK-Regulation 715-2 chapter 4.5 dated 18 June 2019, but is intended to provide additional procedures specifically for USAG Yongsan-Casey personnel.

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5. **RESPONSIBILITY:**

a. Garrison Commander, Deputy Commander, Directors, and Staff Leaders will:

- (1) Request appointment of cardholders and approving/billing officials.
- (2) Ensure internal control procedures are established, published and followed.
- (3) Establish a command climate that will reduce the potential of fraud, waste, and abuse of the card program. Investigate suspected or reported fraud, waste, or abuse; take appropriate administrative or disciplinary action when warranted.
- (4) Ensure credit cards are not used to circumvent the established supply system or property accountability controls.
- (5) Ensure that supplies and services which normally require prior procurement approval are processed properly before purchase (coins, trophies, clothing, bottled water, computer and communication items, etc.) and documentation is retained.

b. Resources Management Office (RMO) will:

- (1) Develop, publish, and implement internal GPC program requirements and procedures.
- (2) Develop and maintain the unit GPC cardholders and approving/billing officials listing. Track the date initial/annual/biannual training was received.
- (3) Initiate administrative or formal action if credit card misuse is detected or reported and advise the 411th CSB Agency Program Coordinator (APC) to suspend or terminate accounts as required due to card misuse.
- (4) Initiate correspondence to the Commander, A/BO, CH, and HRH notifying them of irregularities. This includes late or incomplete delivery of monthly reconciliations, potential card misuse, fraud, waste, abuse, non-accountability, and other circumstances which indicate potential reason for revocation or suspension of cards and accounts.
- (5) Review all approving/billing official and cardholder set-up applications, modifications, transfers, and cancellations account forms to ensure proper completion and adjustment to the master list.

c. Approving/Billing Official (A/BO) will:

- (1) Comply with the IAW USFK-Regulation 715-2 chapter 4.5 dated 18 June 2019, existing regulations, policies, and this policy letter.
- (2) Ensure the PBO, IMO (if Information Management Processing Equipment (IMPE) is being requested) and/or PAO/NISC (if audio/visual equipment is being

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requested), has signed the GPC Order Request and Receipt Form before approving any purchase of non-consumable, non-expendable, or durable items. This will ensure that proper supply channels have been exhausted, the requested item is not on hand, and that non-expendable/durable items will be accounted for on the property books.

(3) Ensure that CH and HRH conduct Quarterly reviews to verify that all non-expendable, non-consumable and durable items purchased with the GPC are added to the property book and hand receipts.

(4) Ensure all Applicants, Maintenance Forms, Card Destruction Notices, Increases in Single Purchase Limits, or changes in account limits are processed through the GPC Program Coordinator, RMO.

(5) Review the IOD for previous purchases that are flagged for possible fraud in the Data Management System of Insights on Demand (IOD). It is the current Billing Official responsibility to conduct these IOD reviews and this is not the same as the Certification on AXOL.

(6) Review Cardholder purchases and reconciliation - ensure that purchases are legitimate, authorized and that Cardholders have properly entered the log detail for each transaction.

(7) Certify the Card Holder's transactions in Access online within 5 business days of the close of the cycle.

(8) A/BOs must complete the DAU Government Purchase Card Refresher Training CLG 0010 every two years and the Certifying Officer Legislation course CLG 006, and Overview of Acquisition Ethics course ACQ 0030 annually.

d. Card Holder (CH) will:

(1) Comply with the IAW USFK-Regulation 715-2 chapter 4.5 dated 18 June 2019, existing regulations, policies, and this policy letter.

(2) Obtain signature from the PBO on the GPC Order Request and Receipt Form when non-consumable, non-expendable, or durable items are being requested, before gaining purchase approval from the A/BO.

(3) Coordinate with the HRH to ensure the items that the PBO has determined to be accountable are added to the HRH's hand receipt with a DD Form 250, Material Inspection and Receiving Report.

(4) Conduct Quarterly reviews with the HRH to ensure all property identified by the PBO has been accounted for on the property book and HRH's hand receipt.

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(5) Verify funds are available by checking with the approving official and obtain the responsible budget section initials prior to card use.

(6) Ensure all Applications, Maintenance Forms, Card Destruction Notices, increases in Single Purchase Limits, or changes in account limits are processed through the GPC Program Coordinator, RMO.

(7) Surrender the GPC card to A/BO a minimum of 30 days prior to departure from the unit, after cutting the card into two pieces. Cardholders will coordinate this action with A/BO prior to rendering card unusable.

(8) Approve the Card Holder's transactions in Access online within 3 business days of the close of the cycle.

(9) Hand carries the Statement of Account (SOA), monthly log, Questioned Item Forms, and all other supporting documentation to the A/BO for certification, within 3 days after receipt of SOA or the 19th of the month, whichever is earlier.

(10) CHs must complete the DAU Government Purchase Card Refresher Training CLG 0010 every two years and the Overview of Acquisition Ethics course ACQ 0030 annually.

e. Property Book Officer (PBO) will:

(1) Review the GPC Order Request and Receipt form to determine if desired items are already on hand and determine whether the property is non-expendable (requires property book accountability), durable (requires formal accountability only), or expendable (in-forma l accountability).

(2) Assign document number to items that require accountability and place in suspense file.

(3) Complete the suspense and obtain the signature of the HRH on an issue document.

(4) Update HRH's hand receipt and furnish new copy to HRH.

f. Hand Receipt Holder (HRH) will:

(1) Coordinate with the CH, PBO, and requester to add accountable items to the property book and/or hand receipt by collecting one copy of the GPC Order Request and Receipt form, one copy of the receipt or bill of sale, and a completed DD Form 250, Material Inspection and Receiving Report.

(2) Sign an issue document from the PBO for any accountable item.

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(3) Sub hand receipt accountable items as needed on a DA Form 2062.

(4) Review hand receipt with CH quarterly to ensure all accountable items have been added to the hand receipt.

g. Information Management Officer (IMO) and Public Affair Officer (PAO) will:

(1) Review GPC Order Request and Receipt forms that request IMPE/ADPE and audio/visual items and sign the form if request is valid.

(2) Ensure items requested are not already on hand or that there is not a suitable substitute available.

(3) Annotate the approved requirements statement number, when required, on the top left of the GPC request form if applicable and maintain a copy of requirement statements on file in the IMO or PAO office.

h. Originator of Requirement (Requester) will:

Check to determine if the item is available through the supply system. This should include coordination with the unit PBO, IMO, and Self-Service Supply Center (SSSC) to determine the availability of the requirement from existing inventories. If the item is not available through the supply system in a timely manner or is a non-standard, non-stocked commercial off-the-shelf item, then it is authorized for procurement with the GPC card, within the constraints of this policy letter, IAW USFK-Regulation 715-2 chapter 4.5 dated 18 June 2019 and PCB External SOP. A properly completed GPC Order Request and Receipt form shall initiate all purchases.

6. **POINT OF CONTACT**: The staff proponent for this policy is the USAG Yongsan-Casey Director of Resource Management, questions should be referred to the Manpower Chief and any of the Manpower Agreement Analyst.



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Commanding