



DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE  
101 FULLER ROAD SUITE 250  
MERIDIAN MS 39309-5403

IN REPLY REFER TO:  
COMTRAWINGONEINST 4200.1B  
Code 00  
31 Aug 09

COMTRAWINGONE INSTRUCTION 4200.1B

From: Commander, Training Air Wing ONE

Subj: GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM (GCPC)  
INTERNAL OPERATING PROCEDURES

Ref: (a) NAVSUPINST 4200.99  
(b) FAR PART 13  
(c) DFARS PART 213  
(d) GSA SMART PAY CONTRACT (#GS-23F-98006)

Encl: (1) NETC Guidance and Don't-Buy List--Prohibited and Special Attention Items  
(2) List of Hazardous Material Authorized for Procurement with Government Credit Card  
(3) Purchase Card Log

1. Purpose. To establish procedures and responsibilities regarding the use of GCPC as a method of procurement at Training Air Wing ONE (TW-1).

2. Cancellation. COMTRAWINGONEINST 4200.1A

3. Discussion. The General Services Administration, Federal Supply Services (FSS), awarded a contract for GCPC services to Citibank. The GCPC and associated services enable civilian and military government employees to make purchases for official government use. This instruction is supplemental to references (a) through (d) and applies to all departments and activities supported under Unit Identification Code (UIC) 09251. This instruction and all its components i.e., references (a) through (d) have the force and effect of Department of the Navy (DON) regulations.

4. Policy. The purchase card shall be used to purchase all supplies and services at or below the micro-purchase threshold of \$3,000 as either a procurement method or a method of payment. All purchases must be accomplished in accordance with references (a) through (d) and enclosures (1) and (2). TW-1 cardholders shall only use the purchase card for authorized purchases in accordance with this internal operating procedure.

5. General

a. Naval Supply Systems Command (NAVSUP) has DON-wide responsibility for GCPC program policy. All DON activities using the program must comply with the provisions of reference (a). The GSA FSS awarded reference (b) to CITIBANK for GCPC services for civilian and military government employees to make purchases for official government use. References (c) and (d) provide federal guidance for all purchase to be accomplished with GCPC.

b. Definitions

(1) Agency Program Coordinator (APC). The individual designated by the Commanding Officer (CO) or Head of Activity (HA) who shall have overall responsibility for the management, administration, and day-to-day operations of the activity purchase card program.

(2) Approving Official (AO). The individual responsible for reviewing and verifying the monthly purchase card statements of the Cardholders (CH) under his/her purview. The AO must verify that all purchases were necessary and for official government purposes IAW applicable directives. Unless otherwise specified the AO must also be the Certifying Officer for his/her CHs and in that capacity must certify the monthly billing statement and forward it to the appropriate office for payment.

(3) Billing Cycle. The billing cycle is the 30-day billing period CHs may use their purchase card. For the DON the billing cycle ends on the 19th of the month.

(4) Billing Cycle Purchase Limit. The spending limit assigned to each CHs cumulative purchases and transactions within a given billing cycle.

(5) Bulk Funding. An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.

(6) CH. Any government employee who is designated by the CO/HA or designee to be issued a purchase card or purchase card account. The purchase card bears the name/account number of this individual.

(7) Commonly used Hazardous Material (HAZMAT). For the purpose of this instruction, commonly used HAZMAT means hazardous material products customarily sold to the general public to be used for non-government purposes (commercial products) which are in the same size and packaging found commercially and subject to procedures found later in this instruction. Examples of those materials or products include those required on a routine basis to meet daily operational needs; such as, lubricants, batteries, toner, cartridges, detergents, etc.

(8) Contracting Officer. Government employees who have the authority to bind the Government to the extent of their Commanding Officer or APC, in writing by the issuance of a Letter of Delegation or SF 1402 Contracting Officer's Warrant.

(9) Credit Limit. The maximum dollar threshold assigned at the AO/billing limiting the amount an account can have outstanding at any one time. The bank automatically sets the amount at three times the corresponding billing account's 30-day limit.

(10) Disputes. Instances where the transactions on the CHs statement do not agree with entries in the log or retained receipts. This may include circumstances where the CH did not

make the transaction, the amount of the transaction is incorrect or the quality or service is an issue.

(11) Head of Contracting Authority (HCA). The official at one of the 23 DON components listed at DFARS 202.101 who has overall responsibility for managing contracting authority within his/her contracting chain of command. The HCA is responsible for the delegation, re-delegation, and use of contracting authority including use of the purchase card by DON commands, DON activities and DON personnel under his/her contracting cognizance.

(12) HA. For the purpose of this instruction, the HA is the military officer in command or the civilian executive in charge of the mission of a DON command or activity that has been granted contracting authority by the cognizant HCA and has overall responsibility for managing the delegation and use of this authority by personnel under his/her command.

(13) Purchase Card. The purchase card is the credit card-like purchase account established with the bank that enables properly authorized Government personnel to buy and pay for mission requirements.

(14) Purchase Card Log. A manual or automated log on which the CH documents screening for mandatory government sources and individual transactions using the purchase card. Entries in the purchase card log should be supported by internal command documentation. The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained.

(15) Merchant Category Code (MCC). A four-digit code assigned to a participating purchase card vendor based on their industry classification. APCs can limit CH transactions by type of merchant by blocking out certain categories of vendors for use by activity CHs.

(16) Monthly CH Statement. The statement of charges forwarded to the CH at the end of the billing cycle detailing all the charges during that period.

(17) Monthly Billing Statement. The monthly billing statement is the official invoice for payment purposes, which is provided to the AO. The billing statement identifies all of the purchase card transactions of his/her CHs during a billing cycle.

(18) Services. As relating to NAVSUPINST 4200.99, services are firm fixed priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which a contractor's time and effort is directly engaged to perform a task. (e.g. repairs, maintenance, annual maintenance agreements, etc.)

(19) Single Purchase Limit. The dollar threshold assigned to each CH for a single purchase/payment action.

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(20) Reconciliation. The process by which the CH/AO review their monthly statements, reconcile against available vendor receipts and purchase card log and authorize payment of those charges provided on the monthly statement.

(21) Transaction Type. The transaction type is the method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the-phone, or via the Internet.

c. Designation of offices under GCPC Program

(1) CO/HA. Commander Training Air Wing ONE has been granted contracting authority by the cognizant HCA. The CO/HA has overall responsibility for managing the delegation and use of this authority by personnel under his/her command. HA managing DON Purchase Card programs are responsible for the following program elements:

(a) Establish effective internal management controls to ensure appropriate management, operation, and oversight of the local Purchase Card program.

(b) Ensure appropriate resources are allocated to the program.

(c) Ensure the local program is being executed in accordance with DOD and DON guidance.

(d) Ensure program personnel, APCs, AOs, and purchase cardholders are properly appointed and trained.

(e) Ensure that the number of AOs and purchase card accounts appointed within a command is the minimum number necessary to meet mission requirements.

(f) Follow local policies and procedures identifying informal and formal disciplinary action to be taken against APCs, AOs, and purchase cardholders for non-compliance, fraud, misuse and/or abuse. The range of disciplinary actions should be based on the severity and frequency of the infraction. Disciplinary action could range from informal actions, such as written or verbal counseling detailing the concern and directing corrective action and greater oversight, to account suspension or cancellation, to official letters of reprimand, to demotion, removal, or potential criminal prosecution.

(g) Establish and maintain a command climate to prevent requiring or requesting personnel from exercising undue influence over the actions of a purchase cardholder.

(2) APC. The individual designated by the CO is responsible for the APC Level V day-to-day operations IAW reference (a) and GCPC program oversight at TW-1. APC duties include:

(a) Establish and ensure execution of the local program in accordance with DOD and DON policies and procedures. The APC receives all card applications and change requests,

issues and destroys cards, provides training, and takes appropriate action in cases of misuse or violation of regulations.

(b) Ensure program personnel, AO and GCPC program CHs are properly appointed, trained (Standards of Conduct, DON Purchase Card Training, and local Internal Operating Procedures), and are capable of performing their respective duties. Upon completion and verification of training, the CO will issue the CH a Letter of Delegation and/or Contracting Officer's Warrant (SF1402). In addition, no less than annually, ensure that only personnel who require purchase cards for mission requirements are issued purchase cards and have a continuing need for purchase cards.

(c) Ensure AO and purchase cardholder profiles are appropriate for local mission. Perform regularly scheduled maintenance, no less than quarterly, on command AO and purchase card accounts to ensure that the account profile information is current and accurate, to examine frequency of use and to ensure the AO/card account span of control remains within specified limits (no more than seven card accounts to one AO).

(d) The APC will monitor all disputed purchases, credit, and billing errors. Disputes may include circumstances where the CH did not make the transaction, the amount of the transaction is incorrect, or the quality or service is an issue. Ensure that appropriate action is taken when local reviews reveal non-compliance, misuse and/or abuse.

(e) Utilize reports available through either the reporting option for CD type reports and/or the ad-hoc reporting tool within the bank system to proactively monitor the program.

(3) AOs and Certifying Officials are synonymous in the DON Purchase Card program and for the purposes of this instruction will be referred to as AOs. DON activities will nominate and appoint AOs as Certifying Officers. Certifying Officers are pecuniary liable for payments they certify. The AO is responsible for:

(a) Reviewing and verifying the monthly purchase card statements of the cardholder under his/her purview. The AO will review and certify for each statement period the purchases and amounts shown on the statement:

(1) Are correct and were required to fulfill immediate mission requirements.

(2) Do not exceed spending limits approved by the Comptroller.

(3) Are not for the cardholder's personal use or the personal use of the receiving individual.

(4) Are not items that have been specifically prohibited by NAVSUPINST 4200.99, by statute (i.e. real estate, transportation and travel), or this instruction.

- (5) Are not parts of a system or larger purchase exceeding \$100,000 in value.
- (6) Are in compliance with split-purchase guidelines.
- (7) Are not duplicate payments, fraudulent or improper charges to these accounts.

(b) Ensure that all purchases accomplished by the purchase CHs within their cognizance are appropriate and the charges accurate.

(c) Verify supporting transaction documentation on all card accounts prior to certifying the monthly invoice.

(d) Notify the HA and APC in the event of any suspected unauthorized purchase (purchases that would indicate non-compliance, fraud, misuse and/or abuse).

(e) Ensure proper receipt and inspection is accomplished on all items being certified for payment. The AO shall verify the existence of proper receipt and signature.

(f) Certify the monthly invoice in accordance with applicable IOPs.

(4) CH. Designated in writing by the CO/HA, and recommended by the Material Control Officer, is authorized to use their respective GCPC to buy/pay for supplies or services. Each CH is required to attend regular local training as set by the APC. Failure to do so will result in the closure of the CH account. CH duties include:

(a) Ensure proper & adequate funding is available prior to any purchase card action.

(b) Screen all requirements for their availability from the mandatory Government sources of supply.

(c) Utilize NAVSUP Form 1314 (SERVMART Shopping List 4491) to document all requests for supplies/purchases. Signed approval of documented requests by the Material Control Officer is required prior to making purchases with the GCPC.

(d) Purchase only mission essential requirements at fair and reasonable prices from responsible suppliers only if mandatory sources are unavailable.

(e) Maintain either a manual or automated purchase log that documents individual transactions and screening for mandatory sources of supply. The purchase card log and supporting documentation should provide at a minimum items 1-9 below that provides an audit trail supporting the decision to use the card and any required special approvals that were obtained.

- (1) Date the item or service was ordered.
- (2) The merchant name.

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- (3) The dollar amount of the transaction.
- (4) A description of the item or service ordered.
- (5) Date of receipt.
- (6) Name of individual receiving item or service.
- (7) Paid but not received (pay and confirm).
- (8) Credit received.
- (9) Disputed.

(f) Review the monthly purchase card statement to ensure that all charges are proper and accurate.

(g) Forward the monthly purchase card statement to the AO, via the Material Control Officer, with the appropriate supporting documentation, (i.e., sales slips, documentation of receipt and acceptance, purchase log, etc.) in a timely manner to maximize rebates and minimize prompt payment penalties. Rebates may be earned from Citibank as part of the GSA SmartPay contract. These rebates are based on dollar value of the transactions made and the timeliness of invoice payments. Therefore, the efficient and timely processing of Purchase Card invoices maximizes the rebates earned and provides a direct and significant benefit to NAFIs.

(h) Follow the appropriate procedures for 'pay and confirm' and/or disputes.

(i) Ensure a proper separation of function is occurring for each purchase card transaction.

(j) Act as an Accountable Official. The cardholder will be held pecuniary liable, as an Accountable Official to the Government for the amount of any payment certified and paid based on false or negligent information provided to the Certifying Officer. Under 18 U.S.C. 287, misuse of the purchase card could result in a fine of not more than \$10,000 or imprisonment for not more than five years or both.

(5) Designated Billing Office. TW-1 Supply Department will be responsible for receipt of official invoices and statements, certification and forwarding for payment.

(6) Comptroller. Financial/Comptroller is the person responsible for managing command funding. The Comptroller and APC should work together to ensure the funds approval process is streamlined to the maximum extent practicable. In addition, Comptroller and APC must coordinate efforts to establish account limits for AOs and CHs.

## 6. Establishing Local Accounts

a. The APC is the command POC for providing management and over-sight for TW-1 Purchase Card Program. In addition, the APC is the command POC for establishing purchase card accounts.

(1) Prior to establishing purchase card accounts for local command personnel the APC will ensure that the prospective CH has received proper training in:

- (a) Standards of Conduct.
- (b) DON purchase card training (CD ROM/On-line/etc).
- (c) Internal operating procedures.

(2) Personnel desiring designation to become CHs shall:

- (a) Provide a request to the APC (include account limits).
- (b) Complete required DON purchase card training (on-line, CD ROM, classroom training/etc).
- (c) Review the Internal Operating Procedures.
- (d) Obtain a Letter of Delegation from the CO/HA.

b. CH Account Limits. Use of purchase card at TW-1 is subject to a single purchase limit of \$3,000, a monthly cardholder limit (set IAW the Office of the Comptroller budget requirements) and a monthly office limit. The purpose of these dollar limits is as follows:

(1) Single Purchase Limit. The single purchase limit is a limitation on the purchase authority delegated to the CH and HA or their designee. This dollar limit cannot be exceeded unless a revised delegation of authority is issued to the CH raising his/her limit.

(2) Billing Cycle Purchase Limit. The billing cycle CH limit is the spending limit assigned to the purchase CHs cumulative purchases in a billing cycle.

(3) Billing Cycle Office Limit. The monthly billing cycle office limit is the limit assigned to the AO for the cumulative totals of the CHs reporting to them.

## 7. Internal Processes

a. Purchase Request Process. TW-1 CHs shall ensure that sufficient funds are committed by the financial manager and available to meet the requirement of the purchase card action. The AO will contact the TW-1 Material Control Officer to obtain funding approvals.

b. Screening Process. TW-1 CHs are required to screen all requirements from the statutory sources of supply (e.g. DOD EMALL/Ability One/UNICOR). In addition, the screening must be documented on manual or automated logs. The AO will insure the CHs have the screening sufficiently documented within the CH's log. Log entries must include the date of inquiry, the statutory source screened, reason for acceptance or non-acceptance.

c. Solicitation and Award Procedures.

(1) Solicitation Procedures. TW-1 CHs are authorized to use the purchase card either over-the-counter, over-the-phone or via the Internet through a secured site. Quotations of price and delivery for mission requirements shall be obtained from contractors and documented in the manual or automated log. The AO will conduct random audits of the CH's log to verify accuracy of required log entries.

(2) Award Procedures. TW-1 shall only award purchase card orders to responsible contractors who offer fair and reasonable prices. In addition, all purchase card awards shall be documented on the CH's log either manual or automated.

d. Receipt and Acceptance Procedures. TW-1 CHs are responsible for verifying receipt of all transactions. Where the CH is billed but does not receive the supplies or services at the time of the receipt of the official invoice, the CH must fully certify the invoice with the anticipation that confirmation of receipt will occur within the next billing cycle.

(1) If the supplies or services are not received within the next billing cycle, the CH must dispute the item using established dispute procedures. The CH must also certify that the quantity and quality of the items furnished are IAW the agreement with the vendor. The CH must save all receipt documentation in order to properly reconcile the purchase card statement at the end of the billing cycle.

(2) If receipt documentation is not available, the CH must contact the end user, central receiving department or other person or persons responsible for receipt to obtain verification that the supplies or services have been received. The purchase card log or purchase file must be documented to indicate that proper receipt and acceptance has been accomplished.

e. Missing Documentation. If the CH does not have documentation of the transaction to send to the AO, he/she must attach a signed written explanation that includes a description of the item, the date purchased, the merchant's name and why there is no supporting documentation.

f. Reconciling Purchase Card Accounts

(1) CHs. TW-1 purchase CHs shall, at the end of each billing cycle (19th of the month), reconcile the transactions appearing on his/her monthly statements by verifying their accuracy against CH records. The CH shall review all information on the monthly statement, verifying any changes, credits, outstanding disputes or refunds. The CH is ultimately responsible for purchase card transactions being proper and for notifying the AO of any information he/she has knowledge of that impacts the propriety of certifying the monthly invoice for payment. If transactions or credits are not included on the current statement, the CH must retain the applicable documentation until the transactions or credits appear and can be reconciled. The CH must then sign the statement and forward the package to his/her AO. If the CH is unable to review their statement in a timely manner, the AO or APC must review and certify the CHs monthly statement. The CH upon his return must review the monthly statement and resolve any discrepancies with the AO or APC.

(2) AO. TW-1 AOs unless otherwise specified shall be the Certifying Officer for his/her CHs monthly invoice. The AO/Certifying Officer is responsible for ensuring that all purchases made by the CHs within his/her cognizance were appropriate and the charges accurate. He/she must resolve all questionable purchases with the CH. In the event an unauthorized purchase is detected, the AO must notify the APC and other appropriate personnel within the command.

(3) Local Operating Procedures (LOP). After review, the AO will sign the CHs monthly statement of account and maintain the documentation IAW agency procedures. In addition, the AO is also responsible for certifying the monthly invoice resulting from the purchase/transaction of the CHs within his/her account structure. The AO is responsible for reviewing and certifying the monthly purchase card invoice and forwarding it to the appropriate billing office. As the Certifying Officer the AO is responsible for timely certification of the monthly invoice.

g. Purchase Card Worksheet. A purchase card worksheet is provided in enclosure (3). Use of this worksheet to document procedural compliance is MANDATORY for all purchases using the Government Purchase Card.

(1) Prior to making a purchase, the CH must first obtain Material Control Officer and AO approval (by signature on worksheet) in order to ensure that sufficient funds are committed by the financial manager and available to accomplish the transaction. Activities should, to the maximum extent practicable, minimize the steps for fund certification and approval.

(2) Merchants should be instructed not to charge sales tax, unless the location of the merchant's business is in a state that does not afford the federal government a tax-exempt status under its state and local laws.

(3) In order to protect the integrity of the process, a minimum of two-way separation functions is required (i.e. one person making the purchase and one person accepting and receiving the supplies or services). The end user or designated receiving personnel should sign for final receipt. In the event the CH is the end user, another designated individual must sign the receipt.

(4) CHs shall retain any documentation received from the vendor, as this will later be used to verify the transactions shown on the CH statement. This may include a charge slip, cash-receipt, packing list, etc. If the CH does not have documentation, the CH must follow the missing documentation procedures contained within this instruction. In addition, the APCs, AOs, and CHs must maintain purchase-related records for a minimum of three years and financial records for a minimum of six years and three months.

8. Ordering Procedures for Unique Requirements. DON activities shall use the ordering procedures identified below when using the purchase card for the following requirements:

a. Ordering from NAFI/Exchange. CHs are authorized to procure from Non-Appropriate Fund Instrumentalities (NAFI)/Morale, Welfare and Recreation (MWR) organizations. When ordering

from NAFI and Exchanges, CHs must screen the requirements from the mandatory government sources of supply. Contracting with NAFIs/Exchanges does not automatically establish price reasonableness. CHs should independently determine the prices found at the NAFI/Exchange to be fair and reasonable.

b. HAZMAT. CHs are only authorized to purchase commonly used hazardous materials listed in enclosure (1), including lubricants and all aerosols, must be purchased by the Naval Air Station (NAS) Meridian Supply Detachment and approved by NAS Meridian Environmental Department.

(1) CHs must ensure that requirements for commonly used hazardous materials are screened against the activity's Authorized User's List (AUL) and approval of contractor-provided Material Safety Data Sheet (MSDS) are obtained from the activity's designated Hazardous Material Control Officer (HMCO).

(2) CHs shall not procure materials that are not listed on the activity's AUL.

(3) If the HMCO approves the purchase, the CH should instruct the vendor that change in the material approved is not permitted and the shipping container must be labeled IAW directions in the Hazard Communication Standard (29 CFR 1910.1200 et. seq.)

(4) CHs shall make available the appropriate MSDS to the product user and notify the HMCO of receipt of hazardous materials.

c. Unpriced Services. Unpriced services may be obtained using the purchase card when the CH can establish, in conjunction with the vendor, a ceiling price that will not be exceeded by the contractor. The authority is limited to services in which the commercial marketplace sets the market prices for services and those market prices are identified in the CH documentation along with the established ceiling price (e.g. copier repair, fax machine repair, etc.).

d. Information Technology (IT) Resources. CHs must obtain Management Information Services Officer (MISO) approval, in writing prior to purchase of Legacy IT equipment, peripherals, and software not covered under Navy Marine Corps Intranet (NMCI) contract and items identified by contract to be furnished in support of the NMCI.

#### 9. Transportation Considerations when using the Purchase Card

a. Free on Board (FOB) destination means the vendor pays the cost of transportation and is included in total cost of the item. CHs SHALL attempt to obtain FOB destination shipment terms.

b. FOB origin or pre-pay and add means the contractor bills for shipping and adds the cost as a separate line item. CHs SHOULD NOT accept FOB Origin terms. In cases where the CHs must accept FOB origin terms, any transportation charges will be paid from the procurement line of accounting.

c. Vendor Receipt and Expediting Program. When a contractor is shipping material, the contractor should be advised to include the following information on the shipping label.

(1) Complete "mark for" address including the CH's UIC, address and departmental name/code for which the material is being procured.

(2) Requisition/order number or other reference number provided by the CH.

(3) Merchant's name and address.

(4) A packing slip or shipping document should be included in each package with the merchant's name and address, date of order, requisition number, date of delivery or shipment, itemized list of supplies furnished including quantities, CH's name code and phone number.

d. The CH should inform the contractor not to reveal their purchase card number on any shipping/packing document.

#### 10. Unauthorized Uses of the Purchase Card

a. A CH shall only make authorized U.S. Government purchases. Unauthorized use of the card also includes the use of the card by anyone other than the CH identified on the front of the card. Intentional use of the GCPC for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of an individual's purchase card and further disciplinary action. The CH will be held personally liable to the Government for the amount of any non-government transaction. Under 18 U.S.C. 287, misuse of the GCPC could result in a fine of not more than \$10,000 or imprisonment for not more than five years or both. Military members that misuse the GCPC may be subject to court martial under 10 U.S.C. 932, UCMJ Art. 132.

#### 11. Lost or Stolen Cards

a. Telephone Notification. If a purchase card is lost or stolen the TW-1 CH must immediately notify Citibank at the following phone number. Citibank Customer Service – 1-800-790-7206.

b. Written Notification. In addition, on the next working day the CH must notify the APC and his/her AOs. The notification shall include the following information:

- (1) The card number.
- (2) The CHs complete name.
- (3) The date and location of the loss.
- (4) If stolen, date reported to police and date and time Citibank was notified.
- (5) Any purchases made on the card the day the card was stolen.
- (6) Any other pertinent information.

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12. Separation of CH. Upon separation from TW-1 or duties as a CH, the CH will notify his/her AO of the expected date of departure. In addition, prior to final signing out from TW-1 the CH will surrender his/her purchase card to the APC. The APC will notify Citibank to have the account(s) cancelled. To the greatest extent practicable, the cancellation should occur at least 30 days (one billing cycle) prior to the CH's separation.

13. Billing Errors and Disputes

a. CHs should attempt to resolve all discrepancies or billing errors with the local merchant first.

b. If a CH receives a monthly statement that lists a transaction for items that have not been received he/she should do the following:

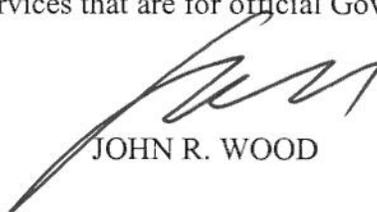
(1) Under Pay and Confirm procedures, pay invoice in full anticipation that the supplies will be received within the next billing cycle. If the supplies are not then received, the CH will dispute the item using established dispute procedures.

(2) If the charges are not authorized or items have not been shipped, the CH must dispute the charges. All charges must be disputed within 60 days of the receipt of the invoice on which the charge first appeared.

c. Defective Items. If the items purchased are defective the CH should attempt to obtain a replacement or correction of the item from the merchant as soon as possible. If the vendor refuses to replace or correct the defect or replace the item the CH must put the item in dispute.

14. Card Security. TW-1 CHs are responsible for the security of their purchase cards. The card is printed with the name of the employee who is the official Government representative authorized to use the purchase card. Only that person SHALL use the card. It is the CH's responsibility to safeguard the purchase card and account number at all times. The CH must not allow anyone to use or gain access to his/her card or account number.

15. Standards of Conduct/Ethics Training. All AOs and CHs must receive ethics and standards of conduct training IAW command policy prior to assuming their duties. All AOs and CHs hold a public trust; their conduct must meet the highest ethical standard. CHs shall only use their purchase cards to obtain supplies and services that are for official Government business.



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Distribution:  
COMTRAWINGONEINST 5216.4J List I, II (A-D)

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NETC GUIDANCE AND DON'T-BUY LIST--PROHIBITED AND SPECIAL ATTENTION ITEMS

Items Authorized for Purchase by NATRACOM at SQUADRON Level

Most squadron expenses are considered as Flight Ops and coded to the Flying Hour Cost Report (FHCR). See FHCR Definitions and FHCR Coding tabs for allowed items.

Flight Support (considered indirect support) is not coded to the FHCR and are TAD, training, and civilian labor. Other Flight Support such as printing, purchased services, copiers, and cell phones, etc. should be handled at the Wing Level. See below.

Items Authorized for Purchase by NATRACOM at WING Level

Training

Printing Contracts

Printing and reproduction services

Rental of services or equipment (commercial wiping cloths, copying machines of any type, etc)

Rental or purchase of office equipment/furniture of any kind (desk, chairs, file cabinets, etc)

Rental or purchase of office machines (typewriters, calculators, adding machines, etc)

Repairs to equipment

Shipping or transportation charges defined for Object Class 22

Expenses incidental to change of command ceremonies (bands, etc)

Commercial services contracts

Communications Charges (cell phones, beepers, long distance tolls, cable, etc)

Foul weather clothing

Camera or photographic services and equipment

Data processing services and equipment

First aid equipment or medical supplies not for installation aircraft

Squadron insignia or patches (if for public affairs purchases-must be from External PAO funds)

Command Coins for awards (can only be given at an awards ceremony as recognition/regard for specific achievement; cannot be a memento or souvenir) 10 U.S.C. 1125.

Charges for copies over contracted amount

Parachutes and components parts

Misc equipment (telephone amplifiers, radios, etc)

Laundry and dry cleaning services (BLUE ANGELS ONLY)

Luggage (BLUE ANGELS ONLY)

Items Prohibited for Purchase without Prior CNATRA Permission

Rental or purchase of IT equipment (computers, printers, etc.)  
Non-standard flight suits, jackets, blazers, shoes, etc.  
Repairs or renovations to real property and facilities  
GSA vehicles (home stations only)  
Telephone systems/equipment upgrades/repairs

Items Prohibited for Purchase

Cost of civilian Permanent Change of Station (PCS) as defined for Object Class 21  
Lumber, building supplies, carpeting  
Fence material  
Paint for facilities  
Housekeeping equipment (brooms, mops, etc.)  
Grounds keeping equipment (lawnmowers, rakes, hoes, shovels, etc.)  
Plumbing equipment and supplies  
Purchase, rental, or maintenance or air conditioning equipment  
Utilities charges (electricity, gas, water, etc.)  
Weapons, ammunition, weapons holsters, etc.  
Food, coffee, etc.  
Coffee mess equipment (hot plates, refrigerators, ranges, ovens, microwaves, etc.)  
Personalized coffee mugs, ball caps, t-shirts, etc.  
Bedding (blankets, sheets, pillow cases, pillows)

LIST OF HAZARDOUS MATERIALS AUTHORIZED FOR PROCUREMENT

The following products are not managed by the Hazardous Minimization (HAZMIN) Center and may be procured through GSA or with the government purchase card. Prior to purchase of the following materials, cardholders must ensure that the items are included on the activity's Authorized User's List (AUL).

Office Products

- Alkaline Batteries (AA, AAA, C, D, 9V, 6V)
- Non-liquid toners/developers, including cartridges
- Ink-jet cartridges
- Ribbons (printer, typewriter, etc.)
- Stamp pad ink, including self-inking cartridges
- Water-based white-out

Cleaning Products

- Hand Soap
- General purpose cleaners for non-industrial use (i.e. Spray & Wipe and Simple Green)
- Laundry detergents and dishwashing soaps
- Window cleaning products
- Scouring powder and pads

General

- Photographic film (except film packs)
- Tapes (silicon, electrical, etc.)
- Book matches
- Distilled Water

All products not listed above, including lubricants and all aerosols, are considered industrial hazardous material and must be purchased by the NAS Meridian Supply Department or a government employee attached to the HAZMIN Center.



