



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING SIX
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COMTRAWINGSIXINST 4200.1E
N8
30 Nov 09

COMTRAWINGSIX INSTRUCTION 4200.1E

From: Commander, Training Air Wing SIX

Subj: GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PROGRAM

Ref: (a) NAVSUPINST 4200.99 (Series)
(b) General Services Administration (GSA) Contract
GS23F98006
(c) Federal Acquisition Regulation (FAR)
(d) Defense Federal Acquisition Regulation Supplement
(DFARS)
(e) USD memo of 21 Apr 03 (NOTAL)
(f) COMTRAWINGSIXINST 7332.2B

Encl: (1) GCPC Program Guidance
(2) GCPC Flowchart
(3) Purchase Card Log
(4) Appointment Letter for Agency Program Coordinator with
Acknowledgment (Sample)
(5) Appointment Letter for Approving Official/Certifying
Official with Acknowledgment (Sample)
(6) Cardholder Delegation of Authority Letter with
Acknowledgment (Sample)
(7) Sample Schedule of Potential GCPC Offenses and
Remedies to Civilian Personnel
(8) Requisition Form

1. Purpose. Establish policy, procedures, and responsibilities per Department of the Navy (DON) guidance regarding Commander, Training Air Wing SIX (CTW-6) use of the GCPC as a method of procurement for purchases at or below \$3,000 and method of payment for procurements exceeding the micro-purchase threshold.

2. Cancellation. COMTRAWINGSIXINST 4200.1D

3. Background. The DON eBusiness Office has responsibility for GCPC program policy. All DON activities using the program must comply with the provisions of reference (a). The GSA Federal Supply Services (FSS) awarded reference (b) to CITIBANK for GCPC services. The contract provides, at the request of federal ordering agencies, GCPCs and associated services for civilian and military government employees to make purchases for official government use. References (c) (Part 13) and (d) (Part 213) provide federal guidance for all purchases to be accomplished with the GCPC. Reference (e) requires that procedures be established for dealing with improper, fraudulent, or abusive use of government purchase cards.

4. Policy. The intent of this instruction is not to modify, delete, or in any way relieve an activity or individual from the responsibility to comply with all applicable acquisition regulations, directives, procedures, and instructions. CTW-6 policy is to use the GCPC for all supplies and services at or below the micro-purchase threshold (\$3,000) as a procurement method and, where practical and permissible, as a method of payment for contracts. These internal operating procedures, enclosure (1), provide guidance on the appropriate use of the GCPC program.

5. Action. The GCPC Approving Official will approve all requests under \$500. All requests in excess of \$500 will be review by N8 prior to the GCPC Approving Official approval. Department Heads will ensure that only requisitions for mission-essential items are submitted. Any requests failing to include adequate justification will not be approved.



M. V. PROSPERI

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GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM GUIDANCE

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GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM GUIDANCE

1. Introduction

a. The GSA FSS awarded contract GS23F08006 for government-wide commercial credit card services to CITIBANK. The contract provides, at the request of federal ordering agencies, GCPCs and associated services for civilian and military government employees to make purchases for official government use. These internal operating procedures provide guidance on the appropriate use of the program by CTW-6 personnel. Enclosure (2) provides a flowchart of the CTW-6 GCPC program process.

b. CTW-6 policy is to use the GCPC for purchases not exceeding \$3,000 and as a method of payment for contracts exceeding the micro-purchase threshold up to \$100,000. N8 is hereby designated as the CTW-6 Agency Program Coordinator (APC). N8 will manage the GCPC program to ensure that all transactions comply with references (a) through (d), this instruction, and any other applicable internal regulations.

c. The CITIBANK purchase card may be used to purchase supplies and services when authorized per references (a), (c), and (d), Navy Acquisition Procedures Supplement (NAPS), Head of Contracting Agency (HCA) instructions, and local operating procedures. The card may also be used to order directly from government-required sources (i.e., GSA stock, Federal Prison Industries (FPI), Document Automation Production Service (DAPS), etc.) up to \$100,000. Open market purchases can be made only when requirements cannot be obtained from the required government sources of supply listed in FAR 8.001 and Defense Federal Acquisition Regulation (DFAR) 208.70. Without exception, CITIBANK may only be used for authorized U.S. Government purchases.

d. The purchase card may be used as a payment method for contractual instruments authorized by the contracting officer, all commercial training requests valued at or below \$25,000 using DD Form 1556, and all government printing requests accomplished on DD Form 282 not to exceed (NTE) \$100,000.

2. CITIBANK Purchase Card. CITIBANK is the contractor who will maintain all purchase card accounts, issue cards to cardholders, send monthly statements to cardholders and approving officials (AOs), and provide various reports to the APC.

3. Definitions

a. Billing Cycle. A 30-day billing period when the purchase cardholders may use their purchase card. The billing cycle activity ends on the 21st of each month.

b. Billing Cycle Purchase Limit. The spending limit assigned to each purchase cardholder's cumulative purchase and transactions within a given billing cycle.

c. Billing Cycle Office Limit. The monthly office limit is a budgetary limit established by the APC for each AO. The limit established by the APC will not exceed the sum of the cardholder's monthly purchase limits and should reflect spending history as well as budgetary trends.

d. Purchase Cardholder. Any government employee who is designated by the HA or designee to be issued a purchase card or purchase card account. The purchase card bears the name/account number of purchase cardholder.

e. Commonly Used Hazardous Material (HAZMAT). For the purpose of this instruction, commonly used HAZMAT means HAZMAT or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products) that are in the same size and packaging found commercially.

f. Contracting Officer. Government employees who have the authority to bind the government to the extent of their delegated purchasing authority.

g. Credit Limit. The maximum dollar threshold assigned at the AO/billing level limiting the amount an account can have outstanding at any one time.

h. Disputes. Instances where the transactions on the purchase cardholder's statements do not agree with retained receipts or entries in the log.

i. Purchase Card. A credit-card-like purchase account established with the bank that enables properly authorized government personnel to buy and pay for mission requirements.

j. Purchase Card Log. Manual or automated log on which the purchase cardholder 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 (enclosure (3)).

k. Monthly Purchase Cardholder's Statement. The statement of charges forwarded to the purchase cardholder at the end of the billing cycle detailing all of the charges during that period.

l. Monthly Billing Statement. An official invoice identifying all of the transactions of the purchase cardholder during a billing cycle that is used for the purpose of payment. This invoice is provided to the AO.

m. Reconciliation. The process by which the purchase cardholder and AO review their monthly statements and reconcile against available vendor receipts and purchase card log.

n. Services. For the purposes of this instruction, services are firm fixed priced (including unpriced orders with an established ceiling), nonpersonal, commercially available requirements in which we directly engage the time and effort of the contractor to perform a task (e.g., repairs, maintenance, annual maintenance agreements, etc.). Reference (e) establishes and provides procedures for ordering materials, equipment, furniture, and services required to meet the mission of NETC.

o. Single Purchase Limit. The dollar threshold assigned to each purchase cardholder for a single purchase/payment action.

p. Transaction Type. The method by which an order is placed upon using the purchase card. Purchase card buys may be made over-the-counter, over-the-phone, or via the Internet.

4. Delegations of Authority

a. Head of Activity (HA). The HA ensures that appropriate administrative and disciplinary action is taken when fraudulent, improper, and/or abusive purchase card transactions are found. The HA ensures that all program participants have received the required training per DOD and DON policy and procedures. The HA must be cognizant of the guidelines outlined in the purchase card desk guide entitled "Commanding Officer's Top 10 Purchase Card Management Tips." The HA desk guide is available on the DON Consolidated Card Program Management Division (CCPMD) web site, <https://www.navsup.navy.mil/ccpmd>.

b. Agency Program Coordinator (APC). The APC is designated by the HA or his/her designee utilizing enclosure (4) and is the individual responsible for day-to-day program oversight. The APC serves as the liaison between CTW-6 Claimant APC, CITIBANK, and the GSA Contracting Officer. The APC oversees and establishes guidelines for the CITIBANK purchase card program. The APC must submit changes to dollar limitations or authorized merchant codes to CITIBANK. The APC also coordinates card applications, issuance and destruction of cards, reports, and administrative training. The APC must review the DON eBusiness APC desk guide and follow the guidance provided therein. The APC desk guide is available from the DON CCPMD web site, <https://www.navsup.navy.mil/ccpmd>. The GCPC Program Assistant (N8), 452-2051, will perform the CTW-6 APC function.

c. Approving Official (AO). An individual designated in writing who is responsible for ensuring proper use of the purchase card through approval of purchases for the cardholders within their purview. The AO will review the cardholder's monthly statement of account to ensure purchases are made per the FAR and agency regulations. The AO will enforce the provisions

of these internal procedures and initiate administrative and disciplinary procedures for misuse of the card per these procedures. CTW-6 AOs will be designated by the HA or his/her designee utilizing enclosure (5) and acknowledge the responsibility and the understanding of reference (a) and the CITIBANK regulations. AOs must review the DON CCPMD AO desk guide and follow the guidance provided therein. The desk guide is available from the DON CCPMD web site, <https://www.navsup.navy.mil/ccpmd>.

d. Cardholder (CH). The cardholder is the individual to whom a purchase card is issued in order to buy supplies and services. Prior to making purchases, the cardholder must receive a delegation of authority from the HA or his/her designee utilizing enclosure (6) and acknowledge the responsibility and the understanding of reference (a), CITIBANK regulations, and the policy specified within this instruction. Additionally, the cardholder must be appointed on an SF 1402 (Certificate of Appointment) if their procurement authority exceeds the micro-purchase threshold. The card bears the cardholder's name and will only be used by this individual to pay for authorized U.S. Government purchases. This delegation will specify the single purchase limit, the billing cycle purchase limit, and the transaction types authorized (over-the-counter, over-the-telephone, and/or via the Internet). Cardholders must review the DON CCPMD CH desk guide and follow the guidance provided therein. The desk guide is available from the DON CCPMD web site, <https://www.navsup.navy.mil/ccpmd>.

e. Financial Manager (FM). An individual that liaisons with the APC to ensure cardholders are assigned the correct lines of accounting and funds are committed to satisfy the requirement. The FM ensures all exception output from STARS-FL INFOPAC files is corrected and the APC is informed of any corrections required to the CitiDirect web site.

5. Training

a. Prior to designation as a program participant via a letter of delegation, all prospective APCs, AOs and CHs shall successfully complete mandatory training in DOD and DON policies and procedures, as well as local IOP. The initial training requirements mandate that potential program participants take the appropriate role based DON CCPMD Computer Based Training (CBT) and the Defense Acquisition University (DAU) Computer Learning Center (CLC) DOD Government Purchase Card Tutorial. These training courses are available at: <https://www.navsup.navy.mil/ccpmd> and www.dau.mil. In addition, all CHs appointed via a SF 1402 shall also take the DAU CON 237 Simplified Acquisition course. This training requirement is only applicable to cardholders that will be accomplishing delivery orders against GSA schedules exceeding the micro-purchase threshold of \$3,000.

b. Refresher training on current DON policies and procedures and local IOP is required at least every two years. All CHs, AOs, and APCs shall take the appropriate role based DON CCPMD training. A copy of all training certificates will be provided to the APC.

c. The annual ethics training requirements for all Government employees is found in the Joint Ethics Regulation (JER), DOD 5500.7-R, as well as 5 CFR 2638.705. CHs who make purchases in excess of \$100,000 per fiscal year must complete OGE form 450 and, therefore, are required to take local annual ethics training. AOs who certify in excess of \$100,000 of purchases per fiscal year must also complete OGE form 450 and take local annual ethics training.

d. Documentation of training for all participants must be maintained by the APC for the duration the participant/employee serves in this capacity and for three years beyond.

e. All personnel shall review and retain the DON purchase card program desk guide applicable to the function they have been designated to perform. Desk guides are available from the DON CCPMD web site, <https://www.navsup.navy.mil/ccpmd>.

6. Dollar Limits Associated with the Card. Use of the purchase card by a cardholder at CTW-6 is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit. These limits are established in each cardholder delegation of authority letter (enclosure (6)). The single purchase limit cannot be exceeded unless a revised delegation of authority is issued by the APC raising the limit.

7. Vendor Authorization. When issuing this card to an employee, authorization codes will be established by the APC and in concurrence with the cardholder's AO. These authorizations will be incorporated in the card and are referred to as merchant category codes. Under normal circumstances, merchants are required to obtain authorization from CITIBANK for purchases over \$50. However, many merchants now use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. When authorization is sought for a purchase by the merchant, the CITIBANK authorization system will check each individual cardholder's single purchase limit, the billing cycle purchase limit, the AO's billing cycle office limit, transaction method, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted.

8. Card Security

a. The unique CITIBANK Visa that the cardholder receives has his/her name embossed on it and may be used only by that person. The card was specially designed showing the great seal of the United States and the words "United States of America - Smart

Pay" imprinted on it to avoid being mistaken for a personal credit card.

b. It is the cardholder's responsibility to safeguard the purchase card and account number at all times. The cardholder shall not allow anyone to use his/her card or account number. A cardholder who permits his/her GCPC or GCPC account number to be used by another person shall have his/her card withdrawn and shall be subject to disciplinary action.

c. Credit cards will be kept under lock and key when not in use. This action will assist in assuring the GCPC is not accidentally used for personal transactions.

9. Standards of Conduct. Employees of CTW-6 hold a public trust; their conduct must meet the highest ethical standards. All authorized personnel will use the GCPC only to purchase supplies within the guidance of this program. Cardholders and AOs should be aware that making false statements on purchase card records may subject them to disciplinary action, up to and including removal, as well as to criminal prosecution under Title 18, United States Code, or the Uniform Code of Military Justice for military personnel.

10. Improper, Fraudulent, Abusive, Negligent, or Unauthorized Use of a Purchase Card. Improper, fraudulent, abusive, negligent, or unauthorized use of a government charge card is prohibited. Unauthorized use means the use of a purchase card by any person other than the cardholder whose name appears on the purchase card. Use of the card for purposes that are not official Wing business is in violation of regulation or law. Unauthorized use also means use of a purchase card by a contracting officer who exceeds his/her delegation of authority. Supervisors who receive information indicating that a cardholder has engaged in any misuse of a government charge card shall take appropriate action, including an investigation. The circumstances of each individual case will determine the appropriate type of corrective or disciplinary/adverse action, if any, that may be imposed. Reference (a) provides guidance applicable to civilian employees, and enclosure (7) provides examples for penalties for such offenses. The AO and/or cardholder shall be subject to administrative disciplinary action, prosecution under the Uniform Code of Military Justice, and/or criminal prosecution under Title 18 of the United States Code for improper, fraudulent, abusive, negligent, or unauthorized use.

11. Restrictions on the Use of the Purchase Card. The card may not be used for the following:

- a. Cash advances (not permitted under any circumstances).
- b. Rental or lease of land or buildings.
- c. Telecommunications (telephone) services.

- d. Fuel or oil for DON-owned aircraft, vessels, and vehicles, unless specifically authorized by the HCA/Fleet Acquisition Office.
- e. Rental or lease of motor vehicles, whether or not on official travel.
- f. Repair of GSA-leased vehicles.
- g. Expenses associated with official travel including transportation, lodging, or meals.
- h. HAZMAT, except for commonly used HAZMAT. 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. Refer to reference (e), paragraph 5, subparagraph 1, upon ordering HAZMAT.
- i. Purchases that require federal or military specifications.
- j. Rental or leases over 30 days in duration.
- k. When a bilateral purchase order is required (e.g., foreign military sales, classified requirements, etc.).
- l. Reference (a) provides a comprehensive listing of prohibited and special attention items related to purchase card buys.

12. Mandatory Use of the Purchase Card. DFAR Part 213.270 requires the use of the GCPC as the method of purchase and/or method of payment for purchases valued at or below the micro-purchase threshold.

13. Conferences

- a. Departments desiring to sponsor a conference will obtain approval from the Chief Staff Officer and provide a copy of the approval request to N8.
- b. Provide a copy of the final bill to N8 upon completion of the conference.

14. Training Requests (SF Form 182)

- a. SF Form 182 is authorized for all training costs associated with an individual or group when the training is an off-the-shelf event, conference, or instructional service available to the general public and priced the same for everyone valued at or below \$25,000.

b. The GCPC may not be used to pay for training in excess of \$25,000 when using SF Form 182.

c. Each division prepares SF Form 182 for their employees per reference (e). Block 27 will state that "Payment will be made with the GCPC." Also, annotate cardholder's name and telephone number. Contact N81, ext. 2-2272, for cardholder information.

d. Provide a copy of the SF Form 182 to N81 prior to forwarding it to Management Services Officer (00B).

15. Micro-Purchase Procedures When Using the Card

a. Prior to making a purchase, the cardholder must receive a documented request for supplies/services (requirement) approved by the AO. It is recommended that e-mail be used to meet this requirement.

b. The next step in the process is screening requirements for their availability from mandatory government sources of supply. The following sources are statutory and required for use by DON buyers.

Supplies

- Agency inventories
- Excess inventory from other agencies
- DOD EMALL/Servmart (**Office supplies only**)
- National Industry for the Blind (NIB)/Severely Disabled (NISH)
- Wholesale Supply Sources
- Mandatory Federal Supply Schedules (FSS)
- Optional use FSS
- Commercial Sources (including educational and nonprofit institutions)

Services

- NIB/NISH
- Mandatory Federal Supply Schedules (FSS)

- Optional use FSS
- FPI/UNICOR or Commercial Sources (including educational and nonprofit institutions)

NOTE: If the requirement is not available from mandatory sources, documented proof of screening is required to justify the transaction from a commercial sources.

c. Once a source of supply is identified for the requirement, the cardholder must verify that sufficient funds are available to pay for the purchase.

d. The cardholder will document the purchase utilizing the requisition form, enclosure (8).

e. If the requirement is not available from mandatory sources, the cardholder will solicit three quotations and document the merchant's quote on the record of purchase form, enclosure (8). **The AO approval is required prior to making a purchase from a commercial source.**

f. At this point, the cardholder may proceed to purchase the supplies/services. This may be accomplished:

(1) Over-the-Counter. The cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available.

(2) Over-the-Phone. Orders are placed by phone and the contractor delivers the supplies to the activity or government pickup is authorized.

(3) Via the Internet. When purchasing/ordering via the Internet, all cardholders will ensure that appropriate account safeguarding measures are taken. All purchases/orders will be approved by the cardholder's AO. The AO has the authority to pre-approve reoccurring requests to prevent procurement delays.

g. The cardholder must confirm, as part of the award process, that the merchant agrees:

(1) Not to charge the purchase card account until all items are shipped or, if partial quantities are shipped, to bill only for the quantity shipped.

(2) Not to back order items.

(3) To deliver, or have available for pickup, all item(s) no later than 30 days from the date of the order.

(4) To include the following information on the shipping document or packing list:

- (a) Merchant's name and address
- (b) Annotation to forward document to the cardholder by name and code (but no account number should appear on shipping document)
- (c) Date of order
- (d) Requisition number
- (e) Date of delivery or shipment
- (f) Itemized list of supplies furnished, including quantity

h. Whether the purchase is made over-the-counter, over-the-phone, or via the Internet, the following applies:

(1) The cardholder cannot requisition supplies if they are procuring the material. In addition, they cannot receive, inspect, or accept the material. Some other person must accomplish these functions. This person is required to be a Government employee and must sign and print name on invoice. There must be a separation of function between requisitioning, procuring, and receiving. A single individual may perform only one of the following functions:

- (a) Initiation of the requirement.
- (b) Award of contract or placement of order.
- (c) Receipt, inspection and acceptance of supplies or services.

(2) Merchants should be reminded 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 (i.e., Arizona, Hawaii).

(3) Certify that the quality and quantity of the items furnished are per this agreement (verbal or written) with the vendor.

(4) Ensure that the fee paid by merchants is not added to the price of items purchased by the cardholder.

(5) Cardholders should attempt to obtain Free-on-Board (FOB) destination shipment terms. FOB destination means the merchant pays for the cost of transportation and includes it in the cost of the item. Cardholders should not accept FOB origin, or prepay and add, unless the merchant states that is the only way they will ship. FOB origin, or prepay and add, means the merchant bills for shipping and adds the cost as a separate line

item. These transportation charges will be paid from the procurement line of accounting.

i. A purchase card log will be used to record all purchase card transactions. The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained. Enclosure (3) provides the required format for annotation of procurement information. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the AO.

j. Utilizing reference (f), identify whether the material needs to be recorded in a formal property management or accounting system. Accountable property includes all property purchased, leased (capital leases), or otherwise obtained, having a unit acquisition cost of \$5,000 or more and items that are sensitive, pilferable (items that have a ready resale value or application to personal possession and which are, therefore, especially subject to theft), or classified.

16. Documentation. Anytime a transaction is made using a card, whether it is done over-the-counter, via telephone, or over the Internet, the following documentation is required:

- a. Requisition form, enclosure (8).
- b. Signed sales receipt - ensure legible signature (shows receipt/acceptance; what was purchased).
- c. Purchase Log.
- d. Supporting documentation justifying the transaction:
 - (1) Original request for supplies/services.
 - (2) AO approval
 - (3) Documented proof of mandatory screening (only required when making a purchase from a commercial vendor).
 - (4) Shipping documents associated with the transaction.

17. Invoicing Procedures. All credit card statements must be reconciled and electronically certified within five working days when the invoice status changes from "INTERIM" to "NEW" on the CitiDirect web site. The status usually changes within two to three days of when the billing cycle ends. If not, notify the APC.

18. Reconciliation

a. Cardholder. At the end of each monthly billing cycle, the cardholder will check each transaction on their statement to

verify the accuracy. Pay and confirm procedures are used in instances where cardholders have been billed and have not received the items ordered. The cardholder shall confirm with the vendor that the items ordered are in transit and reconcile the monthly statement in full anticipation that the material will be received within the next billing cycle. The cardholder shall track the transactions that have not been received and pay the invoice in full. If the material is not received within the next billing cycle, the cardholder will then dispute the item using established dispute procedures. In addition, pay and confirm procedures include damaged items received, which are still under warranty, where the contractor confirms he/she will replace, modify, or repair within the next billing cycle. The cardholder will reconcile the information on their statement by assigning the appropriate line of accounting and CitiDirect SDN on a separate sheet of paper. The cardholder will then attach all supporting documentation and forward to the AO. If an item has been returned and the credit voucher received, the cardholder will verify that the credit is reflected on the statement. The cardholder will retain the transaction documentation in a suspense file until the transaction or credit appears on the statement. If transactions and credits are not on the next monthly statement, the cardholder or AO will notify the Dispute Office contact to resolve and reconcile the statement. For any transaction that does not have a CitiDirect SDN, the AO must be contacted immediately, and the statement cannot be certified until advised by the APC. The cardholder must sign the monthly statement and forward it to the AO within two working days of receipt. If the cardholder cannot review the statement at the time it is received, the AO will review the cardholder's statement and submit the CITIBANK Account Summary for payment. The AO will meet with the cardholder upon his/her return to go over the cardholder's statement.

b. Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of transaction, merchant's name, and why there is no supporting documentation.

c. AO. The AO is responsible for reviewing and signing the cardholder's monthly statement of account and will accomplish the following:

(1) Reconcile the cardholder's monthly statement of account with the CITIBANK Account Summary;

(2) Ensure that all purchases accomplished by the purchase cardholders within their cognizance are appropriate and the charges accurate;

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

(4) Notify the CSO and APC in the event of any suspected unauthorized purchase (purchases that would indicate noncompliance, fraud, misuse, and/or abuse);

(5) Ensure proper receipt, acceptance, and inspection is accomplished on all items being certified for payment. Verify the existence of receipt and acceptance documentation by placing their initials in a corner of each of the cardholder's transaction receipts;

(6) Certify the monthly invoice within five days of receipt; and

(7) Return all supporting documentation to the cardholder.

d. Record Retention. Financial records such as monthly invoices and statements must be retained for six years and three months. APCs, AOs, and CHs must maintain purchase-related records, such as purchase card logs and requisitions, for a minimum of three years.

19. Billing Errors and Disputes

a. Questionable Items. If a cardholder receives a statement that lists an unrecognized transaction, the cardholder (or the AO) must notify the Dispute Office contact and complete the CITIBANK Government Cardholder Dispute Form. This may include circumstances where the purchase cardholder did not make the transaction, the amount of the transaction is incorrect, or the quality of service is an issue. CITIBANK will credit the transaction until the dispute is resolved. In addition, a copy of the form must be attached to the cardholder's monthly statement and sent to the APC.

b. Defective Items. If items purchased with the card are found to be defective, the cardholder has the responsibility to obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item will be considered in dispute. Items in dispute are handled in the same manner as billing errors.

20. Contact with CITIBANK. Cardholders will contact CITIBANK only to report a lost or stolen card. Direct all other questions to the contacts listed in these procedures. CITIBANK has two dedicated Client Account Specialists. They can be reached by calling 1-800-790-7206 or collect 1-904-945-7850. Select option 4, then extension 69896 or 69880.

21. Lost or Stolen Cards

a. Telephone Notification. If the card is lost or stolen, it is important that the cardholder immediately notify CITIBANK by calling 1-800-790-7206.

b. Written Notification. The cardholder must also notify the AO and the APC of the lost or stolen card within one workday after discovering the card missing. The AO will submit a written report to the APC within one workday. The report will include:

- (1) Card number.
- (2) Cardholder's complete name.
- (3) Date and location of the loss.
- (4) If stolen, date reported to police.
- (5) Date and time CITIBANK was notified.
- (6) Any purchase(s) made on the day the card was lost/
stolen.
- (7) Any other pertinent information.

c. Card Replacement. CITIBANK will mail a replacement card within one business day of the reported loss or theft. A card that is subsequently found by the cardholder, after being reported lost or stolen, will be cut in half and given to his/her AO or the APC. The APC will notify CITIBANK that the card has been destroyed.

22. Cardholder Leaves the Command. Upon departure of a cardholder, the cardholder must surrender the card to his/her AO or APC 30 days prior to cardholder leaving the command. The APC will cancel the account via the CitiDirect web site.

23. Transfer, Retirement, or Termination of Employment. If a cardholder leaves the command, the cardholder account will be closed via the CitiDirect web site. If a cardholder is moved to a new AO, the account will be closed and a new account will be established under the new AO. However, the APC, AO, and cardholder will ensure that all transactions are completed and that there are no unresolved disputes before closing the account.

24. Internal Review of the Local Program

a. Monthly APC Reviews. Using ad hoc reporting, the activity APC shall conduct monthly transactional reviews. The review shall include all of the purchase card transactions within the previous month for all card accounts under the APC's cognizance. Results should be reported to the HA. The review shall target the following critical elements:

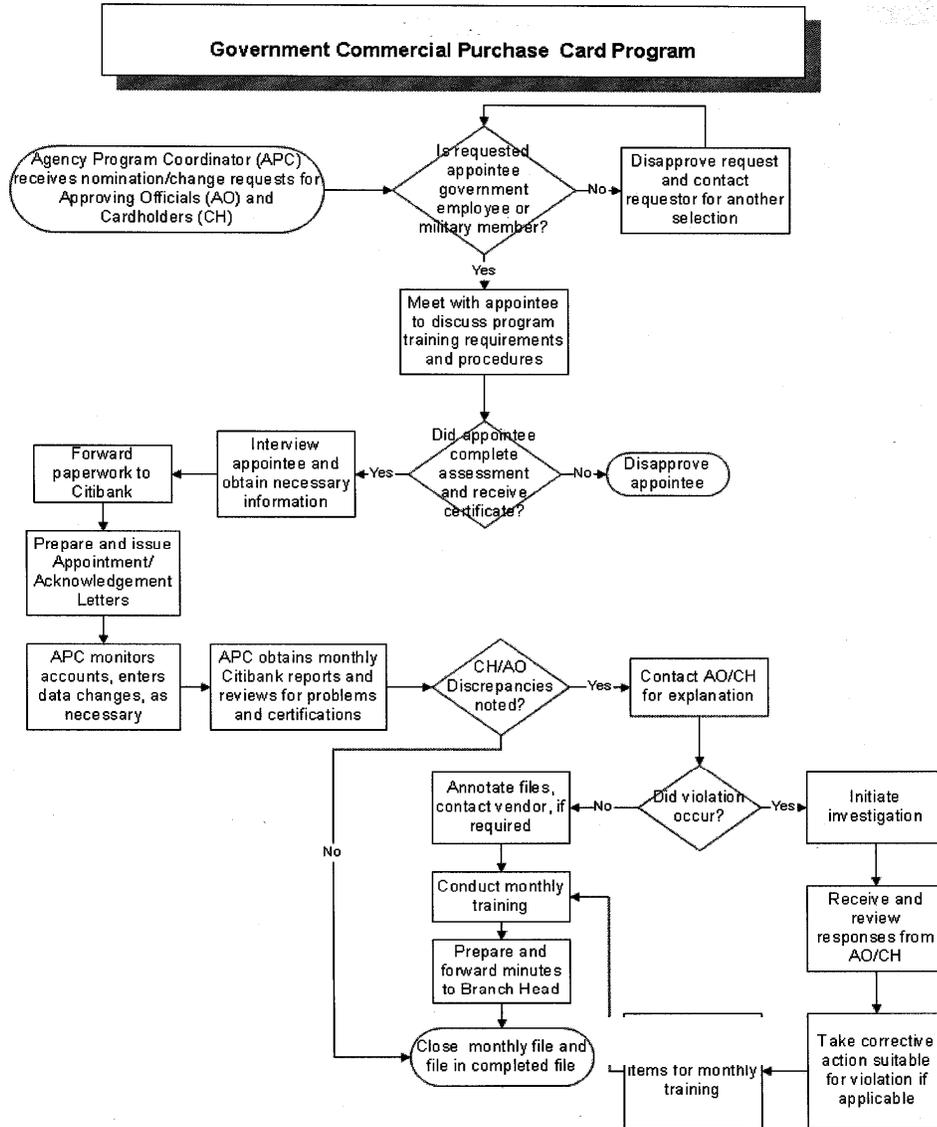
- (1) Suspicious vendors
- (2) Split purchases
- (3) Equitable distribution of business
- (4) Purchases exceeding the micro-purchase threshold

b. Semi-Annual APC Reviews. Semi-annual reviews shall consist of an evaluation of local operating procedures, internal management controls, and a transactional review using ad hoc reporting. A copy of the report shall be provided to the HA. The reporting periods for the semi-annual reviews shall encompass the months of April through September and October through March. The following areas must be covered in any purchase card program review:

- (1) Review of internal operating procedures to ensure compliance with current DOD/DON regulations and directives
- (2) Program compliance with applicable training requirements
- (3) Appropriate delegations of authority
- (4) Integrity of purchase request process
- (5) Compliance with micro-purchase procedures
- (6) Receipt, inspection, and acceptance procedures
- (7) Invoice certification process
- (8) Prompt payment issues
- (9) Use of the purchase card as method of purchase vice a method of payment
- (10) Span of control (card accounts to AO and card accounts to APC)
- (11) Delinquencies
- (12) Account spending limits
- (13) Questionable transactions
 - (a) Purchases not required or fulfilling minimum, immediate need to support DON mission
 - (b) Purchases not for government use, but for personal use

- (c) Purchases that exceeded authorized limits
- (d) Requirements that were split to circumvent the micro-purchase threshold
- (e) Purchases that were prohibited items explained in the purchase card desk guide
- (f) Purchases from vendor locations that appear questionable in terms of mission requirements
- (g) Screening for mandatory sources
- (h) Equitable distribution of business

CTW-6



COMDRAWINGSIXINST 4200.1E
30 Nov 09
4200
Ser N1/

From: Commander, Training Air Wing SIX
To:

Subj: APPOINTMENT AS AGENCY PROGRAM COORDINATOR (APC) FOR THE
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC)

Ref: (a) NAVSUPINST 4200.99 (series)
(b) Federal Acquisition Regulation (FAR) 1.6
(c) Defense Federal Acquisition Regulation (DFAR) 201.6
(d) COMDRAWINGSIXINST 4200.1 (series)

1. This letter is formal notification that you are hereby designated as the Command Agency Program Coordinator to oversee the Government-wide Commercial Purchase Card Program.

2. As the Agency Program Coordinator you will be responsible for ensuring purchases made with the GCPC are in accordance with the Federal Acquisition Regulation and agency regulations. You must also verify that all purchases were necessary and for official government purposes in accordance with the provisions of references (a) through (c) and local guidance. As APC, you have overall responsibility for implementation, management, administration, and day-to-day operations of the GCPC Program at this command. Typical responsibilities include but are not necessarily limited to keeping the Command's internal operating procedures reference (d) current, training cardholders and approving officials, and general oversight of the program. You will be responsible for providing guidance and direction on all matters relating to the GCPC Program. Additionally, you will serve as liaison with NETC Level Three APC or Level Four Regional APC, CitiBank, Approving Official(s), cardholder(s) and Resource Manager(s) to resolve any conflicts within the program.

3. You are also delegated authority to appoint Approving Officials, Certifying Officers, and cardholders and set necessary monetary limitations. Additionally, you are hereby granted authority to designate cardholders as Accountable Officials via a DD577 (Appointment/Termination Record -Authorized Signature.) Cardholders are responsible for supporting the certification of payment vouchers and must be advised of their responsibilities upon performing the reconciliation function.

4. References (a) and (d) provide detailed guidance for operation of the program.

I. M. BOSS

Date:

Enclosure (4)

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as the Agency Program Coordinator for the Government-wide Commercial Purchase Card Program. I have read and understand my responsibilities, accountability, and duties as described in references (a) and (d). I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service.

Signature of appointee

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN <i>(LEAVE BLANK)</i>	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X one)</i>		
<input type="checkbox"/> CERTIFYING OFFICER <input checked="" type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER <i>(Specify)</i> AGENCY PROGRAM COORDINATOR		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: As an Accountable Official, you will ensure that timely and accurate data, information, and/or service is provided by the Approving Official and Cardholder to the Certifying Officer to ensure proper payments of Government purchase card invoices. You will comply with all applicable DoD regulations, policies and procedures, including local standard operating procedures. Ensure that a system of internal procedures and controls for the portion of the entitlement and payment-related process under your cognizance is in place to minimize opportunities for erroneous payments. Ensure that all procedural safeguards affecting proposed payments are observed and take timely action in response to inquiries initiated by a reviewing official with regard to possible or actual erroneous payments. In addition, Accountable Officials shall be pecuniarily liable for illegal, improper or incorrect payments that result from information, data or services they negligently provide to a certifying officer, and upon which, the certifying officer directly relies in accordance with the provisions of 10 U.S.C 2773a.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, DEC 2003

PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED.

Reset

4200
Ser N1/

From: Commander, Training Air Wing SIX
To:

Subj: APPOINTMENT AS APPROVING OFFICIAL/CERTIFYING OFFICER FOR
GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC)
REQUIREMENTS

Ref: (a) NAVSUPINST 4200.99 (series)
(b) NAVSUPINST 4200.85 (series)
(c) COMTRAWINGSIXINST 4200.1 (series)

Encl: (1) DD577 Signature Form

1. This letter is formal notification that you are hereby appointed as an Approving Official (AO) for cardholders under your purview NTE \$750.000.00. Additionally function as a Certifying Officer for the Government-wide Commercial Purchase Card (GCPC) vouchers/invoices to DFAS OPLOC Pensacola, Bldg. 603-2, 130 West Avenue, Pensacola, FL 32508 for invoices associated with GCPC transactions.

2. As an Approving Official, you will be responsible for ensuring purchases made with the GCPC are in accordance with the Federal Acquisition Regulation and agency regulations. You must verify that all purchases were necessary and for official government purposes in accordance with the provisions of references (a) and (b) and local guidance which governs the use of the card. You are responsible for verifying the necessity of purchase card transactions, ensuring transactions are in accordance with the Internal Operating Procedures (IOP), identifying misuse of the purchase card, reconciling monthly statements, and recommending appropriate action to your Agency Program Coordinator (APC) as a remedy for inappropriate use. You will certify GCPC invoices for payment, either electronically or manually under your designation as a Certifying Officer.

3. As a Certifying Officer, you will be responsible for certifying GCPC vouchers and documents for payment. Certifying Officers that knowingly certify any illegal, improper, or incorrect payment processed by the Department as a result of any inaccurate or misleading certification are pecuniary liable. This means that you may have to repay the total amount of any payment that, at time of certification was known, to be illegal, improper, or incorrect. You must become thoroughly familiar with your responsibilities and accountability. By your signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities as described in the following references:

Enclosure (5)

Title 31, US Code, Sec.3325
<http://www4.law.cornell.edu/uscode/31/3325.html>
Title 31, US Code, Sec.3528
<http://www4.law.cornell.edu/uscode/31/3528.html>
DoD Directive 7000.15
<http://web7.whs.osd.mil/pdf/d700015p.pdf>
DoDFMR Vol 5, CH33
http://www.dtic.mil/comptroller/fmr/05/05_33.pdf

4. As an Approving Official/Certifying Officer, you must complete a DD Form 577, Signature Card (Enclosure (1)). After completion of the acknowledgment below and the signature form, keep the original letter and forward a copy of the letter and the original signed signature form to your Agency Program Coordinator.

5. Notify your APC of any problems you experience with the purchase card program to include questionable items found in the monthly statements. He/she is responsible for the overall administration and management of the program and is available for any assistance you may need.

I. M. COMMODORE

DATE:

ACKNOWLEDGMENT

1. By signature hereon, I acknowledge my appointment as an Approving Official and Certifying Officer. I have read and understand my responsibilities, accountability, and duties as described in references (a) through (c). I understand that I have the right to request relief of liability for any payment I authorized that is determined to be an illegal, improper, or incorrect payment. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor) or until I am transferred, separated for any reason, or retire from service.

2. Attached is the completed DD577 signature form.

Signature of Appointee

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i>	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN <i>(LEAVE BLANK)</i>	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X one)</i>		
<input type="checkbox"/> CERTIFYING OFFICER <input checked="" type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER <i>(Specify)</i> APPROVING OFFICIAL		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: As an Accountable Official, you will support your respective Certifying Officer with timely and accurate data, information, and/or service to ensure proper payments (i.e., payments that are supportable, legal, and correctly computed) for Government purchase card invoice certifications. You will comply with all applicable DoD regulations, policies and procedures, including local standard operating procedures. Ensure that a system of internal procedures and controls for the portion of the entitlement and payment-related process under your cognizance is in place to minimize opportunities for erroneous payments. Ensure that all procedural safeguards affecting proposed payments are observed and take timely action in response to inquiries initiated by a reviewing official with regard to possible or actual erroneous payments. In addition, Accountable Officials shall be pecuniarily liable for illegal, improper or incorrect payments that result from information, data or services they negligently provide to a certifying officer directly relies in accordance with the provisions of 10 U.S.C 2773a.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, DEC 2003

PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED.

Reset

4200
Ser N1/

From: Commander, Training Air Wing SIX
To:

Subj: DELEGATION OF AUTHORITY

Ref: (a) Federal Acquisition Regulation (FAR) 1.6
(b) Defense Federal Acquisition Regulation (DFAR) 201.6
(c) NAVSUPINST 4200.99 (series)
(d) COMTRAWINGSIXINST 4200.1 (series)

1. Per references (a) through (d), you are hereby appointed as a contracting officer and/or Convenience Check Cashier for the United States of America, limited to the use of the Government-wide Commercial Purchase Card (GCPC) to purchase supplies and services using over-the-counter or over-the-telephone or over the Internet procurement methods. The GCPC will be used to pay for such purchases. The amount of any single purchase will not exceed \$3,000. The billing cycle limit, which is 30 days, will not exceed \$10,000, and the total fiscal year limit will not exceed \$120,000. When purchasing/ordering via the Internet, you will ensure that appropriate account safeguarding measures are taken.

2. Authorized purchases are:

- a. Stand-alone procurement method not to exceed \$3,000.
- b. Method of payment against contract documents issued by a contracting officer not to exceed \$100,000.
- c. Place electronic firm fixed price orders against Indefinite Delivery Type contracts issued by the Navy located on the DoD Email using the purchase card as a payment method up to \$3,000.
- d. Oral orders against government contracts, GSA schedules, GSA Advantage, JWOD, UNICOR, etc. not to exceed \$3,000.
- e. Method of payment against requirements with DAPS when using the DD Form 282 not to exceed \$100,000.
- f. Method of payment against training documents when using the DD Form DD1556 not to exceed \$25,000.

3. Supplies or services may be purchased, consistent with your organizational responsibilities and monthly purchase limits established by the approving official designated to review your purchases, to satisfy legitimate requirements. The delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory

sources of supply. It also does not authorize you to procure supplies or services for which procurement responsibility has been assigned to another organizational element.

4. All purchases must be made following applicable laws and regulations including, but not limited to, Federal Acquisition Regulation, NAVSUPINST 4200.85 series, NAVSUPINST 4200.99 series, Financial Management Regulations, and COMTRAWINGSIXINST 4200.1 (series).

5. Your attention is directed to paragraphs 10 and 11 of reference (d) entitled "Improper, Fraudulent, or Abusive Use of a Purchase Card" and "Restrictions on the Use of the Purchase Card." This delegation does not authorize you to purchases any of the supplies listed in paragraph 11.

6. Your approving official, Melba Smith, is responsible for review and approval of all transactions made using this authority which is effective upon receipt of a purchase card with your name embossed on it. This delegation of authority is valid as long as you are employed at this command or until formally suspended, modified, or revoked by the head of this command or his/her designee.

7. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the purchase card 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 your purchase card and further disciplinary action. You will be held personally liable to the government for the amount of any non-government transactions. Under 18 U.S.C. 287, unauthorized use of the purchase card could result in a fine of not more than \$10,000 or imprisonment of no more than five years, or both.

8. Questions concerning your delegation of authority or purchase card account should be directed to the Command Agency Program Coordinator, Richard Weaver who can be reached at (850) 452-2051.

R. W. WEAVER
By direction

Date:

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as a Government-wide Commercial Purchase Card cardholder and/or Convenience Check Cashier. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any transaction that is

Subj: DELEGATION OF AUTHORITY

determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect and will automatically terminate upon separation from Training Air Wing SIX.

Signature of Appointee

Copy to:
APC
Approving Official

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>		
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY		
1. NAME <i>(First, Middle Initial, Last)</i>	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE <i>(YYYYMMDD)</i> 20051213	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME <i>(First, Middle Initial, Last)</i>	7. SSN (LEAVE BLANK)	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS <i>(Include ZIP Code)</i>	
11. TELEPHONE NUMBER <i>(Include Area Code)</i>	12. EFFECTIVE DATE OF APPOINTMENT <i>(YYYYMMDD)</i>	
13. POSITION TO WHICH APPOINTED <i>(X one)</i>		
<input type="checkbox"/> CERTIFYING OFFICER <input checked="" type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER <i>(Specify)</i> CARDHOLDER		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: As an Accountable Official, you will support your respective Certifying Officer with timely and accurate data, information, and/or service to ensure proper payments (i.e., payments that are supportable, legal, and correctly computed) for Government purchase card invoice certifications. You will comply with all applicable DoD regulations, policies and procedures, including local standard operating procedures. Ensure that a system of internal procedures and controls for the portion of the entitlement and payment-related process under your cognizance is in place to minimize opportunities for erroneous payments. Ensure that all procedural safeguards affecting proposed payments are observed and take timely action in response to inquiries initiated by a reviewing official with regard to possible or actual erroneous payments. In addition, Accountable Officials shall be pecuniarily liable for illegal, improper or incorrect payments that result from information, data or services they negligently provide to a certifying officer, and upon which, the certifying officer directly relies in accordance with the provisions of 10 U.S.C 2773a.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME <i>(First, Middle Initial, Last)</i>	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE <i>(YYYYMMDD)</i>
		19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

DD FORM 577, JAN 2004

PREVIOUS EDITIONS ARE OBSOLETE.

Reset

SAMPLE SCHEDULE OF POTENTIAL GCPC OFFENSES AND
REMEDIES TO CIVILIAN EMPLOYEES

The chart below is one example of potential charge card offenses and remedies or penalties for such offenses. Components must otherwise comply with all applicable law and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case.

OFFENSES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Unauthorized use of or failure to appropriately control use of Government Purchase Charge Card as a cardholder, approving official responsible for use or oversight of the card	Letter of Counseling to removal	14-day suspension to removal	30-day suspension to removal

Record Of Purchase Using The Government-wide Commercial Purchase Card												
Date Of Order >>		Item/Service Description (If multiple items/services, use ROP Long Sheet)										
Merchant Name >>												
Merchant Address >>												
Merchant POC/Tel >>												
Quantity >>												
Unit Price >>												
Shipping Cost >>												
ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS:												
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT		
1771804	22MS			0	63110	0	685662D	0	52814786201	0.00		
Requisition Number >>												
Buyer Screened For:		NIB/NISH (JWOD) >> Government Printing Office (GPO) >>										
		YES By entering "Yes", I certify that as the Buyer I have performed mandatory screening. YES										
If the item is not available from mandatory sources, documented proof of screening is required prior to making an open purchase												
(Leave This Space Blank)						Initiator's Name & Signature						Date Of Request For Purchase
Buyer's Name & Signature						Approving Official's Name & Signature						Date Of Approval
By signing this document as Buyer, I certify that funds have been secured for this purchase.												
Notes:												
QUOTE 1				QUOTE 2				QUOTE 3				
Vendor Name:				Vendor Name:				Vendor Name:				
POC:				POC:				POC:				
Phone:				Phone:				Phone:				
Price:				Price:				Price:				

