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CHIEF OF NAVAL AIR TRAINING
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CNATRAININST 4200.3
N8
30 Mar 15

CNATRA INSTRUCTION 4200.3

Subj: GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM INTERNAL
OPERATING PROCEDURES

Ref: (a) NAVSUPINST 4200.99B
(b) NAVSUPINST 4200.85D
(c) FAR Part 13
(d) DFARs Part 213
(e) DoD 7000.14-R
(f) NAVSUPINST 4200.82F

Encl: (1) Government-Wide Commercial Purchase Card Program
CNATRA HL5 Internal Operating Procedures

1. Purpose. Reference (a) establishes policy, procedures, and responsibilities regarding the Government-Wide Commercial Purchase Card (GCPC) as a procurement method for all requirements at or below the micro-purchase threshold and a method of payment for contracts issued by a Contracting Officer.

2. Background. The General Services Administration (GSA) SmartPay2 Contract, GS-23F-T0003, was awarded to CITIBANK for GCPC services. This contract expires 29 November 2018. The Department of the Navy (DON) Consolidated Card Program Management Division (CCPMD) has responsibility for GCPC program policy. All DON activities using the program are governed by acquisition, financial management, and GCPC polices issued in references (a) through (e). Reference (f) provides policy for Procurement Performance Management Assessment Program (PPMAP) reviews.

3. 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. Enclosure (1) provides guidance on the appropriate use of the GCPC program by personnel within Chief of Naval Air Training (CNATRA) (63110), CNATRA Detachments, Meridian (49153), Kingsville (49149), Corpus Christi (49151), Milton (49155) and Pensacola (49152).

CNATRAINST 4200.3
30 Mar 15

4. Action. All CNATRA staff purchase requests will be approved by the Resource Management Department (N8). Assistant Chiefs of Staff (ACOSs), Special Assistants (SAs), Department Heads, Officers-In-Charge (OICs) and Assistant Officers-In-Charge (AOICs) will ensure that only requisitions for mission essential items and/or services are submitted.

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GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM (GCPC)
CNATRA HL5 INTERNAL OPERATING PROCEDURES (IOP)

TABLE OF CONTENTS

	<u>PAGE</u>
Introduction.....	4
Definitions.....	4
Delegation of Authority.....	6
Head of Activity.....	6
Agency Program Coordinator.....	6
Approving Official.....	6
Certifying Officer.....	6
Cardholder.....	6
Departmental Accountable Official.....	7
Resource/Financial Manager.....	7
Nomination, Appointment, and Replacement of GCPC Participants..	7
Training.....	8
Initial.....	8
Refresher.....	8
Ethics.....	8
Purchase Authorization (Obtaining Funding and Approvals).....	9
Micro-Purchase Procedures When Using the Card.....	10
Dollar Limits Associated with the Card.....	12
Receipt, Inspect, and Accept Supplies and Services.....	12

Invoice Reconciliation, Verification, and Certification.....13

 Cardholder.....13

 Approving Official/Certifying Official.....14

 Missing Documentation.....14

Dispute and Fraudulent Transaction Reporting Procedures.....14

 Disputes.....15

 Fraud.....16

Restrictions on the Use of the Purchase Card.....16

Disciplinary/Administrative Actions.....17

 Standards of Conduct.....17

 Improper, Abusive, Negligent, Unauthorized Use.....17

Accountable and Pilferable Property Management.....18

Training Requests Standard Form 182.....18

Lost or Stolen Cards.....19

 Telephone Notification.....19

 Written Notification.....19

 Card Replacement.....19

 Client Account Managers.....19

Card Security.....20

Vendor Authorization.....20

Transfer, Retirement, or Termination of Employment.....20

Record Keeping.....20

Internal Review of the Local Program.....21

 Monthly Reviews.....21

 Semi-Annual Reviews.....21

External Review of the Local Program.....21

 Procurement Performance Management Assessment Program
 (PPMAP) Reviews.....21

 Failed Review.....21

 Point of Contact.....22

CNATRA Supply Request Form.....23

1. Introduction. These internal operating procedures provide guidance on the Government-Wide Commercial Purchase Card Program (GCPC). The GCPC shall be used for purchases at or below the micro-purchase threshold (\$3K) and as a method of payment (MOP) on contracts above the micro-purchase threshold up to the Simplified Acquisition Threshold (SAT) (\$150K). The GCPC shall be used as a method of payment for training requirements up to \$25,000 using Standard Form 182 and, when applicable, paying for printing services up to \$100,000 using DD Form 282 through the Defense Logistics Agency Document Services (DAPS). CNATRA N813 is designated as the Agency/Organization Program Coordinator (A/OPC) for CNATRA.

2. Definitions

a. Billing Cycle. The 30-day billing period during which the purchase cardholders may use their purchase card. The billing cycle activity ends on the 19th of each month. If the 19th falls on a Saturday or Sunday, the billing cycle ends on the preceding Friday.

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

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

d. 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.

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

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

Enclosure (1)

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

h. 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.

i. Monthly Purchase Cardholder's Statement. The statement of charges at the end of the billing cycle detailing all of the charges during that period.

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

k. Purchase Cardholder. A government employee who is designated by the Head of Activity (HA) or designee to be issued a PC or PC account. The PC bears the name/account number of purchase cardholder.

l. 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.

m. Reconciliation. The process by which the purchase Cardholder and the Approving Official 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), non-personal, 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.).

o. Single Purchase Limit. The dollar limit established for each cardholder (CH) account for a single transaction.

Enclosure (1)

p. Transaction Type. 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 Internet.

3. Delegation of Authority

a. Head of Activity (HA). Per reference (a), the HA is accountable for the performance and management of the GCPC program. The HA responsibilities for CNATRA have been delegated in writing to Assistant Chief of Staff for Resources (N8).

b. Agency/Organization Program Coordinator (A/OPC). The A/OPC is designated in writing by the Commander (or their designee) and is responsible for day-to-day program oversight. The A/OPC serves as the liaison between COMPACFLT (N41) A/OPC, CITIBANK, GSA Contracting Officer, and Defense Finance Accounting System (DFAS). The A/OPC submits changes to dollar limitations or authorized merchant codes to CITIBANK. The A/OPC also coordinates card applications, issuance and destruction of cards, reports, and administrative training. Program Analyst (N813) performs the A/OPC function for CNATRA.

c. Approving Official (AO). A Department of Defense (DoD) military member or civilian employee designated in writing who is responsible for ensuring proper use of the purchase card through approval of purchases for the number of cardholders within their span of control, not to exceed seven accounts. The AO reviews the cardholder's monthly billing statement to ensure purchases are made per regulations. The AO performs monthly reviews using the DON Program Audit Tool (PAT).

d. Certifying Official (CO). The CO electronically certifies PC monthly invoices for payment. The CO is responsible for validating transactions to ensure they meet legal requirements prior to certification. DoD policy is that the same person performs the roles of AO and CO.

e. Cardholder (CH). The CH is a DoD military member or civilian employee designated in writing who is issued a PC to buy supplies and services. The PC bears the CH's name and will only be used by this individual to pay for authorized U.S. Government purchases.

f. Departmental Accountable Official (DAO). Individuals designated via DD Form 577 who are responsible in the performance of their duties for providing a CO information, data, or service that the CO directly relies upon in the certification of a voucher/invoice for payment. They are pecuniarily liable for erroneous payments resulting from their negligent actions per 10 U.S.C. §2773a.

g. Resource/Financial Manager (R/FM). The R/FM authorizes funding and provides financial management support and expertise to GCPC personnel. The R/FM is located in the CNATRA N8 Department. The R/FM:

- (1) Provides accurate accounting information;
- (2) Coordinates funding and spending limits;
- (3) Provides advice on legal or regulatory constraints for the use of funds;
- (4) Ensures formal obligations are recorded in the accounting system; and
- (5) Assists with resolution of account payment/disbursing problems (overpayment or underpayment).

4. Nomination, Appointment, and Replacement of GCPC Participants

a. The A/OPC will be notified of all new GCPC program participants. AOs/COs and CHs will be nominated by the requesting department by email or memo. Prior to being designated in writing, program participants shall complete initial mandatory training and acknowledge the responsibility and understanding of reference (a), and the policies and procedures specified within this instruction.

b. CHs whose procurement authority exceeds the micro-purchase threshold will be appointed by the HA using Standard Form 1402 (Certificate of Appointment). This delegation will specify spending limits and authorized transaction types (over-the-counter, over-the-telephone, and/or via the Internet).

Enclosure (1)

c. Appointments will remain in effect until revoked in writing or until the employee is transferred, separated for any reason, or retires from service.

5. Training

a. Initial Training. All GCPC program participants will complete initial training listed below before assuming program responsibility. All training, with the exception of activity Internal Operating Procedures (IOP) training, is available at: https://www.navsup.navy.mil/ccpmd/purchase_card/training.

- (1) DAU CLG0001
- (2) Online DON GCPC Training for their role
- (3) DoD Ethics training
- (4) COL Training (COs only)
- (5) Activity IOP training

b. Refresher Training. All GCPC program participants shall complete activity IOP and DON purchase card refresher training within two years of completing initial training and every two years thereafter. Failure to complete training will result in suspension of account until training is completed. Purchase card refresher training may be completed from one of the following training methods:

- (1) DON CCPMD sponsored regional training
- (2) DAU CLG0004
- (3) Online DON GCPC training

c. Ethics Training. All GCPC program participants are required to complete DoD annual ethics training. Ethics training is available at: <http://ethics.navy.mil/>.

d. All program participants 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 at https://www.navsup.navy.mil/ccpmd/purchase_card.

Enclosure (1)

e. A copy of all training certificates will be provided to the A/OPC.

6. Requirement Processing and Purchase Authorization (Obtaining Funding and Approvals)

a. CHs must ensure that sufficient funds are available prior to making purchases. Requirements and funding for supplies, equipment, communication, and services are managed by N8 and executed by N814 via the GCPC. N811 serves as AO/CO. Lines of Accounting (LOAs) are issued for each type of purchase and provided to the A/OPC (N813) prior to starting a new fiscal year and as required thereafter for upload to CitiDirect Card Management System (CCMS). All expenditures are monitored by N8.

b. Funding for staff training is managed by N8. CNATRA Staff desiring training must complete Standard Form 182, obtain appropriate approval signatures and submit to N8 for funding, assignment of applicable LOA and final approval. Signed copies are provided to CH (N814) for payment via the PC.

c. Funding of requirements for Information Technology (IT) supplies and services. CNATRA N6 submits procurement requirement NAV-IDAS ITPR to COMPACFLT CIO for review and approval. Upon approval by COMPACFLT, N6 submits ITAP and NAV-IDAS ITPR to N8A for final funding approval and forwards to N814 for procurement.

d. All other, unusual or questionable purchase requests are forwarded to N8A for approval, and possibly to CNATRA Legal (NOOD) for legal review prior to taking action.

e. If any purchase request requires additional documentation, CH will contact the requestor and request the required documentation and appropriate approval prior to making the purchase.

f. In anticipation that fiscal year ending funds may be available; mid in the 3rd quarter and per FISC cut-off dates, N8 notifies the ACOSs/Special Assistants/Det OICs and Training Wings' COs to submit a CNATRA Funding Request Form for any unfunded requirements. If and when funds are identified, departments are notified as such and requests are forwarded to N814 for appropriate procurement.

Enclosure (1)

7. Micro-Purchase Procedures When Using the Card

a. Prior to soliciting a quotation, the CH must have an adequately prepared and properly approved purchase request (PR). PR should be approved by a person of authority within CNATRA, such as Department Heads, ACOSs/SAs/Det OICs and Wing COs.

b. The CH must:

- (1) Comply with their delegated contract authority.
- (2) Ensure sufficient funds are available.
- (3) Obtain AO approval prior to making any purchases.
- (4) Screen the PR for mandatory supply sources (i.e., Ability One), and annotate on CNATRA Supply Request Form. Procure office supplies from DoD EMALL or SERVMART.
- (5) Rotate orders among qualified contractors to the maximum extent practicable.

c. If the merchant's price is fair and reasonable, the CH may proceed and make the purchase. This may be accomplished:

(1) Over-the-Courter. The CH 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 command, or government employee is authorized to pick up.

(3) Via the Internet. When purchasing/ordering via the Internet, CH's will ensure appropriate account safeguarding measures are taken.

d. The CH must confirm 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.

Enclosure (1)

(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 ONLY (no account number should appear on the shipping document)

(c) Date and price of order

(d) Requisition number

(e) Date of delivery or shipment

(f) Itemized list of supplies furnished, including quantity and price

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

(1) Merchants should be reminded not to charge sales tax unless the location of the merchant's business is in a state which does not afford the Federal Government a tax-exempt status under its state and local laws (i.e., Arizona, Hawaii).

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

(3) CHs should attempt to obtain Free-on-Board (FOB) destination shipment terms. FOB destination means the merchant arranges transportation and is responsible for the material until it reaches its destination. The cost of transportation is not shown as a separate item but is included in the total cost of the order. CHs 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.

Enclosure (1)

f. A purchase card log must be maintained for recording all purchase card transactions.

g. Purchase card documentation should provide an audit trail supporting the use of the PC and any required special approvals that were obtained.

h. The log and all applicable documentation along with the electronic monthly billing statement should be submitted to the AO for certification.

8. Dollar Limits Associated with the Card. Use of the purchase card is subject to a single purchase limit and a monthly cycle limit. These limits are established in each cardholder delegation of authority letter or SF 1402.

9. Receipt, Inspection and Acceptance of Supplies and Services

a. CHs are required to ensure separation of the purchasing function at all times. A different person shall be required each to initiate the requirement, award the purchase action and receive, inspect and accept the supplies or services. A 3-way separation of function must be maintained to prevent personal conflicts of interest and fraud, waste and abuse. The CH is responsible for the purchase action. An individual other than the CH and the AO shall record the receipt/delivery of items or services provided, and submit the record of receipt/delivery to the CH. The record of receipt/ delivery shall include:

(1) Date received,

(2) Items received at the time of delivery (may annotate on the sales invoice, packing slip, bill of lading, or other document available),

(3) Signature of the person verifying delivery (or electronic equivalent),

(4) Printed name of the person recording delivery,

(5) Phone number of the person recording delivery, and

Enclosure (1)

(6) Office designator or address of the person recording delivery.

b. In emergent situations, a minimum, two-way separation of function will occur to protect the integrity of the procurement process. The individual responsible for the award of a contract or placement of an order will not perform the receipt, inspection and acceptance function.

10. Invoice Reconciliation, Verification and Certification.

The CH and AO/CO shall complete the reconciliation process within five business days after the statement status changes from "INTERIM" to "NEW". The CH will certify the bank statement and forward all documentation to the AO/CO.

a. Cardholder. The CH will verify the accuracy of each transaction at the end of the monthly billing cycle. CHs will ensure all purchases have been documented on the purchase log and charged or reallocated to the proper LOA. CHs will:

(1) Use pay-and-confirm procedures in instances where CHs have been billed but have not received the items ordered. The CH will 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 CH will 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 CH will dispute the item using established dispute procedures.

(2) Use pay-and-confirm procedures for damaged items received that are still under warranty and the contractor confirms they will replace, modify, or repair within the next billing cycle. The CH will retain the transaction documentation in a suspense file until the transaction or credit appears on the CH statement. If transactions and credits do not post on the next billing statement, the CH or AO will notify the A/OPC to resolve and reconcile the statement.

(3) Notify the AO if CH is not available to review the statement for certification. The AO will review the CH's statement, documentation, reallocate charges if required and certify the account for payment. The AO will meet with the CH

Enclosure (1)

upon their return to review the CH's statement and document the transaction file.

b. AO/CO. The AO/CO is responsible for reviewing and certifying the cardholder's monthly statement and will accomplish the following:

(1) Reconcile CH monthly statement in CitiDirect Card Management System (CCMS).

(2) Verify supporting documentation on all CH accounts prior to certifying the monthly statement.

(3) Notify the A/OPC or N8 in the event of any suspected unauthorized purchase (purchases that would indicate noncompliance, fraud, misuse, and/or abuse).

(4) Ensure proper receipt, acceptance, and inspection is accomplished on all items being certified for payment. This is accomplished by placing initials within each of the CH's transaction receipts.

(5) Electronically certify the monthly invoice via CCMS within five business days of when the statement status changes from "INTERIM" to "NEW".

(6) Complete the monthly transaction review using the DON Data Mining System PAT within 15 calendar days of the end of the billing cycle and return all supporting documentation to the CH.

c. Missing Documentation. If the CH does not have documentation of a transaction to send with the statement, they must attach an explanation that includes a description of the item, cost, date of transaction, merchant's name, price, quantity, and why there is no supporting documentation.

11. Dispute and Fraudulent Transaction Reporting Procedures. Prior to initiating Dispute or Fraudulent Transaction Procedures, the CH must have a clear understanding of the difference in definition and procedures between the two. The CH or AO must contact the A/OPC to determine which procedure is appropriate and initiate only one procedure for a suspect transaction. Invalid transactions must not be reported as both

Enclosure (1)

a Dispute and a Fraudulent Transaction. Using both procedures may cause payments to be incorrectly short-paid and the account will become delinquent.

a. Disputes. If a CH statement shows an unrecognized transaction, the CH or AO must notify the A/OPC. Disputable transactions include duplicate billings, non-receipt of merchandise, cancelled merchandise, returned merchandise, credit not received, difference in amount, services not received, paid for by another means, or merchandise not as described when ordered. Charges that involve misuse or abuse by the CH are not disputable.

(1) Do not call CITIBANK to dispute the transactions. Transactions must be disputed electronically through the invoice certification process within CitiDirect.

(2) After the transaction has been disputed in CitiDirect, submit/fax the CITIBANK Government Cardholder Dispute Form as directed to CITIBANK at 605-357-2019. CITIBANK requires the CH signature; therefore, the electronic submission must be backed up by faxing or mailing the form to CITIBANK.

(3) CitiDirect automatically "short-pays" the invoice by the amount of the dispute when the CH disputes the transaction within the system. Track the dispute to resolution either by calling CITIBANK or reviewing the CITIBANK dispute log within CitiDirect.

(4) Based on the outcome of the dispute process, the charge will either be resolved in favor of the CH or the merchant. If the dispute is resolved in favor of the CH, the charge is offset by either a vendor credit or bank initiated credit. If the dispute is resolved in favor of the merchant, a letter will be sent to the CH explaining the decision and the charge will appear in the balance due on the next invoice and must be certified for payment.

(5) If dispute is found in favor of the CH, either a charge from the bank or a vendor credit and a debit (rebill) transaction to offset the short pay will post to CH statement. This allows for the normal overpayment of the invoice to balance the account since the bank's system assumes the invoice was short-paid. If the dispute is found in favor of the merchant,

Enclosure (1)

the CH should see a debit (rebill) transaction. The CH has 60 days from the date of the billing statement to formally dispute transactions.

b. Fraud. Fraudulent transactions include use of the GCPC to acquire supplies or services that are not authorized Government business, intended for personal use or gain, or the unauthorized use by a third party of a CH's compromised or stolen account for personal gain.

(1) The CH must notify the A/OPC immediately of any suspected fraudulent activity on the account. The CH or the A/OPC will contact CITIBANK.

(2) Accounts reported with fraudulent activity will be closed immediately, and replacement accounts are opened and new cards issued. CITIBANK will confirm with CH which transactions are valid and which are fraudulent, close the account and move valid transactions to the new card account.

(3) Fraudulent Transactions shall not be certified for payment. The invoice must be "short paid" by the amount of the transaction(s) in question and certified using the manual certification process, not the dispute process. CITIBANK must be notified and the CH must complete a Declaration of Unauthorized Use form as directed and submit to CITIBANK. The CH and AO/CO will follow the manual certification guidance provided by the A/OPC.

12. Restrictions on the Use of the Purchase Card. The list includes but is not limited to 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 Head of Contracting Activity (HCA)/Fleet Acquisition Office.
- e. Rental or lease of motor vehicles, whether or not on official travel.

Enclosure (1)

- 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.
 - (1) CNATRA Detachments' CHs are authorized to purchase HAZMAT products from a designated Navy HAZMAT Control Management Center up to the micro-purchase threshold and providing HAZMAT products for use by aircraft maintenance contractors.
- i. Purchases that require federal or military specifications.
- j. When a bilateral purchase order is required (e.g., foreign military sales, classified requirements, etc.). Reference (b) provides a comprehensive listing of prohibited and special attention items related to purchase card buys.

13. Disciplinary/Administrative Actions

a. Standards of Conduct. All personnel hold a public trust and conduct must meet the highest ethical standards. Authorized personnel will use the GCPC only to purchase supplies and services within the guidance of this program. CHs 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 (U.S.C.), or the Uniform Code of Military Justice (UCMJ) for military personnel.

b. Improper, abusive, negligent, or unauthorized use. Prohibited uses include use of a purchase card by any person other than the CH whose name appears on the purchase card, use of the card for unofficial purposes, use in violation of regulation or law, and use of a purchase card by a contracting officer in excess of his/her delegation of authority. Supervisors who receive information indicating that a subordinate has engaged in any misuse of a government purchase

Enclosure (1)

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 that may be imposed. The AO and/or CH shall be subject to administrative disciplinary action, prosecution under the UCMJ, and/or criminal prosecution under Title 18 of the U.S.C. for improper, fraudulent, abusive, negligent, or unauthorized use.

14. Accountable and Pilferable Property Management

a. CNATRA N8 will identify whether materials need 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.

b. All material and equipment identified as accountable property over \$5,000 will be recorded in the Defense Property Accounting System (DPAS).

c. CNATRA N8 will determine whether items below \$5,000 are considered pilferable and will therefore be recorded in DPAS.

15. Training Requests (Standard Form (SF) 182)

a. SF 182, Authorization, Agreement, and Certification of Training is used to authorize 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, priced the same for everyone, and valued at or below \$25,000. The GCPC is used to pay for training with an approved SF 182.

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

c. A completed SF 182 is submitted to N812 Accounting Tech via the CNATRA Training Officer located in N1 Admin Department. N812 assigns SDN and appropriate LOA and ensures Section C states that "Payment will be made with the GCPC". Also,

Enclosure (1)

provides CH's name and contact information for payment by GCPC.

d. N812 forwards SF182 to N8 for final approval and provides a copy of approved SF182 to CH prior to returning original to the employee.

16. Lost or Stolen Cards. CHs and AOs will contact CITIBANK for technical support and to report a lost or stolen card.

a. Telephone Notification. If a card is lost or stolen, the CH must immediately notify CITIBANK by calling 1-800-790-7206. In addition, technical assistance can be reached at the same number.

b. Written Notification. The CH must also notify the AO and the A/OPC of a lost or stolen card within one business day after discovering the card missing. The CH will submit a written report to the A/OPC within one business day. The report will include:

- (1) Last six digits of the Card number
- (2) CH'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) A list of purchase(s) made on the day the card was lost or stolen
- (7) Any other pertinent information

c. Card Replacement. CITIBANK will mail a replacement card to the A/OPC within one business day of the reported loss or theft. A/OPC will provide the replacement card to CH. A card that is subsequently found by the CH, after being reported lost or stolen, will be cut in half and given to their A/OPC.

d. Client Account Managers. CITIBANK has three dedicated Client Account Managers for A/OPC use only. They can be reached by calling 1-888-836-5011. Select option 3, then extension

Enclosure (1)

9541103, 9541105, or 9541109.

17. Card Security

a. It is the CH's responsibility to safeguard the purchase card and account number at all times. The card is specifically designed to show the seal of the United States and the words "United States of America - GSA SmartPay 2" imprinted on it to avoid being mistaken for a personal credit card. The cardholder shall not allow anyone to use their card or account number. A CH who permits their purchase card or GCPC account number to be used by another person shall have their card withdrawn and shall be subject to disciplinary action.

b. To assist in ensuring the GCPC is not accidentally used for personal transactions, purchase cards will be kept under lock and key when not in use.

18. Vendor Authorization. When the GCPC is issued to an employee, authorization codes are incorporated in the card by Consolidated Card Program Management Division (CCPMD) and these authorizations are referred to as merchant category codes. When a merchant seeks authorization for a purchase, the CITIBANK authorization system checks the CH's single purchase limit, the billing cycle purchase limit, the AO's billing cycle office limit, the transaction method, and the type of merchant where the CH is making a purchase before authorization for that transaction is granted. CHs must contact the A/OPC for denied transactions.

19. Transfer, Retirement, or Termination of Employment. If a CH leaves the command, the A/OPC shall ensure, to the maximum extent possible, that the CH account is inactive at least 30 days (one billing cycle) prior to departure. The A/OPC will close the account once all transactions and payments have cleared. CH accounts shall not remain active past their official departure. If outstanding transactions remain, the A/OPC shall reduce the CH credit limits, as soon as practical, to \$1.00 (single and monthly limits) and cut up the GCPC to avoid any more charges.

20. Record Keeping. All files documenting GCPC transactions shall be turned in to the AO/CO for retention when a CH leaves

Enclosure (1)

the command. This allows the ability to locate documents for audit purposes after the CH has departed. Per reference (e) financial documents shall be retained for ten years.

21. Internal Review of the Local Program

a. Monthly Reviews. The A/OPC shall conduct a review of transactions using the PAT to ensure effectiveness of program management controls. The review will target internal controls, training, span of control, and delinquencies. The A/OPC must complete the monthly review within 30 calendar days of the end of the billing cycle. The review is automatically submitted to the next higher level A/OPC.

b. Semi-Annual Reviews. The A/OPC shall conduct the semi-annual review using the PAT and the Semi-Annual Review Auxiliary Worksheet provided by the HL3 A/OPC. The semi-annual review is an aggregate of the previous six month reviews. This review covers billing cycles of 20 March through 19 September and 20 September through 19 March. The report shall be provided to the HA (N8) for review and approval. Upon approval, the report will be forwarded to the HL3 A/OPC for compilation and submission to CCPMD.

22. External Review of the Local Program

a. Procurement Performance Management Assessment Program (PPMAP) Reviews. A procurement analyst with the NAVSUP Fleet Logistics Center Norfolk Procurement Management Review (PMR) Team will perform the 18 month desk audit or on-site review. The review will consist of three elements: transactional, internal management, and other specific purchase card program elements. The analyst will inform N813 of the review by formal letter. The A/OPC will compile the required documents for review and forward by traceable means to the PMR Team by the required date. If an on-site review will be conducted, the A/OPC will compile the required documents and have them available to the PMR Team for the scheduled review date.

b. Failed Review. Failure to pass this review will result in a three-day suspension of all card accounts with the exception of one CH and one AO account to be used only for mission essential requirements. During the suspension period,

Enclosure (1)

CNATRAINST 4200.3
30 Mar 15

mandatory stand-down training will be provided to all GCPC participants to review and develop corrective actions for all discrepant areas and to prepare a Plan of Action and Milestones delineating the manner in which the corrective actions will be implemented. Travel costs associated with the stand-down training and subsequent 180-day review (if conducted on-site) will be funded at CNATRA's expense per reference (f).

c. Point of Contact. Questions may be addressed to N813 at 361-961-2623.

Enclosure (1)

CNATRA SUPPLY REQUEST FORM

Date

Code

Dept.

Phone No.

CREDIT CARDHOLDER USE	
Mandatory Sources Screening	
	Agency Inventories
	UNICOR
	NIB/NISH
	AbilityOne
	DODEMALL
	Not Avail. Via Mandatory Sources

Nomenclature	NSN/Part#	U/I	QTY	UNIT PRICE	TOTAL PRICE
TOTAL:					

Signature of Requesting Official

Approving Official

Financial Service Officer

Enclosure (1)