BY ORDER OF THE COMMANDER
AIR FORCE WEATHER AGENCY

AFWA HEADQUARTERS OPERATING INSTRUCTION 64-1

5 JUNE 2005

Contracting

GOVERNMENT PURCHASE CARD (GPC) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFWA/XPRB
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This Headquarters Operating Instruction (HOI) establishes responsibilities, policies, and procedures for the use of the GPC. This instruction implements the guidance of Air Force Instruction (AFI) 64-117, *Air Force Government-wide Purchase Card Program* and applies to all Headquarters Air Force Weather Agency (HQ AFWA) personnel using the GPC Program to purchase equipment, supplies, or services. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force Web RIMS Records Disposition Schedule located at **https://webrims.amc.af.mil/rds/index.cfm**.

SUMMARY OF REVISIONS

This document implements the use of AFWA IMT 64.

1. Roles and Responsibilities.

1.1. **HQ AFWA Directorates with GPCs.** All directorates will appoint in writing a GPC primary and alternate approving official who will act as the directorate's approval for credit card purchases. A copy of the appointment letter must be provided to the credit cardholder. Approving officials and credit cardholders will work together to maintain audit trail records and ensure purchases made are in accordance with contracting, budget, and supply rules and laws established by the Department of Defense and Air Force. Approving officials and credit cardholders will participate in annual base audit inspections.

1.2. **Communications and Information Directorate (SC).** Will appoint two primary and two alternate credit cardholders; one each for software, hardware, and peripherals and one each for printing.

1.3. **Plans and Programs Directorate (XP).** Will appoint a primary and alternate credit cardholder for supplies, equipment, training, and other miscellaneous purchases.

1.4. **Public Affairs (PA).** Will be authorized a credit card for PA conferences and materials only. However, the following conditions must be met prior to departing: coordination with the approving official to include a spending limit and coordination with appropriate base/conference activities. The approving official will be HQ AFWA/CCE.

1.5. **Manpower & Personnel Programs (DP).** Will appoint a cardholder for civilian tuition assistance.

1.6. **Other HQ AFWA Personnel.** All personnel requesting use of the GPC Program to pay for any purchases, services, or training courses will follow procedures listed in paragraph 3.

2. General. The HQ AFWA GPC Program is designed to purchase supplies and non-personal services within the micro-purchase threshold ($0 to $2,500) or approved General Services Administration (GSA) contracts up to $25,000. This program is a fast, effective way to obtain supplies and non-personal services needed to get the job done fast. Credit cardholders should maintain a library of books, magazines, pamphlets, flyers, federal logistics data (FEDLOG), and on-line web sites to help find a source of supply to make purchases.

3. Procedures.

3.1. **Submission of Requests.** Requestors should submit AFWA Information Management Tool (IMT) 64, **AFWA GPC Visa Card Program**, to appropriate credit cardholder for supplies, training, and Local Area Network (LAN) purchases. AFWA IMT 64 is available on the AFWA Publications Website.

3.1.1. How to fill out an AFWA IMT 64. See **Attachment 2** for instructions for completion of an AFWA IMT 64. The requestor will be responsible for entering information in blocks 1 through 7 (self-explanatory) while the cardholder is responsible for blocks 8 and 11 through 13. For supply and training AFWA IMTs 64, the budget office will complete blocks 9 and 10.

3.1.2. Required Signatures on AFWA IMT 64. Obtain resource advisor and budget office signature on the AFWA IMT 64 for all GPC requests for supplies and training. Obtain resource advisor signature on AFWA IMT 64 for LAN purchases.

3.1.3. Requests Over Threshold Limit. Requests over $2,500 must have a valid GSA contract. If no GSA contract is used, the AF IMT 9, **Request for Purchase**, will be used.

3.1.4. Purchasing Equipment Items. Equipment items can be purchased using the GPC Program. The exception to this rule is equipment handled by the depot, such as satellites, antennas, etc. Equipment authorized in the table of allowances (TA) that requires accountability will follow AFMAN 23-110, *USAF Supply Manual*, rules.

3.1.5. Requests for Computer Equipment. All requests for software and hardware requirements must have an approved AF IMT 3215, **IT/NSS Requirements Document**. It must also include an AFWA IMT 64. The AFWA IMT 64 will be submitted to the cardholder, who is responsible for block 10. Block 9 is approved by the submission of the AF IMT 3215.

3.1.6. Request for Furniture. The Federal Prison Institute (FPI) is no longer the mandatory source for furniture purchases. Before purchasing furniture, a market research analysis must be com-

pleted to determine the best cost value for the government. The market research should include two vendors and FPI (**Attachment 3** and **Attachment 4**).

3.1.7. Request for Hazardous Materials. Requires approval from the 55 Civil Engineering Squadron (CES)/CEV Hazardous Material (HAZMAT) Office and approved copy of an AF IMT 3952, **Chemical/Hazardous Material Request Authorization**. AFWAHOI 32-5, *Environmental Program*, provides additional guidance on hazardous materials.

3.1.8. Request for Civil Engineer (CE) Items. Items such as carpet, wood, and paint require coordination with the HQ AFWA Facility Manager and the 55 CES. AFWAHOI 32-2, *Facility Planning & Utilization*, and AFWAHOI 32-1, *Facility Maintenance*, provide additional guidance on requesting material from 55 CES.

3.1.9. Requests for Repair Services. Repair services can be requested for in/out-of-town sources. Provide an estimated amount of money that will be charged to the credit card. DO NOT ask the vendor to have equipment repaired without having an approved AFWA IMT 64.

3.1.10. Request for Telephone Equipment. Equipment such as cellular telephones, beepers, and pagers require an approved AF IMT 3215. Pagers, due to military frequency management, will be purchased through authorized government-approved vendors only.

3.1.11. Request for Registrations for Contract Training. These training requests require coordination with the Directorate Training Manager and an approved DD Form 1556, **Request, Authorization, Agreement, Certification of Training and Reimbursement**. Any other types of registrations do not have restrictions (i.e., registration for leadership conferences).

3.1.12. Request for Uniforms. Replacement of damaged uniforms are authorized on the GPC. However, HQ AFWA Squadron Commander approval is required. Maternity clothing cannot be purchased through this program.

3.1.13. Request for Items Sold in On-Base Stores. Morale, Welfare, and Recreation; Base Exchange; Clubs or any store on base can be used as a source for purchasing services or supplies and equipment.

3.1.14. Requests for Printing. All requests for printing must be submitted to the Information Management Division (SCA). AFWAHOI 33-12*, Printing, Copier, and FedEx Procedures*, provides guidance on what can be printed using government funds. Customers are required to email soft copies of DAPS printing requests to the SCA organizational email box. Offutt Form 5600/1, **Duplication/Reproduction Request**, is used if no soft copy is available. Further guidance is located at **https://afwaweb.afwa.af.mil/new/SC/SCA/index.asp**.

3.1.15. Requests for Civilian Tuition Assistance. These requests must be submitted to the Civilian Personnel Programs Division (DPC) and approved on a DD Form 1556.

3.2. **Personnel Authorized to Make Purchases.** Only an appointed HQ AFWA credit cardholder is authorized to perform contracting duties for the government and can authorize a vendor to charge the government for supplies, equipment, or services. When requesting price quotations or estimates from vendors, DO NOT ask the vendor to hold supplies or equipment for you. This is against the law of contracting and could result in disciplinary actions.

4. IMTs Adopted. AF IMT 9, **Request for Purchase**; AF IMT 3215, **IT/NSS Requirements Document**; AF IMT 3952, **Chemical/Hazardous Material Request Authorization**; DD Form 1556,

Request, Authorization, Agreement, Certification of Training and Reimbursement*;* and Offutt Form 5600/1, **Duplication/Reproduction Request.**

5. IMTs Prescribed. AFWA IMT 64, **AFWA GPC Visa Card Program**.

JOHN M. LANICCI, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 64-117, *Air Force Government-wide Purchase Card Program*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 37-123, *Management of Records*

AFWAHOI 32-1, *Facility Maintenance*

AFWAHOI 32-2, *Facility Planning and Utilization*

AFWAHOI 32-5, *Environmental Program*

AFWAHOI 33-5, *Responsibilities and Management of Automated Data Processing System Equipment*

AFWAHOI 33-12, *Printing, Copier, and FedEx® Procedures*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

CE—Civil Engineer

CES—Civil Engineering Squadron

DP—Manpower and Personnel Programs

DPC—Civilian Personnel Programs Division

FEDLOG—Federal Logistic Data

FPI—Federal Prison Institute

GPC—Government Purchase Card

GSA—General Services Administration

HAZMAT—Hazardous Material

HOI—Headquarters Operating Instruction

HQ AFWA—Headquarters Air Force Weather Agency

IMT—Information Management Tool

LAN—Local Area Network

PA—Public Affairs

SC—Communications and Information Directorate

SCA—Information Management Division

TA—Table of Allowance

XP—Plans and Programs Directorate

XPRB—Budget

XPRH—Supply

Attachment 2

AFWA IMT 64 COMPLETION INFORMATION

A2.1. A need has been established for an item or service. The individual who has identified the need should prepare an AFWA IMT 64.

A2.2. If the request is for furniture of any type the individual should also do a market research form and attach it to the AFWA IMT 64. The market research should include two private sector vendors and FPI.

A2.3. If the buy is for over $2,500, but less than $25,000 the buy must be from a GSA contractor and must include the vendor GSA contract number. Any purchase over $25,000 can only be completed by Contracting.

A2.4. If the AFWA IMT 64 is for training, a DD Form 1556 must be completed and attached.

A2.5. Follow the below instructions for completing the AFWA IMT 64:

A2.5.1. **Requestor's Name & Phone Number:** Name and phone number of the individual requesting the item or service.

A2.5.2. **Date** : Date of the request.

A2.5.3. **Directorate Resource Advisor's Approval:** Name, phone number, and signature of the Resource Advisor for the OPR's directorate.

A2.5.4. **Quantity:** Self-Explanatory.

A2.5.5. **Name of Item:** Self-Explanatory.

A2.5.6. **Purpose:** Purpose of the buy. A description of the item.

A2.5.7. **Suggested Sources:** Used for vendor information. It is not mandatory to compete for items under $2,500, but we should try to get the best price for any item we are purchasing.

A2.5.8. **Cardholder's Comments:** Used for any special instructions.

A2.5.9. **Budget Analyst Approval:** Signature from Budget Office (XPRB) for supply and training.

A2.5.10. **Supply Control #:** Tracking number provided by XPRB for supply and training; provided by cardholder for LAN purchases.

A2.5.11. **CE Control #:** Used only for construction projects.

A2.5.12. **Bioenvironmental Approval:** Used if hazardous items are being purchased.

A2.5.13. **Date Ordered:** Used by supply office (XPRH.)

A2.5.14. **Small Computer Approval:** Used by Small Computer Branch (SCHS).

A2.6. When the requestor has completed the AFWA IMT 64, he/she must submit it to the RA. The RA will check over the IMT, and determine if it is a valid use of funds and sign it. The RA will then return the IMT to the requestor for processing to either XPRB for supplies and training, or SCH for LAN purchase.

A2.7. The requestor then brings the IMT to XPRB for a tracking number and signature if for supplies or training. XPRB will at that time determine if there are sufficient funds on the GPC to make the purchase. They will provide a tracking number and sign the IMT. It is very important that XPRB see all AFWA IMTs 64 before purchase of supplies or training is made. For LAN purchases, the requestor brings the IMT to SCH for a tracking number.

A2.8. The requestor should then take the IMT to XPRH for purchase of supplies or training. XPRH personnel are the only individuals authorized to make purchases for supplies and training. They must make the call to the vendor. If the purchase is for LAN items, the requestor will take the IMT to SCH. SCH personnel are the only individuals authorized to make LAN item purchases.

Attachment 3

SAMPLE MARKET RESEARCH LETTER FOR FURNITURE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE WEATHER AGENCY
106 PEACEKEEPER DR STE 2N3
OFFUTT AIR FORCE BASE NEBRASKA 68113-4039

MEMORANDUM FOR 55 CONS DD MMM YY

FROM: AFWA/Office Symbol

SUBJECT: Accomplishments of Market Research for Purchase of Furniture

1. IAW Defense Federal Acquisition Regulation Supplement (DFARS) 208.602(a), before purchasing a product listed in the FPI schedule, departments and agencies shall conduct market research to determine whether the FPI product is comparable to products available from the private sector that best meet the Government's needs in terms of price, quality, and time of delivery (10 U.S.C. 2410n).

2. I have conducted market research for _____and received the following quotes from several companies with explanations as to why the specific item can/cannot meet my requirements.

Company Name: FPI-UNICOR
Price:
Explanation:

Company Name:
Price:
Explanantion:
GSA Contract #:

Company Names:
Price:
Explanation:
GSA Contract #:

3. Based on these findings, it has been determined that FPI cannot meet my requirements.

4. If you have any questions, please contact (name, rank, & phone number).

Name & Rank
Duty Title (Director/Deputy Director)

INTEGRITY FIRST…SERVICE BEFORE SELF…EXCELLENCE IN ALL WE DO

Attachment 4

SAMPLE MARKET RESEARCH LETTER FOR FURNITURE INFORMATION

A4.1. Per Memo from 55th Contracting Squadron:

A4.1.1. **The Federal Prison Industries (FPI):** No longer requires a waiver for furniture purchases. However, you must complete the attached market research form before purchasing ANY furniture items. Please submit the market research form with your AFWA IMT 64 to XPRB for a tracking number. The market research form does not need to be forwarded to contracting, but will remain with the documentation of the purchase.

A4.2. The Market Research Form Must: Be done on ALL furniture purchases - no matter the dollar amount.

A4.3. All Dollar Limitations Remain in Effect on your Government Purchase Card (GPC).

A4.3.1. **Up to $2,500 No Restrictions.**

A4.3.2. **$2,500 but less then $25,000 must be off a GSA Contract.**

A4.3.3. **Over $25,000 can only be purchased by Contracting.**

A4.4. You Are Required To: Check the FPI web site for cost and delivery times of comparable items. The web site is **WWW.UNICOR.GOV.**

A4.5. Item 4 of the Letter Should Include the Following Requestor Information:

A4.5.1. **Name.**

A4.5.2. **Rank.**

A4.5.3. **Phone number.**

A4.6. The Director/Deputy Director Must: Sign the form if the dollar amount exceeds $2,500.

A4.7. Included in the Market Research You Should Take into Account the Following Criteria:

A4.7.1. **Cost & Installation Cost.**

A4.7.2. **Quality.**

A4.7.3. **Guarantees & Delivery Time.**