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# Government Purchase Card NEWSLETTER

Directorate of Contracting, Fort Riley, Kansas

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JULY 2004

#04-04

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C.A.R.E. US BANK ON-LINE INFORMATION (NOT MANDATORY - REFERENCE ONLY)

Log into Care <https://care.usbank.com>, click on E-SERVICES (at the top of the page) that will open to the web based training site. Army information is under the CPP (Corporate Payment). When prompted, enter the following in lower case:

User Name: usbank

Password: alert (effective 4 June 04)

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IMPORTANT INFORMATION

- REBATES - 3rd quarter rebates will be issued on the July CARE bill. Cardholders with NO July charges MUST CERTIFY REBATES.
- To comply with the Army SOP dated July 2002 which states the following on page 13: NOTE: Alternate Billing Officials shall be established for all accounts. We want alternates in place on all accounts by Sept 23<sup>rd</sup>. We will be sending out a list of accounts without alternates soon although you should

know if you do not have an alternate. Please schedule your Alternate Billing Official for one of the 3 remaining classes. Remaining 2004 GPC class dates are shown below.

- The Army has awarded replacement Blanket Purchase Agreements (BPAs) for the purchase of office supplies. Per previous Army guidance, use of the BPAs is mandatory for all CONUS purchases of office products as defined according to Federal Supply Schedule 75 Special Item Number 75 200. On or about 1 June 2004, the new BPAs will become effective and appear on DoD E-Mall. Currently the new BPA is under protest. The old BPA remains until the protest is resolved. Official Army guidance is forthcoming. The Emall web site is <https://emall.prod.dodonline.net> Cardholders must register if they have not. If Envision or Envision Xpress [www.envisionxpress.com](http://www.envisionxpress.com) does not have what you need you must go ONLY to the Army BPA on the DOD Emall. Cardholders can no longer buy office supplies from GSA Advantage or from the CSC Catalogs. Office supplies do include printer cartridges, not computer items, furniture or cleaning items.
- The Army does not allow GPC cards to be used to buy Palm Pilots.
- Prior to purchase of any non-expendable item (no matter what the dollar value) cardholders must have their hand receipt holder contact ICPBO for approval. Additional authorization may be required prior to purchase i.e. DOIM or Training Support.

IMPORTANT INFORMATION FROM DOIM:

GPC TRAINING G6/DOIM

APPROVED GPC PURCHASES FOR ADP EQUIPMENT  
IAW, FR 25-1

POC: Carol Worrell, 239-3646 or Lance Sheldon, 239-8197  
\*\* The FR 25-1 can be found on the RILEFSDOIM01/PUBS\*\*

Chapter 2, para f. Appendix B contains instructions on upgrading computers using Government Purchase Card (GPC). Units/activities may purchase hardware components ONLY after receiving a signed approved CAPR from DOIM.

a. The DOIM will upgrade software enmasse to maintain interoperability/compatibility. The DOIM will use site licensing and network distribution of upgrades as available.

Please Note: If you have a need for a specific software that is not a Fort Riley standard (IAW FR 25-1 Appendix B, Chap 2), a CAPR must be submitted through your Information Management Officer (IMO). The CAPR will be reviewed and a determination will be made whether or not the requested software can be used.

Para c. Upon receiving an approved CAPR from DOIM, units/activities are authorized to purchase components to upgrade Pentium or higher microcomputers; specifically, memory, hard drives, CD ROMs, video adapters, audio adapters, and processor chips. To make the upgrade process economically viable, requesters will purchase high-end components that are Windows 2000/XP compatible.

Please Note: CAPRs can only be submitted by a Unit/Activity Information Management Officer (IMO).

\* Matrix of IMA equipment that qualifies for purchase

EQUIPMENT	DOIM	ALL w/o CAPR	ALL w/CAPR	TENANTS
Personal Computer (PC), desktop or laptop	X			X*
Printers, Scanners, Fax			X	X*
Internal parts, e.g. RAM, hard drive, video adapter, audio adapter, processor chip, modem, CD ROM			X	X
External parts, e.g. modem, CD ROM			X	X
PC Keyboard or Mouse ***		X		
Cables, e.g. for printer		X		
Power Directors		X		
UPS ***		X		
Cellular, Pagers	X			X
Base Support Radio	X			X**

\*Exception to CAPR Request: Tenant activities are not required to submit a CAPR for these items as long as they are not projected to be attached to the LAN. Before they are placed on the LAN they must be approved by DOIM.

\*\*Frequency authorization must be obtained from the Army Frequency Management Office (AFMO) and the National Telecommunications and Information Administration (NTIA), through the DOIM Frequency Manager prior to acquisition.

\*\*\*Customers need to contact the DOIM Help Desk prior to purchase to ensure equipment is not under warranty.

NOTE: Purchase of Slide Projection/Systems/Power Point Presentation Systems i.e. Proxima must be approved by DOIM, TSC then put on ICPBO books prior to purchase. Many appear to get DOIM's approval and think that is all they need.

FY04 REMAINING GPC CLASS DATES HELD AT DOC, BLDG 802 FROM 0800-1200

JULY 13

AUGUST 10

SEPTEMBER 14

Billing Officials/Alternate Billing Official appear to be moving after only a few months and are not notifying the GPC office. EFFECTIVE IMMEDIATELY: Billing Officials and Alternate Billing Officials MUST clear through this office by signing their DD577 and fax to 239-3085. Replacements must then be scheduled for class immediately.

A memo (format is available on the Ft. Riley Intranet under DOC then GPC information) must be submitted PRIOR TO CLASS. Memo must first be routed through the budget office either by e-mail, mail or distribution for each individual attending. The budget offices will then forward the memo to DOC.

All attendees for the Government Purchase Card Class must take the mandatory 4-hour on-line training. You must fax the certificate to us at 239-3085, prior to class or will not be admitted. We have shortened the in class session to Ethics, guest speakers and local procedures.

The web site is <http://clc.dau.mil> this will be your first visit, so you will need to:

1. Register and establish your login and password. **If you experience a problem when trying to log back in never re-register. Call the DAU help line at 866-568-6924 X 3 and they will get you back into the web site.**
2. Once registered, log in and click on the "Learning Center" button.
3. Click "Course Information and Access".
4. Under self-paced modules scroll down to DOD GOVERNMENT PURCHASE CARD TUTORIAL and begin.

**YOU MUST FILL OUT THE SURVEY AND TAKE THE "POST TEST"  
BEFORE YOU WILL BE ABLE TO PRINT YOUR CERTIFICATE**

Upon earning the certificate, it is available anytime in your personal student transcript. Student transcripts are found by clicking the Administration button / Student Records / Student Transcripts. Select the course title hyperlink to obtain the certificate.

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CURRENT GPC POC'S

**\* MANDATORY APPROVAL PRIOR TO PURCHASE**

- \* DOIM - 239-3646 (ADP, RADIOS AND PAGERS)
- DOL DINING FACILITIES - [JULIUS THOMAS](#) - 239-1427
- DOL SUPPLY, BLDG 7836 - [THELL ROBINSON/CINDY GALLANT](#) - 239-1909
- \* ICPBO, BLDG 229 WEST - [Gene Douglas](#) - 239-2850
- MWF UNIT FUNDS - 239-8990
- \* PRINT PLANT, BLDG 263 - [GARY MARSTON](#) - 239-2532 (mandatory source)
- \* PW, BLDG 330 - [STEVE HANNA](#), 239-0005 (on facilities/grounds work (real property))
- SJA, BLDG 200 - [KEVIN LACHANCE](#) - 239-3644
- \* TSC, BLDG 8388 - [GEORGE EADS](#) - 239-1492 (on all training equipment)
- TRANSPORTATION, BLDG 1502 - [ANDY ATCHISON](#) - 239-3441 (FEDEX/UPS)
- \* DES, BLDG 1020 - [JEROLD SPOHN](#) - 239-2006 (pesticides/pest control services)

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**Billing Officials MUST provide these newsletters to all cardholders for their information and files.**

Comments and suggested changes to this newsletter are welcome. Contact Barbara Rawlings, Agency Program Coordinator, [Barbara.Rawlings@riley.army.mil](mailto:Barbara.Rawlings@riley.army.mil) 239-6014 or Mary Roehm, Alternate Agency Program Coordinator [Mary.Roehm@riley.army.mil](mailto:Mary.Roehm@riley.army.mil) 239-0459.

NAF POC

POC Helga Jacks, NAF Agency Program Coordinator,  
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239-0466