

**BY ORDER OF THE COMMANDER  
90TH MISSILE WING**



**AIR FORCE INSTRUCTION 64-117**

**90TH MISSILE WING**

**Supplement**

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**Acquisition**

**AIR FORCE GOVERNMENT-WIDE  
PURCHASE CARD (GPC) REQUEST  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication supplements AFI 64-117, 20 September 2011. It provides operational guidance for the members of the Francis E. Warren Air Force Base Government Purchase Card (GPC) program. All active duty military members and government civilians assigned to F. E. Warren Air Force Base who participate in this program have a duty to abide by the rules and procedures mandated under AFI 64-117 and this supplement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. Comply with AFI 33-332, *Air Force Privacy Program*, for documents containing Privacy Act information. Comply with DoDM 5200.01-V2, *DoD Information Security Program: Marking of Classified Information*, and AFI 31-401, *Information Security Program Management for documents containing For Official Use Only information*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for Glossary of References and Supporting Information.

1.8.1. **(Added)** Purchase Card On-Line System (PCOLS): PCOLS is an electronic system that GPC participants use to improve the management and accountability of their unit's program. It also allows both auditors and commanders to assess the relative health of the 90 MW program as a whole. As such, all 90 MW GPC participants shall engage fully in all required aspects of PCOLS, or be subject to account suspension. The data-mining portion of PCOLS reviews purchase card transactions and refers specific cases to the Approving Officials (AO) for review. Transactions not reviewed in a timely basis are escalated to the next level in the program. AOs receive two notices before the case is escalated to the Approving Official Program Coordinator (A/OPC) at eight business days, and transactions are escalated to AFGSC at 16 business days. The entire managing account shall be subject to suspension if it escalates to the AFGSC level. Decisions about the length of account suspensions shall be made at the discretion of the 90 CONS/CC and/or A/OPC.

3.1.2.1. **(Added)** All applicable Web-Based Training (WBT) for new cardholders (CH) and AOs shall be completed prior to attendance of the classroom training session conducted by the A/OPC. Students shall also complete an exam upon conclusion of the in-class training with a score of 80% or higher. Individuals that do not pass shall be required to schedule a re-take with the A/OPC prior to assuming their role in the unit's program.

3.2.1.1. **(Added)** Every managing account shall have both a primary and an alternate AO Unit accounts without a current appointment letter identifying a primary and alternate AO are subject to suspension. The unit appointment letter shall reflect the full GPC staffing of the account and remain current at all times.

5.1.1.6. **(Added)** The overall rating scale for surveillance visits conducted is as follows:

- (1) Outstanding: Zero discrepancies.
- (2) Excellent: Zero major discrepancies and/or no more than two minor discrepancies.
- (3) Satisfactory: No more than one major discrepancy that does not require account suspension, zero major discrepancies that require account suspension, less than four minor discrepancies.
- (4) Unsatisfactory: Any major discrepancy that requires account suspension, two or more major discrepancies that do not require account suspension and four or more minor discrepancies.

5.1.2.13. Major Violations that do not require the Prescribed Corrective Action in paragraph 5.1.2.12.2. above.

5.1.2.13.1. **(Added)** Types:

5.1.2.13.1.1. **(Added)** Fraud

5.1.2.13.1.2. **(Added)** Unauthorized Purchases

5.1.2.13.1.3. **(Added)** Misuse

5.1.2.13.1.4. **(Added)** Exceeding the authorized limit

5.1.2.14. **(Added)** The following outcome and corrective actions shall result from any surveillance report with a rating of "Unsatisfactory."

a. First "Unsatisfactory" rating.

- (1) 90 CONS/CC shall notify the unit commander.
- (2) Unit commander shall provide a letter of corrective actions to be taken.
- (3) Remedial training for AOs and CHs.
- (4) Six month re-inspection of the account performed by the A/OPC.

b. Second "Unsatisfactory" rating.

- (1) 90 CONS/CC shall notify the unit commander.
- (2) Unit commander provide corrective action letter.
- (3) Thirty day suspension of the managing account.

- (4) AO duties reassigned.
  - (5) CH receiving a second unsatisfactory shall be cancelled.
  - (6) Six month re-inspection of the account performed by the A/OPC.
  - c. Third “Unsatisfactory” rating.
    - (1) 90 MSG/CC shall notify the group commander.
    - (2) Group commander provide corrective action letter.
    - (3) Ninety day suspension of the managing account.
    - (4) Remedial training for AO and CH, and Unit Commander.
    - (5) Six month re-inspection of the account performed by the A/OPC.
  - d. Fourth “Unsatisfactory” rating - Unit shall lose GPC privileges for 1 year.
- 5.1.2.15. **(Added)** Minor Violations.
- 5.1.2.15.1. **(Added)** Types:
- 5.1.2.15.1.1. **(Added)** Non-use of a mandatory source
  - 5.1.2.15.1.2. **(Added)** Purchases over the micro-purchase threshold that were not competed
  - 5.1.2.15.1.3. **(Added)** Span of control ratio (7 CH to 1 AO)
  - 5.1.2.15.1.4. **(Added)** Violations of convenience check procedures
  - 5.1.2.15.1.5. **(Added)** All other actions, found by surveillance or any other means, that are not in accordance with the policies and procedures directed in AFI 64-117.

CHRISTOPHER A. COFFELT, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed and Adopted Forms***

Prescribed Forms: 90MW Form 43, *Government Purchase Card Request*, [DATE]

Adopted Forms: AF Form 847, *Recommendation for Change of Publication*, 22 September 2009