

**BY ORDER OF THE COMMANDER
APPLICATIONS CENTER**



**AIR FORCE TECHNICAL
APPLICATIONS CENTER
INSTRUCTION 64-117**

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Contracting

GOVERNMENT PURCHASE CARD

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This Air Force Technical Applications Center Instruction (AFTACI) provides guidance and procedures for the Government Purchase Card (GPC) Program. This instruction is written from the viewpoint of the user and does not attempt to explain in detail the extremely complicated budget, finance, or procurement regulations governing these procedures. This instruction is intended to establish local procedures and does not relieve or alter requirements directed in other publications for GPC. It applies to all personnel assigned to the Air Force Technical Applications Center (AFTAC). This publication does not apply to Air Force Reserve Command (AFRC), individual mobilization augmentees, and other individual reservists administered by Headquarters AFRC. It does not apply to the Air National Guard. Refer recommended changes and questions about this publication to Financial Management and Analysis Division, AFTAC/XPB, using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from your Group CC/Directorate through Publications and Forms Manager, CYS/CYBK. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This AFTACI includes adding use of the automated GPC system located on Skynet, changes to how surveillance is conducted, procedures for asset management, and provides guidelines on approval procedures.

1. Automated GPC Program.

1.1. AFTAC has developed an automated GPC program which is located on Skynet at <https://skynet/gpcpurchase/SitePages/Home.aspx>. All GPC purchases will be processed through automated system. No GPC purchases will be made without obtaining required approvals in the automated system. All GPC requests must have sufficient justification in either the description block or the special instructions block for all required approvals to make to the proper determination on whether to approve or disapprove the GPC request. A detailed user guide is located within the GPC program. If the automated system is not available, approving officials will have to obtain required approvals through email and they must maintain spreadsheets in order to ensure they do not overspend their GPC funds.

2. General Guidance.

2.1. Command Policies. The main objective of this instruction is to promote financial and resource management participation at the appropriate levels in order to maximize effectiveness and efficiency of available resources. This instruction is not a complete duplication of Air Force Instruction (AFI) 64-117, Air Force Government-Wide Purchase Card (GPC) Program, and therefore does not include all information contained in the AFI. Examples provided in this AFTACI are not all inclusive of what is or is not allowed when using the GPC. Cardholders and approving officials should become familiar with the AFI for specific governance associated with this program. All cardholders are required to become familiar with violation procedures defined in AFI 64-117 paragraphs 13.4, 13.5, and 13.6.

2.1.1. GPC Execution. Personnel charged with executing the GPC program, as well as personnel who directly or indirectly cause the expenditure of GPC funds, do so within the context of an approved and funded program with the full knowledge of the current status (i.e., annual or quarterly program, available balance, current expenditures, etc.) of their GPC resources.

2.1.2. The GPC may be used to purchase authorized supplies, equipment, and non-personal services up to the micro-purchase threshold (currently \$10,000). Each cardholder's limit will be set based on the needs of the organization and may be less than the \$10,000 maximum limit allowed by law.

2.1.2.1. Exceptions:

2.1.2.1.1. Davis Bacon Act: The micro-purchase threshold for contracts involving construction, alteration, or repair of public buildings or public works, including painting and decorating, is \$2,000 (The Davis-Bacon Act, see FAR 22.4).

2.1.2.1.2. Service Contract Act: The micro-purchase threshold for contracts the principle purpose of which is to furnish services through the use of service employees is \$2,500 (Service Contract Act of 1965, see FAR 22.10). Examples of applicable services include: custodial, janitorial, housekeeping, grounds maintenance, etc.).

2.1.3. Recurring services are those performed at regular intervals and have a demand that can be accurately predicted on an annual basis. Recurring services requirements estimated to exceed \$2,500 per fiscal year shall be acquired through the local contracting office. Non-recurring services involve one-time, unpredictable, or occasional requirements.

2.1.4. If specifically authorized to make purchases above \$10,000, cardholders not in contracting organizations may use the GPC only to obtain items from pre-priced government contracts and agreements (e.g., Federal Supply Schedule (FSS), Blanket Purchase Agreements (BPA), Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, etc.). In this case, authority to use the GPC will not exceed \$25,000 per vendor. When purchasing from FSSs and BPAs, cardholders must provide documentation in the GPC Express Contract Action Reporting System (ECARS) for a review of prices on at least three contracts/agreements unless it is a competitively awarded BPA and select the best value item for their requirements.

2.1.5. Green Purchasing. AFTAC is committed to the DOD goal of 100% green purchasing. AFTAC/SE, in its role as the Unit Environmental Coordinator, will create and publish an AFTAC Guide to Green Purchasing, which will describe procedures and options for procurements that conserve resources, maximize use of recycled and reusable materials, limit harmful emissions, and maximize safety and health. All AFTAC GPC cardholders will review this guide and, to the maximum extent possible, considering fiscal and mission-related constraints, will endeavor to purchase environmentally preferable products and services. Cardholders may consult AFTAC/SE for additional information.

3. Authorized/Unauthorized Use of GPC.

3.1. Purchases Requiring Authorization. All GPC purchases require the cardholder to obtain proper signatures on the AFTAC Form 26, AFTAC GPC Purchase Worksheet (PR), before the purchase can be made.

3.1.1. All PRs require mandatory approvals from AFTAC Supply (SPTS/MSLS).

3.1.2. The following purchases require approval of AFTAC/SE. If in doubt as to whether or not to seek SE approval, consult SE.

3.1.2.1. Hazardous and Potentially Hazardous Materials. GPC holders will coordinate with AFTAC/SE to ensure that all requirements specified in AFI-327086, Hazardous Materials Management, are met. Cardholders are required to have AF Form 3952, Chemical/Hazardous Material Request Authorization, in the AF HAZMAT tracking system and a "manufacturer specific" material safety data sheet attached to the AFTAC Form 26. AFTAC/SE will obtain necessary approval from 45 SW/SE. Hazardous Materials being purchased for the warehouse do not require approval from 45 SW/SE; however, approval from AFTAC/SE is required.

3.1.2.2. Safety equipment, including personnel protective equipment (PPE), safety barriers, fume hoods, and any equipment used to control or mitigate safety or occupational health hazards.

3.1.2.3. Non-standard or off-road vehicles (golf carts, gators, ATVs, etc.).

3.1.2.4. Industrial equipment that presents a significant hazard to personnel when operated (power tools, welding equipment, sand or bead blasting tools, etc.).

- 3.1.2.5. Equipment that may produce hazardous noise levels (power tools, air compressors, lawn equipment, etc.).
 - 3.1.2.6. Equipment that may emit electromagnetic frequency radiation (RF transmitters, antennas, waveguides, etc.)
 - 3.1.2.7. Lasers, including laser pointers. Does not include laser printers.
 - 3.1.2.8. Any radioactive materials.
 - 3.1.2.9. Any other purchase that GPC cardholder perceives to present a potential safety issue.
- 3.2. Communication, Computer, Software, Cameras, and Audio/Video Equipment. Cardholders must have an approved Information Technology Enterprise Management (ITEM) requirement and must obtain approval from AFTAC Cyberspace Capabilities Squadron (709 CYS/CYBE) before the purchase can be made.
- 3.3. Non-expendable (budget code 9) Equipment Assets over \$5,000. If these are purchased with the GPC, they must have accountability records established through the Support Squadron (SPTS/MSLS). Cardholders or Approving Officials are required to route GPC PRs to the Equipment Custodian. Equipment Custodian will be notified of the purchase so they can track the delivery of the equipment.
- 3.4. Unauthorized Use of the GPC. The GPC shall not be used for the following purposes (refer to AFI 64-117 for a more complete list).
- 3.4.1. Rentals or Leases of Land or Buildings Exceeding 30 days. Exception: Rental of temporary storage to facilitate office reconfiguration not to exceed 90 days provided the total price of rental does not exceed \$2,500 and the rental period does not cross a fiscal year and subject to the written approval of the civil engineering real property officer.
 - 3.4.2. Gifts (e.g., retirements, farewells). These include food/beverages for organizational functions (commander's calls, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. United States (US) flags for presentation may be purchased with unit funds for retiring military only. Likewise, rental of banquet halls or similar facilities for these functions are not authorized.
 - 3.4.3. Entertainment. Party supplies, serving material, food, and drinks are considered entertainment and are prohibited unless specifically authorized by law.
 - 3.4.4. Purchase of equipment or items that are intended to be personal in nature (e.g. kleenex, exercise equipment, etc.).
 - 3.4.5. Purchases of Controlled Cryptographic Items (CCI). The GPC shall not be used to purchase or repair secure telephone instruments or CCI assets. These must be requisitioned through the Logistics Readiness Squadron to ensure proper accountability records are established.
 - 3.4.6. All cardholders and approving officials shall comply with any and all Major Command (MAJCOM) and/or locally mandated restrictions.

3.5. Accountability of Property. For equipment items equal to or under the micro purchase threshold, accountability is the responsibility of unit commander. At least monthly, unit commanders must take action to ensure items purchased using the GPC and requiring accountability, are accounted for in the appropriate property book (Air Force Equipment Management System (AFEMS)/Standard Base Supply System (SBSS), Asset Inventory Information Management System (AIM). The commander has established a locally devised program that provides visibility and audit trail capability. GPC PRs with pilferable items will be marked as such in the automated GPC system. This will notify the equipment custodian of the pilferable items so they can track the items. The automated GPC system produces a report of all pilferable items broken out by Group/Directorate. These records shall include all items considered pilferable or easily resalable on the open market. Examples of such items include cell phones, digital cameras, fax machines, palm pilots, copiers, and printers.

3.6. Control of Pilferable Items. Pilferable items are items which are not required to be accounted through the base supply system or through AFI 23-101, Air Force Material Management, but are readily transportable and which are deemed easily resold on the open market.

3.6.1. Pilferable items vary in dollar value, but are of sufficient dollar value to pose a temptation to theft and to warrant administrative efforts to account for and control them. The list of pilferable items are as follows: digital cameras, UPS battery backups, cellular phones, personal organizers (Day Runners), ergonomic devices specifically purchased for an individual based on physician prescription (e.g., chairs, back supports, or foot rests), Special Hardware for PCs (ergo keyboard or wireless mouse/keyboard), External Computer Peripheral Devices not identified as an integrated part of a workstation purchased via Quarterly Enterprise Buy (hard drives, flash or thumb drives, floppy or zip drives, memory cards, fax machines, portable projections systems, electronic labeling systems, and laptop bags).

3.6.2. In addition, the Group/Directorate may deem any items purchased as a pilferable item subject to this instruction. All items listed and any items the Group/Directorate deems pilferable and purchased by a government purchase cardholder will be received by the cardholder who placed the order. The cardholder will distribute the item through AF Form 1297, Temporary Issue Receipt, or the AFTAC Form 26. The hand receipt or AFTAC Form 26 must at a minimum describe the item, dollar amount, and indicate the individual who will be accountable and the date the item was issued. Both, the cardholder and the person receiving the item must sign the receipt. The original hand receipt or AFTAC Form 26 will be kept with the official GPC records. A copy of the hand receipt or AFTAC Form 26 will be given to the person receiving the items and a copy given to the Group/Directorate equipment custodian. The equipment custodian will ensure the item(s) is listed on the Group/Directorate Pilferable Items Spreadsheet/log.

3.6.3. Any person who is accountable for a pilferable item must take the appropriate measures to safeguard it. When the item is no longer required or becomes unserviceable, it must be turned in to the Group/Directorate equipment custodian to record the item's disposition (e.g., redistribution to another member, turn in as excess, etc.).

3.6.4. The Group/Directorate GPC approving official has responsibility for oversight of this policy. XP and SDQ will audit the Group/Directorate Pilferable Items Spreadsheet at the time of the approving official and cardholder random audits.

4. Responsibilities and Procedures for GPC Operations.

4.1. General Responsibilities.

4.1.1. XPB.

4.1.1.1. Responsible for oversight and management of the GPC program for AFTAC to include such functions as:

4.1.1.1.1. Provides annual refresher training to all approving officials, cardholders, and resource advisors.

4.1.1.1.2. Primary point of contact between AFTAC and 45 CONS/Contract Management Operations (GPC) (LGCPB).

4.1.1.1.3. Conducts no notice inspections on at least a quarterly basis.

4.1.1.1.4. Provides guidance on policies and AF instructions.

4.1.1.1.5. Provides assistance to cardholders and approving officials on the use of US Bank Access On-Line GPC Program.

4.1.2. Group/Directorate Approving Official.

4.1.2.1. Responsible for oversight of all cardholders under their control, ensuring that internal controls are in place so that all cardholder transactions are for valid government requirements, are only made for valid appropriated fund expenditures, and comply with the requirements of AFI 64-117 and AFI 65-601 V1, Budget Guidance and Procedures.

4.1.2.2. Establishes Dollar Limits: The approving official is responsible for providing GPC dollar limits to 45 CONS/LGCPB for all of their cardholders and ensuring that established limits are not exceeded. The approving official is also responsible for ensuring spending limits are held to the minimum amount necessary to meet mission requirements.

4.1.2.3. Conducts reviews of 100% of cardholder files at least every 12 months to ensure documentation and reconciliation are being performed properly.

4.1.3. Cardholder.

4.1.3.1. Ensures purchase limits assigned to the card account are not exceeded. The total amount of a single purchase may be comprised of multiple items, but it may not exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit, monthly spending limit, or quarterly spending limit are exceeded. Payment for purchases shall not be split in order to stay within the single purchase limit.

4.1.3.2. Cardholders are prohibited from making repeat buys of the same item to avoid the \$10,000 limitation for purchasing and the \$25,000 limitation for ordering using the GPC. In addition, no purchase from the same vendor may exceed the single purchase limit of \$10,000 even if the individual items comprising the purchase have unit prices

that are less than \$10,000. The GPC was implemented to avoid the need for warehousing items and requisitioning items through the supply system. This “just-in-time” buying philosophy allows organizations the flexibility to buy items when they need them. However, there is no basis in regulation or law to permit cardholders to repetitively purchase an item when the cardholder knows or should have known of additional requirements for the same item that would result in an aggregate purchase greater than \$10,000. There is a distinction between buying supplies and services based on one’s own needs known at the time and buying for one’s organization based on the known organizational requirement or forecast.

4.1.3.3. Obtains independent verification of receipt of all items purchased using the GPC. Receipt must be documented by indicating "received," the date, and the signature of the person verifying receipt on the vendor receipt, sales receipt, shipping document, credit card receipt, or equivalent document. The individual verifying receipt may be the cardholder's approving official, supervisor, or other designated individual as appropriate. The cardholder shall notify the property custodian of all purchases for accountable property, including pilferable items upon receipt of the item.

4.1.4. Resource Advisors.

4.1.4.1. RA are responsible for ensuring enough funds are available to make a purchase. They must approve by signing each AFTAC Form 26 for their Group/Directorate. They must ensure that all items listed on each AFTAC Form 26 are legal and required to perform the AFTAC mission.

5. SDQ Surveillance.

5.1. To ensure maximum compliance with governing directives, the SDQ Office will conduct ongoing pre-surveillance of the Government Purchase Card (GPC) Program. During normal GPC routing, SDQ will assess/analyze each and every purchase to verify that the minimum qualifications for purchase, IAW AFI 64-117, Section 4 have been met. Pre-surveillance will include, but not be limited, to verification of Commodity Group Approval, use of Priority Sources, required documentation, and preventing split-requirements. All pre-surveillance and discrepancy notification will be IAW AFI 64-117, and shall be highlighted to the AFTAC/XP for further consideration.

KATHARINE G. BRANSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-7086, *Hazardous Materials Management*, 1 November 2004

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 31 January 2006

AFI 65-601 V1, *Budget Guidance and Procedures*, 24 October 2018

AFMAN 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

AFTAC Form 26, *AFTAC GPC Purchase Worksheet*

Adopted Forms

AF Form 1297, *Temporary Issue Receipt*

AF Form 3952, *Chemical/Hazardous Material Request Authorization*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

45 CONS—45th Contracting Squadron

45 CONS/LGCPB—45th Contracting Squadron /Contract Management Operations (GPC)

45 SW—45th Space Wing

AF—Air Force

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information System

AFTAC—Air Force Technical Applications Center

AFTACI—Air Force Technical Applications Center Instruction

AIM—Asset Inventory Management System

ATV—All-Terrain Vehicle

BPA—Blanket Purchase Agreement

CCI—Controlled Cryptographic Items

CYBE—Cyber Resource Flight

CYBK—AFTAC Publications and Form Manager

CYS—Cyberspace Capabilities Squadron

DOD—Department of Defense

FAR—Federal Acquisition Regulation

FSS—Federal Supply Schedule

GPC—Government Purchase Card

ECARS—Express Contract Action Reporting System

HAZMAT—Hazardous Materials

IAW—In Accordance With

ID/IQ—Indefinite Delivery/Indefinite Quantity

LGCPB—45 CONS/Contract Management Operations (GPC)

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PPE—Personal Protective Equipment

PR—Purchase Request

RDS—Records Disposition Schedule

RF—Radio Frequency

SBSS—Standard Base Supply System

SE—Safety Office

US—United States

XP—Directorate of Plans and Programs

XPB—Financial Management and Analysis Division