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Book Descriptions:

consumer level supply policy manual

Federal government websites often end in.gov or.mil. Before sharing sensitive information, make sure you're on a federal government site. The Federal Register notice of withdrawal is on display at 80 FR 53311. The Federal Register notice of withdrawal is on display at 80 FR 28624. The Federal Register notice of availability is published at 79 FR 74729. The Federal Register notice of availability is on display at 79 FR 31949. The Federal Register notice of availability is on display at 79 FR 21250. This CPG provides guidance to FDA staff regarding decomposition in fish and fishery products. The CPG provides guidance to help FDA personnel determine whether to take enforcement action based upon the presence of 3MCPD in acidHP and Asianstyle sauces in interstate commerce or offered for import into the United States. The CPG provides guidance to FDA Staff on FDAs enforcement policy for *Listeria monocytogenes* L. *monocytogenes* in foods. See 73 FR 1357, Jan. 8, 2008. This revised draft CPG provides guidance for FDA staff regarding FDAs current thinking on its enforcement policy for pesticide chemical residues in food. We intend to use the following four indicators to help users of the guidance identify future additions or revisions 1 The updated guidance will be identified as a revision of the previously issued document, 2 the revision date of the guidance will appear on its cover, 3 the edition number of the guidance will be included in its title, and 4 questions and answers that have been added to the guidance, or prior answers that have been in any way modified, will be identified as such in the body of the guidance. The two guidance documents explain FDAs current thinking on issues related to the pedigree requirements of the PDMA. Revisions were made throughout the CPG, most significantly, to conform to the device registration regulations.<http://loppisidjupdalen.se/images/uploaded/996-service-manual.xml>

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If a contract sterilizer only distributes sterilized devices to the manufacturer or other registered firm and does not ship the sterilized devices into commercial distribution, then it is not required to register with the Center for Devices and Radiological Health 21 CFR 807.20c2. Additionally, a contract sterilizer located in a foreign country is only required to register if it imports, or offers for import, the sterilized devices into the United States 21 CFR 807.40a. Guidance replaces Compliance Policy Guide CPG Sec 110300, Guidance for FDA Staff Registration of Food Facilities Under the Public Health Security and Bioterrorism Preparedness and Response Act of 2002; Guidance replaces Compliance Policy Guide Sec. 440.100 Marketed New Drugs Without Approved NDAs or ANDAs CPG 7132c.02. See 71 FR 38650, Jul. 7, 2006. See 71 FR 38650, Jul. 7, 2006. This CPG was superseded by 21 CFR 556.200. Confirm and Pay 313. File Retention 314. Convenience Checks and Foreign Draft Checks 315. Office Supply Blanket Purchase Agreements BPAs 316. However, as these are risk managed programs, activities should maintain a proper balance between the control environment and ease of use to ensure that the benefits of the card continue to accrue. These procedures establish Armywide standards designed to provide all Army activities with a foundation upon which to build specific standard operating procedures governing their programs. b. Nonappropriated activities implement policies and procedures governing the Army's morale, welfare, and recreation programs and general policies on Nonappropriated Fund Instrumentalities NAFI. Chaplaincy activities implement policies and procedures governing Army Chaplain Corps activities. The contractor hereinafter referred to as the Servicing Bank provides commercial GPCs and associated services. The Army issues a task order to the servicing bank for its GPC services. 14. References a. Federal Acquisition Regulation FAR, Part 13 Simplified Acquisition Procedures

b. <http://karamel-kafe.ru/img/996-parts-manual.xml>

Defense Federal Acquisition Regulation Supplement DFARS, Part 213.301 Governmentwide commercial purchase card c. Army Federal Acquisition Regulation Supplement AFARS, Part 5113.2 Simplified Acquisition Procedures d. Treasury Financial Manual, Vol. Sample appointment letters are located at Appendix F. b. Orientation and training on the Army purchase card program is a prerequisite to receiving a GPC. c. Generally, only government employees can be cardholders. However, a number of exceptions apply 1 Under certain conditions, GSA can authorize contractors to establish cards directly with the issuing bank, if necessary. DOD Guidebook page A1. Requests for GPC by contractors working under cost type contracts shall be forwarded to the Army contracting officer for the cost reimbursable contract. If payment under a written contract is made by the GPC, then the contracting officer shall insert the FAR clause 52.23236, Payment by Third Party, in solicitations and contracts. Payment by a purchase card may also be made under a contract that does not contain the clause at 52.23236, to the extent the contractor agrees to accept that method of payment. When the clause at 52.23236 is included in a solicitation or contract, the contracting officer shall also insert the clause at 52.23233, Payment by Electronic Funds Transfer—Central Contractor Registration, or 52.23234, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration, as appropriate. f. The maximum single transaction dollar limit for the GPC for standalone purchases shall be the micropurchase threshold as defined at FAR 2.101, DFARS 213.3012 and AFARS 5113.27090. The maximum single transaction dollar limit for contract payments against existing contracts shall be as identified in the contract and shall be within the limits defined in the CH written Delegation of Authority letter or the contracting officer's warrant.

In the event of an emergency need for contingency or humanitarian aid operations, the Executive Office of the President may sign into law an emergency procurement authority allowing increased GPC and convenience check limits and revised procedures in support of contingency and humanitarian aid operations. In such circumstances, the Director of Defense Procurement and Acquisition Policy also may authorize class deviations to allow organizations to deviate from the FAR and DFARS. Such deviations may include raising GPC spending limits. A separate and dedicated training GPC card must be issued and used to purchase training. If found necessary to procure using a third party payment merchant, the BO must ensure adequate supporting documentation showing that there was a detailed review of the purchase and that the use of the third party payment merchant was unavoidable. 16. Applicability These procedures apply to all GPC purchases with cards issued by the Army. Non-Army tenant organizations issued Army GPCs or convenience checks by an Army contracting office are also subject to these procedures. The policy established in this document supersedes previous guidance issued in the Draft Army Regulation AR 715xx. The SCO's management responsibility for the GPC program may be delegated to the CCO. Certifying Officer which is the Billing Official appointed by Installation Commanders or activity directors on DD 577. BO monitors and approves CH purchases and certifies billing statements Level 6 Cardholder. Individual issued the GPC or convenience checks. Forward all sales receipts and credit vouchers to the BO; and, 24 providing to the BO upon departure the disposition of CH records and transfer all CH records to the BO with all statements, supporting documentation, receipts, logs. f.

Resource Managers RMs fund GPC purchases using the General Fund Enterprise Business System GFEB, and in the case of organizations on legacy systems, continue to use the bulk method in lieu of creating and citing unique accounting classifications for each individual GPC purchase. The bulk funding method requires a periodic monthly, bimonthly, quarterly, or annually fund reservation, through obligation, equal to the anticipated purchases for that period. Bulk funds may be assigned as a single line of accounting to each CH account to cover anticipated GPC purchases for a specified period. The Defense Acquisition Workforce Improvement Act DAWIA requires the Department of Defense to establish education and training standards, requirements, and courses for the civilian and

military workforce. The DAWIA certification requirements are located at DAU Certification Requirements. DAWIA contracting or purchasing certification includes a training, education, and experience requirement. Chapter 2 Establishing and Maintaining a GPC Account 21. Nomination, Selection, and Appointment of Cardholders and Billing Officials a. Nomination, selection, and appointment of CHs and BOs are in accordance with AFARS Part 5113. The nominating official must be in the supervisory chain of the individual being nominated. CHs, BOs, and Checkwriters must be issued written authority identifying their limits of authority, duties, responsibilities, credit limits, and the written authority must reference mandatory compliance with the AFARS Subpart 5113.2 and the Army Government Purchase Card Operating Procedures. The BO, or CH will acknowledge receipt electronically signature and date permissible of appointment letters. Warranted contracting officers do not require a separate delegation of authority to use the GPC. b. The CH is also a Departmental Accountable Official DAO according to paragraph 3305 and 3306, Chapter 33, Volume 5, of the DOD FMR.

<http://helpmequickbooks.com/images/canon-faxphone-b640-user-manual.pdf>

CHs must successfully complete the required GPC and ethics training to be delegated micropurchase authority prior to receiving a GPC see paragraph 22. A sample delegation of micropurchase authority is provided at Appendix F. c. The BO is also a Certifying Officer within the context of the GPC program. The Certifying Officer's minimum qualifications and eligibility are further discussed in DOD FMR Volume 5, Chapter 33. BOs are responsible for the accuracy of payments, including designation of the proper appropriations or other funds certified to the paying office and Disbursing Officer. BOs are financially responsible for any illegal, improper, or incorrect payment as a result of an inaccurate or misleading certification. To certify GPC invoices for payment by the DFAS, the BO must be appointed as and accept the responsibilities of a Certifying Officer using the DD Form 577 and complete ethics and fiscal law training see paragraph 22. Successful completion of the initial training course is required before issuing cards. Successful completion of the refresher training course must be satisfied once every two years by program officials in order to continue in their roles. The SCO or the local GPC activity may require refresher training more frequently to satisfy their training or operational needs. Visit for more information and Section 508 compliance training titled Micropurchases and Section 508. GSA developed several online and CD training modules that can be accessed at. The requiring activity must identify IT deliverables covered by Section 508 and then identify the applicable technical standards; functional performance criteria; and information, documentation and support that apply to each IT deliverable to produce products that conform to the accessibility standard. 23. Account Establishment a. GPCs are issued only as mission requirements dictate. Only DOD civilian employees, military personnel, or members of the Armed Forces may be issued a GPC or be appointed a BO.

<http://heidelberg-schloss.com/images/canon-fax-l120-service-manual.pdf>

The RM Office establishes the default and alternate lines of accounting for the proper designation of appropriation, and inputs the spending limits in Access Online AXOL. c. Each GPC account has a single purchase transaction limit and monthly purchase limit. Generally the single purchase limit is the micropurchase threshold. The cumulative spending total of all CHs monthly purchases make up the billing cycle limit for the BO. Total monthly purchases may not exceed the billing cycle limit that is established in the Servicing Bank's transaction authorizations system. The CH's monthly spending limits are modified by the RM in AXOL when operational circumstances warrant. GPC CHs are pecuniarily liable for erroneous payments that result from the negligent performance of duties in the amount of erroneous payment, up to one month's pay. All accountable officials are required to comply with DOD regulations, policies, and procedures, including standard operating procedures. Failure to act in accordance with such regulations, policies, and procedures is generally considered evidence of negligence. Following orders from superiors that are contrary to regulations,

policies, and procedures, is no defense to negligence or bad faith. A heavy workload or a lack of experience, supervision, or training, is not a factor in determining relief from liability. d. Statutory authority Any misuse of the GPC is subject to criminal, civil, Uniform Code of Military Justice, administrative, and disciplinary actions as appropriate. 1 CHs DOD FMR defines a CH as a DAO, and as such, are liable for up to one month's pay for misuse resulting from their negligent actions. DOD Directive 7000.14R imposes financial liability for negligent performance of the CH's duties. The GPC BO meets the definition for Certifying Officer in the DOD FMR. The BO is financially liable for improper payments resulting from misuse or abuse of the GPC.

The act of certifying a billing statement for payment makes the BO financially responsible for illegal, improper, or incorrect payment due to an inaccurate or misleading certification. Consequently, a BO who knowingly makes a false certification may be asked to repay the Government for the items or service purchased. If there is no justification, the reviewer must notify the BO's Commander or Director. The Commander or Director must conduct an investigation in accordance with AR 156. The investigation must provide the DOD employee or military member with an opportunity to rebut the presumed liability. Only the CHs make purchases using their GPC. The CH must maintain the physical security of the card. Commanders and supervisors shall follow Army guidance to ensure that security clearance reviews are conducted when the holder of a government purchase card comes under investigation for card misuse. c. The Servicing Bank must ensure that adequate controls are in place to ensure the security of transaction data within their electronic access system. Chapter 3 Operational Guidance and Procedures 31. Making Purchase Transactions a. Requiring activities must perform acquisition planning to consider strategic sourcing vehicles; identify procurement needs; and initiate procurement actions with sufficient lead time to buy appropriate products at the right price from the right suppliers in a timely manner. Requirements and logistics personnel should avoid issuing requirements on an urgent basis or with unrealistic delivery or performance schedules, since it generally restricts competition and increases prices. b. CHs should consider small businesses and installation AbilityOne Base Supply Centers to the maximum extent practicable, when making micropurchases to increase their participation when using the GPC below the micropurchase threshold. c. Purchase requirements exceeding the micropurchase threshold must be referred to a contracting office for formal contracting action.

Splitting requirements into smaller parts to avoid formal contracting procedures, competition requirements, or to keep spending limitations under the micropurchase threshold is prohibited. GPC micropurchases should be distributed equitably among qualified suppliers, in accordance with FAR 13.202a1, with special consideration paid to supporting your installation AbilityOne Base Supply Center, and local, small, and small disadvantaged businesses. CHs must use mandatory sources identified in this regulation e.g. FAR Part 8, DOD EMALL for office supplies, before deciding to use outside commercial vendors. CHs must ensure the final price includes all costs associated with the mode of transportation and packaging selected to the destination country, customs import duties, and any other charges that may accrue. Consult DOD Directive 4500.54E, DOD Foreign Clearance Program FCP prior to the requisitioning action to ensure compliance with host nation customs requirements. f. The GPC may be used as a method of payment MOP for simplified acquisitions and contracts in accordance with DFARS 213.301, AFARS 5113.20290 and 5113.27090. An individual authorized as an Army ordering officer, and other designated contracting personnel may use the purchase card as a method of payment up to the limit as identified in the contract; under the supervision of the contracting officer or from Army contracts that, by their terms, expressly allow Army ordering officers to place orders and pay with the GPC as identified in AFARS 5113.20290. GPCs contract payment cards must be issued and dedicated solely for this purpose. g. Federal Procurement Data System Next Generation FPDS. DD Form 2171, Request for Tuition Assistance TA, provides financial assistance for voluntary off duty education programs in support of soldiers professional and personal self development. Advance payments are authorized under the TA

Program in accordance with AR 6215. All course enrollments must be approved prior to start of class.

Soldiers must request TA through www.GoArmyEd.com, prior to the course start date or before the school's late registration period.

34. Reimbursement of Training Expenses Commanders at all levels must insure that the Government's interests are protected when an employee fails to complete training for which the Army pays all or part of the training expenses. This includes both Government and non-Government training.

a. Government training. If an employee fails to complete training satisfactorily, one of the following actions will take place:

- 1 If failure is due to the employee's negligence or willful misconduct, disciplinary action will be taken.
- 2 If failure is for reasons beyond the employee's control such as illness or recall by proper authority, no action will be taken.

b. Non-Government training. 1 If an activity pays for training only when the training is completed or requires the employee to share the training costs, the activity will fully inform the employee in advance. In some cases, this information may be included in the continued service agreement. Training must still be approved in advance. 2 If an employee fails to complete non-Government training satisfactorily, actions in a or b below will be taken. Employees must be advised in writing of these requirements before the training starts.

a. If the failure to complete training is due to the employee's negligence or willful misconduct, he or she must repay training expenses other than salary costs. In addition to those mandatory sources listed in FAR Part 8, cardholders should strongly consider using small and small disadvantaged businesses whenever possible. A full line of AbilityOne products can be found at your local installation AbilityOne Base Supply Center, DOD EMALL Army Corridor, and through AbilityOne.com where installation agreements do not exist for Base Supply Centers.

22372US b. In accordance with AFARS 5139.

10190a, Computer Hardware, Enterprise Software and Solution CHES is the Army's mandatory source for commercial Information Technology IT hardware and software purchases. CHES, accessible at ches.army.mil, is a set of multiple award Indefinite Delivery Indefinite Quantity IDIQ contracts that offer IT products and services that comply with NETCOM, Army and DoD policy and standards. Cardholders must utilize CHES contracts and DoD enterprise software agreements first regardless of dollar value. Any purchase made outside of the CHES contracts requires a waiver. The waiver process is located at ches.army.mil. Waivers are granted when products are unavailable on CHES contracts or when hardware and software is available at a lower price from an alternate source. A CHES waiver does not constitute approval to purchase any product or deviate from any other Army regulation or policy. If no small business capability exists, CHES contract vehicles are the preferred source for acquisition of IT services. Waivers from CHES are not required when procuring IT services. However, if IT Hardware and Software are required as part of a non-CHES IT services contract, a waiver for the hardware and software is required.

c. Green procurement is the purchase of environmentally preferable products and services see FAR 23.202, 23.403, and 23.703. The Army Green Procurement Policy Memorandum, dated 22 Nov 06, established the Army Green Procurement Program (GPP) policy that All Army personnel must comply with green procurement requirements to facilitate attainment of the DOD goal of 100% compliance with mandatory Federal purchasing preference programs see AR 701. A copy of the guide can be found at www.army.mil/gpp. 1 Training on GPP requirements should be conducted when cards are issued and on a recurring basis to provide updates and remind buyers of responsibilities and procedures.

Installations must consider environmental factors in all purchasing decisions and give preference to those products and services designated by or recommended in Federal green purchasing preference programs.

4 Per the National Defense Authorization Act of 1998, as of January 1, 2004, paper purchased using the GPC must be 50% postconsumer recycled paper. If 50% postconsumer recycled paper is not available for purchase, then as an alternative to meeting the standards for all printing and writing papers, the minimum content standard shall be no less than 50% recovered materials.

5 Acquisition of EPA designated items that do not meet the EPA minimum recovered material standards

must be justified in writing if over the micropurchase threshold. A written determination must cite one or more of the following reasons and be maintained by the cardholder for exemption from recovered material standards:

- a Items containing EPA recommended recovered content standards are not available within a reasonable period of time.
- b Items are only available at an unreasonable price. Include sufficient information to support price decision.
- c Items are not available from a sufficient number of sources to maintain a satisfactory level of competition. Include list of sources queried.
- d Items based upon technical verification fail to meet performance standards or specifications.

36. Separation of Duties

a. OMB standards for internal controls require that key duties and responsibilities be divided or segregated among individuals to ensure they do not exceed or abuse their assigned authority, OMB Circular A123, Appendix B Revised, paragraph 4.3. Separation of duties is an internal control activity, intended to provide checks and balances to the GPC process, to prevent or minimize innocent errors or intentional fraud occurring without detection. This is done by ensuring that no single individual has control over multiple phases of a purchase card transaction.

To protect the integrity of the procurement process, no one person is responsible for an entire purchase card transaction. Key purchase card functions must be handled by different individuals. Inadequate separation of duties could allow errors and fraud to occur without detection. In no case shall the same individual be the CH and the BO for a GPC account. A CH, who is a hand receipt holder, should not purchase property for their own use. This number includes both BO and CH accounts. When the span of control exceeds the Army standard by more than 10 percent and the CCO elects not to provide additional resources, the CCO must provide the SCO with formal documentation stating that the CCO has personally reviewed the existing span of control and has determined the span of control is adequate to ensure program administration and surveillance can be performed at a satisfactory level. The approval levels for waivers are indicated in paragraph 37e. In these cases, the BO prepares a request for a waiver to policy. The request must address the unique conditions that affect the process and show, with a high degree of certainty, that the BO can be expected to comply with the review and certification procedures. The request must include the number and location of assigned CHs, the total average number of transactions made by the CHs, the amount of time the BO can devote to the certification process, the history of delinquencies, and other factors that seem appropriate. For purchases within the United States, the CH informs the merchant that the purchase is for official U.S. Government purposes and, therefore, is not subject to state or local sales tax. The GPC is embossed with the statement U.S. GOVT TAX EXEMPT and the CH will point this statement out to any merchant attempting to apply taxes to a purchase. In those states where a tax exemption form is required, the CH obtains the required form from the GSA SmartPay Website at.

By clicking on the state in the map, there is a link to download the required forms, as well as contact information for the Department of Revenue should additional questions arise. CHs are responsible for ensuring no sales tax has been included in their purchase, except where applicable.

b. Exceptions to the state tax rules above include Hawaii and Illinois. Both states levy a General Excise Tax GET on businesses selling tangible personal property which is allowed to be passed on to the Federal Government customer.

c. Some companies, such as Amazon, have established a Tax Exemption Program, in which the CH must enroll in order to receive the tax exemption at the point of sale. Cardholders who receive a surcharge or a check out fee in any of the above mentioned states should report the merchant to the state Attorney General's Office.

c. Surcharges may not be added to debit, prepaid or cash purchases and cardholders are required to be notified in advance of making the purchase if a merchant will impose a surcharge. Merchants must also include the surcharge fee on any receipts provided to the cardholder.

d. Per Visa and MasterCard guidance, there is a limit to the allowable surcharge amounts. These limits vary by brand and by merchant discount rate. If the statement is correct, the CH approves it within three business days from the end of the billing cycle. If the statement is incorrect, the CH must contact the merchant and request correction. If the

merchant does not cooperate or provide the ordered goods and services, the CH disputes the incorrect transaction. b. The BO must ensure GPC transactions are legal, proper, and correct in accordance with Government rules and regulations. If the billing statement is correct following the BO's review throughout the month, certification of the billing statement is done within five business days from the end of the billing cycle. If the BO finds questionable transactions, the CH must be contacted to review supporting documentation.

Disputes must be filed by one of three methods: calling the Servicing Bank, faxing over a Cardholder Statement of Questioned Items form, or using the Servicing Bank's dispute process in AXOL, within 60 days of the cycle end date in which the transaction appeared in order to retain the Government's dispute rights. c. Independent Receipt and Acceptance. The cardholder ensures receipt and acceptance of goods, services, and accountable to include sensitive, classified, and pilferable property purchased is properly performed and confirmed through proper documentation by an individual other than the CH. The date received, along with the signature or electronic alternative when supported by appropriate internal controls, printed name, telephone number, and office designator or address of the receiving official will be recorded on the sales invoice, packing slip, bill of lading, or other shipping or receiving document as confirmation of receipt. The billing official verifies the existence of receipt and acceptance documentation during reconciliation of the billing statement. 312. Confirm and Pay a. The Army certifies invoices for payment after all purchased items have been confirmed. This procedure has been called Confirm and Pay. Each BO must establish a system to flag and track all transactions certified for payment with proof of receipt and acceptance. This procedure ensures all transactions reconciled and approved for payment have receipt verified. b. Under the following condition, the Army has adopted the following process in order to allow the Servicing Bank to be paid for items that have been shipped by the merchant but not received by the organization to prevent withholding payment of the entire billing statement for a few transactions. Transactions that have been reconciled and approved for payment will have receipt verified no later than 45 days after the date of the original invoice.