



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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TAG POLICY LETTER 16-1

29 February 2016

USE OF GOVERNMENT PURCHASE CARD

1. References:

- a. USPFO-NJ Standard Operating Procedures Army Government Purchase Card
- b. Department Of The Army Government Purchase Card Operating Procedures
- c. Federal Acquisition Regulation (FAR), Part 13 "Simplified Acquisition Procedures"
- d. Army Federal Acquisition Regulation Supplement (AFARS), Part 5113.2 "Simplified Acquisition Procedures"
- e. Defense Federal Acquisition Regulation Supplement (DFARS), Part 213.301 "Government-wide commercial purchase card"
- f. Air Force Instruction 64-117, Air Force Government Wide Purchase Card Program. (*NJANG only follows this AFI with respect to payment issues.*)

2. Purpose: Card Holders and Commanders must understand the Government Purchase Card (GPC) is a tool of convenience that, under proper control, will enhance unit readiness by facilitating the procurement of equipment, supplies and services. It is imperative that Card Holders, Billing Officials and Commanders understand the requirements and limitations of the GPC Program. Failure to follow established law and policy may result in the immediate suspension of card holder privileges and potentially the permanent loss of use of this program. Individuals who knowingly violate these procedures may be held pecuniary liable for the charges.

3. Applicability: This policy applies to all Card Holders, Billing Officials and Commanders. Both New Jersey Army and Air National Guard will adhere to Army regulations and NJ-USPFO guidance. The Army National Guard has oversight and responsibility for the GPC program for all National Guard entities.

4. GPC Cardholder and Billing Official Responsibilities include:

- a. Completion of all training requirements in a timely manner. This includes required training by position as well as any refresher training.
- b. Strict adherence to established purchase limits. Split purchases will not be used to avoid GPC transaction limits.
- c. Prior to using the GPC for supplies and services, units will use Mandatory Government Sources of Supply. In the event the GPC must be used, the Cardholder must maintain documentation of their search for particular supplies and services and the reason why Mandatory Sources of Supply may not be used in that instance.
- d. Property accountability is a basic Soldier and Airman responsibility. All items purchased must be accounted for and properly secured. Receiving units must take the necessary steps to ensure applicable items are placed on their unit's Property Book or TDA. Physically identify the item or piece of equipment, establish accountability and safeguard it by storing it in a secure established inventory location. As stewards of federal resources it is our responsibility to protect the taxpayer and insure what we purchase is available for use when we need it.
- e. Cardholders and Billing Officials will maintain all appropriate records to include all market research documents and purchase receipts. All documentation must be maintained and available for review and audit, both now and in the future.
- f. Ensure funds are available and in the appropriate account at the time you make your purchase.
- g. Gain an understanding of what is a "Prohibited Purchase". If you are in doubt contact your Agency/Organization Program Manager (A/OPC). Don't guess.
- h. The GPC program is a DoD program. Within the National Guard, the GPC Program is governed by the Army Acquisition Regulations for both ARNG and ANG members. Management and oversight of the GPC program resides with the Principal Responsible for Contracting at the National Guard Bureau. The Army rules are specific. GPC Cards under the management of the NJNG are for CONUS use only and will not be used overseas or while in a Title 10 Status.
- i. You must avoid any appearance of impropriety, never accept gifts from vendors and absolutely avoid any actions that bring your conduct in to question.
- j. Protect the GPC against misuse. It is every card holders' responsibility to safeguard their card. If a card holder, billing official or commander suspects' fraud, unauthorized transactions, misuse or abuse, take immediate action by notifying the bank. Once you have notified the bank, immediately notify the USPFO Agency Program Coordinator (A/OPC) and your chain of command. Protect and care for this card as if it were your own personal account.

5. Mitigation during overseas missions:

- a. The GPC is not authorized for use OCONUS, a formal contract with all its requirements is your only option.
 - b. When tasked with an overseas mission, the NJNG and contracting officer's authority does not extend to overseas support. As such, Commanders will seek logistical and contract support from the Host supporting command as part of their mission planning process.
 - c. Questions arising during unit mission execution overseas will be directed (in this order) to the USPFO A/OPC, the USPFO (or Deputy USPFO), and then the NGB-PARC A/OPC Coordinator.
6. This policy is effective immediately.
7. Questions and comments concerning the GPC program are to be directed to the USPFO A/OPC at (609) 562-0222.



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