

DOC BULLETIN NO. 01-1

DIRECTORATE OF CONTRACTING FORT BUCHANAN, PR DECEMBER 2000

FROM THE DIRECTOR

FY 01 is well into ending the first quarter and it seems like it was only yesterday we were closing the FY 00.

I urge you to manage your budget and make sure you coordinate with your budget analyst to utilize your authorized dollars for contracts, supplies and services prior to August. Plan to utilize your IMPAC card for all those purchases under \$2,500 but keep in mind you must purchase in accordance with regulations.

Although we made exceptions during FY 00 for the use of the IMPAC card and processed actions under \$2,500 for activities, we will be reinforcing to each activity that FY 01 will not allow for these exceptions. We have been given sufficient time to plan with our budget analyst and we must use sound business practices in order to ensure we manage our budgets wisely.

We at DOC appreciate your support throughout the year and want to wish you a very Merry Christmas and a wonderful New Year!

"PROVIDING QUALITY SERVICE IN SUPPORT OF THE SOLDIER".

Debbie A. Curbelo

Director of Contracting

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OF SPECIAL INTEREST..

FROM THE PARC

The OPARC is in process of establishing a file for all Government Credit Card holders on the P Drive.

This site will identify sources/vendors who offer a discount to Government Cardholders. It will list the company, general products, discount, delivery and POC to insure store gives promised discount. Should a cardholder find a better price and the PX offers the item, remember the PX will match the better price and still give a 10% discount. All cardholders need to recognize the importance of getting the best price to save the command dollars. Part 8 of the Federal Acquisition Regulation identifies sources for supplies like GSA Advantage. Before ordering insure local prices are not more cost effective including shipping costs. Should local prices be more cost effective then document your file and take the better price or advise GSA that you can get it cheaper and will they match the price. Certain items on GSA schedule are annotated as mandatory which means USARSO is required to buy that product from that source. Remember no

one is going to criticize you if you save taxpayers money. Use the internet and

the yellow pages and let your fingers do the walking. Try to buy monthly or quarterly and consolidate your office supplies account. Buy economic ordering quantities. Do not be afraid or embarrassed to request a discount of vendors even if they are not listed. Supervisors consider on the spot awards to those cardholders who can show significant annual savings over last years purchases.

William McElven

PARC

FROM OUR

SPECIAL PROJECTS MGR

The Directorate of Contracting has informed key personnel involved with ACQUILINE at the Directorate of Logistics, Directorate of Public Works

and Deputy Chief of Staff of Resource Management that ACQUILINE, the paperless method of processing requisitions, has been implemented as of 27 November 2000.

These are the first directorates to received training in the use the ACQUILINE system and are the directorates that will initially be involved in the ACQUILINE processes in Fort Buchanan. As they break-in the processes and become familiar with the system, it is the intention of the Directorate of Contracting to eventually have all personnel from other activities trained in the ACQUILINE processes . This will bring Fort Buchanan one step further in compliance with the DoD requirement to become paperless.

Effective 1 December 2000, the DOC will no longer accept hard copies of purchase requests from any of the aforementioned activities, where personnel have been trained to use the ACQUILINE system. We are presently in the process of obtaining training for specific personnel, who will then proceed to provide training to others.

Josephine M. Vega

Special Projects Manager

FROM OUR **Policy/Admin Division**

IMPAC NEWS

USING MAT CODES

Many of you have already heard how MAT (Merchant Activity Types) codes are used. These codes are an excellent purchase card management tool.

MAT Code Definition

- A MAT code is a unique four-digit number that identifies groups of MCC codes.
- Each alpha code (A through U) identifies a merchant group engaged in similar business activities.
- Each alpha code (A through U) contains one or more unique four-digit numbers (MCC codes) to identify specific merchants engaged in similar

business activities.

MAT Code Example:

- MAT 0369 contains alpha code "L" and "O" which designate Contractors (L) and Miscellaneous Business Services (O).
- Dozens of four-digit numbers attached to "L" (e.g., 0780-Landscaping, 7394-Equipment Rental & Leasing) designate groups of related business services.
- To allow a cardholder to use a purchase card for a minor repair or remodeling project, but for no other

purpose, restrict card use to MAT 0369.

- You can assign MAT codes to permit or restrict card use. It's entirely your decision. Also, certain MCC

codes (e.g., Casinos, Security Brokers, Child Support) are blocked by default.

Reminder About JWOD

- "Under FAR (Federal Acquisition Regulation) Part 8.7 the JWOD (Javits-Wagner-O'Day) Program is a mandatory source of supply for all entities of the Federal Government, with any payment method (including purchase cards) and at any dollar value."

- "...the JWOD Program's mandatory status remains in effect for all purchases- including those under the

micropurchase threshold. In fact, most JWOD Program supplies are small value items such as office supplies,

cleaning products or medical/surgical supplies that nearly always fall into the micropurchase category."

- "Whether you conduct government business at home or abroad, you're encouraged to make purchases that

improve opportunities for small, small disadvantaged, and women-owned small business concerns."

Rosa Cotto/

Iris Delgado

Agency Program

Coordinators

FROM OUR
Services/Supplies Division

NEW EMPLOYEES

The DOC has some new faces. A warm welcome goes out to Geneva Emiliani and Reginald Taylor. Geneva previously worked as a Contract Specialist in the DOC, TSB, Panama. Reginald, most recently, was with private industry here in Puerto Rico. Both Geneva and Reginald are assigned as Contract Specialists to Contracts Division A.

CONGRATULATIONS

Jannette Delgado and Joyce Vega were officially commended by the Garrison Commander along with five fellow Fort Buchanan Quality Coordinators who conducted an Army Community of Excellence (ACOE) self-assessment of Garrison-wide functions and a plan of action. The actions of Ms. Delgado and Ms. Vega directly contributed to the ability of the USAG to compete in the FY01 ACOE Award Program.

Jack Eugino
Chief, Division A

FROM OUR
Mission Support Division

This article prescribes policies, procedures, and responsibilities governing the activities of Ordering Officers appointed by the Director of Contracting, Fort Buchanan, Puerto

Rico, to procure authorized small purchases and non-personal services

through the use of Standard Form 44 (SF 44).

1. DEFINITIONS:

- a. ORDERING OFFICER: Any military or DOD-employee, appointed by the Director of Contracting, Fort Buchanan, Puerto Rico.
- b. CLASS A AGENT: Any Commissioned, Warrant in the grade of E6 and above or civilian employee appointed by the Finance and Accounting Officer (FAO), to make cash payments. The Class A Agent shall not be the Ordering Officer.
- c. RECEIVING OFFICER: Any military or DOD employee authorized by the requiring activity to inspect and accept supplies and services. This person is not required to be on, orders, and shall not be the Ordering Officer or Class A Agent at the same time.

2. REQUIREMENTS FOR ORDERING OFFICER APPOINTMENT:

- a. Memorandum from the Commander requesting appointment of ordering officer.
- b. Complete and approved Purchase Request and Commitment DA Form 3953 (PR&C).
- c. Mandatory training provided by Directorate of Contracting.
- d. Appointment letter with ordering officer identification number provided by MSD.

3. ORDERING OFFICER RESPONSIBILITIES:

- a. Ordering Officer responsibilities shall not be delegated.
- b. Comply with the provisions of the appointment letter, this LOI, and the Standards of Ethical Conduct, DOD 5500-R.7-R.
- c. Ensure sufficient funds are available for purchases on certified

PR&C. Do not spend in total more than what the PR&C authorizes. Ensure the correct type of funds that the

item to be purchase is authorized under the type of funds that you have available, (OMA, HCA, ERC, LATAM, etc.) The most common type of fund is OMA.

- d. Do not exceed the **\$2,500.00** dollar limitation per transaction. Do not **SPLIT REQUIREMENTS** to avoid this dollar limitation. Purchasing reoccurring supplies and/or services is considered splitting requirements.
- e. Purchase only immediately available supplies and/or services (off the shelf type purchases) that involve immediate delivery and one payment per SF 44. Ensure

that the Class A Agent pays for all purchases or services on the spot.

f. Encourage competition. Ensure fair and reasonable prices by obtaining quotes from different vendors. If possible rotate purchases among vendors.

g. Maintain a register of purchases, copies of each SF 44, and receipts. Give a copy of the register, all SF 44s, and receipts to MSD on the 25th day of every month or upon completion of mission, whichever is first.

4. PURCHASE RESTRICTIONS:

a. Do not purchase in CONUS or in Puerto Rico without the Contracting Officer's approval.

b. Do not purchase food or water from sources, which have no U.S. veterinarian approval.

c. Do not purchase non-expendable and durable supplies without the acknowledgment and approval of the Property Book Officer.

d. Do not purchase services without providing the vendor a complete statement of work (Task, Condition, and Standards). The statement of work must appear on the completed SF 44 or as an attachment to it.

e. Do not purchase liquor, ammunition, medical supplies and/or services, insurance, airline tickets, and vehicle leases.

f. The ordering officer will be held liable for all unauthorized purchases.

NOTE: A Contracting Officer's approval is required prior to any unusual purchase and shall be justified in writing by the ordering officer as required. The chain of command does not have the authority to authorize unusual purchases. Unusual purchases without previous Contracting Officer's approval constitutes unauthorized purchases.

5. PREPARATION OF SF 44

a. Type or print using a ball point pen.

b. Place in (order number block) the Mission Support Division's two first

letters of the two first words, plus fiscal year and invoice sequence. Example: MS-99-0001.

c. Record each purchase on the back of the SF 44 booklet Record of Purchases.

d. If making purchases in a foreign currency place use the exchange rate at the time of the purchase at the bottom of the supplies and services block, along with the total purchase in corresponding U.S. dollars. Example:

Exchange rate 4480 suces = **\$1.00 U.S.**

Total Purchase 350000 suces

= **\$78.12 U.S.**

e. Make sure the Receiving Officer and seller sign each SF 44.

NOTE: Very important!! When in doubt, call the Mission Support Division, Directorate of Contracting at (787) 707-3323 ext. 243 or fax to (787) 707-3967.

8. DISTRIBUTION OF THE STANDARD FORM 44:

a. The Class A Agent keeps, the **white original**.

b. The seller/vendor keeps copy 2, the **blue copy**.

c. The Ordering Officer keeps copy 3, the **pink copy**, then submits it and a RECEIPT from the vendor attached to the SF 44 to the Mission Support Division, Directorate of Contracting.

d. The Ordering Officer keeps copy 4, the **green copy**, for his own records.

6. CLEARANCE REQUIREMENTS:

a. Within 10 to 15 days of mission completion, the ordering officer shall make an appointment with this division at (787) 707-3323, ext. 243 to clear. You should bring the following with you even if you didn't make any purchases:

(1) A copy of the appointment letter.

(2) A copy of the DA Form 3953 (PR&C).

- (3) Any unused SF 44's.
- (4) Pink copy of SF 44 with receipts attached.
- (5) Reconcile all SF 44 purchases listed on the back of the booklet with MSD Contracting Officer or representative.
- (6) Memorandum signed by the Commander stating that all non-expendable or durable supplies purchased were picked-up on the property book or hand receipt respectively.
- (7) Memorandum signed by the Commander justifying unusual purchases if any.
- (8) Mission Support Division will review all documentation and check total expenditures against available funds. If cleared, the Mission Support Division will give the Ordering Officer a copy of the termination memorandum.

Luz D. Somjarlee

Contract Specialist

FAREWELL...

We bid farewell to Ms. Lorena Cruz, former Contract Specialist with the Ft Buchanan DOC family and wish her well!

BIRTHDAY WISHES

Birthday greetings go out to the following DOC personnel whose birthdays we celebrate(d) during this quarter (Oct/Nov/Dec):

Rosa Cotto 14 Oct

Duane Mundy 26 Oct

Lastenia Goldian 01 Nov

Luis Torres 12 Nov

Belkys Torres 13 Nov

Iris Delgado 21 Nov

Carlos DeSevilla 14 Dec

CPT Erwin Rivera 27 Dec

QUALITY CORNER.....



7 BELIEFS TO SUCCESS

1. Everything is cause - effect oriented - nothing is accidental. There is a purpose in all that happens to us. We must find it!
2. Assuming responsibility for what we do, regardless of who or why, is how we control our life.
3. There are no failures or mistakes; all we get are results. Life is a formula. Let's find the variable and don't develop guilty feelings or blame anybody.
4. Knowing everything is not necessary to make sound decisions. Nobody can reach world's wisdom.
5. Human beings are our best resources. Winners respect and create respect.
6. Work is a game. Perform the activity you love - it makes you feel passion.
7. There is no lasting success without working hard!

IF YOUR PROBLEM HAS A SOLUTION....



WHY WORRY?

Geneva Emiliani Contract Specialist

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MERRY CHRISTMAS!