



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CORRECTIONS COMMAND
150 ARMY PENTAGON
WASHINGTON, DC 20310-0150

27 April 2010

DAPM-ACC

MEMORANDUM FOR ACC Resource Management Division and the U.S. Army
Correctional Facility - Korea

SUBJECT: Standard Operating Procedure (SOP) # 8: Requesting the Purchase of
Supplies and Equipment for the US Army Correctional Facility-Korea (USACF-K)

1. Reference National Capital Region Contracting Center (NCRCC) Purchase Card
Operating Procedures, 1 October 2009.

2. The authority and use of the Government Purchase Card (GPC) that has been
provided to the USACF-K is a means for making micro-purchases up to \$3,000.00 with
a monthly limit of \$10,000.00 per card holder. The monthly limit can be adjusted based
on the use of the each cardholder. All rules, regulations, policies and procedures (in
addition to the Federal Acquisition Regulation and the Defense Federal Acquisition
Regulation) governing the purchase card program must be followed. In addition to
overall regulations and policies developed by NCRCC, adherence to internal
procedures is imperative to insure a successful program and remove any conflict of
interest concerning purchases. Specific roles and responsibilities are outlined in
Chapter 5 of the NCRCC SOP for designated GPC participants requiring successful
completion of mandatory training prior to issuance of the authority and the purchase
card. Refresher training must also occur on an annual basis; to include ethics training
provided at http://www.dod.gov/dodgc/defense_ethics/ethics_training/2009_AET.

3. GPC participants are designated as follows: ACC Billing Official (BO), is Matthew R.
Ponton and the Alternate Billing Official (ABO) is Mary S. Gordon. The ACC Budget
Analyst (BA) is Malanio Lipscombe. At the USACF-K, the Supply Officer (SO) is 2LT
Daniel Hannum and the cardholders (CH) are Stephanie Dembski, Patricia Krumnauer
and Scott Krumnauer.

4. The following internal procedures for standard and specialty purchases are to be
followed at all times.

a. Standard Purchases: The procurement of standard items (i.e. those purchases
from the local GSA store). Will be prepared by the first-line prison operations staff and
forwarded to the SO to verify, validate and approve. The SO will use funding allotted to
him from the BA IAW with the Spend Plan and the individual purchase card limits. After
the SO has validated and approved the requirement, the request will be assigned to a
CH for procurement. The CH will insure completion of an independent receipt and

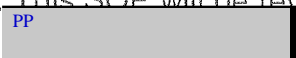
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acceptance by someone other than themselves. This individual will sign the invoice, packing slip or summary of purchase. The CH will complete the order management requirements IAW with Access On-line and approve the purchase.

b. Specialty Purchases: The procurement of specialty items (i.e., items not purchased at the local GSA supply store), will be prepared by the first-line prison operations staff and forwarded to the SO to verify, validate and approve. The SO will forward the request to the BO/ABO for final approval and as necessary will verify the purchase request with the PBO to determine appropriate property book classifications. Once approved by the BO/ABO, the request will be forwarded to BA to validate requirements in the Spend Plan, and verify available funding. BA will forward final approvals back through the BO/ABO to the SO who will then initiate purchase by the CHs. Once the purchase is completed and items received, the CH will insure completion of an independent receipt and acceptance by someone other than themselves. This individual will sign the invoice, packing slip or summary of purchase. The CH will complete the order management requirements IAW with Access On-line and approve the purchase.

6. Cardholders will only execute the purchase of items/merchandise that are verified, validated and approved by the SO at the US Army Confinement Facility- Korea.

7. On a monthly basis, after the approval of the monthly statement, the purchases, supported by all receipts and documentation will be forwarded to the BO by email by the 21st day of the month to complete the certification of the purchase card account. On a quarterly basis, all original receipts and documentation will be mailed to the BO, ACC to be maintained in accordance with NCRCC guidelines.

8. This SOP will be reviewed annually for any changes or updates. POC for this SOP is  703-428-7697/DSN 328-7697.


PP

Chief, Resource Management