



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

09 OCT 2018

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 29

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Purchase Card (GPC) Program

1. **REFERENCES:**

- a. ACC Regulation 715-1, Government Purchase Card Program, 30 December 2016
- b. 411TH Contracting Support Brigade Supplement to the Department of the Army Government Purchase Card Operating Procedures, 31 August 2013

2. **PURPOSE:** To establish and prescribe internal procedures for use of the U.S. Government-wide GPC Credit Card within the USAG Yongsan-Casey to reduce the potential for fraud, waste, and abuse of appropriated funds. This policy is intended to provide specific Unit, Directorate Resource Management (DRM), Approving Official (AO)/Billing Official (BO), Card Holder (CH), Hand Receipt Holder (HRH), Property Book Office (PBO), Information Management Office (IMO), Public Affairs Office and Visual Information Support Center (PAO/VISC) and requestor procedures to ensure all non-consumable, non-expendable, and durable items purchased with the GPC are properly accounted for on the USAG Yongsan-Casey property book.

3. **APPLICABILITY:** This internal SOP applies to all personnel within the USAG Yongsan-Casey who are involved with the GPC Program.

4. **SCOPE:** The procedures and guidance outlined in this policy are **in addition** to those contained in the ACC Regulation 715-1, Government Purchase Card Program, USACCK SOP. This policy is not intended to duplicate information or procedures provided in regulations, USACCK SOP, and USAG Yongsan-Casey PCB External SOP, but is intended to **provide additional** procedures specifically for USAG Yongsan-Casey personnel.

5. **RESPONSIBILITY:**

- a. Garrison Commander and Organizational Directors will:

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(1) Request appointment of cardholders and approving officials.

(2) Ensure internal control procedures are established, published and followed.

(3) Establish a command climate that will reduce the potential of fraud, waste, and abuse of the card program. Investigate suspected or reported fraud, waste, or abuse; take appropriate administrative or disciplinary action when warranted.

(4) Ensure credit cards are not used to circumvent the established supply system or property accountability controls.

(5) Ensure that supplies and services which normally require prior procurement approval are processed properly before purchase (coins, trophies, clothing, bottled water, computer and communication related items, etc.) and that authorizing documentation is retained in unit files for 36 months.

b. DRM will:

(1) Develop, publish, and implement internal GPC program requirements and procedures.

(2) Develop and maintain the unit GPC cardholders and approving officials listing. Track the date initial/annual/biannual training was received.

(3) Initiate administrative or formal action if credit card misuse is detected or reported and advise the USACCK Agency Program Coordinator (APC) to suspend or terminate accounts as required due to card misuse.

(4) Initiate correspondence to the commander, AO, CH, and HRH notifying them of irregularities. This includes late or incomplete delivery of monthly reconciliations, potential card misuse, fraud, waste, abuse, non-accountability, and other circumstances which indicate potential reason for revocation or suspension of cards and accounts.

(5) Review all approving official and cardholder set-up applications, modifications, transfers and cancellations account forms to ensure proper completion and adjustment to the master list.

c. Approving Official/Billing Official will:

(1) Comply with the USACCK GPC SOP, existing regulations, policies, and this policy letter.

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(2) Ensure the PBO, IMO (if Information Management Processing Equipment (IMPE) is being requested) and/or PAO/VISC (if audio/visual equipment is being requested), has signed the GPC Order Request and Receipt Form **BEFORE** approving **ANY** purchase of non-consumable, non-expendable, or durable items. This action will perform three functions. It will ensure that proper supply channels have been exhausted, that the requested item is not already on hand, and that non-expendable/durable items will be accounted for on the property books.

(3) Ensure that CH and HRH conduct **Quarterly** reviews to verify that all non-expendable, non-consumable and durable items purchased with the GPC are added to the property book and hand receipts.

(4) Ensure all Applications, Maintenance Forms, Card Destruction Notices, Increases in Single Purchase Limits, or changes in account limits are processed through the GPC Program Coordinator, DRM.

(5) Review Cardholder purchases and reconciliation – ensure that purchases are legitimate, authorized and that Cardholders have properly entered the log detail for each transaction.

(6) Certify the Card Holder's transactions in Access on Line within 5 business days of the close of the cycle.

(7) BOs must complete the DAU Government Purchase Card Refresher Training – CLG 004 every alternate year and the Certifying Officer Legislation course-CLG 006 annually.

d. Card Holder will:

(1) Comply with the USACCK GPC SOP, existing regulations, policies, and this policy letter.

(2) Obtain signature from the PBO on the GPC Order Request and Receipt Form when non-consumable, non-expendable, or durable items are being requested, **BEFORE** gaining purchase approval from the AO.

(3) Coordinate with the HRH to ensure the items that the PBO has determined to be accountable are added to the HRH's hand receipt with a DD Form 250, Material Inspection and Receiving Report.

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(4) Conduct Quarterly reviews with the HRH to ensure all property identified by the PBO has been accounted for on the property book and HRH's hand receipt.

(5) Verify funds are available by checking with the approving official and obtain the responsible budget section initials prior to card use.

(6) Ensure all Applications, Maintenance Forms, Card Destruction Notices, increases in Single Purchase Limits, or changes in account limits are processed through the GPC Program Coordinator, DRM.

(7) Surrender the GPC card to BO a minimum of 30 days prior to departure from the unit, after cutting the card into two pieces. Cardholders will coordinate this action with BO prior to rendering card unusable.

(8) Approve the Card Holder's transactions in Access on Line within 3 business days of the close of the cycle.

(9) Hand carry the Statement of Account (SOA), monthly log, Questioned Item Forms, and all other supporting documentation to the BO for certification, within 3 days after receipt of SOA or the 19th of the month, whichever is earlier.

(10) CHs must complete the DAU Government Purchase Card Refresher Training –CLG 004 every alternate year.

e. Property Book Officer will:

(1) Review the GPC Order Request and Receipt form to determine if desired items are already on hand and determine whether the property is non-expendable (requires property book accountability), durable (requires formal accountability only), or expendable (in-formal accountability).

(2) Assign document number to items that require accountability and place in suspense file.

(3) Complete the suspense and obtain the signature of the HRH on an issue document.

(4) Update HRH's hand receipt and furnish new copy to HRH.

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f. Hand Receipt Holder will:

(1) Coordinate with the CH, PBO, and requester to add accountable items to the property book and/or hand receipt by collecting one copy of the GPC Order Request And Receipt form, one copy of the receipt or bill of sale, and a completed DD Form 250, Material Inspection and Receiving Report.

(2) Sign an issue document from the PBO for any accountable item.

(3) ~~Sub hand receipt accountable items as needed on a DA Form 2062.~~

(4) Review hand receipt with CH quarterly to ensure all accountable items have been added to the hand receipt.

g. Information Management Officer and Public Affair Officer will:

(1) Review GPC Order Request and Receipt forms that request IMPE/ADPE and audio/visual items and sign the form if request is valid.

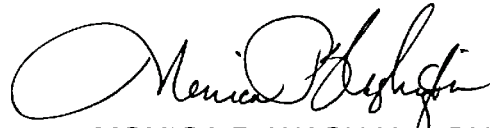
(2) Ensure items requested are not already on hand or that there is not a suitable substitute available.

(3) Annotate the approved requirements statement number, when required, on the top left of the GPC request form if applicable and maintain a copy of requirement statements on file in the IMO or PAO office.

h. Originator of Requirement (Requestor) will: Check to determine if the item is available through the supply system. This should include coordination with the unit PBO, IMO, and Self Service Supply Centre (SSSC) to determine the availability of the requirement from existing inventories. If the item is not available through the supply system in a timely manner or is a non-standard, non-stocked commercial off-the-shelf item, then it is authorized for procurement with the GPC card, within the constraints of this policy letter, USACCK GPC Program SOP and PCB External SOP. A properly completed GPC Order Request and Receipt form shall initiate all purchases.

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6. The point of contact for this memorandum is Ms. Pak, Chong Hui, Directorate of Resource Management (DRM), Tel 738-6505, e-mail: chonghui.pak.ln@mail.mil.



MONICA P. WASHINGTON
COL, LG
Commanding

DISTRIBUTION:
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ALLOWANCES

- Basic Allowance for Housing (BAH) ▼
- CONUS COLA ▼
- Currency
- Other Rates and Allowances ▼
- Overseas Cost of Living Allowances (COLA) ▼
- Overseas Housing Allowance (OHA) ▼
- Per Diem Rates ▼
- Station Allowance Changes

[Programs & Services](#) > [Allowances](#) > [Frequently Asked Questions](#) > [Permanent Change of Station/Relocation](#)

Permanent Change of Station/Relocation Frequently Asked Questions

Updated: 21 February 2017

1. HOUSE HUNTING TRIP (HHT) PRIOR TO MOVE - FOR DoD CIVILIAN EMPLOYEES ▼
2. TEMPORARY LODGING EXPENSE (CONUS) ▼
3. UNIFORMED: TEMPORARY LODGING EXPENSE (TLE) & TEMPORARY LODGING ALLOWANCE (TLA) / CIVILIAN: TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) AND FOREIGN TRANSFER ALLOWANCE (FTA) - (OCONUS) ▼
4. MISCELLANEOUS EXPENSE ALLOWANCE (MEA) / DISLOCATION ALLOWANCE (DLA) ▼
5. REAL ESTATE EXPENSES - FOR DoD CIVILIAN EMPLOYEES ▼
6. RELOCATION SERVICES - FOR DoD CIVILIAN EMPLOYEES ▼
7. PROPERTY MANAGEMENT SERVICES - FOR DoD CIVILIAN EMPLOYEES ▼
8. HOME MARKETING INCENTIVE PROGRAM - FOR DoD CIVILIAN EMPLOYEES ▼
9. PER DIEM FOR PCS TRAVEL ▼
10. RELOCATION INCOME TAX (RIT) ALLOWANCE - FOR DoD CIVILIAN EMPLOYEES ▼
11. WAIVE LIMITATION ON PCS RELOCATION ALLOWANCES - FOR DoD CIVILIAN EMPLOYEES ▼
12. TEMPORARY CHANGE OF STATION (TCS) - LIMITED RELOCATION ALLOWANCES IN LIEU OF EXTENDED TDY - FOR DoD CIVILIAN EMPLOYEES ▼
13. PCS ALLOWANCES TIME LIMITATION ▼
14. TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC) ▼
15. DEPENDENT TRAVEL WITHIN CONUS BY OTHER THAN POC ▼
16. HHG TRANSPORTATION ▼
17. MOBILE HOME TRANSPORTATION ▼
18. NON-TEMPORARY STORAGE (CONUS) ▼
19. WAIVE LIMITATION ON PCS RELOCATION ALLOWANCES - FOR DoD CIVILIAN EMPLOYEES ▼
20. WAIVE LIMITATION ON PCS RELOCATION ALLOWANCES - FOR DoD CIVILIAN EMPLOYEES ▼
21. DAMAGE CLAIMS ▼
22. TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV) (CONUS) ▼
23. TRANSPORTATION OF PRIVATELY OWNED VEHICLE (POV) (OCONUS) ▼
24. POV STORAGE IN LIEU OF POV TRANSPORTATION - FOR UNIFORMED MEMBERS ▼
25. DEPENDENT TRAVEL OUTSIDE CONUS ▼
26. DEPENDENT EARLY RETURN/EARLY RETURN OF DEPENDENT ALLOWANCES ▲

ALLOWANCE	CIVILIAN	UNIFORMED SERVICE MEMBER
26. OCONUS DEPENDENT EARLY RETURN (ERD)/EARLY RETURN OF DEPENDENT	<p>The Agency may authorize a dependent(s) early return to the United States from a foreign OCONUS PDS to the employee's actual residence or an alternate location before the tour completion. See JTR, Chapter 5, Part B3c.</p> <p>If dependents travel before the employee is eligible for return travel and for reasons not in the Gov't's interest, the dependents' travel and transportation expenses are the employee's financial responsibility subject to reimbursement once the OCONUS tour is completed.</p>	<p>The Service may authorize an early return of dependent(s) to an authorized location from a non-foreign or foreign OCONUS PDS before the member's OCONUS tour is completed if in the Gov't's interest. See par. JTR, Chapter 5, Part A3c.</p> <p>If authorized, travel and transportation allowances to the authorized location are allowed but if a POV is shipped under ERD travel order, the member forfeits the authority to ship a POV upon the OCONUS tour completion.</p> <p>See par. 5153 for Travel and Transportation Allowances for a Dependent Relocating for Personal Safety (CONUS and OCONUS applicability).</p>

Most dollar limits on civilian allowances are imposed either by the Federal Travel Regulation (FTR) (41 CFR §302) or Joint Travel Regulations. JTR is the DoD supplement to FTR. Most dollar or weight limits on uniformed personnel allowances are imposed by law or directly/indirectly by the Services through JTR. Some JTR limits are based on DoD policy (Pers, Trans); some Service-unique policies implemented through regulations that supplement JTR.

For more information about uniformed member allowances, see the Joint Travel Regulations, (JTR) on this website under the Travel Regulations tab. JTR has the information. Here's where it is:

- General Rules (JTR, Ch 5, Part A1)
- Member Travel (JTR, Ch 5, Part A2) - Travel via Homeport/Designated Place
- Dependent Travel (JTR, Ch 5, Part A3) (More than 2 POCs, JTR, par. 5154-B)
- HHG Shipment (w/Storage) and/or NTS (JTR, Ch 5, Part A5 & App F)
- POV Shipment (JTR, Ch 5, Part A6 a, b & d)
- POV Storage (JTR, Ch 5, Part A6 c)

- Mobile Dwelling Shipment in lieu of HHG Shipment (JTR, Ch 5, Part A7)
- Dislocation Allowance DLA (JTR, Ch 5, Part A10)
- Temporary Lodging Expenses (TLE) CONUS (10/5 Days) (FTR, Ch 5, Part A9)
- Temporary Lodging Allowance (TLA) OCONUS (JTR, Ch 9, Part C)

For more information about civilian employee allowances, see the Joint Travel Regulations, (JTR) on this website under the Travel Regulations tab. JTR has the information. Here's where it is:

- General Rules (JTR, Ch 5, Part B1)
- PCS Order Preparation (JTR, App I)
- Employee Travel (JTR, Ch 5, Part B2)
 - First Duty Station Travel, JTR, pars. 5556 and 5558
 - Renewal Agreement Travel (RAT), JTR, Ch 7, Part A10
 - Separation Travel from OCONUS Duty, JTR, par. 5572
 - Career SES Appointees Move Home, JTR, par. 5574
- Dependent Travel (JTR, Ch 5, Part B3) - More than 2 POCs (JTR, par. 5604-B)
- HHG Shipment (w/Storage) and/or NTS (JTR, Ch 5, Part B5 & Apps A & F)
- POV Shipment (JTR, Ch 5, Part B6)
- Mobile Dwelling Shipment in lieu of HHG Shipment (JTR, Ch 5, Part B7)
- Miscellaneous Expense Allowance (MEA), (JTR, Ch 5, Part B10)
- Subsistence Expenses while Occupying Temporary Quarters (TQSE) (JTR, Ch 5, Part B9)
- Real Estate Transaction Expenses (JTR, Ch 5, Part B14)
- Relocation Service Companies (JTR, Ch 5, Part B15a)
- Property Management (PM) Services (JTR, Ch 5, Part B15b)
- Home Marketing Incentive Payments (JTR, Ch 5, Part B15c)
- Relocation Income Tax Allowance (RIT Allowance), (JTR, Ch 5, Part B16)

For all per diem rates, go to the *Per Diem Rates Section*.



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