

**SPAWAR Government-Wide Commercial Purchase Card (GCPC) Program
Purchase Card Policy Notice (PCPN) S-PCPN 12-006**

**Updated Aug 2012 - INFRACTIONS/DEFICIENCIES & RELATED
DISCIPLINARY ACTIONs MATRIX**

Effective Immediately

Note: Level 5 APCs – It is your responsibility to give this information widest dissemination to include AOs, CHs, requestors and anyone using the SPAWAR GCPC Program.

20 Aug 2012

PURPOSE: This S-PCPN is notification of an update to the: INFRACTIONS/DEFICIENCIES & RELATED DISCIPLINARY ACTIONs MATRIX.

OVERVIEW: The attached updated matrix shall be utilized for all infractions/deficiencies and enforcement of related disciplinary actions for all cardholders and approving officials. Disciplinary actions range from reprimand to removal from the GCPC Program depending on the type and number of infractions over time.

ACTION/GUIDANCE: This PCPN will be posted to the SPAWAR Contracts Policy and Procedures Manual as official SPAWARSYSCOM GCPC guidance.

Matrix is on the next page:

SPAWAR GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM (GCPC)

INFRACTIONS/DEFICIENCIES & RELATED DISCIPLINARY ACTION MATRIX

Updated Aug 2012

	Infraction	1 st Offense	2 nd	3 rd
	Improper Use			
1.	Not for Government Use; Personal Use	C & D		
2.	Unauthorized Use	B & C		
3.	Prohibited Items (* See below)	A	B	C
4.	Requirements that Were Split to Circumvent the Micro-Purchase Threshold or a Card holder Authorized Limit	A	B	C
5.	Exceeded the Authorized Limit	A	B	C
6.	Exceeded Minimum Mission Need	A	B	C
7.	Failure to Use or Screen for Mandatory Sources (i.e. Ability One, E-Mall, Printing Services, Furniture, etc (** see below)	A	B	C
8.	Input PR After Charge (Possible Unauthorized Commitment)	B	C	
9.	Suspected Fraud	C&D		
	Valid with Administrative Discrepancy			

10.	Lack of Properly Documented Receipt & Acceptance and/or Lack of Other Documentation	A	A & B	B & C
11.	Incorrect Material code that results in not receiving “Special Approvals”; such as IT, HAZMAT, Safety, Security, Facilities etc. (Refer to your IOP for special approval items for your site)	A	B	C

* See NAVSUPINST 4200.85 (Series) in addition to NAVSUPINST 4200.99 for additional information on determining if a particular item is proper use of the card.

* See 4200.99 Chapter 4 for discussion on Statutory Requirement, Procurement Requirements, Don Directed Procurement Policy, Financial Management Requirements & Administrative Requirements.

Note: Level 5 APCs are responsible to track all deficiencies by individual and by type of deficiency.

Deficiencies and related disciplinary/corrective action is to be documented in the individual’s file. Infractions are cumulative across categories.

A = Reprimand to Removal: APC Sends written warning (e-mail) of infraction to Purchase Card (PC) holder and the Approving Official (AO); also to CH and AO Supervisors and Dept. Head. The warning instructs the PC holder and AO to review the applicable guidance concerning the infraction. APC will provide retraining as required. The CH and AO individual files are documented concerning the infraction/deficiency. APC shall review 100% of CH transactions for 3 months.

B = Suspension to Removal: APC suspends card for up to 30 days; (Limits will be changed to \$1 in Citibank when a card is suspended) APC provides written notification to PC holder and the AO. The CH and AO Supervisors and Department Head are notified. If

Department Head decides to re-instate the CH, additional training in the area of the infraction will be provided. APC Confers with AO's supervisor on appropriateness of their continued role as AO. CH and AO individual files are documented concerning the infraction/deficiency. APC shall review 100% of CH transactions for 3 months.

C = Removal from GCPC Program: APC suspends card immediately and removes CH from GCPC role. APC notifies level 3 APC, CH, AO, Supervisors, Dept. Head & CO. Possible notification to IG office. The APC confers with the AO supervisor regarding AO suspension and removal from GCPC Program. APC refers situation to supervisors and proposes appropriate administrative action. CH & AO files are documented. APC shall review 100% of AOs transactions for 3 months.

D = APC Refers to IG for Review/Action. Suspends CH card and suspends AO's role.

Note: If there is a long timeframe between CH/AO infractions i.e 3 years or more, and the additional infraction causes removal from the GCPC Program; the level five APC may at his or her discretion discuss possible alternatives with the level 3 APC.