**Summary of Changes**

**AFARS Appendix EE Revision – October 2024**

This revision incorporates and supersedes changes to policy and processes. Specific changes include the following:

**Changes made throughout the Appendix EE:**

* Updated references to Defense Pricing and Contracting (DPC) to Defense Pricing, Contracting, and Acquisition Policy (DPCAP).
* Updated hyperlinks.
* Removed references to National Interest Action (NIA) codes.

**Chapter 1 – The Government Purchase Card Program**

* Added reference in 1-8.e. to the Army Ordering Officer Guide.
* Added special requirements in 1-8.i. on the Inter/Intra-Governmental Payment Official authority.

**Chapter 2 – Program Organization, Roles, and Responsibilities**

* + Added examples in 2-10 related to Separation of Duties.
  + Added list of internal controls in 2-11 for Span of Control.

**Chapter 3 – GPC Electronic Systems**

* + Added section 3-1 on System Requirements.
  + Added paragraph 3-3.d. on tracking training in JAM.
  + Added detailed guidance in 3-9 on FPDS-NG.

**Chapter 4 – GPC Training Requirements**

* + Clarified that users are not required to manually load training certificates for courses that were automatically recorded by the DAU/PIEE system interface.
  + Removed the requirement to take Simplified Acquisition Procedures (CLC 005 or CON 237) for A/OPCs, BOs, and CHs spending over the micro-purchase threshold.

**Chapter 5 – Establishing and Maintaining a GPC Account**

* + Removed the former restriction in 5-1.a. that billing officials will not be subordinate in grade or rank to their cardholders.
  + Added Lodging in Kind/Subsistence in Kind in 5-2 to the list of purchase types needing a dedicated card account.

**Chapter 6 – Operational Guidance and Procedures**

* + Added instructions in 6-2.d. and e. regarding OCONUS shipping and how to avoid frustrated freight.
  + Simplified the list of required file documentation in 6-2.g.
  + Added examples in 6-2.i. of acceptable documentation for Independent Receipt and Acceptance.
  + Revised 6-7 to allow use of a “substantially similar document” to the Army standard Purchase Request and Approval sample template.
  + Added information in 6-9.g. on processing credits.
  + Updated guidance in 6-15 on cardholders deploying to an OCONUS area of responsibility.

**Chapter 8 - Education, Training and Tuition Assistance**

* + Restructured the chapter and clarified the three categories of training purchases.
  + Affirmed in 8-1.d. that the Total Employee Development (TED) system is an approved electronic equivalent to the SF 182.

**Chapter 9 – Required Sources of Supplies and Services**

* + Incorporated guidance in 9-6 from Army CIO memorandum dated November 17, 2023, regarding DLA Document Services as mandatory source for print devices and services.
  + Added paragraph 9-7 on Clothing & Heraldry.

**Chapter 10 – Convenience Checks**

* + Removed the limitation in 10-4 on who can complete the annual convenience check review. Reviewers are no longer required to be a disinterested party.

**Chapter 11 – Management Controls and Program Oversight**

* + Added requirement in 11-6.a. for Level 4 A/OPCs to generate a Monthly A/OPC Review Report.
  + Revised the timeframe in Table 11-5 for A/OPC and OA/OPC completion of the Semi-annual Head of Activity Review (SAHAR).
  + Added detailed instructions in 11-7 on how to complete the SAHAR report.
  + Removed the table of Disciplinary Categories and defined the terms in Appendix B: Definitions.

**Chapter 12 – Emergency Type Operations**

* + Added requirement in 12-3.d. for A/OPCs to conduct follow-up reviews of ETO transactions within 60 days.

**Chapter 14 – Prohibited and Restricted Purchases**

* + Added the following under 14-3 Prohibited Transactions: Items containing Perfluorooctane Sulfonate (PFOS) or Perfluorooctanoic Acid (PFOA), Taxes on Certain Foreign Procurements, and TikTok.
  + Added the following food-related exemptions under 14-4.g: Yellow Ribbon Reintegration Program, Recruiting Activities, Field Studies Program, and Emergency Requirements.
  + Added guidance on Gift Fund programs (14-4.i.) and vehicle rental (14-4.r.).
  + Incorporated guidance in 14-4.j. on DoD’s exception to policy regarding use of GPC for Lodging in Kind and Subsistence in Kind.
  + Added conditions in 14-4.s. for purchasing ceremonial knives and swords.

**Chapter 15 – Contract Payments**

* + Added instructions in 15-1.d. on FPDS-NG.
  + Noted in 15-6.b. that the GPC cannot be used as payment method for contracts administered outside the contracting office (e.g., assigned to DCMA).

**Chapter 16 – Ammunition and Weapons**

* + Removed the table of Approved Organization NSA Exceptions. This information is now posted in the PAM website.