\*\*ID\_\_AFARS\_Appendix-EE-Appendix-B\_\_ID\*\*

## Appendix B: References

**Section1**

**Required Publications:** Per DA Pamphlet (PAM) 25-40, a *required* publication is one that the user needs to read in order to understand or comply with the publication being written.

a. Army Regulation (AR) 11-2, Manager’s Internal Control Program.

b. AFARS 5113.202-90 - Purchase guidelines.

c. AR 710-2, Supply Policy Below the National Level

d. AR 735-5, Policies and Procedures for Property Accountability

e. FAR 8, Required Sources of Supplies and Services.

f. FAR 13.301, Government-wide Commercial Purchase Card.

g. DFARS 208, Required Sources of Supplies and Services.

h. DFARS 213.301, Simplified Acquisition Methods.

i. DOD Directive 7000.14-R, DOD Accountable Officials and Certifying Officers.

j. DOD FMR, Volume 5 - Disbursing Policy and Procedures, Chapter 33 - Accountable Officials and Certifying Officers; also Paragraph 3308.

k. DOD FMR, Volume 10, Ch. 23, “Purchase Card Payments”

l. DOD FMR Vol. 10, Ch. 23, Annex 1, “Purchase Card Certification Statements”

m. DOD FMR Vol. 10, Ch. 2, “Discount Offers and Rebates/Refunds”

n. AR 25-1 and DA PAM 25-1-1 designate Computer Hardware, Enterprise Software and Solutions (CHESS) as the primary source for the purchase of COTS software, desktops, and notebook computers regardless of dollar value.

o. DOD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs (DOD Guidebook)

p. OMB Circular No. A-123, Appendix B Revised

**Section2**

**Related Publications:** Per DA PAM 25-40, a *related* reference informs the reader of a source of additional information.

a. AR 37-47, Representation Funds of the Secretary of the Army.

b. AR 725-50, Requisition, Receipt, and Issue System.

c. DOD Charge Card Task Force Final Report, June 27, 2002.

d. DOD, “Department of Defense (DOD Charge Card Programs,” Policy Memorandum (Paul Wolfowitz, June 21, 2002)

e. DOD, “Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel,” Policy Memorandum (David Chu, June 10, 2003)

f. DOD, “Government Charge Card Disciplinary Guide for Civilian Employees,” Policy Memorandum (Ginger Groeber, April 21, 2003)

g. DOD, “Guidance for the Investigation of Fraud, Waste, and Abuse Involving the Use of Purchase Cards and Travel Cards,” Policy Memorandum (Joseph Schmitz, September 25, 2002).

h. DOD, “Inclusion on Personnel Departure Checklists of the Requirement to Turn in Government Charge Cards,” Policy Memorandum (David Chu, June 23, 2003)

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i. DOD, “Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards,” Policy Memorandum (John Stenbit, November 4, 2002).

j. Executive Order 12931, Federal Procurement Reform, October 13, 1993.

k. FAR 2.101, Definitions.

l. FAR 4.805, Storage, Handling, and Disposal of Contract Files.

m. FAR 52.232-25, Prompt Payment.

n. Federal Acquisition Streamlining Act of 1994, P.L. 103-355, Title IV—Simplified Acquisition Threshold, Subtitle D—Micro-Purchase Procedures.

o. Government Accountability Office (GAO), Audit Guide: Auditing and Investigating the Internal Controls of GPC Programs, November 2003. GAO Report Number GAO-04-87G.

p. GAO, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

q. GAO, Appropriations Law, Volume I, Nature of Appropriations Law.

r. GSA SmartPay master contract, Section CC.8, Authorization Controls for the Purchase Card Program.

s. OSD Memo for Secretaries of the Military Departments Attn: Acquisition Executives Directors of the Defense Agencies: Subject: Internal Controls for the Purchase Card Program, 19 Dec 2005

t. Management Initiative Decision No. 904, DOD Charge Card Management, December 18, 2002.

u. Office of the Assistant Secretary of the Army Financial Management and Comptroller Memorandum, Foreign Draft Checks, February 4, 1998.

v. Office of the Under Secretary of Defense, “Acquisition Policy on Facilitating Merchant Shipments in the DOD Organic Distribution System,” Memo July 23, 2003.

w. Office of the Under Secretary of Defense (Comptroller), “Purchase Card Reengineering Implementation Memorandum #1, Certifying Officer Guidance, Change 1,” Memorandum.

x. Treasury Financial Manual, Volume 1, Part 4, Chapter 4500—Government Purchase Cards.

y. U.S. Army Non-Appropriated Fund Instrumentalities Standing Operating Procedure, Purchase Card and Convenience Checks, 22 June 2004

z. U.S.C., Title 5, §5514, Withholding Pay – Installment Deduction for Indebtedness to the United States.

aa. U.S.C., Title 10, §2302b, Implementation of Simplified Acquisition Procedures.

bb. U.S.C., Title 10, §2304, Contracts: Competition Requirements, note Requirements Relating to Micro-Purchases.

cc. U.S.C., Title 10, Chapter 47, Uniform Code of Military Justice.

dd. U.S.C., Title 18, §208, Acts Affecting a Personal Financial Interest.

ee. U.S.C., Title 18, §287, False, Fictitious, or Fraudulent Claims.

ff. U.S.C., Title 18, §371, Conspiracy to Commit Offense or to Defraud United States.

gg. U.S.C., Title 18, §641, Public Money, Property, or Records.

hh. U.S.C., Title 18, §1001, Fraud and False Statements—Statements or Entries Generally.

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ii. U.S.C., Title 18, §1031, Major Fraud against the United States.

jj. U.S.C., Title 18, §1341, Frauds and Swindles.

kk. U.S.C., Title 18, §1343, Fraud by Wire, Radio, or Television.

ll. U.S.C., Title 31, §3528, Responsibilities and Relief from Liability of Certifying Officials.

mm. U.S.C., Title 31, §3729, False Claims.

nn. U.S.C., Title 31, §3801, Administrative Remedies for False Claims and Statements—Definitions.

oo. USC, Title 37, §1007, Pay and Allowances of the Uniformed Services – Deductions from Pay.

pp. U.S.C., Title 41, §8701 to 8707, Kickbacks statute.

qq. U.S.C., Title 41, §1901, Simplified Acquisition Procedures.

rr. U.S.C., Title 41, §1902, Procedures Applicable to Purchases Below Micro-purchase Threshold.