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

## Appendix G: Formal Reporting Requirements

1. Surveillance program results are prepared by each Level 3 A/OPC and provided to the Army Level 2 A/OPC no later than April 21st and October 21st. The report identifies data collected during the two previous quarters of the fiscal year.

2. A list of the number of waivers to the Army Standard Span of Control that have been requested (broken down to CH to BO, 300 accounts per Level 4 A/OPC, and so on), and the disposition of these requests, must be reported.

3. Level 3 A/OPCs must submit a summary of the corrective actions taken by the Level 4 A/OPC to reduce the number of delinquent accounts. In subsequent reports, the Level 4 A/OPC advises the results of the corrective actions.

4. Level 3 A/OPCs outlines routine reviews of their program, identifying compliance reviews, reports, adverse actions, and exceptional activities.

5. Reports due to the Army Level 2 A/OPC. A sample semi-annual surveillance report format is provided below.

Reports due to the Army Level 2 A/OPC Office

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Name** | **Frequency** | **Army Suspense Date** | **Data Coverage** |
| OMB | Quarterly | January 5th  April 5th  July 5th  October 5th | Each previous quarter |
| Surveillance | Semi-Annually | April 21st  October 21st | 1st & 2nd Qtr  3rd & 4th Qtr |

Appendix G: Formal Reporting Requirements (continued)

**Department of the Army**

**Government Purchase Card (GPC) Program**

Semi-Annual Surveillance Report

Report \_\_\_\_ for Fiscal Year \_\_\_\_\_\_

Installation/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporting Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_

A/OPC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A/OPC Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Preparing Report (if different than A/OPC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Span of Control Waivers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As of End of Quarter** | **21 Apr**  (1 Oct – 31 Mar) | **21 Oct**  (1 Apr – 30 Sep) | **Comments** | **FY Total** |
| A. Total Number of Waiver Requests |  |  |  |  |
| A1. Total Number of Waivers Approved |  |  |  |  |
| A2. Total Number of Waivers Disapproved |  |  |  |  |
| B. Number of Open but Inactive Accounts (more than 3 months) |  |  |  |  |

Appendix G: Formal Reporting Requirements (continued)

**Detailed Span of Control Waiver Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entry No.** | **Organization Name/Code** | **Span of Control Waiver Request Summary and Reason for Waiver Request** | **Date Waiver Submitted to A/OPC (ddmmyyyy)** | **Status/Disposition of Waiver Request** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

**Inactivity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As of End of Quarter** | **21 Apr**  (1 Oct – 31 Mar) | **21 Oct**  (1 Apr – 30 Sep) | **Comments** | **FY Total** |
| A. Total Number of Open but Inactive accounts |  |  |  |  |
| B. Number of Open but Inactive Accounts (more than 3 months) |  |  |  |  |

**Detailed Inactivity Report**

**(Listall Open but Inactive accounts over 3 months**

**excluding accounts terminated or those in a V9 status)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Name/Code** | **GPC Account Number** (masked) | **Date Opened** (ddmmyyyy) | **Beginning Date of Inactivity (**ddmmyyyy) | **Disposition of Account and Reason for inactivity** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Appendix G: Formal Reporting Requirements (continued)

**Reviews**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As of End of Quarter** | **21 Apr**  (1 Oct – 31 Mar) | **21 Oct**  (1 Apr – 30 Sep) | **FY**  **Total** | **Significant Findings** |
| A. Total Number of Level 4 A/OPC Programs Inspected |  |  |  |  |
| B. Number of BO Accounts under Level 3 |  |  |  |  |
| C. Number of BO Accounts reviewed |  |  |  |  |
| D. Number of transactions reviewed |  |  |  |  |
| E. Number of formal reports issued to COC |  |  |  |  |
| F. Summary of Repetitive, or Systemic Weaknesses by Activity  Explicitly state by activity where no repetitive problems or systemic weaknesses were found during the review period. | | | | |
| G. Summary of Adverse Actions by Activity | | | | |
| H. Exceptional GPC Programs or Performance | | | | |