



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

MNPF-SS

15 February 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) for Requesting Accountable Equipment Using the Government Purchase Card (GPC) and Accounting Procedures

1. REFERENCE. AR 710-2, Supply Policy below the National Level, para 2-5.
2. PURPOSE. This LOI supplements the USP&FO GPC SOP and provides guidance to customer units, and Property Book Officers (PBOs) regarding the request and accounting procedures for GPC purchase of accountable items.
3. AUTHORIZATION. IAW reference above, the following types of equipment are considered accountable and will be maintained on the property book. These items also require approval by the USP&FO Supply Management Officer prior to GPC purchase.
 - a. Property listed in the “required” and/or “authorized” column of the MTOE/TDA (to include TDA section III supplement items).
 - b. Property authorized by CTA 50–900. This does NOT include insignia or personal clothing.
 - c. Property authorized by CTA 50–909. This property does not include installation property having a unit cost of less than \$2,500 with a controlled inventory item code (CIIC) of “U” or “7”.
 - d. Medical equipment authorized by AR 40–61 having unit cost greater than \$5,000.
 - e. Organizational colors, national flags, foreign flags, State flags, position colors, distinguishing flags, awards, streamers, guidons, and tabards authorized by AR 840–10.
 - f. Special tools and test equipment over \$100.
 - g. Property included in HQDA-approved Letters of Authority (LOA).
 - h. Property obtained through rental or lease contracts for more than 6 months having a unit cost greater than \$5,000 and/or a CIIC code of other than “U” or “7.”
 - i. Basic loads of Class 1 (MREs) and 5 (Ammunition) when authorized.
 - j. Books (individual or sets) having a unit value of \$100 or more (regardless of ARC).

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- k. Toll scrip, tokens, bridge tickets, and similar negotiable media.
 - l. Commercial equipment delivered directly to the unit having a unit cost greater than \$5,000 and/or a CIIC code of other than "U" or "7".
 - m. Information Technology (IT) equipment. (I.e. laptops, printers, monitors). Also, includes Cellular phones with a unit cost of \$1,000 or greater.
4. PROCEDURES for GPC Purchase of Accountable Items at Unit and PBO Level.
- a. Requesting unit/GPC card holder prepares a DA Form 3953 documenting the accountable item for purchase and provides to the unit's Property Book Officer (PBO). The DA Form 3953 must list the specifics for accountable equipment being ordered.
 - b. Unit PBO will validate the DA Form 3953 and complete the following:
 - (1) Assign the **GFEBSDODAAC** document number (from the PBO's HHD/HHC property account).
 - (2) Ensure the authorized Line Item Number (LIN) is clearly marked in the "Description" block of the DA 3953.
 - (3) Local Purchase Authorized. Ensure that the specific document authorizing the equipment is entered (i.e. CTA, TDA, or MTOE). If authorized by a directive LOA, a copy must be attached to DA 3953.
 - (4) Information Technology (IT) Equipment. In addition to above, all IT equipment requires NYARNG Chief Information Office (CIO) G6 approval prior to purchase. Ensure the DA Form 3953 has been routed to the MNCI Helpdesk after PBO approval. The Helpdesk will stamp with the RCAS compliance stamp and initial.
 - (5) PBO will then sign in block 28 and return the DA3953 to unit/GPC card holder.
 - c. Unit will send the request to their Billing Official for funding approval.
 - d. Billing Official will forward the DA3953 via email to the USP&FO Supply Management Officer for review and approval to procure locally.
 - e. Unit is NOT authorized to purchase until the approved DA3953 is signed by the USP&FO Supply Management Officer and returned to the Billing Official.

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5. PROCEDURES for GPC Purchase of Accountable Items at USP&FO Level.

a. Upon receipt of GPC local purchase request, the DA3953 will be forwarded to the Material Management Branch for processing. A log number will be assigned and placed in block 1 of DA3953 and input to the DA3953 spreadsheet managed and maintained by MNPF-SS for each FY.

b. The Material Manager validates that the PBO has signed the DA3953 and verifies the LIN is accurate and authorized for purchase and the equipment requirement is local purchase authorized.

c. The Material Manager will annotate "GPC Purchase" in block 19 and stamp block 31 with Supply Management Officer signature block for final review and signature in block 32.

d. The Material Manager will scan the completed and approved DA3953 back to the Billing Official for GPC purchase and place a copy in the unit file for Property book reconciliations.

6. Property Accountability of Purchased Accountable Equipment. Upon receipt of GPC purchased equipment, unit supply sergeants are responsible to provide all documentation to their respective PBOs for posting to the unit's property account (GCSS-A).

7. The point of contact for this office is the undersigned, cml (518) 272-3700, or e-mail deborah.m.holser.civ@mail.mil.

FOR THE USP&FO for New York:

DEBORAH M HOLSER
Supply Mgt Officer

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