



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

SEP 18 2009

MEMORANDUM FOR ALMAJCOM/CC

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Air Force Instruction (AFI) 64-117, Air Force Government-wide Purchase Card (GPC) Program, Addition of Mandatory Use of GPC for On-line Purchases of Office Supplies

In fiscal year 2008, Air Force GPC cardholders spent over \$1.6B on 2.3 million transactions to include \$150M on office supplies. Review of this spend shows that the Air Force has garnered savings when office supplies were bought on-line due to process efficiencies and utilization of readily available Federal, DoD and Air Force-wide buying arrangements. AFMC currently has a policy to order office supplies on-line using the GPC from approved websites that has saved an estimated \$2.2M year to date in FY09. Based upon these benefits, the Installation Acquisition Transformation (IAT) Governance Structure determined that a mandatory-use policy was warranted for the Air Force.

AFI 64-117 will be revised to add paragraphs 2.4.19 and 2.14. as follows and be effective immediately:

“2.4.19. CONUS purchase of office supplies from off base suppliers unless accomplished online per paragraph 2.14.”

“2.14. Use of the GPC for Mandatory Purchase of Office Supplies Online

2.14.1 GPC cardholders will purchase office supplies on-line, with maximum use of established Federal, DoD or Air Force office supply buying arrangements (a list of available contracts by service/agency can be found at <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=t6925EC2D47E10FB5E044080020E329A9&channelPageId=s6925EC1351670FB5E044080020E329A9&parentCategoryId=p6925EC164B210FB5E044080020E329A9>), or at their local on base supply store

2.14.2. Compliance with mandatory priority and source requirements (FAR Part 8.002) still applies.

If there are any questions, contact my point of contact, Ms. Stephanie Rohrer at stephanie.rohrer.ctr@pentagon.af.mil.

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