



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 4226.1F
SUPPO
31 Aug 12

NAVCRUITDIST PORTLAND INSTRUCTION 4226.1F

Subj: INTERNAL OPERATING PROCEDURES FOR USE OF THE GOVERNMENT
PURCHASE CARD PROGRAM

Ref: (a) NAVSUPINST 4200.99
(b) COMNAVCRUITCOMINST 4200.1
(c) Federal Acquisition Regulations
(d) Defense Federal Acquisition Regulations
(e) Title 18, United States Code

Encl: (1) Certificate of Appointment (SF 1402)
(2) Contracting Officer Appointment Documentation Sheet
(3) Internal Request Document (IRD) (NAVCRUIT Form
7130/3) (Rev. 10-2010)
(4) Request/Approval for authority to advertise (NAVCRUIT
1535/1) (Rev. 6-2012)

1. Purpose. To define and implement internal procedures for the use of the government purchase card and the government accommodation checks program.

2. Cancellation. NAVCRUITDIST Portland Instruction 4226.1E.

3. General.

a. The DON has issued a Task Order (#0003) under the GSA SMARTPAY Contract (#CS-23F-98006) to obtain purchase card services from CITIBANK. These internal operating procedures provide guidance on the appropriate use of the purchase card by Navy Recruiting District (NRD) Portland personnel. The policy of NRD Portland is to use the purchase card for all supplies and services at or below the micro-purchase threshold of \$3,000 (\$2,500 for advertisement) from commercial sources or \$100,000 from government sources as either a procurement method or a method of payment. All purchases must be accomplished in accordance with FAR Part 13, DFARS 213, NAVSUPINST 4200.99, the GSA contract and this internal operating procedure. NRD Portland purchase card holders shall only use the purchase card for authorized purchases in accordance with this internal operating procedure.

b. Definitions.

(1) Agency Program Coordinator (APC). The individual appointed by the Commanding Officer who shall have overall responsibility for the management, administration and day-to-day operations of the purchase card program at the activity.

(2) Approving Official (AO)/Certifying Officer. The individual responsible for reviewing and verifying the monthly purchase card statements of the Cardholders under his/her purview. The AO must verify all purchases were necessary and for official government purposes in accordance with applicable directives. Unless otherwise specified, the AO must also be the Certifying Officer for his/her Cardholders and in that capacity must certify the monthly billing statement and forward it to the appropriate office for payment.

(3) Reviewing Official (RO). The individual appointed by the Commanding Officer who is responsible for pre and post payment reviews certified by the approving official. This individual shall not concurrently serve as an accountable, certifying or disbursing official or APC.

(4) Billing Cycle. The billing cycle is the 30-day billing period cardholders may use their purchase card. For Department of the Navy (DON) the billing cycle ends on the 19th of the month.

(5) Billing Cycle Purchase Limit. The spending limit assigned each cardholder's cumulative purchases and transactions within a given billing cycle.

(6) Bulk Funding. An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.

(7) Cardholder. Any government employee who is designated by the APC to be issued a purchase card or purchase card account. The purchase card bears the name/account number of this individual.

(8) Contracting Officer. Government employees who have the authority to bind the government to the extent of their delegated purchasing authority. Purchase cardholders are provided authority by their Commanding Officer or APC, in writing, by issuance of a Certificate of Appointment (SF 1402), enclosure (1).

(9) Commonly used Hazardous Material (HAZMAT). For the purpose of this instruction, commonly used HAZMAT means hazardous materials or products that are customarily sold to the general public to be used for non-government purposes (commercial products) which are in the same size and packaging found commercially. Examples of those materials or products include those required on a routine basis to meet daily operation needs such as batteries, toner cartridges, detergents, etc.

(10) Credit Limit. The maximum dollar threshold assigned at the AO/billing level limiting the amount an account can have outstanding at any one time. The bank automatically sets the amount at three times the corresponding billing account 30-day limit.

(11) Disputes. Instances where the transactions on the cardholders' statements do not agree with entries in the log or retained receipts. This may include circumstances where the cardholder did not make the transaction, the amount of the transaction is incorrect or the quality or service is an issue.

(12) Head of Contracting Activity (HCA). The official at one of the 23 DON components listed at DFARS 202.101 and NAPS 5202.101 (e.g. COMNAVSUPSYSCOM, COMNAVAIRSYSCOM, etc.) who has overall responsibility for managing contracting authority within their contracting chain of command. They are responsible for the delegation, re-delegation and use of contracting authority including use of the purchase card by DON commands, DON activities and DON personnel under their contracting cognizance. The HCA for NRD Portland is Fleet Industrial Supply Center, San Diego.

(13) Purchase Card. The purchase card is the credit card-like purchase account established with the bank that enables properly authorized government personnel to buy and pay for mission requirements.

(14) Purchase Card Log. A manual or automated log on which the cardholder documents screening for mandatory government sources and individual transactions using the purchase card. Entries in the purchase card log should be supported by internal command documentation. The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained.

(15) Merchant Category Code (MCC). A four-digit code assigned to a participating purchase card vendor based on their industry classification. APCs can limit cardholder transactions by type of merchant by blocking out certain categories of vendors for use by activity cardholders.

(16) Monthly Cardholders Statement. The statement of charges forwarded to the cardholder at the end of the billing cycle detailing all of the charges during that period.

(17) Monthly Billing Statements. The monthly billing statement is the official invoice for payment purposes which is provided to the AO. The billing statement identifies all of the purchase card transactions of his/her cardholders during a billing cycle.

(18) Services. For the purposes of this instruction, services are firm, fixed-priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which we directly engage the time and effort of the contractor to perform a task (e.g. repairs, maintenance, annual maintenance agreements, etc).

(19) Single Purchase Limit. The dollar threshold assigned to each cardholder for a single purchase/payment action.

(20) Reconciliation. The process by which the cardholder/AO review their monthly statements, reconcile against available vendor receipts and purchase card log and authorize payment of those charges provided on the monthly statement.

(21) Transaction Type. The transaction type is the method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the-phone or via the internet.

c. Designation of offices under Purchase Card Program.

(1) APC. Agency Program Coordinator. The Command's Agency Program Coordinator will be appointed in writing by the Commanding Officer and is responsible for the management and oversight of the local purchase card program. He/she will serve as the focal point for the processing of new applications for credit cards, issuance and destruction of cards; establishment of reports and administrative training. He/she will also serve as the liaison between NRD Portland, CITIBANK and the GSA Contracting Officer. He/she oversees the GPCC program and establishes guidelines. Changes to dollar limitations or authorized merchant codes must be submitted to CITIBANK by the APC.

(2) AO. Approving Official. The Budget Analyst (BA) is designated as the Command's Approving Official. He/she is responsible for reviewing the cardholder's monthly account statement to ensure purchases are authorized. The Approving Official will also be appointed as Certifying Officer and be required to certify the monthly cardholder's billing statement within five working days of receipt and forward it to the appropriate office for payment. The Approving Official also serves as liaison between the cardholders and CITIBANK. The Approving Official will enforce the provisions of these internal procedures for use of the card in accordance with Navy Regulations and the Uniform Code of Military Justice.

(3) Cardholder. Person authorized to use the purchase card to buy/pay for supplies or services. The cardholder is the individual to whom a card is issued. The unique GPCC Visa Card that the cardholder receives has his/her name embossed on it and can only be used by the individual to pay for authorized U.S. Government purchases. No other person is authorized to use

the card. The card was specially designed to show the great seal of the United States and the words "United States of America" imprinted on it to avoid being mistaken for a personal credit card. Prior to making purchases, the cardholder must receive a Certificate of Appointment (SF 1402), enclosure (1), from the Commanding Officer and complete a Contracting Officer Appointment Documentation Sheet, enclosure (2). This Certificate of Appointment will specify the single purchase limit, the billing cycle purchase limit and the types of transactions authorized.

(4) Designated Billing Office. Defense Finance and Accounting Service (DFAS) San Diego is the designated Operating Location (OPLOC) for NRD Portland. The OPLOC will pay the invoice upon receipt from the Command.

(5) Comptroller. The BA is the designated comptroller responsible for managing the command's funding. The comptroller and APC should work together to ensure funds approval process is streamlined to the maximum extent practicable. In addition, the BA, the AO and the APC must coordinate efforts to establish account limits for AOs and cardholders. He/she is responsible for processing the official invoice for payment.

4. Establishing Local Accounts.

a. The APC is the Command point of contact for providing management and over-sight for the NRD Portland Purchase Card Program. In addition, the APC is the command POC for establishing purchase card accounts.

(1) Prior to establishing purchase card accounts for local command personnel the APC will ensure training requirements are completed.

b. Training Requirements. Prior to designation as a program participant via a letter of delegation, or SF 1402, all prospective APCs, AOs, and cardholders shall successfully complete mandatory training in DoD and DoN policies and procedures, as well as local internal operating procedures. The initial training requirements mandate that potential program participants take the appropriate role based DoN CCPMD Computer

Based Training (CBT) and the Defense Acquisition University (DAU) Computer Learning Center (CLC) DoD Government Purchase Card Tutorial. In addition, all cardholders appointed via a SF 1402 shall also take the DAU CON 237 Simplified Acquisition course.

(1) Refresher training on current DoN policies and procedures and local internal operating procedures is required at least every two years. All cardholders, AOs, and APCs shall take the appropriate role based DoN CCPMD training.

(2) The annual ethics training requirements for all Government employees is found in the Joint Ethics Regulations, DoD 5500 7-R, as well as 5 CFR 2638.705. All ethics questions, including those pertaining to training, should be directed to COMNAVCRUITCOM (00J).

b. Cardholder Account Limits. Use of the purchase card at NRD Portland is subject to a single purchase limit, normally \$3,000 (\$2,500 for advertisement), a monthly cardholder limit and a monthly office limit. The purpose of these dollar limits is as follows;

(1) Single Purchase Limit. The single purchase limit is a limitation on the purchase authority delegated to the purchase card holder by the HCA (or designee). This dollar limit cannot be exceeded unless a revised delegation of authority is issued to the cardholder raising his/her limit.

(2) Billing Cycle Cardholder Limit. The billing cycle cardholder limit is the spending limit assigned the purchase cardholder's cumulative purchases in a billing cycle.

(3) Billing Cycle Office Limit. The monthly billing cycle office limit is the limit assigned the AO for the cumulative totals of the purchase cardholders reporting to them.

5. Internal Processes.

a. Purchase Request Process. NRD Portland cardholders shall ensure that sufficient funds are committed by the financial manager and available to meet the requirement of the

purchase card action. Ensure an approved Internal Request Document (IRD), enclosure (3), or NAVCRUIT 1535/1 for advertising, enclosure (4), is on file prior to using the credit card.

b. Screening. NRD Portland cardholders are required to screen all requirements from the statutory sources of supply (e.g. DOD E-MALL/Ability one/UNICOR/GSA). In addition, the screening must be documented in a manual or automated log. Special attention is required in the following areas:

(1) When making transactions using the Purchase Card all of the applicable acquisition regulations apply. Regardless of whether the open market purchase is made using oral or electronic procedures, the cardholder must:

(a) Comply with all procurement statutes, regulations and policies.

(b) Ensure that required sources of supply have been screened and appropriate waivers are in place when those sources are not utilized.

(c) Document pertinent information discussed between the contractor and the cardholder when requesting quotes and making awards on the cardholder's log.

(d) Distribute micro-purchases equitably among qualified suppliers.

(e) Only if the merchant's price is fair and reasonable, proceed with purchasing the supplies.

c. Solicitation and Award Procedures.

(1) Solicitation Procedures. NRD Portland purchase cardholders are authorized to use the purchase card either over-the-counter, over-the-phone or via the internet (APC can limit to one or authorize all). Quotations of price and delivery for mission requirements shall be obtained from contractors and documented in the manual or automated log. GPCC convenience checks shall only be used for payment when the vendor does not accept the GPCC Purchase Card.

(2) Award Procedures. NRD Portland purchase cardholders shall only award purchase contracts to responsible contractors who offer fair and reasonable prices. In addition, all purchase card awards shall be documented on the purchase cardholder's manual or automated log.

d. Receipt and Acceptance Procedures. NRD Portland purchase cardholders are responsible for verifying receipt of all transactions. Where the purchase cardholder is billed but does not receive the supplies or services at the time of the receipt of the official invoice, the cardholder must fully certify the invoice with the anticipation that confirmation of receipt will occur within the next billing cycle. If the supplies or services are not received within the next billing cycle, the cardholder must dispute the item using established dispute procedures. The cardholder must also certify that the quantity and quality of the items furnished are in accordance with the agreement with the vendor. The cardholder must save all receipt documentation in order to properly reconcile the purchase card statement at the end of the billing cycle. If receipt documentation is not available, the cardholder must contact the end user, central receiving department or other person or persons responsible for receipt, to obtain verification that the supplies or services have been received. The purchase card log or purchase file must be documented to indicate that proper receipt and acceptance has been accomplished. In order to protect the integrity of the program, a minimum two-way separation of function is required. If the cardholder is picking up the material at the contractor's place of business, the end user or designated receiving personnel should sign for final receipt. In the event the cardholder is the end user, another designated individual must sign for receipt. If the activity does not have a second individual, the approving official will assign one.

e. Minor/Pilferable property. IRD will be stamped by the Material Control clerk stating the material requested is a minor/pilferable property. Once the material is received it will be immediately bar coded with a NRD Portland minor property tag. The minor property custody sheet will be signed by the person receiving the item, it will be entered into the minor property database and a copy of the minor property number will be included in the purchase file.

f. Missing Documentation. If for some reason, the cardholder does not have documentation of the transaction to send to the AO, he/she must attach an explanation that includes a description of the item, the date purchased, the merchant's name and why there is no supporting documentation.

g. Reconciling Purchase Card Accounts.

(1) Purchase Cardholders. NRD Portland purchase cardholders shall at the end of each billing cycle (the 20th of the month for DON cardholders) reconcile the transactions appearing on his/her monthly statement by verifying their accuracy against cardholder records. The cardholder shall review all information on the monthly statement, verifying any charges, credits, outstanding disputes or refunds, within five days of receipt. If the cardholder fails to review the monthly statement, including annotating any discrepancies, disputing improper charges, or signing and forwarding it to the AO or designated alternate within the five day period, the AO or designated alternate shall presume that all charges are proper and certify the monthly invoice for payment. The cardholder is ultimately responsible for purchase card transactions being proper and for notifying the AO of any information he/she has knowledge of that impact the propriety of certifying the monthly invoice for payment. If transactions or credits are not included on the current statement, the cardholder must retain the applicable documentation until the transactions or credit appears and can be reconciled. The cardholder must then sign the statement and forward the package to his/her AO or alternate. If the cardholder is unable to review their statement in a timely manner, the AO (alternate) or APC must review and certify the cardholder's monthly statement. The cardholder, upon his/her return, must review the monthly statement and resolve any discrepancies with the AO or APC.

(2) AO. NRD Portland AO, unless otherwise specified, shall be the certifying officer for his/her cardholders' monthly invoice. The AO/certifying officer is responsible for ensuring all purchases made by the cardholders within his/her cognizance were appropriate and the charges accurate. He/she must resolve all questionable purchases with the cardholder. In the event an unauthorized purchase is detected, the AO must notify the APC

and other appropriate personnel within the command in accordance with this internal operating procedure. After review, the AO will sign the cardholder's monthly statement of account and maintain the documentation in accordance with agency procedures. In addition, the AO is responsible for certifying the monthly invoice resulting from the purchase/transactions of the cardholders within his/her account structure. The AO is responsible for reviewing and certifying the monthly purchase card invoice within five days of receipt from the cardholder and forwarding it to the Supply Officer. As the certifying officer, the AO is responsible for the timely certification of the monthly invoice. The AO is to presume that all transactions on the monthly statement are proper unless notified in writing by the purchase cardholder within five days from the cardholder's receipt of his/her monthly statement. The presumption does not relieve the AO from reviewing for blatant improper purchase card transactions and taking the appropriate action prior to certifying the invoice for payment.

(3) RO. NRD Portland RO is required to:

(a) Perform monthly pre/post certified payment audits using a statistical random sampling of purchases.

(b) Make an initial determination of questionable certification, maintain file of all inquiries, and ensure inquiries are resolved within 30 calendar days.

(c) Refer determinations of questionable legality, propriety or correctness to APC and Commanding Officer.

(d) Forward copies of final reports with findings to the Commanding Officer.

6. Restrictions on the Use of the Purchase Card. A complete list of prohibited and special attention items related to purchase card buys are located in reference (a) chapter 5, section 26. Cardholders need to take special precautions with the following items:

Advance Payments

Advertising

Asbestos and Asbestos-Containing Materials

31 Aug 12

Black Oxide Coated Brass Threaded Fasteners
Building or Land, long-term Rental or Lease of
Business Cards
Cash Advances
Christmas and other seasonal decorations
Commercial Vehicles, Purchase of
Commercial or GSA Vehicles, Rental/Lease of (without drivers)
Federal Information Processing Resources/Y2K
Fireworks Display
Fuel, Oil, Services, Maintenance, Repairs
Hazardous Material and Hazardous Waste Disposal
Incentive Music and Equipment
Lodging and Meals
Luggage
Medical and Dental Care at Civilian Non-Federal Sources
Membership Dues
Navy Exchange Purchases
Ozone Depleting Substances
Paypal/Third Party Vendors
Personal Services
Pesticides
Plaques, Ashtrays, Paperweights, and Other Mementos as Give-Away
Items
Printing and Duplication
Purchase from Government Employees or Business Owned or
Controlled by Government Employees
Reprographic Equipment
Safety/Specialty Clothing
Sensitive Compartmented Information in Contracts
Shipboard Habitability Equipment, Including Furniture,
Laundry/Dry Cleaning and Food Service Equipment
Transportation, Purchase of
Travel or Travel Related Expenses
Uniform Items
Visual Information Equipment
Shipboard Digital Photo Lab (DPL)
Visual Information (VI) Equipment
Visual Information-Audiovisual (VI-AV) Production Acquisition
Water, Bottled
Withdrawal of Tax-free Ethyl and Specially Denatured Alcohol

- Refreshments/Food may be purchased if used for COI/DEP
event with the approval of the Commanding Officer.

7. Unauthorized Uses of the Purchase Card.

a. A cardholder who makes unauthorized purchases or who uses the card in an inappropriate manner may be liable to NRD Portland for the total amount of the unauthorized purchases made in connection with misuse or negligence.

b. Unauthorized use of the card may also include the use of the card by anyone other than the cardholder identified on the front of the purchase card.

c. Cardholders hold a public trust; their conduct must meet the highest ethical standards. Cardholders will only purchase supplies within the guidance of this program. Cardholders and AOs acknowledge that making false statements on purchase card records will result in disciplinary action. The Government may punish wrong doers by fine, imprisonment, or both, as stated in Section 1001 of reference (e).

d. The circumstances of each individual case will determine the appropriate type of disciplinary/adverse action, if any, that may be imposed. The chart below provides the HA with a guide for the progression of increasingly severe penalties:

Offenses	First Offense	Second Offense	Third Offense
Unauthorized use or failure to appropriately monitor use of Government purchase card	Reprimand to removal	14 day suspension to removal	30 day suspension to removal

8. Lost or Stolen Cards.

a. Telephone Notification. If a purchase card is lost or stolen, the NRD Portland cardholder must immediately notify CITIBANK at the following phone number.

CITIBANK Customer Service - 800-790-7206

b. Written Notification. In addition, on the next working day, the cardholder must notify the APC and his/her AOs. The notification shall include the following information;

- the card number;

- the cardholder's complete name;
- the date and location of the loss;
- if stolen, date reported to police and the date and time CITIBANK was notified;
- any purchases made on the card the day the card was stolen;
- any other pertinent information.

9. Separation of Cardholder.

a. Upon separation from NRD Portland, the cardholder will notify his/her APC of the expected date of departure. The APC shall ensure, to the maximum extent practicable, that the cardholder account is suspended at least 30 days (one billing cycle) prior to the projected date of departure, retirement or termination. Once the AO has verified that all transactions and payments have cleared the account, the APC will close the account. In addition, prior to final signing out from NRD Portland, the cardholder will surrender their purchase cards to the APC. **Under normal circumstances, no account shall remain open past the official detachment date of the cardholder.** The APC will notify CITIBANK to have the account cancelled.

10. Billing Errors and Disputes.

a. Cardholders should attempt to resolve all discrepancies or billing errors with the local merchant first.

b. If a cardholder receives a monthly statement that lists a transaction for items that have not been received he/she should do the following;

(1) Under Pay and Confirm procedures, pay the invoice in full in anticipation that the supplies will be received within the next billing cycle. If the supplies are not received, the purchase cardholder will dispute the item using established dispute procedures.

(2) If the charges are not authorized or items have not been shipped, the purchase cardholder must dispute the charges. All charges must be disputed within 60 days of the receipt of the invoice on which the charge first appeared.

c. Defective Items. If the items purchased are defective, the cardholder should attempt to obtain a replacement or correction of the item from the merchant as soon as possible. If the vendor refuses to replace or correct the defect or replace the item the cardholder must put the item in dispute.

11. Suspected Fraud, Abuse or Misuse of the Purchase Card. Commanding Officers should ensure that fraud awareness is part of local training for APCs, AOs and purchase cardholders. All personnel involved should be aware of certain fraud indicators identified below.

a. Documentation

- (1) Photocopies instead of original documents
- (2) Missing documentation
- (3) Obvious changes or whiting-out information
- (4) Information that is backdated

b. Repetitive purchases

- (1) Splitting requirements to avoid micro-purchase threshold
- (2) Not equitably distributing business among suppliers

c. Purchases to vendors that do not appear mission related

d. Services

- (1) Performance that appears out of the scope of work that was originally agreed on
- (2) Overruns and variances

12. Card Security. NRD Portland purchase cardholders are responsible for the security of their purchase cards. The card is printed with the name of the employee who is the official government representative authorized to use the purchase card. Only that person SHALL use the card. It is the cardholder's responsibility to safeguard the purchase card and purchase card account number at all times. The cardholder must not allow anyone to use or gain access to his/her card or account number.

13. Purchase Card File Maintenance. All purchase files will be maintained and available for a minimum period of six years and three months.

14. Standards of Conduct/Ethics Training.

a. All NRD Portland AOs and purchase cardholders must receive ethics and standards of conduct training in accordance with agency and command policy prior to assuming their duties with the NRD Portland purchase card program.

b. All NRD Portland AOs and purchase cardholders hold a public trust. Their conduct must meet the highest ethical standard. All NRD Portland cardholders shall only use their purchase cards to obtain supplies and services that are for official government business.

15. Audits.

a. A purchase card review will be done monthly by the APC. The final report will be submitted to the Commanding Officer.

b. A purchase card review will be done semi-annually by a person designated by the HCA that is not in the purchasing chain of command. The final report will be submitted to the Commanding Officer.

c. A purchase card review, detailing specifics within the local purchase card program, will be done semi-annually by the APC. The final report will be submitted to the major claimant (Navy Bureau of Personnel - BUPERS) via Commander, Navy Recruiting Command (CNRC).

d. A review of the convenience checks will be done quarterly by a person designated by the Commanding Officer that is not in the purchasing chain of command. The final report will be submitted to the Commanding Officer.

16. Record Keeping Requirements.

a. All audit records will be maintained for a minimum of three years from the date the audit was conducted.



R. M. CANDILORO

Distribution:

NAVCRUITDISTPORTLANDINST 5216.1U

List A

Certificate of Appointment

Under authority vested in the undersigned and in conformance with
Subpart 1.6 of the Federal Acquisition Regulation

is appointed

Contracting Officer

for the

United States of America

Subject to the limitations contained in the Federal Acquisition Regulation and to the following:

Unless sooner terminated, this appointment is
effective as long as the appointee is assigned to:

(Organization)

(Agency/Department)

(Signature and Title)

(Date) _____
(MO)

ENCLOSURE(1)



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97215-2813

4200
Ser N4/237
8 Aug 12

From: Commanding Officer, Navy Recruiting District Portland
To: Commanding Officer, NAVSUP Fleet Logistics Center
San Diego

Subj: APPOINTMENT AND TERMINATION OF CONTRACTING OFFICERS

Ref: (a) NAVSUPINST 4200.99

Encl: (1) Copies of Contracting/Ordering Officer Appointment
Documentation Sheets

1. In accordance with reference (a), enclosure (1) is
forwarded for the following personnel:

- a. Kenneth E. Hebert, GS-9
- b. Karen J. Davies, GS-7

2. Request termination of Contracting Authority for the
following personnel:

- a. All previously submitted Contracting/Ordering Officer
Appointments

3. If you have any questions, please contact LSC(SW/AW) Daly
at (503) 258-2017.


R. M. CANDILORO

Copy to:
Designation File

ENCLOSURE(2)

31 Aug 12

INTERNAL REQUEST DOCUMENT

JON:

DOC #

1. ITEM (NSN, FORM#, NAME, COLOR, ETC.)	QTY	UNIT	UNIT PRICE	TOTAL PRICE

TOTAL:

2. **JUSTIFICATION:** Required to support the Navy's recruiting mission

3. **REQUEST INITIATED BY:**

NAME (print)

DEPT / CODE / PHONE

DATE

DATE REQUIRED

4. **SUGGESTED SOURCE OF SUPPLY:**

Vendor: _____

Vendor: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Contact: _____

Contact: _____

5. **AUTHORIZING OFFICIAL:**

SIGNATURE / TITLE / CODE

DATE

SUPPLY USE ONLY

6. How Buy is to be made:

- a. SUPPLY SYSTEMS: Yes No
- b. DRMO: Yes X No
- c. FPI: Yes X No
- d. NIB/NISH: Yes X No
- e. FSS: Yes X No

- (1) Optional: _____
- (2) Single Source: _____
- (3) Multiple Source: _____
- (4) Lowest Price: _____

f. OPEN MARKET: Yes No

- (1) Credit Card: X Yes No
- (2) Check #: _____
- (3) BPA: _____
- (4) 1F: _____
- (5) SB: _____
- (6) LB: _____
- (7) ED/NP: _____
- (8) M/O: _____
- (9) W/O: _____
- (10) Discount: _____
- (11) DLVY Date: _____
- (12) DLVY: FOB DEST Other
- (13) EST Shipping date: _____

g. DOD EMAIL Yes No

7. Funds Verified in FastSite: X YES NO

Amount Verified: \$ _____
 JON/Expense Element Verified in COA: _____

Sign: _____ Date: _____

8. Vendor

Name: _____
 Phone: _____
 POC _____

9. D.O.#

10.

BPA # _____
 a. BPA Call #: _____
 b. Caller Sign: _____
 c. Date Call Placed: _____

11.

Buyer's Signature: _____
 Date order placed: _____

12. Approving Official:

X Approved Disapproved -See Remarks

Signature: _____ Date: _____

13. Accounting Data:

AA 17 1 1804.22N 5 / / 66715 / 0 / 068688 / 2D D4 / 62429 1W \$

AB 17 1 1804.22N 5 / / 66715 / 0 / 068688 / / \$

Document # 11MD4

Signature of person posting in FastSite: _____ Date: _____

14. Remarks:

SUPPLY USE ONLY

6. How Buy is to be made:

- a. SUPPLY SYSTEMS: Yes No
- b. DRMO: Yes X No
- c. FPI: Yes X No
- d. NIB/NISH: Yes X No
- e. FSS: Yes X No

- (1) Optional: _____
- (2) Single Source: _____
- (3) Multiple Source: _____
- (4) Lowest Price: _____

f. OPEN MARKET: Yes No

- (1) Credit Card: X Yes No
- (2) Check #: _____
- (3) BPA: _____
- (4) 1F: _____
- (5) SB: _____
- (6) LB: _____
- (7) ED/NP: _____
- (8) M/O: _____
- (9) W/O: _____
- (10) Discount: _____
- (11) DLVY Date: _____
- (12) DLVY: FOB DEST Other
- (13) EST Shipping date: _____

g. DOD EMAIL Yes No

7. Funds Verified in FastSite: X YES NO

Amount Verified: \$ _____
 JON/Expense Element Verified in COA: _____

Sign: _____ Date: _____

8. Vendor

Name: _____
 Phone: _____
 POC _____

9. D.O.#

10.

BPA # _____
 a. BPA Call #: _____
 b. Caller Sign: _____
 c. Date Call Placed: _____

11.

Buyer's Signature: _____
 Date order placed: _____

12. Approving Official:

X Approved Disapproved -See Remarks

Signature: _____ Date: _____

13. Accounting Data:

AA 17 1 1804.22N 5 / / 66715 / 0 / 068688 / 2D D4 / 62429 1W \$
 AB 17 1 1804.22N 5 / / 66715 / 0 / 068688 / / \$
 Document # 11MD4

Signature of person posting in FastSite: _____ Date: _____

14. Remarks: _____

REQUEST/APPROVAL FOR AUTHORITY TO ADVERTISE

FROM: (ADCO / MAO / CO)	TO: (CO / NAVCRUITREG / NAVCRUITCOM N9)	VIA: (MAO / CO / NAVCRUITREG)
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Authority is requested to advertise per law and regulations in the publications indicated herein, which are considered by me as the best media for securing publicity for the purposes of the Government.

TYPE OF AUTHORITY REQUESTED <input type="checkbox"/> SPECIAL <input type="checkbox"/> GENERAL	SUBJECT OF ADVERTISEMENT:	ESTIMATED COST
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ADVERTISEMENT FOR (Name and Place)	FISCAL YEAR
---	--------------------

NAMES OF PUBLICATIONS/VENDOR	MEDIA TYPE:
	PROGRAM SUPPORTED:
	USE LOCATION:
	APPEARANCE DATE:

It is contemplated to use only such of these publications/journals/vendors as are necessary to secure the requisite publicity.

TYPED NAME OF REQUESTING OFFICIAL	SIGNATURE OF REQUESTING OFFICIAL	DATE
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- In case special authority is desired, copy of the proposed advertisement must accompany the application, and the number of insertions specified for each publication.
- For _____, _____, during fiscal year _____.
(Activity) (Location)

RECOMMENDATION

FROM: (MAO/CO / NAVCRUITREG)	TO: (CO / NAVCRUITREG / NAVCRUITCOM N9)
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FORWARDED, RECOMMENDING APPROVAL DISAPPROVAL

TYPED NAME OF RECOMMENDING OFFICIAL	SIGNATURE OF RECOMMENDING OFFICIAL	DATE
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FINAL DISPOSITION

FROM: (CO / NAVCRUITREG / NAVCRUITCOM N9)	TO: (ADCO / MAO / CO)
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UNDER THE AUTHORITY VESTED IN ME BY COMNAVCRUITCOMINST 1140.3 (Field Advertising Manual)

SPECIAL GENERAL Authority to advertise per law and regulations in the above mentioned publication/journal/vendor is hereby:

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	TYPED NAME & SIGNATURE OF AUTHORIZING OFFICIAL	DATE
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ACCOUNTING DATA

DOCUMENT NUMBER	SIGNATURE OF PERSON POSTING IN FASTDATA:	DATE
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