DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:

4200
Ser 0e1/197
4 Apr 03

From: Deputy Commander, DON eBusiness Operations Office

Subj: TEMPORARY INCREASE TO MICRO-PURCHASE THRESHOLD

Ref: (a) FAR Part 2
(b) DASN(ACQ) memo of 7 Mar 03

1. Reference (a) temporarily raises the micro-purchase threshold from $2,500 to $15,000 (except for the purchase of construction subject to the Davis-Bacon Act) for acquisitions of supplies or services that, as determined by the head of the agency, are to be used to facilitate defense against or recovery from terrorism or nuclear, biological, chemical, or radiological attack. Purchases using this authority must have a clear and direct relationship to the defense against terrorism or nuclear, biological, chemical, or radiological attack. The use of this increased authority is contingent upon the purchase action being completed and the funds obligated on or before 30 September 2003. From 1 October 2003 through 24 November 2003 the temporary micro-purchase threshold for acquisitions of supplies or services that, as determined by the head of the agency, are to be used to facilitate defense against or recovery from terrorism or nuclear, biological, chemical, or radiological attack will be $7,500 (except for the purchase of construction subject to the Davis-Bacon Act). These increased thresholds expire on 30 September 2003 and 24 November 2003 respectively.

2. Reference (b) identified the Head of the Contracting Activity (HCA) as the agency head's designee for executing procurements under this authority. The HCA may redelegate the authority to determine whether a specific supply or service or class of supplies or services falls within the scope of this authority to no lower than the Chief of the Contracting Office or to any member of the Senior Executive Service (SES) in the contracting office.

3. Department of Navy (DON) activities who anticipate a requirement to utilize this temporary authorization must first obtain a specific grant of authority from their HCA to support the use of the increased threshold. The letters of delegation provided to purchase cardholders using the increased authority must be revised to reflect the increased threshold and the authority to purchase supplies and services used to facilitate defense against or recovery from terrorism or nuclear, biological, chemical, or radiological attack. Finally, Agency

Program Coordinators must ensure that CitiDirect profiles of the approving official and purchase cardholder are changed in advance of executing purchases with this increased authority.

4. Agency Program Coordinators, approving officials, and purchase cardholders are reminded that all purchase requirements must be screened for their availability from the mandatory government sources of supply in accordance with FAR Part 8. In addition, purchase cardholders should be aware that in accordance with FAR Part 5, all requirements over $10,000 that are solicited in writing must be posted in a public place for 10 days. Purchase cardholders should establish sound levels of documentation for purchases utilizing this increased micro-purchase authority. At a minimum, the purchase or transaction file shall include the approval from the HCA or designee that provides evidence that a clear and direct relationship to the defense against or recovery from terrorism or nuclear, biological or radiological attack exists for the specific purchase.

5. Activities exercising this increased authority must collect and maintain data on these purchases. At a minimum, activities using this increased authority must collect the cardholder name, date of transaction, amount of transaction and the specific supply or service purchased under this authorization. Activities using this increased authorization must provide this information to DON eBusiness Operations Office, Code 0el, on 30 July 2003 and 05 December 2003.

6. Point of contact for this matter is Donald Rhoad, who can be reached at (717) 605-3041, email: Donald.Rhoad@navy.mil.

K. E. Meloy

Distribution:

ASSTSECNAV FM WASHINGTON DC (FMO)
ASSTSECNAV RDA WASHINGTON DC (ABM)
BUMED WASHINGTON DC
CHNAVPERS WASHINGTON DC
CMC WASHINGTON DC (CMC)
CMC WASHINGTON DC (LB)
CNA ALEXANDRIA VA
CNET PENSACOLA FL
CNO WASHINGTON DC (N41)
CNR ARLINGTON VA (N09M)
COMLANTFLT NORFOLK VA

Subj: TEMPORARY INCREASE TO MICRO-PURCHASE THRESHOLD

COMNAVAIRSYSCOM PATUXENT RIVER MD
COMNAVFACENGCOM WASHINGTON DC
COMNAVMETOCCOM STENNIS SPACE CENTER MS
COMNAVNETSPAOPSCOM DAHLGREN VA
COMNAVPERSCOM MILLINGTON TN
COMNAVRESFOR NEW ORLEANS LA
COMNAVSEASYSCOM WASHINGTON DC
COMNAVSECGRU FT GEORGE G MEADE MD
COMNAVSPECWARCOM CORONADO CA
COMNAVSUPSYSCOM MECHANICSBURG PA
COMPACFLT PEARL HARBOR HI
COMSC WASHINGTON DC
COMSPAWARSYSCOM SAN DIEGO CA
COMUSNAVEUR LONDON UK
DIRSSP WASHINGTON DC
FLDSUPPACT WASHINGTON DC
ONI WASHINGTON DC
UNSECNAV WASHINGTON DC (AAUSN)