



MEMORANDUM FOR: Kim CARDHOLDER_ALL
HQ0698: HQ, US MTM SAS FAO
Ecology

SUBJECT: Government Commercial Purchase Card (GPC) Delegation of Procurement Authority and Appointment Letter

References:

- a. Department of Defense (DoD) GPC Policy
- b. Office of Management and Budget (OMB) Circular A-123, Appendix B
- c. Federal Acquisition Regulation (FAR) and Supplements
- d. Component and Local GPC Policy and Guidance
- e. DoD 7000.14-R – Department of Defense Financial Management Regulation (DoD FMR)
- f. United States Code Title 31 and 41

Under authority vested in the undersigned and in conformance with Subpart 1.6 of the FAR, you are hereby appointed as a GPC Cardholder for DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS): DEPT OF DEFENSE\DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)\Operations\THEATER\GFEBs CVS SAUDI ARABIA HQ0698\HQ, US MTM SAS FAO and granted the GPC Cardholder Special Designation(s) and associated Single Purchase and Cycle Limit(s) listed below. Your authority to act as a Cardholder shall be in accordance with the above references.

As a CH you are an accountable official and are subject to personal financial liability (including reimbursing the Government for unauthorized or erroneous purchases through salary offsets) or appropriate adverse personnel action (including removal or other punishment) if you violate applicable GPC use and control regulations, are negligent in performing GPC duties, or if you engage in GPC misuse, abuse, or fraud (10 U.S.C. 4754). For individuals subject to chapter 47 of the Uniform Code of Military Justice (UCMJ), violation of such regulations is punishable under section 892 of article 92 of the UCMJ.

CH Special Designation	Single Purchase Limit	Cycle Limit	Effective Date
Micro-Purchase Cardholder	\$10,000	\$20,000	2024/05/02
Micro-Purchase Convenience Check Writer	\$5,000	\$20,000	2024/05/02
Micro-Purchase Emergency-Type Operations Cardholder and/or Check Writer	\$25,000	\$25,000	2024/05/02
Micro-Purchase Higher Education Cardholder	\$20,000	\$50,000	2024/05/02
Warranted Overseas Emergency-Type Operations Cardholder	\$12,000	\$25,000	2024/05/02
Contract Ordering Official Cardholder	\$15,000	\$30,000	2024/05/02
Overseas Simplified Acquisition Cardholder	\$15,000	\$50,000	2024/05/02
Contract Payment Official Cardholder	\$5,000	\$10,000	2024/05/02

Misc Payments Official Cardholder (SF-182 Training Payments)	\$5,000	\$20,000	2024/05/02
Inter/Intra-Governmental Payment Official Cardholder	\$10,000	\$25,000	2024/05/02

If you have been delegated multiple Cardholder Special Designations, you are responsible for ensuring that the value of each purchase/payment you make does not exceed the Single Purchase Limit applicable to the Special Designation you are using for that transaction.

1. Micro-Purchase Cardholder:

Your Micro-Purchase Cardholder delegation of procurement authority authorizes you to use the GPC account(s) issued to you to purchase commercially available, fixed-price supplies and services valued up to the micro-purchase threshold using simplified acquisition procedures to fulfill mission essential requirements.

Your micro-purchases for construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) and services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards, may not exceed the applicable lower limits specified in the FAR 2.101 Micro-purchase threshold definition.

2. Micro-Purchase Convenience Check Writer:

Your Micro-Purchase Convenience Check Writer delegation of procurement authority authorizes you to use the GPC account(s) issued to you to purchase commercially available, fixed-price supplies and services using simplified acquisition procedures to fulfill mission essential requirements. Since Convenience Checks expose the Government to greater risk, before writing a Convenience Check you are required to make every effort to use a GPC card account to make the purchase. Additional Convenience Check guidance is addressed in reference (a).

Your Convenience Check purchases may not exceed one-half of the applicable micro-purchase threshold specified in the FAR 2.101 Micro-purchase threshold definition. This includes, but is not limited to, one-half the thresholds for construction purchases subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) and service purchases subject to 41 U.S.C. chapter 67, Service Contract Labor Standards

You are not authorized to make purchases using the higher micro-purchase thresholds authorized for use in support of Emergency-type Operations using this Micro-Purchase Convenience Check Writer Special Designation.

3. Micro-Purchase Emergency-Type Operations Cardholder and/or Check Writer:

Your Micro-Purchase Emergency-Type Operations Cardholder and/or Check Writer delegation of procurement authority authorizes you to use the GPC account(s) issued to you to purchase commercially available, fixed-price supplies and services using simplified acquisition procedures to fulfill mission essential requirements in direct support of Emergency-Type Operations as prescribed in the “micro-purchase” definition at FAR 2.101. Additional Emergency-Type Operations purchasing guidance and unique controls are addressed in reference (a) and DFARS PGI 213.2.

4. Micro-Purchase Higher Education Cardholder:

Your Micro-Purchase Higher Education Cardholder delegation of procurement authority authorizes you to use the GPC account(s) issued to you to purchase commercially available, fixed-price supplies and services using simplified acquisition procedures to fulfill mission essential requirements from institutions of higher education (20 U.S.C. 1001(a)) or related or affiliated nonprofit entities, or from nonprofit research organizations or independent research institutes.

5. Warranted Overseas Emergency-Type Operations Cardholder:

Your Warranted Overseas Emergency-Type Operations Cardholder delegation of procurement authority authorizes you to use the GPC and/or convenience check account(s) issued to you to purchase commercially

available, fixed-price supplies and services using simplified acquisition procedures to fulfill mission essential requirements in direct support of the emergency-type operations prescribed in the “micro-purchase” definition at FAR 2.101. Additional emergency-type operation purchasing guidance and unique controls are addressed in reference (a) and DFARS PGI 213.2.

Your convenience check purchases may not exceed one-half the micro-purchase thresholds specified in the FAR 2.101 Micro-purchase threshold definition, including one-half the thresholds for construction purchases subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) and service purchases subject to 41 U.S.C. chapter 67, Service Contract Labor Standards.

6.Contract Ordering Official Cardholder:

Under authority vested in the undersigned and in conformance with Subpart 1.6 of the Federal Acquisition Regulations (FAR), you are appointed as a Contracting Officer for the United States of America subject to the limitations contained in the FAR and to the following:

Your GPC Contract Ordering Official Cardholder delegation of procurement authority authorizes you to issue fixed-price orders against existing contracts (e.g., General Services Administration Federal Supply Schedules, Blanket Purchase Agreements, and FedMall Contracts—excluding FedMall Market Place purchases) to fulfill mission essential requirements for supplies and services valued up to the Contract Ordering Official single purchase limit specified above, and to use the GPC to pay for these orders. When using this authority you must: 1) ensure you are authorized to place orders by the contract terms and conditions, 2) ensure the order will comply with all contract terms and conditions, and 3) follow all applicable ordering procedures. This appointment does not authorize you to purchase supplies/services on the open market above the micro-purchase threshold.

This delegation of procurement authority is equivalent to appointment via a Standard Form 1402 Certificate of Appointment granted in accordance with FAR 1.603-3 (a).

7.Overseas Simplified Acquisition Cardholder:

Under authority vested in the undersigned and in conformance with Subpart 1.6 of the Federal Acquisition Regulations (FAR), you are appointed as a Contracting Officer for the United States of America subject to the limitations contained in the FAR and to the following:

Your Overseas Simplified Acquisition Cardholder delegation of procurement authority authorizes you to use the GPC account(s) issued to you to purchase commercially available, fixed-price supplies and services using simplified acquisition procedures to fulfill mission essential requirements for and in support of your duty location outside the United States in accordance with DFARS 213.301 (2). This authority is used for transactions that exceed the micro-purchase threshold up to Overseas Simplified Acquisition Cardholder single purchase limit specified above.

This delegation of procurement authority is equivalent to appointment via a Standard Form 1402 Certificate of Appointment granted in accordance with FAR 1.603-3 (a).

8.Contract Payment Official Cardholder:

Your Contract Payment Official Cardholder delegation of authority authorizes you to use the GPC account(s) issued to you to make payments against contracts that have been signed by a Contracting Officer. You are not authorized to accomplish any other payments. You are not authorized to make any purchases with this authority.

9.Misc Payments Official Cardholder (SF-182 Training Payments):

Your Miscellaneous Payment Official Cardholder delegation of authority authorizes you to use the GPC account(s) issued to you to make payments against approved SF-182s, in lieu of an employee reimbursement by

miscellaneous payment, in accordance with the procedures to directly pay the provider in DoD FMR Volume 10, Chapter 12, and DoDI 1400.25, Volume 410a. Additional SF-182 training request payments guidance is addressed in reference (a).

10.Inter/Intra-Governmental Payment Official Cardholder:

Your Inter/Intra-Governmental Cardholder delegation of authority authorizes you to use the GPC account(s) issued to you to make payments to other Federal Government Agencies. You are not authorized to make any purchases or make payments to any non-Federal Government source with this authority.

This appointment/delegation is effective as of the date countersigned. Unless sooner terminated, this appointment/delegation is effective as long as you remain in this position.

Kim JAM_AOPC1
Explosives Safety
DEPT OF DEFENSE\DEPT OF THE NAVY\Commander, Naval Supply Systems Command (NAVSUP)
N00023\HQ Commander, Naval Supply Systems Command (NAVSUP)\NAVAL SUPPLY SYSTEMS
COMMAND
2024/05/02
Procurement DoDAAC: N00023

APPOINTEE ACKNOWLEDGMENT

Receipt of this delegation/appointment is hereby acknowledged. I have completed training, and I have read and understand my responsibilities as cited above. I fully understand and will comply with the roles and responsibilities associated with this appointment.

Kim CARDHOLDER_ALL
2024/05/02

This is a facsimile of the official appointment that is maintained in the system of record, which is the Joint Appointment Module (JAM) in PIEE.