



MEMORANDUM FOR: Kim JAM\_CARDHOLDER  
S0512A: DCMA LOS ANGELES  
Social Work

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

**References:**

- a. Department of Defense (DoD) Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs
- b. Office of Management and Budget (OMB) Circular A-123, Appendix B
- c. Federal Acquisition Regulation (FAR) and Supplements
- d. Component and Local Government-wide Commercial Purchase Card (GPC) Policy and Guidance
- e. DoD 7000.14-R - Department of Defense Financial Management Regulation (DoD FMR) Volume 10, Chapter 23: "PURCHASE CARD PAYMENTS"
- f. United States Code Title 28 and 31

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 Contract Management Agency: Defense, Department of Defense Contract Management Agency\DCMA WESTERN REGIONAL COMMAND\DCMA LOS ANGELES\DCMA LOS ANGELES and granted the GPC Authority Type(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. 2784). 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.

Authority Type	Single Purchase Limit	Cycle Limit	Effective Date
Micro-Purchase Cardholder	\$5,000	\$5,000	2019/07/29
Micro-Purchase Convenience Check Writer	\$5,000	\$5,000	2019/07/29
Micro-Purchase Contingency Contracting Cardholder	\$5,000	\$5,000	2019/07/29
Micro-Purchase Higher Education Cardholder	\$5,000	\$5,000	2019/07/29
Warranted Contingency Contracting Cardholder	\$5,000	\$5,000	2019/07/29
Contract Ordering Official Cardholder	\$5,000	\$5,000	2019/07/29
Overseas Simplified Acquisition Cardholder	\$5,000	\$5,000	2019/07/29
Contract Payment Official Cardholder	\$5,000	\$5,000	2019/07/29
Misc Payments Official Cardholder (SF-182 Training Payments)	\$5,000	\$5,000	2019/07/29
Inter/Intra-Governmental Payment Official Cardholder	\$5,000	\$5,000	2019/07/29

If you have been delegated multiple Authority Types, you are responsible for ensuring that the value of each purchase/payment you make does not exceed the Single Purchase Limit applicable to the Authority Type 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 using simplified acquisition procedures to fulfill mission essential requirements.

In accordance with the FAR 2.101 Micro-purchase threshold definition, GPC purchases for construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) are limited to \$2,000, and purchases for services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards are limited to \$2,500.

#### 2. Micro-Purchase Convenience Check Writer:

Your Convenience Check Writer delegation of procurement authority authorizes you to use the GPC account(s) issued to you 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).

In accordance with statute and regulations, your purchases for construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) are limited to \$2,000, and your purchases for services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards are limited to \$2,500.

#### 3. Micro-Purchase Contingency Contracting Cardholder:

Your Micro-Purchase Contingency Contracting 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 in direct support of a contingency event as prescribed in the "micro-purchase" definition at FAR 2.101. Additional contingency purchasing guidance and unique controls are addressed in reference (a) and DFARS PGI 213.2.

#### 4. Micro-Purchase Higher Education Cardholder:

Your Higher Education 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 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 Contingency Contracting Cardholder:

Your Warranted Contingency Contracting Cardholder delegation of procurement authority authorizes you to use the GPC account(s) issued to you in conjunction with your separately issued Standard Form 1402 Certificate of Appointment to purchase supplies and services as prescribed in the DFARS 213.301(3). Additional Contingency Contracting guidance and unique controls are addressed in reference (a) and DFARS PGI 213.2.

#### 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/purchases. 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 the contracts 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 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). The 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 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 SF-182 Training Payment Cardholder delegation of authority authorizes you to use the GPC account(s) issued to you to make payments, 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, Section 120323, 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 Government Agencies. You are not authorized to make any purchases or make payments to any non-Government source with this authority.

This appointment/delegation is effective as of the date countersigned. This appointment may not be delegated and shall remain effective until revoked or expressly terminated.

Jero Mele  
Correctional Institution Admin  
Defense, Department of Defense Contract Management Agency\DCMA WESTERN REGIONAL  
COMMAND\DCMA LOS ANGELES  
2019/07/29

*Receipt of this appointment is hereby acknowledged. I have completed training, and I have read and understand my responsibilities as cited above. I fully understand the roles and responsibilities associated with this appointment. I acknowledge I am responsible for knowing and complying with the Cardholder roles, duties and responsibilities as defined in References (a) and (d)). I further understand this appointment remains in effect until revoked or expressly terminated.*

Kim JAM\_CARDHOLDER  
2019/07/29