



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

SEP 21 2018

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DEFENSE FIELD ACTIVITIES

SUBJECT: Government-wide Commercial Purchase Card Guidance Related to Class Deviation
2018-O0018 dated August 31, 2018

- References: (A) OUSD/AT&L Memorandum dated July 21, 2017, Subject: Government-wide
Commercial Purchase Card Guidance Related to Class Deviation 2017-O0006,
Increased Micro-purchase Threshold dated July 13, 2017.
(B) Department of Defense (DoD) Class Deviation 2018-O0018 dated August 31,
2018.
(C) Department of Defense Government Charge Card Guidebook for Establishing
and Managing Purchase, Travel, and Fuel Card Programs Effective 1 October
2017 (New Release Dated January 24, 2018).

This memorandum rescinds reference (A) and provides Government Purchase Card (GPC)
implementing guidance related to the \$10,000 micro-purchase threshold (MPT) authorized for
use in reference (B).

The currently authorized MPTs are:

	MICRO-PURCHASE THRESHOLDS	Threshold
1	Construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction)	\$2,000
2	Services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards	\$2,500
3	Federal-wide Open Market Micro-Purchase	\$10,000
4	Federal-wide Higher Education Open Market Micro-Purchase	\$10,000 or Greater

5	GPC Contingency (Inside US)	\$20,000
6	GPC Contingency (Outside US)	\$30,000

The currently authorized convenience check threshold is:

	CONVENIENCE CHECK THRESHOLD	Threshold
1	GPC Convenience Checks	\$5,000

When implementing reference (B), GPC Agency/Organization Program Coordinators, Resource Managers and other individuals responsible for management and oversight of GPC programs must ensure that Cardholders' single purchase limits are only raised if:


1) A determination has been made that anticipated mission requirements and historical spending patterns demonstrate a need for raising the account's currently authorized single purchase limit [See DFARS 213.301(4) – DoD Charge Card Guidebook Roles and Responsibilities]. Failure to align authorized single purchase limits with anticipated operational requirements increases the Department's GPC improper use (i.e., abuse, internal fraud, misuse, Delinquency, Administrative Discrepancy, and External Fraud) risk. Any increase to a Cardholder's delegated procurement authority must be authorized by issuance and acceptance of a new GPC Delegation of Procurement Authority Letter.

2) For Cardholder Accounts with single purchase limits exceeding \$3,500, the Cardholder has been appropriately trained to follow Federal, DoD and Component procedures for purchasing or requesting waivers from Federal Prison Industries [See FAR Parts 8.0 and 8.6 and Reference (C)—Appendix A, Section A.1.2.2 - GPC Purchasing Steps, paragraph g)].

GPC Policy requirements included in reference (A) related to the following items are no longer applicable:

- 1) The following \$10,000 Micro-Purchase Thresholds authorized in sections 217(a) and 821 of the NDAA for 2017 (Pub. L. 114-328) and codified in GPC policy at Reference (C), Appendix I, "Micro-Purchase Threshold" definition are rescinded:
 - a. Basic Research Programs
 - b. Activities of the DoD Science and Technology Reinvention Laboratories
- 2) The requirement to set-aside transactions valued between \$3,500.01 and \$150,000 for small businesses as codified in GPC policy at Reference (C), Appendix A, Section A.1.2.2 - GPC Purchasing Steps, paragraph i) is rescinded.

This guidance will be added to the purchase card guidebook in the next update. Questions may be directed to my point of contact Ms. Denise Reich, at (703) 697-4404 or denise.a.reich.civ@mail.mil.

for 
 Shay D. Assad
 Principal Director, Defense Pricing
 and Contracting