



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEA  
4300  
Ser 02/096  
19 MAY 2003

NAVSEA  
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Ser 01P1/013  
07 May 2003

JOINT MEMORANDUM

From: SEA 01/02

Subj: USE OF GOVERNMENT PURCHASE CARD FOR FOOD AND PERSONAL  
ITEMS - UPDATED GUIDANCE

Ref: (a) Naval Audit Service Draft Report (2001-157) of 29 Mar 02  
(b) SEA 01/02 Joint Memo Ser 01P1/014 of 26 Jul 02  
(c) ASN(FM&C) memo of 18 Apr 03  
(d) ASN(FM&C) memo of 6 Jan 03

Encl: (1) Revised Purchase Card Approval Process and Updated  
Rules

1. Based on recent changes in funding rules, this memorandum is issued to provide updated guidance on the following Government purchase card issues:

- Revised approval process for recurring buys
- Refreshments
- Organizational clothing

This guidance supplements the guidance provided in reference (b).

2. Reference (a) cited the specific items as subject to special scrutiny: food, clothing, and other 'personal type items' such as merchandise items given as honorary or informal awards. In response, reference (b) was issued to provide policy on the use of the Government purchase card. References (c) and (d) are identified in enclosure (1).

3. In order to provide up-to-date guidance we have established a site containing fiscal information for purchase card users on the "Inside NAVSEA City" Intranet at <https://inside.navsea.navy.mil/Navseacity/main.aspx>. Go to the SEA 01P neighborhood. If you have any further questions you may contact Seth Leventhal ([LeventhalSL@navsea.navy.mil](mailto:LeventhalSL@navsea.navy.mil)) at 202-782-2736 for financial questions, or Susan Cassatt ([CassattSL@navsea.navy.mil](mailto:CassattSL@navsea.navy.mil)) at 202-781-2835 or Pam Bufalari at

Subj: USE OF GOVERNMENT PURCHASE CARD FOR FOOD AND PERSONAL TYPE  
ITEMS - UPDATED GUIDANCE

(202) 781-2828 ([BufalariPR@navsea.navy.mil](mailto:BufalariPR@navsea.navy.mil)) for acquisition  
related issues.



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ALL PURCHASE CARD HOLDERS AND APPROVING OFFICIALS

## **Revised Purchase Card Approval Process and Updated Rules**

**REVISED APPROVAL PROCESS:** Reference (b) required purchase card users to obtain approval of the Commanding Officer (field) or Directorate/PEO head (HQ) for each individual purchase of food and personal type items. Various purchase card users have suggested that for recurring buys of the same item, this requirement is duplicative. The process is hereby revised for recurring purchases of the same item. These may now be approved on an annual (once every fiscal year) basis. Any requests to use this annual approval authority for recurring purchases should be submitted to the NAVSEA APC for approval.

**REFRESHMENTS:** Previously, one of the situations where it was permissible to buy food using the purchase card was light refreshments at conferences. A Comptroller General decision of 27 January 2003 (B-288266) revised this policy. Navy implementing guidance in reference (c) states that "effective immediately, appropriated funds are not authorized to pay for light refreshments at conferences." The only exception would be cases where specific legal authority exists authorizing payment for refreshments. One example would be those sessions classified as training under the authority of 5 USC 4109 for civilians and 10 USC 2013 for military. In those cases appropriated funds could be used when the cost of refreshments is included as an incidental and nonseparable portion of a training registration or attendance fee, or in cases where the refreshments are necessary to obtain the full benefit of the training event.

**ORGANIZATIONAL CLOTHING:** Some questions have arisen concerning the use of the purchase card for uniform-related items for service members. These purchases are covered by the Navy Uniform Regulation and thus a second layer of approval requirements is not necessary. While most uniform purchases are not made using the purchase card, organizational clothing can be an exception. Organizational Clothing is defined as clothing loaned to an individual from a Navy activity to fulfill a requirement that is above and beyond an authorized Navy uniform's design. These can include such items as foul weather jackets, green and brown flight jackets, flight suits and coveralls. Organizational clothing may be bought using the purchase card and is generally funded with activity operating funds, except for organizational clothing required for large-scale mobilizations. Reference (d) centralized funding for this type of clothing under the Navy Personnel Command's Operations and Maintenance, Navy appropriation. Cleaning of "organizational clothing" will be at the expense of the employee.

*Note: For further details and updates on these policy areas see the "Fiscal Information for Purchase Card Users" site on the "Inside NAVSEA City" Intranet at <https://inside.navsea.navy.mil/Navseacity/main.aspx>. Go to the SEA 01P neighborhood.*