



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

4200
OPR: 02810
Ser: 02/216
9 SEPT 97

From: Commander, Naval Sea Systems Command

Subj: DELEGATION OF AUTHORITY FOR THE GOVERNMENT-WIDE COMMERCIAL
PURCHASE CARD (GCPC)

Ref: (a) NAVSUP ltr 4226.1 Ser 21C/7026 SA 97-13 of 1 Apr 97
(b) NAVSEA ltr Ser 09C/0133 of 24 Aug 94
(c) NAVSUPINST 4200.85C Department Of The Navy Simplified
Acquisition Procedures (SAP)

1. Reference (a) established new initiatives to enhance the purchase card program. While the delegation of contracting authority is the responsibility of NAVSEA 02, management of the Purchase Card Program is as follows:

a. Authorized purchase card holders may be delegated an increase in the dollar limitation in the DoD Purchase Card Program for purchasing commercial items from \$2,500 to \$25,000. Also, the purchase card limitation may be increased to \$100,000 when ordering directly from Government required sources (e.g., GSA wholesale supply, Federal Prison Industries, etc.). Headquarters organizations should encourage their major field activities to participate in this innovative buying method.

b. Smaller field activities wishing to participate must have the appropriate contracting authority thresholds. If an activity's contracting threshold is limited to below \$25,000, then prior to participating in this new program, that activity must request an increase in its purchase card procurement authority from SEA 02 via their Headquarters organization.

c. Individual purchase card holders authorized to use the purchase card at or below the micro-purchase threshold of \$2,500 must be appointed via a letter of delegation. Individuals authorized to utilize the card above the micro-purchase threshold must be appointed as warranted Contracting Officers via the SF 1402 Certificate of Appointment.

Subj: DELEGATION OF AUTHORITY FOR THE GOVERNMENT-WIDE COMMERCIAL
PURCHASE CARD (GCPC)

d. All individual card holders must successfully complete the CD-ROM Interactive Training Video or the DoN Purchase Card Course for Micro-Purchasers. Those card holders authorized use of the card above the micro-purchase threshold must successfully complete the NAVSUP Simplified Acquisition Procedures Course. Reference (b) delegated warrant authority to cognizant headquarters organizations.

2. Headquarters Commanders and Directorate Heads are responsible for ensuring their field activities have implemented appropriate internal controls and local monitoring systems to satisfy the purchase card program requirements of reference (c), as modified by reference (a).

3. SEA 02 point of contact is Mr. Jeff Brandt, SEA 0281, (703) 602-6911 extension 270 or Ms. Susan Cassatt, (703) 602-6911, extension 256.


M. F. JAGGARD
CAPTAIN, SC, USN
DEPUTY COMMANDER FOR CONTRACTS

Distribution:

SEA 01
SEA 03
SEA 04
SEA 07
SEA 09
NSWC
NUWC
NOC

Copy to:

SEA 09C
PEO TAD
PEO USW
PEO MIW
PEO SUB
PEO CLA
HRC

Subj: DELEGATION OF AUTHORITY FOR THE GOVERNMENT-WIDE COMMERCIAL
PURCHASE CARD (GCPC)

Blind Copy to:

SEA 02(s)

SEA 02C

SEA 028

SEA 0281

SEA 0285

SEA 029

SEA 029P