



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 4400.2A
14 Feb 2003

NMRC INSTRUCTION 4400.2A

From: Officer-in-Charge
To: Distribution List No. 2

Subj: NMRC SIMPLIFIED ACQUISITION PROCEDURES

Ref: (a) NAVSUPINST 4200.85C and 4200.94
(b) FAR PART 13
(c) DFAR 213
(d) ADM NOTICE 109/02
(e) ADM NOTICE 111/02
(f) NAPS 5213 (Navy Acquisition Procedures Supplement)
(g) FMS (Manual of Procedures and Instructions for cashiers)

Encl: (1) Purchase Order, Receiving Report and Voucher OF-206 / OF-206A
(2) Sample, local purchase request
(3) Dry ice request form
(4) Justification for Sole Source
(5) Inspection and Acceptance
(6) Receiving and Inspection Report OF127
(7) Exportation Request
(8) Importation without purchase order
(9) NMRC Expendable Supplies Ordering Form
(10) DOD Expendable Supply Issue/Turn-In Request FS-583/FS-583a
(11) U.S. Embassy Supply List
(12) Receipt for Cash- Subvoucher SF1165
(13) Reimbursement Voucher and/or Accountability Report OF 1129
(14) ICASS Cost Center and Budget Distribution Factors

1. Purpose. To provide NMRC guidance regarding Simplified Acquisition Procedures, Micro Purchase Procedures and other simplified purchase procedures.

2. Cancellation. NAMRIDINST 4400.2 and NAMRIDINST 4400.1A are cancelled.

3. Scope. This instruction applies to all NMRC personnel.

4. Definitions.

Contracting authority. The Contracting Officer of the U.S. Embassy is the only person authorized to purchase, administer or terminate contracts for the government (NMRC). Contracting officers may bind the government only to the extent of the

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authority delegated to them. Authority is granted to contracting officers on a SF 1402 form who have successfully completed a NAVSUP approved Simplified Acquisition Procedures training course. No contract shall be entered into unless the contracting officer ensures that all requirements of law, executive orders, regulations and all other applicable procedures, including clearances and approvals, have been met. (FAR.1.602-1).

a. Unauthorized Commitment. An unauthorized commitment is created when an individual other than a contracting officer commits the USG to a contract. This violates Federal laws as well as proper acquisitions practice. Contracting officers must treat such situations seriously. The only way to clear an unauthorized commitment is to get ratification for the unauthorized commitment or to have the person making the unauthorized commitment pay for it from their personal funds. Posts may ratify unauthorized commitments up to \$1000 while ratifications exceeding that amount may only be authorized by the Procurement Executive. If, on the other hand, delivery has not commenced and no contract has yet been created, notify the contractor immediately to stop the process. Consult FAR 1.602-3 and DOSAR 601-602 or contact A/OPE for further guidance. Until the unauthorized commitment is ratified, no invoice can legally be approved for payment.

Examples of Unauthorized Commitments:

(1) An invoice for services that have already been provided prior to a purchase order or contract being prepared.

(2) Contracting Officer signing a contract, contract modification, or purchase order over his warrant authority.

(3) Someone other than the Contracting Officer authorizing work to be done or services to be purchased.

(4) A purchase order prepared and presented to the Contracting Officer prior to the Contracting Officer obtaining competition (if necessary) or signature.

b. Micro Purchase. A micro-purchase is an acquisition of authorized equipment, supplies or services, and aggregate amount of which does not exceed \$2,500, using the simplified acquisition procedures. (FAR Part 13, DFARS Part 213, NMRCDINST 4400.2A)

c. Purchase Order. An offer by the Government to buy equipment, supplies or services, including construction and research and development, upon specified terms and conditions, using simplified acquisition procedures.

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d. Simplified Acquisition Procedures. The methods prescribed in this instruction for making purchases of equipment, supplies or services using imprest funds, purchase orders, and Government-wide commercial purchase cards.

e. Simplified Acquisition Threshold. The simplified acquisition threshold is \$100,000; however, simplified acquisition procedures may not be used for actions exceeding \$50,000 unless the contracting office has received FACNET (Federal Acquisition Computer Network) certification.

f. Priority. There are two priority levels to choose from:

(1) Priority 3 "Emergency". NMRCD will be severely impacted if the purchase is not made within 24 hours. Priority 3 requisitions must be signed by the OIC with a written justification describing the impact on NMRCD if the request is not processed immediately. The Fiscal and Procurement supervisor must be notified that you have this immediate requirement. Departments should plan supply requirements in advance to avoid frequent Priority 3 requests.

(2) Priority 13 Means the request is "Routine". Routine requests will be purchased between 15 to 30 days of receipt in the Fiscal and Procurement department. The actual amount of time depends on whether it is a local order or from the USA. The customer assigns the priority level. However, you should not give a higher priority than necessary. This unnecessary practice slows the process of procuring items that truly require immediate action.

5. Procedures.

a. Purchase Order Request. A purchase request sometimes called a purchase requisition, shall be prepared and approved before the contracting officer initiates a purchase action. Purchase requests must be filled out for every procurement, equipment, supplies, or services in the command. Form OF-206 Purchase order, Receiving report and Voucher (Enclosure 1) must be filled using the InfoForms program. Requests include but are not limited to:

(1) Equipment. Office and laboratory equipment, copy machines, computers.

(2) Consumable supplies. Laboratory supplies, Administrative/Operating supplies (office and cleaning supplies), Food items for animal facility.

(2) Publications. Newspapers, Magazines, Library

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Services, Books, Periodicals, Manuscript publishing, Photocopy services, Printing services, Film developing services.

(3) Any other service contract. Construction, renovation, repair, installation, Vehicle maintenance or repair. Purchase of parts or spare parts, Computer repairs, Equipment repairs not repaired by the Medical Repair Department, Internet service, Telephone service, Utility service (electricity, water), Transportation and mailing expenses.

b. Purchase order requests must be filled out in advance with approved funds for anything the Command pays for. Procedures for filling out NMRCD purchase requests:

(1) Purchase order No. Fill with your department request number.

(2) Date. Fill in the date you are preparing the request.

(3) Vendor. Recommended source. For new vendors Please include complete information: address, phone and fax number. E-mail and point of contact if it is available. Purchase requests will be returned to the originator if this block is not filled out completely.

(4) Account. Fill in Job Order Number to be charged. This is a five-digit number that indicates the type of funding you are using or the name of the project. For questions on the Job Order Number, please contact Fiscal and Procurement supervisor.

(5) Order to be furnished to. Method of shipment (APO, air freight, ocean freight). If item requested needs specific shipping requirements (i.e., dry ice, ice packs), please note these requirements on the form. Indicate if it is perishable, hazardous, flammable etc. If these specifications are not detailed, Fiscal and Procurement will by default treat order as APO.

(6) Articles or services. Please number each line item consecutively (1-9). The purchase description is one of the most important blocks on the OF-206 supply request form. An adequate purchase description should set forth the essential physical and functional characteristics of the supplies/services required. The purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements to procure "brand name or equal" and to ensure maximum competition:

(a) Common name (nomenclature).

(b) Kind of material.

(c) Part/catalog/code number of the item requested.

(d) Electrical data, if any (i.e., 220V 50/60 Hz or 500W or 6000 amp., etc.)

(e) Dimension, size or capacity;

(f) Restrictive environmental conditions

(g) Equipment with which the item is to be used. Be sure to give the make and model of this equipment to ensure that the new items or accessories purchased are compatible.

(h) Original equipment manufacturer's part number, if applicable.

(i) Period of service or publication subscription period, if applicable (beginning date and ending date not to exceed one year).

(j) Intended use, including location within an assembly and essential operating conditions. Also, project and final physical destination for where order will be placed or utilized.

(k) Any other pertinent information that further describes the item, material or service required and why a brand name must be used instead of an equivalent.

(7) Quantity. Please identify the quantity of the item(s) requested.

(8) Unit of issue. Enter the unit of issue. Examples are EA (each), BX (box), CS (case), KT (kit), ST (set), BT (bottle) etc.

(9) Unit Price: Unit price indicates the dollar amount of each unit. Cost per item, cost per box, cost per case etc.

(10) Shipping and/or special handling fee: Shipping costs are often included in vendor proformas and should be identified separately.

(11) Department Head signature: Department Heads must approve the request with a signature and date.

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(12) Sole Source Justification: If you are requesting that one company and one company only provide the products or services you require, a Sole Source Justification form must be filled out and attached to the purchase order request.

c. Brand name or equal. Generally, the minimum acceptable competitive purchase description is the identification of a requirement by use of a brand name followed by the words "or equal". All known brand name items meeting the requirement should be included. Brand name or equal descriptions must also show those salient physical, functional, or other characteristics of the brand name product which are essential to the Government's needs. These characteristics must be provided by the customer in the purchase request.

Any vendor who submits a quotation on an "equal product" is required to clearly identify the item by brand name, if any, and make or model number, and provide literature which shows that the offered product meets the characteristics required. This data is then furnished to the customer who must determine if the offered product is in fact equal.

Under no circumstances should staff members place orders to companies before or after funding. Purchase actions can only be made in the Fiscal and Procurement (F&P) Department by the purchasing agents.

If the item you are requesting is for computer equipment, an approved Abbreviated Systems Decision Paper (ASDP) must be attached. The Information Management Systems Department (IMS) can assist you in preparing this document.

If you are requesting equipment, the Biomedical Equipment Technician (BMET) must review and "sign off" on the purchase order request prior to submission to the Fiscal and Procurement Department for technical review.

d. Competition. If the total purchase order is over \$2500, the customer must provide three sources with price quotations attached. If you are seeking price quotations, you should make it clear to the company/vendor that it is only a quotation and that you are not authorized to make purchases. You should also state that if their company is selected, they will be contacted by our purchasing agents. Under no circumstances should you sign your name to any quotation for supplies and services when soliciting quotations. If you cannot provide three sources, the purchase request form should state that only one or two sources could be identified. Any company that declines a request for quotation should do so in writing and the decline should be attached as well. If only one vendor can be found, a Sole Source

Justification must be filled out completely and attached to the purchase order request.

The contracting officer may allow the solicitation to be restricted to one source, or to only one brand name, if he or she makes a written determination that only one source or product is reasonably available to provide NMRCD's requirements due to the nature or circumstances of the proposed simplified acquisition. This determination must be based on an acceptable justification, provided by the customer, explaining why the item is the only one that will meet the government's requirement. Statements such as "only known source" or "only source, which can meet the required delivery date" are inadequate and insufficient to support a sole source purchase. (NAVSUPINST 4200.85C)

The purchase order must be forwarded electronically through the InfoForms (contact IMS for instructions on how to do this) and the printed, signed copy, with either the quotation, three competing quotations, or sole source justification attached, must be delivered to the Fiscal and Procurement department supervisor, who will then distribute it to a purchasing agent. Price quotations must be updated, quotations more than 6 months old will be returned.

e. Splitting requirements. Under no circumstances shall large purchase requests be split into several smaller requests in order to fit under the \$2,500 threshold. This includes items and shipping/handling expenses. (NAVSUPINST 4200.85C)

If several purchase requests for the same vendor are received by the Fiscal and Procurement Department, regardless of whether they have different dates, they will be returned to the soliciting department to be joined and submitted again in the proper manner.

f. Department responsibility. Each department should review their departmental supply/service requirements and devise a plan to keep adequate stock on hand. Each department should nominate a supply representative to coordinate supply actions, identify minimum departmental stock levels and plan/maintain adequate inventories. This individual will be responsible for completing the purchase request, acquiring funding and coordinating any urgent, special or unusual requirements with the Fiscal and Procurement Department. In addition, the department supply representative will be responsible for tracking the status of their requests until supplies or services have been received at NMRCD.

g. Inspection and Acceptance. Equipment, supplies obtained using simplified acquisition procedures shall normally be inspected and accepted at destination by the Receiving Clerk.

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This inspection will generally consist of a visual examination of the type, kind, quantity, condition or damage, operability, packing and marking. (NAVSUPINST 4200.85C). (Enclosure 6) (Receiving and Inspection Report (OF127)) must be filled out once a complete, partial, short, or defective order is received. Equipment received must be sent to BMET for plant property and inventory record. All material procured is the property of the Government regardless of acquisition cost, value, or intended use. It is the responsibility of every military, civilian, and contract employee, to exercise the utmost care in safeguarding Government property throughout its life cycle, from acquisition to ultimate disposition.

h. Disposal of purchase files. Micro purchase files may be destroyed three years after final payment (NAVSUPINST 4200.85C).

6. Issue of office and cleaning supplies.

a. Policy. To reduce procurement lead time for common use office and cleaning supplies, the items listed on enclosure (11) are available at the Embassy's store room. Not all items listed on enclosure (11) will be stocked at NMRCD but will be available through routine channels. A periodic review of the demand for each item will be performed.

b. Procedure. Personnel will indicate their bi-weekly requirements on Expendable Supplies Ordering Form (encl.10) and submit the order form to the Fiscal and Procurement Department. Requests must be submitted the first and third Tuesday of the month and supplies will be issued on Thursday. For items not locally stocked at NMRCD, a routine request (FS-583, Enclosure 10) will be submitted to the Embassy (GSO) for procurement and the items delivered the following week. Reference (d) (Adm. Notice 109/02). Copies of FS-583 must be delivered to the Budget Analyst. GSO will review, approve, change, or disapprove requests.

7. Shipping procedures for all importations and exportations.

All laboratory supervisors, staff and any personnel involved in the shipping of material to/from NMRCD are required to follow the instructions detailed below:

a. Importations With Purchase Request.

(1) On Purchase order requests, a complete translation of goods purchased must be included. Specially, if the product is a Kit of some kind, a list of the contents of the kit must be attached.

(2) Specifications of any special requirements must be supplied, i.e. refrigeration, dry ice, storage in a cool place,

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etc. If these requirements are not specified, Fiscal and Procurement will not be accountable for any errors at the time of shipping.

b. Importations Without Purchase Request. These correspond to importations for local project collaborators, visiting researchers and donations from foreign companies or organizations.

(1) Pre-advice of shipment must be placed with our Purchasing Agents at least 48 hours in advance to comply with GSO/EMB requirements.

(2) Labs must inform all parties involved, locally and internationally of importation procedures required by NMRCD, such as the correct Consignee address, documents required, etc. They must also provide Fiscal and Procurement with Point of Contact (name, telephone, fax) at the sender and final recipient in Lima.

(3) The laboratory head must assign an account to which to charge any importation charges incurred (Handling, Warehouse). If local collaborator will provide funds, the lab must coordinate the delivery of these to the purchasing agent.

(4) All shipping documents (AWB, Commercial Invoice) **MUST** show the correct Consignee address. Please ask Fiscal/Procurement for the standard Airfreight Shipping Instructions.

(5) Once the shipment has arrived at NMRCD, Fiscal/Procurement will hand it over to the corresponding Laboratory or Researcher.

Important: Too often F&P receive notification of shipment directly from the airline or courier, without having been notified by the NMRCD personnel in charge of the project or who will be the final recipients. In order to avoid this, please inform the F&P department whenever you have a project for which you will receive material in the future.

c. Exports. Only exportations which contain hazardous, perishable or delicate items will be shipped through the Fiscal & Procurement Department. Shipments that contain plastic items, regular media, paperwork, etc, need not be shipped through Fiscal & Procurement, but can be shipped directly with a local courier or with a courier (internationally). These must be coordinated with the receptionist.

(1) Requests. An exportation request (encl.7) must be placed to the Fiscal & Procurement office at least 72 hours in

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advance to comply with GSO Embassy requirements. The form must be completely filled out, and signed by the corresponding American Laboratory Supervisor. Information provided, such as weight, size and contents of the boxes, must be accurate. A Job Order Number (JON) (account) must be provided.

(2) Time limits. Pick-up of box(es) at NMRCD on the date scheduled for shipment: 09:00 a.m., at the latest at 09:30 a.m. (6-hour period required for finishing export customs clearance). After the time limit or in the case of last minute changes i.e. number of boxes, weight, measures, etc., GSO will take no responsibility if cargo can't be shipped and has to be shipped next day.

(3) Packaging. All packaging of boxes MUST be supervised by our International Aviation Transportation Association (IATA) certified agent for exportation of perishable or hazardous items. Labs must make sure boxes are externally clean without any labels in the case of re-used boxes, unless they have been placed by the Lab itself. Please label the boxes properly (example: refrigeration, frozen, dangerous, hazardous, glass, fragile etc.) For more than one box please specify 1 of 3, 2 of 3, etc. Internal containers should also be clean of any labels indicating infectious or dangerous substances/material, unless required. Labs must inform if shipment could be considered dangerous goods or material harmful to human beings in order to advise the expeditor for when goods are inspected by customs authorities and airline security. Please close your boxes with only a small piece of tape, as these will be opened at customs and checked.

(4) Infectious substances. Laboratories must be aware that there is a sample shipping limitation by the Dangerous Goods IATA Regulations depending on the kind of substances to be transported. In order to fill out the Shipper's Declaration for Dangerous Goods it is necessary that correct and accurate information be provided to our Purchasing Agents. Therefore, our Certified IATA Agent must be contacted prior to any shipment of this kind to obtain approval for shipping.

(5) Requirement. The person or institution that will receive the shipment must supply the researcher with his CDC Importation Authorization. The shipment will not be accepted by any courier or airline without this document. Please attach it outside of each box, and forward a copy to the purchasing agent in charge of the exportation.

Important: Any exportation with dry ice requires special attention. Please make sure the amount of dry ice declared in the exportation request is accurate with the amount added to the

boxes, and specified on the dry ice label. The boxes must weigh as declared. Customs will reject any boxes, which do not conform to what is declared in the paperwork.

8. Imprest fund.

a. Definition. The imprest fund purchase method affords a simple and economical way of effecting purchases, not in excess of \$500. The imprest fund is in the custody of a person known as the "imprest fund cashier".

b. Uses. Conditions for use: The imprest fund may be used for small purchases when:

(1) The transaction does not exceed \$500.

(2) The use of the imprest fund is considered to be advantageous to the Government.

(3) Supplies or services are available for prompt delivery.

(4) The purchase does not require detailed technical specifications or technical inspection.

c. Prohibited uses of the imprest funds. Imprest funds shall not be used for:

(1) Payments of salaries and wages;

(2) Travel advances or any other advances except when the disbursing officer is not available to effect payment.

(4) Payment of travel claims.

(5) Payment of public utility bills;

(6) Cashing of checks or any other negotiable instruments;

(7) Purchase from contractors or contractor's agents who are military personnel or civilian employees of the Government.

(8) Repetitive purchases from the same contractor when another method of purchase would be more appropriate.

d. Advances. The "Interim Receipt for Cash" portion of SF1165 form (Enclosure 12) will be used when the imprest fund cashier furnishes another employee with cash for making payments

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for authorized local purchases. Cash may be advanced for a period not exceeding seven (7) calendar days.

e. Cashier responsibilities. Cashier is responsible for keeping all funds safe and separate from other funds. He/she should not commingle his/her own money, or any other money, with the Government's funds. Imprest Fund Cashier should not at any time and for any length of time, loan cash from imprest funds; use the funds for his/her own purposes or benefit.

f. Replenishing the fund. Imprest funds should be replenished by submitting an OF1129, (Enclosure 13) Cashier Reimbursement Voucher and/or Accountability Report to Embassy Financial Management Office (FMO) for payment. A Reimbursement Voucher should be submitted as often as needed to maintain the fund at operating levels.

g. Imprest Fund Inspection and Verification. The imprest fund cashier shall be required to account for the established balance of the fund at any time. Unannounced inspections shall be made at least quarterly. Upon completion of the inspection and verification, an Unannounced Sub-cashier Verification Check List and Supervisor Certification form shall be submitted promptly to the Administrative Officer. In addition, copy of the report shall be provided to the imprest fund cashier, the Fiscal and Procurement Supervisor and the Disbursing Specialist.

9. Occasional Money Holders. An employee who is required to handle funds for a specific purpose for a FEW HOURS, such as a messenger or an employee in F&P department who is designated to buy small amounts of supplies. An employee is designated to serve as an occasional money holder overseas or domestically either by an element of the individual's job description or by an authorizing letter or memo signed by the Officer in Charge. A copy of this designation must be on file with the Class B cashier. The employee is advanced the funds by the Class B cashier or by a sub-cashier on the basis of a hand receipt (Form SF-1165, Receipt for Cash-Subvoucher) and is held accountable to the person from whom the advance was received. The advance must be settled by close of the cashier's office hours on the day following the day on which the advance was provided. Funds may never be advanced to an individual who has not been officially designated as an occasional money holder. The occasional money holder is an accountable officer.

10. Government-Wide Commercial Purchase Card program.

a. Purpose. The commercial purchase card is intended to stream-line payment procedures and reduce the administrative burden associated with traditional and emergency purchasing of

supplies and services under the current simplified acquisition procedures.

b. Policy. The purchase card may be used to purchase supplies, and services when authorized. It may also be used as a payment method in conjunction with other procurement methods when authorized in the order. Without exceptions the credit card may only be used for authorized U.S. Government purchases. Intentional use of the credit card for other than official Government business will be considered an attempt to commit fraud against the US Government and may result in immediate cancellation of an individual's purchase card and further disciplinary actions.

The purchase card shall be used to buy and/or pay for all requirements under the micro purchased threshold. The purchase card shall be used to purchase supplies up to \$2,500 and construction up to \$2,000.

Cardholders shall not split requirements over the micro purchase threshold to avoid the competition requirements or break down requirements to make several purchase card transactions. Splitting requirements in that manner is an improper use of the purchase card.

The purchase card shall only be issued to Government employees or members of the Armed Forces.

c. Prohibitions.

- (1) Cash advances.
- (2) Advance payments.
- (3) Rental or lease of land or buildings.
- (4) Gasoline or oil.
- (5) Travel expenses (transportation, lodging or meals).
- (6) Vehicle rental or lease.
- (7) Hazardous materials (except batteries, detergents, toner cartridges etc.).
- (8) Unpriced services, for which a firm, fixed price is not established at the time of order.
- (9) Caterers, restaurants, bars, food.

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- (10) Telephone services.
- (11) Postage, stamps.
- (12) "Personal" or "give away" items (day planners, business cards, paques, etc.).
- (13) Personal and non personal services.
- (14) Construction.
- (15) Recreational services.
- (16) Schools, educational services.
- (17) Membership organizations, charitable and social organizations.

d. Agency Program Coordinator (APC). Usually the Administrative Officer or equivalent who manages the program and is responsible for its day to day operation and serves as the primary liaison between NMRCD and the bank. (See NMRCD IOP for APC duties And responsibilities).

e. Approving Official (AO). The Budget Analyst is appointed as the Certifying Officer, and is responsible for verifying legal purchases, adequate accurate documentation, dispute procedures, and reviewing and certifying monthly purchases. (See NMRCD IOP for AO duties and responsibilities).

f. Cardholder. The Cardholder is the individual to whom a card is issued. The card bears this individual's name and shall only be used by this individual to pay for authorized US Government purchases. The Cardholders must not allow anyone to use her card or account number. Cardholders will make purchases using standard Navy policies. NMRCD's two purchasing agents are cardholders. (See NMRCD IOP for cardholders' duties and responsibilities).

11. NON PERSONAL SERVICES CONTRACTS (SF-26)

a. Definition. "Nonpersonal services contract" means a contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

b. Policy. Following are some of the policies for service contracts. For a relation of all, please see FAR Part 37.102.

(1) Performance based contracting is the preferred method for acquiring services.

(2) Agencies shall not award a contract for the performance of an inherently governmental function (see Subpart 7.5).

(3) Agency program officials are responsible for accurately describing the need to be filled, or problem to be resolved.

(4) Services are to be obtained in the most cost-effective manner, without barriers to full and open competition, and free of any potential conflicts of interests.

(5) Agencies shall ensure that sufficiently trained and experienced officials are available within the agency to manage and oversee the contract administration function.

(6) Posts do not have authority to employ US citizens or foreign nationals on purchase orders for even brief periods of time. A purchase order or other "non-personal service" contract is a procurement mechanism. It is not a personnel action and must be never treated as such. Persons engaged in this manner are not USG employees. We cannot hire people on purchase orders. They are not covered under U.S. worker compensation or other benefits, including leave, awards, health plan, death gratuity.

(7) While there are certain limited instances when purchase orders or other non-personal service contracts with individuals are appropriate, the administration of these contracts and purchase orders must be handled carefully to ensure that they remain "non personal", as defined above.

(8) Non-personal services contracts must be awarded under and follow procurement rules (I.E. FAR and DOSAR). The individual must be selected, at least partially, on the basis of the price the individual offers to perform the agreed upon task. That is, the person offers a price to the government. We do not offer a salary. Additionally the individual must be paid only on delivery of the agreed upon services, for which an invoice is submitted.

(a) Prohibitions. Non personal service contracts with an individual are not to be used:

(b) To employ a person in advance of or in lieu of obtaining a security clearance.

(c) To replace an employee, including family members, FSN, PSC or PSAS, even temporarily.

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(d) To circumvent employment ceilings.

(e) To employ dependents or other summer/vacation hires.

(f) To avoid nepotism employment regulations.

c. Funding and term of service contracts. According to FAR Part 37.106, contracts for services shall not extend beyond the fiscal year of the appropriation. The head of an executive agency may enter into a contract for services for a period that begins in one fiscal year and ends in the next fiscal year if the period of the contract awarded does not exceed one year.

d. Procedures. Requesting Department must provide the following: (FAR Part 37.600).

(1) Written fund citation (Account to be used).

(2) A written procurement description, specification, or statement of work sufficient to properly describe the requirement. The statement of work shall define requirements in clear, concise language identifying specific work to be accomplished. Statements of work must be individually tailored to consider the period of performance, the desired degree of performance flexibility. The statement of work must describe the work in terms of "what" is to be required output rather than either "how" the work is to be accomplished or the number of hours to be provided.

(3) Sufficient time to accomplish an orderly acquisition under the rules for full and open competition. Vacancy announcements should be advertised (either in local newspapers, universities, technical schools, as deemed appropriate) and all prospective candidates considered, in order to adhere to FAR Part 6.1 requirements for full and open competition.

(4) Aforesaid documents will be delivered to Administrative Officer, who will review, approve and forward the request to the Procurement Agents. Time restrictions should be taken into account, for the Contract/Award requires the signature of the Contractor, Officer in Charge and Contracting Officer, before being considered official.

(5) Procurement Agent will process a Standard Form SF-26, attach the scope of work, request and any other pertinent documents; obtain signatures from Contractor and Officer in Charge; and forward complete Contract to GSO/Embassy for Contracting Officer approval.

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12. ICASS. **ICASS** is The International Cooperative Administrative Support Services system which functions are to provide and share the cost of common administrative support at its more than 200 diplomatic and consular posts overseas. Their principal goal is to provide quality services at the lowest cost.

A full range of administrative services is available through the ICASS program. These includes travel services, reproduction services, mail and messenger services, information management, reception and telephone system service, purchasing and contracting, personnel management, cashiering, vouchering, accounting, etc

ICASS services should be available to all US Government Agencies, which sign a memorandum of understanding. ICASS charges each mission the services that are delivered to each post.

The Memorandum of Understanding (MOU) should be the basis for all funding commitments and transactions related to the services provided. This agreement is effective upon the date of signing by the participating agencies and should remain in effect indefinitely.

At the beginning of each Fiscal Year NMRCD receives a Memorandum from the Fiscal Management Officer (FMO) - Department of State, requesting the approval of our Officer-in- Charge, to the subscription of Services that NMRCD needs to receive.

For the period October 1, 2002 to September 30, 2003, NMRCD had signed for the following Services:

a. Personnel Services.

(1) Locally Employed Staff Service. Services include recruitment, mission wide compensation and position classification programs, evaluation, awards and disciplinary programs, personal actions, career guidance, counseling, health and life insurance processing, retirement processing, preparation of FSN handbook, staffing patterns and related reports and files, employee orientation and training, etc.

b. Financial Management Services.

(1) Accounts & Records. Management of allotment accounts, establishing obligations, control ledgers preparation of budget information , and special required reports.

(2) Payrolling. Compute and adjust Advance of Pay, COLA and educational allowances. Coordination of T & A reporting and

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leave records. Preparation of FSN/ PSC payroll data for payment of salaries and benefits.

(3) Vouchering. Services include voucher preparation, certification, data input, and transmission of voucher to Charles FSC and file storage. Assist mission employees with travel reimbursement voucher preparation

(4) Cashiering. Service include petty cash payments reverse accommodation exchange transactions, cash voucher payment, collections, distributions, of vendors checks, and preparation of FSN/PSC biweekly salary payments.

c. General Services.

(1) Administrative Supplies Services. Services include requisitioning, stock control, issuance, accountability records and warehousing.

(2) Procurement Services. Services include procurement by contract, PSC, purchase order, amendments, etc.

(3) Reproduction Services. Services include the operation of central printing and reproduction facilities.

(4) Shipment and Customs Services. Services include forwarding, customs clearance for incoming and outgoing shipments of supplies, equipment, personal effects, and privately and US government-owned vehicles.

(5) Non-Expendable Property Management. Services include requisitioning, inventory of non-expendable supplies and equipment, issuance and warehousing.

(6) Leasing Services. Locate suitable properties ensuring space, security standards are met, negotiate residential leases. Seek legal assistance in case of dispute. Provide pre-arrival and post departure inspections.

d. Travel Services. Service include Preparation of travel order, issuance of GTR, tickets purchases itinerary assistance and visa acquisitions STL Residential Building Operations

e. Information Management.

f. Mail and Messenger Services. Services include receipt and distribution of incoming pouches, preparation and forwarding of outgoing pouches.

g. Other Costs Centers.

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h. Basic package.

i. Health Services. Services include staffing and operation of the health room, first aid, immunizations, dispensary, evacuations, and medical reports and analysis.

j. Local Guard program. Services provided to the Embassy and to all the houses of the Direct hired Americans.

k. Security Services. Services include background investigations on all locally engaged staff, as well as investigation of security incident/accidents.

l. Community Liaison Office. Services include organizing activities and functions for official Americans and authorized USPSC employees and family members to enhance port morale and provide post orientation and recreational diversions.

13. Action. All NMRCD personnel are directed to familiarize themselves with the contents of this instruction. Department personnel are requested to contact the Fiscal and Procurement Supervisor when a supply problem occurs. The supervisor can then work through the appropriate channels to solve the problems. This communication network will reduce the problems and cost in solving procurement issues.



C. A. FOSTER
By direction

ICASS Cost Center and Budget Distribution Factors

COST CENTER	WORKLOAD FACTOR	WORKLOAD TYPE	COUNT PERIOD
Basic package	Authorized positions for American people	Static	05/01
Health services	Authorized positions for American people and all the members of their families	Static	05/01
Security services	Authorized positions for American people	Static	05/01
Community Liason	Authorized positions for American people	Static	05/01
Administrative Supply Service		Cumulative	05/01 – 04/30
Procurement services	Number of executed procurement documents	Cumulative	05/01 – 04/30
	Number of copies printed and reproduced	Cumulative	05/01 – 04/30
Shipments and customs services	Number of shipments sent and received	Cumulative	05/01 – 04/30

ICASS Cost Center and Budget Distribution Factors

COST CENTER	WORKLOAD FACTOR	WORKLOAD TYPE	COUNT PERIOD
Non expendable property management	Number of items inventoried	Static	05/01
Travel services	Number of travelers serviced	Cumulative	05/01 – 04/30
Mail & messenger services	Authorized positions for American employees	Static	05/01
Accounts and records	Number of obligations (12 months)	Cumulative	05/01 – 04/30
Pay-rolling	Authorized positions for national employees	Static	05/01
Vouchering	Number of vouchers processed (12 months)	Cumulative	05/01 – 04/30
Cashiering	Number of vouchers processed (12 months)	Cumulative	05/01 – 04/30
Locally engaged staff service	Number of locally engaged staff serviced	Static	05/01

ABBREVIATED SYSTEM DECISION PAPER (ASDP) FORMAT

Naval Medical Research Center Detachment (NMRCDD)

Requested prepared by : _____ Prepared by : _____ Department : _____

Justification : _____

Additional Info:

1. TERM: () New Investment () End of Life Cycle / Replacing Broken Equipment

Equipment to be replaced : NMRI _____

Last Department/User : _____

2. HARDWARE :

2.1 Computer (Fill with number of units) :

Computer : Desktop () Laptop ()

System : Intel () Macintosh () Others ()

Min. Requirement for PC :

() Pentium III/800Mhz _____

() MB Ram/64 _____

() Hard Disk/10GB _____

() Network Card _____

() Modem _____

() Sound Card & Speakers _____

() Zip drive/100-250MB _____

() CDR-W _____

() Extra Battery _____

() Extra AC Power _____

Peripherals :

() Printer

() Laser () Deskjet () Dot matrix

() Network Capability

() Scanner

Others :

() Laptop Case () Parallel Printer Cable

() Black Cartridge

() Color Cartridge

() Toner

3. SOFTWARE :

• Operating System : Windows NT Workstation () / Windows98 () / Windows95 () :

• () Microsoft Office license Others : _____

Technical Review (IMS) : _____

Tech Rev NO. _____

Prepared by (IMS Manager) : _____

Reviewed by (ISO): _____

Local Officer (Funds Available) : Yes () No ()

OIC Approval : Yes () No ()

DRY ICE REQUEST FORM

REQUESTED BY: _____

DATE REQUESTED: _____

DATE REQUIRED: _____

SEND TO: _____
(Provide name, address
phone and fax numbers) _____

QUANTITY: _____ **KILOS.**

FUNDS: _____

Requests must be submitted to Purchasing Agent 24 hours in advance only via e-mail with copy to Fiscal & Supplies Supervisor.

JUSTIFICATION FOR SOLE SOURCE OR UNUSUAL AND COMPELLING URGENCY

Purchase Order /Contract exceeds \$2,500. Please check only one authority.

Authority: 41 USC 253 (c) (1) - Only one responsible source. This authority applies when the supplies or services required are available from only one responsible source. Please check which of the following circumstances is applicable to the specific situation:

Item or services not available from other sources or no alternate sources were found (explain below what makes this contractor the only responsible source, i.e. Does the proposed contractor have facilities or equipment that are specialized and vital to the effort? Is the proposed contractor the only one that can meet critical schedules? Does the proposed contractor have prior experience of a highly specialized nature vital to the effort? Why won't any other product or service satisfy the need? Describe market survey and analysis leading to this conclusion.

Unique and significant industrial accomplishments by a specific firm.

Utility services (electric power or energy, -as, water).

Existence of limited rights in data, patent rights, copyrights, or secret processes make the supplies/ services available from only one source.

Authority: 41 USC 253 (c) (2) - Unusual and compelling urgency.

This authority applies to those situations where (1) an usual and compelling urgency preclude full and open competition, and (2) delay, in award of contract would result in serious injury, financial or other, to the Government.

Explain why the agency's need for the supplies or services is of such an unusual urgency that the Government would be seriously injured unless it limited the number of sources.. Solicitation from as man), potential sources as is practical under the circumstances is required. This authority, is allowed only to fulfill minimum requirements.

Comments: (use additional pages if required)

REQUIREMENTS OFFICE CERTIFICATION: I certify that this certification is accurate and complete.

Name and signature of
Requirements Officer

Date

CONTRACTING OFFICER APPROVAL (Required for actions over \$2,500.00 but not exceeding \$100,000.00)

Date

EXPORTATION REQUEST

Date of request

Date to be shipped

Request by

To

Attn

Phone

Fax

Item to be shipped

Non-Hazardous	<input type="checkbox"/>	DRY ICE	<input type="checkbox"/>
Perishable	<input type="checkbox"/>	REFRIGE	<input type="checkbox"/>
Non Perishable	<input type="checkbox"/>	FROZEN	<input type="checkbox"/>
Hazardous	<input type="checkbox"/>		

Packages _____ Size of container **1)** _____

Gross weight _____ **2)** _____

Net weight _____ **3)** _____

Dry Ice weight _____ ACCOUNT : _____

Remarks _____

IMPORTANT : if you want the packages delivered to a person, you may type his (her) name always after the address, indicating:"ATTENTION TO", but never as the main consignee as it might cause confusion with customs authorities at destiny.

Authorized by

U.S. DEPARTMENT OF STATE
**EXPENDABLE SUPPLY
ISSUE/TURN-IN REQUEST**
(CONTINUATION SHEET)

CONTROL NO.

RE _____ OF
STOCK NO.

DESCRIPTION	UNIT ISSUE	QUANTITY	COST	TOTAL COST
TOTAL COST				

Standard Form 1165
 Revised (5-83)
 Department of the Treasury
 I TFRM 4-4000
 1165-106

RECEIPT FOR CASH

NSN 7540-00-634-4357

INTERIM RECEIPT FOR CASH

DATE _____
 Received of Imprest Fund Cashier
 \$ _____ for which I hold
 myself accountable to the United
 States

 (Signature)

NOTE TO SIGNER
 Be sure this receipt is marked "VOID" and
 returned to you when the transaction is completed
 or the funds returned to the Cashier.

Standard Form 1165
 Revised (5-83)
 Department of the Treasury
 I TFRM 4-4000
 1165-106

RECEIPT FOR CASH--SUBVOUCHER

(To be used when invoice is not available)

SUBVOUCHER NO. _____
 DATE _____

Received in cash from _____
 _____ and _____ (\$ _____) for the following:

QUANTITY	ARTICLES OR SERVICES	AMOUNT

Vendor _____
 Address _____

By _____
 (Signature of Vendor/Agent)

Title _____
 (DO NOT SIGN IN DUPLICATE)

PURPOSE (Project, etc.) _____

APPROPRIATION AND ACCOUNTING CLASSIFICATION _____