



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 7320.1
SPAWAR 08-4
27 Jan 04

SPAWAR INSTRUCTION 7320.1

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND PURCHASE CARD
PROGRAM INTERNAL OPERATING PROCEDURES

Ref: (a) EBUSOPSOFFINST 4200.1A
(b) Enterprise Resource Planning (ERP) Instruction
For Purchase Card Purchase
(c) SPAWARSYSCENINST 7300.1A
(d) SPAWARINST 4200.26B

Encl: (1) SSC-SD Form 7300/27 (Rev 9-01) Request for Nonlabor
Cost Correction
(2) NAVCOMPT Form 2276A (Rev 10-90) Order for Work and
Service/Direct Citation

1. Purpose. References (a) through (d) implement and provide guidance for the Government Commercial Purchase Card (GCPC) Program. This instruction provides supplemental guidance for the Space and Naval Warfare Systems Command (SPAWAR) headquarters.

2. Scope. This instruction applies to all SPAWAR HQ purchase cardholders and approving/certifying officials who are bound by the provisions of references (a) through (d) for procurement purposes.

3. Background. SPAWAR Systems Center, San Diego (SSC-SD), manages the GCPC Program and provides the service to SPAWAR HQ through an Intraservice Support Agreement (ISSA) between SSC-SD and SPAWAR HQ.

4. Responsibilities

a. Business Operations Division (08-4). Provides oversight for SPAWAR HQ purchase card program and will coordinate with SSC-SD to ensure that approving officials and purchase cardholders receive required training. As part of the oversight function, 08-4 has assumed (Level 5) Agency Program Coordinator (APC) role. The HQ APC will perform semi-annual reviews of

27 Jan 04

SPAWAR HQ purchase card transactions. Purchase card policy and changes, clarification, etc., will be posted to the SPAWAR Knowledge Center (SKC) and notification will be provided to appropriate personnel (i.e., approving officials and cardholders) and, when appropriate, to SPAWAR HQ supervisors, managers, and/or, workforce personnel. SPAWAR 08-4 will monitor the number of purchase cardholders and ensure the number is the minimum necessary to complete the SPAWAR mission.

b. SPAWAR 02. Provides overall policy and management oversight for the SPAWAR claimancy (level 3 APC) including supplemental policy and guidance to reference (a) regarding the GCPC program (see reference (d)). SPAWAR 02 will also assist the HQ APC with the semi-annual reviews and disseminate monthly purchase card delinquency reports issued by the eBusiness Operations Office to appropriate points of contact within the SPAWAR claimancy, and monitor the performance of each claimancy component.

c. Cardholders. Adhere to policies and procedures set forth in references (a) through (d). Cardholders must obtain required approvals before initiating a purchase as set forth in enclosure (4) of reference (c). Failure to obtain the required approvals will be considered an unauthorized purchase. Cardholders must record all purchase requisitions in Systems Application Products (SAP) when executed, reconcile all purchases made by the 21st of each month, and before the 1st of the following month. Failure to reconcile purchases may result in suspension of cards.

d. Approving Officials/Certifying Officials. Adhere to policy and purchase procedures set forth in references (a) through (d), in providing appropriate approvals and certification of reconciled transactions in accordance with established timelines. Approving Officials/certifying officials shall also ensure that designated cardholders under their cognizance follow purchase card usage requirements in accordance with references (a) through (d), including timely monthly reconciliation.

e. Funding Documents. Card Holder/Approving Official organization will fund Purchase Card purchases by providing a NAVCOMPT 2276A (WX funding document). See enclosure (2). All WX funding documents must cite line(s) of accounting for estimated purchases and fees. Failure to include fees will

prevent timely reconciliation and will result in revocation of cards. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS, Block 14 of WX, should state: "Funds are provided for Purchase Card purchases." All Cardholders authorized to use funds and appropriate Approving Officials must also be listed. Additionally, all amendments must reference the Network Activity Number (NAN) and Work Breakdown Structure (WBS) assigned to the basic WX document. Funds must be available before placement of orders. In those instances where purchases must be made while on travel or during non-duty hours, cardholders must ensure funds availability is certified prior to each purchase. As soon as is possible, the cardholder must create the requisition in SAP and include appropriate information on the requisition regarding any verbal orders. Unauthorized purchases may cause cards to be revoked.

f. SPAWAR 01. Performs 1301/1517 reviews on funding documents provided to SSC-SD for SPAWAR HQ participation in the Purchase Card Program.

g. SPAWAR 00A-HR. Provides policy on government training at SPAWAR HQ and assists the HQ APC with monthly and semi-annual reviews in accordance with reference (a).

h. SSC-SD. SSC-SD will provide ERP and government purchase card training as defined in references (b) and (c). Information on training courses is available at:

<https://iweb.spawar.navy.mil/resources/erp/>

5. Action. Addressees will adhere to the provisions of this instruction.

/s/
K. D. SLAGHT

Distribution:
SPAWAR List 4
SNDL Part II
FKA1B1 (SSC-SD Only)

-SAMPLE-

SPAWARINST 7320.1
27 Jan 04

REQUEST FOR NONLABOR COST CORRECTION

TO ACCOUNTING, D0212	FROM	CODE	EXT
-------------------------	------	------	-----

Encl: (1) NOSC 7300/6 dtd _____

Encl: (2) Report identifying original transaction(s)

1. CORRECTION OF THE ENCLOSED FINANCIAL TRANSACTION(S) IS (ARE) REQUESTED FOR THE FOLLOWING REASON(S)

a. Stub Correction. NOSC 7300/6 required, enclosure (1)

- Incorrect job order was provided on stub. The new job order benefits from the purchase/work requested.
- Procurement was charged to the wrong ACRN of the same funding document. New ACRN benefits from purchase/work requested.
- Stub should have been placed on RCP funding.

b. Service Center Transfer Correction(s). List corrections on reverse. Copy of report identifying original transaction(s) required, enclosure (2)

- Work effort was requested by telephone and the job order given was misunderstood. The incorrect number was not noted until Project Manager reviewed the charges.
- Performing code (service center) charged the same job order as the previous week's efforts. Performing code was not promptly notified of the change in work effort.
- Project manager was not available (on travel or meeting) to properly clarify the work effort and the wrong job order was used.

c. Other.

2. CORRECTION OF THE ENCLOSED TRANSACTION(S) WILL RESULT IN THE STUB REQUISITION/WORK EFFORT BEING CHARGED TO THE CORRECT JOB ORDER.

SIGNATURE	CODE	DATE
-----------	------	------

SPAWARINST 7320.1
27 Jan 04

-SAMPLE-

SERVICE CENTER TRANSFER CORRECTIONS

-SAMPLE-

SPAWARINST 7320.1
27 Jan 04

ORDER FOR WORK AND SERVICE/DIRECT CITATION

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS AND/OR DIRECT CITATION AND IS SUBJECT TO THE						2. DOCUMENT NUMBER				
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE		6. DATE PREPARED		7. AMENDMENT NO.		
8. FROM				9. FOR DETAILS CONTACT:						
10. TO						11. MAIL BILLINGS TO:				
UIC										
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS										
A.	B. APPROPRIA	C. SUB-	D. OBJ.	E. BU.	F.	G.	H.	I.	J.	K.
L. TOTAL THIS DOCUMENT										
M. CUMULATIVE TOTAL										
13. ORDER SELECTION										
13A. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT ORDER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE OR <input type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS ON THE REVERSE SIDE APPLY: _____										
13B. <input type="checkbox"/> DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT - INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING										
13C. USE OF THE REVISED ACCEPTANCE PROCEDURE <input type="checkbox"/> IS <input type="checkbox"/> IS NOT AUTHORIZED. <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED										
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS										
A.	B. ITEM	C.						D.		
			Funds are provided for Purchase Card purchases. Authorized Cardholders: (list names(s)) Approving Officials: (list name(s)) If amendment, cite reference NAN and WBS.							
15. PROVIDED THRU REIMBURSEMENT			16. PROCURED BY DIRECT CITATION			17. SUMMARY		ESTIMATED AMOUNT		
A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. TOTAL-BLOCK 14D =				
						B. TOTAL-BLOCK 15C =				
						C. TOTAL-BLOCK 16C =				
						D. BLOCK 15C + 16C =				
						CUM. TOTAL TO DATE	E. REIMBURSABLE			
							F. DIRECT CITATION			
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)					DATE		
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)					DATE		

NAVCOMPT FORM 2276A (REV. 10-90) S/N 0104-LF-010-3700

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM

This form will only be used for requesting work and/or services, contractual procurement or local purchase of material or services. This form will not be used for requisitioning material from existing Government stocks. The purchase/procurement, or requisitioning from stock, of material incident to the performance of this order, however, is permissible. (Note: Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

SUPPLEMENTARY ITEMS:

1. Written acceptance of this order is required and will be accomplished by completing Block 19 on one copy of this order and returning it to the requiring activity cited in Block 8. Acceptance must be on a reimbursable basis and/or direct citation only.
2. Amounts authorized by this document have been reserved and/or committed by the requiring activity. Those amounts identified in Block 15 will be obligated upon receipt of the acceptance copy of this document, and those amounts identified in Block 16 will be obligated upon receipt of contracts or purchase or delivery orders awarded.

Amounts authorized in Block 15 are not subject to 31 USC 1517, unless specifically indicated on the face of the document. Additional funds, if required, will be requested from the activity cited in Block 8. Approval of such requests will be accomplished by the requiring activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided. The total of Block 17F constitutes a 31 USC 1517 limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.
3. The funds authorized by the document are available for obligation by the performing activity cited in Block 10 through the dates indicated in Block 4 or 5, as appropriate. Funds not actually obligated by the performing activity by that date will be returned to the requesting activity via Status of Reimbursable Orders or similar acceptable form.
4. Extension of the work completion date cited in Block 5 of this order, if required, must be requested in writing and is subject to the approval of the requiring activity cited in Block 8. Approval of such requests will be accomplished by the requiring activity through the issuance of an amendment to this document citing the work completion date.
5. Those items identified in Block 15 as a Project Order, as indicated in Block 13A, are placed in accordance with 41 USC 23 and DOD Directive 7220.1 (Regulations Governing the Use of Project Orders). Performance of the work and/or services requested must be accomplished in accordance with these same statutes and regulations.

Billings will normally be submitted by the performing activity on a monthly basis unless specifically stated in Block 14.
6. Those items identified in Block 15 are placed pursuant to the Economy Act (31 U.S.C. 1535) and will be performed in accordance therewith.
- 7.
- 8.