

NSTC

GOVERNMENT COMMERCIAL

PURCHASE CARD

Special Attention

and

Prohibited Items

Enclosure (2)

AMMUNITION - Not allowed. Refer to ammunition requisitioning procedures in the Regulation for Officer Development (ROD).

APPLIANCES IN THE WORK PLACE - (Coffee pots, Microwaves, Refrigerators and Other Related Items)

Allowed for common areas where they are available for use by all personnel and not used to provide any equipment for the sole use of an individual. Purchase card file documentation should specify, "For use in common area."

Clothing - Not allowed. The purchase of clothing such as plain, embroidered or logo polo shirts; customized or plain t-shirts, shorts, sweats, or jackets for physical training; ball caps and other non-uniform items for staff or students is not authorized. Specific guidance and restrictions for ball caps as presentation items can found in NAVADMIN 184/14. Specific guidance for uniform ball caps can be found in NAVADMIN 200/14. This guidance does not apply to purchase of uniforms with Military Personnel Navy (MPN) funds.

FLOWERS - Not allowed.

FOOD and/or WATER/BEVERAGES - The purchase of refreshment items for Government employees is NOT authorized. The term "refreshments" extends to all concession related items, beverages, snack/finger foods, plastic ware, forks, knives, spoons, dishes) and paper products (napkins, paper plates, paper cups). Further examples of prohibited items include but are not limited to bottle or spring water, milk, coffee, tea, juices, soda, pastries, donuts, pretzels, bagels, and other party or concession type items.

This prohibition also extends to refreshments served at official ceremonies (e.g., retirement, change of command, commissioning, VIP receptions, etc.).

HAZMAT - All HAZMAT product requests shall go through the Regional Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Regional CHRIMP Center (RCC) for approval prior to purchase. If the RCC does not have sufficient inventory to satisfy mission requirements in a timely manner the servicing RCC will provide approval for activities to commercially acquire the HAZMAT. The RCC approval must be retained with the purchasing documentation. Examples of items requiring HAZMAT Tech review within your purchasing documentation include: lubricants, batteries, toner cartridges, detergents, air dusters. This list is not all inclusive. When

reviewing the items for purchase within a supply catalog if the item notes "MSDS" it requires a HAZMAT Tech review.

INFORMATION TECHNOLOGY (IT) - Information Technology (IT) includes hardware, software, maintenance, contract support, telecommunication services network and network devices, off the shelf software, enterprise licenses, telecommunication, handheld wireless communication devices, non-tactical radios). Procurement actions for IT may not be initiated without an approved Information Technology Procurement Request (ITPR) from NSTC N6.

INVITATIONS - Allowed in support of change of command and retirement ceremonies coincident to change of command. Retirement ceremonies not coincident to change of command may be deemed official by the commanding officer. Defense Logistics Agency Document Services is mandatory source for printing.

Announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. Postage will not be pre-paid on R.S.V.P. cards. An invitation to a related reception immediately following such ceremonies may be included in the official mailing of the announcement if it does not result in any increase in cost to the government and does not include an advertisement for or endorsement of any enterprise.

PERIODICALS - The purchase card may be used as method of payment for agency authorized publications (i.e., Navy Times, etc.) provided the total cost of the subscription is a valid charge to the appropriation for the Fiscal Year and invoice must be received prior to the close of the subscription period.

WATER - See FOOD