

NROTC Unit Supply Binder – Tab 3-2

Date: August 2025

SUBJECT: Government Purchase Card (GPC): Special Attention and Prohibited Items

1. PURPOSE

This document provides guidance to NROTC Unit personnel regarding items and services that are **NOT** authorized for purchase using the Government Purchase Card (GPC). This guidance is in addition to any restrictions outlined in the Navy Government-wide Commercial Purchase Card Program (GPC) Standard Operating Procedures (SOP) and local NROTC Unit policies.

2. OVERVIEW

The GPC is a valuable tool for acquiring necessary goods and services. However, it is critical that all cardholders understand and adhere to the restrictions on their use. Unauthorized purchases can lead to disciplinary action, financial liability, and compromise the integrity of the GPC program. This document outlines specific items that are prohibited for purchase using the GPC within the NROTC Unit.

3. PROHIBITED ITEMS & SERVICES

The following items and services are **NOT** authorized for purchase using the GPC:

3.1 AMMUNITION:

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

3.2 APPLIANCES IN THE WORKPLACE:

- **Allowed for common areas ONLY.** Appliances such as coffee pots, microwaves, and refrigerators are permitted for use in common areas where they are available for use by all personnel and not used to provide equipment for the sole use of an individual. Purchase card file documentation should clearly specify, “For use in common area.”
 - **Note:** Appliances for common spaces must be appropriately sized for the space, avoiding both oversized and mini models.

3.3 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.

- **Exception:** Specific guidance and restrictions for ball caps as presentation items can be found in NAVADMIN 184/14. Specific guidance for uniform ball caps can be found in NAVADMIN 200/14.
- **Note:** This guidance does not apply to the purchase of uniforms with Military Personnel Navy (MPN) funds.

3.4 FLOWERS:

- **Not allowed.**

3.5 FOOD and/or WATER/BEVERAGES:

- **Not allowed.** 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).
 - **Examples of prohibited items:** bottled 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.).

3.6 HAZARDOUS MATERIALS (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:** lubricants, batteries, toner cartridges, detergents, air dusters. This list is not all-inclusive.
 - **Rule of Thumb:** When reviewing items for purchase within a supply catalog, if the item notes "MSDS," it requires a HAZMAT Tech review.

3.7 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.

3.8 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 the mandatory source for printing.
- Announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage.
- Postage will not be prepaid 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.

3.9 PERIODICALS:

- The purchase card may be used as a 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 the invoice must be received prior to the close of the subscription period.

3.10 WATER:

- See FOOD.

4. QUESTIONS

Please direct any questions regarding authorized or unauthorized purchases to the Unit's Agency/Organization Program Coordinator (A/OPC) and then to the Level IV Agency Program Coordinator (A/OPC).

5. ENFORCEMENT

Failure to adhere to these guidelines may result in the revocation of GPC privileges and/or disciplinary action.

In conclusion, this document serves to clarify and reinforce the restrictions on GPC usage within the NROTC Unit. It is imperative that all cardholders review and understand the prohibited items and services outlined herein, particularly concerning ammunition, unauthorized appliances, clothing, flowers, food and beverages, hazardous materials, information technology, unauthorized invitations, periodicals, and water. Strict adherence to these guidelines is mandatory to maintain the integrity of the GPC program and avoid potential disciplinary action. Questions should be addressed to the Unit's A/OPC, ensuring all purchases align with established regulations.

Points of Contacts:

William Barton
NROTC Supply Management Specialist
GAM
Coordinator
847-688-4141 ext. 176
william.g.barton.civ@us.navy.mil

John Bass
ELMS APO / ALT GAM
ALT GPC Level IV Agency Program
847-688-4141 ext. 143
john.l.bass.civ@us.navy.mil

Jason Sheets
NROTC Supply Management Specialist
847-688-4509 ext. 330
jason.d.sheets.civ@us.navy.mil

Sidney Coleman
GPC Level IV Agency Program Coordinator
847-688-4141 ext. 187
sidney.e.coleman.civ@us.navy.mil

LaTonya Langston
NROTC Supply Management Specialist
847-688-4509 ext. 439
latonya.l.langston.civ@us.navy.mil

Jerry Long
N4 Logistics Director
847-688-4509 ext. 388
jerry.e.long.civ@us.navy.mil

Eurice Cotton
NROTC Supply Management Specialist
847-688-5454 ext. 184
eurice.cotton.civ@us.navy.mil