

# **SPAWAR Purchase Card Policy Notice (S-PCPN 2013- 003)**

**Feb 7, 2013**

**Effective Immediately**

**PURPOSE:** This S-PCPN addresses requirements for SPAWAR GCPC Card Holder (CH) Letters of Delegation.

**OVERVIEW:** NAVSUPINST 4200.99B (pg 3-4 e., Updating Appointments, Letters” states “Letters shall be updated when the content or contracting authority has changed roles of AO and CO. The CCPMD website provides an example of what should be included in a /CO Letter of Appointment. DOD FMR Volume 5 Chapter 33.

## **ACTION/GUIDANCE:**

To ensure compliance with 4220.99B pg 3-4 e., Updating Appointments, “Letters shall be updated when the content or contracting authority has changed APCs shall validate that AO/CO

Appointment Letters contain the following information:

1. References for:
  - o (a) 31 USC 3528
  - o (b) DOD FMR Volume 5 Chapter 33
  - o (c) NAVSUPINST 4200.99 (series)
  
2. Designation as both Approving Official (AO) and Certifying Official (CO)

APCs shall review all current AO/CO Appointment Letters and make changes (new letters) as necessary to ensure the information above is contained in letters of existing AO/COs.

For more information on AO/CO Appointment Letters go to the CCPMD website.

[https://www.navsop.navy.mil/ccpmd/purchase\\_card/desk\\_guides](https://www.navsop.navy.mil/ccpmd/purchase_card/desk_guides)

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