

**COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)  
MANAGEMENT and ASSISTANCE TEAM (N9G)**



**Local  
Internal Control Questionnaire (ICQ)  
FY17**

**PROCUREMENT**

**5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-6520**

**REVISED OCTOBER 2016**



**PURCHASING**

1.	<p>Is the purchasing function separate from the receiving, issuing, and accounting functions?</p> <p>Notes: The following functions shall be performed by independent offices (e.g., accounting, contracting, receiving, etc.) or by different individuals:</p> <ul style="list-style-type: none"> <li>a. Issuance of the purchase request and certification of funds availability.</li> <li>b. Negotiating, executing, and signing of purchase order, delivery orders, BPA, or contract.</li> <li>c. Receipt of goods and services.</li> <li>d. Processing bills or invoices for payment.</li> <li>e. Signing of checks.</li> </ul> <p>Reference: CNICINST 7043.1 Para 112</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
2.	<p>Are all procurements (except small items purchased from petty cash fund) made by means of a contract, purchase order, delivery order, contract, BPA call, or NAF Purchase Card?</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>a. Simplified Purchase-a purchase of supplies, services, or construction, the aggregate of which does not exceed \$150,000.</li> <li>b. Purchase Request-All contract actions (except purchase card orders shall be initiated by a purchase request document.</li> <li>c. Solicitation-Standard forms (SFs)18, 30, 33, 98, or 1409 outlined in CNICINST 7043.1,para 219 required.</li> <li>d. Evaluation-comparison of quotations, proposals, or bids received to determine the most advantageous offer</li> <li>e. Shipment/Delivery-All contracts shall specify place of delivery and acceptance</li> </ul> <p>Reference: CNICINST 7043.1, Para. 105; 204, Chap 4 and 5</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

**PURCHASING**

<b>PURCHASING</b>			
3.	<p>Are all purchase orders and contracts legibly completed and signed by the contracting officer to approve procurement actions?</p> <p>Notes: A NAF contracting officer warrant is required for executing all contracts, purchase/delivery orders, and blanket purchase agreements. All NAF contracting officer warrants are issued by CNIC N94. Exception: (para 120) ITT Consignment Agreements may be signed by the ITT Manager or MWR Director. After review by a Staff Judge Advocate, commercial sponsorship agreements shall be signed by the Commanding Officer or by the MWR director.</p> <p>Reference: CNICINST 7043.1, Para. 103(d), 106, 120</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
4a.	<p>Is the proper distribution of contract action copies maintained?</p> <p>Notes: Copies will be distributed as follows:                      a. Original to contractor.                      b. One copy to the accounting office, requester, and receiver.                      c. One copy remains in procurement file. Additional copies will also be sent to interior designers, air or water ports (for overseas shipments), or others, when applicable.</p> <p>Reference: CNICINST 7043.1, Para. 405(d)</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
4b.	<p>Are copies of the orders given to the receiving department as authority to accept goods and services?</p> <p>Notes:                      a. Receive second copy of PO (or DD Form 250 in case of partial shipment)</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p>

**PURCHASING**

	<p>from Receiving.</p> <p>b. Ensure signature of receiving person (block 26)</p> <p>c. Pull first copy of PO from Open Order file, check to see that vendor invoice and other needed documentation is present. (Vendor invoice will either come through the mail or with the Receiving PO. It must be marked to indicate it is an invoice, not just a packing slip.)</p> <p>d. If Blanket Purchase Agent (PA):</p> <p style="padding-left: 20px;">(1) At the end of the accounting month, receive copies of blanket PA's from Receiving. Follow the Procedures above.</p> <p style="padding-left: 20px;">(2) Total all amounts by item and determine final price of all goods delivered for each vendor.</p> <p style="padding-left: 20px;">(3) Prepare RSWC, AJV, or GJV, as applicable.</p> <p style="padding-left: 20px;">(4) Record on subsidiary records.</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5.</p>	<p>Are concessionaires and entertainers operating with a formal written contractual agreement?</p> <p>Reference: CNICINST 7043.1, Para. 318 and 319 CNICINST 1710.3</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
<p>6.</p>	<p>Has a Contract Review Board been established by the CO that consists of three members that includes an attorney and 2 senior contracting personnel?</p> <p>Note: A CRB, consisting of at least three members including an attorney and two senior contracting personnel, shall be established by the Commanding Officer for the purpose of reviewing significant NAF contracting actions.</p> <p>Reference:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>

**PURCHASING**

	<p>CNICINST 7043.1 Para. 114a.</p> <p>Comments:</p>		
7a.	<p>Were solicitations where estimated value is in excess of \$150,000 reviewed by the CRB and documented in the contract file?</p> <p>Reference: CNICINST 7043.1, Para. 114a.(1)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7b.	<p>Were award of contracts in excess of \$150,000 reviewed by the CRB and documented in the contract file?</p> <p>Reference: CNICINST 7043.1, Para. 114a.(2),(3),(4),(6),(7) and (8)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7c.	<p>Were all termination actions reviewed by the CRB and documented in the contract file?</p> <p>Reference: CNICINST 7043.1, Para. 114a.(9)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**PURCHASING**

7d.	<p>Were concession/percentage contracts expected to generate revenue exceeding \$150,000 during the life of the contract reviewed by the CRB and documented in the contract file?</p> <p>Reference: CNICINST 7043.1 para. 114a.(5)</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
8.	<p>Unless a valid sole source, are all purchases in excess of \$5000 made only after competition is solicited?</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>a. Solicited from at least three sources</li> <li>b. Exceptions: <ul style="list-style-type: none"> <li>(1) Delivery Orders (DO) and Task Orders (TO) against existing contracts already competed, such as Air Force Non-appropriated Fund Procurement Office and General Services (AFNAFPO) and some General Services Administration (GSA) contracts. However, most GSA contracts and many AFNAFPO contracts are not awarded on a competitive basis. Use GSA Multiple Award Schedule (MAS) procedures, which require competition for all DO/TO acquisitions above the competition threshold (in the case of NAF, this is \$5,000). Also note that DO/TO acquisitions from GSA MAS contracts shall include NAF clauses in order to comply with DoDI 4105.67.</li> <li>(2) a valid single (sole) source purchase</li> <li>(3) Certain entertainment type contracts</li> </ul> </li> <li>c. Solicitations <ul style="list-style-type: none"> <li>(1) An informal oral solicitation is acceptable for less than \$25,000.</li> <li>(2) Written for purchases exceeding \$25,000(letter or on SF 18)</li> <li>(3) SF 33 for purchases exceeding \$150,000 (except for delivery orders and when standardized contract formats are authorized).</li> </ul> </li> <li>d. All awards shall include a Contracting Officer's determination that the award was made at a "fair and reasonable price". This shall be documented in the contract file.</li> </ul> <p>Reference: CNICINST 7043.1, Para. 203, 209,307 and 403c.</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

**PURCHASING**

<b>PURCHASING</b>			
9.	<p>Are blanket purchase agreements (BPAs) used to establish open ended charge accounts with suppliers for goods that are needed repetitively in small quantities?</p> <p>Note: Conditions</p> <ul style="list-style-type: none"> <li>a. Recurring need for the purchase of small quantities of similar supplies or services; purchase instrument would be more economical than other purchasing methods.</li> <li>b. A wide variety of items in a broad class of supplies or services that are generally purchased, but the exact items, quantities, and delivery requirements are not known in advance and may vary considerably.</li> <li>c. A need to provide commercial sources of supply for one or more activities on an installation that do not have or need authority to purchase otherwise.</li> </ul> <p>Reference: CNICINST 7043.1, para. 304c.</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
10.	<p>Are all BPAs prepared per CNICINST 7043.1, Para 304e?</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>a. Distributed equally among qualified suppliers.</li> <li>b. Concurrent agreements with several suppliers</li> <li>c. Issued for an indefinite period of time, but, if desired, a time period may be specified.</li> <li>d. Un-priced, but they may be priced, if desired.</li> <li>e. Issued on DD 1155 with contract clauses attached.</li> <li>f. PIIN assigned, in accordance with para 218. PIINs are consecutive and distinguishable from other PO and contracts.</li> <li>g. Signed by contracting officer (any warrant level) prior to distributing to suppliers.</li> </ul> <p>Reference: CNICINST 7043.1, para 304e.</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>



**PURCHASING**

11.	<p>Is the authority of all contracting officers designated in writing by CNIC?</p> <p>Reference: CNICINST 7043.1, para 106, 107c.</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>																																				
12a.	<p>Has contracting authority been delegated to others to others?</p> <p>Note: a. Contracting officers cannot delegate contracting authority to others. Only contracting officers who have attended training and received a warrant are authorized to sign NAF purchase orders, delivery orders, and contracts.</p> <p>Reference: CNICINST 7043.1, para. 106a.</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>																																				
12b.	<p>What are the current warrant limits for all appointed Contracting officers and have they been assigned properly?</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Warrant Level</th> <th style="width: 25%;">Authorized Limit</th> <th style="width: 25%;">Assigned Limit</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Note: a. Warrant limitation are based on level of training and experience. (para 107b., 108) (1) \$5,000 (\$50,000 resale) warrant - At least 1 year of WR/NGIS</p>	Name	Warrant Level	Authorized Limit	Assigned Limit																																	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
Name	Warrant Level	Authorized Limit	Assigned Limit																																				

**PURCHASING**

	<p>experience or 1 year of contracting experience and complete 1 of the following basic courses (or equivalent):</p> <ul style="list-style-type: none"> <li>(a) Army/Navy NAF contracting basic course</li> <li>(b) Air Force NAF purchasing course</li> <li>(c) Department of Defense (DOD) small purchase course</li> <li>(d) Small purchase/schedule contracts, or</li> <li>(e) Basic procurement</li> </ul> <p>(2) \$25,000 warrant - 1-week basic procurement course and complete at least one 2-week intermediate course or two of the 1-week intermediate courses (or equivalent) listed as follows:</p> <ul style="list-style-type: none"> <li>(a) Army/Navy NAF contracting advanced course (2 weeks)</li> <li>(b) Contract negotiation (1 week)</li> <li>(c) Contract administration (1 week)</li> </ul> <p>(3) Unlimited NAF warrant - basic and Intermediate courses, as well as both of the following advanced courses (or equivalent):</p> <ul style="list-style-type: none"> <li>(a) Contract law</li> <li>(b) Price analysis or cost and price analysis.</li> </ul> <p>Reference: CNICINST 7043.1, para. 106a., 107b., 108</p> <p>Comments:</p>		
13.	<p>Are NAF contracting appointments reviewed annually by the MWR/NGIS Director to ensure a valid need/requirement still exists for the warrant?</p> <p>Note: All appointments shall be reviewed annually by the MWR director/NGIS manager to ensure a valid requirement still exists for the warrant. CNIC N94 shall be notified upon a reassignment or termination of employment.</p> <p>Reference: CNICINST 7043.1, Para. 107e</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
14.	<p>Is required training provided for all personnel involved in the procurement process?</p>	<p>YES</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p>

**PURCHASING**

	<p>Notes:</p> <ul style="list-style-type: none"> <li>a. Only contracting officers who have attended training and received a warrant are authorized to sign NAF purchase orders, delivery orders, and contracts.</li> <li>b. \$5,000 (\$50,000 resale) warrant:             <ul style="list-style-type: none"> <li>(1) At least 1 year of MWR/NGIS experience or 1 year of contracting experience either with the government or industry engaged in executing government contracts</li> <li>(2) Completion of one of the following(or equivalent):                 <ul style="list-style-type: none"> <li>(a) Army/Navy NAF contracting basic course</li> <li>(b) Air Force NAF purchasing course</li> <li>(c) Department of Defense (DOD) small purchase course</li> <li>(d) Small purchase/schedule contracts</li> <li>(e) Basic procurement.</li> </ul> </li> </ul> </li> <li>c. \$25,000 warrant:             <ul style="list-style-type: none"> <li>(1) 1-week basic procurement course and</li> <li>(2) one 2-week intermediate course or two 1-week intermediate courses (or equivalent) listed as follows:                 <ul style="list-style-type: none"> <li>(a) Army/Navy NAF contracting advanced course (2 weeks)</li> <li>(b) Contract negotiation (1 week)</li> <li>(c) Contract administration (1 week)</li> </ul> </li> </ul> </li> <li>d. "Unlimited" NAF contracting officer warrant:             <ul style="list-style-type: none"> <li>(1) The basic and intermediate courses</li> <li>(2) Both of the following advanced courses (or equivalent):                 <ul style="list-style-type: none"> <li>(a) Contract law</li> <li>(b) Price analysis or cost and price analysis.</li> </ul> </li> </ul> </li> <li>e. Course equivalents determinations will be made by CNIC N944B.</li> </ul> <p>Reference: CNICINST 7043.1, para. 106a and 108</p> <p>Comments:</p>	<p align="center">NR <input type="checkbox"/></p>	<p align="center">N/A <input type="checkbox"/></p>
<p>15.</p>	<p>Are NAF contracting warrants restricted from ever being used to contract with APF? This is also stated in every KO's appointment letter and warrant.</p> <p>Note: A NAF contracting officer warrant may not be used to contract with appropriated funds; however, an appropriated fund contracting officer warrant may be used to contract with nonappropriated funds.</p> <p>Reference: CNICINST 7043.1, para. 106d.</p>	<p align="center">YES <input type="checkbox"/></p> <p align="center">NR <input type="checkbox"/></p>	<p align="center">NO <input type="checkbox"/></p> <p align="center">N/A <input type="checkbox"/></p>

**PURCHASING**

	<p>Comments:</p>		
<p>16a.</p>	<p>When a call is placed, was there an established BPA in place with the vendor performing or supplying the services?</p> <p>Note: Contracting officers or their designee shall review BPA files at least annually and, at a minimum, ensure calls are being equally distributed among suppliers of similar items with whom BPAs have been established, callers are not splitting requirements to circumvent their dollar limitation, and ensure compliance with this instruction. If a BPA is not being utilized, it shall be canceled.</p> <p>Reference: CNICINST 7043.1, para. 304j.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>16b.</p>	<p>Are calls placed against BPA's only made by designated/authorized callers Note: Each BPA shall include a list of individuals designated as authorized callers, their office name and location, and each individual's per call dollar limitation.</p> <p>Reference: CNICINST 7043.1, Para. 304f.(5)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>16c.</p>	<p>Have any BPA's exceeded the dollar limitations authorized?</p> <p>Note: Calls placed against BPAs will only be made by authorized individuals and will not exceed the dollar limitations authorized.</p> <p>Reference:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

PURCHASING

	<p>CNICINST 7043.1, Para. 304h.</p> <p>Comments:</p>		
<p>16d.</p>	<p>Are BPA's assigned the proper BPA PIIN number?</p> <p>Note:</p> <ul style="list-style-type: none"> <li>a. PIINs assigned will be consecutive and distinguishable from other purchase orders and contracts.</li> <li>b. The contracting officer (any warrant level) will sign BPAs prior to distributing. NAF contracting activities shall establish and maintain separate document registers for each of the NAF procurement instruments solicitations, purchase orders, delivery orders, contracts, BPAs, etc.).</li> <li>c. Registers shall be maintained on a fiscal year basis and sequential numbers will start over at the beginning of each fiscal year.</li> <li>d. The basic PIIN number shall consist of 13 alphanumeric characters positioned as follows (Example: NAFJAX-99-M-0001): <ul style="list-style-type: none"> <li>(1) The first six positions can be any six characters.</li> <li>(2) The seventh and eighth positions shall be the last two digits of the fiscal year in which the PIIN is assigned.</li> <li>(3) The ninth position shall be a capital letter assigned to indicate the type of instrument as follows: <ul style="list-style-type: none"> <li>A - Blanket Purchase Agreement/Orders.</li> <li>B - Invitation for Bids (Sealed Bid).</li> <li>C - Contracts (excluding Indefinite-Delivery type contracts).</li> <li>D - Indefinite-Delivery type contracts.</li> <li>F - Delivery Orders placed against existing contracts.</li> <li>L - Lease agreements.</li> <li>M - Purchase Orders.</li> <li>Q - Request for Quotations.</li> <li>R - Request for Proposals.</li> <li>S - Entertainment contracts.</li> <li>T - Concession and other revenue generating contracts.</li> </ul> </li> <li>(4) The tenth through thirteenth positions shall be the serial number of the instrument. Each series of serial numbers shall commence with the number 0001 at the start of each fiscal year. Alphanumeric serial numbers shall be used when more than 9999 numbers are required, i.e., A001 through A999, then B001 through B999, etc. The letters "I" and "O" will not be used to eliminate potential confusion and typographical errors.</li> </ul> </li> </ul> <p>Reference:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

**PURCHASING**

	<p>CNICINST 7043.1, para. 304e and 218</p> <p>Comments:</p>		
<p>16e.</p>	<p>Are calls documented on a call log with call number and date in sequential order?</p> <p>Note: For each call made, BPA callers will enter the date of the call, the call number, the amount of the call, and the caller's name on a call log. A copy of the log shall be furnished to receiving personnel. A purchase request is not required to be completed prior to making a call against an existing BPA. At the end of each month or billing cycle, callers will forward the original signed log along with original delivery tickets to the central accounting office. The caller will retain a copy of the log and delivery tickets for the caller's files at the activity. An aggregate purchase order covering all calls made during that monthly period is not necessary. The signed call record and delivery tickets will provide sufficient documentation for payment purposes.</p> <p>Reference: CNICINST 7043.1, Para. 304h.(6)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>16f.</p>	<p>Are calls limited to \$25,000 (\$50,000 resale) for appointed contracting officers with appropriate warrant authority?</p> <p>Note: Each BPA shall include the following statement: a. For authorized contracting officers, no individual all under the agreement shall exceed \$25,000 for supplies and services (\$50,000 for resale)</p> <p>Reference: CNICINST 7043.1, Para. 304f.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/> NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/> N/A <input type="checkbox"/></p>

**PURCHASING**

16g.	<p>Are calls limited to \$5,000 (\$2,000 for construction and \$2,500 for services) or less for callers without a contracting officer warrant?</p> <p>Note:  a. For callers without contracting officer authority, no individual call under the agreement shall exceed \$5,000.  b. A warrant is not required for calls less than \$5,000.</p> <p>Reference:  CNICINST 7043.1, Para. 304f.(4)</p> <p>Comments</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
16h.	<p>Have all calls over \$5K been properly competed?</p> <p>Note: Competition shall be solicited from at least three sources for purchases over the competition threshold of \$5,000.</p> <p>Exceptions:  a. Delivery orders against existing contracts do not require competition  b. A valid single source purchase certain entertainment type contracts  c. Verbal quotations are authorized for purchases less than \$25,000.  d. Written quotations are required for supply purchases exceeding \$25,000, service contracts exceeding \$2,500, and construction contracts exceeding \$2,000.  e. Quotations by facsimile or email transmission may be accepted if the contracting officer states in the solicitation that it will be acceptable.</p> <p>Reference:  CNICINST 7043.1, 7043.1 , Para. 203</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
16i.	<p>Are all calls under \$5K rotated among BPA suppliers?</p> <p>Note: Calls \$5,000 or less will be rotated among BPA suppliers.</p> <p>Reference:  CNICINST 7043.1, Para. 304b. and 203</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

**PURCHASING**

	<p>Comments:</p>		
<p>16j.</p>	<p>Have BPA's been established with more than one supplier that can provide supplies and services of the same type?</p> <p>Notes:  a. Contracting officers are responsible for establishing BPAs with more than one supplier who can provide supplies and services of the same type to ensure the rules of competition are met and to maintain a competitive base.  b. BPAs will be distributed equally among qualified suppliers primarily on the basis of price, discounts offered, and the supplies or services available.  Concurrent agreements with several suppliers of similar items or services are advisable in order to rotate calls among the suppliers when competition is not required and to have sources readily available when competition is required.</p> <p>Reference:  CNICINST 7043.1, Para. 304 d. (2)(e)</p> <p>Comments:</p>	<p>YES  <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO  <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>16k.</p>	<p>Are BPAs reviewed annually to assess need?</p> <p>Reference:  CNICINST 7043.1, Para. 304 d.</p> <p>Comments:</p>	<p>YES  <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO  <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>16l.</p>	<p>Are callers' files reviewed annually to determine accuracy of calls?</p> <p>Reference:  CNICINST 7043.1, Para. 304d.</p> <p>Comments:</p>		



**PURCHASING**

<b>PURCHASING</b>			
17.	<p>Does the contracting office retain a copy of all PO's, DO's, BPA's and formal contracts to constitute a full history of the procurement action?</p> <p>Notes:</p> <p>a. The file shall contain, at a minimum, the purchase request, the solicitation, a list of sources solicited, quotes/offers received, approvals required, evaluation of offers, contract/purchase order, justification statements for single source (if applicable), justification for award to other than the low offeror (if applicable), price reasonableness documentation, and a record of all contract administration action. Files shall be retained for the periods prescribed in SECNAV Manual 5210.1 Series</p> <p>b. Series 4200 - The series covers records documenting all types of contracts, including fixed type contracts, facility contracts, construction and maintenance contracts, letter contracts, letters of intent, purchase orders, and any other type of contractual agreements. Also included are General Contracting Record's amendments, changes, and supplementary agreements to any procurement action. The disposal provisions do not apply to any records pertaining to outstanding exceptions, unsettled claims for or against the United States, such as records which shall be preserved until final clearance or settlement of matters and until the applicable time period authorized for the file has expired.</p> <p>Reference:            CNICINST 7043.1, para. 217            SECNAV M-5210.1, Part III, Retention Standards For Naval Records, Chapter 4 Logistics Records, SSIC 4200, General Contracting Records, pg. III-4-16.</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>
18.	<p>Is the splitting of purchases to circumvent proper procurement procedures avoided? (e.g. competition limits, KO's warrant authority, Service Contract Act limitation, etc.)</p> <p>Notes:</p> <p>a. Purchasing requirements shall not be split for the purpose of avoiding the contracting officer warrant limitation or other prescribed expenditure limitations.</p> <p>b. Requirements will not be split for the purpose of circumventing procedures authorized by this instruction. The word requirement(s), purchase(s),</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

**PURCHASING**

	<p>quotation(s), and solicitation(s) shall be interpreted to mean complete transactions such as purchase orders or contracts, not components or parts such as line items.</p> <p>Reference: CNICINST 7043.1, Para. 106b and 206b</p> <p>Comments:</p>		
19.	<p>For food procurement, has the club made a marketing spread sheet as often as necessary (weekly or more often), listing the prices charged by local vendors and the Defense Commissary Agency (DECA) for each item?</p> <p>Note: a. Each MWR food and beverage activity or MWR purchasing office will make a marketing spreadsheet listing the prices of vendors for each item purchased. Spreadsheets will be prepared as often as necessary to ensure all products are purchased at the best price or value, i.e., quality, timeliness of delivery, vendor service record, etc. Purchases of meat, fresh produce, and grocery items will be made from this spreadsheet, which becomes a required document for local and other audits. The spreadsheet, if maintained properly, will satisfy requirements of CNICINST 7043.1. An exception to CNICINST 7043.1 is that activities may purchase against the Army Prime Vendor contract instead of maintaining spreadsheets. Army Prime Vendor contract order sheets will be kept for audit purposes.</p> <p>Reference: CNICINST 1710.3, para. 2140a.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

PURCHASING

20.	<p>For alcoholic beverages, were distilled spirits purchased by the Navy Exchange package store sold to the Navy club at cost, plus the cost of transportation?</p> <p>Notes: DOD and Navy policies provide that alcoholic beverages procured for Navy NAF activities be purchased in a manner and under conditions that will result in the most advantageous procurement, price, and other factors considered. Sources of supply include the NEX and local vendors. NEX will sell to Navy MWR food and beverage activities at landed cost, i.e., no mark-up or service/administrative charge. Procurement of alcoholic beverages from other than the low offeror must be justified as required by CNICINST 7043.1. Malt beverages may be purchased from the NEX at cost.</p> <p>Reference: CNICINST 1710.3, para 2140b.(1)</p> <p>Comments:</p>	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
21.	<p>Are mandatory sources of supply utilized and is there documentation supporting screening effort to determine availability of mandatory sources of supply?</p> <p>Notes:</p> <p>a. Procurement schedules, such as GSA FSS contracts, are not mandatory for use by the NAFI, except as specified in paragraph 208.</p> <p>b. Federal Prison Industries, Inc. (FPI): 18 U.S.C. 4124 requires NAFIs to buy supplies of the classes listed in the Schedule of products made in FPIs at prices not to exceed current market prices. These goods and services are listed in the Schedule of Products Made in Federal Penal and Correctional Institutions, referred to as the "Schedule." Copies of the schedule are available at FPI, c/o Department of Justice, Washington, D.C. 20537. A "Schedule" shall be kept on file.</p> <p>c. Blind and Other Severely Handicapped: 41 U.S.C. 48 requires NAFIs to buy required goods and services identified on the procurement list. The supplies and services offered, and the procedures are identified in the Procurement List of Supplies and Services provided by the blind and other severely handicapped. Copies of the procurement list are available from GSA Administration, Centralized Mailing List Services (7CPNL), 4900 Hemphill St., P.O. Box 6477, Fort Worth, TX 76115, DSN 739-7369, or commercial (817) 334-5215, facsimile: (817) 334-5227 Customer service: 1-800-433-2304.</p>	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>

PURCHASING

	<p>Reference: CNICINST 7043.1, para. 117b.(2)and 208)</p> <p>Comments:</p>		
22.	<p>Did all entertainment contracts receive legal review and awarded in accordance with the provisions of CNICINST 7043.1?</p> <p>Reference: CNICINST 7043.2, para 319c. CNICINST 1710.3, para. 2401b.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
23.	<p>Are there any construction contracts over \$2,000.00 awarded with a Supply/Service contracting warrant?</p> <p>Notes:</p> <p>a. A NAF contracting officer warrant is required for executing all contracts, purchase/delivery orders, and blanket purchase agreements. All NAF contracting officer warrants are issued by CNIC N94.</p> <p>b. A NAF Supply/Service contracting officer warrant does not apply to construction contracts exceeding \$2,000.00.</p> <p>c. <b><u>NAF contracting officers may exercise construction contracting authority not in excess of \$2,000.</u></b> Minor construction, including alteration and repair exceeding \$2,000 must be handled as prescribed in COMNAVFACENGCOM facility acquisition directives by designated contracting officers.</p> <p>d. <u>Construction.</u> Includes construction, installation, or assembly of a new facility; the addition, alteration, expansion, or extension of an existing facility; the relocation of facilities and equipment; the adjustment of interior arrangements or other physical characteristics of a facility; the installation of utilities and equipment made a part of a facility, and related site preparation, excavation, filling and landscaping or other improvements. It includes pouring, dredging, excavating, and painting. It does not include installation of carpet, wall covering, or draperies.</p> <p>Reference: DoDI 4105.67</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

**PURCHASING**

	CNICINST 7043.1, Para. 106e., 315b.  Comments:		
24a.	Were service contracts processed in accordance with the Service Contract Act when applicable  Reference: CNICINST 7043.1, para 310 Service Contract Act of 1965, as amended  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
24b.	Were wage determinations included in the solicitations and contracts?  Reference: CNICINST 7043.1, para 310 Service Contract Act of 1965, as amended  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
25a.	NGIS Projects:  Have all projects over \$500K been properly submitted for project approval through CNIC in accordance with the noted publications below:  Notes: a. The Secretary of the Military Department or the Military Service headquarters designee may approve the use of NAF funding for a temporary lodging facility in support of TDY travel when APFs are certified as unavailable recognizing that the waiver of the fund source will create higher NAF expenses and possibly higher lodging service charges. The Secretary of the Military Department is SECNAV, and it states that NAF can be used if APF's are certified unavailable. b. Special Project Documentation Requirements Documentation is required for	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>

**PURCHASING**

all projects over \$500,000. Dollar amounts are total funded project costs CNI or Regional Commanders may set lower cost thresholds to correspond to approval authority delegated to Installations. The project documentation needs to include discussion of the Classification of Work, Facility Investment SIC, and appropriation(s) or funding source. Note the documentation requirements listed below do not apply to MILCON projects.

c. CNIC N9 shall support the deliberation of the NGIS NAFCON DP and NGIS EAB to acquire approves for Navy NGIS capitalization initiatives. Approve strategic construction and recapitalization direction for the NGIS NAFCON program.

d. Repair/Renovation requires a certification that APF is not available at the appropriate authority level. Construction, requires approval by the SECNAV or designee, certifying that APF/MILCOM is not available and that the higher cost of per diem has been considered in the approval. CNIC, as the Navy's Shore Infrastructure Manager, shall provide the statement certifying that appropriated funds are not available for any NAFCON NGIS major construction project forwarded to ASN (I&E) for submission to OSD/Congress.

Reference:

DoDI 1015.15, Para. 6.2.2.2  
 OPNAVINST 11010.20H, para 2.2.2. and Appendix C  
 CNICINST 1700.2, para 5

Comments:

25b.

Is there any NAF NGIS construction contracts over \$2,000.00 awarded with a Supply/Service contracting warrant?

Notes:

- a. Construction. Includes construction, installation, or assembly of a new facility; the addition, alteration, expansion, or extension of an existing facility; the relocation of facilities and equipment; the adjustment of interior arrangements or other physical characteristics of a facility; the installation of utilities and equipment made a part of a facility, and related site preparation, excavation, filling and landscaping or other improvements. It includes pouring, dredging, excavating, and painting. It does not include installation of carpet, wall covering, or draperies.
- b. A NAF Supply/Service contracting officer warrant does not apply to construction contracts exceeding \$2,000.00.

Reference:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
NR	N/A
<input type="checkbox"/>	<input type="checkbox"/>

**PURCHASING**

	<p>DoDI 4105.67 CNICINST 7043.1, para. 106e.</p> <p>Comments:</p>		
25c.	<p>Have all construction projects as defined in OPNAVINST 11010.20H received OSD approval/notification in accordance with DODINST 7700.18?</p> <p>Note: Projects funded from NAF, commissary surcharge funds or private funds shall comply with the requirements of the governing policies outlined herein for review and execution approval. Guidance contained in this instruction is followed in most instances but without several of the process review and funding requirements associated with MILCON initiatives. The reporting and approval process for NAF projects is outlined in DoDI 7700.18. NAF contracting clauses shall be applied in the execution of NAF projects per DoDI 4105.67. Commissary surcharge fund projects must be executed using Federal Acquisition Regulation procedures.</p> <p>Reference: OPNAVINST 11010.20H, Chapter 9, para 1b. DoDI 4105.67 DoDI 7700.18</p> <p>Comments:</p>		
26a.	<p>Are there any unauthorized procurements/commitments?</p> <p>Note: Unauthorized procurement/commitments happen when a bill was paid without any type of purchasing vehicle. Unauthorized procurement/commitments include supplies or services provided to NAFIs as a result of an unauthorized commitment made by an individual who lacked the authority to make the contractual commitment</p> <p>Reference: CNICINST 7043.1, para 110</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

PURCHASING

26b.	<p>Are proper Ratification procedures followed?</p> <p>Notes: Ratification procedures will be followed if purchases are made by other than those individuals authorized to do so; a contracting officer exceeds their authority; a contractor is told to begin work before a purchase order/contract has been issued; or items are received or invoiced before a purchase order/contract has been issued.</p> <p>Reference: CNICINST 7043.1, para. 110</p> <p>Comments:</p>	<p>YES</p> <p><input type="checkbox"/></p> <p>NR</p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p>N/A</p> <p><input type="checkbox"/></p>

Notes:



PURCHASING

**NAF PURCHASE CARD**

Reference: Navy NAF SOP for Use of GPC for CNIC F&FR Activities (unless otherwise specified)

1.	Does APC maintain a file for each AO/CH?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
2.	Does APC have current appointment letter?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
3.	Does APC have training certificates for AO/CHs?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
4.	Does APC have appointment letters for all AO/CHs?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
5.	If APC has implemented a local supplemental instruction?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
6.	Is CH maintaining a purchase log, if required by Local Standard Operating Procedure (LSOP)?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>

**NAF PURCHASE CARD**

Reference: Navy NAF SOP for Use of GPC for CNIC F&FR Activities (unless otherwise specified)

7.	Is CH screening purchases among mandatory sources?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
8.	Is CH rotating purchases among suppliers?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
9.	Is CH obtaining original receiver signature on each merchant receipt?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
10.	Is CH reconciling receipts Statement Of Account?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
11.	Does CH follow-up to ensure merchandise paid but not received is received by the next cycle?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
12.	Are fixed assets being added to property records?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>

**NAF PURCHASE CARD**

Reference: Navy NAF SOP for Use of GPC for CNIC F&FR Activities (unless otherwise specified)

13.	Are CH's and AO's reviewing and approving purchases in the banks online system in a timely manner ensuring all data is accurate for file export).  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>
14.	Is the APC utilizing the banks online system to aid performing monthly quarter, semi-annual and annual reviews?  Comments:	YES  <input type="checkbox"/>  NR <input type="checkbox"/>	NO  <input type="checkbox"/>  N/A <input type="checkbox"/>

Notes:

RECEIVING			
Reference: CNICINST 7000.3 (unless otherwise specified)			
1.	<p>Are receiving agents authorized in writing to receive merchandise?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
2.	<p>Has someone been authorized as an alternate to receive deliveries in the absence of the designated receiving agent?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
3.	<p>Does the receiving agent stamp and sign all receiving copies of the purchase orders "Received" (date) found satisfactory and accepted (name)?</p> <p>Reference: CNICINST 7043.1, para 707</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
4.	<p>Is the quality examined upon receipt?</p> <p>Reference: CNICINST 7043.1, para 707</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>

RECEIVING			
Reference: CNICINST 7000.3 (unless otherwise specified)			
5.	<p>Is the item regularly returned to the shipper when the item is defective?</p> <p>Reference: CNICINST 7043.1, para 707</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
6.	<p>Is the quantity received recorded on both copies of the purchase order?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
7.	<p>Are serial numbers of NAF equipment received recorded on both copies of the purchase order when received?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>
8.	<p>Do the receiving clerks accept only those deliveries that are covered by purchase orders or contracts</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES</p> <input type="checkbox"/>  <p>NR</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>  <p>N/A</p> <input type="checkbox"/>

**RECEIVING**

Reference: CNICINST 7000.3 (unless otherwise specified)

<p>9.</p>	<p>When merchandise is received by the department or storeroom and immediately transferred to another department or storeroom, are both copies of the purchase order and the vendor's delivery slip countersigned by the person to whom the inventory is turned over?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>10.</p>	<p>Is a copy of the purchase order retained in the receiving area for future reference?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>11.</p>	<p>Is all merchandise placed immediately in locked storeroom or sent to an operating department?</p> <p>Reference: CNICINST 7000.3, para 509</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

RECEIVING

Reference: CNICINST 7000.3 (unless otherwise specified)

Notes:



**Letters of Authorization**

	1. By Direction Authority Letters
	2. Establishment of the fund from CO to the Fund Custodian.
	3. Change Fund/Petty Cash Fund letters from Fund custodian to individual Managers or Central Cashier.
	4. Letters of designation for purchasing and receiving agents; alternate receiving agents
	5. Storeroom custodian
	6. Letters of appointment for APC/AO/Card Holders
	7. CMWR Letters, if applicable.
	8. Letter from Commanding Officer designating Contracting Officer.
	9. Restricted Cash approval Letters.