

DEPARTMENT OF THE ARMY
COMBINED JOINT TASK FORCE 76
JOINT LOGISTICS COMMAND CONTRACTING
BAGRAM AIR BASE, AFGHANISTAN
APO AE, 09354

27 JULY 04

STANDARD OPERATING PROCEDURES
FOR
FIELD ORDERING OFFICERS

1. **PURPOSE.** This document establishes policies and procedures for the procurement of supplies, and services by Field Ordering Officers (FOOs) appointed by the Bagram Contracting Office, Bagram Air Base Afghanistan.
2. **APPLICABILITY.** FOOs appointed by the Bagram Contracting Office will familiarize themselves and adhere to the policies and procedures described in this document. This SOP is intended to be used in conjunction with the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS), Army FAR Supplement (AFARS), ARCENT Acquisition Instructions (AAI), and any supplemental policy letter of the Bagram Contracting Office. In cases where contradictions exist, the higher authority takes precedence.
3. **MISSION.** FOOs are established to make over-the-counter purchases under \$2,500. They provide commanders with the ability to make local purchases, quickly and directly, to support their mission. A FOO is established by a commander (O-5 or above) and appointed by the Contracting Office Chief (COC) or designee. Only Government personnel can be appointed as FOOs and should be E-5 or higher. Contracting Office personnel cannot be appointed as FOOs.
4. **STANDARDS OF CONDUCT.** Because of the sensitivity of the contracting mission and conflicting business and cultural standards in the theater of operation, the potential for misunderstanding and appearance of impropriety is greatly heightened. It is imperative that the conduct and behavior of all contracting personnel be above reproach and does not confuse members of the local business community or our Host Nation Allies. Therefore:

a. No personnel appointed as a FOO may solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who:

- (1) has or is seeking to obtain Government business;
- (2) conducts activities that are regulated by the Bagram Contracting Office; or
- (3) has interests that may be affected by the performance or nonperformance of the person's official duties.

The intent of this directive is to advise FOOs to take nothing of any value from vendors and potential vendors. Exceptions to this can be authorized provided it does not conflict with established ethics regulations and must foster positive relations with the local populace without compromising the acquisition process.

- b. FOOs must read and certify upon their appointment and then after annually their understanding of their responsibilities under DoD 5500-7 R.

5. TYPES OF ORDERING OFFICERS.

There are different types of ordering officers. All are limited by the scope of their delegated authority as to the type of transaction they may use and a dollar limitation on what they may commit. The following examples are personnel who can be appointed as ordering officer:

- (1) Logistics personnel on contingency. Humanitarian assistance or peacekeeping missions
- (2) Commissary officer.
- (3) Medical supply officer.
- (4) Engineer supply officer, repairs and utilities.
- (5) Reserve center coordinator.
- (6) Maintenance supply officer.
- (7) Individuals appointed for a specific purchase.

6. TRAINING AND APPOINTMENT.

a. The requested FOO and Paying Agent must be together when opening a new account. The following documents are needed:

- (1) Request for appointment of Ordering Officer signed by an O-5 or above commander (See Annex A).
- (2) Paying Agent Appointment Orders. (See finance for the requirements of this document)
- (3) DA Form 3953 with accounting classification approved and signed by the RM.
- (4) Copies of the DA 577 signature card for FOO and Paying Agent..

b. Both personnel will attend the FOO training session to learn the roles and responsibilities of each person.

c. Upon completion of training, the FOO can then be appointed. Upon appointment, the following items will be added to the FOO file:

- (1) Ordering Officer Appointment sign by the contracting officer.
- (2) Special Instructions, if applicable.

d. When authorized to make purchases, the FOO will be issued the Purchase Order Book (SF-44) or electronic copy of the SF-44.

7. FOO OPERATIONS.

a. Procedures

(1) The FOO shall maintain the following documents on file for every purchase. Failure to do so may result in the FOO not obtaining clearance for the purchase.

- (a) Request document
- (b) SF 44
- (c) Seller's receipt
- (d) Documentation of any special approvals or descriptions of special circumstances surrounding the purchase

(2) Purchasing Process

(a) All requirements for purchase must be in writing using a DA Form 3953 or locally produced request memorandum. No matter what request mechanism is used, it must contain a clear and understandable item description, specific quantity, and cost estimate. Requested items that are property book accountable must be approved for purchase by the unit's Property book Officer (PBO). If the PBO is not deployed with the unit, telephonic approval shall be obtained and documented prior to purchase.

(b) The FOO shall ensure they are authorized to purchase the requested item IAW the letter of appointment and special instructions and that sufficient amount of funds are available.

(c) ~~The FOO with the Paying Agent will then locate a local source of supply which will fulfill the request and obtain pricing for the item.~~

(d) A determination of price reasonableness shall be made. If the price exceeds the single purchase authorization, the requirement will be forwarded to the Bagram Contracting Office using a DA Form 3953.

(e) If the price is reasonable, the FOO will complete their sections of the SF 44 and purchase the item. The Paying Agent will execute payment at the time of purchase and complete their portion of the SF 44. (See Annex B)

(f) Distribute the four copies of the SF 44 as follows:

- i. Copy 1 Finance Office
- ii. Copy 2 Contracting Office
- iii. Copy 3 Paying Agent
- iv. Copy 4 FOO

(g) The FOO shall obtain a purchase receipt from the seller and it will be maintained on file as proof of purchase.

(h) The FOO will maintain an obligation record annotating the purchase order number, date of transaction, description of the supply/service purchases, amount of obligation, and balance of unobligated funds. This information can be maintained on the reverse side of the DA Form 3953. For locally produced manual or automated form maintain a purchase log.

(i) Should the purchase be made under unusual circumstances, special situations, or is a regulated purchase, the FOO shall document their file with the date, description of circumstance, and any other relevant information which directly impacted the procurement process.

b. Regulated Purchases. Even if the following items are authorized for purchase, special approvals/ coordinations may be required. In addition, some exceptions may exist whereby some purchases are authorized. If there are any questions, contact the Bagram Contracting Office. All regulated purchases must have the prior approval of the Bagram Chief of Contracting or designee prior to purchase.

(1) Accountable Property. Items which are non-expendable accountable must follow property book procedures and be approved by the unit PBO.

(2) Telecommunications. Purchase of cellular phones to replace broken phones is authorized; however, purchasing new cell phones in addition to phones on hand is not authorized. In addition, purchase of airtime for all phones is not authorized.

(3) Rentals. Renting vehicles for the sole purpose of official duties may be authorized. However, if tactical vehicles are authorized for use within the area of operations or TMP vehicles are available, renting vehicles is not authorized. Renting vehicles for personal use is not authorized.

(4) Rations and subsistence. The type of money used for purchases by the FOO is Operations and Maintenance Funds (O&M). **Purchase of any type of food is not authorized to be funded with O&M funds.** Doing so is a violation of Title 31 United States Code 1301 which states "appropriations shall be applied only to the objects for which the appropriation were made except as otherwise provided by law". However, purchase of food strictly for live animals is authorized.

(5) Medical and dental treatment. FOOs are not authorized to purchase medical or dental services or supplies unless authorized by the AOR Medical Commander.

(6) Electronic equipment. This includes but not limited to copying machines, FAX machines, computers (hardware and software), typewriters, and two-way radios. However, printer cables, diskettes, printer cartridges, keyboards, and mouse are authorized without obtaining other approvals.

c. Prohibited purchases.

(1) Stock piling. Since the role of the FOO is to purchase urgently needed items, purchasing items for the purpose of stock piling or to have on hand "just-in-case" is not authorized. Purchases are only for items which are immediately needed.

(2) Getting well. A unit deploying with equipment which is non-mission capable and using the deployment as a reason to obtain the parts necessary to repair the equipment does not justify an urgent requirement. This is an attempt to circumvent the supply system and is known as getting well.

(3) Split purchase. When a requirement exceeds the appointment letter's single purchase authorization, the request shall be forwarded to the contracting office for procurement. Splitting the requirement into two or more purchases to maintain each purchase amount under the single purchase authorization is not authorized and is considered fraud.

(4) Clothing. The purchase or laundering of personal clothing is not authorized.

(5) Personal comfort items. The purchase of any personal comfort items is not authorized. This includes toilet articles, personal hygiene items, thermos bottles, cooking utensils, clothing, and alarm clocks.

(6) Telephone. If official telephone calls are necessary for the conduct of operations, the commander should contact appropriate signal personnel for support.

(7) Morale, Welfare, and Recreation: FOOs may not buy MWR materials or equipment.

(8) Utilities. FOOs may not pay utility bills associated with an operation unless specifically authorized by the contracting office.

(9) Construction. The FOOs may not purchase construction, remodeling or fabrication.

(10) Mementos. The purchase of any mementos is not authorized. This includes t-shirt, plaques, training certificates, beer steins, and coins.

d. Special situations.

(1) There may be special situations whereby regulated or prohibited purchases may be authorized. FOOs should check their special instructions regarding these purchases and contact the Bagram Contracting Office if there are any questions.

(2) It is prevalent in many countries to conclude an agreement or contractual understanding with nothing more than a handshake. This may occur at the outset of the contingency, but the agreement should be quickly followed with completed SF 44. Official looking documents written in English may be viewed with suspicion and sometimes anger due to a lack of trust in governments other than their own. Obtaining signatures could become a challenge. When a local businessman or provider refuses to sign the SF 44, annotate in the seller's signature block on the SF 44 "Refused to Sign", and continue with the transaction.

8. INSPECTIONS.

a. FOOs shall be under the technical supervision of the Bagram Chief of Contracting or designee.

b. At least once a month, activities of FOOs shall be physically inspected or reviewed through examination of purchase documents and records by the Chief of Contracting or designee. Exceptions to this timeline can be granted in writing based on operational requirements on the written request of the FOO. In such cases, the contracting office will coordinate the review frequencies.

c. Inspection or review findings shall be written and shall include specific comments as to whether the FOO is

- (1) operating within the scope and limitations of authority.
- (2) maintaining the standards of conduct as prescribed in DoDD 5500.7R, Joint Ethics Regulation.
- (3) not exceeding funding authorization.
- (4) not delegating authority to others.
- (5) submitting correct and timely information for procurement reporting purposes.
- (6) not making unauthorized or prohibited purchases of items.
- (7) maintaining adequate documentation for each purchase.

d. Copies of inspection and review findings shall be retained for one year in the files of FOOs and of inspectors or reviewers.

e. Should an appointing authority find that a FOO is not properly performing his/her duties or fails to take prompt action to correct deficiencies noted in inspections or reviews, the appointing authority shall terminate, in writing, the appointment of the FOO.

9. TERMINATION

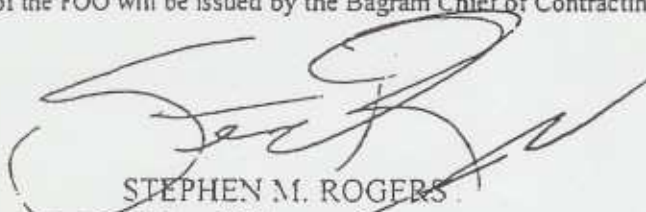
a. The following situations shall deem necessary the termination of the FOO:

- (1) Change of unit
- (2) Change of duty
- (3) Term of appointment expires
- (4) Failure to properly perform FOO duties

b. When a FOO's appointment is terminated, the FOO shall submit to the Bagram Chief of Contracting or the designee the following:

- (1) Copy of appointment letter.
- (2) Copies of all reports filed previously.
- (3) All records for any period between the last report and the date of termination, including all copies of the SF 44, Purchase Order Invoice Voucher, all sales slips or other receipts, and any justifications (if any) regarding price or source reasonableness.
- (4) An original copy of the DA Form 3953, Purchase Request and Commitment.
- (5) Any unused SF 44's in their possession.

c. A letter terminating the appointment of the FOO will be issued by the Bagram Chief of Contracting or designee.



STEPHEN M. ROGERS
Major, USA
Chief, Joint Contracting Office

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SUPPLEMENTAL
STANDARD OPERATING PROCEDURES
FOR
FIELD ORDERING OFFICERS
OPERATING OUTSIDE THE PERIMETER
OF BAGRAM AIR BASE

1. **PURPOSE.** This document establishes policies and procedures for the procurement of supplies, services and day-to-day operating expenses by Field Ordering Officers (FOOs) appointed by the Bagram Contracting Office, operating outside the perimeter of Bagram Air Base.
2. **APPLICABILITY.** FOOs appointed by the Bagram Contracting Office will familiarize themselves and adhere to the policies and procedures described in this document. This SOP is intended to be used in conjunction with the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS), Army FAR Supplement (AFARS), ARCENT Acquisition Instructions (AAI), and any supplemental policy letter of the Bagram Contracting Office. In cases where contradictions exist, the higher authority takes precedence.
3. **MISSION.** FOOs are established to make over-the-counter purchases under \$2,500. They provide commanders with the ability to make local purchases, quickly and directly, to support their mission and day-to-day operating expenses. A FOO is established by a commander (O-5 or above) and appointed by the Contracting Office Chief (COC) or designee. Only Government personnel can be appointed as FOOs and should be E-5 or higher.
4. **STANDARDS OF CONDUCT.** (see SOP for Field Ordering Officer, Bagram Contracting Office)
5. **TYPES OF ORDERING OFFICERS** (see SOP for Field Ordering Officer, Bagram Contracting Office)
6. **TRAINING AND APPOINTMENT.**
 - a. The requested FOO and Paying Agent must be together when opening a new account. The following documents are needed:
 - (1) Request for appointment of Ordering Officer signed by an O-5 or above commander (See Annex A).
 - (2) Paying Agent Appointment Orders. (See finance for the requirements of this document)
 - (3) DA Form 3953 with accounting classification approved and signed by the RM.
 - (4) Copies of the DA 577 signature card for FOO and Paying Agent..
 - b. Both personnel will attend the FOO training session to learn the roles and responsibilities of each person.

c. Upon completion of training, the FOO can then be appointed. Upon appointment, the following items will be added to the FOO file:

- (1) Ordering Officer Appointment sign by the contracting officer.
- (2) Special Instructions, if applicable.

d. When authorized to make purchases, the FOO will be issued the Purchase Order Book (SF-44) or electronic copy of the SF-44.

7. FOO OPERATIONS.

a. Authorized purchases for FOOs operating outside the Bagram Air Base perimeter provide that the purchases are not over \$2,500.00. In addition to items outlined in the Bagram SOP for Field Ordering Officers.

- (1) Guards for safe house or fire base
- (2) Food for guards
- (3) Interpreters
- (4) Animals for transportation and animal feed
- (5) Fuel for emergencies or on a non-recurring basis
- (6) Repair and maintenance of military vehicles
- (7) Non-personal services (hiring a cook for guards)
- (8) Construction materials
- (9) Labor (no children under 18)
- (10) Repair of structures (single purchase less than \$2,000.00)
- (11) General maintenance of facilities

b. Regulated Purchases. Even if the following items are authorized for purchase, special approvals/ coordinations may be required. In addition, some exceptions may exist whereby some purchases are authorized. All regulated purchases must have the prior approval of the Bagram Chief of Contracting or designee prior to purchase.

(1) Accountable Property. Items which are non-expendable accountable must follow property book procedures and be approved by the unit PBO.

(2) Telecommunications. Purchase of cellular phones to replace broken phones is authorized; however, purchasing new cell phones in addition to phones on hand is not authorized. In addition, purchase of airtime for all phones is not authorized.

(3) Rentals. Renting vehicles for short duration of less than two weeks for the sole purpose of official duties may be authorized. However, if tactical vehicles are authorized for use within the area of operations or TMP vehicles are available, renting vehicles is not authorized. Renting vehicles for personal use is not authorized. If a vehicle is needed to be rented for operational purposes for more than two weeks, approval from Bagram Contracting Office must be granted before rental.

(4) Rations and subsistence. The type of money used for purchases by the FOO is Operations and Maintenance Funds (O&M). Purchase of any type of food for coalition troops, is not authorized to be funded with O&M funds. Doing so is a violation of Title 31 United States Code 1301 which states "appropriations shall be applied only to the objects for which the appropriation were made except as otherwise provided by law". However, purchase of food strictly for live animals is authorized. The purchasing of food for guards is authorized.

(5) Medical and dental treatment. FOOs are not authorized to purchase medical or dental services or supplies unless authorized by the AOR Medical Commander.

(6) Electronic equipment. This includes but not limited to copying machines, FAX machines, computers (hardware and software), typewriters, and two-way radios. However, printer cables, diskettes, printer cartridges, keyboards, and mouse are authorized without obtaining other approvals.

(7) Construction. Construction is authorized if the purchase is not over \$2,500.00 and the project will not take over one week to complete. However this will require approval from the Bagram Contracting office before construction begins. Failure to obtain approval from the Bagram Contracting Office may result in the FOO being held punitively liable.

c. Prohibited purchases.

(1) Stock piling. Since the role of the FOO is to purchase urgently needed items, purchasing items for the purpose of stock piling or to have on hand "just-in-case" is not authorized. Purchases are only for items which are immediately needed.

(2) Getting well. A unit deploying with equipment which is non-mission capable and using the deployment as a reason to obtain the parts necessary to repair the equipment does not justify an urgent requirement. This is an attempt to circumvent the supply system and is known as getting well.

(3) Split purchase. When a requirement exceeds the appointment letter's single purchase authorization, the request shall be forwarded to the contracting office for procurement. Splitting the requirement into two or more purchases to maintain each purchase amount under the single purchase authorization is not authorized and is considered fraud.

(4) Clothing. The purchase or laundering of personal clothing is not authorized.

(5) Personal comfort items. The purchase of any personal comfort items is not authorized. This includes toilet articles, personal hygiene items, thermos bottles, cooking utensils, clothing, and alarm clocks.

(6) Telephone. If official telephone calls are necessary for the conduct of operations, the commander should contact appropriate signal personnel for support.

(7) Morale, Welfare, and Recreation: FOOs may not buy MWR materials or equipment. Submit requests for MWR items for remote locations with a funding document through the Bagram Contracting Office.

(8) Utilities. FOOs may not pay utility bills associated with an operation unless specifically authorized by the exercise director.

(9) Mementos. The purchase of any mementos is not authorized. This includes t-shirt, plaques, training certificates, beer steins, and coins.

(10) Support of foreign military, para-military, indigenous combat force, capitulated enemy force or displaced civilians are Prohibited purchases. O&M funds are to be used for the operation of U. S. Units only.

d. Special situations.

- (1) There may be special situations whereby regulated or prohibited purchases may be authorized. FOOs should check their special instructions regarding these purchases or contact the Bagram Contracting Office if there are any questions.
- (2) It is prevalent in many countries to conclude an agreement or contractual understanding with nothing more than a handshake. This may occur at the outset of the contingency, but the agreement should be quickly followed with completed SF 44. Official looking documents written in English may be viewed with suspicion and sometimes anger due to a lack of trust in governments other than their own. Obtaining signatures could become a challenge. When a local businessman or provider refuses to sign the SF 44, annotate in the seller's signature block on the SF 44 "Refused to Sign", and continue with the transaction. Document the vendors refusal to sign the SF 44 with a MFR signed by the FOO and Paying Agent
- (3) In the event of worst case scenario requirements deemed necessary for escape and evasion when it is necessary to save life or limb, seek medical treatment for a United States soldier. The FOO must document the expenses and obtain validation of the expenditures by a battalion commander before clearing contracting.

8. INSPECTIONS.

a. FOOs shall be under the technical supervision of the Bagram Chief of Contracting or designee.

b. At least once a month, activities of FOOs shall be physically inspected or reviewed through examination of purchase documents and records by the Chief of Contracting or designee. Exceptions to this timeline can be granted based on operational requirements. In such cases, the contracting office will coordinate the review frequencies.

c. Inspection or review findings shall be written and shall include specific comments as to whether the FOO is

- (1) operating within the scope and limitations of authority.
- (2) maintaining the standards of conduct as prescribed in DoDD 5500.7R, Joint Ethics Regulation.
- (3) not exceeding funding authorization.
- (4) not delegating authority to others.
- (5) submitting correct and timely information for procurement reporting purposes.
- (6) not making unauthorized or prohibited purchases of items.
- (7) maintaining adequate documentation for each purchase.

d. Copies of inspection and review findings shall be retained for one year in the files of FOOs and of inspectors or reviewers.

e. Should an appointing authority find that a FOO is not properly performing his/her duties or fails to take prompt action to correct deficiencies noted in inspections or reviews, the appointing authority shall terminate, in writing, the appointment of the FOO.

9. TERMINATION (see SOP for Field Ordering Officer, Bagram Contracting Office)



STEPHEN M. ROGERS
Major, USA
Chief, Joint Contracting Office

FIELD ORDERING OFFICER (FOO) TRAINING

Bagram Joint Contracting
Center (JCC)
PRISCILLA D'ALIO
231-3403

FIELD ORDERING OFFICERS

ARE **NOT** THE PRIMARY
SUPPLY POINT FOR THE
UNIT

BOTTOM LINE UP FRONT

- Cash and Carry
 - Cannot order or have delivered later
- Limited by Appointment
 - Amount on DA Form 3953 (PR & C)
 - \$2500 per SF 44
- Must Check in Supply ***FIRST***
- Questions are Welcome
- Call 318-231-3403 or email
dallop@baf.afgn.army.mil

OVERVIEW

- References
- What's a FOO...and What's a FOO Do?
- Purchasing
- Mandatory Monthly Clearance
- Standards of Conduct
- Termination

REFERENCES

- DoD 5500.7-R, Joint Ethics Regulation
- Federal Acquisition Regulation Part 3.104, Procurement Integrity
- Army Federal Acquisition Regulation Supplement (AFAR), Appendix E: Ordering Officers
- AFAR Appendix G, Standard Form 44, Purchase Order-Invoice-Voucher
- USASFC(A) 02-03, Operational Fund (OPFUND) Policy

NOTES:

- DoD personnel authorized to buy items valued at \$2,500 or less under a Contracting Officer's supervision
- Allows deployed unit small purchases when credit cards not accepted
- Can't be:
 - Fin and Accting Officer, Disbursing Officer, Pay Agent, Property Book Holder, or Contracting Officer's Representative

**DO NOT ALLOW ANYONE TO
ORDER YOU TO PURCHASE
ANYTHING PROHIBITED.
YOU WILL BE HELD LIABLE**