



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 4200.4  
BUMED-M4B2  
26 Jun 2007

BUMED INSTRUCTION 4200.4

From: Chief, Bureau of Medicine and Surgery

Subj: CONTINGENCY USE OF THE GOVERNMENT PURCHASE CARD FOR  
DEPLOYABLE MEDICAL UNITS

Ref: (a) NAVSUP Ltr 4200, Ser 21C/4075 of 19 Mar 04 (NOTAL)  
(b) NAVSUPINST 4230.37C  
(c) NAVSUPINST 4200.99

1. Purpose. To establish a program and provide guidance to ensure rapidly deployed medical units and augmentation personnel have a method to procure general commercial products upon arrival. This requires commands to prepare personnel in advance to ensure readiness.
2. Background. In the wake of Hurricane Katrina, US Naval Medical Forces were deployed to support the people of the Gulf region. They arrived with limited supplies and no viable plan or ability to sustain operations. A plan was needed to make Government Purchase Cards available until the normal supply chain could be established.
3. Scope. Commanding Officers of personnel that have the potential to be assigned or otherwise deployed in support of contingency operations will use their discretion to identify the appropriate individuals and number of personnel to be trained for this collateral duty. Consideration should be given to factors such as: previous experience, unit size, complexity of unit or mission, and potential for absenteeism. Personnel deploying to units with functioning supply channels will not require this capability (i.e., Hospital Ships).
4. Policy. Contracting authority for Navy Units is authorized by Naval Supply Systems Command (NAVSUP) as the Head of Contracting Authority (HCA), via their Procurement Performance Management Assessment Program (PPMAP) Offices. Per reference (a), the authority to make the determination that procurements are within the scope of the subject authority is delegated to Commanding Officers of Units that derive their contracting authority from NAVSUP, without the power of redelegation. Deployable Medical Units will be delegated the appropriate level of contracting authority to support contingency operations as defined by reference (b).
  - a. References (a) and (c) establish delegation authority to use a Contingency Use Purchase Card for individual purchases NTE \$15,000 for supplies and equipment while in CONUS.

b. Purchase card limits as established in reference (c) for OCONUS individual purchases NTE \$25,000 and construction purchases NTE \$2,000 are unchanged by this instruction.

5. Card Issuance. The Contingency Use Purchase Card is issued by individual name, not by unit. All units (active and reserve) will identify, nominate, train, appoint, and maintain a current list of individuals who have the potential to utilize a Contingency Use Purchase Card if deployed in support of contingency operations.

a. When a contingency line of accounting is received from the Cognizant Area Commander, the current command Agency Program Coordinators (APC) will issue a Contingency Use Purchase Card to the individual.

b. Individuals designated as Approving Officials (AO) will not be assigned as Purchase Card holders or as an APC within the same hierarchy.

c. Units will ensure a Letter of Delegation is issued to each Purchase Card holder. A sample letter of delegation can be found in NAVSUPINST 4200.99, Enclosure (1), Appendix (c) available at: [http://www.navystorekeeper.com/navsup\\_instructions.html](http://www.navystorekeeper.com/navsup_instructions.html). The authority given to each Purchase Card holder will be annotated on the Letter of Delegation and will not be exceeded. The DD 577, Appointment / Termination Record - Authorized Signature (JAN 2004), must be completed and retained by the APC until the authority is rescinded. Files containing both documents must be maintained for each Purchase Card holder.

6. Training. Prior to appointment, all prospective Contingency Use Purchase Card holders will successfully complete the following mandatory Department of Defense (DOD) and Department of the Navy (DON) training on policies and procedures:

a. Defense Acquisition University (DAU) Course at <http://www.dau.mil>, select DOD Purchase Card Tutorial, Course # CLG001.

b. DON Consolidated Card Program Management Division (CCPMD) Computer Based Training (CBT) at <https://www.navsup.navy.mil/ccpmd>.

Note: Printed certificates of completion must be forwarded to the cognizant APC.

7. Establishing Contingency Accounts

a. The cognizant APC will establish Contingency Use Purchase Card accounts by placing "CONTINGENCY" in the Discretionary Code 2 field. This will prevent the cards from being marked inactive and permit the full use of the card with vendors.

b. Upon the completion of contingency operations, cognizant APCs will decrease credit limit to \$1.00.

8. Form. DD Form 577, JAN 2004, Appointment/Termination Record – Authorized Signature is available at: <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd0577.pdf>.



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