

**101st AIRBORNE DIVISION  
(AIR ASSAULT)  
FORT CAMPBELL, KY**



**DIVISION ORDERING OFFICER  
NETWORK (DIVORDNET)  
LOI 01-1**

*PROPONENT*  
**DIRECTORATE OF CONTRACTING  
NOVEMBER 2001**

This letter of Instruction (LOI) provides guidance for tactical unit Ordering

This letter of Instruction (LOI) provides guidance for all individuals performing Ordering Officer duties on exercises or contingency operations.

Historically, the process of getting Ordering Officers appointed before deploying on a training exercise or contingency mission was a last minute consideration by units. Consequently, Ordering Officers were appointed with little or no formal training, thus leaving the appointing authority, using unit, and individual open for statutory repercussions.

To alleviate this problem, this program was developed to designate, train, and maintain Ordering Officers. It is managed by the Division Contracting Officer. As the 101st Airborne Division (Air Assault) is the largest tactical unit, the program was designated the Division Ordering Officer Network (DIVORDNET). Because the 5th SFG(A) and the 160th SOAR receive Ordering Officer appointments from the Directorate of Contracting (DOC), they are included in the LOI and will be referred to as Other Tactical Units. All tactical Ordering Officers, regardless of unit of assignment, should use this LOI as a guide to their duties. Ordering Officers should always follow the SOP of the contracting activity that appoints them. In some contingencies, the XVIII Airborne Corps or a Theater Contracting Office may appoint Ordering Officers, in which case those elements would provide the oversight and guidance.

All units/activities are to review the possibility of obtaining GPC VISA credit cards to augment or to use in lieu of SF 44's historically used by Ordering Officers. Credit cards are an additional tool for use by DIVORDNET and other appointed Ordering Officers. GPC VISA credit cards are more widely accepted, provide additional flexibility, and require less administration than SF 44's.

I hope your duties as an Ordering Officer provide your unit an invaluable combat multiplier and are also personally and professionally rewarding.

AIR ASSAULT!

*Original Signed*

LESLIE H. CARROLL

Director of Contracting

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DIRECTORATE OF CONTRACTING  
BUILDING 2174  
FORT CAMPBELL, KENTUCKY 42223-5358

Letter of Instruction No. 01 - 1

SUBJECT: Ordering Officer Procedures

MEMORANDUM FOR Division Ordering Officers and Other Tactical Unit Ordering  
Officers

**1. GENERAL.**

a. Purpose. This letter of instruction prescribes policies and procedures for DIVORDNET Ordering Officers and selected tenant tactical units, specifically the 5th SFG(A) and the 160th SOAR. Fort Campbell's Directorate of Contracting appoints the aforementioned Ordering Officers.

b. Applicability. There are four categories of Ordering Officers appointed at Fort Campbell. This LOI pertains only to Division Ordering Officers and Other Tactical Unit Ordering Officers. The other two categories are listed for information purposes only.

(1) Division. Division Ordering Officers maintain an inactive status until deployed. Ordering Officers work in conjunction with the Division Contracting Officer (DKO) to provide acquisition support during deployment when contracting support is not available from other sources supporting that particular area.

(2) Other Tactical Units. Non-divisional and divisional tactical units assigned to Fort Campbell, e.g., the 5th SFG(A) and the 160th SOAR are required to support special missions and exercises where Division Ordering Officers would not be used or would be unable to participate. These units are not part of the formal DIVORDNET program. However, these units attend scheduled Ordering Officer training and utilize this LOI for procedural guidance. Appointed Ordering Officers assigned to these units may fill either active or inactive positions.

(3) Tenant (Non-tactical) Units/Activities. Non-divisional/non-tactical activities assigned to Fort Campbell (e.g., BACH, etc.). Ordering Officers assigned to these activities are appointed on either temporary or permanent orders.

(4) Satellite activities. Personnel assigned to organizations not physically located on Fort Campbell, but are designated to receive contracting support from the DOC through Interservice Support Agreements (ISSA), (e.g., ROTC, USAR MEPS, etc.).

## 2. DEFINITIONS.

a. Active/Inactive status. Ordering Officer appointments require nominated individuals attend training presented by the DOC. Personnel are considered trained for one calendar year upon completion of training. Recertification is required annually. Active status begins en route to mission location, once away from home station and other means of contracting support. Active status ends upon return to home station. Personnel completing the training are classified as follows:

(1) DIVORDNET Personnel. Maintain an “inactive” status until the DOC receives notification from the unit commander requesting they be activated (See Annex E, Figure 1). Upon notification, the DOC issues appointment orders that provide instructions for their Ordering Officer duties. Appointment orders are valid only for specifically designated dates and missions.

(2) Other Tactical Unit Personnel. These Ordering Officers can be on either “active” or “inactive” status, depending on how they are nominated. “Active” status individuals receive appointment orders upon completion of the training. The appointment orders provide specific instructions regarding duties and termination. Individuals designated as “inactive” maintain that status until the unit commander requests DOC to either activate or terminate the orders.

b. Commitment (Funds). A reservation of funds based on firm procurement directives, orders, or request that authorizes the creation of an obligation. A Resource Manager/Division Comptroller normally performs this function.

c. Contract. A mutually binding legal relationship obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing.

d. Contracting Officer (KO). A person with the authority to enter into, administer, and terminate contracts. Prior to appointment, individuals must meet minimum education and experience requirements. The Contracting Officer dollar limitations are so noted on the Certificate of Appointment, SF 1402.

e. Division Contracting Officer (DKO). The principal advisor to the Commanding General for contracting during training exercises and contingency missions. The DKO’s peacetime duty is in the Directorate of Contracting. When deployed, the DKO coordinates acquisitions with the DMMC and G4 and provides technical supervision for Ordering Officer activities. Acquisition requests exceeding Ordering Officer’s dollar limitation are passed to the DKO via the G4.

f. Forms. See Annex E for samples.

(1) DA Form 3953 - A purchase request and commitment document (PR&C). Units use this form to request acquisition of specific supplies, services, or construction. It is also used to provide funding for Ordering and Contracting Officers. The backside of this form is used by Ordering Officers to report SF 44 transactions.

(2) Standard Form 44 - A preprinted, carbon interleaved form (four copies per set), that provides in one document a purchase or delivery order, a receiving report, a property voucher and a payment voucher. It is a pocket-size purchase order form designed primarily for on-the-spot, over-the-counter purchases of supplies and nonpersonal services while away from the contracting office or at isolated locations. The SF 44 is authorized only when the supplies or services are immediately available and only one delivery and one payment are made.

g. Improper Procurement. Only Contracting Officers and duly appointed Ordering Officers acting within their scope of authority may legally obligate the Government. Unauthorized commitments must be settled by the individual making the commitment (i.e. settled in the Civil Court System, processed by the General Accounting Office (GAO), or processed by using ratification procedures).

h. Local Purchase. Authorized purchase of supplies requested by a unit for its own use or for issue to a supported activity in lieu of requisitioning through the normal supply distribution system (Ref AR 710-2, DA Pam 710-2).

i. Market Research. Collection and analyzing information about capabilities within the market to satisfy agency needs.

j. Ordering Officer. A military or DOD civilian employee authorized by appointment letter to make small purchases not to exceed \$2,500.00 of supplies and nonpersonal services. In the case of Fort Campbell, the Directorate of Contracting (DOC) is the appointing authority for Ordering Officers. Individuals appointed must be fully qualified and have sufficient time available to act as an Ordering Officer. Ordering Officer should have at least six months retainability.

k. Obligation (Funds). Legally binds the Government to make payment. Duly appointed Government representatives (i.e., Contracting and Ordering Officers only) perform this function. Obligations in excess of available funds is an Anti-Deficiency Act violation and individuals may be fined not more than \$5,000 or imprisoned or imprisoned for not more than 2 years, or both, per 31, U.S.C. 1350 and 1519.

l. Paying Agent. Commissioned Officer, Warrant Officer, or Staff Sergeant and above appointed as an agent of the Defense Accounting Office (DAO) for the purpose of making payments as specified in the appointment orders. Paying Agents may service multiple Ordering Officers. Paying Agents cannot function, however, as an Ordering Officer simultaneously, either for himself, or for others. Paying agent should be senior in rank to Ordering Officer.

m. Ratification. The act of approving an improper procurement by an official who has the authority to do so. This process involves, as a minimum, the statements by the individual making commitment and his supervisor, face-to-face interview with first full Colonel in chain of command, SJA, and DOC Director and Contracting Officer. Dependent upon dollar value of unauthorized commitment, process could also involve the Garrison Commander, appropriate Commanding General of unit/activity, and Commanding General, Forces Command.

n. Receiving Officer. A military or DOD civilian employee from the requiring activity, normally in a position to verify receipt of supplies or services. This individual does not have to be on orders. A receiving officer may not be an Ordering Officer or a Class A agent at the same time.

o. Split Purchases. An unauthorized technique of breaking down a single requirement in excess of \$2,500 into two or more separate purchases in order to avoid the single purchase monetary limitation of \$2,500.

p. Vendor. A commercial business activity offering supplies and/or services to the open market and Government.

### **3. POLICIES.**

a. The Director of Contracting (DOC) is the single authority for appointing Ordering Officers in support of Fort Campbell or satellite units for contracting support. Appointments are limited to areas where Ordering Officer authority is mission essential. Ordering Officers shall not be used to decentralize the contracting mission. Ordering Officers will not make purchases at or around Ft. Campbell or in an area where contracting support is provided by the Government within a reasonable distance.

b. Ordering Officer authority and responsibilities shall not be delegated. Ordering Officers will sign all documents with the same name that appears in their appointment letter with the title "Ordering Officer". No one will sign for an Ordering Officer nor will such titles as "substitute" be used.

c. Ordering Officers may be appointed for the purpose of purchasing supplies and/or services for which the normal procurement process would endanger mission accomplishment.

Normal operating supplies or services for which there is a regular known need do not fall under this category. Ordering Officers who use their authority to circumvent established logistical systems may have their appointments terminated.

d. Ordering Officers will not make purchases from individuals who are employed by the Government or from a company with which the Ordering Officer or his associates have a personal interest or equity. The DOC or DOD contracting authority shall be notified for approval if this is the only source of supply available.

e. Ordering Officers are not authorized to purchase supplies or services available from Federal Supply Schedule Contracts unless specified in the appointment orders. Purchase of these items, when not available by requisition, is restricted to the Contracting Office. ANNEX D lists examples of authorized and unauthorized supplies and services.

f. Ordering Officers must be aware that signing an SF 44 is an assurance that the acquisition is in compliance with all regulations and that local purchase authority has been approved.

**g. Ordering Officers must be aware that an item authorized by a TDA or other publication is not necessarily authorized for local purchase. Items, which are not utilized in direct support of the activity for which the Ordering Officer was appointed, may not be purchased. Purchasing items or contracting for services, other than those authorized, is not legal and the Ordering Officer may be held pecuniarily liable.**

h. The SF 44 is a direct draft upon the US Treasury and may be accepted by vendors without further proof of authority to execute. Therefore, the Ordering Officer must safeguard all SF 44s or risk being held accountable for those forms presented for payment over the signature of someone other than the Ordering Officer.

#### **4. PROCEDURES.**

a. Prepare the SF 44 IAW with ANNEX B.

b. Ordering Officers should contact the appointing office regarding questions in the acquisition of supplies and services not addressed by their initial instructions. Fort Campbell point of contact is the DOC Contingency Contracting Office, DSN 635, Comm (270) 798-7823 / 7562 / 7561 / 7851.

c. Clearing/Terminating.

1. Within five days of mission completion, Ordering Officers will bring the following documents to the DOC to clear: Copy four of the SF 44, Completed backside of the DA 3953 (Fig 4), Commander's purchase approval memo (Fig 10), SF 215 for unexpended funds, purchase receipts, and unused SF 44's.

2. Commanders memo will contain the following information:

- (a) One memo covers all purchases
- (b) Signed by Company Commander
- (c) Memo states "I have reviewed all SF44's completed by \_\_\_\_\_(Ordering Officer's rank and name), from \_\_\_\_\_(Day/Month/Year) to \_\_\_\_\_(Day/Month/Year) and approve them as mission essential, and will ensure all durable/non-expendable items are added to my property books."

**5. REFERENCES.**

- a. Federal Acquisition Regulation (FAR).
- b. Department of Defense FAR Supplement (DFARS).
- c. Army FAR Supplement (AFARS) Manual No.2, Contingency Contracting
- d. FORSCOM FAR Supplement (NOV 1999)
- e. DOD 5500.7-R, Joint Ethics Regulation.(OCT 1990)
- f. AR 710-2, Supply Policy Below the Wholesale Level. (OCT 1997)
- g. FORSCOM Reg. 715-1, FORSCOM Acquisition Instructions.
- h. CAM Reg. 37-3, Paying Agent and Ordering Officer Procedures During Contingency Operations and Training Exercises.
- i. Joint Federal Travel Regulation (OCT 2001)

**ANNEX A (Excerpt from DOD 5500.7-R) to LOI No. 01-1, Division Ordering Officer Network**

Executive Order 12674 of April 12, 1989 (as modified by E.O. 12731)

**PRINCIPLES OF ETHICAL CONDUCT FOR GOVERNMENT OFFICERS AND EMPLOYEES**

"By virtue of the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to establish fair and exacting standards of ethical conduct for all executive branch employees, it is hereby ordered as follows:

**Part I Principles of Ethical Conduct**

Section 101. Principles of Ethical Conduct. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each Federal employee shall respect and adhere to the fundamental principles of ethical service as implemented in regulations promulgated under sections 201 and 301 of this order:

- (a) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- (b) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- (c) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- (d) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- (e) Employees shall put forth honest effort in the performance of their duties.
- (f) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.
- (g) Employees shall not use public office for private gain.

(h) Employees shall act impartially and not give preferential treatment to any private organization or individual.

**ANNEX A (Excerpt from DOD 5500.7-R) to LOI No. 01-1, Division Ordering Officer Network**

(i) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(j) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(k) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

(l) Employees shall satisfy In good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes-that are imposed by law.

(m) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(n) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

**ANNEX B (SF 44 Preparation) to LOI No. 01-1, Division Ordering Officer Network**

**STANDARD FORM 44 PREPARATION**

Para (1) through (19) correspond with those in Figure 1, page E-1.

(1) DATE OF ORDER - Enter the date prepared. Date cannot be later than the delivery or invoice date.

(2) ORDER NUMBER - DAKF23-(FY)-(Prefix)-(Consecutive Number)

DAKF23- Fort Campbell's designation.

(FY)- Fiscal Year of Purchase (two digits)

(Prefix)- Ordering Officer's first and last initials (two letters)

(Consecutive Number) Beginning with 0001 and increasing with each purchase (four digits)

EXAMPLE: The first order executed in FY 00 by SFC Kenneth Gilchrist, would be constructed as follows: DAKF23-00-KG-0001

(3) NAME AND ADDRESS OF SELLER - Ensure name and address of seller is legible and includes proper zip code.

(4) FURNISH SUPPLIES OR SERVICES TO - Enter complete name and address of unit receiving supplies and/or services.

(5) SUPPLIES OR SERVICES - Items ordered will be individually listed and include sufficient nomenclature of supplies/services for proper identification. If the form is not sufficient to list all items, additional items may be continued on a separate SF 44. A seller's invoice may be attached to the SF 44. If this procedure is used, the invoice must include quantity, item, and unit price. The total of the invoice is transcribed to the SF 44 and the seller signs both the attached invoice and the SF 44.

(6) Through (9) QUANTITY, UNIT PRICE, AMOUNT - Self explanatory; however, extreme care must be taken to ensure information is recorded, and totaled correctly. Quantity times unit price should always equal amount. Prices must be in US Dollars. If converting from a foreign currency, show exchange rate on SF 44.

**ANNEX B (SF 44 Preparation)** to LOI No. 01-1, Division Ordering Officer Network

(10) AGENCY - Enter: "DFAS", followed by the name and address of the installation providing financial payment support. For Ordering Officers utilizing Fort Campbell DAO, the address is: DFAS Rome, 325 Brooks Road, Rome, NY 13441.

(11) DISCOUNT TERMS - Ordering Officers should obtain discount terms to the maximum extent possible. Distribution of SF 44 with discount offered for payment in less than 30 days must be expedited to avoid loss of discount.

(12) DATE INVOICE RECEIVED - LEAVE BLANK. (NOTE: Invoice is not required where the seller has signed in the Seller's block).

(13) ORDERED BY - Ordering Officer's signature and title (Ordering Officer). SF 44 copies #1 and #3 must be original signature. If the alternate Ordering Officer, acting in the absence of the Ordering Officer makes the purchase, the title is the same "Ordering Officer".

(14) PURPOSE AND ACCOUNTING DATA - Enter full accounting classification (obtained from DA Form 3953).

(15) through (17) RECEIVED BY - Signature and title of authorized person receiving or picking up the items. SF 44 copies #1 and #3 must have original signature. The receiver must be an individual other than the Ordering Officer.

(18) SELLER - Signature of seller and date of purchase, SF 44 copies #1 and #3 must be original signature. If the supplier is paid at the time of delivery, check the box "Payment Received". If the supplier is NOT paid at the time of delivery, check the box "Payment Requested".

(19) The remaining portion of the SF 44 is reserved for use by the Paying Agent and finance and accounting office.

NOTE: Record each purchase on the reverse side of DA Form 3953, to include the date, number, and dollar amount of the transaction. Deduct the amount from the "unobligated balance" and bring forward the new balance. Additional funds issued to the Ordering Officer on DA Form 3953 will be credited as a "deposit" and filed behind the initial Form 3953.

**ANNEX C (SF 44 Distribution) to LOI No. 01-1, Division Ordering Officer Network**

DISTRIBUTION OF STANDARD FORM 44

<u>COPIES/COLOR</u>	<u>ACTION</u>
(1) WHITE	To Paying Agent who in turn will provide to DFAS
(2) BLUE	To Seller (retains for record)
(3) PINK	To Division Comptroller/ Resource Manager or Contracting Officer
(4) GREEN	Retained by Ordering Officer in the file (provide to DOC upon return to Ft Campbell)

NOTE: If Paying Agent is not available then copy (1) one will be forwarded to the servicing DFAS as expeditiously as possible.

**ANNEX D (Examples of Authorized and Unauthorized Purchases) to LOI No. 01-1, Division  
Ordering Network**

AUTHORIZED PURCHASES

UNAUTHORIZED PURCHASES

**--TRANSPORTATION--**

Cars (rental, civ POV)

Passenger tickets on commercial  
carriers

Trucks (rental, civ POV)

Rental of POV owned by military  
members

Boats (rental)

Local bus fares

Local taxi fares

Toll fees

POL for rented vehicles

**--FOOD--**

Live animals for survival  
and food for live animals

All foods, beverages and  
condiments, including:

training

Salt and Pepper

Fruit

Vegetables

Meat & Poultry

Seasonings

Flour

Beer and Wine

Hard Liquor

**--PERSONAL CONVENIENCES--**

None

Toilet articles

Thermos bottles

Frying pans

Kitchen utensils

Alarm clocks

Personal Clothing

Laundering of clothing

Haircuts



**ANNEX D (Examples of Authorized and Unauthorized Purchases) to LOI No. 01-1, Division  
Ordering Officer Network**

AUTHORIZED PURCHASES

UNAUTHORIZED PURCHASES

--MISCELLANEOUS--

Supply items not available  
through supply channels  
Film processing  
Training aid materials  
Special paper for PSYOPS activities  
Cloth for identity bands and flags  
Small quantities of supplies such as  
nails, lumber and rope  
Sanitation items  
Small emergency repairs of military  
vehicles  
Items needed to "sterilize" clothing  
and equipment  
Postal money orders or cashiers  
checks for transmittal of money  
to DAO

Ammunition  
Items readily available  
in supply system  
Detonator caps  
Medical service  
Dental service  
Prescription Medicine  
Insurance  
Intelligence information  
Flowers  
Construction  
Picture frames  
Plaques  
Trophies  
Mementos  
Training certificates  
Printing  
Duplicating & Book binding  
TOE equipment  
Telephone bills  
Furniture  
Subscriptions  
Carpets  
Office Machines

**SPECIAL ITEMS OF INTEREST:**

1. Rental of Civilian Vehicles. The Division Chief of Staff or his designated representative is the approval authority for all transportation requests during deployment. During a training exercise, rental of commercial vehicles, if approved, is normally authorized on individual travel orders (DD Form 1610). The individual may or may not be an Ordering Officer.

2. Roadside Repairs of Military Vehicles. Ordering Officers may authorize the repair of military vehicles when the charges do not exceed \$50. If repairs in excess of \$50 are required, Ordering Officers will obtain a local repair estimates to the responsible military vehicle maintenance agency for servicing determination.

**ANNEX D (Examples of Authorized and Unauthorized Purchases)** to LOI No. 01-1, Division Ordering Officer Network

3. Rations and Subsistence. The division Chief of Staff or his designated representative is the approval authority for rations and subsistence requests. **Subsistence is not authorized for purchase with OMA funds. AR 30-1 and DFAS REG 37-1 provide guidance.**

4. Laundry. Ordering Officers are not authorized to approve payment for laundry services. IAW Joint Federal Travel Regulation (JFTR), the cost for laundry, dry cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for travel OCONUS. Laundry is authorized only if not receiving per diem, the military can not render service, the right color of money is available, and the Cdr authorizes it.

5. Medical and Dental Treatment. Ordering Officers are not authorized to approve payment of medical and/or dental treatment or any type medicine. Such charges will be settled in accordance with AR 40-3, Medical Services. The only condition where this type of purchase is authorized is if the right type of money is available (determined in advance by comptroller), and a US Army medical doctor authorizes and supervises the purchase.

6. Telephone Bills. If travel orders state official calls authorized, claim on travel settlement voucher. For cellular phone bills CONUS, services should be procured through pre-existing contract between the DOC and Cingular Wireless, with units utilizing the GPC to purchase. Cellular phone service OCONUS is authorized if mission essential, the local commander authorizes it, and if local purchase authority exists.

7. Procurement of Intelligence Information. The purchase of items such as flowers, gifts, or other purchases for the purpose of obtaining intelligence from local population is not authorized.

8. Supply items authorized for local purchase are coded K or L in the Federal Logistics (FEDLOG) under the columnar heading (AAC) Acquisition Advice Code. See supply support activity.

9. Utilities (gas, water, electricity, steam, sewage). The acquisition is subject to approval by the Army Power Procurement Official or equivalent, and coordination with the GSA in accordance with AR 420-21 and AFARS Supplement Number 5.

10. Federal Government personal service contracts are illegal; consequently, Ordering Officers are only authorized to purchase nonpersonal services. Personal services are distinguishable by how the person(s) performing the service is supervised. The general rule is if government personnel supervise, or appear to supervise the person(s) performing the service, it is a personal services contract.

**Figure 1 (Request for Ordering Officer Appointment)** to ANNEX E (Forms and Letters) to LOI No. 01-1, Ordering Officer Network

Letterhead

Office Symbol (AFZB- )

Date

MEMORANDUM FOR: Each Activity has their own routing, usually through S4, and Comptroller, to Directorate of Contracting, AFZB-DOC-S, Bldg 2172, 13 ½ Street, Fort Campbell, Kentucky 42223-5358.

SUBJECT: Request For Ordering Officer Appointment

1. Request the following personnel be appointed as Ordering Officers from (date to date) for exercise (exercise name).

RANK	NAME	SSN	UNIT
------	------	-----	------

2. The paying agent supporting this Ordering Officer:

RANK	NAME	SSN	UNIT
------	------	-----	------

3. The following documents are attached:

- a. DA Form 3953
- b. DD577 Signature Card for both the Ordering Officer and paying agent.
- c. Copy of memorandum requesting appointment of Paying/Class A Agent in support of this Ordering Officer.

4. I will ensure local purchase authority is received from the Property Book Officer for any purchase made by this Ordering Officer.

5. I will ensure this Ordering Officer reports all purchases to your office monthly on a DD 1057 Feeder Report.

6. I understand only a warranted contracting officer can terminate the appointment of this Ordering Officer.

7. POC is the undersigned, Phone #.

CO CDR Signature Block

**Figure 2 (DD 577 Signature Card)** to ANNEX E (Forms and Letters) to LOI No. 01-1,  
Ordering Officer Network

1. NAME <i>(Type or print)</i>	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
<b>THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL</b>		
7. NAME OF COMMANDING OFFICER <i>(Type or print)</i>	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

**DD Form 577, MAY 88 (EG)**

*Previous edition may  
be used until exhausted.*

**SIGNATURE CARD**

Designed using Perform Pro, WHS/DIOR, Oct 97

**Figure 3 (DA 3953 Front Side,Blank) to ANNEX E (Forms and Letters) to LOI No. 01-1, Ordering Officer Network**

<b>PURCHASE REQUEST AND COMMITMENT</b> <small>For use of this form, see AR 37-1; the proponent agency is OASA(IFM)</small>				1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE OF PAGES
4. TO:				5. THRU:		6. FROM:	
It is requested that the supplies and services enumerated below or on attached list be							
7. PURCHASED FOR				8. DELIVERED TO			9. NOT LATER THAN (Date)
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: <i>(Check appropriate box and complete item.)</i>						10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION	11. TELEPHONE NUMBER
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY			13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY			<b>FUND CERTIFICATION</b> The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.	
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM							
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED		19. ACCOUNTING CLASSIFICATION AND AMOUNT	
				UNIT PRICE <i>a</i>	TOTAL COST <i>b</i>		
						20. TYPED NAME AND TITLE OF CERTIFYING OFFICER	
						21. SIGNATURE	
						22. DATE	
23. DISCOUNT TERMS							
24. PURCHASE ORDER NUMBER							
26. DELIVERY REQUIREMENTS							
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE							
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/>							
IF YES, NUMBER OF DAYS REQUIRED							
27. TYPED NAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE			29. DATE		34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE
30. TELEPHONE NUMBER							35. SIGNATURE
31. TYPED NAME AND GRADE OF SUPPLY OFFICER		32. SIGNATURE			33. DATE		36. DATE



Figure 5 (SF 44, Completed) to ANNEX E (Forms and Letters) to LOI No. 01-1, Ordering Officer Network

**U.S. GOVERNMENT**

**PURCHASE ORDER—INVOICE—VOUCHER**

DATE OF ORDER <b>3 JAN 00</b>	ORDER NO. <b>DAKF23-00-KG-0001</b>
PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)* PAYEE <b>DAN'S REPAIR SHOP</b> <b>2323 MAIN ST</b> <b>CLARKSVILLE, TN 37042 U.S.A.</b>	
FURNISH SUPPLIES OR SERVICES TO (Name and address)* <b>A Co, 3/5<sup>TH</sup> SFG</b> <b>FT CAMPBELL, KY 42223</b>	

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
<b>LUGNUT</b>	<b>4</b>	<b>1.00</b>	<b>4.00</b>
<b>BATTERY</b>	<b>1</b>	<b>42.00</b>	<b>42.00</b>
<b>(IF NOT IN U.S. CURRENCY, CONVERT TO U.S. CURRENCY HERE AND POST TOTAL IN U.S. CURRENCY)</b>			

AGENCY NAME AND BILLING ADDRESS* <b>DFAS-ROME</b> <b>325 BROOKS RD</b> <b>ROME, NY 13441-4527</b>	TOTAL <b>\$ 46.00</b> DISCOUNT TERMS _____ % _____ DAYS DATE INVOICE RECEIVED _____
ORDERED BY (Signature and title) <b>KENNETH GILCHRIST, ORDERING OFFICER</b>	
PURPOSE AND ACCOUNTING DATA <b>9700100.5006 0 50502001 242022000</b> <b>252G 000000 5THSFG 9237003</b> <b>STSW20 015056</b>	
PURCHASER—To sign below for over-the-counter delivery of items RECEIVED BY <b>(MUST BE SIGNED BY SOMEONE OTHER THAN ORDERING OFFICER)</b> TITLE _____ DATE _____	
SELLER—Please read instructions on Copy 2 <input checked="" type="checkbox"/> PAYMENT RECEIVED \$ <b>46.00</b> <input type="checkbox"/> PAYMENT REQUESTED \$ _____	
NO FURTHER INVOICE NEED BE SUBMITTED	
SELLER BY <b>(MUST HAVE SIGNATURE OR CASH RECEIPT)</b> (Signature) _____ DATE _____	
I certify that this account is correct and proper for payment in the amount of \$ <b>46.00</b>	DIFFERENCES _____ ACCOUNT VERIFIED: _____ CORRECT FOR _____
PAID BY <input checked="" type="checkbox"/> CASH <input type="checkbox"/> CHECK DATE PAID <b>3 JAN 00</b>	
OR _____ (Check No.) _____ VOUCHER NO. _____	

\* PLEASE INCLUDE ZIP CODE 1. SELLER'S INVOICE (See Instructions on Copy 2) STANDARD FORM 44a (Rev. 10-83) PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)



**Figure 6 (Sales Tax Exemption)** to ANNEX E (Forms and Letters) to LOI No. 01-1, Ordering Officer Network



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 101<sup>ST</sup> AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
DIRECTORATE OF CONTRACTING  
2174 13-1/2 STREET  
**FORT CAMPBELL, KENTUCKY 42223-5358**

REPLY TO  
ATTENTION OF

Directorate of Contracting

SUBJECT: Sales and Use Taxes

To Whom It May Concern:

All purchases made by the Fort Campbell, Kentucky personnel on behalf of the United States Government, are not subject to various sales and use taxes.

The Tennessee Tax Identification Number (TIN) is 61-0455908, and the Kentucky Tax Identification Number (TIN) is FG-024-100.

Sincerely,

*Original Signed*  
LESLIE H. CARROLL  
Director of Contracting







**Figure 9 (DD 1057 Feeder Report)** to ANNEX E (Forms and Letters) to LOI No. 01-1,  
Ordering Officer Network

1057 FEEDER REPORT

SF 44 ACTIONS

Ordering Officer: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

PIIN  
COST (\$)

COMMODITY

---

Total Actions \$0,000.00 to \$1,000.00 \_\_\_\_\_

Total Dollars \$0,000.00 to \$1,000.00 \_\_\_\_\_

Total Actions \$1,000.00 to \$2,500.00 \_\_\_\_\_

Total Dollars \$1,000.00 to \$2,500.00 \_\_\_\_\_

Total Actions \_\_\_\_\_

Total Dollars \_\_\_\_\_

\_\_\_\_\_(Signature Block)

\_\_\_\_\_  
\_\_\_\_\_

**Figure 10 (Appointment/Clearing Procedures)** to ANNEX E (Forms and Letters) to LOI No. 01-1, Ordering Officer Network

**Step 1** Soldier Attends Ordering Officer Class, With Copy of Downloaded Slides and Appointment/Clearing Procedures <http://www.campbell-doc.army.mil/ordoffproc.htm>

Classes Are Held Monthly at Bldg 2114, Division NBC School, 1000 Hrs.

Dates are Published in the Screaming Eagle Bulletin OR,

Call Contingency Contracting Section for Dates: 798-7561/7562/7851/7822

**Step 2** Company Commander Prepares Ordering Officer Request Memo (See Figure 1)

**Step 3** S4 Initiates DA 3953, Front Side (See Figure 3)

**Step 4** Soldier Brings Cdr's Memo and Completed Front Side 3953 to Contingency Contracting Section Bldg 2172, 13 1/2 Street and Makes Appointment for In-Brief

**Step 5** Contracting Prepares Ordering Officer Appointment Memo

**Step 6** In-Brief: Soldier Brings completed DD 577's for Ordering Officer and Paying

Agent (See Figure 2). Soldier Receives SF 44's (See Figure 4), Ordering Officer Packet and Ordering Officer Appointment Letter

**Step 7** Within 5 Days of Mission Completion, Soldier Clears Contracting **THEN**, Clears Comptroller

**Step 8** Documents Required to Clear Contracting:

Copy of ALL Receipts, , Green Copies of SF44, Deposit Slip (SF 215) If Unobligated Funds Remaining, Hand Receipts for Durables/Non-Expendables

**SOLDIER MAY DOWNLOAD DIVORDNET LOI TO STUDY PRIOR TO APPOINTMENT THROUGH THIS LINK:**

E-12

[www.campbell-doc.army.mil/loi.htm](http://www.campbell-doc.army.mil/loi.htm)