John - info + appropriate action

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

27 DEC 1994

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Authority for Micropurchases - ACTION MEMORANDUM

1. The attached SAF/AQC Memorandum, dated 7 Dec 94, emphasizes how the new micropurchase authority, set out in the Federal Acquisition Streamlining Act of 1994 (FASA), relates to the statutory requirements of the Javits-Wagner-O'Day (JWOD) Act. This relationship is critical and needs to be relayed to those people who are authorized to make purchases below $2500, especially those using the International Merchant Purchase Authorization Card (IMPAC).

2. The micropurchase procedures were published in the 15 Dec 94 edition of the Federal Register as an interim rule and were effective on that date. They are intended to streamline the acquisition process and minimize burdensome requirements. They should also allow us to improve customer support. Therefore, you should take immediate action to implement these new procedures at your installation and ensure maximum awareness for all those in the acquisition process where these procedures may be utilized.

3. If you have any questions, please call me or have your staff call Mr. David E. Furry, DSN 787-3367.

Timothy P. Malishenko

TIMOTHY P. MALISHENKO
Brigadier General, USAF
Director of Contracting

Attachment:
SAF/AQC Memo, 7 Dec 94

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

07 DEC 1994

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Authority for Micropurchases

I am writing as a follow-up to Steve Kelman's 13 Oct 94 memo regarding the Federal Acquisition Streamlining Act of 1994's authority for purchases valued at $2,500 or less. As he noted, this legislation gives Government personnel greater flexibility in making micropurchases and, therefore, makes it easier to use government purchase cards.

I want to clarify the reference to "statutory requirements" in Dr. Kelman's memo. That reference is of critical importance to thousands of individuals with severe disabilities who are employed on Federal contracts under the Javits-Wagner-O'Day (JWOD) Program. These people work for State and private nonprofit organizations affiliated with National Industries for the Blind (NIB) or NISH. Through JWOD contracts, the nonprofit organizations provide--in addition to a wide range of services--a substantial number of high quality products, the manufacture of which generates employment and training opportunities for people who are blind or have other severe disabilities. Among these products are many office supplies and other common-use items that are likely to be purchased in quantities under $2,500.

Consequently, it is critical that Air Force personnel understand that **the new legislation does not exempt them from meeting the statutory requirement to buy JWOD Program products, regardless of how small the dollar value of the purchase.** This means that the new micropurchasing authority may not be used to buy commercially available items that are essentially the same as JWOD products. Doing so would not only violate the JWOD Act, but would also deprive Americans with disabilities of badly needed employment.

The JWOD Committee's ability to continue fulfilling its mission depends to a significant degree upon awareness of the JWOD statutory requirement by the thousands of Federal Government personnel with micropurchasing authority, particularly those who are not trained procurement personnel. The Committee does not, however, possess the resources to educate these buyers and those who will succeed them. For that, we need help from you and others in the Federal community.

Specifically, **your staff should take a proactive approach to training credit card users and others with micropurchasing authority within your agency about the JWOD**

exception to the under $2,500 rule. The products about which we are concerned are clearly identified in the GSA catalogues, and most are also listed in the new NIB SKILCRAFT Catalog, which is attached. Within the next year, we expect to publish a comprehensive catalog of JWOD common-use supplies which will be sent as soon as it is available.

At this time, GSA is the only supplier of JWOD products to Federal agencies or firms with which such agencies have supply contracts. GSA's Customer Supply Centers accept the government purchase card, and can ship items within 24 hours. This capability is described in the attached brochure which explains how the Government purchase card can be used to support the JWOD Program.

The Committee, NIB and NISH staffs stand ready to assist you in spreading the word about this unique Federal procurement program within your agency. More educational materials are available, and tailored presentations are also possible. For example, in response to requests from procurement staff at several Federal Aviation Administration, Committee staff have conducted briefings both for individual credit card users and those who are responsible for training front-line buyers.

If your contracting activities have not already received a copy of the SKILCRAFT Catalog, they should call the NIB Customer Service line at 1-800-433-2304 to request a copy of the catalog. Thank you in advance for your cooperation in this effort.

POC is Ms. Kathryn Ekberg, SAF/AQCO, DSN 224-1685, FAX (703) 697-8817, or e-mail kekberg@aqpo.hq.af.mil.

IRA L. KEMP
Associate Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
Skilcraft Catalog