



**FOREST SERVICE HANDBOOK  
NATIONAL HEADQUARTERS (WO)  
WASHINGTON, DC**

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION**

**PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**Supplement No.:** 6309.32-2011-4

**Effective Date:** July 28, 2011

**Duration:** This supplement is effective until superseded or removed.

**Approved:** KATHLEEN ATKINSON  
Associate Deputy Chief, OPS

**Date Approved:** 07/27/2011

**Posting Instructions:** Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this supplement. Retain this transmittal as the first page(s) of this document. The last supplement to this handbook was 6309.32-2011-3 to FSH 6309.32\_4G09.

New Document	6309.32_4G13	83 Pages
Superseded Document(s) by Issuance Number and Effective Date	6309.32_4G13 (Supplement 6309.32-2009-6, 02/09/2009)	64 Pages

**Digest:**

4G13.001 – Adds definitions that are specific to Incident Blanket Purchase Agreements (I-BPAs).

4G13.001-70 – Adds acronyms that are used in Incident procurements.

4G13.303-70 – Establishes code, caption “Incident Blanket Purchase Agreements (I-BPAs),” and sets forth new direction for I-BPAs.

4G13.303-71 – Establishes code, caption, and sets forth “Responsibilities” for the I-BPA program.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**Digest--Continued:**

4G13.303-72 – Establishes code and caption for “Virtual Incident Procurement (VIPR),” and sets forth direction regarding the use of VIPR for I-BPAs.

4G13.303-73 – Establishes code and caption for “Use of Dispatch Priority Lists (DPLs),” and sets forth direction regarding the use of Dispatch Priority Lists (DPLs) in conjunction with the I-BPA program.

4G13.303-74 – Establishes code, caption, and sets forth direction for “Interagency Policy Regarding I-BPAs.”

4G13 307-70 – Adds exhibit 04 and exhibit 05 regarding request for approval of deviation and DPL flow charts.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

Organization and Standard Posting Instructions for  
Federal Acquisition Regulation,  
Agriculture Acquisition Regulation, and  
Forest Service Acquisition Regulation

1. Federal Acquisition Regulation (FAR) Organization. (For further direction on the organization and posting of FAR parent text (white pages), see Part 1 of the FAR.)

The FAR is issued as Chapter 1 of Title 48, Code of Federal Regulations (CFR). Subsequent chapters are reserved for agency acquisition regulations that implement or supplement the FAR; at 48 CFR chapter 4 the Department of Agriculture issues policies and procedures that supplement the FAR. A loose-leaf version of the FAR is printed for ease of agency supplementation.

The FAR is divided into subchapters, parts, subparts (if applicable), sections, and paragraphs. The digits to the left of the decimal point represent specific parts of Title 48 of the CFR. The numbers to the right of the decimal point and to the left of the dash represent, in order, the subpart (one or two digits) and the section (two digits). The number to the right of the dash represents the subsection. Subdivisions may be used at the section and subsection level to identify individual paragraphs.

For example, 25.108-2 refers to:

FAR:	Part	Subpart	Section	Subsection
	25	1	108	2

Pages within each part are numbered consecutively at the bottom outside edge of the page. Each page number is preceded by the part number; for example, the third page of Part 1 is numbered 1-3. Revised pages issued by a Federal Acquisition Circular (FAC) carry the FAC number on the bottom of the page, preceding the page number. Individual pages also are identified by headers displaying the beginning section at the top left edge for left-hand pages, and the ending section at the top right edge for right-hand pages.

2. Agriculture Acquisition Regulation (AGAR) Organization. (For further direction on the organization and posting of AGAR parent text (white pages), see Part 401 of the AGAR.)

The AGAR is issued as Chapter 4 of Title 48, Code of Federal Regulations (CFR), to implement and supplement the FAR in Chapter 1. Parts 400 through 499 have been assigned to USDA for the AGAR. The AGAR and its subsequent changes are published in (1) daily issues of the Federal Register, (2) cumulative form in the CFR, and (3) loose-leaf form for distribution within USDA.

The most recent edition of the entire loose-leaf AGAR was printed on white paper and distributed in 1996, with an effective date of November 14, 1996. The AGAR is intended for posting in a separate binder.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

The AGAR parallels the FAR's organization, except that subdivisions below the section and subsection levels may not always correlate directly to FAR paragraphs and subparagraphs.

For example, 401.602-3 refers to:

AGAR:	Part	Subpart	Section	Subsection
	401	6	602	3

This AGAR subsection 401.602-3 supplements the FAR subsection 1.602-3.

Pages within each part are numbered consecutively at the bottom outside edge of the page. Each page number is preceded by the part number; for example, the third page of AGAR Part 401 is numbered 401-3.

3. Forest Service Acquisition Regulation (FSAR) Organization. (For further direction on the organization and posting of FSAR supplements (buff pages), see Part 4G01 of the FSAR.)

The FSAR provides Forest Service guidance and procedures to supplement the FAR and AGAR. The FSAR is printed on buff paper in a loose-leaf version for ease of agency supplementation and for interleaving with FAR parent text pages.

The FSAR parallels the FAR and AGAR organization, except that FSAR subdivision numbering follows the AGAR where it departs from the FAR.

To distinguish the FSAR, a "G" is added after the "4" in the AGAR part number. For example, 4G01.603-1 refers to:

FSAR:	Part	Subpart	Section	Subsection
	4G01	6	603	1

FSAR subsection 4G01.603-1 supplements FAR subsection 1.603-1 and AGAR subsection 401.603-1.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

4. Posting Instructions.

Transmittals. Transmittals accompany FAR parent text issued by Federal Acquisition Circulars (FACs), Department AGAR supplements, and Forest Service FSAR supplements. File transmittals for the FAR and FSAR at the front of the FSH 6309.32 in numerical sequence with the highest amendment or supplement number first; file AGAR transmittals issued since the 1996 edition at the front of the separate AGAR binder.

Group the transmittals at the front of FSH 6309.32 in the following order by issuing agency and unit level (except for AGAR transmittals, which are posted at the front of the separate AGAR binder):

- Federal Acquisition Circular (FAC) (white transmittals);
- Forest Service Acquisition Regulation (FSAR) Supplements (buff transmittals);
- Region, Station, Area, or Institute Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the FAR parent text (white pages) at the end of each part (for example, at the end of part 4.1, 4.2, and so on) by color in the following order:

- Forest Service Acquisition Regulation (FSAR) supplements (buff pages);
- Washington Office IDs (pink pages);
- Region, Station, Area, or Institute Supplements (blue pages);
- Region, Station, Area, or Institute IDs (pink pages);
- Forest Supplements (green pages); and
- Forest IDs (pink pages).

The AGAR text is posted in the separate binder.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**Table of Contents**

4G13.001 - Definitions .....	7
4G13.001-70 - Acronyms .....	9
4G13.001-71 - Distinctive and/or Restrictive Items .....	11
4G13.003 - Policy .....	12
<b>4G13.1 - Procedures.....</b>	<b>12</b>
4G13.101 - General.....	12
4G13.106 - Soliciting Competition, Evaluation of Quotations or Offers, Award and Documentation.....	12
4G13.106-2 - Evaluation of Quotations or Offers .....	12
<b>4G13.3 - Simplified Acquisition Methods .....</b>	<b>13</b>
4G13.301 - Governmentwide Commercial Purchase Card .....	13
4G13.301-70 - Delegation of Micro-Purchase Authority .....	15
4G13.301-71 - Responsibilities .....	15
4G13.301-72 - Use of Convenience Checks.....	27
4G13.301-73 - Use of the Purchase Card or Convenience Checks for Travel-Related Expenditures .....	28
4G13.301-74 - Emergency Incident Use.....	29
4G13.301-75 - Administrative Actions.....	31
4G13.302 - Purchase Order .....	37
4G13.303 - Blanket Purchase Agreements .....	37
4G13.303-70 - Incident Blanket Purchase Agreements (I-BPAs) .....	37
4G13.303-71 - Responsibilities .....	41
4G13.303-72 - Virtual Incident Procurement (VIPR) .....	45
4G13.303-73 - Use of Dispatch Priority Lists (DPLs) .....	48
4G13.303-74 - Interagency Policy Regarding I-BPA's .....	50
4G13.307 - Forms .....	51
4G13.307-70 - Exhibits.....	51

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

## **4G13.001 - Definitions**

This section provides definitions of Simplified Acquisition terms used in this chapter. Cross-references are provided for definitions of terms listed elsewhere in the Directives System.

Accountable personal property. All owned personal property having an acquisition cost of \$5,000 or more, any item valued at less than \$5,000 but determined by the Agency to be sensitive, and all capital leases excluding operating leases for personal property. (FSM 6400)

Agency/Organization Program Coordinator (A/OPC). The employee responsible for operation of the purchase card program at the national level.

Aviation card. A multi-services credit card issued by USDA's servicing bank for fuel and maintenance for aircraft. Purchases made with the aviation card are billed to the Government.

Audit. An official examination of purchase card records, documents, and reports verified, and all findings documented.

Capitalized property. Assets:

1. That are of a durable nature,
2. Have a useful life of 2 or more years once it is placed into service, and
3. The initial acquisition cost is \$25,000 or more (\$100,000 or more for software). (FSH 6509.11f)

Choosing By Advantages (CBA). A well-tested and widely used decisionmaking process the Forest Service utilizes to assess advantages for certain types of equipment used on fire and all-hazard incidents based on developed criteria. CBA is used in the development of the Dispatch Priority Lists (DPLs).

Distinctive Items. Items that may be purchased only under special conditions or authorities.

8(a) Business Development Program. Named for Section 8(a) of the Small Business Act; it is an important resource for small businesses seeking business-development assistance.

Emergency Equipment Rental Agreement (EERA). An agreement written at an incident using form OF-294. The duration is for length of the incident only. An incident-only EERA is synonymous with an at-incident EERA.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

Fire Equipment, Services, and Supplies Acquisition Analysis (FESSAA). A team that was formed as directed in the FY2005 Appropriations bill to study and implement improvements to acquisition practices related to fire and all-hazard incidents.

Fleet card. A commercial credit card issued by USDA's servicing bank for fuel, maintenance, and related services for motorized equipment other than aircraft. Purchases made with the fleet card are billed to the Government.

Green Purchasing. The acquisition of recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals.

Incident Blanket Purchase Agreement (I-BPA). A preseason agreement for equipment, supplies, or services to be used on fire and all-hazard incidents, issued on SF-1449. I-BPAs are awarded on a competitive basis using commercial item procedures.

Lease. An agreement for a fixed period of time, where the Government is obligated to stay for that fixed period of time. (FSH 6409.12)

Local Agency/Organization Program Coordinator (LA/OPC). The employee responsible for operation of the purchase card program at the station, Area, unit, Forest Products Laboratory (FPL), International Institute of Tropical Forestry (IITF), Job Corp Centers (JCC), and Washington Office.

Micro-purchase. An acquisition of supplies or services using simplified acquisition procedures which does not exceed the thresholds of \$2,000 construction, \$2,500 service, and \$3,000 supply as set by the Federal Acquisition Regulations. (FAR 2.101)

Non-accountable property. Non-sensitive, non-capitalized property below \$5,000.

Non-Recurring service. Involves one-time, unpredictable, or occasional requirements.

Non-warranted cardholder. A cardholder with a single purchase limit not to exceed the micro-purchase threshold for each transaction in accordance with the FAR and the policy of the agency. Issuance of the purchase card conveys the authority to the cardholder.

Purchase card. A commercial credit card issued by the USDA's servicing bank for purchases of goods and services for official Government use. Purchases must be within the cardholder's established single and monthly limits. Purchases made with the purchase card are billed to the Government.

Purchase order. As used in this regulation, means a generic order used to acquire goods and services and includes the appropriate terms and conditions.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

Recurring services. Acts of a repetitive nature in which a written or verbal agreement has been entered into between the Government and the vendor for a specified period of time.

Regional Agency/Organization Program Coordinator (RA/OPC). The employee responsible for operation of the purchase card program at the regional level.

Rent (Month-to-Month). An agreement where the period of occupancy is on a month-by-month basis.

Requisition. A written request to purchase specified goods and services using the funding shown.

Restrictive Item. Requires prior approval for purchase or acquisition from regional, station, or Washington Office.

Review. To view or look over for compliance and accuracy. Reviews must be documented and maintained in the cardholder's folder.

Signature. A signature of a supervisor and must include printed name and employee's title. For employees who are not located at the supervisor's location, fax signatures will be accepted on receipts.

Split Purchase. Purposeful dividing of a known requirement to avoid a single purchase limit or to avoid sending to a servicing Acquisition Management office.

Travel card. A commercial credit card issued by the USDA's servicing bank for use by employees on official Government travel. The credit card account number will be different than the purchase card. Expenses charged to the travel card are billed directly to the employee.

Virtual Incident Procurement (VIPR). A web-based Forest Service acquisition application designed to solicit, award, and manage I-BPAs.

Warranted. A cardholder with a Contracting Officer Certificate of Appointment (SF-1402) signed by the Washington Office, Director of AQM, or Chief of the Contracting Office (COCO).

**4G13.001-70 - Acronyms**

	A&A	Advisory and Assistance
	AO	Approving Official
	ASC	Albuquerque Service Center
	A/OPC	Agency/Organization Program Coordinator
	APMC	Agency Provided Medical Care
	AQM	Acquisition Management

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

	AVID	Agreement Vendor Identification Codes (online tool)
	BPA	Blanket Purchase Agreement
	BOC	Budget Object Codes
	CBA	Choosing by Advantages
	CIO	Chief Information Office
	CG	Comptroller General (comp. gen.)
	CO	Contracting Officer
	COA	Contracting Officer Assistant
	COCO	Chief of the Contracting Office
	CPARS	Contractor Performance Assessment Reporting System
	DC	Dispatch Center
	DCIA	Debt Collection Improvement Act
	DM	Department Manual
	DOI	Department of Interior
	DOT	Department of Transportation
	DPL	Dispatch Priority List
	DR	Departmental Regulations
	DUNS	Data Universal Numbering System
	8(a)	8(a) Business Development Program
	EAS	Electronic Access System
	EDWOSB	Economically Disadvantaged Women-Owned Small Business
	EERA	Emergency Equipment Rental Agreement
	FA	Functional Administrator
	FAM	Fire and Aviation Management
	FEPP	Federal Excess Personal Property
	FESSAA	Fire Equipment, Services, and Supplies Acquisition Analysis (team)
	FMMI	Financial Management Modernization Initiative
	FPDS-NG	Federal Procurement Data System-Next Generation
	FPL	Forest Products Laboratory
	FSH	Forest Service Handbook
	FSM	Forest Service Manual
	FY	Fiscal Year
	G&A	Grants and Agreements
	GPAPP	Green Purchasing Affirmative Procurement Program
	GSA	General Services Administration
	HCM	Human Resource Management
	HUBZone	Historically Underutilized Business Zone
	IAS	Integrated Acquisition System
	I-BPA	Incident Blanket Purchase Agreement
	IIBMH	Interagency Incident Business Management Handbook
	IITF	International Institute of Tropical Forestry

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

IMT	Incident Management Team
IPP	Internal Process Plan
IQC	Internal Quality Control
ISSO	Information System Security Officer
IT	Information Technology
IPIA	Improper Payments Information Act of 2002
JCC	Job Corp Centers
JHA	Job Hazard Analysis
JWOD	Javits-Wagner O'Day Act
LA/OPC	Local Agency/Organization Program Coordinator
LSA	Labor Surplus Area
NFC	National Finance Center
NIFC	National Interagency Fire Center
NIPFTC	National Interagency Prescribed Fire Training Center
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Act
OWCP	Office of Workers' Compensation
PII	Personal Identifiable Information
PL	Public Law (Pub. L)
PMO	Property Management Officer
PPIRS	Past Performance Information Retrieval System
RA/OPC	Regional Agency/Organization Program Coordinator
RFQ	Request for Quotes
RO	Resource Order
SAAR	System Access Authorization Request
SBA	Small Business Administration
SDVOSB	Service Disabled Veteran-Owned Small Business
SME	Subject Matter Expert
SOR	System of Record
TA	Technical Approval
TIN	Tax Identification Numbers
TUMS	Telecommunication Utility Maintenance System
USC	United States Code
USDA	U. S. Department of Agriculture
VIPR	Virtual Incident Procurement (application)
WOSB	Women-owned Small Business
YE	Yearend

**4G13.001-71 - Distinctive and/or Restrictive Items**

Certain supplies and services identified as distinctive and/or restrictive items may be purchased only under special conditions and authorities (see ex. 01).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**4G13.003 - Policy**

(h)(1) Contracting officers (CO) have the discretion of using provisions in other FAR Parts combined with Part 13 procedures in conducting simplified acquisitions. For example, use of the provision at FAR 14.407-3(g)(5) for rejecting quotes that are obviously erroneous (Comp. Gen. B-279859 dated July 27, 1998, Cromartie and Breakfield).

**4G13.1 - PROCEDURES**

**4G13.101 - General**

Certificates of Competency (COCs) do not need to be requested when comparative evaluations of "responsibility" criteria are made for awarding to a quoter other than the low priced quoter. If the Request for Quotation (RFQ) does not identify any technical evaluation criteria, and award is made based on price or price related factors only, determinations that the quoter is not responsible because the price is unrealistically low must be referred, if the quoter is a small business, to the SBA in accordance with FAR Part 19.6, Certificates of Competency and Determinations of Responsibility (Comp. Gen. B-271788 dated July 30, 1996, Cromartie Construction Company).

**4G13.106 - Soliciting Competition, Evaluation of Quotations or Offers, Award and Documentation**

**4G13.106-2 - Evaluation of Quotations or Offers**

(a) Reasonable preference may be given to potential contractors that are 8(a) or other small disadvantaged businesses. This procedure may be followed until the Forest Service has met its small business goals in a given fiscal year (Comp. Gen. B-223059, B-223243).

(b) If factors other than price are considered in the evaluation of quotations, identify in the request for quotations (RFQ) (or verbally, if oral quotes are solicited) those factors that are used (Comp. Gen. B-276802.3 dated August 13, 1997, Forestry, Surveys & Data and FAR 13.106-1(a)(2)).

(c) When using simplified acquisition procedures, past performance may be evaluated without providing an opportunity for quoters to respond to negative past performance information, unless discussions are otherwise held (Comp. Gen. B-278906-3 dated April 1, 1998, M3 Corporation).

(d) When the RFQ does not contain a late quotation provision but merely requests quotations by a certain date, late quotes and revisions to a quotation may be considered any time prior to award (Comp. Gen. B-274624 dated December 19, 1996, John Blood).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

## **4G13.3 - SIMPLIFIED ACQUISITION METHODS**

### **4G13.301 - Governmentwide Commercial Purchase Card**

Where the term purchase card is used in the following section, it also includes convenience checks and alternative payment methods under SmartPay2<sup>®</sup>. Prior to issuing a purchase card, the supervisor shall provide the employee a list of all restrictions and limits in use of the purchase card and shall include funding approval if different from the FS-6300-53. Proper documentation of all purchases must be maintained by the cardholder for future review (FSH 6209.11). Office of Management and Budget (OMB) requires that Government purchases be supported by some form of requisition. In accordance with Departmental Regulation (DR) 5013-6, requisitions can be in the form of an e-mail, IAS requisition, annual blanket authorization, or other written communication from an individual who has the authority to approve the expenditure (including the particular job code(s)). In addition to the requirement for a requisition, OMB requires that all purchases over a "de minimis" amount show independent verification of receipt, that is, someone other than the cardholder sign for receipt of the goods or services. DR 5013-6 has defined a de minimis amount as \$300 or less.

(a) The Departmental Regulations 5013-6, Use of the Purchase Card and Convenience Check, provides overall policy and procedures for the use of the purchase card and convenience checks. See exhibit 02 for a matrix of restrictions. The USDA Cardholder's Purchase Card Program Guide provides specific guidance for micro-purchasers. The USDA Coordinators' Purchase Card Program Guide provides guidance on administering the purchase card program. These documents, as well as others that provide instructions on how to use the EAS for the purchase card are available from the Washington Office, AQM Forest Service Web home page at <http://fsweb.wo.fs.fed.us/aqm/>.

(b) Use of the purchase card is limited to purchases and payment of supplies and/or services, by cardholders within the following limits:

(1) Non-warranted cardholders are limited to the micro-purchase thresholds.

(2) Warranted cardholders may conduct transactions:

(i) Described in FAR Subpart 13.301.

(ii) Within their warrant authority and the single and monthly limits established for their cards or \$500,000 whichever is less.

(iii) When the delivery or completion date for receipt of supplies and/or services for the entire contract (including construction) are within 30 days. However, orders that include delivery terms in excess of 30 days or that exceed \$100,000 must be obligated in the Forest Service's accounting system. For orders placed against indefinite-delivery indefinite-quantity (IDIQ) type contracts, the transaction limit applies to

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- each individual task or delivery order. For firm fixed-price contracts, the transaction limit applies to the total value of the contract. Payment may be processed with the purchase card if the contractual document includes (and the vendor has agreed to) the provision for making payment by this method.
- (c) In determining whether a purchase is within a cardholder's single purchase limit, include all shipping, taxes, handling, and any other costs associated with the transaction.
- (d) Form FS-6300-51, Purchase Card Order, must be used for orders over the micro-purchase level including delivery and task orders, when payment is to be made with the purchase card and when no other FAR-prescribed order form is appropriate, such as for an open market, non-commercial purchase. Include the appropriate terms and conditions required by the FAR and DR 5013-6. In order to avoid duplicate obligations, do not enter the order in the Integrated Acquisition System (IAS) using a requisition with committed funds if payment is to be made by purchase card and not via IAS.
- (e) Convenience checks may be used instead of the purchase card only in accordance with exhibit 03 or if the vendor does not accept the purchase card and one of the Debt Collection Improvement Act (DCIA) waivers applies. See section 4G13.301-72 for waiver numbers (FAR 32.11).
- (f) Report all transactions over the micro-purchase threshold in the Federal Procurement Data System – Next Generation (FPDS-NG). (FSH 6309.32, 4G04)
- (g) Purchase from all mandatory sources or request waiver as outlined in FAR 8, AGAR 408 and FSH 4G08. AbilityOne mandatory list of products and services can be found on <http://www.abilityone.gov/jwod/index.html> and items listed on the procurement list “A” table are mandatory while table “B” and “C” are only mandatory for specific agencies. Please check Web page for current procurement items.
- (h) Utilize Green Purchasing as required. Acquisitions of goods and services should i) use sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products, and (ii) use paper of at least 30 percent post-consumer fiber content. See Executive Order 13423 and USDA Green Purchasing Affirmative Procurement Program (GPAPP).
- (i) In addition to internal reviews, cardholders may be required to provide data to Albuquerque Service Center (ASC) - Internal Quality Control (IQC), in accordance with requirements of the Improper Payments Information Act of 2002 (IPIA) for financial review.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(j) Comply with AGAR Advisory 58a, Prohibition on Using Purchase Card or Convenience Checks to Acquire Telecommunications. If a waiver is issued, document EAS.

(k) When applicable, comply with all requirements according to AGAR 81 - Common Identification Standard for Contractors.

**4G13.301-70 - Delegation of Micro-Purchase Authority**

Congress established the concept of micro-purchases and stated that the purchase card would be the tool of choice for making micro-purchases. To exert proper control and management over the micro-purchase activity, cardholders' first line supervisors shall be involved.

(a) Overall Guidelines.

(1) Units must maintain appropriate numbers of micro-purchase cardholders to effectively meet its micro-purchase procurement needs and be able to provide adequate oversight necessary to prevent fraud, waste, and abuse.

(2) Purchase cards and convenience checks must be issued only to employees who regularly make micro-purchases except for personnel having a seasonal or sporadic need such as procurement unit leaders or buying team members assigned to incidents.

(3) Convenience checks must be issued to a limited number of cardholders since they are easily negotiated and, therefore, subject to theft, waste, fraud, and abuse.

(b) Delegation Request.

Use FS-6300-53, Micro-Purchase Request Training Certification, to designate micro-purchase cardholders and certify training. Warranted cardholders shall provide an SF-1402, Certificate of Appointment, in conjunction with the form FS-6300-53, Micro-Purchase Request Training Certification, to the LAPC. Cardholders should complete a new FS-6300-53 when transferring within the Forest Service and submit to the assigned LAPC.

**4G13.301-71 - Responsibilities**

Failure to fulfill the responsibilities of oversight for the purchase card program by the positions of Director, A/OPC, RA/OPC, and LA/OPC should be handled under job performance.

(a) The Director of Acquisition or equivalent at the regional, research stations, FPL, IITF, JCC, and the Washington Office, Director for Operations, are responsible for the overall management of the purchase card program. These duties include:

(1) Establish local purchase card policies and procedures when necessary.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (2) Designate, in writing, RAPCs and/or LAPCs and forward copy of designation to APC.
- (3) Ensure adequate oversight is accomplished through reviews and audits of the purchase card program and are included in the region's or station's Internal Process Plan. Ensuring that:
  - (i) System alerts and statistical sampling reviews are accomplished by LAPCs and documented.
  - (ii) RAPCs transactions are reviewed by designated appropriate procurement personnel.
  - (iii) LAPCs transactions are reviewed by the RAPC or other appropriate procurement personnel.
  - (iv) Ensure that no LAPCs or RAPCs oversee their own purchase card. When no LAPC, RAPC is available, then the director shall designate an alternate LAPC or RAPC.
  - (v) LAPCs are performing audits and reviews in accordance with 4G13.301-71 (d)(2). Non-procurement personnel should not perform audits.
  - (vi) Ensure RAPCs are monitoring cardholder reconciliation and suspending cards after 60 days.
- (4) Establish yearly check writing thresholds for the region, station, unit, JCC in accordance with the DR 5013-6.
- (5) Assure appropriate resources are devoted to the oversight and control of the purchase card program.
- (6) Revoke and reinstate cardholder privileges. The Director of Acquisition Management shall revoke cardholder and/or check writing privileges for the following, but not limited to:
  - (i) Unauthorized, inappropriate, or unofficial use.
  - (ii) Split purchases.
  - (iii) Writing checks for cash or self.
  - (iv) Travel advances.
  - (v) Allowing other employees to use the purchase card/checks.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (vi) Checks issued to vendors that accept the purchase card.
- (vii) Undocumented purchases.
- (7) Certify audit findings to Washington Office, Acquisition Management (AQM), at end of the fiscal year.
- (b) Agency Program Coordinator (APC). The Washington Office, Director of AQM, is responsible for designating in writing the APC. The A/OPC shall be at least a GS-1102/13 and meet the Contracting Officer Warrant System for a Level IB. The APC shall attend any required USDA APC training. The APC is responsible for the overall purchase card program including:
  - (1) Provide training and guidance to RAPCs.
  - (2) Develop and maintain current agencywide policy.
  - (3) Disseminate program information and maintain national communications with the RAPCs.
  - (4) Conduct oversight of the purchase card program.
  - (5) Maintain appropriate number of cardholders to effectively meet the micro-purchase procurement needs.
  - (6) Review checks over \$2,500 for director approval to ensure justifications are provided.
  - (7) Submit yearly check caps to USDA.
  - (8) Provide support for the purchase card EAS.
  - (9) Respond to policy clarification questions from RAPC or upper management.
  - (10) Report waste, fraud, and abuse to the AQM Director.
- (c) Regional Agency Program Coordinator (RAPC). The Director of Acquisition Management or delegated COCO is responsible for designating in writing the RAPC. The RAPC shall be a GS-1102/11, 1102/9, or 1105/9 or higher and meet the Contracting Officer Warrant System for a Level IB. New RAPCs shall receive at least 16 hours of on-site training in their responsibilities and 8 hours of refresher training at least annually. The RAPC is responsible for coordination with the APC and overall operation of the purchase card program within their region. Specific units such as stations, FPL, IITF, and Washington Office must be responsible for RAPC and LAPC duties including:

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (1) Provide training and guidance to LAPCs.
  - (2) Set up LAPCs accounts in the EAS.
  - (3) Ensure LAPCs are monitoring cardholder's reconciliation and suspending accounts after 60 days.
  - (4) Monitor default job code and reconciliation reports.
  - (5) Establish and maintain regionwide communication with LAPCs and the national A/OPC.
  - (6) Disseminate Acquisition Management information to the LAPCs.
  - (7) Conduct regionwide oversight of the purchase card program.
  - (8) Ensure cardholders are not assigned to LAPCs who have left the agency.
  - (9) Provide senior agency management with purchase card transaction data, when requested.
  - (10) Report waste, fraud, and abuse to the Director of Acquisition Management and APC and also report fraud to local Forest Service law enforcement officer.
  - (11) Research policy questions from LAPCs and forward any policy questions to A/OPC.
  - (12) Monitor regional check cap use.
  - (13) Maintain LAPC mailing list.
  - (14) Request and coordinate Washington Office fiscal year certifications.
  - (15) Coordinate year-end procedures with APC.
  - (16) Conduct regular audits and reviews of LAPC transactions, similar to the audits and review requirements in paragraph 4 in LAPC responsibilities below. These audits and reviews may be conducted by a senior CO.
  - (17) LAPC audits/reviews which result in findings warranting a Bill for Collection must be sent to ASC with all back up documentation for review and processing.
- (d) Local Agency Program Coordinator (LAPC). The Director of AQM or delegated COCO is responsible for designating, in writing, LAPCs to manage the purchase card program at the research stations, JCC, FPL, IITF, Washington Office, and local levels. LAPCs shall be classified in the GS-1102 or 1105 series and meet the Contracting Officer

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

Warrant System for a Level IB. LAPCs shall receive at least 16 hours of on-site training in their responsibilities and 8 hours refresher training at least annually. LAPCs may receive training from their RA/OPC, another RA/OPC, the APC, or other APC approved official. LAPCs in regions shall work through the RAPCs to resolve any purchase card issues. LAPCs assigned to the FPL, IITF, or research stations will work directly with the assigned RA/OPC or directly with the A/OPC. In addition to the responsibilities described in DR 5013-6 and the Coordinator's Purchase Card Program Guide, the LAPCs are also responsible for on-going monitoring of cardholder purchase activity on their assigned units as follows:

(1) Responsibility:

- (i) Utilize the EAS reporting tools to assist in monitoring card transactions. For example, a report may be run to show which cardholders have not reconciled within a certain number of days.
- (ii) Verify that cardholders change their default job codes at the beginning of the fiscal year and suspend those who have failed to accomplish the change in accordance with agency or department guidelines. Reports should be monitored throughout the fiscal year.
- (iii) Deactivate the accounts of seasonal or temporary cardholders when the employee is not on duty. Permanent employees on extended leave shall also be deactivated pending their return to duty.
- (iv) Report suspected waste, fraud, and abuse to the RAPC and the COCO.
- (v) Monitor and establish financial roles in the EAS for fiscal employees.
- (vi) Utilize form FS-6300-54, Purchase Card Audit, to document purchase card reviews and maintain in cardholder's folder.
- (vii) Maintain a file for each active cardholder. Files must be kept in a secure location and files of former employees are kept for 3 years from date of separation (FSH 6209.11). The file shall contain, but is not limited to:
  - (1) A signed form FS-6300-53, Micro-Purchase Request Training Certification or SF-1402, Certificate of Appointment.
  - (2) Any official correspondence between LAPC or other procurement official and cardholder and/or cardholder's supervisor.
  - (3) Warning e-mails.
  - (4) Copies of reviews.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(5) Information the LAPC deems appropriate.

(viii) Complete form FS-6300-56, Request to Transfer Purchase Card, for cardholders transferring within the Forest Service and forward to supervisor at new unit and RA/OPC. Cardholder's file must be mailed to new LAPC.

(ix) Ensure audits are conducted throughout the fiscal year and are conducted in accordance with the annual certification requirements.

(x) Conduct refresher training at a minimum of every 2 years.

(xi) Maintain cardholder mailing list.

(xii) Set up cardholder's accounts in the EAS.

(xiii) Cardholder audits/reviews which result in findings warranting a Bill for Collection must be sent to ASC with all back up documentation for review and processing.

(xiv) Reconcile accounts for cardholders who have left the Agency, and transactions did not have time to clear the system.

(2) Audit/Review:

(i) Monthly:

(1) Read and respond to all system alerts and statistical sampling in the EAS for the purchase card program.

(2) Review account reconciliation and deactivate and/or reduce cardholder single purchase limits to \$1 for failure to reconcile within 60 days of transaction.

(3) Review and notify cardholders when improper or prohibited budget object codes (BOCs) are used.

(4) Review 5 percent of the total number cardholders' (assigned to LAPCs) approved transactions to determine that the screens are properly completed including: an adequate description of the transaction in the "Comment" field, TIN for checks, the appropriate budget object code, DCIA Waiver No. for checks written, and any comments that may be needed for unusual purchases or approvals such as IT. If cardholder worked emergency incident, RO shall be documented. Review and notify cardholders when improper or prohibited BOCs are used. Follow up on any transactions that (in the LAPC's judgment) could be questionable or inappropriate. LAPCs should use their discretion on how cardholders will be selected but should rotate cardholders.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(ii) Quarterly:

(1) Supervisors are responsible for reviewing cardholder's transactions in accordance with the duties of the AO in the DR 5013-6. For those reviews not received, see Administrative Actions for failure to respond.

(2) Ensure monthly reviews have been conducted to total 5 percent of all transactions required.

(3) For any audits conducted, review documentation for adequacy and compliance with rules and regulations governing simplified acquisitions and the use of the purchase card. Use form FS-6300-54, Purchase Card Audit, to document purchase card audits and retain in cardholder's folder.

(4) Review monthly purchase limits and adjust where necessary.

(5) Run and review Merchant Category Code (MCC) query to detect possible improper transactions. Follow up with cardholder, supervisor, or other officials as needed. Attach MCC report and applicable notes to show resolution.

(iii) Semi-annually:

Review low use and dormant cards and cancel unneeded accounts.

(iv) Annually:

LAPC shall audit 2 percent of the number of all transactions each year. Transactions should be selected using either random or judgmental sampling. This total is cumulative of all transactions audited. The LAPC shall systematically rotate cardholders audited each fiscal year. Review documentation for adequacy and compliance with rules and regulations governing simplified acquisitions and the use of the purchase card. Use form FS-6300-54 to document purchase card audits and retain copy in cardholder folder. Audits should be conducted within the fiscal year. Respond annually to Washington Office, AQM, request for fiscal year certification.

(e) Alternate LAPCs. Alternate LAPCs may be established to assist with operation of the purchase card program. Alternate LAPCs shall meet the requirements of the Contracting Officer Warrant System for a Level IA CO. Alternate LAPCs shall be designated in writing using the same delegation as the LAPC.

(f) Approving Official (AO)/Supervisors of Micro-Purchasers. The cardholder's first line supervisor or detailed acting is responsible for monitoring purchase card activities. The following guideline will assist supervisors to understand their role in managing the program.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(1) Requesting Cards and Checks:

(i) The line/staff officer is responsible for requesting purchase cards (and checks) for an appropriate number of employees. Requests directly from the employees will not be processed. Following is a list of questions to consider in deciding whether your employee needs a purchase card:

(A) Does employee's work assignment require frequent purchase of supplies or services at least once a month on average?

(B) Does employee's work assignment require providing lodging and meals for their crew on fire assignments?

(C) Is employee located at a work site away from other micro-purchasers?

(D) Does your work group have anyone else to handle micro-purchase transactions?

(E) Does your work group need a backup person for micro-purchase transactions when the principle micro-purchaser is not available?

(F) Does employee have access to Forest Service e-mail system?

(ii) Convenience checks are of concern because of the potential liability from theft for fraudulent use. The number of check writers has been limited by national policy. As a result, most units currently have the maximum number of check writers permitted. A supervisor should request checks only when the micro-purchaser will replace a current check writer, and then only after giving special consideration to these types of questions:

(A) Does the employee need to have checks because many local vendors do not accept the credit card?

(B) Are there other micro-purchasers with check writing authority that are willing and available to make these transactions for your work group?

(C) Will the extra time needed to reconcile checks and the associated check fees make it impractical for the cardholder to meet the requirements for prompt reconciliation?

(iii) The authority to do micro-purchasing carries with it the responsibility to reconcile the transactions at least monthly through the EAS for the purchase card:

(A) Does the cardholder have reasonable access to a computer?

(B) Are you willing to give the cardholder the time necessary to reconcile the account on a regular basis, including fire season?

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(C) Are you willing to monitor the cardholder's micro-purchasing activities to the extent that you know what is being bought, how much is being spent, and that the account is being properly reconciled each month?

(D) Do you have time to sign off on the cardholder's receipts?

(E) Do you feel you have an adequate knowledge of general acquisition rules as they apply to micro-purchasing so that you can monitor your micro-purchasers and do not inadvertently ask the micro-purchaser to make a transaction which violates regulation or policy?

(2) Monitoring the Micro-purchasers:

Although micro-purchasers are responsible for their own actions while using the micro-purchase tools, you as the supervisor are responsible for the actions of your employees. Reviews of cardholders should be in accordance with the DR 5013-6.

Here are some other ways to monitor your micro-purchasers' activities:

(A) Ensure the micro-purchaser obtains approval before making any transaction, or before making transactions above a certain dollar level.

(B) Request a copy of a CARDHOLDER REPORT on a more frequent basis (for example, monthly) from the micro-purchaser.

(C) Reports may be requested from LAPC, if for some reason you prefer that your cardholder not be aware of your monitoring activities.

(D) LAPCs can also provide reports, if requested that shows how much money was charged for card and check transactions to a particular job code for a given period of time. The report shows also who made the transactions.

(3) Working with Acquisition Personnel:

Success in managing the micro-purchasing program will be greatly enhanced by close cooperation between you and the Acquisition personnel servicing your unit. Some things you should expect from Acquisition (in addition to the reports mentioned earlier):

(1) Both initial and refresher training for your micro-purchasers.

(2) Appropriate advice on the legitimacy of transactions about which you have questions.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(3) Receive (or be shown where to get) appropriate acquisition training for yourself if you feel it is needed.

(4) Receive guidance in understanding the administrative actions to be taken if one of your micro-purchasers commits an infraction of one of the rules.

(5) Receive copies of e-mails and/or hard copies of letters directed to your micro-purchasers.

(6) In the case of a serious infraction, you can expect to receive a recommendation that you consider disciplinary action.

(g) Cardholders. After first line supervisor approval, cardholders requesting a purchase card shall notify the respective LAPC. The duties required of the purchase card are as follows:

(1) Prior to use of the card:

(i) Complete and submit form FS-6300-53, Micro-Purchase Request Training Certification, approved by a line/staff officer, supervisor, and LAPC. All first time cardholders shall complete this form. Warranted cardholders shall also submit SF-1402.

(ii) Cardholder shall have valid Forest Service e-mail in order to obtain purchase card.

(iii) Purchase cards must be used only after completing the required USDA and Forest Service training in the following areas: micro-purchase regulations, use of the EAS for purchase card program, and any required AgLearn Purchase Card Training has been completed.

(2) Responsibility:

(i) Sole responsibility of the card is the employee whose name appears on the card, and must only be used to pay for authorized U.S. Government purchases. The words "United States of America" is imprinted on the card to avoid being mistaken for a personal credit card. Cardholders who make unauthorized purchases, allow others to use the card, or carelessly use the purchase card may be liable to the Government for the total dollar amount of any unauthorized purchases. Violations of the regulations may be subject to disciplinary action and/or prosecuted to the full extent of the law.

(ii) Safeguard the purchase card and all documents that contain the purchase card number. The card should be secured at all times. If documents may not be secured, all credit card numbers should be blacked out so they are unreadable. Do not allow vendors to keep your credit card number on file.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (iii) Items purchased should meet the Government's minimum needs and not include extravagant items.
- (iv) Do not exceed your single purchase limit. Do not split a transaction, or allow a vendor to split it, to stay within your single purchase limit. Monthly limits should not be exceeded without consulting your LAPC. Requests for increases to the monthly limits must be approved by your supervisor and forwarded to the LAPC.
- (v) Purchases must at least be either 1) authorized in writing by supervisor, or 2) approved by a requisition, and 3) a receipt should be signed by someone other than cardholder unless under the "de minimis" threshold.
- (vi) Purchases must be in accordance with the Federal Acquisition Regulation (FAR) governing micro-purchases including:
  - (1) Distributing transactions among qualified suppliers.
  - (2) Purchasing from required sources for example, AbilityOne (formerly known as JWOD), GSA stock, GSA contracts.
  - (3) Performing market research when you are unfamiliar with the item to determine reasonableness of price.
- (vii) Maintain support documentation for all micro-purchase transactions for 3 years (FSH 6209.11). This includes, but is not limited to, requisitions, approvals, invoices, receipts, packing slips, SF 182 Authorization, Agreement and Certification of Training (or equivalent), and carbon copies of checks. Maintain documentation files for each fiscal year in an orderly fashion to facilitate reviews. See Emergency Incident Use for file retention pertaining to incidents.
- (viii) Follow national and local Information Technology (IT) policies regarding purchases of computer related items. Ensure that necessary approvals such as IT and advisory and assistance are received prior to making the purchase. Copies of the approval are maintained for documentation.
- (ix) Prior to purchase of personal protective equipment, obtain a Job Hazard Analysis, FS-6700-7. Equipment listed in the FSH 6709.11 does not require a JHA but should reference manual section.
- (x) All purchases made on an emergency incident must be supported by a Resource Order. See 4G13.301-75 Emergency Incident Use.
- (xi) Avoid paying State sales tax on credit card purchases. If a vendor refuses, document tax exemption on receipt.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(xii) Ensure that adequate funds are available prior to making a purchase and obtaining authorized signatures.

(3) Reconciling:

(i) Reconcile transactions at least every 30 days. Check the system for fraud charges even if you have no purchases.

(ii) Read and respond to all LAPC/Audit requests immediately. Timely response is essential.

(iii) All outstanding purchase card transactions must be reconciled prior to separation from the agency or assignment to another unit or given to the LAPC for transactions that have not cleared the system.

(iv) Correct budget object codes must be assigned to every transaction. Since the EAS for purchase card uses a default budget object code (usually 2670 or 2671) which is stored with the cardholder's profile accounting, the cardholder shall review and, if necessary, correct the code.

(vi) Debt Collection Improvement Act (DCIA) requires that the cardholder shall enter the words "Waiver No." with the applicable waiver number in the "Comment" field, including a statement that the "vendor does not accept credit cards" when reconciling. See 4G13.301-72 for table of waiver numbers (DR 5013-6, paragraph 15b).

(vii) Dispute Process.

Disputes must be resolved within 90 days of the purchase date shown in the EAS. After 90 days, dispute rights with the bank are forfeited and credits may not be granted. Administrative action may be taken against cardholders for failure to dispute the charge.

Cardholder should first attempt to contact the vendor to verify the purchase. If the purchase was not made, ask the vendor to credit the account. If the credit does not show up in a reasonable time, cardholder should proceed with dispute in the purchase card system.

If cardholder cannot resolve purchase with vendor or the charge appears to be deliberate fraud, immediately dispute the charge in the EAS for the purchase card and complete any required bank forms.

Transactions and credits should be reconciled to the same job code and BOC, and both transactions should have documentation to tie the charges together.

After 90 days, the disputed transaction must be reconciled.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(viii) Fiscal year-end. Monitor EAS for purchase card at least weekly during the month of September and reconcile all unapproved transactions on a timely basis. Follow all national and local year-end procedures regarding purchase cut off dates and obligations of transactions that are not in the EAS for the purchase card according to ASC guidelines. Update default job code to current fiscal year in EAS for purchase card by date provided in year-end instructions.

(ix) Calendar year-end. In order for NFC to process Tax Form 1099 to vendors, all checks loaded in EAS for purchase card must be reconciled by December 1, or by the date prescribed in national or local direction. Avoid issuing checks to vendors during the month of December except in an emergency situation to ensure the proper amount is stated on Tax Form 1099.

Notify LAPC when leaving the agency.

Stop using the purchase card 3 weeks prior to your final date in order for all transactions to clear the system. Complete form FS-6300-55, Destruction of Purchase Card/Checks and turn over all files to LAPC.

Inform LAPC about all transactions that may require reconciling.

**4G13.301-72 - Use of Convenience Checks**

Convenience check use is regulated by exhibit 03. Cardholders shall get Tax Identification Numbers (TIN) from vendors before issuing checks. All checks over \$2,500 must be approved in advance by the Washington Office, AQM Director, and requests forwarded through the chain of command. Approval is for a one-time purchase unless specified. Approval over \$2,500 is not required for emergency incident use. Issuing checks for any prohibited purposes, or to prohibited entities, must be approved in advance in writing by the APC. See DR 5013-6 for further information on check usage.

(a) DCIA Requirements.

When reconciling convenience check transactions, cardholders shall document in the EAS the words "Waiver No." with the applicable waiver number from the following table in the "Comment" field, including a statement that the "vendor does not accept credit cards" (DR 5013-6, paragraph 15b, 31 CFR 208.4).

<b>Waiver No.</b>	<b>Waiver</b>
1	Individual Determination Transactions with small and/or rural businesses that are not yet able to accept the purchase card
2	Agency Makes One Payment
3	Foreign Country Infrastructure
4	Transaction in Disaster Area

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

5	Threat to National Security
6	Unusual and Compelling Urgency Bona Fide emergencies where the purchase card is not a viable solution
7	One Source for Required Supplies or Services

(b) Purchase from overseas/foreign vendors when the purchase card is not accepted. Use TIN 989898989 when reconciling check.

(c) State and local government. Use TIN 787878787 when reconciling check and note agency in "Comment" field.

(d) Check fee should be reconciled to BOC 2584.

**4G13.301-73 - Use of the Purchase Card or Convenience Checks for Travel-Related Expenditures**

(a) When reconciling authorized use of the purchase card and convenience checks for Government furnished items that are travel related expenses (when there is no other viable solution), use budget object code 2570 for lodging and 2670 for meals.

(1) Warranted Procurement Officials. Warranted cardholders may provide travel related items (for example, meals, and lodging) during certain emergency situations or when administrative barriers, which are not the fault of the employee, prevent activation of a travel card, such as:

(i) When a new employee who has not yet received a travel card and may not get a timely travel advance from ASC-Travel.

(ii) Meals during Job Corp enrollee activities.

(2) Micro-Purchase Cardholders. May provide meals and lodging only under the circumstances listed below:

(i) Meals during Job Corps enrollee activities.

(ii) Meals for simulated fire training once a year for field coordinators at the National Interagency Prescribed Fire Training Center (NIPFTC) and only after authorization is obtained from NIPFTC. Lodging is only authorized for the administrator and administrative assistant. If alternative payment methods become available, purchase card must not be used.

(iii) For emergency incident personnel, such as firefighters, without Government issued travel cards and when travel related items are not otherwise provided. The purchase card may be used to provide travel related items for a group of firefighters,

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

even if some of the firefighters have travel cards and may be used to pay for one's own travel (exception: under Severity, an employee must use the individual travel card for their meals but may use the purchase card for the crew's lodging and meals). Firefighters shall deduct the meal allowance for any meals provided, and lodging expense, if travel vouchers are submitted. See Section 4G13.301-74 Emergency Incident Use (b)(e) for additional information.

(b) Unauthorized use of the purchase card and convenience check:

(1) Travel for employees who have lost their travel card for misuse shall not use their purchase card for travel nor do they fall under administrative barriers and shall work with ASC-Travel prior to travel.

(2) Airline tickets are not authorized and should be purchased through ASC-Travel on the centrally billed account.

(3) The purchase card or convenience checks may not be used to pay for one's own travel expenses except as described in 4G13.301-73 (2)(iii).

**4G13.301-74 - Emergency Incident Use**

This section is to be used in conjunction with the Interagency Incident Business Management Handbook (IIBMH).

(a) Cardholders shall obtain specialized training in incident procurement policies and procedures prior to acting as micro-purchasers on any incident. Training topics should include commissary purchases, supplemental food policies, unique items, resource ordering system, incident cache system, and overall incident business management practices. Training may be fulfilled on-the-job as a "trainee" member of an established buying team or may be conducted by an APC, LAPC, RAPC, procurement unit leader, or buying team leader through a formal classroom and must be a minimum of 4 hours.

(b) Cardholders shall not make purchases on an incident unless specifically ordered through the Resource Ordering system. Cardholders do not have to be ordered through the Resource Order system if working on their home unit but shall not place orders without a Resource Order (RO).

(c) When dispatched to an incident to serve in a procurement personnel function, cardholders shall change their profile accounting code in the EAS to the applicable fire job code before making purchases on the incident. In the event that is not possible, the cardholder should notify their LAPC or the RAPC to change the profile accounting for them.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (d) Cardholders are responsible for adhering to the agency incident policies (FSH 5109.34, sec. 24.1) and obtaining approval from the appropriate incident official such as the finance section chief, procurement unit leader, or incident business advisor prior to using their purchase card for the incident. This approval must be documented and retained with the cardholder's purchase files. RO for questionable items must be reviewed and approved by the incident business advisor prior to purchase.
- (e) All purchases charged to an incident must be authorized by an RO. Include a copy of the RO as part of the supporting purchase documentation file for each transaction. The RO order number, along with the corresponding incident name (for example, Florence Fire; S-108), must be noted in "Comment" field in the EAS for the purchase card when reconciling.
- (f) Payment Summary. Cardholders shall leave a summary of the payments made by each cardholder along with a complete copy (with all supporting documentation and the cardholders name clearly indicated) of each transaction with the agency incident units' official emergency records for permanent retention. The summary may be a copy of the Buying Team Expense Log. Cardholders shall retain the original purchase documents for the cardholder reconciliation files and those original documents must be retained 7 years unless a copy was provided for permanent retention; the copies provided by each cardholder which are filed with the agency incident official emergency records will be retained as a permanent record per agency Directives requirements. (FSH 6209.11)
- (g) The convenience check may be used for incidents, if the vendor is not established to accept the purchase card and one of the Debt Collection Improvement Act (DCIA) waivers may be satisfied and must be within their single and monthly purchase limits to make payments. See 4G13-301.72 for waiver numbers.
- (h) The following incident payments must not be paid with a purchase card or convenience check:
- (1) National contracts except when approved by the issuing CO. Approval must be documented and filed with the payment or claims against any national contracts.
  - (2) Emergency Equipment Rental Agreements (EERA) and Incident Blanket Purchase Agreements (BPA) must be processed through ASC-Incident Payments.
  - (3) Casual pay including Administratively Determined (AD) hires for equipment operators such as sawyers or truck drivers. Do not include casual/AD salary payment with vendor equipment payment.
- (i) Other Emergencies. For defense against or recovery from terrorism or nuclear, biological, chemical, or radiological attack or in support of a contingency operation, information regarding micro-purchase and simplified acquisition procedures for personal

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

property, supplies, or services is located in AGAR 67 (Emergency Response to Contingency Operation, Humanitarian or Peacekeeping Operations, or Terrorist Attack, Revised Emergency Response to Contingency Operation, Humanitarian or Peacekeeping Operations, or Terrorist Attack, Revised).

(j) See Distinctive/Restrictive Items List for guidelines on specific items for Incident use.

**4G13.301-75 - Administrative Actions**

Administrative actions are warranted in the followings action:

(a) Administrative actions are warranted in the following:

(1) An analysis of purchase card and check transactions indicate errors involving statute or regulation, and policy and procedure.

(2) Some errors are primarily fiscal in nature, for example, incorrect budget object codes and the "wrong color of money." An example would be that fire funds may not be used to pay for new road construction. The proper "color" would be CMRD and not WFPR. While LAPCs are encouraged to be watchful for these kinds of errors, the primary responsibility for policing these issues lies with local budget officials in Financial Management.

(3) Administrative Action Table shows the type of errors typically found in the micro-purchase program and the administrative actions which generally will be taken by acquisition personnel when these errors are discovered. Some situations may call for leniency; other situations may require that more severe actions be taken. However, each situation requires analysis.

For example:

(i) Is this an isolated incident or part of a pattern from this cardholder?

(ii) Is this occurring with many cardholders suggesting that there is a weakness in the training?

(iii) Does this seem to stem from a lack of knowledge?

(iv) Does this seem to stem from a lack of care?

(v) Does this seem to be deliberate?

(4) The Administrative Action table applies only to the purchase card. More severe administrative actions may be warranted based on the analysis of the given situation.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

In addition to these administrative actions the employee may also be subject to disciplinary actions, including removal.

(5) Procedurally, once an error is discovered, the LAPC will gather the relevant information and review it with their respective lead CO. The appropriate administrative action must be taken at the lowest permissible level. Those that are reserved for the Director, AQM, must be submitted with a written recommendation for appropriate action. Although the actual administrative actions may be undertaken by the LAPC, approvals for various actions are associated with specific organizational levels as follows:

(i) Ratification and cancellation of the card – Director, Acquisition Management (see FSH 6309.32, 4G01).

(ii) Reduction of the Single Purchase Limit (SPL) to \$1 - LAPC/RAPC for unreconciled accounts. Other infractions - Lead CO.

(iii) Letter(s) to cardholder - Lead CO.

(iv) E-mail to cardholder - LAPC.

(6) The Administrative Action table is divided into two sections; violation of law or regulation and violation of policy and procedure.

(i) Cancel card means to revoke the card and/or checks and close out the account.

(ii) Card to \$1 means: The single purchase limit is reduced to \$1. If the cardholder were also a check writer, check-writing authority would also be reduced to \$1.

(iii) Ratification means following the regional procedures for ratification. It is recognized that paying the bill is not dependent on the outcome of the ratification process. Rather, the process is necessary because the purchase (or set of purchases) is actually outside the cardholder's authority and thus becomes an "unauthorized commitment."

(iv) Supervisor means the cardholder's first line supervisor.

(v) Treat as new application means that the former cardholder must take the current required training.

(vi) Split purchase means splitting requirements into several purchases to avoid the cardholder's delegated single purchase limit.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (vii) Personal preference means unjustified procuring of a supply or service from other than a mandatory source or procuring an extravagant service or supply where an appropriate one already exists.
- (viii) Personal use means use of the card for other than official government purposes.
- (ix) Any third occurrence shall result in cancellation of the card for 1 year. Treat as new application. Permanent suspension could result from more serious infractions.
- (x) Any transaction in the LAPC's judgment that could warrant a Bill for Collection shall be sent to ASC-Accounts Receivable Branch for review and process. Include all back up documentation and the LAPC's justification for the bill.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**Administrative Action Table**

	<b>ADMINISTRATIVE ACTIONS – Statutory/Regulatory Issues</b>	
<b>Problem</b>	<b>1<sup>st</sup> occurrence</b>	<b>Repeat occurrence within a 12-month period</b>
Split Purchase	Ratification; card to \$1 for 60 days. Reinstatement only on supervisor request.	Ratification; cancel card; after 12 months, supervisor may request another card; treat as new application.
Exceed authority	Ratification; card to \$1 for 60 days. Reinstatement only on supervisor request.	Ratification; cancel card; after 12 months, supervisor may request another card; treat as new application.
Extravagant purchase	Letter to employee (cc: supervisor) explaining error.	Cancel card.
Failure of supervisor to complete reviews.	Email to Supervisor (cc: employee) 30 days to review employee’s transactions. If no action suspend until transactions are reviewed.	Card to \$1 for 60 days. Reinstatement only after supervisor reviews transactions.
Personal Use	Cancel card; refer to HR* for possible disciplinary action.	
Mandatory Source Violation	Letter to employee (cc: supervisor) explaining error.	Card to \$1 for 60 days. Reinstatement only on supervisor request.
Purchase contrary to law or regulation (for example, advance payment, refreshments).	Letter to employee (cc: supervisor) explaining error. Some infractions may require further fiscal review for possible Bill for Collection.	Card to \$1 for 60 days. Reinstatement only on supervisor request.
Use of incorrect funds (for example, wrong FY, wrong color of money).	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 30 days or correction, whichever is longer. Reinstatement only on supervisor request.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 60 days or correction, whichever is longer. Reinstatement only on supervisor request.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**Administrative Action Table--Continued**

	<b>ADMINISTRATIVE ACTIONS – Statutory/Regulatory Issues</b>	
<b>Problem</b>	<b>1st occurrence</b>	<b>Repeat occurrence within a 12-month period</b>
Failure to reconcile in 30 days. Time starts from date transactions clears current Forest Service’s financial system.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 30 days or correction, whichever is longer. Reinstatement only on supervisor request.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 60 days or correction, whichever is longer. Reinstatement only on supervisor request.
Failure to reconcile within 60 days after card reduced to \$1. Time starts from date of purchase.	Cancel card. Supervisor may request reinstatement after 12 months.	
Failure within 90 days to correct any other issue which led to card’s reduction to \$1.	Cancel card. Supervisor may request reinstatement after 12 months.	
Incomplete reconciliation (for example, no/inadequate item description; no Debt Collection Act waiver citation; no attempt to change Budget Object Codes).	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 30 days or correction, whichever is longer. Reinstatement only on supervisor request.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 60 days or correction, whichever is longer. Reinstatement only on supervisor request.
Inadequate or non-existent documentation.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 30 days or correction, whichever is longer. Reinstatement only on supervisor request.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 60 days or correction, whichever is longer. Reinstatement only on supervisor request.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**Administrative Action Table--Continued**

	<b>ADMINISTRATIVE ACTIONS – Statutory/Regulatory Issues</b>	
Problem	1st occurrence	Repeat occurrence within a 12-month period
Incorrect budget object codes (valid attempt). If a property budget object code was used incorrectly, employee must not correct. This correction is made by the PMO in the property system.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 30 days or correction, whichever is longer. Reinstatement only on supervisor request.	E-mail to employee (cc: supervisor); 15 days to correct. Failure to correct, card to \$1 for 60 days or correction, whichever is longer. Reinstatement only on supervisor request.
Failure to respond to audit or other request for documentation within the requested timeframe.	Card to \$1 for 30 days or until compliance is achieved, whichever is longer. Reinstatement only on supervisor request.	Card to \$1 for 60 days or until compliance is achieved, whichever is longer. Reinstatement only on supervisor request.
Incorrect Card Use (for example, travel card/ personal card used inadvertently instead of purchase card)	30 days to correct infraction. Further fiscal review may be required for possible Bill for Collection.	30 days to correct infraction. Card to \$1 for 30 days or until compliance is achieved, whichever is longer. Further fiscal review may be required for possible Bill for Collection.
Failure to request approval of checks over \$2,500 by Washington Office, except emergencies.	Card to \$1 for 30 days.	Removal of employee's check authority.
Other policy violations	Letter to employee (cc: supervisor) explaining error.	Card to \$1 for 30 days. Reinstatement only on supervisor request.

\*These problems may result in criminal or disciplinary action in addition to the Administrative Actions. See DPM Chapter 51, Amendment 230, Guide for Disciplinary Penalties.

<http://www.usda.gov>.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

#### **4G13.302 - Purchase Order**

See Web page for information on IAS <https://ias.usda.gov/iasportal/index.html>.

#### **4G13.303 - Blanket Purchase Agreements**

Blanket Purchase Agreements should only be paid with the purchase card if the agreement states that the payment will be made via purchase card.

#### **4G13.303-70 - Incident Blanket Purchase Agreements (I-BPAs)**

1. I-BPAs are to be solicited and issued on a competitive basis in accordance with the latest version of the National Solicitation Plan for I-BPAs:

<http://www.fs.fed.us/business/incident/compsolplan.php>.

- a. I-BPAs are issued using the SF-1449 form, which is prescribed for use in solicitations and contracts for commercial items.
- b. National and regional I-BPAs follow a 3-year acquisition cycle with competitive solicitation every 3 years. Local I-BPAs may follow a 1-, 2-, or 3-year acquisition cycle.
- c. The Virtual Incident Procurement (VIPR) system must be used to solicit, evaluate, and award all I-BPAs (see 4G13.303-72), with the following exceptions:
  - (1) Preseason agreements for meals and hotels are not subject to I-BPA policy and are to follow regular BPA regulations and be paid in accordance with the FSAR (FSH 6309.32, 4G13.301-74).
  - (2) Land use agreements are to be handled in accordance with the Interagency Incident Business Management Handbook (IIBMH) (FSH 5109.34, sec. 24.2).
- d. Scope of I-BPAs. I-BPAs are solicited on three primary levels as identified in the National Solicitation Plan for I-BPAs.
  - (1) National. One solicitation for all regions; the resource categories selected for issuance on a national level are determined through collaboration between Washington Office, AQM and FAM, using past incident procurement, usage, and payment data.
  - (2) Regional. One solicitation in each region; regions may partner to issue inter-regional solicitations as appropriate.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

(3) Local. Solicitation level and acquisition cycle varies and can be different from region to region.

e. I-BPAs are awarded using a two-step best value award process and the Choosing by Advantages (CBA) methodology to determine the dispatch priority. See <http://www.fs.fed.us/business/incident/bestvalue.php>.

(1) Step one of the process entails awarding I-BPAs on a multiple award basis using competitive best value processes in accordance with FAR 13.106.

(2) Step two determines the dispatch priority weighing advantages for each piece of equipment, as defined by FAM, in relation to the quoted price.

f. A vendor may receive only one I-BPA nationwide per piece of equipment; for example, they may not have an agreement in one region for a resource, and have another agreement in a different region for the same resource.

g. Once an I-BPA is awarded a vendor may not add new equipment to their agreement for the duration of the agreement, except to replace an existing piece of equipment.

(1) The replacement must be equal or better equipment with no change in the offered rate.

(2) Attributes for the replacement equipment will be used to determine the replacement equipment's position on the DPL.

h. I-BPA award and dispatch sponsoring unit.

(1) When responding to a solicitation, the vendor shall choose the dispatch center (DC) in which they wish to offer their equipment.

(2) Vendors may choose to respond to any open solicitation; vendor company location is not a consideration. A vendor capable of offering multiple resources may choose to respond to multiple solicitations and/or choose multiple DCs within geographic areas. For example, a vendor whose place of business is located in Albuquerque, NM (Region 3) may choose to locate a resource in Durango, CO (Region 2). This vendor would be responsible to respond and comply fully with the Region 2 solicitation for resources to be considered for award.

(3) A CO does not have the authority to award equipment to a dispatch center that is outside the area of consideration described in their solicitation.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

2. The acquisition of resources mobilized through the incident dispatch system is exempted from the use of the Integrated Acquisition System (IAS). Per USDA approval, VIPR must be used for all preseason I-BPAs (See Acquisition Strategy Approval 6/9/08. This is a sensitive document filed by the FESSAA team and available upon request to appropriate internal parties.).

3. National solicitation templates have been established to provide consistency in the acquisition methodology, methods of hire, and equipment typing and standards throughout the Forest Service. These templates may be found at <http://www.fs.fed.us/business/incident/solicitations.php>.

a. The templates must be used when soliciting I-BPAs.

b. The national specifications contained in the templates are to be used as a basis when issuing incident-only Emergency Equipment Rental Agreements (EERAs). Equipment not meeting these specifications is to be coordinated with the ordering unit to determine if it is acceptable.

c. The VIPR functional administrator (FA) shall amend approved changes to the boilerplate provisions of the templates as approved by the VIPR Change Control Board. The changes may be a blend of changes to FAR clauses and/or FAM requirements.

(1) VIPR automatically generates national amendments to all applicable open solicitations.

(2) VIPR creates a pending change for all applicable awarded agreements. These pending change(s) are automatically incorporated into the next modification issued by the CO against that agreement.

d. Any deviation from national policy must be approved by the Washington Office, FAM and AQM.

(1) Deviations from national policy are the exception and must be considered only if the requested deviation does not adversely affect or compromise activities in other regions.

(2) Submit requests for deviation to the FESSAA team in writing via email to [VIPR@fs.fed.us](mailto:VIPR@fs.fed.us), with all supporting documentation for the requested deviation. See exhibit 04 for the format to use when submitting requests.

(3) The FESSAA team researches the issue and develops a recommendation for management.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (4) The deviation must be approved by both National FAM and AQM.
  - (5) If denied, the complete rationale for the denial must be provided to the region in writing.
  - (6) The joint FAM/AQM decision is final.
- e. When evaluating responses on I-BPA solicitations, contracting officers shall use past performance as a best value factor.
- Performance evaluations must be completed by the Government employee supervising the equipment at each incident. Send the evaluations to the signatory CO for the agreement upon which the evaluation is made.
- f. Terminating and reinstating agreements.
- (1) FAR 49.102 states that a contract terminated for default may be reinstated by mutual agreement where the CO determines that a reinstatement is advantageous to the Government. This does not conflict with FAR Part 12.
  - (2) Retain the original agreement number on reinstated agreements; a new agreement number must not be issued.
  - (3) Modifications issued in VIPR to reinstate agreements automatically incorporate and apply any national amendments, or changes issued prior to the reinstatement modification.
  - (4) The CO may terminate a single resource or multiple resources, leaving the rest of the agreement intact. (Example: A vendor is awarded an agreement for three mobile laundry units; an inspection at the incident reveals that one of the units does not meet the requirements. The CO may terminate that resource, leaving the other two units under agreement).
  - (5) FAR 49.102(d) and 49.401(e) require a written determination by the contracting officer stating in part that there is still a requirement for the services and that reinstatement is advantageous to the Government. The contracting officer determination shall be electronically uploaded to the appropriate agreement(s) in VIPR.
- g. In accordance with FAR 13.303-6, COs shall annually review agreements through the use of a rollover modification in VIPR. See 4G13.303-71(5)(i) for CO responsibilities regarding the timing of issuing of rollover modifications.
- (1) Vendors shall have the opportunity to adjust pricing on the rollover modification. These changes may affect placement on DPLs.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (2) Vendors may also change their dispatch center. These changes may affect placement on DPLs.
- (3) Vendors may replace resources with equal or better resources. Use the attributes for replacement equipment to determine placement on the DPLs. Changes do not include addition of equipment or changes to equipment type.
- (4) Vendors may update their business status and Labor Surplus Area (LSA) eligibility. Socioeconomic status changes may affect placement on DPLs.

**4G13.303-71 - Responsibilities**

1. Fire Equipment, Services, and Supplies Acquisition Analysis (FESSAA) team shall:
  - a. Develop and update the national solicitation plan for I-BPAs, to indicate which equipment to solicit.
  - b. Provide standard solicitation templates for the equipment to be solicited. See <http://www.fs.fed.us/business/incident/solicitations.php> for copies of the solicitation templates and other information.
    - (1) Coordinate with National FAM and AQM on the development and approval of the solicitation templates.
    - (2) Solicit input from FAM, AQM, and incident support personnel as well as vendors regarding the technical specifications.
    - (3) Incorporate changes into the templates, develop the acquisition strategy for the solicitations, submit to the Washington Office, AQM, for approval, and provide the approved acquisition strategy to regional contracting officers as requested. The acquisition strategy describes the services or supplies being acquired, the set-asides to use, the source selection process to use, and other procurement-related issues for the solicitation
    - (4) Provide the finalized solicitations to the VIPR team for inclusion in the VIPR system.
  - c. Oversight of the national I-BPA program.
    - (1) Provide assistance to regions as requested for policy questions regarding the use of I-BPAs and the use of VIPR.
    - (2) Develop and submit recommendations to Washington Office, AQM and FAM, regarding the resolution of the issues documented in requests for deviation from national policy as submitted by the regions.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- (3) Approve or disapprove requests from regions for changes to be made to existing I-BPAs found in the VIPR system which cannot be accomplished by a modification issued by the CO.
- (i) When approved, coordinate with the VIPR team to make the changes in the system.
- (ii) When disapproved, the FESSAA team shall provide the requestor with the decision, the justification for the decision, and the region's appeal rights.
- (A) Appeals must be submitted to Washington Office, AQM, via a formal letter signed by the regional director of AQM.
- (B) Appeals must clearly outline why the region feels that the requested change(s) will not compromise the integrity of the competitive acquisition process.
- (C) The decision by Washington Office, AQM, is final.
- (4) Coordinate with contracting officers and FAM to ensure the I-BPA program, including the dispatch priority process, is implemented in accordance with National policy.
- (5) Provide functional administrator (FA) for VIPR.
- (i) Enters users into the system once their requests for access are approved.
- (ii) Once a user is entered into the system, the FA sends an e-mail from the VIPR inbox to the new user with instructions on how to access the system.
- (iii) Disables users in VIPR when notified that they no longer need access.
- (iv) Updates solicitation provisions as needed.
- (A) Coordinates these changes with the VIPR team, to ensure minimal disruption to the users.
- (B) Determines which changes may be delayed until the next release of VIPR.
2. Washington Office Acquisition Management (AQM) staff shall:
- a. Review draft solicitation templates and provide suggestions for changes.
- b. Provide final approval of solicitation templates after they have gone through the review process.
- c. Review and approve the Acquisition Strategy for the solicitations.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- d. In conjunction with FAM, review regional requests for deviation from National policy and the accompanying recommendation provided by the FESSAA team. Provide their decision in writing. If the decision is not the recommendation provided by the FESSAA team, the rationale for reaching the decision must be clearly documented.
  - e. When conducting Internal Process Plan (IPP) reviews, include an incident procurement component in accordance with the established AQM dashboard/scorecard metrics.
3. Regional directors of Acquisition Management (AQM) shall:
- a. Designate contracting officers and support personnel in sufficient quantity and at a sufficient warrant level to accomplish the region's I-BPA program of work.
  - b. Support all efforts with regard to solicitation, award, and administration of I-BPAs to ensure the national I-BPA policy is adhered to. Communicate and coordinate with regional directors of FAM in all steps of the process.
  - c. Ensure that preseason agreements are implemented in accordance with the approved acquisition strategy.
  - d. Include an incident procurement component to regional Internal Process Plan (IPP) reviews in accordance with the established AQM dashboard/scorecard metrics.
  - e. Submit requests to the VIPR inbox at [VIPR@fs.fed.us](mailto:VIPR@fs.fed.us) to reassign solicitations in VIPR to a successor contracting officer in accordance with FSAR 4G01.603-3(b).
  - f. Coordinate with regional director of FAM to determine the need for a preseason equipment inspection program. Document the basis for the decision to do so or not, outlining the risks accepted.
  - g. Submit written requests for regional deviations to Washington Office, AQM and FAM, for approval.
  - h. Submit appeals of FESSAA decisions to Washington Office, AQM, via formal letter.
4. Regional AQM incident liaisons shall:
- a. Act as the regional spokesperson regarding incident procurement to support national policy with regard to solicitation, award, and administration of I-BPAs.
  - b. Refer questions regarding the VIPR system to the VIPR Helpdesk.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- c. Submit questions regarding business processes and policy to the FESSAA team via the VIPR inbox at [VIPR@fs.fed.us](mailto:VIPR@fs.fed.us).
  - d. Provide a network between the national and field levels to share information. Disseminate I-BPA policies, process changes, system development, and use from the Washington Office to regional stakeholders and field/user groups (for example, AQM, FAM, Incident Business, Finance, vendors, and interagency partners) that are affected by policy and systems.
  - e. Provide field perspective of all stakeholders in their region regarding national policy and processes. Provide input into decisions regarding system changes and policy implementation.
5. Contracting officers shall:
- a. Follow all national policies with regard to solicitation, award, and administration of I-BPAs.
  - b. Conduct and document market research prior to the issuance of solicitations to determine appropriate small business set-aside(s) for the solicitations. This documentation must be uploaded into VIPR for each solicitation.
  - c. Refer questions regarding the VIPR system to the VIPR Helpdesk.
  - d. Submit questions regarding business processes and policy to the FESSAA team via the VIPR inbox at [VIPR@fs.fed.us](mailto:VIPR@fs.fed.us).
  - e. Assign COAs to assist them with solicitation, evaluation, award, and administration of I-BPAs in VIPR.
  - f. Coordinate with FESSAA on all responses and/or corrective action for protests and disputes regarding I-BPAs to ensure that national policy is considered.
  - g. Publish DPLs, agreements, and the 90 percent report from the VIPR system within 10 days of signing the last award for a solicitation.
  - h. Re-publish DPLs and agreements in a timely manner as changes are made to agreements that will affect those documents.
  - i. Process rollover modifications for subsequent agreement years prior to the anniversary of the award date.
  - j. Communicate to the dispatch community when DPLs are published or re-published.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- k. Communicate with vendors and internal customers to resolve questions and inquiries regarding the VIPR system and solicitations.
- l. Enter basic award information into FPDS-NG for each agreement within 3 business days of award; update these records as appropriate on a regular basis using payment information provided by the ASC Incident Finance Branch (found at <http://fsweb.wo.fs.fed.us/aqm/incident/policy/index.php>).
- m. Associate the appropriate vendor codes with each agreement in AVID (see 4G13.303-72(11)).
- n. For novation and change-of-name agreements, ensure the paperwork required by FAR 42.12 is fully executed before the novation action is initiated in VIPR.
  - (1) For a novation where the purchasing vendor is already in VIPR, the CO may accomplish the novation by issuing a novation modification. Upload the novation paperwork to the agreement in VIPR as an attachment.
  - (2) For a novation where the purchasing vendor is not in VIPR, accomplish the novation using the following steps:
    - (i) Have the purchasing vendor register in the VIPR Vendor Application (which can be accessed from <http://www.fs.fed.us/business/incident/pilotvendorapp.php> ) using their level 2 eAuthentication credentials and DUNS number.
    - (ii) Once they have registered, the CO follows the normal procedures for issuing novation modifications.

**4G13.303-72 - Virtual Incident Procurement (VIPR)**

- 1. Getting access to VIPR.
  - a. Complete the System Access Authorization Request (SAAR) form found on the Forest Service intranet at <http://fsweb.wo.fs.fed.us/aqm/incident/vipr/training.php>; sign the form and the rules of behavior attached to the form.
  - b. Obtain supervisor's signature on the form and rules of behavior.
  - c. Submit the form to the VIPR Information System Security Officer (ISSO) whose name appears on the form by faxing, or scanning the signed form and sending via email.
  - d. After approval by the VIPR ISSO, the VIPR functional administrator is responsible for entering users into the system.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- e. Once access is granted, the user receives an e-mail with instructions on how to log into the system.
2. Roles in VIPR.
    - a. Contracting officer. The CO shall have read and write access to the solicitations that they create and those to which they have been reassigned. The CO shall have read and limited write access to solicitations to which they have been granted contracting officer assistant (COA) access by another CO. Only COs shall have the ability to assign COAs to the solicitations they own.
    - b. Contracting officer assistant (COA). COAs shall have read and limited write access to those solicitations to which they have been granted access by a CO. COAs may perform the same tasks as COs, except:
      - (1) They shall not create solicitations.
      - (2) They shall not sign agreements or modifications.
      - (3) They shall not assign or remove COAs from solicitations.
    - c. Read Only Helpdesk. This role is reserved for the VIPR Helpdesk personnel. This allows them read access to all solicitations contained in VIPR. These users shall have no write access to VIPR.
    - d. Functional administrator (FA). This role is limited to FESSAA and the VIPR Core team. These users shall have read and write access to the VIPR Administration module; access to solicitations in the VIPR CO Module is limited to those solicitations to which the FA has been granted COA access.
    - e. National Reports Administrator. This role is limited to FESSAA and the VIPR Core team. This role allows access to VIPR data for reporting and analysis purposes at the regional and national levels. This role shall not have write access to any solicitations in VIPR.
  3. A level 2 eAuthentication username and password is required to log into VIPR. For instructions on creating an eAuthentication account, go to <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.
  4. VIPR is the System of Record (SOR) for I-BPAs. As such, all pertinent contract documents and records must be uploaded into the system. See FAR 4.803 for a list of the types of information/documents that are normally contained in a contract file.
  5. In accordance with FAR 4.5, a vendor's use of their Level 2 eAuthentication ID and password constitutes an electronic signature and is binding.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

6. When a CO clicks on “Finalize” or “Sign” in VIPR, the system displays a window that says “I agree that by clicking ‘OK’ I am creating an agreement with this vendor” or “I agree that by clicking ‘OK’ I am signing this modification.” This, coupled with the CO’s eAuthentication ID and password used to access VIPR, constitutes the CO’s electronic signature on the agreement and modification documents.
7. After awarding an agreement in VIPR, the system displays basic information for the CO to use to create an award report in FPDS-NG. VIPR also has an option that displays the FPDS-NG information for all awards under a solicitation.
8. AQM personnel shall publish via VIPR agreements awarded in VIPR to <http://www.fs.fed.us/business/incident/viprreements.php> for the use of IMT, Interagency, and/or ASC personnel. The CO shall publish the agreements from VIPR within 10 days after signing the last award for a solicitation.
9. AQM personnel shall publish DPLs via VIPR to <http://www.fs.fed.us/business/incident/dispatch.php> for dispatchers’ use. The DPLs must be published from VIPR within 10 days after signing the last award for a solicitation.
10. VIPR generates 90 percent reports for use by Incident procurement and contracting officers to determine rates when hiring resources under incident-only agreements for equipment categories subject to competition per the national solicitation plan. See the Interagency Incident Business Management Handbook (IIBMH), chapter 20, section 24.3-3 and exhibit 01 for additional guidance and information. AQM personnel shall publish 90 percent reports via VIPR to <http://www.fs.fed.us/business/incident/viprreports.php> within 10 days after signing the last award for a solicitation.
11. After awarding agreements in VIPR, AQM personnel shall associate a Vendor ID code with each agreement through the use of an AQM Systems tool known as AVID. This tool is then used by ASC Incident Finance to assist in making payments to vendors by providing the VID associated with the agreements. AVID will remain in use until such time as the Forest Service implements a new financial system in which payments and vendor records are not based on a vendor’s Taxpayer Identification Number (TIN).
  - a. AVID is found by going to <http://fsweb.wo.fs.fed.us/aqms/> and entering the user’s eAuthentication ID and password, then selecting AVID from the list.
  - b. Follow the instructions found on the home page and via the Help link to obtain a list of agreements for the contracting office, and look up and associate a valid VID to each agreement.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- c. Access to AVID is granted only for authenticated AQM personnel. If a user finds they do not have access to the tool, they should contact the AQM Systems Helpdesk at 970-295-5800 or via e-mail at “pdl wo ops aqm systems.”
12. The CO may extend agreements through the use of the Extend Agreement modification in VIPR. Agreements may not be extended for more than 1 year past the original agreement end date.
13. After award of an agreement, Resource Type must not be changed. For example, if a vendor is awarded an agreement for a type II engine but it is later determined that they actually have a type III engine, they may not change the resource type.
- (a) The vendor may adjust their equipment to meet the requirements for the resource category type on their agreement, or
- (b) Through a modification that the CO creates, the vendor may replace the equipment with equipment that meets the requirements, but it must still be the same resource category type.

**4G13.303-73 - Use of Dispatch Priority Lists (DPLs)**

1. AQM personnel shall publish DPLs via VIPR to the following Web site: <http://www.fs.fed.us/business/incident/dispatch.php>. The CO shall publish DPLs from VIPR within 10 days after signing the last award for a solicitation.
2. Tied scores between vendors are resolved by applying the Labor Surplus Area (LSA) status that was provided by the vendors.
- a. A vendor whose principal place of business is located in an LSA shall be placed on the DPL above a vendor whose business is not located within an LSA.
- b. If a tie still exists after applying the LSA status, VIPR uses a random programmatic function to determine the DPL order.
- c. If the random function is used, the placement on the DPL remains the same when the DPLs are regenerated until a change is made to an agreement that affects their placement on the DPL.
3. When dispatching equipment, dispatchers shall begin at the top of the DPL.
- a. If the first vendor on the list cannot be reached, is not available, or cannot meet the requirements of the request, the dispatcher then moves to the next vendor on the list.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

- b. This shall continue until the dispatcher finds a vendor who can meet the requirements of the order. The Host Dispatch Center shall exhaust all available resources on their DPL prior to placing requests outside of their zone or requesting incident-only EERAs.
  - c. See the “National Interagency Standard Operating Guidelines for Contracted Resources” (a link to this document can be found at <http://www.fs.fed.us/business/incident/dispatch.php>) for more information.
4. Use DPLs before all other private resources not under agreement, with the following exceptions:
    - a. Agency and cooperator-owned equipment may be used before using the DPL.
    - b. When obtaining resources for initial attack.
    - c. In the case of tribal preference within a reservation jurisdiction.
  5. Equipment that has been awarded on a competitive I-BPA must be given priority to remain on the incident over resources with incident-only EERAs, unless the incident commander determines it necessary to deviate based on a specific incident need or objective.
  6. Holding contract resources in reserve must not be done unless ordered and placed in pay status. When the immediate need for the resources is fulfilled, they are released from the incident.
  7. Parity among small business programs.
    - a. All I-BPAs are set aside for small business. COs have the option of targeting an I-BPA solicitation for a particular socioeconomic category or multiple socioeconomic categories. Doing so does not preclude other small businesses from receiving agreement awards. Rather, socioeconomic set-asides affect ranking on the DPL.
    - b. Parity policy prior to 2010. I-BPAs awarded prior to 2010 contained a provision where preference could be provided to vendors certified in other small business programs [HUBZone and Service-Disabled Veteran-Owned Small Business (SDVOSB)]. Depending on how the solicitation was set aside, the provision gave preference to these vendors before other small businesses for ranking on the DPL. In the case of multiple set-asides, HUBZone vendors were given priority. For example, if a solicitation was set aside for small business, HUBZone, and SDVOSB, first preference was given to HUBZone vendors, then SDVOSB vendors, and then other small businesses. See exhibit 05 for DPL Ranking flowchart used prior to 2010.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

c. Parity policy for 2010 and 2011 seasons: OMB Memorandum M-09-23, dated July 10, 2009, affirmed that Small Business Administration (SBA) regulations provide for parity among all small business programs, therefore, I-BPAs awarded in 2010 and 2011 treat HUBZone and SDVOSB vendors equally if the solicitation is set aside for multiple preference programs. This policy was not applied retroactively to previous awards. See exhibit 05 for DPL Ranking flowchart used for the 2010 and 2011 seasons.

d. Parity policy beginning in 2012: The Small Business Jobs and Credit Act of 2010 (P.L. 111-240) and SBA Women-Owned Small Business Federal Contract Program Final Rule (Fed. Reg. 66258-62293) placed small business programs (HUBZone, 8(a), SDVOSB, and Women-Owned Small Business) on a level playing field when competing for Federal contracts. To encourage vendors to provide the best pricing beginning with new solicitations issued in 2012 if the CO elects to target an I-BPA solicitation for single or multiple socioeconomic categories, percentage points will be applied to the final CBA scores for vendors with the applicable socioeconomic status. Note, WOSB and/or EDWOSB may be targeted only in solicitations for NAICS groups where they are underrepresented or substantially underrepresented (as determined by SBA). For each targeted factor that a vendor meets, HUBZone, SDVOSB, 8(a), and WOSB, or EDWOSB, if applicable, 5 percent is applied to the vendor's CBA score for purposes of DPL placement, not to exceed 10 percent. For example, a vendor that is certified HUBZone and SDVOSB would have 10 percent applied to their CBA. This policy must not be applied retroactively to previous awards. See exhibit 05 for DPL Ranking flowchart used beginning with the 2012 season.

**4G13.303-74 - Interagency Policy Regarding I-BPA's**

The following table provides clarification on the responsibilities that the Forest Service and their partners have in the I-BPA procurement process, whether the Forest Service or the partner is the lead agency for the solicitation.

<b>Requirement</b>	<b>Forest Service Lead</b>	<b>Partner Level</b>	<b>Comments</b>
Competitive Preseason Incident Agreements			
Competition *	Required	Required	Only pertains to competitive solicitations for equipment types that the region uses. Competition requirement takes effect according to the Forest Service Solicitation Plan for I-BPAs.
Forest Service Template Use	Required	Optional	Use of Forest Service template is strongly encouraged.
Use of VIPR	Required	Not Permitted by DOI	Per DOI policy, DOI employees shall not use VIPR for preseason agreements.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

\* Preseason agreements do not fall under the urgent and compelling need exception allowed in the Federal Acquisition Regulations (48 CFR 6); therefore, competition is required for all preseason agreements.

**4G13.307 - Forms**

Updated forms may also be found at <http://fsweb.wo.fs.fed.us/orms/Forms.shtml>.

- [FS-6300-51](#), Purchase Card Order (12/2000)
- [FS-6300-53](#), Micro-Purchase Request Training Certification (04/2004)
- [FS-6300-54](#), Purchase Card Audit (12/2000)
- [FS-6300-55](#), Destruction of Purchase Card (8/2006)
- [FS-6300-56](#), Request to Transfer Purchase Card (8/2006)
- [FS-6300-57](#), Supervisor Quarterly Review of Purchase Card Transactions Checklist (8/2006)
- [AD-700](#), Procurement Request
- [FS-6500-229](#), Request for Reimbursement Form Revised (03/2008)

**4G13.307-70 - Exhibits**

**13 - Exhibit 01**

**DISTINCTIVE AND/OR RESTRICTIVE ITEMS**

**RESTRICTED ITEMS.** Obtain approval for items described in this exhibit, or request their procurement by the region, station, or Washington Office. Items listed in this section are preceded by a numeral 1, 2, or 3:

*1- Require Washington Office approval.*

*2- Require region or station approval.*

*3- Not authorized.*

**DISTINCTIVE ITEMS.** Items listed in this section that are preceded by a numeral 4 include reference to applicable regulations.

*4- Require special buying procedures or are of special interest to the Forest Service.*

These are the primary levels of approval or procurement action; exceptions are noted in the references in parentheses by each item. Where the term purchase card is used in this section, it also includes convenience checks unless specific use of the convenience check is identified.

4 ADP/IT related acquisitions. See Information Technology.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

2 Advertising. Regional foresters, station directors, forest supervisors, project leaders, district rangers or any other line officers, and regional directors may approve paid advertising in newspapers.

Use any appropriate method (purchase card, purchase order, and so forth) to procure advertising, for example, recruitment, procurement notifications, public meetings, timber sales. Regardless of the method, documentation requirements must comply with FAR 5.503. Proof of advertisement or an affidavit by the publisher must accompany every invoice (FAR 5.5, AGAR 405.5, and FSAR 4G05.5).

4 Aerial Photography. USDA regulations require procurements of aerial photography for any area over 100 sq. miles to be done through the Farm Service Agency, Aerial Photography Field Office (APFO) in Salt Lake City, UT. For any procurement not contracted through APFO the Washington Office Remote Sensing Program Manager should be notified (FSM 1540.71, FSM 7140.41).

3 Advance, Payment. Payment to vendor prior to receipt of goods/services is prohibited except as provided in 31 U.S.C. 3324 and FAR 32.404 (for example, registration fees, tuition, training, post office box rentals, and subscriptions are authorized). An example includes paying of money to a contractor for performance of services or receipt of goods before completed or received by the Government.

1 Advisory and Assistance Services. See FAR 37.2 and corresponding AGAR 437.2 and FSAR 4G37.2 supplements for definitions, policies, and procedures on acquisition of advisory and assistance services. Higher level procurement approval is required before contracting any Advisory and Assistance services. Not authorized for micro-purchase card use.

4 Aircraft (Aerial) Facilities and Services. The Forest Service by contract or otherwise may provide for procurement and operation of aerial facilities and services for the protection and management of the national forests and other lands administered by it, including the furnishing, at the airbase, of facilities, equipment, materials and the preparation, mixing and loading into aircraft, with authority to renew any contract for such purpose annually, not more than twice, without additional advertising (16 U.S.C. 579a, FSM 5710).

4 Aircraft Maintenance and Operation. Procurement may be made for maintenance and operation services for Government aircraft and inspection of Contract aircraft (FSM 5710 and FSAR 4G08, Exhibit 8-1, Sources of Supply).

1 Aircraft Purchase. Purchase card use is not authorized (41 CFR 102-33.45, FSM 5704).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

A Government aircraft is one that is operated for the exclusive use of an executive agency and is:

- (a) Federal aircraft, which an executive agency owns, bails, loans, or borrows; or
- (b) Commercial aircraft hired as commercial aviation services (CAS), which an executive agency:
  - (1) Leases or lease-purchases with the intent to take title;
  - (2) Charters or rents; or
  - (3) Hires as part of a full service contract or an inter-service support agreement (ISSA).

4 Ammunition/Explosives. (FSM 6411; 7 U.S.C. 2238; 10 U.S.C. 4655).

3 Micro-Purchase Cardholders. Per DR 5013-6, Use of Purchase Cards: Prohibition on Acquiring Hazardous Items - Cardholders, other than authorized warranted USDA employees (for example; contract specialists, purchasing agents), shall not use the purchase card and/or convenience check to acquire ammunition, explosives, or hazardous biological and radioactive substances. For such items, requisitions must be prepared and forwarded to the servicing Acquisition Management office after obtaining the required agency approvals and licenses (if any).

1 Warranted Procurement Official. Explosives (see DR 5013-6 and definitions by Department of Transportation (DOT)). Ammunitions, per FSM 6411.2, for each ammunition purchase exceeding \$50, authorized warranted cardholders shall obtain written approval in advance from the Washington Office, Property Management Officer (PMO). For law enforcement personnel, see FSM 6411.2 and FSM 5382 regarding standard issue ammunition.

The following are the DOT Class and Division Items, with examples, referred to in DR 5013-6: Explosives. The importation, manufacture, distribution, and storage, of explosive materials are governed by Federal regulations issued by the Secretary of the Treasury pursuant to 18 U.S.C. 842. Purchase explosives in accordance with the State and local laws if they are more restrictive than 18 U.S.C. 842.

Ammunition and Explosives, Class 1 - Explosives: Explosives are materials that can react very rapidly, releasing a lot of energy. The explosives hazard class label is orange with an exploding ball icon. This includes flame launchers and quick fire devices.  
Examples: Dynamite, Dry TNT, Black Powder, Propellant Explosives, Rocket Motors, Special Fireworks, Common Fireworks, Small Arms Ammunition, Ammonium Nitrate – Fuel Oil Mixtures, Blasting caps, and so forth.

4 Animals, Purchase of Service. Not authorized for purchase card (for example, mules, horses, and K9 dogs).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Arms/Weapons. Per Federal Property Management Regulation FSH 6409.31 (Subchapter B – Personal Property, Subpart A - General Provisions), all weapons are considered Sensitive Personal Property; therefore, purchase card use is not authorized (FSM 6411.2, FSM 5382).

3 Articles, Scientific or Technical Publications. Except for scientific or technical articles in scientific publications, Forest Service funds may not be used for preparing or publishing newspaper or magazine articles (16 U.S.C. 556).

1 Audiovisual Equipment over Micro-purchase Threshold. Equipment acquisitions exceeding the micro-purchase threshold must be approved by the USDA Audiovisual Manager. Requests for approval must be made through the Washington Office, Office of Communications, Audiovisual Services (FSM 1640).

1 Audiovisual Productions. The authority for use and management of audiovisual resources is the Office of Management and Budget (OMB) Circular No. A-130, Management of Federal Information Resources. All audiovisual materials produced by or for the Forest Service must conform to standards required by Circular No. A-130, appendix IV. Contracted productions costing more than \$25,000 are approved by the Chief, the USDA Office of Communication, and the Forest Service, Washington Office, Director, Office of Communications. (FSM 1640)

4 Awards, Nonmonetary. Funds available to the Forest Service may be used to purchase nonmonetary awards of nominal value up to \$250 for employees who meet the requirements of the Government Employees Incentive Awards Act (5 U.S.C. 4501-4506). Nonmonetary awards must be items of an honorary nature that can be worn, displayed, or used in the work environment. Examples of such items are medals, plaques, badges, pen-and-pencil set, pictures, jackets, coffee cups, backpacks, and so forth. Nonmonetary awards must display the Forest Service name. Cardholders shall complete the AD 287-2, Recommendation & Approval for Awards but shall not send to Human Resource Management (HRM) for processing. Awards for small dollar amounts may be purchased in larger quantities if cost savings is documented; however, quantities should not exceed use over fiscal year. Small awards bought for cost savings must provide documentation for each award given. For private individuals and organizations see FSM 6511.13e. (USDA Guide for Employee Recognition, 9/29/06; FSM 6511; FSH 6109.13).

4 Business Cards. The Forest Service recognizes that business cards are a legitimate use of appropriated funds. Employees who regularly deal with the public or organizations (including Forest Service and other Government organizations) outside their immediate staff may purchase business cards subject to approval by the local fund manager (Comp. Gen. B-280759, Nov. 5, 1998).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

Business cards must be purchased through a division of AbilityOne, under the General Services Administration Federal Supply Schedule Program. See Web page [www.envisionbusinesscards.com](http://www.envisionbusinesscards.com). Business cards acquired at Government expense or designed and produced on a Government personal computer (PC) must clearly identify the employee as being employed by the USDA Forest Service, must follow the standards in the USDA Stationary Systems Specifications and Uses and must include the Forest Service shield. Use of PC-generated cards must be determined by the local fund manager to be the most cost effective option for card acquisition.

4 Calendars/Planners. Purchase only standard Government desk and wall calendars. Schedule and appointment sheets are not calendars. Order calendars for the Washington Office from Central Supply; field units order from U.S. General Service Administration (GSA). For purchase of day planners, only the AbilityOne (formerly Javits-Wagner-O'Day or JWOD) Program planners, DayMax may be procured. Franklin, Day Runner, for example, planners are not authorized.

4 Campaign Material. FSM 6511.11g - Promoting Forest Service Programs. Absent specific statutory authority, agency appropriated funds are not available to pay for promoting programs, such as advertising and marketing. However, the Forest Service has the specific authority to promote the Smokey Bear program (18 U.S.C. 711, FSH 5109.18, chapter 20), the Woodsy Owl program (31 U.S.C. 488a, 488b-3--488b-6, FSM 1620), and the Take Pride in America program (36 U.S.C. 169i--1). These programs have the authority to develop an advertising campaign to create a demand for a service which goes beyond the regular function of disseminating information about Forest Service programs to the public. This also applies to using items of nominal value (\$25) such as coffee mugs, t-shirts, ice scrapers, bumper stickers, buttons, pens, pencils, key rings, and other materials to promote Forest Service programs either within or outside the agency. Smokey Bear and Woodsy Owl Program material may be purchased through the Symbols Center of Excellence Cache, Grand Rapids, MN. Purchases are also authorized from an authorized licensed vendor. For further guidance, see Comp. Gen. B-223608, dated December 19, 1988, FSM 6511.13e, FAR 31.205-1(f)(6) - Public Relations and Advertising Costs. For Nominal Value Items for Dissemination of Program Information see 6511.11t.

4 Car Wash Tokens. The preferred method for vehicle washes is to use the Fleet Card; however, if the card is not accepted or sources are limited the purchase card may be used under the bona fide need rule. Tokens must be purchased in small quantities, and dollars should be tracked for accountability.

4 Carpeting. (41 CFR 101-25.302-5).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

(a) Carpeting is authorized for use where it can be justified over other types of floor covering on the basis of cost, safety, insulation, acoustical control, the degree of interior decoration required, or the need to maintain an environment commensurate with the purpose for which the space is allocated.

(b) In connection with new construction or alteration of space, if it is known that the area will eventually require carpeting, then resilient floor covering should be omitted and the carpeting installed initially.

3 Cash Advances or Checks Issued to Self. (DR 5013-6).

4 Certificates, Medals, or Other Emblems in Honorary Recognition of Service.  
(FSH 6109.13, DR 404-451).

4 Clothing, Special. (5 U.S.C. 7903, FSM 6700, FSH 6709.11).

There are three statutory provisions which permit the purchase of items of apparel from appropriated funds in certain circumstances.

First, 5 U.S.C. 5901 authorizes annual appropriations to each agency to provide a uniform allowance of up to \$125 to each employee required to wear a uniform by statute or regulation. Purchases must be under existing Forest Service contract. Purchase card use is not authorized.

Second, section 19 of the Occupational Safety and Health Act of 1979 (OSHA), 29 U.S.C. 668 (1982), requires each Federal agency to establish an occupational safety and health program consistent with the Secretary of Labor's standards. See FSH 6709.11 for specific position requirements.

Finally, section 7903 of title 5, enacted as part of the Administrative Expenses Act of 1946 states -- In order for an item to be authorized by 5 U.S.C. 7903, three tests must be met:

- (1) The item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for himself;
- (2) The item must be for the benefit of the Government, that is, essential to the safe and successful accomplishment of the work, and not solely for the protection of the employee, and
- (3) The employee must be engaged in hazardous duty. (Comp. Gen. B-213993 dated March 6, 1984; B-193104 dated January 9, 1979.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01—Continued**

Purchases with Forest Service funds of flame-resistant clothing for use on wildland fires must be through the GSA *Wildland Fire Equipment Catalog*. Under rare conditions, an FS-6700-7, Job Hazard Analysis (JHA), may be used to justify the purchase of alternative firefighting clothing, but this must be signed and approved by a line officer and must meet guidelines in FSM 5135.11. Firefighters boots are not authorized as they are a condition of hire (FSM 6716.03).

4 Collection Activities. Contract for collection activities (both personal and non-personal services) in accordance with FSM 6535.4. Provide for the following in all contracts for collection activities (Comp. Gen. B-207731, April 22, 1983):

- (a) Limit the scope of the procurement to collection activities.
- (b) Require contractors to bond all employees.
- (c) State that the contract is subject to internal controls, safekeeping procedures, and audits required by the Forest Service (FSH 1409.11, sec. 31).

4 Community Support Activities. Appropriated funds may be used for reasonable participation in recognized and publicly accepted civic, charitable, and similar community support activities, such as food, clothing and blood drives, and partnerships with local schools. Ensure that such use is consistent with relevant statutory authority and Comptroller General Decisions on use of appropriated funds. See FSM 6511.17d for specific authorities and guidelines.

4 Construction. Construction purchases in excess of the micro-purchase threshold are subject to the Davis-Bacon Act and may only be accomplished by a Warranted Procurement Official, consistent with the specific requirements of the act. See FAR 2.101 for definition.

1 Construction of Structures and Facilities on Land not Owned by the United States. The Forest Service may construct permanent facilities on land not owned by the Government, provided that the right to use the land for the estimated life of the structure is obtained in advance, including the right to remove any structure constructed after the termination of the right to use the land. (7 U.S.C. 2250a)

1 Consulting Services. See Advisory and Assistance Services.

4 Conferences, Workshop Attendance. Prior to attendance, employees shall complete an SF 182, Authorization, Agreement and Certification of Training, in AgLearn. The purchase card use is authorized under the micro-purchase threshold. Vendors not accepting the purchase card or costs exceeding the micro-purchase threshold must be referred to the Albuquerque Service Center (ASC)-Miscellaneous Payment Branch.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01—Continued**

1 Conference Room Rentals over \$25,000. See Hotels for Meeting or Conference Room Rental Facilities over \$25,000.

3 Contract Payment. Not authorized for use by micro-purchase cardholders. Warranted contracting personnel may use the purchase card to process procurement actions under contracts, provided appropriate contractual arrangements are reflected in the contract document (DR 5013-6)

4 Copying. See Printing and Copying.

4 Decals, Emblems, Symbols. The standard Forest Service shield is the only symbol (logo) permitted for use. See FSM 1603.4 for exceptions. Use of any new logo/symbol must be approved by Director, Office of Communications. See Printing and Copying for additional information on mandatory source.

3 Employees, Contracts With. (FAR 3.6, AGAR 403.6 and FSAR 4G03).

4 Employee, Contracts With Former or Retired. Consult with the Human Resource Management concerning applicability of statutory post-employment restrictions to former employees seeking contract work (FSAR 4G03.672).

4 Employee, Contracts with Relatives of (FSAR 4G03.671).

1 Employees, Equipment Rental from. See 16 U.S.C. 502, FAR 3.6, AGAR 403.6 and FSAR 4G03.670. Regional foresters and station directors have the responsibility for establishing an approval process to monitor and control each rental of property from Forest Service employees. The level of approval must be at a level high enough to ensure that these policies are followed.

4 Employees, Graves--Care of. Appropriations are available for properly caring for the graves of employees who died while fighting fires (16 U.S.C. 554c, FSM 6511.15b).

4 Employees, Medical Care. The HCM-Workers' Compensation Section is the initial point of contact for processing and managing all work related injury/illness claims. This includes all Forest Service employees, whether injured doing project work or on an incident.

- (a) Employee injured outside of emergency incidents shall notify HCM for processing through Workers' Compensation Section. Purchase card use is not authorized. No other personnel or sub-units in the agency should be providing these services, which include authorizing medical care using either the CA-16 or FS-6100-16 (APMC).
- (b) Employees injured on emergency incident shall utilize process above. Exception: first aid costs for minor injuries may be paid with the purchase card under the Agency Provided Medical Care (APMC) program with form FS-6100-16 as described in the

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01—Continued**

Interagency Incident Business Management Handbook, chapter 10, section 15 (IIBMH, February 2008). A copy of the Medical Log with the assigned number shall be included with the documentation but shall not include any Personal Identifiable Information (PII). APMC can only be used while the employee remains at the site of the incident (IIBMH, 15.2-2). See IIBMH, section 15.05 for definition of first aid. All other payments for medical care must be handled through HCM, Workers' Compensation Section and authorized on Form CA-16. A FS-6100-16 should never be used for serious injuries or care beyond first aid as defined in the IIBMH 15.05.1.

All payments for medical care authorized using OWCP's Form CA-16 and are paid directly by OWCP.

- (c) OWCP claims may not be paid with the purchase card.

In some cases, payment for pre-employment physicals is authorized. Consult with Human Resource Management for details (FSH 6109.13, ch. 20).

3 Entertainment. Procurement is not authorized for live entertainment such as music and artistic presentation unless in compliance with specific statutes or regulations. (Comp. Gen. B-191737 dated January 5, 1979; Comp. Gen. B-200017 dated March, 10, 1981).

4 Evidence. Purchase of Information or Evidence is authorized for only warranted cardholders who may issue convenience checks made payable to a Forest Service criminal investigator (GS-1811 series), or other authorized law enforcement officer, for the purchase of information or evidence to further investigations of felonies and misdemeanors related to Forest Service administration. See FSH 6509.13b, section 0701.14 for specific limitations and documentation requirements. In the "Comment" field of the Electronic Access System (EAS) transaction should clearly identify the purchase of information or evidence.

- (a) Documentation. Because of the need to maintain confidentiality of the information sources, cardholders shall not be required to record the names of sources as documentation for payment. At a minimum, obtain a signed and dated request from the special agent showing the amount requested, date, reason, "code name" (if applicable), and the job code assigned to the investigator for such payments (FSH 6509.11k, sec. 46.72b).
- (b) Limitations on purchase of information. (36 CFR 262.2).
- (1) Pay without prior approval a criminal investigator up to but not exceeding \$200 for a single transaction, for the purchase of information upon request.
  - (2) Pay criminal investigators amounts over \$200, but not exceeding \$500, with specific advance approval for each transaction by the forest supervisor.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01—Continued**

(3) Pay criminal investigators amounts over \$500, but not exceeding the limitation set forth in FSH 6509.13b, section 0701.14a, with specific advance approval for each transaction by the regional forester.

(c) Limitations on purchase of evidence. (36 CFR 262.3).

(1) Pay, without prior approval, a criminal investigator up to, but not exceeding, \$400 for a single transaction for the purchase of evidence upon request.

(2) Pay criminal investigators amounts over \$400, but not exceeding the limitation set forth in FSH 6509.13b, section 0701.14b, with advance approval for each transaction by the forest supervisor.

4 Exchange/Sale Authority. (41 CFR 101.46).

1 Exhibits and Displays. Exhibits and displays are now the responsibility of the Washington Office, Director, Recreation and Heritage Resources staff. (FSM 1640)

1 Experimental, Developmental, and Testing Requirements. For purchases of:

(a) Material to be tested, or upon which experiments are to be made.

(b) Special devices, test models, or parts thereof, in determining suitability for or adaptability to accomplishing the work for which designed, or in the design or development of new equipment, up to \$50,000 in any one fiscal year, and up to \$10,000 for any one item (16 U.S.C. 580c).

4 Expert Services. Limited competition may be appropriate in accordance with FAR 6.302-2 when contracting for expert services. Also see Comp. Gen. B-279794 dated July 23, 1998, SEMCOR, Inc., for further guidance on the "expert" exception to full and open competition.

3 Extravagant Purchases. The purchases of equipment, supplies, or materials that do not economically meet the needs of the Government are prohibited, as are deluxe items when the requirements are satisfactorily met by less costly standard articles. The perspective of the user of the product must be taken into account. (FAR 1.102-2)

3 Fees, including:

3 Automobile Inspections. Do not pay State inspection fees since they do not apply to the Federal Government. You may pay for other inspection services (Comp. Gen. B-15091 and Comp. Gen. B-104398).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

3 Building Permits. Do not pay for local construction permits (Comp. Gen. B-93924).

3 Inspection of Animals. State and local inspection fees do not apply to the Federal Government (Comp Gen. B-15091).

3 Inspection of Nursery Stock. Do not pay State fees for inspection of nursery stock merely to comply with State laws. When deemed advisable to inspect nursery planting stock for disease, fungus, and so forth, as a protection and benefit to the Government, then pay expenses for such inspections by a State, or other inspector only if a Government inspector is not available. Support the payment of such fees when no Government inspector is available by including the following statement on the order (Comp. Gen. B-15091 and Comp. Gen. B-104398).

**Inspection necessary for protection of Government. No Government inspector available.**

3 Motor Vehicle, Motorboat, or Other Registrations. State and local licenses and registration fees do not apply to the Federal Government (Comp. Gen. B-104938).

4 Forage. Procuring officials may purchase forage for employee-owned horses that are required for official work (Public L. 89-270).

4 Forms, Standard, Agriculture, Forest Service, and Miscellaneous. (FSH 1309.14).

4 Four-H Club Assemblages. Supplies or services necessary for assemblages of 4-H clubs that further the cooperative extension work of the Department are authorized (31 U.S.C. 552).

4 Furniture and Fixtures. (41 CFR 101-19.105, 104G-25.3, 101-26.505).

4 Furniture and Fixtures for Executive Offices. (41 CFR 101-25.3, 104G-25.3).

3 Film Processing Mailers, Prepaid. Purchases for film processing mailers are prohibited if the price includes the cost of processing the film since that constitutes paying for photographic processing services prior to receipt (31 U.S.C. 3324).

4 Flags, Forest Service. Purchase for flags can be made through Northstar Flags, Western Heritage Company, or U.S. Flag manufacturing Inc. See DR 5160-4 for Display and Flag Use.

4 Gasoline, Fuel Oil, Kerosene and Other Solvents, Quantities in Excess of 55 Gallons. (41 CFR 101-26.602-3).

4 Gasoline and Other Items from Service Stations. Purchase is not authorized except in cases where the vendor does not accept the fleet card and such use must be documented. Emergency Incident Use is authorized for rental vehicles (DR 5400-006).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01—Continued**

4 GSA Controlled Space, Services, and Facilities. (41 CFR 101.20).

3 Grants and Agreements Payments. Process through the servicing Grants and Agreements office.

3 Greeting Cards. Procurement of greeting cards (including holiday cards) with Government funds is prohibited. GAO Principles of Appropriations Law dated 2004. (See Distinctive Items for direction on purchasing business cards.)

4 Hazardous Material/Radioactive Substances. DR 5013-6, Use of Purchase Cards: Prohibition on Acquiring Hazardous Items - Cardholders, other than authorized warranted USDA employees (for example, contract specialists, purchasing agents), shall not use the purchase card and/or convenience check to acquire, explosives, or hazardous biological and radioactive substances. For such items, requisitions are to be prepared and forwarded to the servicing Acquisition Management office after obtaining Agency required approvals and licenses, if any.

The following are examples of the Department of Transportation (DOT) Class and Division Items, with examples, referred to in DR 5013-6:

Hazardous Biological Substances, Class 6.2 – Infectious Substance: A viable micro-organism (or its toxin) which causes or may cause disease in humans or animals. Includes those agents listed in the Dept. of Health and Human Services' Regulations (42 CFR 72.3) and any other agent that has the potential to cause severe, disabling, or fatal disease. The infectious biological substances label is white or red with an emblem that resembles a spider on it. Examples: Anthrax, Botulism, Rabies, Tetanus.

Radioactive Substances, Class 7 – Radiation: Radio active isotopes are used every day and fall into two categories: High-level radioactivity and low-level radioactivity. The radiation label is white or yellow with a radiation symbol on it. Examples: Plutonium, cobalt, uranium, Uranium hexafluoride.

4 Horses and Mules. See Saddle and Pack Stock.

4 Hotels for Meeting or Conference Room Rental Facilities. See the Federal Travel Regulation for guidance on conference planning (FSH 6509.33, Part 301-74).

- (a) Micro-purchase cardholders may sign hotel contracts if the total cost to the Government is within their single purchase limit of the micro-purchase threshold.
- (b) Replace the hotel's cancellation provision with the following clause:

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

**HOTEL CANCELLATION CLAUSE**

**For any cancellation made after the agreed upon date for making reservations, the hotel may request an adjustment representing its actual or anticipated damages. Reasonable damages will be determined by considering such things as the time of cancellation, normal occupancy rate, attempts to rebook the rooms with other clients, other special events taking place in the city, and other circumstances affecting the hotel's damages relative to this cancelled booking.**

**For situations where a hotel does not agree to the clause, refer the contract to a warranted procurement official. Warranted procurement official may tailor the clause if needed.**

**Refer any cases where a hotel is requesting an adjustment based on cancellation to a Warranted Procurement Official for settlement.**

2 Hotels for Meeting or Conference Room Rental Facilities over \$25,000. See PCMS Micro-Purchase Guide and FSH 6109.12, chapter 20.4 and 26.2 for approval and guidelines.

1 Information Technology. A number of limitations and federally prescribed procedures apply to the acquisition of information technology hardware, software, maintenance, supplies, and related services from sources outside the Forest Service. The type and cost of the acquisition determines the degree of approval required. Technical approval from the Chief Information Office (CIO) is required for specific acquisitions. Cardholders may purchase non-Forest Service contract/BPA hardware and software upon receiving the appropriate technical approval prior to making the purchase. Other items such as personal, multimedia, and network computers (desktop, laptop, and notebook) must be referred through the CIO. See CIO Web site for current information and procedures (<http://fsweb.wo.fs.fed.us/irm/asset/>). (FSM 6610 Computer Technology Management, FSM 6620 Computer Software Management, FSM 6680 Security of Information Technology; FSH 6609.12 ADP; FSH 6609.14, ch. 40, for technical authorizations for telecommunications equipment and services.) Additional Resources:

AGAR 53 - USDA Information Technology Acquisition Approval Process.  
DR 5039-007 - Delegation of Procurement Authority for Information Technology.  
DM 3140-001 - Management ADP Security Manual.  
DR 3140-001 - USDA Information Systems Security Policy.  
AGAR 81 - Common Identification Standard for Contractors also see SP4 and SP9.

Also, see Telecommunication Products and Services.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

3 Insurance. The Government is self-insured and covered by Federal Tort Claims Act (28 U.S.C. 2671, Comp. Gen. B-158766 dated February 3, 1977). An exception is Professional Liability Insurance for employees in approved categories; see Professional Liability Insurance section for more information.

4 Interior Planning and Design Services. (FPMR 101-26.506).

4 Keys, Forest Service. (4G08, ex. 1, Sources of Supply).

3 Leased Space, Acquisition. Purchase card use is prohibited for deposits for lease or rental of real property. Acquisition for leased space shall be submitted to local servicing Acquisition Management office, Leasing Officer (FSH 6409.12).

3 Leased Space, Repair or Alternations. All alterations or repairs in leased space must be approved by the warranted leasing officer and paid through the leasing payment system (FSH 6409.12).

4 License Plates for Motor Vehicles. (41 CFR 101-38.3, FMR Subpart B 102.34).

4 Lunchroom Appliances. Appropriated funds may be used for items such as refrigerators, microwaves, and commercial quality coffee makers in common areas for use of personnel that benefit the agency and not for individual use. Other items such as barbeque grills are personal in nature and not a necessary expense of the Forest Service program, therefore, not an authorized use of official fund (FSM 6510, Comp. Gen. B-276601 dated June 25, 2004).

1 Management and Operating Contracts. "Management and operating contract" means an agreement under which the Government contracts for the operation, maintenance, or support, on its behalf, of a Government-owned or controlled research, development, special production, or testing establishment wholly or principally devoted to one or more major programs of the contracting Federal agency (FSH 6309.32, FAR 17.6).

4 Membership Fees and Dues.

(a) Appropriated funds may be used to purchase agency memberships in a society or association, including professional societies and service organizations such as Chambers of Commerce and Kiwanis (Comp. Gen. B-205356 dated July 23, 1982), when each of the following conditions is met:

- (1) The membership is purchased in the name of the Forest Service rather than that of an employee;
- (2) The primary benefit of the membership accrues to the Forest Service, rather than to an employee; and

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

- (3) Membership in a particular organization is necessary to carrying out statutory functions of the Forest Service.
- (b) Individual employee memberships are prohibited by 5 U.S.C. 5946 except when:
- (1) Membership fees are a necessary cost directly related to the training itself of that payment of the fee is a condition precedent to undergoing the training in accordance with 5 U.S.C. 4109 and the Government Employee Training Act (for example, Toastmasters) (Comp. Gen. B-223447 dated October 10, 1986).
  - (2) The expenses of attendance at meetings which are concerned with the functions or activities for which the appropriation is made or which will contribute to improved conduct, supervision, or management of the functions of activities in accordance with 5 U.S.C. 4110. The Forest Service should not purchase individual memberships in organizations such as the Society of American Foresters, the Association of Government Accountants, or the National Contract Management Association because membership is not required to attend their general meetings.
- (c) The line officer shall consider any possible conflicts of interest in making decisions to purchase memberships.
- (d) The purchase of memberships in organizations that discriminate against members or applicants because of race, color, creed, national origin, sex, or age is prohibited.
- (e) When fees and dues are paid principally for obtaining publications and where such publications cannot be obtained otherwise, such purchases are subscriptions.

3 Mementos, Souvenirs, Trinkets. Purchases of mementos, souvenirs or trinkets, such as group photos, lapel pins, coffee mugs, and so forth, are generally prohibited unless specifically authorized by statute (FSM 6511).

1 Motion Pictures. See Audiovisual Productions.

1 Motor Vehicles. Motor vehicle purchases are coordinated by Fleet Management under direction of the Engineering staff with GSA and Working Capital Fund. In accordance with Federal Property Management Regulation FSH 6409.31, Part 102-36 all motorized vehicles, including Federal Excess Personal Property (FEPP) are considered property; therefore, purchase card use is not authorized. See Rental, Vehicle for additional information (FAR 8.1101).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Oil, Lubricating, Quantities in Excess of 5 Gallons. The Defense Fuel Supply Center will make annual procurements of lubricating oils, greases, and gear lubricants for ground type (non-aircraft) equipment and of aircraft engine oils on an annual program basis. Estimates of requirements for items covered by these programs will be solicited annually from agencies on record with the Defense Fuel Supply Center in time for the requirements to arrive at the Center. See referenced CFR for types of oil and guidelines for procurements (41 CFR 101-602-1).

3 Parking Tickets. (DR 5400-006).

3 Personal purchases. (DR 5016-3, 18 U.S.C. 287).

4 Personal Protective Equipment. See Clothing, Special for additional information (FSM 6716).

4 Personal Services Contracts. Only Warranted Procurement Officials are authorized (FAR 37.104, 437 AGAR, and 4G37 FSAR).

4 Post Office Box Rent. Procurement for rental charges for post office boxes for official use is permitted. Pay in advance, annually or quarterly, as prescribed by the Postal Service (25 Comp. Gen. 834).

4 Printing and Copying.

Commercial Printing. All printing procured with appropriated funds must be purchased through the Government Printing Office (GPO). If a situation warrants procurement from a commercial source, a waiver must be secured from GPO prior to the commercial procurement (FSM 1633.11).

"Items" considered as printing include, but are not limited to: stickers, decals, magnetic signs, fee demo mirror hangers, divider tabs, fee demo permit envelopes, posters, flat sheet forms, and offset printing and/or silk-screened products. Refer to the Joint Committee on Printing (JCP) Regulations for items included in the definition of "printing." The term "printing" includes the processes of composition, plate making, presswork, duplicating, silk-screen processes, binding, microform, and the end items of such processes. Also see: Title 44 of US Code (U.S.C.) Public L. 104-201 as noted in GPO publication "Guide to Federal Publishing," Public L. 103-283, and DR 1420-001 (Composition and Printing).

Contact your Forest Service regional printing specialist or your local GPO customer service representative for technical assistance.

Duplicating and Copying. Refer to Joint Committee on Printing (JCP) regulations for definitions of duplicating and copying. Contact GPO to determine if it can meet your specifications, or if a waiver will be granted (FSM 1633.12).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

Duplicating and copying services must be procured through GPO unless:

- (a) The materials are of an administrative nature and will be used internally within that USDA location making the procurement; and
- (b) Are not repetitive.

Commercial procurement of duplicating services not meeting the preceding description requires a waiver from GPO (FAR 8.8, AGAR 408.8).

1 Printing Equipment. Obtain written approval of the Joint Committee on Printing for printing, binding, and related or auxiliary equipment (other than for the like items in an authorized printing plant). Prepare requests for approval for the signature of the Director, Office of Governmental and Public Affairs, USDA (FSH 6409.31, AGPMR 104-45.5310).

3 Property. The purchase card or convenience check use is not authorized to acquire sensitive, accountable, or capitalized property. See CFO Bulletin 2004-013.

3 Professional Liability Insurance. Forest Service must reimburse authorized employees for half the cost of insurance for those employees whose position allows insurance to be reimbursed by the Government. Reimbursements must be sent to ASC for approval and payment. Only approved positions will be processed for payment.

1 Public Utility Services. Services include electricity, natural or manufactured gas, water, sewerage, thermal energy, chilled water, steam, hot water, or high temperature hot water. Public utility services are paid using National Finance Center's Telephone and Utility Maintenance System (TUMS).

3 Utility Services include Internet, cable television, and direct television services that must be processed through the TUMS (AGAR 58a and NFC Bulletin Title II, Chapter 3 dated October 17, 2003).

4 Utilities. Cardholders may use the purchase card for payment of utility services only when:

- (1) An emergency arises such as suspension of services.
- (2) The services are needed for 3 months or less.
- (3) Document emergency conditions and require staff officer approval.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Utilities. Utilities for hook up during construction under a contract.

4 Radiation Emanating Equipment (REE) and Radioactive Emanating Material (RAM).  
Purchase card use is not authorized (FSM 6741.1, FSM 6741.2).

1 Radios and Electronic Equipment.

Radio Purchase. Must be purchased through the CIO.

Radios and associated equipment other than FM LMR's (such as CB radios). Obtain authorization from the Washington Office, CIO, to procure any device that transmits electromagnetic waves through free space (radios, radar, microwaves, lasers) in accordance with FSH 6609.14, chapter 20. These items may be purchased locally once authorization is obtained provided that such equipment meets National Telecommunications and Agency standards.

4 Radio Parts and Accessories.

- (a) Radio Parts - Must be ordered through local radio technician group/CIO organization. There is a \$350 limit per AGAR Advisory 58A for procurements via Government purchase card.
- (b) Radio Accessories - Land Management Radio (LMR) accessories/incidental goods may include (but are not limited to) coaxial cables, waveguide, antennas, signal wire, lightning arrestors, parts and subassemblies and radio accessories such as batteries, speaker-microphones, cloning cables, and so forth. May be procured locally \$350 limit per AGAR Advisory 58A for procurements via Government purchase card or a waiver applies (FSM 6640).

4 Rations Stock. (FSM 6421.1) Establish inventory levels and use control records when practicable for cupboard stocks such as forms, office supplies, and small quantities of nails, bolts, paint, rope, fencing materials, miscellaneous hardware, and so forth. Use a need list and periodically check the stock to determine replenishment needs. A few months' ordering history gives a reasonably accurate picture of needs. Review the need for an item if no orders are placed for two or more ordering periods. Inspect canned foods and emergency rations in accordance with FSH 6709.11, section 55.12d.

4 Recreation Equipment, Employees. The Forest Service may spend up to \$100,000 annually to provide recreation facilities, equipment, and other services for employees and members of their immediate families who are assigned to isolated areas (16 U.S.C. 554d, FSM 6511).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Recurring Services. Cardholders may use the purchase card for recurring services only if the total aggregate amount for consecutive year which the service commitment is made is \$2,500 or less. Recurring services above the micro-purchase threshold must be obligated and paid through the current Forest Service's financial system. For example, a copier rental requirement for 12 months at \$300 per month (for a total cost of \$3,600) would exceed the threshold and must be requisitioned through the servicing Acquisition Management office to be obligated and paid for in IAS.

4 Refreshments and Supplies. Purchase of cups, coffee, alcoholic beverages, soft drinks, and similar type refreshments, are in the nature of entertainment. Unless specifically provided by law, entertainment expenses are not necessary expenses of an appropriation and may not be paid. See Lunchroom Appliances for additional information. For specific guidelines governing purchase of light refreshments see FSH 6509.33, Chapter 301 (41 CFR 301, Comp Gen. B-288266 dated January 27, 2003, Comp Gen. B-310023 dated April 17, 2008).

4 Rental, Equipment. Factors that should be considered are: estimated length of the period equipment is to be used and cumulative rental payments for the estimated period of use. See FAR 7.4 and Recurring Services for additional guidelines.

4 Rental, Space Under 180 Days. Rental on a short-term basis (up to 180 days) for meeting and conference rooms, parking for Government-owned or leased vehicles, storage, and other special purpose space to be used on a temporary or emergency basis.

4 Rental, Vehicle - Short Term. Employees in travel status shall use the travel card for rental of vehicles and shall follow the guidelines under the Travel Regulations. Local rental, due to unavailability of government-owned vehicles, shall be coordinated with the local fleet manager.

Special purpose vehicles, not normally available by fleet management (for example, buses, which are needed for specific events (conferences) are authorized. Short term rentals may be paid with the purchase card but must follow guidelines in FSM 7131.03. Employees are strongly encouraged to use Government contracted vendors and seek any Government discounts.

4 Rental, Vehicle - Short Term Emergency Incident Use. Purchase card use is authorized for rental of vehicles during emergency incidents. Employees are strongly encouraged to use Government-contracted vendors and see any Government discounts.

3 Reimbursements, Employee and Volunteer. Reimbursements must be processed through Albuquerque Service Center on the FS-6500-229. Employee Reimbursement for Local Travel must be reimbursed using NFC's Unified Travel System by using a Type "L" travel authorization. Convenience check use is not authorized for local travel expenses.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Riding and Pack Stock. See the following requirements related to the responsibility of procurement officials, in regard to dollar thresholds when utilizing horse experts. Not authorized for purchased card use (FSAR 4G03.6).

- (a) Canvass prospective vendors regarding the availability of stock and visit first those vendors who respond with the lowest prices.
- (b) It is optional for a procurement official to accompany the horse experts.
- (c) The procurement official ensures that the procurement is properly executed, the procurement decision takes into account price and other procurement requirements, transportation and health inspection arrangements are made properly, and the bills of sale are prepared along with purchase documents.

4 Saddles and other Tack.

- (a) Regional foresters shall establish criteria for saddles and other tack to provide a reasonable degree of comfort and safety for employees (especially for those who spend long hours on horseback). In procurement of saddles and other tack, consider these criteria in addition to meeting cost and other requirements related to procurement transactions.
- (b) Saddles and other tack are not personal equipment and are not assigned officially to any particular individual; they are considered group support items (FSM 6412).

3 Salary Payments, Emergency. (DR 5013-6, AGAR 39).

4 Seasonal Decorations. Forest Service office may use appropriated funds to purchase seasonal decorations under the following conditions: (FSM 6511.11h).

- (a) The decorations are for display in public areas. A public area is an entrance into a building, lobby, conference room, or other area that is deemed public by the head of the office.
- (b) The decorations are not for private offices or for the personal convenience of an employee.
- (c) The decorations are not to promote religious affiliations and should not be considered offensive to employees or visitors to Forest Service offices.

For additional guidance, see the Agriculture Property Management Regulations, chapter 104, part 26, subpart 1, section 01, subsection 50 (FSH 6409.31 - AGPMR 104-26.101-50) and Comp. Gen. B-226011 and B-226900, both dated November 17, 1987.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Security Cabinets. Federal agencies and other activities authorized to purchase security equipment through GSA sources must do so in accordance with the provisions of section 41 CFR 101-26.507. Under section 201 of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481), the Administrator of GSA has determined that fixed-price contractors and lower tier subcontractors who are required to protect and maintain custody of security classified records and information may purchase security equipment from GSA sources. Delivery orders for security equipment submitted by such contractors and lower tier subcontractors must contain a statement that the security equipment is needed for housing Government security classified information and that the purchase of such equipment is required to comply with the security provision of a Government contract. In the event of any inconsistency between the terms and conditions of the delivery order and those of the Federal Supply Schedule contract, the latter must govern. Security equipment must be used as prescribed by the cognizant security office.

3 Shipment of Household Goods. Contact ASC - Travel.

4 Sidewalks, Curbs, and Street Paving. Forest Service must be available for expenses of, or payment of assessment for, construction of sidewalks, curbs, or street paving along the boundary of Government-owned residential or otherwise improved lots. (16 U.S.C. 555b, FSM 6511)

4 Signs and Posters. Signs and posters approved for servicewide use are described in EM 7100-15, Standards for Forest Service Signs and Posters. Check GSA for metal signs. For other than small metal signs, procure from the most cost-effective and efficient source, including shipping costs. This includes Government Printing Office (See Copying and Printing), Federal Prison Industries, and commercial sign manufacturers.

4 Smokey Bear Campaign Material. See Campaign Material. (18 U.S.C. 711, FSM 1620, FSM 3110, FSH 5109.18, ch. 20).

4 Solvents, in Tank-Wagon Quantities. (41 CFR 101-26.602).

3 Split Purchase. See definitions, employees should consider the "requirement" is the quantity and price known at the time of the purchase. A purchase made for different units and/or from various accounting codes does not change the requirement. Also, purchase requirement must not be divided between two separate employees.

3 Spot Awards. (DR 5013-6, AGAR 39).

4 State Licenses and Certification Fees. The Government may pay directly (or reimburse an employee) the cost of examinations, licenses, or certifications if required by the Government as a condition of continued employment. The Government may not pay such costs (directly or through reimbursement) solely because the examination, license, or certification is required by the State where the federal employee works.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

4 Stenographic Reporting. (7 U.S.C. 2232).

4 Subscriptions, Multi-year. Subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration must be given to consolidating these requirements, to the extent practical, on an agencywide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations (31 U.S.C. 530a).

4 Take Pride in America Campaign Material. See Campaign Material. (FSM 1620, 36 U.S.C. 169i--1).

4 Tax on Purchases. Federal excise taxes and State and other local taxes are imposed on sale of goods.

(a) Federal Excise Taxes. Pay Federal excise taxes, for items subject to excise taxes; require price quotes that include the tax.

(b) State and Local Taxes. The Federal Government is exempt from paying State and local taxes on the sale of goods. However, State and local taxes up to \$50 may be paid to expedite payment or the vendor refuses tax exemption. Circumstance should be documented on receipt/invoice. See Web page for State tax letters <https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>.

(c) Refer to FAR Part 29 for specific guidelines by State.

1 Telecommunications Products and Services. (DR 3300-1, DR 5013-6, AGAR Advisory 58A, FSH 6609.14, FSM 6640). Also, see Information Technology. DR 5013-6 states that the purchase card and convenience check may not be used to acquire major telecommunications services. In addition, AGAR Advisory 58A states that the card and check may not be used to acquire or pay for telecommunications resources, except for emergency purchases of telecommunications resources and for purchases of telecommunications products and non-transmission services not exceeding \$350 unless waiver has been issued from the USDA. See the Advisory for definitions of telecommunications, products, services, and resources. Per NFC Bulletin, TUMS 03-1 (10/1703), TUMS is a USDA Web application, accessed through a link on the NFC home page, that processes data related to the payment of recurring invoices for commercial telecommunication services and equipment and public utility services;

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

telecommunication services are expanded to include, but are not limited to: Internet, cable television, and direct television services. Technical approval may also be required for certain items and must be obtained from the CIO prior to purchase.

(<http://fsweb.wo.fs.fed.us/irm/asset/>). Also, see Information Technology.

4 Telephones in Private Residence. (16 U.S.C. 580f; FSH 6609.14, sec. 25, ex. 01).

3 Telephone Calling Cards. Commercial telephone credit cards or other commercial pre-paid debit cards or telephone service for long distance service for Forest Service employees are not authorized except national calling card contract, for example, FTS 2001 (FSM 6642.14).

4 Telephone and Telephone Calling Cards (Tracphones). Purchases of pre-paid cell phones are authorized on a limited basis for emergency incident use only. Commercial calling cards are also authorized for fire emergency situation, the dollar amount should be small and cards should be issued as property and returned at the end of incident (FSM 6640, ID 6640-2008-3 dated March 28, 2008, 31 U.S.C. 3324).

4 Third Party Payments. Third party payment facilitators are permitted only when the merchant name appears in the EAS for the purchase card system (and not that of the facilitator for example, PayPal™).

4 Tolls. Toll (for example, E-Z pass) passes may be purchased in local areas where tolls are common and passes are needed for daily travel. The pass must be associated with a Government-owned vehicle and not the individual. The purchase is exempt from advance purchase if the payment is made to a State or local government office. Payment of tolls while in travel status is covered under the travel regulation and should not be paid with the purchase card (Comp. Gen. B-191300 dated March 31, 1978).

4 Tree Marking Paint. Purchase tree marking paint from the GSA Stock Program. Tree marking paint is available through GSAAAdvantage. Purchase the quantity of paint only necessary for the year because of frequent changes to the specifications and short shelf life. Preferably order paint in the first quarter for the year. Cardholder's name must be submitted to the respective tree marking paint representative in order to be authorized to order paint.

4 Training Services. Training for Government employees is authorized as expenditure by 5 U.S.C. 41, 5 U.S.C 4109, 5 CFR 4101).

- (a) Established, off-the-shelf training for individual employees are processed through the respective Human Resource Management office on form SF-182 in AgLearn. Purchase cards are authorized for training under \$2,500 but still require the SF-182. All training over \$2,500 must be sent to ASC for payment (FSH 6109.13, sec. 20.5).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

- (b) Training available commercially and/or tailored or developed to meet specific needs which have been identified by the Forest Service for a group of attendees should be requested through the servicing Acquisition Management office to ensure any commitment is properly authorized and a contract is properly negotiated (FSH 6109.13, sec. 26).

3 Travel. See Use of the Purchase Card or Convenience Checks for Travel-Related Expenditures section for exceptions.

4 Tree Seed, Cones, Nursery Stock, and Forage Plant Seed. (16 U.S.C. 504).

3 Vehicle, Maintenance or Repair, Fuel. Fleet card must be used. If vendor refuses fleet card, purchase card may be used but cardholder shall document that the fleet card was not accepted by the vendor and no other vendors were available that accepted the fleet card. Purchase card use is authorized for emergency incident use (DR 5400-006).

3 Warranties. Extended warranties may be purchased, where appropriate and in the best interest of the government for commercial items. Warranty must meet the guidelines in FAR 12.404 (FAR 46.709).

4 Water, Bottled/Drinking. The following conditions for purchase of bottles drinking water are as follows:

- (a) The Forest Service office or TDY hotel setting:

Bottled drinking water for employees may be purchased only upon showing necessity and when water has been analyzed by appropriate authorities and found to pose a health risk. Documentation must accompany purchase (Comp. Gen. B-247871 dated April 10, 1992; Comp. Gen. B-301152 dated May 28, 2003).

- (b) The "off site" meeting/conference setting:

Purchase of bottled drinking water is not authorized for an off-site facility that has potable water. Bottled water is not authorized as part of light refreshments (Comp. Gen. B-288266 dated January 27, 2003; Comp. Gen. B-303920 dated March 21, 2006).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 01--Continued**

(c) Remote field work or emergency incident (for example, wildfire, hurricane, earthquake, and so forth):

An official Job Hazard Analysis must be completed if management determines that non-potable, unwholesome drinking water is the only water available. Management shall use discretion to decide to provide water jugs or coolers or bottled water in cases where employees are at remote areas without access to potable water. A resource order during emergency incident may be used in lieu of JHA (Comp. Gen. B-310502 dated February 4, 2008).

4 Wellness Plan. Some wellness items may be purchased with the purchase card if under a Wellness Agreement and benefits a group of employees, for example, wellness classes, shot clinics. Health Club Memberships must be paid under the employee reimbursement procedures through ASC. Membership is payable upon completion of terms of membership contract, for example, monthly, yearly.

4 Woodsy Owl Campaign Material. See Campaign Material (FSM 1620, U.S.C. 488a, 488b-3-488b-6).

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit - 02**

**Purchase Card Program Matrix**

**This list is not inclusive; please see Exhibit 13-01 for more information.**  
 (See Convenience Check Use Matrix for restrictions on check writing)

<b>Category</b>	<b>Micro-Purchaser</b>	<b>Warranted Cardholder</b>	<b>Prohibited by All</b>
Acquisitions from commercial sources when available from required sources			X
Advertising	R	R	
Ammunition		D	
Animals, purchase of service			X
Arms/weapons			X
Awards, Nonmonetary	D	D	
Calendars/planners	D	D	
Cash advance			X
Construction , above \$2,000		D	
Contracts >30 days (without obligation)			X
Copying one time administrative use	D	D	
Emergency Equipment Rental Agreements (EERA)			X
Employee, equipment rental from			X
Employee, medical care			X
Employee, medical care (emergency incident) (APMC)	D	D	
Entertainment			X
Extravagant purchase			X
Fees	R	R	
Grant/agreement payments			X
Hazardous items		D	
Hotel contracts (over \$2,500)		D	
Information technology	D	D	
Insurance			X
Leased space, acquisition			X
Lunchroom appliances	R	R	
Meals/refreshments for training and award ceremonies	D	D	
Meals for Job Corps enrollees	D	D	
Memberships in individuals names			X

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 02--Continued**

<b>Category</b>	<b>Micro-Purchaser</b>	<b>Warranted Cardholder</b>	<b>Prohibited by All</b>
Parking tickets			X
Personal items			X
Personal, multimedia, network computers		R	X
Personal protective clothing	D	D	
Professional liability insurance, process through ASC			X
Property – accountable, sensitive, capitalized			X
Program Payments			X
Recurring Services, over \$2,500			X
Services \$2,501-\$500,000		D	
Supplies \$3,000 - \$500,000		D	
Shipment of household goods			X
Split purchases to avoid single purchase limit			X
Telephone services includes calling cards			X
Travel advance			X
Telecommunications, over \$350			X
Telecommunications, incident related	D	D	
Tracphones, incidents only	D	D	
Training under \$2,500	D	D	
Training over \$2,500			X
Travel, with administrative barriers are present		D	
Travel, when travel card suspended			X
Utilities, under 3 months (emergency)	D	D	
Utilities			X
Vehicle Maintenance/Repair			X
Vehicle maintenance/repair, fleet card is not accepted and documented	D	D	

R – Restrictive Item  
 D – Distinctive Item

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 03**

**Convenience Check Use Matrix**

<b>Category</b>	<b>Restriction</b>
Bank fees (safety deposit boxes, money order fees)	NTE \$2,500, per check
Checks written to self	PROHIBITED
Contract payments or claims	PROHIBITED
Discount clubs (for example, COSTCO & Sams Clubs)	Incident use only
Emergency salary payments	PROHIBITED
Employee reimbursements	PROHIBITED
Federal Agencies (for example, USDA, NFC & FS)	PROHIBITED
Foreign/overseas vendors	NTE \$2,500, per check
Information or evidence purchase	Warranted only, see Evidence under Exhibit 13-1 and FSH 6509.13b, sec 0701.14
Imprest fund replenishment	PROHIBITED
Large businesses	PROHIBITED
Non-profit organizations	NTE \$2,500, per check
Postage meter reloads	NTE \$2,500, without APC approval
Program payments (for example, G&A)	PROHIBITED
Salary payments	PROHIBITED
Small rural vendors/individuals	NTE \$2,500, per check except incidents
Spot cash awards	PROHIBITED
State and Local Government	NTE \$2,500, per check
Title companies (for example, closing costs, recording fees)	NTE \$2,500, per check
Telecommunications Service	PROHIBITED
Telecommunications Supplies/Equipment, over \$350	PHOHIBITED
Transactions, above \$2,500	PROHIBITED, except in support of emergency incidents and postage approved by A/OPC.
Training/tuition/workshops (who do not accept cc)	PROHIBITED, process through ASC
Travel	PROHIBITED
Universities services or lending library only	NTE \$2,500, per check
Utility or phone companies	PROHIBITED
Vehicle maintenance/repair	PROHIBITED
Vendors that accept Visa	PROHIBITED
Volunteer reimbursements	PROHIBITED

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 04**

**Format for National Template Deviation Request**

**Forest Service – Acquisition Management**

**Request for Approval of Deviation from National Solicitation Templates In support of Incident Procurement**

Acquisition Management (AQM) and Fire and Aviation Management (FAM) personnel jointly develop and have the opportunity to provide input into the development of the national solicitation templates. It is expected that this process will minimize the need for deviations after the templates have been published. However, there may be unanticipated events that require deviations to the templates. Requests for deviation must be submitted to the Fire Equipment, Services, and Supply Acquisition Analysis (FESSAA) Team at [VIPR@fs.fed.us](mailto:VIPR@fs.fed.us).

**All submissions must have the concurrence of both the AQM and FAM regional director.** FESSAA shall coordinate within AQM or FAM for review and recommendation. Decisions shall be made by the Assistant Director, NIFC Operations, and the Assistant Director, AQM Operations. If the recommendation is approved, the decision must include implementation steps.

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 04-continued**

Date Submitted:	Name (submitted by):
-----------------	----------------------

Unit:
-------

Phone:	Email:
--------	--------

Describe the deviation requested:
-----------------------------------

Describe the circumstance that necessitates the deviation:
--

Is the scope of the requested deviation National or Local?	National	<input type="checkbox"/>	Local	<input type="checkbox"/>
--	----------	--------------------------	-------	--------------------------

Please Explain:
-----------------

Concurred by: Director, AQM	Date:
Concurred by: Director, FAM	Date:

Decision:	Denied [ ]	Approved [ ]
-----------	------------	--------------

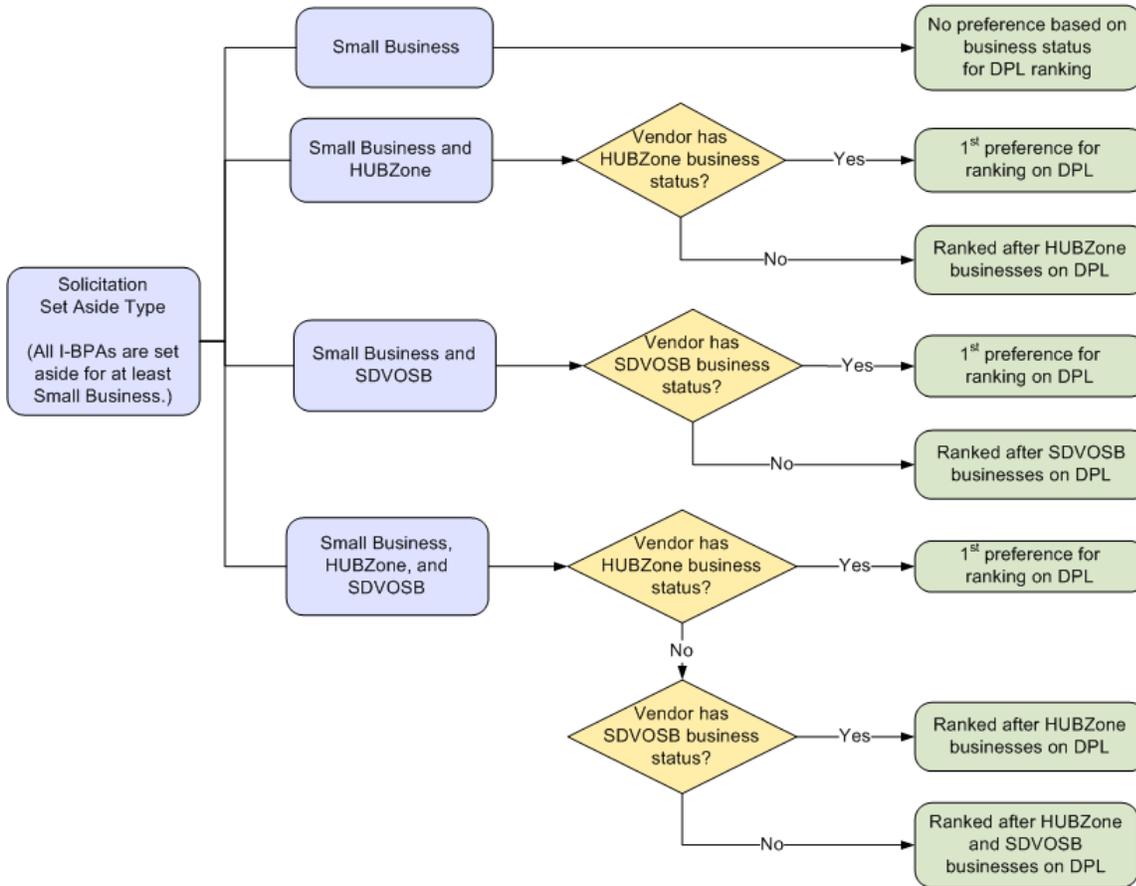
Signature: Assistant Director, Operations, AQM	Date:
Signature: Assistant Director, NIFC Operations, FAM	Date:

**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 05**

**DPL Ranking Flowcharts**

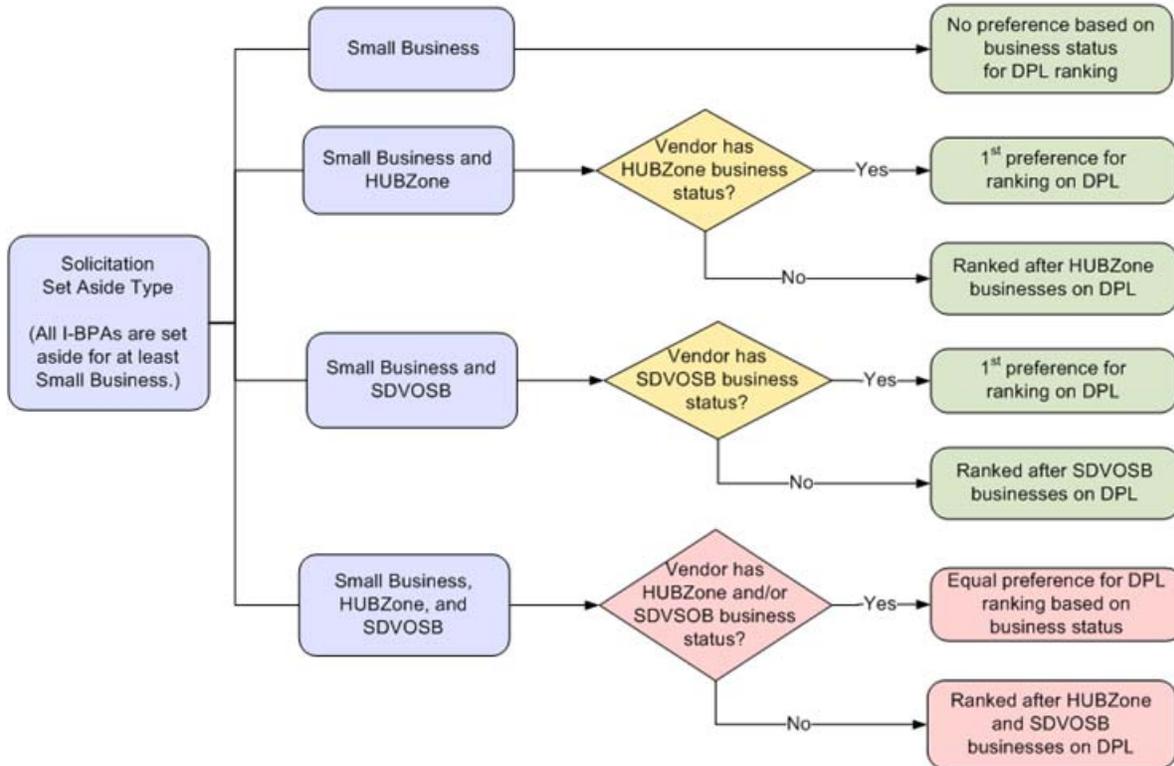
Previous I-BPA Award/DPL Ranking Flow Chart (Used Prior to 2010)



**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 05--Continued**

I-BPA Award/DPL Ranking Flow Chart (Used for 2010 and 2011 Seasons)



**FSH 6309.32 - FEDERAL ACQUISITION REGULATION  
 PART 4G13 - SIMPLIFIED ACQUISITION PROCEDURES**

**13 - Exhibit 05--Continued**

**New DPL Ranking Flow Chart (Used beginning in 2012)**

