

APPENDIX B

LIST OF PROHIBITED AND SPECIAL ATTENTION ITEMS FOR
GOVERNMENT PURCHASE CARDS UNDER COMOMAG HIERARCHY

This information applies to Department of the Navy Agency Program Coordinators, approving officials, and purchase cardholders that are under the hierarchy of COMOMAG.

The majority of this list is also prohibited by NAVSUPINST 4200.94, which all purchase card personnel shall be familiar with. Any items added to this list by COMOMAG is annotated with "***", followed by suggestions on how the item could be obtained.

Some items are prohibited from being purchased on the credit card by legal means, such as a purchase order or ordering through the Navy stock system. All approving officials and cardholders must ensure this list of items is checked for material prior to purchase.

If Fleet and Industrial Supply Center (FISC) San Diego discovers prohibited items are being purchased on the government purchase card, the hierarchy to which that approving official belongs will lose their credit card program. This would result in all of COMOMAG/MOMAG losing their program, not just the MOMAU/MOMAD making the purchase.

Any cardholder who is directed to complete a purchase of an item on this list after showing the requester a list of prohibited items should notify the Agency Program Coordinator at COMOMAG.

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This is a list of prohibitions or special approvals related to purchase card purchases.

TITLE

Advance Payments
Advertising
Asbestos and Asbestos-containing materials
Ball Caps ** (MWR funds)
Black Oxide Coated Brass Threaded Fasteners
Buildings or Land, Long-Term Rental or Lease of
Business Cards (self-print)
Cash Advances
Christmas and other seasonal decorations (MWR funds)
Coffee Pots, Coffee, Refreshments
Command Coins ** (contact COMOMAG Supply Officer)
Commercial Vehicles, Purchase of
Commercial or GSA Vehicles, Rental/Lease of (Without Drivers) (DD Form 1149 or other accepted document)
Cutlery **
Employee Identification Tags
Federal Information Processing Resources/Y2K
Fireworks Display
Food of any type ** (MWR funds)
Fuel, Oil, Services, Maintenance, Repairs
Hats ** (MWR funds)
Hazardous material and hazardous waste disposal
Incentive Music and Equipment
Lodging and Meals (Travel Card)
Luggage
Medical and Dental Care at civilian non-federal Sources
Membership Dues
Ozone Depleting Substances
Personal Services
Pesticides
Plaques, Ashtrays, Paperweights, and other mementos as give-away items (MWR funds)
Plastic cutlery **
Printing and Duplication (Print Shop, DD Form 1149)
Purchase from Government Employees or Business Owned or controlled by Government Employees
Reprographic Equipment
Sensitive Compartmented Information in Contracts
Shipboard Habitability Equipment, including Furniture, Laundry/Dry Cleaning and Food Service Equipment
Transportation, Purchase of (DD Form 1149)
Travel or Travel Related Expenses (travel card if on Government orders)
Uniform Items (order stock numbered item or use MWR funds)

Visual Information (VI) Equipment and Material
Visual Information-Audiovisual (AV) Production
Including Interactive Video (IVD) Acquisition
Visual Information/Acquisition of Commercial Off-the-Shelf
Visual Information (VI) Productions
Withdrawal of Tax-Free Ethyl and Specially Denatured Alcohol

Advance Payments

General rule: Except for requirements such as subscriptions for publications, i.e., Navy Times, Federal Contracts Reporter, Commercial Clearing House, Inc, etc., and post office box rentals, advance payments are prohibited.

Advertising

General rule: Unless specific approval has been obtained, advertising contract actions are not authorized in accordance with the Navy Acquisition Procedures Supplement (NAPS).

Exception: The Chief of Naval Personnel has authorized an increase from \$1,000 to \$2,500 for the specific media advertising purchase limit for Commanding Officers of Navy Recruiting Districts to commensurate with the current micro purchase threshold. This authority cannot be re-delegated and each advertisement is conditioned upon the use of a properly executed DD Form 1535.

Asbestos and Asbestos-Containing Materials

General rule: Purchase cardholders are not authorized to purchase asbestos or asbestos-containing materials.

Black Oxide Coated Brass Threaded Fasteners

General rule: Purchase cardholders are not authorized to procure brass or copper alloy fasteners coated with black oxide. For information regarding this prohibition, contact Mr. Scott Stanko, Naval Inventory Control Point, Code 0541, at commercial (717) 605-1361; DSN 430-1361, or via the internet at scott_a_stanko@icpmec.navy.mil.

Buildings and/or Land, Long-Term Rental or Lease of

General rule: Purchase cardholders are prohibited from entering into long-term rentals or leases for buildings and/or land.

Business Cards

General rule: Flag officers, SES personnel, and general officers may authorize the printing of business cards, though limited to using existing software and agency-purchased stock for those positions that require business cards in the performance of official duties.

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Cash Advances

General rule: Purchase cardholders are prohibited from using their purchase cards to obtain cash advances.

Christmas and other Seasonal Decorations

General rule: MOMAG will not purchase.

Coffee Pots, Coffee, Refreshments

General rule: Unless the purchase of coffee pots, coffee, or refreshments is for an authorized mess, as discussed in NAVSUP P-486 Volume 1, Change 1 to Revision 3 and BUPERINST 1710.13, the purchase of these items are prohibited. Purchase cardholders are also prohibited from buying refreshments for other government employees.

Exceptions: The use of Official Representation Funds for official entertainment and center of influence events involving Navy recruiters are exceptions to this rule. In addition, Navy recruiters are authorized to use the purchase card to buy meals for recruiting applicants as an out of pocket expense.

Commercial Vehicles, Purchase of

General rule: Purchase cardholders shall not use their cards to purchase commercial vehicles.

Commercial or GSA Vehicles, Rental/Lease of (without drivers)

General rule: Purchase cardholders are not authorized to use their purchase cards to rent or lease commercial or GSA vehicles.

Employee Identification Tags

General rule: Unless the requiring activity/command determines that use of the identification tags are necessary and in support of mission requirements, activities may not use appropriated funds to purchase employee identification tags.

Federal Information Processing Resources/Year 2000 (Y2K) Project

General rule: Purchase cardholders should ensure all procurements of information technology (IT) are Y2K compliant.

Fireworks Display

General rule: Purchase cardholders may not use appropriated funds to buy fireworks for on-ground displays.

Fuel, Oil, Services, Maintenance and Repairs

General rule: Purchase cardholders are not authorized to purchase fuel, oil, services, maintenance, and repairs of Interagency Fleet Management System and GSA Fleet Management Programs, such as repair of GSA leased vehicles.

HAZMAT and Hazardous Waste Disposal

General rule: Except for commonly used hazardous material, the purchase of HAZMAT by cardholders is prohibited. See Chapter 1 of this instruction.

Incentive Music and Equipment

General rule: Except for specifically programmed music, the purchase of music and equipment for broadcasting, including radios, automatic record players or phonographic records, for entertainment purposes is generally not authorized.

Exception: Specifically programmed music may be purchased based on a written determination by the commanding officer describing how the acquisition would improve morale, benefit the command, etc., and thereby qualify as a necessary expense under the necessary expense rules. This prohibition also does not preclude the expenditure of appropriated funds for the purchase of a public address system required for intra-station communication.

Lodging and Meals

General rule: Purchase cardholders are prohibited from using their purchase cards for the payment of lodging and meals for employees on temporary duty.

Exception: Certain reserve activities are authorized to buy meals for naval reservists during drill activities.

Luggage

General rule: The purchase of luggage for employees/service members to carry personal belongings while on travel orders is generally not authorized.

Exception: Sea bags issued to service members and brief cases furnished for the express purpose of carrying official documents associated with the duties of the service member or employee.

Medical and Dental Care From Civilian Non-Federal Sources

General rule: Purchase cardholders shall not use their cards for payment of medical and dental services.

Membership Dues

General rule: Except for membership dues which solely benefit the agency or activity, the purchase of a club, association, organization and other related memberships are prohibited.

Exception: The use of appropriated funds for membership dues of an activity or agency is permissible if the membership contributes to the fulfillment of the mission of the activity or agency.

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Ozone Depleting Substances (ODS)

General rule: Purchase cardholders are not authorized to purchase ODS materials.

Exception: Contracting Officers may use their purchase card as a method of payment provided guidance in the NAPS is strictly adhered to.

Personal Services

General rule: Unless you have statutory authority, purchase cardholders should not contract for personal services using the purchase card.

Pesticides

General rule: Unless prior approvals are obtained from cognizant Pest Management Consultant at the appropriate NAVFAC division, purchase cardholders are not authorized to contract for purchase of pesticides.

Plaques, Ashtrays, Paperweights and other Mementos as Give-Away Items
General rule: The use of appropriated funds to buy give-away items such as plaques, cuff links, hats, T-shirts, license plate covers, bracelets, ash trays, Christmas cards, paper weights, cigarette lighters, novelty trash cans, key chains and similar items are generally prohibited.

Exception: The purchase of give-away items in support of employee recognition programs may be authorized if accomplished in accordance with agency policy.

Printing and Duplication

General rule: Purchase cardholders are prohibited from buying printing or duplication services from agencies other than DAPS.

Purchase from Government Employees or Businesses Owned or Controlled By Government Employees

General rule: Purchases from government employees, military or civilian, or from business organizations substantially owned or controlled by government employees are generally prohibited.

Reprographic Equipment

General rule: The purchase, lease, rental, trial, replacement, or change in rental or lease plan of reprographic equipment is not authorized unless the requestor has complied with the requirements of the Navy Reprographic Equipment Program. The requestor must obtain written approval from the cognizant DAPS for all shore copying equipment with speeds of 71 or more copies per minute. Examples of reprographic equipment are copiers and high-speed copiers, Diazo processing equipment, laser printers, and duplicating equipment.

Sensitive Compartmented Information in Contracts

General rule: Purchase cardholders are not authorized to enter into negotiations that will include requirements for contractor access to Sensitive Compartmented Information unless the customer has staffed the requirement through Commander, Office of Naval Intelligence, Code ONI-532.

Shipboard Habitability Equipment, including Furniture,

Laundry, Dry Cleaning, and Food Service Equipment

General rule: Except for furniture, laundry, dry cleaning, and food service equipment listed in the following catalogs, purchase cardholders are prohibited from purchasing any of these items.

Furniture equipment - S9600-AD-GTP-010, U.S. Navy Shipboard Furniture Catalog with applicable changes.

Laundry/dry cleaning equipment - S6152-B1-CAT-010, Navy Laundry and Dry Cleaning Catalog with applicable changes.

Food service equipment - S6161-Q5-CAT-010, The Shipboard Food Service Equipment Catalog with applicable changes.

Transportation, Purchase of

General rule: The purchase card cannot be used to pay for transportation charges.

Travel or Travel-Related Expenses

General rule: The purchase card cannot be used to pay for travel or travel related expenses, such as expenses associated with official travel including transportation, lodging, or meals.

Uniform Items

General rule: Cardholders are not authorized to use appropriated funds to purchase uniform items.

Visual Information (VI) Equipment and Material

General rule: Per OPNAVINST 5290.1A, acquisition of professional VI equipment by non-VI activities or personnel is prohibited. The Naval Media Center (NMC) (formerly Naval Imaging Command) is the sole authority for contracting for visual information within the Navy. The POC and policy officer for the Navy Annual VI Production Program administered by Chief of Naval Operations (CNO) (NO9C4) can be reached by calling commercial (202) 433-3790 or DSN 288-3790.

Visual Information-Audiovisual Production Including
Interactive Video Acquisition

General rule: Unless approval has been granted from the Naval Media Center, the acquisition of audio visual production including

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interactive video in the federal government is prohibited, regardless of cost or application.

Exceptions: CNO (N09C4) may approve DON activities on a case-by-case basis. Requests for exceptions to this policy will require submission of the approved instructional system development analysis. For major claimant Visual Information Management Offices, contact Visual Information Production Policy Officer, CNO (N09C4) at commercial (202) 433-2141 or DSN 288-2141.

Visual Information-Acquisition of Commercial Off-The-Shelf
Visual Information Productions

General rule: Unless prior approval from the Visual Information Management Office is obtained, purchase cardholders are not authorized to procure commercial off-the-shelf VI production. For a list of VI off-the-shelf productions, visit the Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) located on the Naval Media Centers website:
<http://www.mediacen.navy.mil/>.

Exceptions: Justification must be submitted to contracting officials in accordance with regulations of the Major Claimant Visual Information Management Office. For major claimant Visual Information Management Offices, contact the Visual Information Production Policy Officer, CNO (N09C4) at commercial (202) 433-2141 or DSN 288-2141.

Withdrawal of Tax-free Ethyl and Specifically Denatured Alcohol
General rule: The purchase of tax-free ethyl and specifically denatured alcohol is not authorized unless a permit from the Bureau of Alcohol, Tobacco and Firearms has been issued.