



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114-8130

AETT-RM

27 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approval of Purchase Requests and Commitments (PR&Cs), Military Interdepartmental Purchase Requests (MIPRs), Government Purchase Card (GPC) purchases and Temporary Duty (TDY) Orders (Command Policy Letter 13)

1. References:

a. AEAGF-PB memorandum, subject: USAREUR Policy for Approval of Operations and Maintenance, Army (OMA), USAREUR-Funded Purchase Requests and Commitments (PR&Cs) and Military Interdepartmental Purchase Requests (MIPRs), 8 April 2009.

b. JMTC, Chief of Staff email, subject: TDY Authorization Change, dated 22 July 2008.

2. Purpose: To provide Joint Multinational Training Command (JMTC) fiscal operations guidance and Commander's intent on approval authority of funding documents by clearly defining JMTC staff and subordinate organizations roles and responsibilities in the approval process.

3. Responsibilities:

a. General: All JMTC staff members and assigned personnel share the responsibility to exercise prudent judgment in the obligation of United States appropriated funds ensuring purpose (and necessary expense), time (bona fide need and within time limits applicable to that appropriation), and amount (appropriations are available and cost is fair and reasonable) guidelines are strictly adhered to in accomplishing the JMTC mission.

b. HQ Staff and Directors: The Chief of Staff (CoS), G3, the JMRC COG, Director, JMSC, Director, TSAE and the Commandant NCOA should ensure widest dissemination of and compliance with this policy throughout their organization.

c. All JMTC personnel: All personnel assigned to JMTC should become knowledgeable of this policy and comply with its intent.

4. Approval Authorities:

a. MIPRs and PR&Cs: The matrix at Enclosure 1 identifies the approval authority for each type of procurement including PR&Cs, MIPRs and contracts for JMTC.

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b. All PR&Cs and MIPRs must be coordinated with appropriate JMTC functional staff proponent (i.e. all IT purchases should be coordinated with JMTC G6 office, etc.).

c. GPC: The Government-wide commercial purchase card may be used for micro purchases (under \$3k); place a task or delivery order (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement); or make payments, when the contractor agrees to accept payment by the card. Misuse of the GPC is subject to civil, criminal, Uniform Code of Military Justice, administrative, and disciplinary actions as appropriate.

d. TDY Travel: Enclosure 1 also identifies approval authority for TDY travel by JMTC personnel, specifically:

(1) All TDY within the countries of Germany, Italy, and the Benelux where assigned JMTC personnel normally perform their duties will be approved by the appropriate Director or Deputy Director.

(2) All TDY to other locations must be approved by the CDR JMTC or the CoS.

(3) Organizations having individuals who frequently travel outside Germany, Italy, and the Benelux should create routing lists in DTS that include the CoS and SGS as the Level 25 Approving Official for TDY authorizations. Approving Officials for the corresponding travel settlement (voucher) should remain the same as normal organizational Approving Officials.

(4) Individuals who must proceed on Emergency Leave Travel should use the appropriate DTS emergency leave routing list.

5. Exceptions to Policy: The CG JMTC and CoS are the only individuals authorized to grant an exception to policy, including delegation of authority, contained in this memorandum.

6. Our point of contact is Scott Jones, JMTC G8, DSN 475-8889.


BRYAN L. RUDACILLE
Colonel, Infantry
Commanding

Encl

DISTRIBUTION:

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Unit, Organization, or Position	Approve DD Form 1610 (TDY) within Germany, Italy, or Belgium	Approve DD Form 1610 (TDY) CONUS and any country outside Germany, Italy, or Belgium	Approve DD Form 448 (MIPR) or DA Form 3953 up to \$49,999.99	Approve DD Form 448 (MIPR) or DA Form 3953 (PR&C) \$50,000 to 99,999.99	Approve DD Form 448 (MIPR) or DA Form 3953 (PR&C) greater than \$100,000 to \$499,999.99	Approve DD Form 448 (MIPR) or DA Form 3953 (PR&C) greater than \$500,000 and over
JMTC Staff	CDR JMTC, COS, G-8*	CDR JMTC, COS	CDR JMTC, COS, G8	CDR JMTC, COS	CDR JMTC	USAREUR Acquisition Review Board (ARB)
G3	G3, Deputy G3	CDR JMTC, COS	CDR JMTC, COS, G3	CDR JMTC, COS, G3	CDR JMTC	USAREUR Acquisition Review Board (ARB)
JMRC	COG, DCOG	CDR JMTC, COS	CDR JMTC, COS, COG	CDR JMTC, COS, COG	CDR JMTC	USAREUR Acquisition Review Board (ARB)
JMSC	Director, JMSC, Deputy Dir, JMSC	CDR JMTC, COS	CDR JMTC, COS, Director, JMSC	CDR JMTC, COS, Director, JMSC	CDR JMTC	USAREUR Acquisition Review Board (ARB)
TSAE	Director, TSAE, Deputy Dir, TSAE	CDR JMTC, COS	CDR JMTC, COS, Director, TSAE	CDR JMTC, COS	CDR JMTC	USAREUR Acquisition Review Board (ARB)
NCOA	JMTC CSM, NCOA CSM	CDR JMTC, COS	CDR JMTC, COS	CDR JMTC, COS	CDR JMTC	USAREUR Acquisition Review Board (ARB)

* The G-8 is delegated Germany, Italy, and Belgium TDY authority in the absence of the CDR JMTC and COS
Reference: USAREUR Memorandum of 20 AUG 05 signed by the USAREUR COS

IT Equipment Requisition

All IT acquisitions must be processed IAW the U'R G6 published procedures

All acquisitions including service contracts in excess of \$25,000 must be reviewed and validated by UR G-6.

IT acquisitions exceeding \$500,000 must be validated by UR G-6 before going before the UR Acquisition Review Board.