

**PURCHASING GUIDANCE AND TRAINING FOR ALL  
NAF ORDERING AUTHORITIES:**

**SECTION 1 - PURCHASING GUIDANCE**

**Prohibited Ordering Practices for all NAFI Managers, Supply, Services and Equipment Ordering Authorities, Purchase Card Holders, and BPA Callers:**

Prohibited ordering practices should be avoided by all means.

A few prohibited practices are listed below:

(Reference BUPERINST 7043.1B applies)

1. **Unauthorized Commitments/Purchases**
2. **Exceeding BPA per call limits**
3. **Splitting requirements into smaller buys to circumvent dollar limitation**
4. **Purchasing personal meals (breakfast, lunch, supper, snacks, refreshments etc.) are prohibitive. As a general rule, food is a personal expense for which non-appropriated funds are not available absent legal authority.**
5. **Re-delegating ordering authority to other individuals**
6. **BPA Ordering and Receiving supplies, services, and equipment by the same person. A BPA Caller can not sign for receipt of the materials that they ordered. To ensure integrity of the procurement process, all managers should be aware that a BPA Caller and a Receiving Agent are separate appointments and duties. Managers shall not appoint the same person as both BPA Caller and Receiving Agent.**

## **SECTION 2 - PURCHASING TRAINING**

### **Training for NAFI Managers, Supply, Services and Equipment Ordering Authorities, Purchase Card Holders, BPA Callers, and Receiving Agents:**

**Formal procurement training is available for all NAFI Managers, Supply, Services and Equipment Ordering Authorities, Purchase Card Holders, BPA Callers, and Receiving Agents. Interested parties should contact the Contracting/Procurement Officer, Bruce Harris (Ph 474-1853 – E-mail: [bruce.harris@navy.mil](mailto:bruce.harris@navy.mil)).**

#### **Available Local Formal Training:**

- 1. Local classroom training by the Procurement Officer (Classroom training dates to be announced).**
- 2. Navy NAF Basic Contracting Correspondence Course (Administered online by the Army MWR Academy - Current online training is available).  
Click on [mwr.navy.mil](http://mwr.navy.mil) for link to on-line training.**