



IN REPLY
REFER TO

DEFENSE COMMISSARY AGENCY
HEADQUARTERS
1300 E AVENUE
FORT LEE, VIRGINIA 23801-1800

LEA

November 1, 2012

MEMORANDUM FOR DEFENSE COMMISSARY AGENCY GOVERNMENT
PURCHASE CARDHOLDERS

SUBJECT: LEA Guidance 13-07 - Use of DoD EMALL for Office Supplies

- References:
- (a) Federal Acquisition Regulation, Parts 8 and 23
 - (b) Resource Conservation and Recovery Act (RCRA), Section 6002
 - (c) Executive Order 13101, "Greening the Government"
 - (d) Comprehensive Procurement Guidelines Federal Register "Final Rules" and 40 CFR 247
 - (e) Farm Security and Rural Investment Act of 2002 (the "Farm Bill"), Section 9002
 - (f) Executive Order (EO) 13221, "Low Standby Devices"
 - (g) Section 508 of the Rehabilitation Act
 - (h) Javits-Wagner-O'Day Act, 41 U.S.C. 46-48c
 - (i) Executive Office of the President, Office of Federal Procurement Policy Memorandum, "Increasing Opportunities for Small Businesses in Purchase Card Micro-Purchases," December 19, 2011
 - (j) Section 1332 of the Small Business Jobs Act of 2010
 - (k) Office of the Under Secretary of Defense, Acquisition, Technology and Logistics Memorandum, "Reporting Government-wide Purchase Card Actions to the Federal Procurement Data System," October. 26, 2010
 - (l) Office of the Under Secretary of Defense, Acquisition, Technology and Logistics Memorandum, "Use of Wide Area Workflow for Purchase Card Transactions," September 2, 2009

1. PURPOSE: This guidance provides key information concerning the purchase of office supplies by DeCA employees when using the Government Purchase Card (GPC) as the method of purchase.

2. APPLICABILITY: Mandatory for GPC account holders in the United States, Puerto Rico, and Guam. Overseas to the extent practicable.

3. GUIDANCE:

a. As a Federal Agency, DeCA is required to comply with the statutes and regulations governing purchases made with Government funds and mandating certain preferred sources for office supplies, as well as the proper reporting of those purchases.

b. When purchasing office supplies with the GPC, account holders must:

(1) Purchase from the required sources of supplies and services (Federal Acquisition Regulation (FAR), Part 8).

(2) Comply with Section 508 requirements when acquiring electronic and information technology.

(3) Ensure the item purchased has the required recycled content if part of the Comprehensive Procurement Guideline (CPG) List.

(4) Comply with Green Procurement Bio-based, and other buying requirements.

(5) Give maximum consideration practicable to Small Business concerns.

(6) Properly document the purchase in the cardholder's Purchase Log (Access Online Order Record) within 24 hours of placing the order. (See DeCA Access Online Training: Purchase Log for the requirements of a proper Order Record).

c. In order to simplify compliance, DeCA GPC purchases for office supplies should be made via the DoD EMALL DeCA Supplies Corridor unless one of the exceptions listed in paragraph "d" below applies.

(1) The DeCA Supplies Corridor provides access to the AbilityOne supply items and the 15 Federal Strategic Sourcing Initiative (FSSI) Blanket Purchase Agreements for office supplies.

(2) Thirteen of the fifteen FSSI BPAs are with small businesses and provide discounted prices (historical savings through FSSI sources average 19 percent).

(3) Existing capabilities within the DeCA Supplies Corridor provide for easy compliance with required sources of supply, Section 508, and recycled, bio-based, and standby content requirements.

(4) Future enhancements to DoD EMALL will enable seamless reporting and receipt documentation of GPC purchases as well as other capabilities that will reduce labor related to managing GPC purchases while improving data capture and reporting capabilities.

d. Exceptions to use of the DoD EMALL DeCA Supplies Corridor are as follows:

(1) The item needed cannot be found within the DoD EMALL DeCA Supplies Corridor, the GPC holder may exit the DeCA Supplies Corridor and search for the item from any other source within the full DoD EMALL.

(2) Items may be purchased directly from a local alternative self-service supply store, known as Base Supply Center, or a local AbilityOne base supply store, where installation agreements exist.

(3) The DoD EMALL is unavailable, cardholders may place orders with an AbilityOne local store, authorized distributor, or FSSI contract vendor through an alternate means of communication.

(4) The item may be purchased from another source if an urgent need exists for an unplanned requirement needed for the same day. Poor acquisition planning and inadequate market research do not apply to this exception. Use of this exception requires preparation of a written justification which will be retained as part of the purchase card back-up documentation.

e. Cardholders who have already registered at DoD EMALL will be automatically routed to the DeCA Supplies Corridor. Cardholders who have not registered should complete registration at <https://dod-EMAIL.dla.mil>. Department managers and other requiring offices that do not have a credit card may register at DoD EMALL as a “shopper” and create “shopping carts” with their choices. Shopping carts can be forwarded directly to an authorized cardholder for purchase, or to an approving official first and then to a cardholder for purchase.

f. Complete on-line, self-paced training is provided within the DoD EMALL. The training covers many topics including registration, search strategies, and tools.

4. EFFECTIVE DATE: This guidance is effective immediately.

5. POINT OF CONTACT: Ms. Pamela Croll, GPC Agency Program Coordinator at (804) 734-8000, extension 48647, or via email at pamela.croll@deca.mil.



Lawrence P. Hahn
Director, Acquisition Management