



DEPARTMENT OF THE ARMY
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGF-PB

21 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approval of Operation and Maintenance, Army (OMA), USAREUR-Funded Purchase Requests and Commitments (PR&Cs) and Military Interdepartmental Purchase Request (MIPR) Requirements

This memorandum expires in 1 year.

1. Reference memorandum, HQ USAREUR/7A, AEADC, 28 January 2004, subject: FY04 Funding Guidance (available from the POCs in para 6).

2. This memorandum establishes approval authorities for PR&Cs and MIPRs. These authorities are intended to balance execution flexibility by delegating as much as possible to the appropriate levels while ensuring significant actions receive appropriate visibility. I ask each of you to ensure your resource managers receive this memorandum and make proper use of the resources entrusted to us. We must pay particular attention when we request services from a non-DOD activity, such as General Services Administration. With continued emphasis on stewardship, we will ensure our resources are used for the best purposes to support our Soldiers. Stewardship is everyone's responsibility.

3. The following approval levels are established:

a. OMA Base Program. For PR&Cs (DA Form 3953) and MIPRs (DD Form 448), approval authority will be exercised as follows (sample request at encl 1):

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|-------------------------------|---|
| (1) Up to \$49,999.99 | Commander, activity director, or staff principal in the grade of major, GS-13, or C-9 |
| (2) \$50,000 to \$124,999.99 | Commander, activity director, or staff principal in the grade of lieutenant colonel, GS-14, or C-10 |
| (3) \$125,000 to \$199,999.99 | Commander, activity director, or staff principal in the grade of colonel, GS-15, or C-10 |
| (4) \$200,000 and above | First general officer or first staff principal at the general-officer level in the requester's chain of command |

(5) Commanders, activity directors, and staff principals are authorized to delegate approval authority to their acting commanders, activity directors, or chiefs of staff in their absence.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.

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b. Contingency Operations (CONOPS). The Balkans Sustainment Contract and other requirements will be processed according to USAREUR Joint Acquisition Review Board (JARB) implementing instructions.

(1) Area support group (ASG) commanders may approve requirements up to \$25,000 that do not change the infrastructure. Infrastructure changes are “any demolition, deconstruction, modification, or addition to current structures, a fixed-site communications facility, roads, or grounds; or any new construction of a structure, road, or fixed-site communications facility.” After the transition of ASGs to area support teams (ASTs), the AST facilities manager is the approving authority for these requirements.

(2) Task force (TF) commanders may approve TF and ASG or AST requirements from \$25,000.01 to \$50,000 that do not change the infrastructure.

(3) Requirements greater than \$50,000 and all infrastructure changes must be submitted to HQ USAREUR/7A for approval by the USAREUR Council of Colonels (CoC). After approval by the CoC, the general officer staff proponent for the requirement will be the approval authority for requirements between \$50,000.01 and \$200,000 and infrastructure changes up to this amount. Only the DCG/CofS, USAREUR/7A, may approve Balkans requirements greater than \$200,000 or, when designated, the DCofS.

(4) The approval document (staff action summary, JARB minutes, or e-mail) will be attached to or referenced in the procurement document (PR&C, MIPR, or other commitment or obligation document). An officer or civilian in the grades identified in subparagraph a above may sign the procurement document.

c. Reconstitution Requirements. Units that incur reconstitution costs exceeding the dollar thresholds provided separately by the reference in paragraph 1 (to include any subsequent revisions) must submit requirements to the USAREUR Reconstitution Board for approval.

4. Commands must establish internal procedures to ensure compliance with this policy.

5. For approved and funded requirements on the Master Integrated Priority List (MIPL), the following statement will be included on PR&Cs for these items:

“PR&C is submitted as MIPL item # (*state number*) and therefore requires no further approval as outlined in memorandum, HQ USAREUR/7A, AEAGF-PB, 21 September 2004, subject: Approval of Operation and Maintenance, Army (OMA), USAREUR-Funded Purchase Requests and Commitments (PR&Cs) and Military Interdepartmental Purchase Request (MIPR) Requirements.”

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6. POCs are Ms. Andres, DSN 370-8262; and Major Casillas (for CONOPS), DSN 370-8176.

FOR THE COMMANDER:



WILLIAM E. WARD
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff

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Sample Approval Request
for PR&C or MIPR

DISTRIBUTION:
B (AEPUBS)

SAMPLE APPROVAL REQUEST FOR PR&C OR MIPR

From: Commander
Sent: Date
To: DCG/CofS, USAREUR/7A

SUBJECT: Request for PR&C or MIPR

1. Reference memorandum, HQ USAREUR/7A, AEAGF-PB, 21 September 2004, subject: Approval of Operation and Maintenance, Army (OMA), USAREUR-Funded Purchase Requests and Commitments (PR&Cs) and Military Interdepartmental Purchase Request (MIPR) Requirements.
2. In accordance with the referenced memorandum, request approval of the following PR&C (or MIPR, as applicable):
 - a. Purchase requirement: (as it appears on PR&C or MIPR)
 - b. Explicit description of project, services, supplies, or equipment and validation of need:
 - c. PR&C or MIPR number:
 - d. Amount to be approved:
 - e. Location of project or service:
 - f. Date of project or service to be performed:
 - g. The technical POC and the resource manager for this request are (name, office, telephone number, e-mail address):

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