

MEDCOM REQUEST FOR APPROVAL OF UNAUTHORIZED COMMITMENT

For use of this form see MEDCOM Pam 715-2, the proponent agency is MCAA

IN THE AMOUNT OF (\$):

TO (COMPANY NAME):

FOR (SUPPLIES/SERVICES):

COMMITTED (DATE):

COMMITTING ACTIVITY/UNIT:

PART I - DESCRIPTION OF COMMITMENT AND UNIT COMMANDER'S REVIEW

AUTHORITY: FEDERAL ACQUISITION REGULATIONS (FAR) AND ARMY FEDERAL ACQUISITION REGULATION SUPPLEMENT (AFARS)
The individual making the unauthorized commitment shall complete Blocks 1 and 2 of Part I, Section A, provide the required documentation, sign, date, and forward to his/her immediate supervisor for completion of Block I, Part I, Section B. The immediate supervisor shall then forward the file to their Unit Commander, Director, or Activity Chief (as a minimum, this is the first 0-6 or equivalent in the individual's chain of command) for completion of Blocks 1 through 4, Part 1, Section C. The complete file shall be forwarded through command channels to the Chief of the Regional Contracting Office. All information will be completed in detail.

PART I, SECTION A - COMMITMENT CIRCUMSTANCES

1. Statement by Individual Describing Circumstances. (Include what bona fide need of the Government necessitated the commitment, how the commitment was made, the name and title of the Government official who made the Unauthorized Commitment, why normal procurement procedures were not followed, the benefit received by the Government, the value of that benefit, and any other pertinent facts.)



PART I SECTION A - COMMITMENT CIRCUMSTANCES (CONT)

2. List and attach all relevant documents. (Include purchase request, funding request, orders, invoices, and other evidence of the transaction.)

TYPED NAME AND TITLE OF INDIVIDUAL MAKING UNAUTHORIZED COMMITMENT:

SIGNATURE:

DATE:

PART I , SECTION B-SUPERVISOR REVIEW

(Completed by immediate supervisor of individual making Unauthorized Commitment)

1. Comments of Immediate Supervisor of Individual Making Unauthorized Commitment.

TYPED NAME, TITLE, AND ORGANIZATION OF SUPERVISOR:

SIGNATURE:

DATE:

PART I , SECTION C- COMMANDER'S REVIEW

(Completed by MTF Commander, OTSG/MEDCOM Chief of Staff or MRMC customer Commander)

I have reviewed the circumstances, facts, and actions taken concerning the Unauthorized Commitment action and I concur with further processing of the ratification by the Chief of the Regional Contracting Office.

I have reviewed the circumstances, facts, and actions taken and I do not concur that this action should be further processed for ratification. Action should be returned to the activity supervisor:

Further documentation of circumstances.

Payment by individual making the Unauthorized Commitment.

Further documentation of corrective action(s) taken.

Other (Explain).

Detailed statement of why action is returned to the activity supervisor.

TYPED NAME, TITLE, AND ORGANIZATION OF COMMANDER:

SIGNATURE:

DATE:

PART I , SECTION D-RECOMMENDATION REGARDING CONTRACTUAL RATIFICATION

(Completed by Unit Commander, Director or Activity Chief - as a minimum, this is the first 0-6 or equivalent in the individual's chain of command.) (GO OR SES if UC exceeds \$10,000)

1. Describe remedial action taken to prevent recurrence or state reason why remedial action is not necessary.

2. Describe disciplinary action taken. (Include a description of any administrative action to be taken under applicable personnel authority or furnish an explanation of why no disciplinary action was considered necessary.)

3. Recommend Contractual Ratification

Appropriately Funded Purchase Request and Material Inspection and Receiving Report (DD Form 250) are forwarded here with.

4. Do Not Recommend Contractual Ratification

Explain Reason:

TYPED NAME, TITLE, AND ORGANIZATION OF UNIT COMMANDER/DIRECTOR (GO OR SES if UC exceeds \$10,000).

SIGNATURE:

DATE:

PART II - CONTRACTING OFFICER'S REVIEW

(Completed by the assigned Contracting Officer)

THE ASSIGNED CONTRACTING OFFICER SHALL REVIEW THE FILE AND PROCEED AS FOLLOWS:

1. Determine the adequacy of all facts, records, and documents furnished and obtain any additional material required.
2. Obtain an opinion from legal counsel as to whether the acquisition is ratifiable under FAR 1.602-3, AFARS 5101.602-3, or should be handled otherwise.
3. State whether the price involved is considered fair and reasonable and indicate how the determination was made.
4. Determine whether sufficient funds are available to pay for acquisition.
5. Prepare a summary statement of facts addressing the foregoing. The statement is to include a recommendation as to whether the transaction should be ratified. *(If more space is required attach plain bond paper).*

TYPED NAME AND GRADE OF CONTRACTING OFFICER:

SIGNATURE:

DATE:

PART III , SECTION A- LEGAL REVIEW AND FINAL DISPOSITION

(Completed by Legal Counsel)

DETERMINE WHETHER THE ACQUISITION IS RATIFIABLE UNDER AFARS 5101.602-3 and FAR 1.602-3, OR RECOMMEND OTHER APPROPRIATE DISPOSITION.

TYPED NAME, GRADE OF LEGAL ADVISOR:

SIGNATURE:

DATE:

PART III , SECTION B

(Completed by PARC or Contracting Office Chief)

Based on the Foregoing Determination, Request for Approval of Unauthorized Commitment is:

1. Actions of \$10,000 or Less

Approved (Issue Purchase Order).

Disapproved (Provide Disposition Instructions in accordance with FAR 1.602-3(d) and AFARS 5101.602-3-90).

2. Actions in excess of \$10,000

Approval is Recommended.

Disapproval is Recommended (See FAR 1.602-3(d) and AFARS 5101.602-3-90).

3. Actions in excess of \$100,000

Approval is Recommended.

Disapproval is Recommended (See FAR 1.602-3(d) and AFARS 5101.602-3-90).

TYPED NAME AND GRADE OF REGIONAL CONTRACTING OFFICE CHIEF:

SIGNATURE:

DATE: