

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL COMMAND
HEALTHCARE ACQUISITION ACTIVITY
PACIFIC REGIONAL CONTRACTING OFFICE
160 KRUKOWSI ROAD
HONOLULU, HI 96859-5000

MCAA-PC (715a)

25 August 1998

MEMORANDUM FOR Chief, Administrative Services Center, ATTN: Shawn Onder,
Tripler Army Medical Center, HI 96859

SUBJECT: Emergency Purchases After Duty Hours

Occasionally, urgent or bonafide emergency after duty contract requirements may develop. In the event the urgency of the requirement is such that it cannot be held for placement during regular duty hours, the following procedures will be followed:

1. A responsible individual from the requiring/requesting activity shall contact the AOD for approval of the emergency purchase prior to receipt of the actual item. The responsible individual will give the AOD the following information:

- a. Nomenclature of the item (or brand name)
- b. Quantity (amount needed for emergency only, not for restockage)
- c. Unit of issue (if known)
- d. Estimated Cost (unit and extended)
- e. Source of Supply. Vendor name, phone number and fax
- f. Reason for emergency purchase:
- g. Location for delivery
- h. POC Name and number

2. The AOD will:

a. Instruct the responsible individual that a purchase request will be submitted through appropriate channels on the next regular working day to the Pacific Regional Contracting Office.

b. Contact the Contracting Officer on-call, providing the above information. Additionally, the AOD will provide phone numbers where both the requesting individual and the AOD can be contacted if further information is needed.

c. The AOD will validate that funds are available for the item.

d. The AOD will annotate all actions in the AOD Log and faxes (433-7010) a copy to the Pacific Regional Contracting Office prior to the termination of duty. The AOD is responsible for ensuring that the Pacific Regional Contracting Office receives the copy of the AOD Log.

3. The Contracting Officer on-call will:

- a. Get all information from the AOD necessary for the purchase of the item.
- b. Contact the vendor, ensuring that the item is available, delivery can be made in a timely manner as described, and issue an emergency purchase order number.
- c. Contact the AOD to inform him/her that the purchase has been made and of the purchase order number assigned to the requisition. (The AOD will ensure that the requesting activity is aware of the purchase order number and references the number on all documentation to include the purchase request).

4. It is emphasized that the above is intended to provide a means for satisfying emergency requirements which can only be obtained from commercial sources. It is intended for application during other than normal duty hours, when the need cannot be satisfied through TAMC activities, and will not allow normal procedures to prevail. Of prime importance, is the necessity for prompt formalization of the action, otherwise it may well be determined that an individual has violated statutes governing the obligation of the U.S. Government without proper authority.

MARILOU D. OVERLA
MAJ, MS
Chief, Pacific Regional Contracting Office

Contracting Officer On-Call Roster

<u>Name</u>	<u>Home Number</u>	<u>Pager</u>
Bea Cherry	484-2634	574-7038
David Blocker	623-8873	577-7750
MAJ Overla	836-5742	299-8853