



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE SERVICES AGENCY

APR 09 2007

NAF Contracting Policy Memo 07-C-01

MEMORANDUM FOR NONAPPROPRIATED FUND (NAF) PURCHASING PERSONNEL

FROM: HQ AFSVA/SVC  
10100 Reunion Place, Suite 304  
San Antonio TX 78216

SUBJECT: NAF Purchase Card Program

1. This memorandum provides policy for the use of the NAF Purchase Card (P-Card). Except where changed by this letter, another specific policy letter, or the Programming Plan (PPLAN), individuals using or working with the NAF P-Card Program will use AFI 34-275, Air Force Nonappropriated Fund (NAF) Government Purchase Card Program and AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures as guidance until the Program is implemented Air Force-wide.
2. For span of control and separation of duties clarification, the following is provided: Approving Officials (AO's) or their alternates cannot approve for more than 7 cardholders (total) without a waiver. To request a waiver, the commander or director of the unit should send a letter through the applicable MAJCOM to HQ AFSVA/SVC requesting a waiver to the span of control for Approving Officials. This letter must provide specific justification for the waiver and a date at which the waiver may no longer be needed. Except in instances where the situation will not change, waivers will only be granted for temporary periods (ie, deployment or illness).
3. Installation Program Coordinators or their alternates cannot be cardholders. They must give up one of the roles before acceptance of the other.
4. This memo is in effect until changes are incorporated into AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures and AFI 34-275, Air Force Nonappropriated Fund (NAF) Government Purchase Card Program. If you have any questions, please contact my POC Ms. Barbara Stewart, HQ AFSVA/SVCKB, DSN 487-6931.

  
WILLIAM A. FORAN, GS-15, DAF  
Director, NAF Purchasing

cc:  
Ms. Betsy Matich, SAF/AQCP