

DATE: _____

From: _____ (CONTRACTING OFFICER)

To: _____ (BPA CALLER NAME)

Subj: APPOINTMENT AS BPA Caller, BPA No. _____

1. Appointment. You are appointed as a BPA caller on subject BPA to make authorized "calls" for the purpose set forth in paragraph 2 below. Your authority cannot be redelegated to any other individual. Your appointment shall become effective this date and shall remain effective until rescinded.

2. Authority, Limitations, and Requirements. Your appointment is subject to the following:

a. Your appointment is for the express purpose of providing essential NAF ordering support to NAF activities in accordance with BUPERSINST 7043.1B. All calls shall be within the below limits:

PER CALL LIMIT: \$5,000 Supplies (This is a NTE amount, may be set at a lower amount). If caller is a contracting officer with a \$25K or Unlimited warrant, per call limit is NTE \$25,000 (\$50,000 Resale).
\$2,500 Services (This is a NTE amount for any caller)
\$2,000 Construction (This is a NTE amount for any caller)

b. Subject to ensuring that funds are available, you may make calls/orders, provided all of the following conditions are satisfied:

(1) The amount of the call/order will not exceed your per call limit. The total of a per call order may be comprised of multiple items, but, cannot exceed the authorized per call limit.

(2) Calls/orders are not split into smaller buys to avoid call limitations. This is known as "splitting" requirements and is strictly prohibited.

(3) Negotiate prices at the time the call is placed.

(4) Rotate calls among suppliers, if BPA's are established with more than one supplier for the same item or class of items.

(5) Ensure the item(s) being ordered is authorized under the agreement and the item is available.

(6) Items purchased are not required to be confirmed with a written order unless deemed appropriate.

(7) Review and comply with BUPERSINST 7043.1B, paragraph 304.

3. Termination of Appointment.

a. Your designation may be revoked at any time.

b. Questions regarding your responsibility as a BPA Caller may be directed to your Contracting Officer, _____(NAME).

4. Designee shall acknowledge receipt of this letter by signing below and returning a copy to the Contracting Office.

(SIGNATURE BLOCK FOR CONTRACTING OFFICER)

Receipt Acknowledged:

BPA Caller

Date

Copy to: