

## GPC CH, AO, ALT AO, and View-Only REQUEST FORM (Form 2)

**Role Requested:**

Approving /Billing (AO)

 Alternate Approving/Billing  
Official (Alt AO)

Cardholder (CH)

View Only \*Please see pg. 2

NAME OF INDIVIDUAL BEING REPLACED:

If cardholder role was requested, Micro Purchase Cardholder role will automatically be added. If you need additional special designations, they can be requested below.

If you require an additional Special Designation Authority, select from the list and provide justification below:

Contract Ordering Official (up to \$25k or \$250 k (warranted PCO))

Overseas Simplified Acquisition (located at an OCOUNS base)

SF-182 Training Payments

**Justification:**

### ACCOUNT INFORMATION

☐ Check here if new managing account (Please ensure you have received your 6-digit MAC code from FM.) \*

Master Account Code (MAC) (6 Digits):

**Fund Type**

O &amp; M- Annual

HOSP

Last 4 of the Managing Account #:

DMAG (CSAG-M)

MSD (CSAG-S)

Home Org DODAAC:

FMS

CP- Multi- Year

Company # (5 Digits):

Single Purchase Limit:

30 Day CH Limit:

### APPLICANT INFORMATION

**First Name:**
**Email:**
**Middle Initial:**
**Phone #:**
**Last Name:**
**Office Symbol:**
**Organization:**
**Physical Street Address:**
**Building #:**
**City:**
**State:**
**Zip Code:**
**CH's Supervisor/email:**
**REQUIRED TRAININGS:**
**AO's Supervisor/email:**
**Face to Face - Date Completed:**
**Current AO:**
**CLG 0010 - Date Completed:**
**Current Alt AO:**
**ACQ 0030 - Date Completed:**
**Current CH:**

I understand and acknowledge that all GPC card accounts under my purview must be used more than five (5) times per Fiscal Year to not be categorized as 'low-use' or 'no-use' status, which will result in the account being subject to termination. This is IAW DAFI 64-117 para. 14.1, Executive Order 14222, OUSD GPC Freeze Memo 4 Mar 2025, and HAFB GPC Local Policy.

Commander/Director Signature X \_\_\_\_\_

## Terms Explained

- **View Only:** Resource Manager, Certifying Official
- **Contract Ordering Official (up to \$25k or \$250k (warranted PCO)):**  
Grants authority to place and pay for authorized GPC purchases against indefinite delivery, time-and-material, or Labor-Hour contracts that have firm fixed prices and prearranged terms and conditions that were awarded by a Warranted contracting Officer. These include, but are not limited to: GSA FSS, NASA, SEWP, QEB, CCS-3, 2-GIT, ESI, Local BPAs, FedMall Commercial Ordering, etc.
- **Overseas Simplified Acquisition (located at an OCOUNS base):**

Grants authority to make authorized GPC purchases valued up to \$25,000 using simplified acquisition procedures when the CH is outside the U.S. for items/services to be used outside the U.S., and that comply with the requirements of DFARS 213.301(2). If you are stationed overseas and will be making purchases that will be used overseas, please request the Overseas Simplified Acquisition Special Designation.

- **SF-182 Training Payments:**  
Grants authority to make payments for commercial training requests using the SF-182, valued at or below \$25k. If you will be purchasing training using your card, please request the SF-182 Special Designation.

**To obtain a MAC code, send and email to the 75 CPTS FM including the following:**

- Fund Type/Agent # (FMS 2162, Annual 2158, CSAG-M 2160, CSAG-S 2161, Multi-YR 2157, etc.)
- Line of Accounting (LOA) information (need the Full LOA. If DEAMS account needs Legacy LOA)
- DJON (Applies to CSAG-M)
- FSR and PSR
- Authorizing Official & Phone Number
- Alternate Authorizing Official & Phone Number
- Purpose for the account / What the account will be used for
- Organization/Office Symbol of Responsible entity
- Resource Advisor (RA) / Group RA & Phone Number

**75 CPTS FM will e-mail you back with the assigned MAC code.**

