



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

21 APR 2014

ATRM-MDA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 11, Unauthorized Commitments

1. References:

- a. TRADOC Regulation 5-14 (Acquisition Management and Oversight), 8 January 2012.
- b. Army Federal Acquisition Regulation (FAR) Supplement 5101.602-3 (Ratification of Unauthorized Commitments), 12 Jun 13.
- c. Federal Acquisition Regulation (FAR) 1.602-3 (Ratification of Unauthorized Commitments), 30 Jan 14.

2. Only warranted contracting officers and designated Government Purchase Cardholders have the authority to contractually bind the Government. No other person may attempt, either orally or in writing, to bind the Government to purchase or lease supplies, services, or construction. An agreement to purchase or lease supplies, services, or construction by a person lacking contractual authority is not binding on the Government.

3. A person entering into a purchase or lease agreement without the contractual authority to do so is making an unauthorized commitment. Persons who make unauthorized commitments are in violation of Federal procurement law and regulations and may be financially liable for the commitment, subject to action under the Uniform Code of Military Justice, liable under the Antideficiency Act, and/or subject to adverse administrative action, as appropriate.

4. Commanders and staff principals must review their procedures and training to ensure that unauthorized commitments do not occur and that proper contracting procedures are followed for obtaining supplies, services, and construction.

5. This policy letter is effective until superseded or rescinded.

DAVID G. PERKINS  
General, U.S. Army  
Commanding

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