



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO

NETPDTCINST 4235.1A
N8612

AUG 04 2004

NETPDTC INSTRUCTION 4235.1A

Subj: **REQUEST FOR PROCUREMENT OF SUPPLIES AND SERVICES**

Ref: (a) NAVSUPINST 4200.85
(b) NETPDTCINST 5236.1
(c) NETPDTCINST 7000.1

Encl: (1) NAVSUPINST 4200.85, Chapter 2, Purchase Requests
(2) Sample NAVCOMPT Form 2276, Request for Contractual Procurement
(3) List of Items Requiring Special Attention/Approval

1. **Purpose.** To establish policy and procedures for requesting the procurement of supplies and services for Naval Education and Training Professional Development and Technology Center (NETPDTC).

2. **Cancellation.** NETPDTCINST 4235.1.

3. **Revision.** Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. **Request for Contractual Procurement.** As directed by reference (a), NAVCOMPT Form 2276, Request for Contractual Procurement, shall be used to request procurement of supplies and services for NETPDTC departments. The NAVCOMPT Form 2276 shall be completed in accordance with Enclosure (1). The NAVCOMPT Form 2276, which formally commits command funds, must be completed and approved prior to award of a procurement instrument or placement of an order. The procurement of supplies or services without a fully approved NAVCOMPT 2276 may be considered a violation of anti-deficiencies regulations. Command programs that are bulk funded (i.e. NCPACE) may use a streamlined approval process for recurring requirements in lieu of the NAVCOMPT Form 2276. Upon request, NETPDTC Code N86 will provide an electronic version of the NAVCOMPT Form 2276.

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5. **Preparation of the NAVCOMPT Form 2276.** The NAVCOMPT Form 2276 shall be prepared by the requesting activity. Enclosure (2) is a sample of a completed NAVCOMPT Form 2276. The requesting activity is responsible for determining and fully researching their purchase requirements. The NAVCOMPT Form 2276 must include a purchase description in sufficient detail to allow a person unfamiliar with the requirement to purchase the exact item that is needed. A purchase description should not be unduly restrictive and shall not specify a product particular to one manufacturer unless it is essential to the Government's requirement. Purchase descriptions may include information such as model or reference numbers, specifications, dimension or sizes, desired color and other information that may be applicable. Additionally, the NAVCOMPT Form 2276 should include the estimated unit price and total amount, the recommended source with contact information, and the GSA contract number if applicable. Also needed is a complete shipping address to include building number, street address (P.O Boxes are not acceptable) and a Point of Contact with phone number. If services are requested, a written statement describing the service and period of performance may be required. Questions concerning preparation of the NAVCOMPT Form 2276 should be directed to the Acquisition Management Branch, N861.

6. **Requests for IT Equipment, Software and Services.** The NAVCOMPT Form 2276 for procurement of ITE equipment, software and services shall be prepared and approved by NETPDTC code N6 in accordance with reference (b). N6 will also obtain and provide with the requisition, the necessary Navy Marine Corps Intranet (NMCI) waiver for procurement of IT equipment, software and services exceeding \$25,000.

7. **Authorizing Official Signature.** Requisitions submitted on NAVCOMPT Form 2276 must include an "Authorizing Official" signature. The Authorizing Official signature reflects approval of the item to be purchased and availability of funds. Reference (c) establishes signature authority by dollar threshold for NETPDTC requirements.

8. **Prohibited and Special Attention Items.** Enclosure (3) is a listing of prohibited and special attention items. Special attention items require written approval prior to purchase. Written approval for special attention items shall be obtained by the requesting activity and accompany the NAVCOMPT Form 2276.

9. **Revision, Cancellation and Status of Requisitions.** Requisitions may be revised by issuing a NAVCOMPT Form 2276

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amendment. The amendment number is reflected in block 8 of the NAVCOMPT Form 2276. Requests to cancel a NAVCOMPT Form 2276 may be made to Code N861 prior to award of the procurement instrument or placement of the order. Inquiries regarding the status of a NAVCOMPT Form 2276 should be made directly to the buyer if known or to the head of the Acquisition Management Branch.



P. M. RICKETTS

Distribution: (NETPDTCCINST 5216.1H)

Lists I, and II

Web Access: MAIN INDEX

<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>

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CHAPTER 2

PURCHASE REQUESTS

1. Scope. This chapter provides information and guidance on the necessary elements of a purchase request and activity responsibilities regarding screening, control and routing of requests.
2. Policy. A purchase request (PR), sometimes called a purchase requisition, shall be prepared and approved before the contracting officer initiates a purchase action.
3. Description of Forms. A variety of forms may be utilized as purchase requests, including:
 - a. Request for Contractual Procurement (NAVCOMPT Form 2276) (RCP).
 - b. Order for Work and Services/Direct Citation (NAVCOMPT Form 2276A).
 - c. DoD Single Line Item Requisition System Document (manual) (DD Form 1348), DoD Single Line Item Requisition System Document (manual-long form) (DD Form 1348-6) or DoD Single Line Item Requisition Document (mechanical) (DD Form 1348m); and for afloat units, Non-NSN Requisition (NAVSUP Form 1250-2).
 - d. Locally approved intra-activity requisition forms may be used provided they: (1) are approved by competent authority (e.g., the activity comptroller, parent command, type commander); and (2) contain all the required information cited in the forms discussed in subparagraphs (a) through (c) above.
 - e. Military Interdepartmental Purchase Requests (MIPR) (DD Form 448). (MIPRs may be forwarded by the originating military department to another military department or government agency for purchase action.) Field contracting activities responsible for single department procurement may receive requests for purchase action on a MIPR or, from Navy activities, on a Request for Contractual Procurement (NAVCOMPT Form 2276).

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4. Purchasing Office's Responsibility

a. Control and Routing of Purchase Requests. Each purchase request received within the procurement organization shall be receipt dated (except for those PR's received through an automated system that contains the necessary controls to ensure the integrity of the document) and assigned to a tracking system. The details of a control system may vary depending on the type of purchase requests received, volume of documents processed, office structure and degree of office automation, however should provide a means to control the progress of requisitions and provide status information, etc.

b. Purchase Request Review. Once received in the purchasing organization, all PRs shall be reviewed for adequacy. Each office should establish minimum standards for requirements data which must be included as a part of each PR to be considered adequate. If a PR is determined to be inadequate for procurement action, it should normally be returned to the originator for modification or cancellation. Purchase requests should be properly screened prior to reaching the buyer's desk. Only in the most unusual circumstances should the individual buyer be required to perform the screening action. The minimum information needed to determine adequacy of a PR will include, but not necessarily be limited to, the following:

(1) Technical Screening. Each purchase request shall contain evidence that screening for mandatory sources of supply has been accomplished and necessary waivers or approvals for open purchase are attached.

(2) Document Number. Make-up of document numbers may vary depending upon activity and accounting requirements. A document number is often comprised of the requiring activity Unit Identification Code, Julian date of the requisition and serial number. For Requests for Contractual Procurement (NAVCOMPT Form 2276) the standard document number prescribed for use of that form shall be included. Regardless of the format, a document number shall be included in order to adequately track the requirement.

(3) Adequate Description of the Requirement. The supplies/services must be described in a manner which will encourage maximum competition and eliminate any restrictive features which limit acceptable quotes to one contractor's product. Methods of describing requirements include:

(a) Purchase Description. A purchase description is the most common method of describing simplified acquisition requirements. An adequate purchase description should set forth the essential physical and functional characteristics of the supplies/services required. It should not be unduly restrictive and shall not specify a product peculiar to one manufacturer (e.g., by manufacturer, brand name and part number (P/N) only) unless it is essential to the Government's requirement; and other similar products lack the particular feature necessary to meet the Government's minimum requirements. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements:

- 1 Common nomenclature;
- 2 Kind of material (i.e., type, grade, alternatives, etc.);
- 3 Electrical data, if any;
- 4 Dimensions, size, or capacity;
- 5 Principles of operation;
- 6 Restrictive environmental conditions;
- 7 Intended use, including location within an assembly and essential operating conditions;
- 8 Equipment with which the item is to be used;
- 9 End item application;
- 10 Original Equipment Manufacturer's Part Number, if applicable; and
- 11 Other pertinent information that further describes the item, material, or service required.

(b) Military/Federal Specifications. When simplified acquisition procedures are used, commercially available items are preferred. Military/Federal (MIL/FED) Specifications are discouraged and should only be used as a last resort. However, if the customer describes the item by a MIL/FED Specification, the ordering data contained in

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paragraph 6.2 of each specification must be included. When a MIL/FED specification is used, the buyer must check to see if a Qualified Products List (QPL) applies. If a QPL does apply, award can only be made to a contractor who's product is listed on the QPL.

(c) Brand name or equal. Generally, the minimum acceptable competitive purchase description is the identification of a requirement by use of a brand name followed by the words "or equal". All known brand name items meeting the requirement should be included. Brand name or equal descriptions must also set forth those salient physical, functional, or other characteristics of the brand name product which are essential to the Government's needs. These characteristics must be provided by the customer in the PR. When a brand name or equal description is used to describe the requirement, the provision at DFARS 252.210-7000, "Brand Name or Equal" must be included in the request for quotation. Any contractor who submits a quotation on an "equal product" is required to clearly identify the item by brand name, if any, and make or model number, and provide literature (e.g., catalog, description, etc.) which shows that the offered product meets the salient physical, functional, and essential characteristics required. This data is then furnished to the customer who must determine if the offered product is in fact equal. If the product is not equal the customer shall submit a written determination explaining why the "or equal" product is not acceptable.

(4) Quantity and unit of issue. The contracting officer shall normally purchase the exact quantity stipulated on the PR; however, when an upward adjustment in quantity is desirable in order to obtain the most economical buy, or where it is otherwise advantageous, the purchasing activity may make such adjustment provided the adjustment does not exceed funding restrictions annotated on the face of the requisition or:

(a) On a case-by-case basis the PR originator is contacted for authority to adjust the requested quantity; or

(b) The originator has a pre-established written agreement with the contracting officer which automatically allows the contracting officer to effect changes to the PR quantity.

In all cases where the originator authorizes the purchasing activity to effect automatic adjustments in quantity to obtain the most economical buy, a restrictive statement to prevent

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over expenditures shall be annotated on the face of the requisition. This statement shall read: "This requisition subject to fund limitation. Do not initiate supply action which will result in charges in excess of \$_____."

(5) Delivery Information. Required delivery information should include information such as required delivery date or period of performance, place of delivery, if partials will be accepted, and priority designator, if appropriate. The required delivery date (RDD) must be stated as a specific calendar date (Julian dates are acceptable).

(6) Unique requirements. Any other unique requirements such as marking, packing, or transportation accounting code (TAC) shall be included as necessary.

(7) Price estimate. A price estimate and the basis upon which the estimate was developed; (i.e. previous buys and prices paid for same or similar item, catalog prices, newspaper advertisements, etc).

(8) Funding

(a) Each purchase request should contain adequate funding to support the requirement. This is usually shown by approved accounting and appropriation data and an estimated dollar amount. This requirement is necessary unless the requirement is backed by a bulk funding document. The estimated cost shown on the PR is the amount that has been committed by the requiring activity to cover the purchase of the requested supplies or services. Responsibility for controlling the obligations of funds and the limitations of such funds is vested exclusively in the allotment holder or his designated representative. Consequently, NAVCOMPT form 2276 contains a certification by the approving signature block stating, "I certify that the funds cited are properly chargeable for the items requested." For any other PR/requisition form the person signing/approving the document is also making the certification even though it may not be preprinted on the PR form itself. However, this does not relieve the contracting officer of ensuring that all requirements of law, executive order, regulations, and all other applicable procedures have been met as required by FAR 1.602-1.

(b) Purchase Requests (PRs) Containing Restrictions as to Availability of Cited Funds. If the PR contains a cut off date for obligation of the cited funds, every effort shall be made to schedule procurement actions to

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meet the established deadline. However, meeting the established deadline does not relieve the contracting office of compliance with established procurement policies including adequate competition and fair and reasonable pricing. Any known or anticipated delays which may prevent the obligation of funds by the deadline date shall be timely reported to the requisitioner. When the purchase price will exceed the monetary ceiling amount of the PR, no obligation action shall occur unless additional funds are authorized and obtained. These funds may be authorized and obtained by any of the following methods:

1 An increase may be requested and authorized by message when time does not permit the use of a requisition amendment. When NAVCOMPT Form 2276 is used, an increase is processed via an amended NAVCOMPT Form 2276.

2 Authorization may be obtained by telephone, but must be confirmed in writing.

3 Customer activities which place a high volume of purchase actions with their respective contracting office may establish written agreements to permit the contracting office to exceed the amount committed on an individual purchase request within specific amounts or limitations.

(9) Approvals and/or signatures. Purchase request's should include all necessary justifications and signatures approving the requirement. Other approvals that might be documented include items such as sole source justifications, FIP approvals, HAZMAT certifications, etc. Examples of some requirements that generally require special approval can be found in enclosure (2). This enclosure provides a ready reference for requisitioners, technical and contracting personnel when preparing and processing purchase requests and was developed to assist the acquisition community in responding to the many questions that have historically been raised concerning the subjects listed. The guide is not intended to be all-inclusive nor is it intended to supplant the most recent regulations and directives applicable to the items/services listed.

(10) Inspection and acceptance. Supplies obtained using simplified acquisition procedures are normally inspected and accepted at destination. Any special inspection and acceptance procedures deemed necessary by the requiring activity shall be noted on the purchase request.

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(11) Point of Contact. A point of contact with telephone number is needed in case additional information is required.

(12) Options. The requiring activity should identify on the purchase request any known requirements that may be suitable for award as a basic contract with subsequent years as options. This allows the contracting officer to include options in purchases when it is in the Government's best interest.

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1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE. 2. DOCUMENT NUMBER

3. REFERENCE NUMBER: N6832204RCAF024 4. FUNDS EXPIRE ON: 30-Sep-04 5. DMS RATING 6. PRIORITY: 15 7. DATE REQUIRED: 30 Days ARO

9. FROM: NETPDTC (N86)
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509
10. FOR DETAILS CONTACT: Denise Davis
2-1001 x1552

11. TO: UIC CONTRACTING OFFICER
NETPDTC (N86)
6490 Saufley Field Rd
Pensacola, FL 32509
12. MAIL INVOICES TO: NETPDTC (N861)
6490 SAUFLEY FLD RD
PENSACOLA, FL 32509-5237

13. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1741804	76M7	000	68322	0	068566	2D	CAF024	683224AFT11T	\$315.50

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER. L. TOTAL THIS DOCUMENT: \$315.50 M. CUMULATIVE TOTAL: \$315.50

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
THESE ITEMS _____ ARE _____ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND
REQUIRED INTERSERVICE SCREENING _____ HAS _____ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM NO.	C. FSC	DESCRIPTION	E. QUANT	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	001		Lexmark C750 Laser Printer Cartridge Black #10B041K	2	EA	\$119.00	\$238.00
AA	002		HP Jet Print Cartridge Black #51626A	2	EA	\$18.25	\$36.50
AA	003		HP - 6P Laser Printer cartridge #C3903A	1	EA	\$41.00	\$41.00
			Suggested Source: Thresholds Rehabilitation Lincoln Laser 1-800-829-8365				
			GSA Contract # if Applicable				
			Ship to Address: NETPDTC Bldg 809 290 Sprague Ave Saufley Field Pensacola, FL 32509				

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS. I. GRAND TOTAL: \$315.50

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED. AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE): M. A. KRIEGER, COMPTROLLER DATE: 06/15/04

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HERewith. ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE) DATE

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**LIST OF ITEMS REQUIRING
SPECIAL ATTENTION AND APPROVAL
FOR LARGE CONTRACTS
AND SIMPLIFIED ACQUISITIONS**

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