



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5236.1
N6A1
07 OCT 2002

NETPDTC INSTRUCTION 5236.1

Subj: **REQUISITION/PROCUREMENT AND ADMINISTRATION OF INFORMATION TECHNOLOGY EQUIPMENT (ITE), SOFTWARE, SERVICES, AND COMMUNICATIONS**

Ref: (a) NETPDTCINST 7321.1B
(b) CNETSTAFFINST 5230.1B
(c) NETPDTCINST 5111.1

Encl: (1) Requisition Procedures
(2) NETPDTC Form 5230/13
(3) NETPDTC Information Technology (IT) Policy Modifications

1. **Purpose.** To establish procedures for the requisition and management of ITE, software, services, and communications by the Naval Education and Training Professional Development and Technology Center in accordance with methods described in reference (a).

2. **Cancellation.** NETPDTCINST 5239.3A

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

4. **Application.** This instruction applies to all Departments, Special Assistants, and outlying units of NETPDTC. Requisitioning ITE must comply with reference (b).

5. **Action.** Departments, Special Assistants, and Remote Units within NETPDTC that require ITE, software, services, and communications will adhere to the procedures identified in enclosure (1). The Systems Engineering and Technology Services (N6) Department will process requests in accordance with this instruction.


G. B. DYE

NETPDTCCINST 5236.1

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Distribution: (NETPDTCCINST 5216.1F)
Lists I, IA and II

Web Access: MAIN INDEX

<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

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REQUISITION PROCEDURES

These procedures are provided to identify N6 responsibilities and assist offices in procuring information technology equipment (ITE), software, services, and communications services and equipment.

1. Requisitions. All ITE, software, services, and communication requirement will be requested using enclosure (2).

a. Customer/End-User/Requestor.

(1) The requestor will complete enclosure (2) in its entirety with the appropriate division head's signature, and submit to N6A1, IT Information/Business Management Office, for review and processing. N6A1 will assist the requestor in identifying requirements, specifications, statements of work (SOW), if required, estimated costs and recommended sources, while ensuring compliance with reference (c) for products and services. N86 can also assist if needed.

(2) Specifications for ITE or services should be as generic as possible and should not be tailored for any particular vendor/brand in accordance with reference (c).

(3) The procurement request will be signed by the Department Head, Special Assistant, or designated representative. This signature validates and approves the department requirement and authorizes expenditures of the funds cited or requested.

b. Systems Engineering and Technology Services Department (N6):

(1) N6A1 is responsible for processing enclosure (2).

(2) N6A1 will screen for specification/technical issues, and coordinate required waivers for projects greater than \$25K.

(3) N6A1 will ensure software and hardware requests are listed on the Navy Marine Corps Intranet (NMCI) approved hardware/software list and are in compliance with references (b), (c), and enclosure (3). If the software/hardware request does not meet or comply with these requirements, the request will be returned to the requestor.

Enclosure (1)

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(4) The specifications, which accompany a requisition, should reflect the Government's total requirement. If the contractor is required to provide IT services, that specific service must be clearly defined in the specifications/SOW. If there are physical size requirements for the equipment to be purchased (e.g., shipboard LMRCs) or if the equipment must be compatible with existing Government equipment, that information should be included in the specifications as well. Once the request is processed, a tracking number will be assigned and a copy returned to the requestor.

(5) Market research may be conducted to obtain technical information from industry and estimated costs for IT products and services. While conducting market research, N6 personnel will not commit or obligate the Government in any way and should not attempt to negotiate or reach an agreement on terms, conditions, or prices. Market research will be conducted in accordance with reference (c).

(6) The appropriate financial commitment/obligation document (i.e. NAVCOMPT 2276, DD Form 1348, etc.) will be generated and signed by authorized personnel. If the financial commitment is less than \$2,500 and the required ITE can be purchased using the Government Purchase Card, N6A1 may elect to accomplish a credit card purchase. Otherwise, the signed financial document will be forwarded to N86 for appropriate procurement action. A copy of the signed financial document will be returned to the requestor, N6A1 and N811.

c. NETPDTC and NAVEDTRACOM Contracts and Logistics Management Division (N86).

(1) Review the signed NAVCOMPT 2276 for completeness, review specifications, and accomplish the procurement within the limits of NETPDTC's contracting authority. NAVCOMPT 2276s exceeding NETPDTC's contracting authority will be forwarded to the designated Navy contracting activity.

(2) After receipt of bids from vendors, N86, when necessary, will coordinate the technical evaluation and award determination with N6A1's technical point of contact. The technically acceptable offer, which provides the greatest value to the Government, will be selected for award. If other than the lowest acceptable offer is selected for technical reasons, N6/N6A or the appropriate division head will provide solid, written rationale justifying the best value determination.

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(3) If the award amount exceeds the amount of funding on the NAVCOMPT Form 2276, N86 will contact the designated N6 point of contact for authorization to increase funding. The increase in funding can be provided to N86 via e-mail, pen and ink changes to the requisition, or by an amendment to the requisition.

d. Procurement Tracking. N6A1 maintains procurement tracking via the Material Acquisition Control System (MACS). Customers may request status from N6A1 using NETPDTC Form 5230/13 tracking number or the NAVCOMPT Form 2276 document number. The contracting office (N86) will provide a copy of the N6 ITE delivery order or other obligation documentation to the requestor, N6A1, and N811.

e. Certifies Invoices. N6A1 certifies all NETPDTC ITE, software, services, and communications invoices.

f. Database Tracking. N6A1 reports appropriate N6 procurements into the Defense Information Technology Management System (DITMS) data as required by DODINST 7950.1M (Draft DoD8000.X-m).

2. N6 Warehouse:

a. Coordinates the delivery of NETPDTC hardware/software items with N6A1 to determine appropriate requestor. Notifies the requestor or identifies items to be stored in the warehouse for pick up as appropriate.

b. Tags/barcodes all ITE plant and minor property and maintains the inventory database.

c. Inputs and maintains N6 ITE inventory in the Defense Property Accountability System (DPAS).

d. Degausses any hard drive under warranty prior to shipping back to the vendor.

REQUEST FOR ADP EQUIPMENT / SUPPLIES / SERVICES Page 1 of 2

Requisition No.	Tracking No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Funding Type OPN <input type="checkbox"/> O&MN <input type="checkbox"/> Reimb <input type="checkbox"/>	Job Order No.	Request Date
Requestor: Name/Code		Approved AIS? Yes <input type="checkbox"/> (If Yes, AIS Name) No <input type="checkbox"/> <div style="border: 1px solid black; height: 15px; width: 100%;"></div>		Date Required
Phone No.		Type of Req / EE		POC for Shipment/Repair Name
Suggested Vendor (One Vendor per Request)		M - Rentals <input type="checkbox"/> P - Equip Maint <input type="checkbox"/> P - One Time Repair <input type="checkbox"/> Q - Purch. Services <input type="checkbox"/> T - Parts <input type="checkbox"/> T - Software <input type="checkbox"/> T - Consumables <input type="checkbox"/> W - Equipment <input type="checkbox"/> W - Furniture <input type="checkbox"/> Y - Printing <input type="checkbox"/> Other <input type="checkbox"/>		Phone No.
Name				Ship to Location
Address				
Phone No.				
GSA Contract/ Schedule No.				

Justification (Mandatory)

Schedule of Supplies/Services to be Procured (attach additional page(s), if required)

Item No.	Model Number Description	Qty	Unit Price	Extended Cost

If microcomputer components, give Make/Model of machine being augmented

	Total Cost
ACTR Approval Signature/Date	Div/Dept Head/Spec Asst Signature/Date

FOR USE BY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT (MISD) PERSONNEL ONLY

Department Head/Deputy
 Approved Disapproved On Hold

Comments

Configuration Management Configured by _____ Date Received _____ Approved by _____	Specifications Yes <input type="checkbox"/> Attached? No <input type="checkbox"/> Date Out _____ Date _____
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07 OCT 2002**NETPDTC INFORMATION TECHNOLOGY (IT) POLICY MODIFICATIONS**

In preparation for the transfer of IT desktop and network assets and support to Navy Marine Corps Intranet (NMCI), the following policy is now in place:

1. Procurement

a. DoN guidance requires that any IT purchases in excess of \$25K must have a waiver signed by a Flag or SES. Reference CNET Procurement Policy Memo of 24 Jan 01 on NETCentral>NMCI>References (msgs, memos)>Memos.

b. In addition, all IT purchases for NETPDTC must be pre-approved by an Activity Customer Technical Representative (ACTR) and N6 Department Head. This includes all purchases from Non-CNET activities and contractors. Without approval, IT equipment/software will not be installed on the CNET/NETPDTC network.

2. Hardware

a. The NETPDTC CIO is responsible for all assignments and distribution of IT hardware.

b. Employees transferring positions within NETPDTC will contact the ACTR to provide notification of their relocations and effective date. IT equipment for any new hires (after NMCI transition) will be ordered by the ACTR. The ACTR will need a 30-day lead-time.

c. If an employee currently has IT requirements that cause the use of multiple PC's, contact the ACTR as soon as possible. Under NMCI, only one computer per person will be allowed.

3. Software

a. Software media and licenses now in your possession must be turned over to the ACTR.

b. All software will require DITSCAP (DoD IT Security Certification and Accreditation) and NMCI Certification and a Systems Security Authorization Agreement (SSAA). Contact NMCI ACTR, Larry Russell (extension 1254), Billy Carter (extension 1256 until 30 Sept 02) or Robert Copeland (extension 1126 after 30 Sept 02) if you have locally developed and/or unique commercial software.

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c. The NMCI contractor will only install NMCI certified and licensed (if required) software.

4. Network Storage

a. Users are requested to review their network storage and remove all unnecessary files.

b. Under NMCI, each account will have 50mb e-mail/calendar storage on the exchange server, 70mb network personal storage, and 100mb network shared file storage.

5. E-mail Storage

a. Make every effort to minimize the size of your electronic mailboxes **(NMCI allows 50Mbs)**.

b. Archiving, e-mail manager guidelines and "how-to's" have been posted on CNET CENTRAL (from the homepage go to "CNET ADP Support">"E-mail Support">"E-mail Usage & Recommendations").

6. Forward any questions on how NETPDTC will do business under NMCI, to the ACTR for NMCI, Larry.Russell@cnet.navy.mil, phone (850) 452-1001 extension 1254.