

NDCSWINST 4400.1B
015
30 August 1996

NAVDENCEN SAN DIEGO INSTRUCTION 4400.1B

Subj: PROCEDURES FOR SUPPLY REQUISITIONING

Ref: (a) NAVSUP Manual Vol II, Chapters 2 and 5
(b) NAVSUP P-437
(c) NAVSUP 4200.85A
(d) BUMEDINST 6710.63
(e) Current Federal Acquisition Regulations, FAR
(f) Current Defense Federal Acquisition Regulation Supplement, DFARS
(g) NDC's Customer Guide for Material Management
(h) Section 27 of the Office of Federal Procurement Policy Act

Encl: (1) Procurement Priority Flow Chart
(2) Basic Request Processing

1. Purpose. To establish policy and procedures for the requisitioning of supplies, services and other materiel needed for the operation and maintenance of Naval Dental Center, San Diego per references (a) through (h).

2. Cancellation. NAVDENCENINST 4400.1A.

3. Responsibility

a. Head, Materiel Management. Shall be responsible for developing and maintaining an effective supply system for the Command.

b. Branch Directors, Department Heads. Shall be responsible for materiel and equipment issued into their custody.

c. Branch Supply Officers. Shall implement supply procedures in Branch Dental Clinics and Departments.

4. Discussion. Administration of Command funds is delegated solely to the Comptroller. Only the Commanding Officer and those personnel delegated by him through a contracting Officer's warrant have the authority to place purchase orders for supplies or services. All requests for supplies or services shall be forwarded to the Comptroller for funding prior to being processed through Materiel Management for action.

5. Definitions

a. Procurement Officials. Any person identified by reference (h) as being responsible for generating a request for materiel or services, the requestor, or that person who approves the requesting, approving official.

b. Carried Items. Materiel which are procured and stocked in NDC's warehouse. These items can either be Standard Stock or Open Purchase items.

c. Standard Stock Not Carried. Materiel which are available through the Government System and which have been assigned a National Stock Number, NSN. These items are also known as Direct Turn-Over or DTO items. Delivery time for these is typically 30-60 days.

d. Open Purchase. Materials procured by the issuance of a Government Purchase Order through either established government contracts or through the open market.

6. Action

a. Requisitioning Procedures. Reference (g) shall be followed for all requests for materiel and services.

b. Inventories. NDC Warehouse inventories will be conducted on a quarterly basis. Unused, excess or expired material will be processed as necessary. Not in Stock (NIS) reports shall be reviewed bi-monthly and the appropriate action shall be taken to preclude back-orders. Process Improvement data, as prescribed by the Head, Materiel Management, shall be collected from the Inventory Specialist monthly.

c. Branch Director/Headquarters Department Heads. Acting as "Procurement Officials" will review all requisitions prior to approval for correctness and need.

d. Command Consultants

(1) Shall review requests for materiel as necessary in an effort to promote standardization and reduce duplicity in the procurement process.

(2) Inform Branch Directors, Department Heads and other affected customers on all supply matters. provide in-service supply training to all customers as needed.

(3) Maintain an effective supply function to include all pertinent directives, instructions and files relating to supply.

(4) Ensure that materiel required to perform routine operations are stocked in sufficient quantities to preclude adverse impact. This accomplished through the development of usage rates for each clinic or department. Using the usage rate a six to ten day stock is considered to be adequate.

(5) Attend all supply training sponsored by Materiel Management.

7. Forms. Reference (g) the “Customer Guide”, current warehouse catalogs and request forms 4235/1 and 4235/2 are available locally through the Command supply system.

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List 1, Case 1, 2

