



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:

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212/6125
06-25
AUG - 1 2006

From: Commander, Naval Supply Systems Command

Subj: SPECIAL REVIEW REQUIREMENTS FOR OFFICE SUPPLY CONTRACTS AND
OPTIONS

Encl: (1) ASN (RD&A) MEMO OF 12 APR 06 "DEPARTMENT OF THE NAVY
AQUISITION POLICY ON OFFICE SUPPLIES"
(2) DASN (ACQ) MEMO OF 28 APR 06 "IMPLEMENTING GUIDANCE FOR
THE DEPARTMENT OF THE NAVY ACQUISITION POLICY ON
OFFICE SUPPLIES"

1. Enclosure (1) established the Navy's Strategic Sourcing policy for office supplies and also identified the Naval Supply Systems Command (NAVSUP) as the Department of Navy Strategic Sourcing Executive Agent.

2. Enclosure (2) provided implementing guidance and recognized the need to limit new contract instruments to realize Navy Office Supply policy goals of capturing spend data, of generating savings, and of achieving socio-economic targets. Accordingly, enclosure (2) has authorized NAVSUP, as the Department of Navy Strategic Sourcing Executive Agent, to review office supply contracting requirements, including options and follow-on contracts, to begin limiting the number of existing contracting vehicles to maximize potential for leveraging spend and ensuring socio-economic goals are met.

3. Effective 1 August, 2006, NAVSUP 02 must review and approve award of any new contracts for office supplies, with exception of OCONUS and NEXCOM procurements.

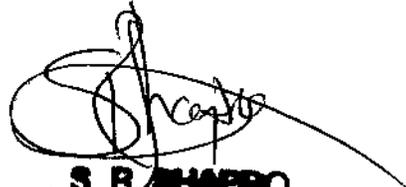
4. Consistent with enclosure (1), purchases of office supplies should generally be made through the DOD EMALL, which currently hosts over 300 office supply vendors. These existing vehicles should adequately meet the Navy's requirements, and generally there should be no expectation that additional new or follow-on contracts are required or will be approved. Activities with a compelling requirement for an additional specific contract, shall submit their request for an additional contract vehicle electronically, including justification as to why existing contracting vehicles, specifically those currently hosted on the DOD EMALL, do not meet the customer's requirement for office supplies. All requests will be evaluated against the policy requirements contained in enclosures (1) and (2) for disposition on whether to include in the DOD EMALL.

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OPTIONS

5. Submit requests for approval to contract for office supplies
to Jamey Halke, 717-605-7488, DSN 430-7488 or email
jamey.halke@navy.mil.

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S. R. SHAPRO
By direction



THE ASSISTANT SECRETARY OF THE NAVY
Research Development and Acquisition
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APR 19 2006

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY ACQUISITION POLICY ON OFFICE SUPPLIES

1. The Department of Navy is engaged in reducing the costs of acquiring commonly purchased supplies by the application of strategic sourcing. A Department of the Navy commodity council was established to apply strategic sourcing processes to the \$100 million in annual DON spend for office supplies and was tasked to develop an acquisition strategy with three primary objectives:

- a. Generate immediate savings
- b. Facilitate the collection of spend data
- c. Achieve socio-economic goals

2. Effective 1 May 2006, all Department of the Navy purchases of office supplies by appropriated fund activities will be limited to the various contracting vehicles available on the DoD EMALL or from existing base supply stores/ServMarts. A Base supply store/ServMart is an on-installation retail store operation selling a wide range of office, janitorial supply, and other products, including Javits-Wagner-O'Day (JWOD) items, to primarily meet the same-day shopping needs of its Government customers. Existing Base Supply Stores supporting Navy customers at various locations around the world include stores operated by NIB/NISH/JWOD organizations, NEXCOM, or GSA, as well as the FISC San Diego Virtual Office Supply Contract. Deployed units are exempt from this policy.

3. The DOD EMALL can be accessed through www.emall.dla.mil.

4. Authority to approve exceptions and waivers to this policy is delegated to DASN(ACQ), or his/her designee.

5. Further information about this policy may be obtained from the Naval Supply Systems Command (NAVSUP), the Department of Navy Strategic Sourcing Executive Agent. The NAVSUP point of contact is Mr. Jamey Halke, email Jamey.Halke@navy.mil.

A handwritten signature in cursive script that reads "Delores M. Etter".

Delores M. Etter

**Subj: DEPARTMENT OF THE NAVY (DON) ACQUISITION POLICY ON OFFICE
SUPPLIES**

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OFFICE OF THE ASSISTANT SECRETARY
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1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

APR 28 2006

MEMORANDUM FOR DISTRIBUTION

Subj: IMPLEMENTING GUIDANCE FOR THE DEPARTMENT OF NAVY
ACQUISITION POLICY ON OFFICE SUPPLIES

Ref: (a) ASN(RD&A) memo of 12 Apr 06 "DEPARTMENT OF THE NAVY
ACQUISITION POLICY ON OFFICE SUPPLIES"

The purpose of this memorandum is to provide guidance governing the office supplies acquisition policy.

Reference (a) has established a DON-wide strategy to leverage buying power, reduce costs, and streamline procurement for commonly used office supplies. Office supplies are primarily consumable items that are routinely used in an office environment. DASN (ACQ) has been delegated authority to provide implementing guidance and to grant waivers and exceptions to the policy.

As a result of associated transportation costs, OCONUS sites are hereby exempted from the mandatory use of the DOD EMALL and may use local sources of supply. OCONUS activities should use DOD EMALL to the maximum extent practicable and in preference to other online shopping tools.

Activities and commands with existing contracts for office supply products should coordinate with the DOD EMALL to have these contracts loaded to the DOD EMALL.

This policy will seek to limit new contract instruments for office supplies. All new requirements for office supply contracting, including options and follow-on contracts, are to be coordinated through the Naval Supply Systems Command (NAVSUP), the Department of Navy Strategic Sourcing Executive Agent. The NAVSUP point of contact is Mr. Jamey Halke, email Jamey.Halke@navy.mil.



M. J. Brown
RDML, SC, USN
DASN (ACQ)