DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817, BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 5236.1 CH-1
N65

23 DEC 2003

NAVSUPPACT NAPLES INSTRUCTION 5236.1 CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples Italy

Subj: ADMINISTRATION OF INFORMATION TECHNOLOGY SUPPORT, SERVICE, MAINTENANCE, AND MATERIAL CONTRACTS

1. Purpose. To transmit Change 1 to U.S. Naval Support Activity, Naples, Instruction 5236.1 CH-1.

2. Action. Delete paragraph 4b and paragraph 5 from enclosure (1). Renumber paragraph 6, 7, and 8 to read 5, 6 and 7.

D. J. FREDERICK

Distribution:
NAVSUPPACT NAPLES INST 5216.4W
Lists: I through IV, V (2 only)

CH-1 OF 23 DEC 03

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 5236.1
65:SB:hjb
28 SEP 1999

NAVSUPPACT NAPLES INSTRUCTION 5236.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ADMINISTRATION OF INFORMATION TECHNOLOGY SUPPORT, SERVICE, MAINTENANCE AND MATERIAL CONTRACTS

Encl: (1) Standard Operating Procedures for Procurement and Receiving

1. Purpose. To define command policy regarding Information Technology (IT) procurement of support services, service, maintenance and material contracts.

2. Policy

a. Per Commander in Chief, U.S. Naval Forces Europe, policy, all IT related procurement will be administered by command Information Systems Departments (ISD). For U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples), ISD will perform all contracts, purchasing and procurement related actions for all NAVSUPPACT Naples departments within delegated contracting authority. For this command, the Director of ISD or his appointed representative(s) are the only individuals authorized to fulfill this role.

b. All departments requiring services, materials, maintenance, or support services related to IT will provide requirements to ISD for concurrence to applicable standards and for the purpose of accomplishing the procurement. These requirements should not include consumables. Consumables are items such as paper, printer toner or ribbons, diskettes, etc. Consumables are to be purchased at the department level through normal supply channels.

c. ISD will assign minor property numbers to applicable equipment and pass all related paperwork to departments at time of delivery for reporting to Minor/Plant Property office, Comptroller, NAVSUPPACT Naples.

d. Enclosure (1) details the standard operating procedure for procuring equipment or services related to IT for all supported NAVSUPPACT Naples departments and tenant commands. Individuals desiring information on any type of IT procurement or support contracts should contact the Configuration Management Division of ISD (Code 60) at DSN 626-5735.

B. L. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4U
Lists: I; II; III; IV; V (2. only)

STANDARD OPERATING PROCEDURES FOR PROCUREMENT AND RECEIVING

1. Purpose. To procure Information Technology related equipment, services and maintenance in support of U.S. Naval Support Activities, Naples, Italy (NAVSUPPACT Naples) area of responsibility. To establish standard operating procedures for the acquisition and receipt all NAVSUPPACT Naples equipment.

2. Abbreviated Systems Decision Papers (ASDP). Per SECNAVINST 5200.1C, Abbreviated Systems Decision Papers (ASDP) are only required for "system" purchases over $2M after Life Cycle Management (LCM) status has been obtained and implemented. Until such time that NAVSUPPACT Naples has implemented LCM and has an accredited Worldwide Area Network, the Commanding Officer of NAVSUPPACT Naples has issued a "blanket" ASDP for all procurement up to $1M for the next three fiscal years.

3. Submitting Requirements for Procurement. All requirements will be submitted in writing via e-mail, memoranda, or on official letterhead to the Head, Configuration Management Division, Information Systems Department via their own department/activity head stating the requirement, date required and proposed equipment/service to procure. Upon approval of the request a response will be returned from ISD to the department/activity requesting the equipment.

4. Ordering Procedures

a. Purchasing Agents/Procurement Clerks will process the request by calling suggested sources for pricing information and procure through one of the following channels: local procurement on IMPAC card; FFP contracts existing with GSA schedule; Federal System Integration and Management account manager; or with Navy Regional Contracting Center Naples, Italy. Upon confirmation of order, the requestor will be notified via electronic mail or memoranda what was ordered, from what source, contract number (if applicable), and estimated delivery date, and cost of the item (including any contract fees and shipping costs).

b. Purchasing Agent/Procurement Clerk will input order into m:\is\confmgmt\invtest.mdb with the order information. CH-1

All status and receipt information will be updated on the same record within the above file.

5. Tracking Orders. Status checks will be done when items are more than 10 days late from the estimated delivery date. Customer is to be notified of new estimated delivery date and database will be updated with information as well.

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5~~6~~. Receipt of Material/Services. Purchasing Agent/Procurement Clerk will verify that all equipment received is the correct part number, quantity ordered and specifications are clearly what was identified in the order. When satisfactory, depending on the equipment/service ordered, the Purchasing Agent/Procurement Clerk will follow these procedures:

a. If it is an order for individual parts or accessories identified as a non-standard piece of equipment, the customer will be contacted within business day to pick up the part or accessory.

b. If the order is for a computer, printer, software, or network device, the equipment will be passed to Customer Service for coordination with ISWR. Upon receipt of this type of equipment, the help desk at the corresponding site will be contacted and the Purchasing Agent or Procurement Clerk will input the ISWR for the new equipment to be installed.

c. Customer Service will contact the customer and ensure no special requirements exists for the installation/replacement and pass the ISWR on to the appropriate personnel for execution.

d. If old equipment is involved, Customer Service is to notify the customer that the existing equipment will be removed and taken to ISD for servicing and possible re-deployment.

e. If old equipment is involved and Customer Service deems existing equipment is not suitable for re-deployment, DRMO SOP will be followed for initiating disposal.

7. Storage of Equipment/Parts for ISD Use

a. All equipment, parts and tools procured for the specific use of ISD will be housed in the storage closet and secured at all times.

b. The equipment will be inventoried and any removal of equipment, parts and tools will be annotated on log sheets/database for each class of equipment.

c. The Configuration Management Division will maintain the key for the storage closet.

8. Return of Equipment to MFR, Contractor, Vendor. If equipment under warranty newly received or under maintenance contract is inoperable and needs replacement or repair, the following procedures apply.

a. Newly acquired equipment: Contact the Purchasing Agent who will initiate repair, replacement or trouble call to the vendor or contractor the equipment was procured from.

b. Existing equipment on maintenance contract or under warranty:

(1) Contact the Help Desk Capo, and have manufacture number, serial number, model number, minor property number and nature of problem. The Help Desk will contact the appropriate vendor/contractor for maintenance or repair.

(2) If equipment requires parts not covered by a warranty/maintenance contract, then the Purchasing Agent will need to be contacted to initiate an order for the part if funding is available.