

Subj: CONSTRUCTION AND OTHER NAVFAC SERVICES/SUPPLIES
(Continued)

Exceptions:

NAVSUP Contracting Officers at Naval Reserve activities are authorized to contract for construction repairs, not to exceed \$2,000 on Naval Reserve Center facilities.

1. Examples of such construction repairs include:

- (a) Repair to central heating and air conditioning system.
- (b) Plumbing services.
- (c) Repair of broken windows or panes.
- (d) Repair of doors.
- (e) Roof repairs of a minor nature.
- (f) Minor structural repairs including touch-up painting.
- (g) Repair of alarm systems.
- (h) Locksmith services.
- (i) Repair of fences.
- (j) Repairs to correct electrical distribution/breaker systems.
- (k) Repairs arising from storm damage or other natural disasters.

2. This exception does not include requirements such as guard services, lawn-mowing services, grounds maintenance services, landscaping services, pest control, snow removal, trash/garbage

Subj: CONSTRUCTION AND OTHER NAVFAC SERVICES/SUPPLIES
(Continued)

removal, etc. Procurement of such services/requirements are the responsibility of NAVFACENGCOM and its cognizant NAVFAC offices. (See page 12-2, paragraph 1, for additional examples of services/requirements for which NAVFAC has contracting responsibility.)

3. Technical support will be provided by reserve public works personnel having cognizance of the facility. No special contractual provisions are required in procurements of repairs not exceeding \$2,000.

References:

FAR 36
DFARS 236
NAPS Part 1

Subj: EXCHANGE OF PERSONAL PROPERTY

General Rule:

Activities submitting purchase requests involving exchange of personal property shall have complied with the requirements of DFARS 217.70. The requester's purchase request must be accompanied by a certification that the property is eligible for exchange and complies with all conditions and limitations specified in DoDI 4140.1-R, including a written administrative determination of economic advantage which shall indicate --

1. The anticipated economic advantage to the Government resulting from the use of the exchange authority.
2. That exchange allowances shall be applied toward or in partial payment for the items to be acquired.
3. That if required, the exchange property has been rendered safe or innocuous, or has been demilitarized.

It is DoD policy to use exchange processing for replacing eligible non-excess items. It shall be used to the maximum extent possible when such transactions foster the economical and efficient accomplishment of an approved program. It should be noted that sale of non-excess personal property is not authorized pursuant to DFARS 217.70. The objective in exchanging non-excess personal property shall be to acquire new property from an offeror whose offer will be most advantageous to the Government, price and other factors considered. Exchange/sale of ADPE (transferring of equipment to be replaced to another agency, with reimbursement, or to the trade-in allowance on the contract price so that the proceeds can be applied in

Subj: EXCHANGE OF PERSONAL PROPERTY (Continued)

whole or in part payment for the replacement ADPE) procedures are set forth in DFARS 239.70.

Definitions:

"Exchange (trade-in) property" means property not in excess of the needs of the owning DoD component, but eligible for replacement because of obsolescence, unserviceability, or other valid reason, that is exchanged and applied as whole or partial payment allowance toward the acquisition of similar items.

"Similar items" in exchange transactions means both the item being acquired and the item being replaced. Both must fall within one of the single generic categories listed in DoD 4140.1-R, and the item being acquired must be designed and constructed for the same specific purpose as the item being replaced.

Exception:

Categories of property not listed in DoD 4140.1-R, Enclosure (1) are also eligible for exchange if designed and contracted for the same specific purpose.

Additionally, the General Services Administration's approval must accompany any purchase request for items listed in DoDI 4140.1-R, Enclosure (2).

References:

DFARS 217.70 and 239.70
DoD 4140.1-R (series) DoD Material
Management Regulation
FPMR
DoD Manual 7950.1-M

NAVSUPINST 4200.85C

Subj: FEDERAL INFORMATION PROCESSING (FIP) RESOURCES

REFER TO FIP GUIDE - ENCLOSURE (4)

14-1

Enclosure (2)

Subj: FIREWORKS DISPLAY

General Rule: Appropriated funds may not be used to buy fireworks displays on the grounds that fireworks constitute entertainment and therefore, are not necessary expenses chargeable to appropriated funds.

Exceptions: None.

Reference: Comp. Gen. B-205292, Unpublished,
2 JUN 82,

Subj: HAZARDOUS MATERIAL AND HAZARDOUS WASTE DISPOSAL
CONTRACTING

General Rule:

Procurement of hazardous material is not generally authorized unless approval has first been obtained from a designated Navy Hazardous Material Control and Management Committee Program Office. If a Navy activity does not have such an office, the Commanding Officer is authorized to approve procurement of hazardous material for the Navy Afloat and Ashore community.

OPNAVINST 5100.19C (Afloat) requires that hazardous material not appearing on the SHML, COSAL, SPMIG, the Navy Ships Technical Manual, or other Navy directives or official publications, shall not be ordered, unless specifically authorized by the Commanding Officer. The required certification must accompany the requisition to the procurement activity. The authorization may not be delegated below the Commanding Officer.

Requisitioner Duties And Responsibilities:

OPNAVINST 5100.23C (Ashore) provides that the requisitioner is responsible for advising the Contracting Officer that the contract will involve deliverables containing hazardous material. Most Navy activities should have "Activities Authorized Hazardous Material Use Lists" (AUL) in accordance with OPNAVINST 4110.2. Requisitions for non-standard hazardous material shall be accompanied by a completed NAVSUP Form 87 to facilitate stock number assignment. Procurement activities shall forward NAVSUP Form 87 to Navy Ships Parts Control Center, Code 0541, Mechanicsburg, PA 17055 or Aviation Supply Office, Philadelphia, PA 19111 in accordance with NAVSUPINST 4410.50B, Elimination of Local Stock Numbers, of 3 MAR 93.

Subj: HAZARDOUS MATERIAL AND HAZARDOUS WASTE DISPOSAL
CONTRACTING (Continued)

Identification of Hazardous Material is a function of the Technical Screening Process. FED-STD-313C provides identification of hazardous items by Federal Supply Class and requires an MSDS be submitted for all items listed in Table I (FSC 6810, 6830, 7930, 8010, 8040, 9110, etc.) and for items listed in Table II if the items have one or more of the characteristics of a hazardous material (e.g., asbestos, mercury, polychlorinated biphenyls, flash point below 200 degrees F, produces fumes, vapors, mists or smokes during normal operation, flammable solid, radioactive, formaldehyde, classified as hazardous, etc.). Technical screeners shall clearly indicate on the requisition that the item being ordered is hazardous (e.g., affix hazard warning label, hazardous stamp, etc.).

Contracting Officer Duties and Responsibilities: When acquiring hazardous materials, the Contracting Officer shall include the clause at FAR 52.223-3, "Hazardous Material Identification and Material Safety Data" (NOV 91). This FAR clause requires the offeror to certify that the material is/is not hazardous. The apparent successful offeror further agrees to submit, prior to award, a Material Safety Data Sheet (MSDS) meeting the requirements of 29 CFR 1910.1200(g) and the latest version of FED-STD 313, for all hazardous material identified in the clause. Failure to submit the MSDS prior to award may result in the Offeror being considered non-responsive and ineligible for award.

The Contracting Officer shall also include the clause at DFARS 252.223-7001, "Hazard Warning Labels", which requires the

Subj: HAZARDOUS MATERIAL AND HAZARDOUS WASTE DISPOSAL
CONTRACTING (Continued)

offeror to submit compliant hazard warning labels for hazardous material not covered by specific statutes. These statutes include: (1) Federal Insecticide, Fungicide, and Rodenticide Act; (2) Federal Food, Drug, and Cosmetics Act; (3) Consumer Product Safety Act; (4) Federal Hazardous Substances Act; and (5) Federal Alcohol Administration Act. The Offeror shall submit the label prior to award with the Material Safety Data Sheet.

DoDINST 6050.5 establishes that the Contracting Officer is responsible for forwarding the MSDS and a copy of the manufacturer's compliant hazard warning label to Naval Environmental Health Center (NEHC), the DoD Components' HMIS focal point. In addition, contracting activities shall reference FED-STD-313C (Mar 1988), or the edition in effect on date of issuance, in commodity specifications, contracts, and purchase documents for hazardous materials to assure inclusion of adequate requirements and clear instructions to contractors for the preparation and submission of the Material Safety Data Sheet (MSDS). Contracting officers shall provide NEHC a copy of the MSDS with the following information: (1) Contract Numbers; (2) National Stock Number (NSN); (3) Specification Number; and (4) Technical Point of Contact for the Procuring Activity. Contracting officers shall retain a copy of the MSDS in the contract file with a notation of the date forwarded to NEHC.

The Contracting Officer shall include DFARS 252.223-7005, "Hazardous Waste Liability and Indemnification" in all solicitations and contracts for the off-

Subj: HAZARDOUS MATERIAL AND HAZARDOUS WASTE DISPOSAL CONTRACTING (Continued)

site treatment or disposal of hazardous waste from a facility under the jurisdiction of the Secretary of Defense entered into with an owner or operator of a hazardous waste treatment or disposal facility. This clause requires that contractors and subcontractors performing hazardous waste treatment or disposal services for DoD reimburse and indemnify the Government for any damages caused by the contractor or subcontractor's negligence or breach of contract.

Contractor Duties and Responsibilities:

For each hazardous item procured, the contractor shall be required to complete an MSDS and provide it to the procuring activity as part of the contract. FED-STD-313C requires that in addition to any other MSDS requirements in the contract, contractors also shall submit one copy of each MSDS to:

Navy Environmental Health Center (NEHC)
 Attn: HMIS Code 341
 2510 Walmer Avenue
 Norfolk, Va. 23513-2617

Exceptions:

See Asbestos and Asbestos-Containing Materials, Page 4-1, and Ozone Depleting Substances (Class I), Page 25-1, for specific guidance.

References:

29 CFR 1910.1200(g)
 FED-STD-313C
 DoDINST 6050.5-G-1 (series)
 SECNAVINST 5212.10A (series)
 OPNAVINST 4110.2 (series)
 OPNAVINST 5100.19C (series)
 OPNAVINST 5100.23C (series)
 NAVSUPINST 4410.50B (series)
 FAR 23.3
 DFARS 223.3
 DFARS 223.70

Subj: INCENTIVE MUSIC AND EQUIPMENT

General Rule: The purchase of music and equipment for broadcasting, including radios, automatic record players, or phonograph records, for entertainment purposes is generally not authorized.

Exceptions:

1. Purchase for entertainment may be made with non-appropriated funds.
2. Purchase supported by appropriated funds for incentive-type music scientifically programmed, such as the MUZAK system, provided that the commanding officer of the requesting activity makes a written determination that, based on factors such as the improvement of employee morale, increased employee productivity, and resultant savings to the Government, the proposed expenditure for incentive music constitutes a necessary expense in accomplishing the mission of the activity. In addition, when such expenditures are justifiable as a welfare and recreation expense in general messes, appropriated funds are properly chargeable.

The prohibition also does not preclude the expenditure of appropriated funds for the purchase of a public address system required for intra-station communication. The procurement of incentive music services or equipment within commissary stores is a proper operating expense, chargeable to funds generated by the markup on resale merchandise.

References: B-86148, 51 Comp. Gen. 797, 6 JUN 72

Subj: INDUSTRIAL PLANT EQUIPMENT

General Rule: Navy buying offices will no longer accept Procurement requests for Federal Supply Group (FSG) 34, Industrial Plant Equipment (IPE). All such requests, regardless of dollar amount, shall be forwarded to Defense General Supply Center (DGSC), Richmond, VA, for procurement action.

Exceptions: Waivers may be granted by DGSC on a case-by-case basis. DGSC IPE point of contact is Mr. Pat James, DSN 695-3374.

Reference: DFARS 245.3
DLA Msg 301230Z, OCT 92, Subj: Management and Procurement of Industrial Plant Equipment (IPE); DGSC Open for Business NAVSUP Policy Ltr 93-12

Subj: INVESTMENT ITEMS

General Rule: Requisitions for investment items whose unit price exceeds \$50,000 should not cite Operation and Maintenance, Navy (O&M,N) or Operation and Maintenance, Naval Reserve (O&M,NR) for FY95 and future year funds. For FY94 and prior year funds the threshold remains at \$15,000. These funds can be identified by noting the fourth through seventh numerical positions of the accounting data. For example, FY 1996 O&MN funds would be shown as 176 1804. O&M,NR funds would be shown as 176 1806.

Investment items are capital assets, including equipment, as contrasted with routine operating supplies and consumable items.

Exceptions: None.

References: NAVCOMPT Msg R15280Z, FEB 95
NAVCOMPT Manual 075001

Subj: LODGING AND MEALS

General Rule: The purchase of lodging and meals for individual employees on temporary duty is generally not authorized. Employees on temporary duty are responsible for arranging, obtaining and paying for their own lodging and meals. Each employee then submits a voucher detailing expenses, and is reimbursed on the basis of the voucher, as provided in the Joint Travel Regulations (JTR). This is the usual method of incurring and paying for travel expenses.

Exceptions:

1. When it is in the best interest of the Government, the Contracting Officer may enter into a contract with a commercial concern for rooms or meals, or both, for employees on temporary duty as there is no express prohibition in doing so other than the restriction on the rental of space in the District of Columbia. However, the statutory or regulatory limitations on per diem rates or actual expense rates are equally applicable to contracts or purchase orders entered into by agencies for lodging or meals.

2. Certain reserve activities are authorized to buy meals for Naval reservists during multiple drills. Constraints on reservist eligibility and maximum price per reservist meals are contained in the references below.

References: B-195133, 60 Comp. Gen. 181, 19 JAN 81
40 U.S.C. 34 (1976)
BUPERSINST 1001.39 (series)

Subj: LUGGAGE

General Rule:

The purchase of luggage for employees or service members for carrying personal belongings while on official travel orders is generally not authorized. The prohibition is based on the principle that normally, the purchase of luggage is a personal expense. Not included in the prohibition are seabags issued to service members and briefcases, etc., furnished for the express purpose of carrying official documents associated with duties of the Service member or employee. Note that, generally, furnishing luggage as a travel expense is also prohibited.

Exceptions:

Where an employee is required by his official duties to perform extensive travel requiring luggage, a determination may be made that it would be unreasonable to require the employee to furnish luggage at his own expense. Thus, appropriated funds may be used to buy luggage for such employees performing excessive travel, but ONLY on the conditions that the luggage would become Government property, be stored in Government facilities, and not be used for any personal business. What constitutes excessive travel is not precisely defined. However, in the Comp Gen. case cited below, service members were on official travel 26 weeks each year. The Comptroller General did emphasize that purchase of luggage would be permitted only in highly unusual circumstances. It seems prudent that authority to approve the purchase of luggage under the highly unusual circumstances of excessive travel should be by a responsible official of the requesting activity.

References:

Comp. Gen. B-200154, Unpublished,
12 FEB 81

Subj: MEDICAL AND DENTAL CARE FROM CIVILIAN NON-FEDERAL SOURCES

General Rule: The purchase of medical or dental care for active duty or retired personnel and dependents is discussed under "Personal Services," Page 26-1. Payments for individual medical or dental services are paid directly by the activity receiving the services and do not involve the contracting function.

References: NAVCOMPT Manual, Volume 4, Chapter 8

Subj: MEMBERSHIP DUES

General Rule: The purchase of club, association, organization, etc., memberships which solely benefit individual Government employees or officers, and not their agency or activity is generally prohibited.

Exception: The use of appropriated funds for membership dues of an activity or agency is permissible if the membership contributes to the fulfillment of the mission of the activity or agency. The payment of membership dues for an individual is authorized only by specific appropriations, by express terms in a general appropriation, or in connection with employee training pursuant to 5 U.S.C. 4110.

References:

- 5 U.S.C. 5946
- 5 U.S.C. 4110
- 24 Comp. Gen. 814, 1945
- 31 Comp. Gen. 398, 1952
- 33 Comp. Gen. 126, 1953
- 57 Comp. Gen. 526
- 53 Comp. Gen. 429
- NAVCOMPT Manual, Volume 4, Chapter 8

Subj: NAVY EXCHANGE PURCHASES

General Rule: Navy Exchanges have not been established for purposes of selling goods and services to the Government. Navy Exchanges exist to help foster the morale and welfare of military personnel and their dependents. Providing regular Defense Department operating activities with goods and services is not directly related to that purpose and generally, is outside the scope of the Navy Exchange's proper functions. Sales by the Navy Exchange to appropriated fund activities is restricted. Use of the Navy Exchange funds by a Public Works activity is generally considered outside the scope of the Navy Exchange's proper function.

Exceptions: In cases of exigency, and Exchanges are in a position to furnish supplies when normal sources of supply are not available or cannot satisfy an urgent requirement.

Support Services for Commissary Stores. When approved by Navy Exchange Services Command (NEXCOM), support services for commissary stores may be obtained from exchanges in instances where mutual functions can best be accomplished by a single work force and:

1. The Navy Exchange is in a position to provide the services without interfering with its mission;
2. Providing the services will not impose an adverse economic impact on the Navy Exchange;
3. Profit from funds appropriated from Congress will not accrue to the Navy Exchange, and

Subj: NAVY EXCHANGE PURCHASES (Continued)

4. The services can be conveniently and economically performed by the Navy Exchange.

Laundry and Dry Cleaning Services.

Activities may obtain laundry and dry cleaning services from Navy Exchanges only when:

1. Appropriated funds are not used for maintenance of the equipment being used to furnish the services;
2. Profit from appropriated funds will not accrue to the Navy Exchange; and
3. The laundry and dry cleaning services are not available from private sources at a reasonable price.

Compliance with the above criteria must be documented for each case. In addition, all bills for Navy Exchange Laundry Service must contain a certificate in accordance with Navy Comptroller Manual, Volume 4, paragraph 046387.

Exceptions:

Procurement of supplies and services in a foreign country. DoD activities can purchase supplies and services from the Navy Exchange in foreign countries as long as they meet the following criteria:

1. The contract may not exceed \$50,000.
2. Supplies provided must be from the stock of exchange on hand as of the date of the contract.

Subj: NAVY EXCHANGE PURCHASES (Continued)

3. Contract may not provide for the procurement of services not regularly provided by that exchange store.

4. Quantity purchased will not jeopardize the Exchange customer.

5. Purchases limited to those items not normally stocked within the supply system on station.

6. Purchase made at most economical price.

7. No purchase of controlled items, such as those covered by public law.

8. Concurrence of the Exchange Officer.

9. Other provisions of governing directives remain in effect.

References:

10 U.S.C. 2423

10 U.S.C. 2424

CNO Washington DC Msg R300001Z APR 92

CNO Washington DC Msg 121251Z MAY 92

Subj: OZONE DEPLETING SUBSTANCES (ODS), Class I

General Rule: All contracts, delivery orders and purchase orders containing a requirement for, or a requirement that can only be met by the use of a Class I Ozone Depleting Substance (ODS) are subject to Section 326 of the FY 1993 Defense Authorization Act. The Act requires the approval of the Senior Acquisition Official (SAO) within the requiring activity (or the requiring activity chain of command) prior to award. The SAO approval must be in the format illustrated in NAPS 5210.002-71-91. The SAO approval is based upon a certification by an appropriate technical representative (ATR) that the specification or standard has been reviewed and contains a Class I ODS for which there is no known substitute.

Class approvals for the use of various ODS for specific applications have been executed by the hardware systems commands. If a procurement package includes a requirement for an ODS covered by a class approval, the approval number should be referenced in the requisition. All activities should be aware that these class approvals have expiration dates.

The burden for review and certification is on the Government; therefore, contractor certifications may not be substituted. NAPS clause 5252.210-9000 (NOTICE TO OFFERORS --USE OF OZONE DEPLETING SUBSTANCES), however, may be included in RFPs, when appropriate, to encourage offerors to bring the existence of ODS to the Government's attention. Activities are advised to discontinue using unauthorized ODS clauses, especially if the clauses create a burden for contractors. Contracting Officers may assume (unless they have knowledge to the

Subj: OZONE DEPLETING SUBSTANCES (ODS), CLASS I (Continued)

contrary) that no Class I ODS is required if neither an approval nor a determination is included in the procurement package.

Exceptions:

1. Section 326 does not apply to requisitions from the stock system.
2. If commercial items are being procured in accordance with contractor specifications, then the Government need only review the requirement for ODS if the Government adds technical requirements to the contractor specifications. This is because the Government would only control the specifications for the requirement if the Government added technical requirements to the commercial specifications. This exemption, however, does not apply to the procurement of known ODS substances. Compliance with ODS guidance is of special interest to the Naval Audit Service. Therefore, activities should be conservative when identifying items as commercial.

References:

NAPS 5210.002
DOD Specifications Referencing the Use of
ODS (Distributed by NAVSEA 03V)
NAVSUP Policy Ltrs 94-03/94-03 R1

Subj: PERSONAL SERVICES

General Rule: Contracting for personal services may circumvent congressionally imposed limitations on personnel ceilings or may violate the Veterans Preference Act and the Civilian Personnel Classification Act. Some of the elements which may point toward services personal in nature are:

- (a) Contractor performance is required on a Government site;
- (b) Principal tools and equipment are furnished to the contractor by the Government;
- (c) Services are to be applied directly to an integral effort of the agency or any organizational subpart in furtherance of assigned function or mission.
- (d) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel;
- (e) The need for the services can reasonably be expected to last beyond one year;
- (f) The nature of the services or the manner in which the services are provided reasonably requires, directly or indirectly, Government direction or supervision of the contractor's employees.

Of the above six elements, the last, (supervision or direction of contractor's employees) is the most critical and far exceeds all others in importance. In short, a contract which in effect creates an employer-employee relationship is a contract for personal services and may not

Subj: PERSONAL SERVICES (Continued)

be entered into by a Navy contracting officer.

Exceptions:

1. A personal services contract may be used to provide direct health care services approved by BUMED in accordance with BUMED Instruction 4283.1 (series). Health care contracting will be used to satisfy beneficiary needs in the following circumstances:

(a) When efforts to reprogram resources have been exhausted;

(b) When a need for health care resources or services is recognized and health care contracting is the optimum solution;

(c) When the cost for alternative care presently available exceeds the estimated cost of contracted care;

(d) When the contracted care does not conflict with the primary readiness mission;

(e) When funding is available.

DFARS 237.104(b)(ii) provides the policy and procedures for the acquisition by contract, pursuant to 10 U.S.C. 1091, of the personal direct health care services from individuals or firms.

2. A personal services contract may be used when authorized by an appropriation or other statute in accordance with 5 U.S.C. 3109.

NAVSUPINST 4200.85C

Subj: PERSONAL SERVICES (Continued)

References: Lodge 1858 AFGE v. Webb (580 F. 3d 496);
 March 1978 (cert. denied U.S. Supreme
 Court October 1978)
 FAR 37.104
 DFARS 237.104
 5 U.S.C. Section 3109
 BUMEDINST. 4283.1 (series)

26-3

Enclosure (2)

Subj: PESTICIDES

General Rule:

Purchase request for pesticides should indicate approval has been granted by the cognizant Pest Management Consultant (PMC) at the appropriate Naval Facilities Engineering Command Division (NAVFACENGCOM). Activities shall make every effort to use pesticides found in the standard stock system before requesting open purchase authority.

The requisitioner is responsible for obtaining the required approval before submission of the purchase request to the contracting officer.

The term "pesticides" includes any substance or mixture of substances that destroys or repels pests; any substance or mixture of substances used as a plant regulator, defoliant, or desiccant.

Exceptions:

None.

References:

OPNAVINST 6250.4 (series)
ALSO SEE "HAZARDOUS MATERIAL"

Subj: PLAQUES, ASHTRAYS, CHRISTMAS CARDS, PAPERWEIGHTS, AND OTHER MEMENTOS AS GIVE-AWAY ITEMS

General Rule:

The use of appropriated funds to buy give-away items such as plaques, cuff links, bracelets, ashtrays, Christmas Cards, paper-weights, cigarette lighters, novelty trash-cans, keychains and similar mementos is generally prohibited. All such give-away items are viewed by the General Accounting Office (GAO) as personal gifts, the purchase of which does not constitute a necessary and proper use of appropriated funds. GAO has long held that appropriated funds may not be used to acquire items that are not specifically set forth in an appropriation act. The only exception is when there is a direct connection between such items and the purpose for which the appropriation was made, and if the item is essential to the carrying out of such purposes.

Exceptions:

Official Representation Funds. If a requiring activity has received an expense operating budget of official representation funds, the funds may be used to purchase mementos, of a nominal cost used in connection with official ceremonies, dedications or functions. Such mementos may not exceed \$200 in cost. The mementos must be command mementos such as plaques and not personal items. Such mementos will not be presented to DoD personnel. In all cases when items are presented within the authority of SECNAVINST 7042.7H, a complete record must be maintained by the authorization or sub-authorization holder to include the name of the recipient and the reason for the presentation.

Awards to Military Personnel.

Appropriated funds may be used to purchase medals, trophies, badges, and similar

Subj: PLAQUES, ASHTRAYS, CHRISTMAS CARDS, PAPERWEIGHTS, AND OTHER MEMENTOS AS GIVE-AWAY ITEMS (Continued)

devices for award to members of the armed forces, military units, or agencies for excellence in accomplishment or competition (excluding sports and welfare activities). The end of a tour of duty alone is not sufficient justification for presentation of a plaque, unless superior professional performance is being recognized concurrently. Badges or buttons are authorized in recognition of military personnel for special services, good conduct and discharge under conditions other than dishonorable.

Awards to Civilian Personnel.

Appropriated funds may be used to purchase plaques to be given to civilian employees as authorized awards for recognition of special contributions.

References:

Code of Federal Regulations (CFR) 451
DoD 1348.19 (series), Award of Trophies
and Similar Devices in Recognition of
Accomplishments
SECNAVINST 3590.4 (series), Award of
Trophies and Similar Devices in
Recognition
of Accomplishments
SECNAVINST 7042.7 (series), Guidelines For
Use of Official Representation Funds
55 Comp Gen 346
U.S. General Accounting Office, Office of
General Counsel, Principals of Federal
Appropriation Law, 2'nd Ed, Jul 91,
Vol 1, Chap 4, Section 8

Subj: PLASTICS ABOARD SHIP

General Rule:

The purchase of plastic, plastic products and packaging material containing plastic is discouraged for use aboard ship. The Marine Plastic Pollution Research and Control Act of 1987 (Public Law 100-220) implements Prevention of Pollution from Ships as modified by the Protocol of 1987 (MARPOL73/78). The Act restricts overboard discharge of all solid waste near coasts; and prohibits discharge of plastics worldwide. The Act also requires the Navy to fully comply by 31 December 1998 for surface vessels. Fleet Commanders have instructed all ships to segregate plastic waste from nonplastic waste and store the plastic waste onboard for disposal and/or recycling ashore. The Act requires ships to store noncontaminated plastic waste for 20 days, and to store food-contaminated plastic waste for the last 3 days at sea. "Violation is a felony."

To reduce the amount of plastic waste generated at sea, the Office of the Chief of Naval Operations, issued the "Ships Guide for Shipboard Solid and Plastic Waste Management", June 1991. The guide provides available nonplastic alternatives for common plastic items and their NSN numbers. NAVSUP has established the PRIME Program Office to reduce plastic products intended for shipboard use and assist the fleet in complying with the Public Law.

The Technical Screening Expert System (TSES) distributed by NAVSUP 4243, contains the complete list from the Ships Guide. When a stock number containing plastic is requested, TSES provides the full description and stock number of the nonplastic alternatives. Technical

Subj: PLASTICS ABOARD SHIP (Continued)

Departments are encouraged to offer these nonplastic alternatives to ships to reduce the amount of plastic waste generated at sea.

Exceptions: None

References: Public Law 100-220
MARPOL Treaty
OPNAVINST 5090.1 (series)
NAVSUPINST 4030.54 (series)
CINLANTFLT INST 5090 (series)

Subj: POST OFFICE BOX RENTAL

General Rule: Charges for post office box rental are handled by the following procedure. Upon receipt of the Box Rent Due (Post Office Notice (PON) 32), the renting activity will forward the PON-32 to the local disbursing officer certified for payment, and will furnish all the required accounting data including the appropriation current for the fiscal year to which the rental applies. The disbursing officer will then prepare NAVCOMPT Form 2277 and attach the PON-32. No payee certificate is required. Note that the rent is paid in advance, annually for each fiscal year. The check is drawn to the order of the Postmaster.

Exceptions: None.

References: NAVCOMPT Manual, Volume 4, Chapter 8

Subj: PRINTING AND DUPLICATION

General Rule: Contracting activities are not authorized to purchase printing or duplication services unless specifically approved in writing by the cognizant office of the Defense Printing Service (DPS). All questions concerning definitions of printing, duplicating, etc., should be referred to DPS.

DPS facilities located in non-U.S. countries are authorized to contract (with delegated procurement authority from the cognizant purchasing activity) for printing which both originates in and delivers to non-U.S. locations. Printing procurement in the U.S. is strictly controlled and must be forwarded to the Government Printing Office (GPO). DPS is the only authorized conduit to the GPO for the DON.

DPS is the final Navy authority concerning the applicability of the above provisions.

Exceptions:

1. "Off the shelf" publications produced by commercial concerns and regularly carried as stock items or commercial use are not considered "printing" and are not governed by the above provisions.
2. Commercial manuals (such as manuals accompanying commercially available bulldozers) are also excluded from the above provisions.

References:

- FAR Subpart 8.8
- NAPS 5208.8
- JCP Congress of the U.S. #26, dtd FEB 90
- PL 102-392, Section 207, dtd 06 OCT 92
- DoD Directive 5330.3 (series)
- NAVSO P35

Subj: PURCHASE FROM GOVERNMENT EMPLOYEES OR BUSINESSES OWNED OR CONTROLLED BY GOVERNMENT EMPLOYEES

General Rule: Purchases from government employees (military or civilian) or from business organizations substantially owned or controlled by Government employees are generally prohibited. For purposes of this prohibition, the question of whether a business organization is "substantially owned or controlled" by Government employees must be made on a case-by-case basis. Where a business is owned or employee's household, the Government employee is obligated to make full disclosure and to disqualify himself or herself from all aspects of the procurement. Doubtful cases should be referred for advice to the cognizant Counsel servicing the purchasing activity.

Exceptions: In the case of most compelling reasons, such as cases where the needs of the Government cannot reasonably be otherwise supplied, the contracting officer must refer the case to the Head of the Contracting Activity (HCA) via the cognizant regional contracting activity. Only the HCA can approve the requested exception to the general prohibition. For activities exercising NAVSUP contracting authority, the HCA is Commander, Naval Supply Systems Command.

References: FAR 3.601
NAPS 5203.602

Subj: REPROGRAPHIC EQUIPMENT

General Rule: The purchase, lease, rental, trial, replacement, or change in rental or lease plan of reprographic equipment is not authorized unless the requestor has complied with the requirements of the Navy Reprographic Equipment Program. The requestor must obtain written approval from the cognizant Defense Printing Service Office (DPSO) for all shore copying equipment with speeds of 71 or more copies per minute. The letter of approval must be annotated on the purchase request, as well as on the contract document, purchase order, or delivery order. The cognizant DPSO is the office normally servicing your activity. Your servicing DPSO can generally provide historical data, and upon request can provide copier cost data.

NAVSUPINST 5600.24, Shipboard Copier Program (SCP, provides information, guidance, and procedures for shipboard reprographics. No written approval is required from DPSO under the SCP.

Reprographic Equipment consists of:

- Copiers and high-speed copiers
- Diazo process equipment (ozalid, blueprint, etc.)
- Laser printers (which produce 20 copies per minute or more)
- Duplicating equipment (offset, ditto, mimeograph, electrostatic copier-duplicator)
- Plate-makers or master-makers
- Bindery and related equipment used in conjunction with reproduction and duplicating equipment only (power-operated collating, cutting, drilling, folding, punching, and stitching machines).

NAVSUPINST 4200.85C

Subj: REPROGRAPHIC EQUIPMENT (Continued)

Requirements for copiers, parts, and supplies/consumables (excluding paper) for all ships and crafts of the US Navy, US Fleet Marine Forces and selected ships of the Military Sealift Command are to be ordered from GSA contracts.

Exceptions:

Not applicable to Marine Corps activities, except for requirements for high-speed copiers with speeds of 71 or more copies per minute, and Afloat unit requirements.

References:

SECNAVINST 5600.22 (series)
OPNAVINST 5600.21 (series)
NAVPUBINST 5600.44 (series)
NAVSUPINST 5600.24 (series)

Subj: SENSITIVE COMPARTMENTED INFORMATION IN CONTRACTS

General Rule: Negotiations that will include requirements for contractor access to Sensitive Compartmented Information (SCI) shall not begin unless the customer has coordinated the requirement with Commander, Naval Intelligence Command (COMNAVINTCOM), Code ONI-532.

Exceptions: None.

Reference: NAVINTCOMINST 5540.1 (series)

Subj: SERVICE CONTRACTS CROSSING FISCAL YEARS

General Rule: Service contracts funded with annual appropriations should generally not cross from one fiscal year to the next.

Exceptions:

1. DFARS 237.106 lists six exceptions to this general prohibition.
2. Additionally, current fiscal year annual appropriations may be used to fund a service contract entirely, even though the contractor is required to perform at least a portion of the services in the subsequent fiscal year provided the acquisition meets the following criteria:

(a) There is a bona fide need for the services in the fiscal year of contract;

(b) The services cannot feasibly be subdivided;

(c) There is a bona fide intent that the contractor shall commence work in the current fiscal year and perform the contract without unnecessary delay.

References:

- FAR 37.106
- FAR 32.703-2
- FAR 32.703-3
- DFARS 237.106

Subj: SHIPBOARD HABITABILITY EQUIPMENT, INCLUDING FURNITURE,
LAUNDRY/DRY CLEANING AND FOOD SERVICE EQUIPMENT

General Rule: Only furniture, laundry and dry cleaning, and food service equipment in the following categories may be procured for installation in afloat units:

1. Furniture found in S9600-AD-GTP-010, US Navy Shipboard Furniture Catalog, with Change A;
2. Laundry and dry cleaning equipment found in S6152-B1-CAT-010, Navy Laundry and Dry Cleaning Catalog;
3. Food service equipment found in S6161-Q5-CAT-010, The Shipboard Food Service Equipment Catalog; and
4. Habitability equipment as discussed above, manufactured in accordance with Navy standard and hull type drawings, military, federal, or authorized commercial specifications, and/or proven by certified test and evaluation or approved and controlled shipboard performance testing use.

Exceptions: None, unless review and approval has been obtained prior to procurement, from the Life Cycle Equipment Manager (LEM) at the Ship Systems Engineering Station, Carderock Division, Naval Surface Warfare Center (NSWC SSES 9724).

References: NAVSURFWARCEN SHIPSYSENGSTA Philadelphia, PA, 251930A, JUN 93

NAVSUPINST 4200.85C

Subj: TELEPHONE EQUIPMENT AND SERVICES

REFER TO FIP GUIDE - ENCLOSURE (4)

37-1

Enclosure (2)

Subj: TRAINING

General Rule:

Training which is regularly scheduled, open to the general public and priced the same for everyone, should be authorized and obtained by the training officer on a Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556). Such action does not involve the contracting function.

In the case of training which is to be developed for and attended by only Navy personnel military and/or civilian), the authorized contracting officer may contract for the course on behalf of and as requested by the training officer.

Exceptions:

None.

References:

NAVCOMPT Manual, Volume 4, Chapter 8

Subj: TRANSPORTATION

General Rule: The purchase of transportation is not a purchase of supplies or services to be made under the Armed Services Procurement Act. Buying transportation is a function of your activity material transportation officer who may issue a Government Bill of Lading (GBL) to effect movement of supplies.

Non-administrative material. Where appropriate, the use of commercial forms and procedures vice GBL is authorized. Under normal circumstances, the activity transportation officer will process these requirements. If you have no transportation officer and need assistance in the details of using commercial forms and procedures in transportation, contact:

Navy Material Transportation Office
Code 02, Suite 600
1837 Morris Street
Norfolk, VA 23511-3492

DSN 564-1095
COM (804) 444-1095

Administrative Material (books, reports, drawings, etc.) will be shipped by the U.S. Postal Service (USPS) whenever possible. When use of the USPS is not possible due to size/weight restrictions and a commercial carrier must be used, the procedures are as follows:

For each shipment, the activity requesting the shipment will prepare a Requisition and Invoice/Shipping Document (DD Form 1149). The DD Form 1149 must cite a Procurement Instrument Identification Number (PIIN) vice a requisition number. The letter "W"

Subj: TRANSPORTATION (Continued)

should be inserted in the ninth position of the PIIN. Even though a PIIN is assigned, this procedure is purely a transportation function and not a procurement action. A DD Form 1155 should not be used under this procedure.

Exceptions: - None.

References:
NAVSUP Manual Volume 5
NAVSUPINST 4600.70 (series) Military
Traffic Management Regulation
DoD 4500.32R (series) Military Standard
Transportation and Management Procedures
(MILSTAMP), Vol. I & II

Subj: UNIFORM ITEMS

General Rule: Uniform items that are part of the seabag are issued to Navy personnel upon enlistment and are to be replaced by the member with an annual cash allowance (Clothing Replacement Allowance). Therefore, seabag items will not be purchased with OPTAR funds except as provided below. Organizational or personal protective clothing (aiguillettes, special safety shoes, disposable coveralls, etc.) is the property of the organization, remains with the organization and is paid for with OPTAR funds.

- Exception:
1. Seabag items can be issued or replaced as work clothing and procured using OPTAR funds for mess management specialists (e.g. tee-shirts, trousers, caps, aprons), and for personnel whose work is of a destructive nature to clothing (e.g. cleaning fuel oil tanks, entering boilers, decontamination work).
 2. Shoulder Sleeve Unit Identification Marks. Initial provision is free to each attached member and paid with OPTAR funds.
 3. Nametags are optional uniform items. Appropriated funds may be utilized to purchase employee identification tags when a command determination is made justifying that their use is reasonably necessary for mission accomplishment. As with organizational clothing, these items are the property of the organization and remain with the organization. See coverage on "Employee Identification Tags."
 4. Identification badges available through the supply system (e.g., Chief Master at Arms) are to be purchased with OPTAR funds.

NAVSUPINST 4200.85C

Subj: UNIFORM ITEMS (Continued)

Other identification badges (e.g., Presidential service, JCS or locally designed badges) are not to be purchased with OPTAR funds.

References:

U.S. Navy Uniform Regulations (NAVPERS
15664 (series))
31 U.S.C. 1301(a)
37 U.S.C. 415
B-237236, 69 Comp. Gen. 129, 11 DEC 89
NEXCOMINST 10120.10 (series)

Subj: VISUAL INFORMATION EQUIPMENT AND MATERIAL

General Rule:

IAW OPNAVINST 5290.1A, uncontrolled duplication and proliferation of Visual Information (VI) equipment and material, within the Navy, is prohibited. Acquisition of VI equipment must be approved by the appropriate Major Claimant Visual Information Management Office (MCVIMO) as noted below. The Chief of Naval Operations (N09C4) maintains a listing of designated MCVIMO's only. (See Points of Contact).

Only authorized Navy Visual Information Activities possessing a Defense VI Activity Number (DVIAN) may acquire production VI equipment (See Definitions). Requests for production VI equipment, or non-production/non-professional VI equipment exceeding the thresholds below, must be forwarded through the chain of command to the appropriate MCVIMO for approval. The MCVIMO must certify that acquisitions are in accordance with activity authorizations prescribed by OPNAVINST 5290.1A. Acquisitions exceeding Navy VI Activity Authorizations must be endorsed by the MCVIMO and forwarded to CNO (N09C4) for approval.

Exceptions:

1. Navy activities may acquire non-production/non-professional consumer type VI equipment such as 35mm film based photographic camera systems costing less than \$1,000; projection equipment, audio/video recorders/players costing less than \$5,000; video camera-recorder (CAMCORDER) systems costing less than \$5,000; high end digital photographic cameras costing less than \$5,000; and digital photographic printers costing less than \$10,000 with a total digital photographic system cost not to exceed \$50,000 unless prohibited by the MCVIMO or local command instructions.

Subj: VISUAL INFORMATION EQUIPMENT AND MATERIAL (Continued)

Commander Naval Air Systems Command (COMNAVAIRSYSCOM) provides centralized acquisition management for Aircraft Carrier (CV) photo lab digital imaging systems only. Acquisition of centrally procured CV photo lab digital VI imaging equipment and systems by activities other than COMNAVAIRSYSCOM is prohibited.

Acquisition of digital imaging equipment and systems as well as non-digital VI systems and equipment for CV photo labs must be approved by the appropriate MCVIMO IAW OPNAVINST 5290.1A.

2. Visual Information Equipment:

a. Acquired and distributed by the Navy Motion Picture Service;

b. Embedded in non-VI systems, which cannot be separated or operated to perform a VI function outside the system;

c. Purchased with non-appropriated or morale welfare recreational funds including entertainment systems;

d. Used solely to support research, development, test and evaluation (RDT&E) programmed mission requirements;

e. Procured by and for Navy Broadcast Service and "Navy News This Week;"

f. Used by administrative offices only for identification (ID) purposes, or;

g. Dedicated to Pilot Landing Training (PLAT) System, secure flight crew briefing systems and meteorological information systems.

Subj: VISUAL INFORMATION EQUIPMENT AND MATERIAL (Continued)

3. Timing and synchronization apparatus related to instrumentation recording.
4. Radiographic equipment (industrial, medical and dental (x-rays)).
5. Office-related support equipment including: word processing equipment; transcribing and intercom equipment; telephone answering devices; xerographic equipment; and microform production and using (viewing and printing) equipment.
6. Surveillance and monitoring systems including closed-circuit television (CCTV) used for security, safety inspection, testing and medical life-supporting purposes.
7. Audio addressing or paging systems.
8. Historical VI equipment preserved by museums.
9. Photo-mechanical reproduction equipment (lithographic) and graphic arts equipment only for the production of illustrations, graphs, or charts produced for the sole purpose of printing in a publication through a lithographic process. Equipment which supports both printing and graphic arts is not excluded.

Definitions:

1. Visual Information (VI) Equipment (OPNAVINST 5290.1A):

a. Production. Items used for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of VI. Includes professional still, motion picture and video cameras; editing equipment, telecine equipment, audiotape and cassette duplicators; computer

Subj: VISUAL INFORMATION EQUIPMENT AND MATERIAL (Continued)

generated graphics systems; film and paper processing equipment photographic printers.

b. Non-production. Items used to maintain, repair, store, retrieve, exhibit or otherwise provide for the use of VI products. Includes videotape/disc players and television monitors; interactive video equipment; slide, film strip; motion picture, overhead, opaque and video projectors.

2. Centrally Procured (JOINT PUB 1-02). Procurement of material, supplies, or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component, or, in the case of single managers, for the military departments as a whole.

3. Visual Information (VI) (OPNAVINST 5290.1A). Use of one or more of the various visual media with or without sound. VI includes still and motion picture photography, video recording with or without sound, graphic arts, visual aids, models, displays, visual presentation services, and the support processes.

4. Visual Information Management Office (VIMO) (OPNAVINST 5290.1A). A staff office at the CNO, Major Claimant, major command (MCVIMO) or other management level, which prescribes and requires compliance with policies and procedures and reviews operations.

5. Visual Information System (OPNAVINST 5290.1A). Equipment or a group of

Subj: VISUAL INFORMATION EQUIPMENT AND MATERIAL (Continued)

equipment (including IVD and/or visually based equipment) which performs a VI function, produces a VI product, or provides a VI service.

6. Interactive Videodisc System (IVD) (OPNAVINST 5290.1A). A visual medium for the integration of videodisc or compact disc with computer technologies to provide a high degree of interaction between the student and the instructional program. IVD uses a computer driven videodisc or compact disc player to randomly access selected sequences of frames to present visually based interactive courseware.

Points of Contact: For Contracting Offices and Major Claimant Visual Information Management Offices:

Visual Information Equipment Policy Officer, CNO (NO9C4), (202)433-4091; DSN 288-4091; FAX (202) 433-5074.

References: See Definitions.

Subj: VISUAL INFORMATION-AUDIOVISUAL PRODUCTION INCLUDING INTERACTIVE VIDEO ACQUISITION

General Rule: Acquisition of Audiovisual (AV) production including Interactive Video (IVD) in the Federal Government is prohibited, regardless of cost or application, except as noted below.

Office of Federal Procurement Policy Letter No. 79-4 prescribes a uniform Government-wide system for contracting for AV production. The system is mandatory for use by all executive departments and agencies of the Federal Government.

The Federal Uniform Audiovisual (AV) production Contracting System must be used for competitive procurement of all AV production, including IVD, within Department of Navy (DON).

The Naval Media Center (NMC) is the primary Contracting Activity in DON authorized to procure AV production or AV scripts and production for all Navy, Marine Corps activities and other Department of Defense components under the mandatory system.

Requirements for AV production, including IVD, must be submitted IAW OPNAVINST 5290.1A through the chain of command to the Major Claimant Visual Information Management Office (MCVIMO) and endorsed by that office, prior to forwarding to Chief of Naval Operations (CNO) (N09C4) for approval as part of the Navy Annual VI Production Program. Marine Corps activities must submit AV production requirements through the chain of command to Commanding General, Marine Corps Combat Development Command (CGMCCDC (TE35VIM)) for approval and forwarding to CNO (N09C4) for assignment to NMC for acquisition.

Subj: VISUAL INFORMATION-AUDIOVISUAL PRODUCTION INCLUDING INTERACTIVE VIDEO ACQUISITION (Continued)

All requirements for new AV productions must be preceded with a Defense Automated Visual Information System (DAVIS) Subject Search and accompanied by completed DD Form 1995 (JUL 92 Edition), a proposed distribution plan, certification of availability of funding.

Exceptions:

Exceptions to this policy for Navy activities may be approved by CNO (N09C4) on a case-by-case basis when:

1. In research and development of weapons systems and similar contracts, the AV production is a provision of the contract for status reporting or new equipment training;
2. In material contracts, the AV production is not the principal purpose of the contract, but related to and acquired as part of the material being purchased;
3. In mixed media contracts, the non-VI material (such as print) will cost more than 50 percent of the total contract cost;
4. In curriculum development contracts (such as instructional systems development), the requirement will justify the award of the contract to a qualified curriculum development contractor, rather than a producer, unless the cost of the production exceeds 50 percent of the total contract cost for an individual curriculum;

NOTE: Requests for exceptions to the above policy will require submission of the approved instructional system development analysis.

Subj: VISUAL INFORMATION-AUDIOVISUAL PRODUCTION INCLUDING INTERACTIVE VIDEO ACQUISITION (Continued)

5. In recruiting programs, the AV productions are integral to an overall advertising agency contract;

6. In purchasing VI production services to augment in-house VI production capabilities, the cost of such services is less than 50 percent of total contract cost for an individual production;

7. Audiovisual productions are made by an in-house VI production activity which has been converted to Government-Owned Contractor Operated (GOCO) contract following a Commercial Activities Cost Analysis, and;

8. Off-the shelf proprietary commercial VI productions are purchased, leased or rented. (See also: Acquisition of Commercial Off-The-Shelf Visual Information Productions.)

Definitions:

1. Audiovisual Production (AV) (OPNAVINST 5290.1A). An AV production is distinguished from other VI productions by the combination of motion media with sound in a self contained, complete presentation, developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. Includes Interactive Videodisc (IVD). (See "VI Production" for the definition of all other forms of production.)

2. Commercial VI Production (OPNAVINST 5290.1A). A completed VI production, purchased off-the shelf, i.e., from the stocks of a vendor.

Subj: VISUAL INFORMATION-AUDIOVISUAL PRODUCTION INCLUDING INTERACTIVE VIDEO ACQUISITION (Continued)

3. Defense Automated Visual Information System (DAVIS) (OPNAVINST 5290.1A). A standard DoD-wide ADP system for VI management purposes at DoD component and major command levels. It includes a production data base covering production, acquisition, inventory, distribution, product status, and archival control of AV productions and VI materials; and a VI facilities database that includes activities, facilities, personnel and funds.
4. Interactive Videodisc System. (See p. 43-4).
5. Visual Information (VI). (See p. 43-4).
6. VI Management Office (OPNAVINST 5290.1A). A staff office at the CNO, major claimant (MCVIMO), major command or other management level, which prescribes and requires compliance with policies and procedures and reviews operations.
7. VI Production (OPNAVINST 5290.1A). The process of combining or arranging any separate audio or visual product(s) in continuity in a self-contained, complete presentation that is developed according to a plan or script for conveying information to, or communicating with, an audience. A VI product is also the end item of the production process. The special kind of VI production that combines motion media with sound is further defined as "AV" production. Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources; i.e.; in-house

Subj: VISUAL INFORMATION-AUDIOVISUAL PRODUCTION INCLUDING
INTERACTIVE VIDEO ACQUISITION (Continued)

or contract production, off-the-shelf purchase, or adoption from another Federal agency.

8. VI Products (OPNAVINST 5290.1A). VI media elements such as motion picture and still photography (photographs, transparencies, slides and film strips), graphic arts (including computer generated products), models, and exhibits. The "VI production" is a unique form of VI product and usually is addressed separately.

Point of Contact: For Major Claimant
Visual Information Management Offices:

Visual Information Production Policy
Officer, CNO (N09C4); (202)433-2141; DSN
288-2141.

References: See Definitions.

Subj: VISUAL INFORMATION-ACQUISITION OF COMMERCIAL OFF-THE-SHELF VISUAL INFORMATION PRODUCTIONS

General Rule: Procurement of commercial off-the-shelf Visual Information (VI) productions is usually conducted as a non-competitive acquisition. Justification must be submitted to contracting officials in accordance with this instruction.

Procurement of VI productions, must be preceded by a Defense Automated Visual Information System (DAVIS) subject search to insure that the specific title or an acceptable substitute is not already available from Navy, DoD or other Government sources and completion of a DD Form 1995, in accordance with OPNAVINST 5290.1A.

The following rental/lease of commercial "off-the-shelf" VI productions may be approved by the commanding officer to support a specific and temporary local requirement or program:

1. Rental fee does not exceed \$300.00 per title;
2. Usage period does not exceed 90 days; and
3. Rental/lease agreement does not contain an "option to buy" clause.

Requirements not meeting these criteria must be approved by the Major Claimant Visual Information Management Office (MCVIMO).

The following acquisition of Commercial Off-The-Shelf VI productions may be approved by the MCVIMO:

Subj: VISUAL INFORMATION-ACQUISITION OF COMMERCIAL OFF-THE-SHELF VISUAL INFORMATION PRODUCTIONS (Continued)

1. Purchase price does not exceed \$5,000.00 per title;
2. Quantity does not exceed 15 copies per title: and
3. Productions do not have joint interest or Navy-wide application.

Note: MCVIMO's may approve procurement of one copy of a commercial off-the-shelf VI production which has joint interest or Navy-wide application for preview providing it is concurrently submitted for review IAW OPNAVINST 5290.1A.

Requirements not meeting these criteria must be forwarded to Chief of Naval Operations (CNO N09C4) for approval before forwarding to Commander, Naval Media Center (NMC) for acquisition.

Exceptions: None.

Definitions: See Page 42-3

References: Visual Information/Audiovisual (AV) Production Including Interactive Video (IVD) Acquisition, Page 42-1
OPNAVINST 5290.1 (series)

Subj: WITHDRAWAL OF TAX-FREE ETHYL AND SPECIALLY DENATURED ALCOHOL

General Rule: The award of contracts for the withdrawal of tax-free and specially denatured alcohol is not authorized unless a permit from the Bureau of Alcohol, Tobacco and Firearms has been issued.

1. Contracting activities are authorized to use the permits listed below for withdrawal of tax-free ethyl alcohol and specially denatured alcohol for delivery to receiving officers at any Navy activity within the continental United States. In the event that the successful offeror in a contract is not listed, the contracting activity will promptly notify the Naval Supply Systems Command, Deputy Commander for Contracting Management. The Naval Supply Systems Command will forward a photocopy of the appropriate permit to the new supplier.

LIST OF BLANKET PERMITS ISSUED BY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS TO THE DEPARTMENT OF THE NAVY, NAVAL SUPPLY SYSTEMS COMMAND, TO PROCURE TAX-FREE ETHYL ALCOHOL AND SPECIALLY DENATURED ALCOHOL FROM QUALIFIED DISTILLED SPIRITS PLANTS OR BONDED DEALERS FOR DELIVERY TO ANY NAVAL FACILITY WITHIN THE CONTINENTAL UNITED STATES.

<u>PERMIT NUMBERS</u> (Ethyl Alcohol)	<u>PERMIT NUMBERS</u> (Specially Denatured)	<u>FIRMS ISSUED COPIES</u>
US-TF-54	US-SDS-12	Union Carbide Corporation Div. Union Carbide Chemicals Co. Texas City, Texas
US-TF-55	US-SDS-13	Union Carbide Corporation Div. Union Carbide Chemicals Co. (Blaine Island) So. Charleston, West Virginia

Subj: WITHDRAWAL OF TAX-FREE ETHYL AND SPECIALLY DENATURED ALCOHOL (Continued)

<u>PERMIT NUMBERS</u> (Ethyl Alcohol)	<u>PERMIT NUMBERS</u> (Specially Denatured)	<u>FIRMS ISSUED COPIES</u>
US-TF-56	-----	U.S. Industrial Chemicals Co., Div. of National Distillers and Chemical Corp. Boston, Massachusetts
US-TF-57	US-SDS-14	U.S. Industrial Chemicals Co., Div. of National Distillers and Chemical Corp. Newark, New Jersey
US-TF-58	US-SDS-15	U.S. Industrial Chemicals Co., Div. of National Distillers and Chemical Corporation New Orleans, Louisiana
US-TF-59	US-SDS-16	U.S. Industrial Chemicals Co., Div. of National Distillers and Chemical Corporation, Anaheim, California
US-TF-60	US-SDS-24	U.S. Industrial Chemicals Co., Div. of National Distillers and Chemical Corporation Tuscola, Illinois
US-TF-63	US-SDS-20	Publicker Industries, Inc. Philadelphia, Pennsylvania

Subj: WITHDRAWAL OF TAX-FREE ETHYL AND SPECIALLY DENATURED ALCOHOL (Continued)

<u>PERMIT NUMBERS</u> (Ethyl Alcohol)	<u>PERMIT NUMBERS</u> (Specially Denatured)	<u>FIRMS ISSUED COPIES</u>
US-TF-66	US-SDS-21	Publicker Chemical Corp. Gretna, Louisiana
-----	US-SDS-22	Eastman Chemical Products, Inc. Longview, Texas
US-TF-64	US-SDS-25	Shell Chemical Corporation Sewaren, New Jersey
US-TF-65	-----	Easo Standard Oil Company East Baton Rouge, LA.
US-TF-67	US-SDS-23	Enjay Chemical Company Div. of Humble Oil and Refining Company 84 Lafayette Street Carteret, New Jersey

2. Under the Bureau of Alcohol, Tobacco and Firearms regulatory control procedures, on receipt of a shipment, the Receiving officer shall inspect the shipment for any loss or deficiency. In the case of loss or deficiency, the agency shall annotate the receiving document and forward a copy to the ATF director of the ATF region from which the shipment was consigned.

Exceptions: None.

References: 20 CFR 20.241, Subpart N
22 CFR 22.171, Subpart N