



DEPARTMENT OF THE NAVY

FLEET AND INDUSTRIAL SUPPLY CENTER
1942 GAFFNEY STREET, SUITE 100
PEARL HARBOR, HAWAII 96860-4549

IN REPLY REFER TO:

15 March 2004

From: Commanding Officer, Fleet and Industrial Supply Center, Pearl Harbor
To: (See Distribution)

Subj: SUBMISSION OF ACTIVITY RECURRING REQUIREMENTS AND
REQUISITIONS CITING EXPIRING FY 2004 FUNDS

Ref: (a) NAVSUPINST 4200.84C

Encl: (1) Justification for Urgent Acquisitions less than \$100,000
(2) Justification for Sole Source Acquisitions less than \$100,000
(3) Justification for Urgent or Sole Source Acquisitions \$100,000 or More

1. As provided for in reference (a) and to provide you the most efficient and responsive acquisition service possible, we request that you adhere to the following submission deadlines for requirements and requisitions citing expiring Fiscal Year (FY) 04 funds. The dates identified below, for the dollar thresholds indicated, have been established to ensure that through our joint planning and cooperation your acquisition needs will be satisfied. The Processing Time Goal (PTG) for each dollar threshold category is provided below for your planning purposes:

ACTION/DOLLAR THRESHOLD	CUT-OFF DATE	PTG
Up to \$2,500 (Only for those requirements not eligible for purchase with the Government Purchase Card – See NAVSUP INST 4200.94 of 29 June 99)	6 Aug 04	10 Days or by 30 Sep 04
\$2,500 to \$25,000	6 Aug 04	15 Days or by 30 Sep 04
\$25,000 to \$100,000	30 Jul 04	30 Days
Exercise of Contract Options	2 Jul 04	By 16 Sep 04
New/Recurring Requirements \$100,000 to \$1,000,000	30 Apr 04	150 Days
New/Recurring Requirements \$1,000,000 and over (Open Market)	2 Apr 04	150 – 183 Days
GSA (Services over \$100,000)	27 Aug 04	30 Days
GSA/UNICOR (Supply items (Any \$ Amount) and Services up to \$100,000)	27 Aug 04	10 Days or by 26 Sep 04
Maintenance Renewals (up to \$100,000)	4 Jun 04	By 23 Sep 04
Delivery Orders (other than GSA)	13 Aug 04	By 26 Sep 04

FOR ALL REQUIREMENTS

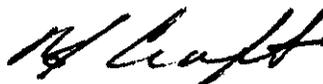
*Request the Statement of Work/Specifications plus funding document be submitted via e-mail
Request e-mail address of POC and all others who will need a copy of the award document.*

Note: Every effort will be made to process all requirements, time permitting.
Requisitions submitted after normal cut-off dates will be processed based upon priority and end of Fiscal Year time constraints. Every effort should be made to submit requirements within the established cut-off dates in order to ensure timely processing of requirements and obligation of funding.

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2. If your requirement for supplies or services is urgent or can be acquired from one (1) responsible source (SOLE SOURCE), you must comply with and submit either enclosure (1) or enclosure (2) in its entirety for procurements up to \$100,000. For urgent or sole source requirements that are anticipated to exceed \$100,000, you must comply with and submit enclosure (3) in its entirety. If you have any questions regarding these procedures, please contact one of the individuals identified in paragraph 5 below.
3. If at any time during the acquisition process it becomes apparent that your FY 04 expiring funds may be at risk, we will notify you and review all potential options to meet your requirement.
4. To further ensure that your requirements and expectations are met, we strongly encourage you to discuss them with our acquisition personnel at the earliest opportunity. This is of particular importance for all requirements that are anticipated to exceed \$25,000 because these requirements must be publicized in Federal Business Opportunities for at least 15 days before any award action can be pursued. Our acquisition specialists will work with you to provide advise and assist you to ensure that your requirements are processed in the most efficient and expeditious manner possible. Please remember that you do not need to have your approved funding document in your possession to discuss the acquisition or your procurement options with us.
5. For additional information please contact one of the following:

CDR Michael Craft, Code 200	473-7551 (Any Issues/Guidance)
Mr. Bruce Powers, Code 200A	473-7585 (Any Issues/Guidance)
Mr. Stephen Durrett, Code 201	473-7566 (Fleet Support)
Ms. Bernadette Del Rosario Simmons	474-4100 (Shipyard)
Ms. Sharon Gault, Code 203	473-7505 (Shore Commands)
Ms. Paulette Mesiona	473-7572 (A-76/NMCI)
Mr. Stephen Durrett	473-7566 (PMRF)



M. J. CRAFT
By direction

Distribution:
See attached listing