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From: Commander, Navy Reserve Force

Subj: NAVY RESERVE LOGISTICS SUPPORT HANDBOOK

Encl: (1) Navy Reserve Logistics Support Handbook

1. Purpose. To provide a consolidated, authoritative source of logistic support procedures for use by Navy Reserve activities. This instruction should not be construed as superseding directives issued by higher authority. This instruction is a complete revision and should be read in its entirety.
2. Cancellation. COMNAVRESFORINST 4000.1E.
3. Format. The contents of this publication are five independent sections. Where applicable, cross-referencing between chapters is provided, but essentially, each section provides complete guidance for the specific topic addressed. References applicable to the specific section are at the beginning of that section. Exhibits applicable to a specific section are placed immediately following the section.
4. Action. Navy Reserve activities will ensure distribution of this publication and compliance by appropriate personnel.
5. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
T. W. LUSCHER  
Deputy

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

# **Navy Reserve Logistics Support Handbook**



## Record of Changes

Correction or Change No.	Date of Change	Date Entered	Entered By

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SECTION I - SUPPLY ADMINISTRATION

- Ref: (a) Navy Reserve Homeport  
<https://private.navyreserve.navy.mil>  
(b) NAVSUP P485  
(c) OASN (FM&C) Memo of 29 Jan 15  
(d) NAVSUPINST 4200.99C  
(e) DON Simplified Acquisition Procedures Guide  
(f) DOD Directive 5500.7 of 29 Nov 07  
(g) SECNAVINST 5200.45  
(h) SECNAV M-5200.45  
(i) SECNAV M-5210.1  
(j) COMNAVRESFORINST 1342.1B  
(k) RESFORTAC Process QUIKGUIDE  
(l) Consolidated Card Program Management Division Desk Guide  
(m) DOD 4500.36-R  
(n) NAVFAC P-300  
(o) GSA Publication 5-14-00150 of Mar 2014  
(p) 31 USC Section 1344  
(q) 31 USC Section 1349  
(r) Joint Travel Regulation, Vol. 2  
(s) OPNAVINST 5100.12J  
(t) OPNAVINST 5102.1D  
(u) COMNAVRESFOR 5210.1

Chapter 1 - Supply Department Functions

1101. Navy Reserve Activity (NRA) Supply Department personnel shall read and fully understand this publication in its entirety in addition to references (a) through (u). Most questions or uncertainties can be answered by this instruction or its references. Many other resources with amplifying guidance can be accessed on the Navy Reserve Homeport, N4 Logistics site. To access these resources, sign in to <https://private.navyreserve.navy.mil>, select "Commands - CNRFC - N Codes - N4 Logistics", then select the area of interest. Reference (b), Volume II Appendix 29 contains information on logistics websites. Attendance to Reserve Supply and Fiscal Support course (R-551-0010) is mandatory for all first time Civilian Supply Technicians and Independent Duty Logistic Specialists within 6 months of reporting. All other Supply Department personnel are highly encouraged to attend the Reserve Supply and Fiscal Support course.

1102. The Supply Department Head is directly responsible to the Commanding Officer (CO) for the following functions:

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a. Supply Administration

(1) Maintain pertinent publications and directives. Exhibit 1 of this section lists the publications and directives that are required to be maintained, either in print or electronic copy, for quick reference.

(2) Execute Supply Department reports as listed in the Recurring Reports Tickler, Exhibit 2. Reserve Component Commands (RCC) and Navy Operational Support Centers (NAVOPSPTCEN) can add to this listing.

(3) Maintain a schedule for disposal of Supply Department records and correspondence.

(4) File correspondence in accordance with SECNAV M-5210.2. A listing of standard subject identification codes (SSIC) may be used. This can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(5) Assigned spaces are adequate, properly secured and clean.

(6) Complete training and other requirements for the assigned supply roles as shown in Exhibit 3.

b. Record Management

(1) Per reference (u), HPE Records Manager shall be utilized to store and manage all key supporting documents (KSD). A listing of KSDs can be found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab. All other records that are required to be retained shall be saved in HPE Records Manager. Exceptions are records stored electronically in another COMNAVRESFORCOM N4 approved database, such as DPAS. Guidance on how to use HPE Records Manager can be found at:

[https://private.navyreserve.navy.mil/coi/Records\\_Management/TRIM/SitePages/TRIM-Training.aspx](https://private.navyreserve.navy.mil/coi/Records_Management/TRIM/SitePages/TRIM-Training.aspx).

(2) All scanned records for electronic storage shall be legible and scanned at a minimum of 200 Dots per Inch (DPI), but 300 DPI or greater is preferred. Prior to uploading to the database, the record must be verified for legibility, completeness and accuracy.

(3) Hardcopy records may be destroyed at the CO's discretion provided the record is properly uploaded and a physical copy is not specifically required or mandated by other policy.

(4) Refer to COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab for HPE Record Manager naming conventions for supply files.

(5) Bulk archiving of several supply documents into one electronic record is not authorized.

(6) Retain all financial transaction records for a period of 10 years. This includes records related to procuring goods and services, paying bills, collecting debts and accounting. Refer to reference (c) for additional guidance and exceptions.

(7) Outstanding purchase folders will be maintained as hardcopies in ascending document number sequence. Completed files shall be retained electronically in HPE Records Manager. If hardcopies of completed folders are kept, in addition to electronic copies, they shall be separated by fiscal year and separated from outstanding folders.

c. Financial Management

(1) Develop an Annual Financial Management Plan (AFMP) and validate mid-year review in response to COMNAVRESFOR requirements via the chain of command. Requirements normally include the following:

- (a) Administration and training
- (b) Communications
- (c) Personnel support equipment
- (d) Training aids and devices (includes audio-visual equipment)
- (e) Technical and non-technical equipment
- (f) Logistic support equipment
- (g) Medical and dental support
- (h) Service contracts

(2) All official accounting reports and files will be filed in HPE Records Manager by fiscal year after posting to the accounting system.

(3) Monthly status of funds and document status log reports submitted to CO for review and signature. Maintain in HPE Records Manager. RCCs N4 may require more frequent review of these reports.

d. Procurement

(1) Obtain a thorough knowledge of requisition and simplified acquisition procedures, use of priority designators, mandatory sources of supply, applicable accounting data and the use of procurement forms.

(2) Use Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions, (DD Form 1348).

(3) Use the Government Purchase Card (GPC) for approved micro-purchases.

(4) Use the GPC as a method of payment against valid contracts above the micro-purchase threshold in accordance with references (d) and (e). The most current GPC guidance can be accessed at: <https://www.navsup.navy.mil/public/navsup/ccpmd>. Agency Program Coordinators (APC), Approving Officials (AO) and Cardholders (CH) should periodically review references (d) and (e), along with NAVSUP Purchase Card Administrative Notices (PCAN).

(5) Coordinate and provide subsistence for eligible enlisted drilling reserve personnel.

(6) Coordinate and provide contract berthing for eligible drilling reserve personnel.

(7) Coordinate and provide uniform and accessories for eligible drilling reserve personnel.

(8) Submit Contractual Procurement (NAVCOMPT Form 2276) request for purchase action by the regional contracting activity.

(9) Submit Support Agreement (DD Form 1144) for inter-service support.

(10) Submit Work Request (NAVCOMPT Form 2275) and Military Inter-Departmental Purchase Request (DD Form 448) for items covered by support agreements with other activities.

(11) Submit Department of Defense (DOD) Printing Requisition/Order (DD Form 282) for copy and print services and multifunction device leases to the nearest Defense Logistics Agency (DLA) Document Services office or Document Services Online.

(12) Review and/or approve all procurement documents, chargeable and non-chargeable, to ensure proper format.

(13) Prominently display the Code of Ethics poster in all supply spaces, comply with the Standards of Conduct, and ensure all personnel, military, and civilian involved in the financial and procurement process complete ethics training annually. Annual ethics training may

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be completed by taking the online ethics training or by taking ethics training provided by a local ethics office and documented on NAVRES Form 3500/2. All new employees must complete initial ethics training within 90 days of entering on duty.

(a) The Employee's Guide to the Standards of Conduct can be downloaded from [http://ogc.osd.mil/defense\\_ethics/resource\\_library/employee\\_guide.pdf](http://ogc.osd.mil/defense_ethics/resource_library/employee_guide.pdf).

(b) Download the Code of Ethics poster from: <https://www2.oge.gov/web/oge.nsf/Resources/OGE+Ethics+Posters>.

(c) Ethics training can be accessed at: [https://twms.navy.mil/selfservice/online\\_Training/](https://twms.navy.mil/selfservice/online_Training/).

e. Security of assigned spaces

(1) Supply Department spaces will be kept locked when not occupied by authorized personnel.

(2) Access to supply storage areas, including the clothing storeroom, will be limited to the CO, Supply Department personnel, or other clothing custodian(s). All authorized personnel must be designated in writing by the CO. Access roster will be placed at all entry ways of the controlled space.

(3) Responsibility for the security of supply spaces rests with the command's Supply Department.

(4) No Supply Department spaces will be secured or kept in such a manner that access is impeded in an emergency.



## Chapter 2 - Equipment Management

1201. General Equipment (GE). GE is defined as tangible personal property that is functionally complete for its intended purpose, durable, and nonexpendable. GE typically has an expected service life of two years or more, is not intended for sale, does not ordinarily lose its identity or become a component part of another article when put into use, and has been acquired or constructed with the intention of being used. Refer to reference (g) and (h) for additional guidance. Department of the Navy (DON) GE is classified into two primary categories:

a. Accountable GE. All Accountable GE requires accountable property records be established and maintained in the Accountable Property Systems of Record (APSR) per DODI 5000.64. Accountable GE is divided into two primary subcategories:

### (1) Capitalized Accountable GE

(a) All GE purchased, or otherwise obtained, that has a unit acquisition cost equal to or above the capitalization threshold identified in Appendix A of reference (h) at time of acquisition or is classified as a capital lease.

(b) Capitalized Accountable GE shall be reported as an asset and depreciated on DON financial statements.

(2) Non-Capitalized Accountable GE. All GE purchased, or otherwise obtained, that has a unit acquisition cost less than the capitalization threshold identified in Appendix A of reference (h) at time of acquisition and meets at least one of the following four criteria:

(a) GE with an acquisition cost of \$5,000 or more.

(b) As required by law, policy, regulation, or agency direction.

(c) Assets of any value with Controlled Item Indicator codes identifying them as Controlled, Classified, or Sensitive which have no alternate governing DOD issuance or items specifically identified in DODI 5000.64.

(d) GE of any value provided to a contractor as Government Furnished Property (GFP).

b. Locally Accountable GE. Locally accountable GE requires accountability records be established and maintained in either an APSR or another suitable system per DODI 5000.64, but is not reported as an asset on the DON financial statements. Locally accountable GE includes all GE purchased, or otherwise obtained, with a unit acquisition cost less than \$5,000 that meets at least one of the following criteria:

(1) Notwithstanding the acquisition cost, the GE must be controlled and managed to protect against unauthorized use, disclosure, or loss; or when otherwise required by law, policy, regulation or agency direction.

(2) Information technology property containing personally identifiable information or other sensitive agency information. This property may include, but is not limited to desktops, laptops, and mobile computing devices, mobile information storage devices and auxiliary hard drives, regardless of cost.

(3) Pilferable GE when it has been identified as a problem area.

(4) GE hazardous to public health, safety, or the environment. Such property is typically regulated by federal or state environmental and safety laws.

(5) Small arms.

(6) Seized and confiscated GE.

(7) GE with national security implications.

(8) Tooling subject to Title VIII, Subtitle B, Section 815 of Public Law 110-417.

(9) Any GE that does not meet at least one of the criteria (1) through (8) above, and is identified locally as requiring property management controls to maintain visibility and protect against loss.

#### 1202. Roles and Responsibilities

a. COs are the Accountable Officer and are overall responsible for ensuring that all command GE is properly maintained, safeguarded, accounted for, and accurately reported per reference (g). This includes proper recording and reporting of financial information.

b. Echelon 3. COMNAVRESFORCOM N4 shall designate, in writing, a Budget Submission Office (BSO) level Command Property Officer (CPO) for the Reserve Force. The BSO level CPO will execute the responsibilities listed in reference (g), as well as the following:

(1) Maintain the Reserve Force Defense Property Accountability System (DPAS) by implementing the policies and procedures established in references (g) and (h) across their span of control.

(2) Schedule training within 30 days of assuming his/her duties. Required DPAS Courses are: DPAS 1024-Custodians, DPAS 1130-Data Inquiry, and DPAS 1140-Forms and Reports. Training may be accessed at: <http://dpaselearning.golearnportal.org/>. All courses must



be completed prior to submitting system access requests. BSO level CPO will ensure training is scheduled within 30 days of appointment of Accountable Property Officer.

(3) Follow procedures as outlines in COMNAVRESFOR Defense Property Accountability System Desk Guide.

(4) Maintain DPAS for all equipment meeting the reporting criteria. Ensure lower echelons are entering into DPAS all newly acquired or discovered equipment within seven working days of receipt or discovery.

(5) Perform a secondary-level review within 30 days of equipment receipt, discovery or expenditure to ensure the entire General Equipment (GE) Asset Coversheet is complete, accurate and matches the DPAS record and uploaded documents. BSO level CPO will then digitally sign the GE Asset Coversheet and upload to the DPAS record as a KSD.

(6) Implement adequate controls to ensure 100% accountability of equipment under their cognizance.

(7) Coordinate required physical inventories. BSO level CPO will ensure each echelon 4 command completes required inventory completion reports per reference (g) and (h). Ensure all discrepancies have been reconciled and documented, results have been filed in the personal property records and adjustments have been correctly documented in DPAS.

(8) Review disposition documentation and GE Asset Coversheet for completeness and accuracy. GE will be removed from the DPAS using the disposal date recorded on the DD Form 1348-1A, DD Form 200 or DD Form 1149.

(9) Coordinate quarterly reconciliation of all DPAS additions and deletions. Once complete, the signed coversheet along with the reconciliation documents shall be retained by the BSO level CPO. The process should be initiated at the beginning of the last month of each quarter: December, March, June, and September

(10) Perform an annual verification of Delegation of Authority (DOA) letters and training certificates via HPE Records Manager.

(11) Ensure annual Information Assurance training is completed and documented.

(12) Coordinate with COMNAVRESFORCOM N43/N00CT to ensure that all Government Furnished Property (GFP) is annotated appropriately in COMNAVRESFORCOM contracts and that a list of GFP is received periodically for submission into DPAS.

c. Echelon 4. Accountable Property Officers (APO) shall be designated in writing by the echelon 4 Commander, execute responsibilities listed in reference (g), and the following:

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(1) Maintain DPAS records by implementing the policies and procedures established by references (g) and (h) across their hierarchy.

(2) Meet all formal training requirements not later than six months following appointment. Required DPAS courses are the same as the BSO level CPO and must be completed prior to submitting system access requests.

(3) Follow procedures as outlines in COMNAVRESFOR Defense Property Accountability System Desk Guide.

(4) Ensure property custodians send the completed GE Asset Coversheet and appropriate Receipt and Acceptance documentation for all newly acquired, discovered, or expended equipment, in a timely fashion to support entry into DPAS within 7 working days. Copies and samples of the GE Asset Coversheet can be downloaded from the COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

(5) Review the GE Asset Coversheet, to ensure data elements are complete and accurately reflect data from supporting documentation. Complete the APO section, sign, and forward to the BSO level CPO.

(6) Upload all receipt and acceptance, purchase, and expenditure documentation, as well as any additional KSDs, into DPAS with **seven working days** of initial material receipt, discovery or expenditure.

**\*\*Note: The seven working days deadline is a critical attribute to meet Financial Improvement and Audit Remediation (FIAR) standards.\*\***

(7) With the assistance of the echelon 5 CO, designate, in writing, property custodians to manage DPAS equipment at their command and provide training to echelon 5 property custodians in properly identifying assets that are required to be placed in DPAS.

(8) Implement adequate controls to ensure 100% accountability of equipment under their cognizance, to include sub-custody property.

(9) Coordinate physical inventories of GE per reference (g) and (h). Submit General Equipment Inventory Progress Certification reports (SECNAV 5200/4) to the BSO level CPO substantiating physical inventory completion.

(10) Ensure expenditure of DPAS items are tracked per reference (g) and (h). Ensure all items that require disposal are disposed in a timely manner. Remove expended assets from DPAS within **seven working days** of expenditure. Ensure all expenditure documentation is uploaded into DPAS prior to removing the record from DPAS, and notify the BSO level CPO of expenditure via email.

(11) When directed by the BSO level CPO, conduct quarterly reconciliation of all DPAS additions and deletions utilizing the COMNAVRESFOR GE Asset Reconciliation Coversheet. Sign completed coversheet and forward to the BSO level CPO, along with reconciliation documents. Copies and samples of the GE Asset Reconciliation Coversheet can be downloaded from the COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

(12) Utilize HPE Records Manager to store designation letters and training certificates.

d. Echelon 5. Property Custodians shall be designated in writing by the echelon 5 CO utilizing the letter format found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab. Responsibilities include:

(1) Ensuring the care and safekeeping of GE assigned to their custody or the custody of those persons reporting to them. This includes use of GE for official business only, complying with all applicable regulations or contractual requirements, contacting the appropriate authority if GE is subjected to undue risk, reporting theft, lost, damaged, or destroyed GE and reporting any misuse to appropriate investigative organizations. Custodians are immediately subordinate and will report all of the above to their Accountable Property Officer.

(2) Follow procedures as outlines in COMNAVRESFOR Defense Property Accountability System Desk Guide.

(3) Complete the custodian section of the GE Asset Coversheet, upon receipt of asset or discovery of existing accountable property. Forward the completed GE Asset Coversheet, photographs, and appropriate receipt and acceptance documentation to the APO in a timely manner to support entry into DPAS within **seven working days**.

**\*\*Note: The seven working days deadline is a critical attribute to meet FIAR standards.**

(4) Implement adequate controls to ensure 100% accountability of equipment under their cognizance, to include sub-custody property.

(5) Conduct all required physical inventories at the direction of the APO or BSO level CPO. Report to the APO all discrepancies found during the inventory.

(6) Dispose of material per reference (g) and (h). When an item requires disposal, the custodian shall contact their respective APO for disposition guidance and instructions. It is the responsibility of the custodian to ensure proper disposal documentation is completed and forwarded to the APO for review and uploaded into DPAS within seven working days of disposal. This includes signing the GE Asset Coversheet and completing proper documentation, such as the DD Form 1348-1A.

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(7) Maintain an expenditure document file by FY for all material expenditures. All records to support asset accounting must be retained for a period of 2 years following disposal in accordance with reference (g).

(8) GE that is lost because of theft, negligence, inventory or other unplanned events shall be documented on a DD Form 200, Financial Liability Investigation of Property Loss, this includes the results of any investigation into loss, as appropriate. Fill out completely and annotate the expenditure number upon final approval in block 17a of the DD Form 200. Forward all surveys to the APO within seven working days of identification. All surveys will be filed in the expenditure file.

1203. Reserve Forces Transaction Card (RESFORTAC). Accountability records for locally identified property not meeting the definition of accountable GE or locally accountable GE, as defined in paragraph 1201, will be managed in RESFORTAC. At a minimum, this includes audio visual equipment, appliances, special items of supply, pilferable items with a ready resale value, or any additional inventory requirements directed by the CO, RCC Commander, or COMNAVRESFORCOM N4.

1204. Conduct annual physical inventories of all assets in RESFORTAC, as well as other special inventory requirement directed by the CO or higher authority. Reconcile and document all discrepancies, post results and any adjustments in RESFORTAC and upload inventory and any associated documentation into HPE Records Manager. Inventories will be conducted as follows:

- a. Annually. Must be within 12 months of the last annual inventory. All assets are to be inventoried.
- b. Upon CO turnover. All assets are to be inventoried. A CO turnover inventory can be counted as an annual inventory if it falls within the annual inventory time period.
- c. Upon Department Head turnover. Only assets owned by that department head.
- d. Upon turnover of the custodian. Only assets under control of the custodian.

1205. Reporting Material Expenditures. Personal property that has been transferred-out, disposed of, lost, stolen or destroyed, shall be properly documented and removed from DPAS or RESFORTAC at the time the property leaves the activity or is determined the item no longer exists. Substantiating documentation must be retained for 2 years after disposal. For DPAS items, ensure all disposal records, including the GE asset coversheet, are forwarded to the APO for upload into DPAS prior to actual disposal of equipment. For RESFORTAC items, documentation shall be uploaded in HPE Records Manager.

- a. Expenditures resulting from the transfer out of personal property shall be documented



on a DD Form 1149, Requisition and Invoice/Shipping Document, and includes transfers to another DON activity, other Federal or non-Federal entity.

b. Personal property that has been identified for permanent removal from service, and is not being transferred to another entity for use, shall be sent to DLA Disposition Services for disposal using the Issue Release/Receipt Document, DD Form 1348-1A. Refer to the DLA Disposition Services Turn-In Smartbook, <http://www.dla.mil/DispositionServices/Offers/Customersupport/Library/handbooks.aspx>.

c. Personal property that is damaged, unserviceable, missing, lost, stolen or destroyed must be expended with a DD Form 200. The DD Form 200 must be routed through competent authority for review and approval. Completed DD Form 200 must be uploaded as a Key Supporting Document (KSD) in DPAS by the APO for GE or uploaded into HPE Records Manager for other property.

Chapter 3 - GSA and Navy-Owned Vehicle Management

1301. The Supply Department Head is directly responsible to the CO for the proper usage, safety, maintenance and upkeep of all assigned General Services Administration (GSA) or Navy-owned over-the-road vehicles. This includes proper accountability and usage of the assigned GSA Fleet Services Card and other types of fuel payment device.

1302. Testing and Licensing of Vehicle Operators. It is required to ensure that all military personnel and civilian employees operating vehicles and equipment are qualified and properly licensed per reference (n).

a. It is Navy policy to accept, without further testing and examination, a valid operator's license issued by a state or jurisdiction as proof that the applicant has achieved the proficiency level to safely operate non-tactical Government vehicles up to 10,000 pounds, gross vehicle weight (GVW).

b. Motor vehicles over 10,000 pounds GVW require all of the following:

(1) A valid U.S. Government Motor Vehicle Operator's Identification Card (OF-346).

(2) A valid state or jurisdiction license indicating proof that the applicant has achieved the proficiency level to safely operate the vehicle requested.

1303. Official Use. The use of all GSA and Navy-owned and controlled motor vehicles shall be restricted to official purposes only. The term "official purpose" means that travel must be performed by a person in their official capacity. This precludes the use of government vehicles for personal use. The purpose of the trip must be related to the performance of official duties or in connection with activities conducted under official authorization.

1304. Permissible Operating Distance (POD). It is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the activity. A one-way distance of 100 miles has been selected as a guide upon which to base POD for motor vehicles per reference (n). The POD established for an activity should be sufficient to support normal operations. Based on installation experience, a POD will be established that will adequately support motor vehicle transportation requirements. The 100-mile guide shall not be exceeded without written authorization and justification signed by the activity commanding officer or designee.

1305. Parking or Garaging of Vehicles. As a general rule, DOD motor vehicles shall:

a. Not be parked or garaged outside the assigned confines of the installation.

b. Not be parked in quarters areas or at the domicile of the user, unless use is in support of TAD orders.

c. Be parked on other DoD installations or federal, state, or local government property to the fullest extent feasible, when in the performance of duty.

d. Be parked in commercial parking facilities, when authorized, and where the safety and security of the vehicle can be assured.

1306. Operation of Motor Vehicles by Personnel on Official Travel. Civilian and military personnel, while in Temporary Duty (TDY) or Temporary Additional Duty (TAD) status, can operate government owned or leased vehicles for official business provided they possess a valid state license for the type and class of vehicle they are to operate and their travel orders authorize the use of a vehicle per reference (r). All travelers are reminded that government-owned or commercial leased/rental vehicles are to be used for "Official Business" only. Use of government-owned vehicles and special conveyance (rented vehicle) is limited to official purposes including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health or comfort.

**Note: A government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. Refer to the JTR, Volume 2, Chapter 2, paragraph 2001 for additional guidance.**

1307. Vehicle Utilization

a. Motor Equipment Utilization Record, NAVRES 11240/4 shall be used to document vehicle usage, basic vehicle maintenance actions, fuel purchases, and safety checks. A new NAVRES 11240/4 will be created on the first day of each calendar month and closed out on the last day of each calendar month for each vehicle. All receipts for fuel and basic vehicle maintenance services shall be kept with the NAVRES 11240/4. All completed records will be retained on file for 10 years. Blank copies of the NAVRES 11240/4 can be downloaded from the COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

b. All DoD motor vehicle operators shall utilize self-service pumps and service stations that accept the DoD fleet card or other DoD fuel payment devices, per reference (n). Operators shall utilize the lowest octane fuel available or appropriate alternative fuels consistent with motor vehicle manufacturer's recommendations. Government flex-fuel vehicles must use E85 fuel, when available.



c. Seat belt use is MANDATORY for all occupants of any government-owned or leased vehicle.

d. All tobacco use, to include electronic cigarettes of any type, is prohibited in all government-owned or leased vehicles.

e. The use of hand-held wireless devices while operating a government-owned or leased vehicle is prohibited.

f. The wearing of portable headphones, earphones, or other listening devices while operating a government-owned or leased vehicle is prohibited.

1308. Accident Reporting. All accidents or mishaps involving government-owned or leased vehicles shall be reported in accordance with references (n), (s) and (t), local NAVFAC Region policy and/or GSA Fleet vehicle management policy. The GSA or local NAVFAC Region accident reporting kit shall be kept in the glove compartment of every vehicle.

a. In the event of an accident, the driver of the vehicle shall:

(1) Fill out a Motor Vehicle Accident Report, SF-91.

(2) Take photographs of the damage, if time and safety permits.

(3) Report all accidents involving GSA Fleet vehicle to the GSA Accident Management Center (AMC) as soon as possible but not later than five business days after the date of the accident. Report all accident involving NAVFAC Region Fleet vehicles to the local NAVFAC Region Fleet Manager in accordance with fleet manager policy.

(4) Accidents involving GSA Fleet vehicle resulting in fatalities shall be reported to the AMC within 24 hours by calling 1(866)400-0411, and selecting option 2.

(5) If the accident involved any other vehicle, complete the following:

(a) Statement of Witness, SF-94. Request witness(es) or other driver(s) involved to complete this form at the scene of the accident, if possible. It is crucial to obtain witnesses' names and telephone numbers.

(b) Claim for Damage, Injury or Death, SF-95. Private Citizens involved in an accident must complete this form in order to initiate a claim against the government. Claims by private citizens or their representatives for damage, injury, or death must be submitted to your echelon 4 command for further processing and assistance. GSA Fleet cannot process these claims. For NAVFAC Fleet vehicles, refer to your local NAVFAC Region fleet manager policy for submission of the SF-95

1309. Odometer Reading Reporting. It is imperative to report current odometer readings of assigned vehicles each month to ensure vehicles receive preventive maintenance and are billed correctly. For NAVFAC Fleet vehicles, refer to your local NAVFAC Region fleet manager policy for submission of odometer readings. Submissions of odometer readings to GSA Fleet may be accomplished by one of the following methods:

- a. Get Odometer Reading at the Pump (GORP) is the easiest and most time saving reporting system. Enter the odometer reading when fuel is purchased. This sends mileage electronically to GSA Fleet system. If using GORP to report mileage, the vehicle must be fueled at least once per month using the assigned GSA Fleet Services Card.
- b. Mileage Express allows input of vehicle mileage using a web-based program at <https://drivethru.gsa.gov/fmdtsys/dthome>. No other paperwork is needed.

1310. Use of the GSA Fleet Services Card. GSA Fleet uses a commercial purchase card for fuel, maintenance and repair services. Fleet Services Cards are assigned to a specific vehicle and shall be used only for the vehicle identified on the card. With the exception of items listed below, charges up to \$100 for maintenance and repair of the GSA vehicle may be charged without getting prior GSA Maintenance Control Center (MCC) authorization. Pre-authorization, regardless of cost, from GSA Fleet is required for the following items:

- a. all tires
- b. all batteries
- c. all glass replacement or repair

Drivers can help save taxpayer dollars by contacting the GSA MCC/AMC at (866) 400-0411 prior to taking the GSA vehicle to a vendor. Trained technicians can provide a local repair shop qualified to service the vehicle and familiar with GSA Fleet procedures. After normal business hours contact the Fleet Services Card representative to coordinate roadside assistance or services by using the toll-free number listed on the back of the card. Contact GSA Fleet services on the next business day to advise of vehicle location and to coordinate repairs, if necessary.

1311. Penalties and Disciplinary Action for Misuse of DoD Motor Vehicles. The unauthorized or willful misuse of a DoD motor vehicle or the fleet service card shall be cause for disciplinary actions per references (n), (q), and (r) as follows:

- a. Civilian Personnel. An employee who willfully uses or authorizes the use of a passenger motor vehicle owned or leased by the United States Government (except for an official purpose authorized by reference (p)) or otherwise violates reference (p) shall be suspended without pay by the head of the agency. The employee shall be suspended for at least one month, and when circumstances warrant, for a longer period or summarily removed from office.

b. **Military Personnel.** Military personnel who willfully use or authorize the use of any U.S. government-owned or leased passenger motor vehicle (except for an official purpose authorized by reference (p)), or otherwise violate reference (p), can be disciplined under provisions of the Uniform Code of Military Justice (UCMJ), or other administrative procedures deemed appropriate.

1312. GSA Fleet Drive-Thru. This web portal allows GSA customers to report vehicle mileages, generate vehicle inventory reports, and input information and accounting classifications for GSA Fleet vehicles to expedite billing. Access to this system is available via <https://drivethru.gsa.gov/fmdtsys/dthome>. Refer to your local NAVFAC Region fleet manager policy for information, reporting requirements and maintenance policies for NAVFAC Fleet vehicles.

EXHIBIT 1  
PUBLICATIONS AND DIRECTIVES

1. The following publications and directives will be available for review in either printed or electronic format:

- DOD 5500.7-R (Joint Ethics Regulations)
- OPNAVINST 1710.7A (DON Social Usage and Protocol Handbook)
- SECNAVINST 5200.45 (DON General Equipment – Accountability and Management)
- SECNAV M-5200.45 (DON General Equipment – Accountability and Management Procedures Manual)
- SECNAVINST 5210.8E (DON Records Management Program)
- NAVSUP P-485 VOL I
- NAVSUP P-485 VOL II
- NAVSUP P-485 VOL III
- NAVSUPINST 4200.82G (Procurement Performance Management Assessment Program (PPMAP) of Navy Field Contracting System)
- DON Simplified Acquisition Procedures Guide
- NAVSUPINST 4200.99C (DON Government-Wide Commercial Purchase Card Program Policy)
- COMNAVRESFORINST 4000.1F (Navy Reserve Logistics Support Handbook)
- COMNAVRESFORINST 5210.1 (Records Management Program)
- COMNAVRESFORINST 1342.1B (Navy Reserve Warrior and Family Support Programs)
- Current Consolidated Card Program Management Division Desk Guide
- Excess Uniform Management System (EUMS) User Guide
- RESFORTAC QUIKGUIDE

COMNAVRESFORINST 4000.1F  
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- COMNAVRESFOR OPTI-C Certification Guide
- COMNAVRESFOR HPE Records Manager Users Guide
- COMNAVRESFOR Defense Property Accountability System Desk Guide

**EXHIBIT 2**  
**RECURRING REPORTS TICKLER**

REPORT NAME	FREQUENCY	RESPONSIBILITY	REMARKS
<b>GCPC</b>			
Insight On Demand (IOD)	Monthly	All NRAs	Due the 15th
Semi-Annual Review	Biannually	All NRAs	Mar/Sep
All Transaction Report	Monthly	RCC	Recommended
Credit Balance Refunds	Monthly	RCC	Recommended
Disputed Transactions	Monthly	RCC	Recommended
Closed Accounts w/Trans Act	Monthly	RCC	Recommended
Delinquency Report	Monthly	RCC	Recommended
Payments Posted	Monthly	RCC	Recommended
Pre-Suspension Report	Monthly	RCC	Recommended
<b>PLANS AND POLICIES</b>			
Manual RPN DSL	Weekly	NOSC	To CO and upon demand to RCC
Manual RPN SOF	Weekly	NOSC	To CO and upon demand to RCC
RIMS-FM Credit Card Expensing of RPN Purchases	Monthly	NOSC	Follow instruction from guide
RIMS NOSC Execution of Funds Report for Clothing	Monthly	RCC	Reconcile with GCPC charges
RIMS NOSC Execution of Funds Report for Meals	Monthly	RCC	Reconcile with GCPC charges
RIMS NOSC Allocation Report for Clothing	Quarterly	RCC	Validate against RCC tracker
RIMS NOSC Allocation Report for Meals	Quarterly	RCC	Validate against RCC tracker
KYLOC Orders Shipped Not Received Older Than 10 Days	1st and 15th	NOSC & RCC	Research over-due requisitions
KYLOC Pending Deferred Turn-In Report	Monthly	NOSC & RCC	Resolve items listed on report
KYLOC Sailors With Expired EAOS report	Monthly	NOSC & RCC	Resolve items listed on report
KYLOC Backorder Detail Repot	Monthly	NOSC & RCC	Resolve items listed on report
RESFORTAC Annual Inventory	Annually	All NRAs	As directed
RESFORTAC Missing Signatures Report	Monthly	NOSC & RCC	Resolve items on report
DPAS Annual Inventory	Annually	All NRAs	As directed
DPAS Quarterly RECON	Quarterly	All NRAs	Due by 30th of month issued
Annual Market Survey for Messing	Annually	NOSC	Due to RCC by 01 SEP for next FY
Annual Market Survey for Berthing	Annually	NOSC	Due to RCC by 01 SEP for next FY
Messing Audit	Monthly	NOSC & RCC	
Berthing Audit	Monthly	NOSC & RCC	
Motor Equipment Utilization Record	Monthly	All NRAs	New logs on 1 <sup>st</sup> , Close out last day of month.
Meal Signature Record	As required	NOSC & RCC	
Route and Distance Statement	Annually	NOSC & RCC	Initial and recertification
Berthing Utilization record	As required	NOSC	Locally generated.
<b>FINANCIALS</b>			
Follow-up on Outstanding PD 01-03 Requisitions	Daily	All NRAs	Document with date of follow-up and most recent
Follow-up on Outstanding PD 04-08 Requisitions	Weekly	All NRAs	Document with date of follow-up and most recent
Follow-up on Outstanding PD 09-15requisitions	Monthly	All NRAs	Document with date of follow-up and most recent
DSL Disbursement review	Weekly	All NRAs	Review discrepancies and correct as appropriate
Budget Call	Annually	All NRAs	Due June
Mid-Year Review	Annually	All NRAs	Due January
Resource Authorization Requests	As required	All NRAs	Validate against accounting software balances.
Status of Funds	Monthly	All NRAs	Review and CO Sign
Document Status Log	Monthly	All NRAs	Review, take appropriate action, CO sign
Internal MOV	Monthly	All NRAs	Take appropriate action
External MOV	Quarterly	All NRAs	As directed

NOTE: Copies can be found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.



EXHIBIT 3  
TRAINING AND OTHER REQUIREMENTS

GCPC ROLE	LETTER of APT	IOP REVIEW	DON CERT	CLG 001	CLG 006	ETHICS	CON 237	SF 1402	OGE 450	DD 577
Head of Activity(HA)		X	X			X				
Agency Program Coordinator(AP)	X	X	X	X		X	X			
Approving Official (AO)	X	X	X	X	X	X	X		X	X
Card Holder (CH)	X	X	X	X	X	X	X	X	X	X

GCPC TRAINING FREQUENCY OF REQUIREMENTS

REQUIRED TRAINING	As R'qd	Initial	Annually	Every 2 Yrs
Letter of Appointment	X			
SF 1402	X			
OGE 450			X	
IOP Review				X
Ethics			X	
CCPMD DON Certification		X		X
CLG 001		X		
CLG 006			X	
CON 237		X		
DD 577		X		

DPAS CPO AND APO TRAINING REQUIREMENTS/FREQUENCY

REQUIRED TRAINING	As R'qd	Initial	Annually	Every 2 Yrs
DPAS 1024 PROP ADMIN NAVY		X		
DPAS 1130 DATA INQUIRY		X		
DPAS 1140 REPORT AND FORM GENERATION		X		
SAAR FORM		X		
CYBER AWARENESS TRAINING		X	X	
LETTER OF APPOINTMENT		X		

BPA CONTRACTING AUTHORITY TRAINING REQUIREMENTS/FREQUENCY (RCC AND ABOVE)

REQUIRED TRAINING	As R'qd	Initial	Annually	Every 2 Yrs
CON 100		X		
CON 237		X		
CLC 030		X		
CLC 058		X		
CLG 001		X		
ETHICS			X	
LETTER OF APPOINTMENT		X		

NOTE: Copies can be found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

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SECTION II - SUPPLY PROCUREMENT

- Ref:
- (a) OASN (RD&A) Memo of 26 Sep 11
  - (b) DON Simplified Acquisition Procedure Guide
  - (c) MILPERSMAN 1800-010
  - (d) NAVPERS 15560D
  - (e) COMNAVRESFORCOM Memo of 26 Jan 18
  - (f) COMNAVRESFORCOM N63 IT Resources Guidance for RESFOR  
NAV-IDAS ITPR Submitters, ITP Managers and Comptrollers
  - (g) Navy Logistics Library
  - (h) NAVSUP P-485
  - (i) NAVSUPINST 4200.99C
  - (j) COMNAVRESFORINST 1342.1B
  - (k) OASN (FM&C) Memo of 29 Jan 15
  - (l) OPNAVINST 4614.1H
  - (m) Consolidated Card Program Management Division Desk Guide
  - (n) NAVADMIN 184/14 Judicious Use of Command Coins and  
Presentation Items

Chapter 1 - Standard Procurement Methods

2101. COs are responsible for all acquisition transactions. COs and supply personnel will follow the procedures in this chapter and applicable procurement references. COs will ensure that monetary and quantitative controls are established to provide effective and efficient management of assigned resources.

2102. Delegation of Authority to Approve Obligation and De-Obligation. All personnel involved in obligating and de-obligating funds will be designated in writing. This is a FIAR requirements. Sample letter can be found on the COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

2103. Mandatory Sources of Supply. Per Federal Acquisition Regulation (FAR) 8.002, requirements for supplies and services will be satisfied from or through the sources listed below in descending order of priority:

a. Supplies

- (1) Inventories of the requiring agency.
- (2) Excess from other agencies (see subpart 8.1).
- (3) Federal Prison Industries, Inc. (see subpart 8.6).

(4) Supplies that are on the Procurement List maintained by the Committee for Purchase from People Who Are Blind or Severely Disabled (see subpart 8.7).

(5) Wholesale supply sources, such as stock programs of the General Services Administration (GSA), the Defense Logistics Agency, the Department of Veterans Affairs, and military inventory control points.

b. Services. Services that are on the Procurement List maintained by the Committee for Purchase from People Who Are Blind or Severely Disabled (see subpart 8.7).

2104. DON Strategic Sourcing. Activities can tap into the purchasing power of existing Navy, DoD and other Federal contracts using the DON Strategic Solutions. Contract solutions are organized into Mandatory Solutions and Other Solutions. Mandatory Solutions are contracts that must be used because of a specific policy. Other Solutions are contracts that are not mandated by a specific policy but should be used to help save money. The DON Strategic Sourcing Program can be found under the My NAVSUP website. Material and services must be screened against these contract solutions before procuring from the local market. Evidence of such screening must be documented in the purchase file, such as screenshots showing unavailability of material or estimated delivery dates that are beyond required delivery dates.

2105. DON Directed Procurement Policy. DON directed procurement policy is to use automated purchasing systems (DoD FedMall, GSA Advantage, and VA.gov) to ensure compliance with Federal and DoD procurement and strategic sourcing requirements. Use of the GPC must comply with the following DON directed strategic sourcing policy to the maximum extent practicable, but only after the supply or services have been screened per section 2103.

a. Office Supplies. Continental United States (CONUS) CHs shall purchase office supplies, to include items on the AbilityOne Procurement List, from DoD FedMall or an on-base SERVMART/AbilityOne Base Supply Centers. Small Business and Green products should be purchased to the maximum extent practicable.

b. Incidental Janitorial and Sanitation Supplies. CONUS CHs shall purchase incidental janitorial and sanitation supplies, to include items on the AbilityOne Procurement List, from DoD FedMall or an on-base SERVMART/AbilityOne Base Center. Small Business and green products should be purchased to the maximum extent practicable.

c. Wireless Services. CONUS CHs shall refer to current COMNAVRESFOR wireless services policy memorandum. Copies of this memorandum can be found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab. If authorized by an approved waiver, CONUS CHs shall purchase wireless services and devices from the nationwide DON wireless contract awarded by NAVSUP Fleet Logistics Center (FLC), San Diego.

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d. Furniture. All CHs shall purchase office, dorm and quarters, child development, and industrial and institutional furniture from the NAVSUP FLC, Norfolk suite of strategically

sourced Blanket Purchase Agreements. Furniture for ships is exempt from this policy. Exceptions to this policy must be made on a case by case basis at a level no lower than the Chief of the Contracting Office. Refer to section 2106 for additional guidance.

e. Printing Services. All copy and print services, and multifunction device leases shall be obtained from DLA-Documents Services.

f. Non-use of DoD FedMall or on-base SERVMART/AbilityOne Base Supply Centers. Occasionally it may not be practicable to meet requirements by purchasing supplies or services from the DON directed strategic sources in items (a) and (b) above. In this case, the AO/CO will pre-approve the exception prior to the CH making the purchase and will justify the rationale for not using the DON directed source in the approved DON audit tool.

g. Other Supplies or Services. Requirements for supplies and services other than those listed in items (a) through (e) above may be purchased from a local open market source when the requirement can be met for a lower cost or faster delivery than purchased from a Federal Supply Schedule. Attempt to rotate open market purchases among qualified vendors to the maximum extent practicable.

2106. Navy Furniture Blanket Purchase Agreements (BPAs). Activities that are unable to satisfy furniture requirements from one of the mandatory sources listed in section 2103, and has documented the purchase file as such, shall follow the procedures outlines in the current Ordering Guide for Using The Navy Furniture Blanket Purchase Agreements to satisfy the requirement. Current policy and ordering guide can be found on the My NAVSUP website. Detailed requisition procedures together with examples are in references (a), and (i), guiding PCANs, and NAVSUP's Ordering Guide for Using the Navy Furniture BPAs. This guide along with other requisitioning tools can be found on the COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

2107. All material/services shall be requested by the end user to the Supply Department using a Purchase Request Form. Copies of the current Purchase Request Form can be found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

2108. Procurement Exceeding Local Purchasing Authority

a. Purchases exceeding your local designated authority must be forwarded to your supporting NAVSUP Fleet Logistics Center (FLC) for contracting.

b. Before initiating a purchase action request to your designated contracting office, the following must be accomplished:

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(1) Ensure your approved Purchase Request Form is complete and properly researched, with an approved source of funding.

(2) Review reference (b) to determine if the item or service is a restricted purchase item.

(3) Ensure that either three (3) quotes or Sole Source Justification request documentation is provided, if required by local NAVSUP FLC policy.

2109. Contract Reporting

a. All unclassified contract actions, including BPAs and Federal Supply Schedule (FSS), exceeding the micro-purchase threshold, and any modifications to those actions that change previously reported contract action report data regardless of dollar value, must be reported in the Federal Procurement Data System-Next Generation (FPDS-NG) as a Contract Action Report (CAR). The CAR must then be completed in FPDS-NG within three business days after contract award and will be retained in the purchase file.

**\*\*Note. This is a frequent discrepancy during NAVSUP FLC Procurement Performance Management Assessment Program (PPMAP) reviews. Contracting Officers shall be thorough and accurate in reporting these contracting actions.**

b. Access FPDS-NG at <https://www.fpds.gov/>.



Chapter 2 – Special Attention Items

2201. This list of Special Attention Items is not intended to be all-inclusive, however, it covers those items for which there have been recurring issues or concerns for the Navy Reserve over the years and which require further clarification regarding usage. Acquisitions must be made in accordance with statutory and regulatory guidance. When cardholders or approving officials have doubts regarding the use of their discretion in conducting an acquisition, remember to consult with your Reserve Component Command, N4 to assist in making the best overall decision for the Government.

2202. Change of Command Expenses. Appropriated funds may be utilized to purchase the printing of standard Navy invitations, programs, chairs, tents and sound equipment rental. DoD Printing Requisition/Order form, DD Form 282, will be utilized for invitation and program printing requests and submitted to the local DLA-Document Services or Document Services Online (DSO). Chair rental, sound equipment, tents and other such items may be procured with the assistance of the regional Naval Facilities Command (NAVFAC). The purchase of coffee, cake, and other refreshments with appropriated funds is **prohibited**.

2203. Retirement Ceremony Expenses. The retirement or transfer to the Fleet Reserve of a member shall be preceded by a ceremony (if the member so desires) designed to express the Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country.

a. Commands are authorized to use appropriated funds to procure a U.S. Flag (NSN 8345-00-656-1435 or suitable 3'x5' substitute) for each retiree.

b. Appropriated funds may be used to pay for mailing and printing of invitations, forms and programs for official retirement ceremonies. Associated events such as receptions are considered personal in nature and shall not be funded with appropriated funds. However, a command may provide notice of the time and location of a directly related reception so long as it will not increase the cost to the Government, per reference (c).

c. Appropriated funds are authorized for the rental of chairs, sound equipment, tents and other such items for official ceremonies.

d. Gifts for the occasion, such as shadow boxes, plaques, flower bouquets, refreshments etc., are paid by separate resources and not appropriated or non-appropriated funds per reference (c).

2204. Procurement of a Post Office Box. A box rented before the beginning of the fiscal quarter must be rented for no less than a full quarter. The United States Postal Service (USPS) will not refund a portion of the rental fee if the box is surrendered before the end of the rental period. This policy applies to advance payments of box rent made on a quarterly or annual basis.

The USPS bills on its Post Office Notice (PON) 32. Payment for a post office box rental will be handled by the following procedure.

a. 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 current FY appropriation to which the rent applies.

b. The Disbursing Officer will then prepare Voucher for Disbursement and Collection NAVCOMPT Form 2277 and attach the PON-32.

**\*\*Note: No payee certification is required and the rent is paid in advance annually for each FY. Make the check payable to "Postmaster" per reference (b).**

2205. Navy Decorations and Awards. 10 U.S.C. 1125 authorizes the use of appropriated funds to purchase medals, trophies, badges, and similar devices to award to members, units, or agencies of an armed force for excellence in accomplishments or competitions or recognition of special service. DON guidance and regulations concerning awards available for recognizing uniform members and units in the Naval Service is provided in SECNAVINST 1650.1H, Navy and Marine Corps Awards Manual. The cost of medals, trophies and similar devices will be funded from Operations and Maintenance, Navy Reserve (O&MNR). Replacement decorations and awards will be replaced at the individual's own expense.

2206. Procurement of Recognition Items for Recruitment and Retention Purposes. 10 U.S.C. 2261 authorizes the use of appropriated funds to procure recognition items of nominal or modest value for recruitment or retention purposes. Specifically, the recognition items must be valued at less than \$50 per item and non-perishable. Statutory authority allows for the purchase of commemorative coins, medals, trophies, badges, flags, posters, paintings, or other similar items suitable to recognize or commemorate enlistment or reenlistment decisions. Documented justification shall be maintained that establishes the basis for the recognition of individual(s).

2207. Command Coins and Emblems. Appropriated funds may be used to purchase command coins and emblematic for the sole use of Commanders (to include Deputy Commanders and Chiefs of Staff when officially "acting" on behalf of the Commander), COs (to include Executive Officers when officially "acting" on behalf of the CO), and the Navy Reserve Force Master Chief. Coins shall not be distributed as a memento, to improve morale, or simply in recognition of expected service to the organization.

a. Coins should be designed to present a professional representation of the command. Coins purchased with appropriated funds may only be given as awards. Presentation of a command coin qualifies as an award when given for outstanding performance, specific achievement, or a unique achievement that contributes to command efficiency and effectiveness.

b. Command coins provided in this context bear the characteristics of other awards

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provided by the command. Command coins shall be limited in number, accounted for in a written record or logbook maintained by the CO, and shall not be personalized with a specific Commander, CO, or Navy Reserve Force Master Chief's name.

c. Purchase of Command Master Chief (CMDCM) and Senior Enlisted Leader (SEL) coins are not authorized with appropriated funds.

d. Plaques will only be purchased with appropriated funds for Sailors/Civilians of the Quarter/Year.

e. Establishment of a formal log to maintain an account of each coin or plaque awarded is required when purchased with appropriated funds. The log should include the name of the recipient, date awarded, reason for the award, and how the award was financed.

2208. Civilian Recognition Awards (Nominal Value). 5 U.S.C. 4501 – 4507 provides legislative authority for the expenditure of appropriated funds for the honorary recognition of civilian employees whose salaries are paid with DON funds for an accomplishment or exceptional meritorious act. Informal recognition awards are intended to recognize contributions of lesser scope that might otherwise go unrecognized. Honorary, non-monetary items presented as informal recognition awards must be of nominal value. Lengths of service (LOS) certificate awards recognize significant milestones in employee's careers and emphasize service to the government. The Office of Personnel Management LOS certificates are available in five-year increments and recognize service from five to fifty years. Career service and retirement certificates are available on line through the Navy Forms Online at <https://navalforms.documentservices.dla.mil/web/public/home>. Consult with your regional human resource (HR) office for additional guidance.

2209. Command Ball Caps, Unit Patches and Other Emblematics Intended for Wear on the Navy Uniform. Refer to reference (e) or latest COMNAVRESFOR Memo. Current memo can be found on the COMNAVRESFORCOM N4 SharePoint page under the Plans and Policies tab.

2210. Information Technology (IT) Purchases. All mandated IT required items shall be approved on an Information Technology Procurement Request (ITPR) prior to any purchase actions by the Supply Department. ITPRs shall be initiated by the end-user in collaboration with the NRA N6 representative. Refer to COMNAVRESFOR N6 SharePoint site (CNRFC N63 CTR) or reference (f) for procedures and guidelines for ITPR submission and approval.

2211. Duplication Equipment. DLA Document Services is the mandatory source of supply for duplicating equipment (MFDs, copiers, printers, etc.). DLA Document Services waivers are required for any other vendor or source per the DON CIO Memo of 25 Jan 13.

2212. Forms/PUBS. Forms with cognizant symbol 1I, can be downloaded or procured at Navy Forms Online <https://Navalforms.documentservices.dla.mil/web/public/home>. Requisitions for



instructions, publications, and posters with cognizant symbol 0I, can be downloaded or procured at <https://nll.navsup.navy.mil> or other official on-line resources.

2213. Depot Level Repairable (DLR). DLR are Navy managed items which, based on unit cost, annual demand, difficulty of repair, or other economic considerations, have been selected by cognizant inventory managers for special inventory control. DLR material will be requisitioned or turned in per reference (h).

2214. Authorized Miscellaneous Expenses. Reimbursement for authorized expenses incurred during the performance of official duties may be requested by submitting a Claim for Reimbursement for Expenditure on Official Business, SF 1164, to the CO for approval. If approved, payment will be made by the servicing Personnel Support Detachment/Customer Support Detachment (PSD/CSD) and charged to the appropriate local funds. With the exception of reimbursement for mileage, receipts to document actual cost will be included with the request. This procedure will not be used to circumvent procurement through the Navy supply system or other procurement/contracting vehicles. Refer to DoD Financial Management Regulation (FMR) Volume 10, Chapter 11 for additional guidelines.

2215. Deployment Readiness Training (DRT). Deployment Readiness Trainings (DRTs) are designed to educate and provide information that bolsters the readiness of unit personnel, their families, designated representatives, employers, and the affected communities on the rigors of deployment and the challenges of separation. These training events provide an understanding of available support programs and how each phase of deployment is connected. Meals and berthing for DRT events will be paid with Yellow Ribbon Program funding using the GPC following the procedures outlines in reference (j). Ensure leadership is aware of this reference prior to preparing for a DRT Event.

a. Purchase of breakfast and lunch is authorized for drilling reservists, both officers and enlisted. Local meal signature sheets will be used to account for all meals. Refer to reference (j) for information on providing meals and berthing for family members or designated representatives.

b. Child care is provided via contract per reference (j).

c. Berthing is provided for attendees entitled to contract berthing. Only one room is authorized per family, regardless of the size of the family, for the duration of the event. RCC Commanders have the discretion to permit contract berthing extensions when issues of a qualifying attendee's safety are involved.

d. Bottled water is an authorized purchase during a Yellow Ribbon event under the "necessary expense rule."

2216. Use of Appropriated Funds to Purchase Kitchen Appliances. The Government Accountability Office (GAO) Decision, B-302993, determined that the use of appropriated funds to acquire basic kitchen appliances is permitted. The purchase of such equipment contributes to the efficient operations of the agency and the health of personnel. Basic kitchen appliances include refrigerators, microwaves and central coffee makers. Such items should be available for general use and should not be located at an individual's desk for a single employee's use. Additionally, other regulatory and policy guidance must be adhered to (e.g. energy standards, safety and security issues, etc.) and appropriated funds will not be used to furnish goods such as coffee or microwaveable meals. While these purchases are permitted, discretion should be exercised to ensure the need is validated and affordable within activity operating funds. Therefore, establishment of a standard operating procedures is required. Kitchen appliances will be accounted for in RESFORTAC.

2217. Business Cards. Where commanding officers deems it appropriate, appropriated funds may be used to print business cards in-house using existing software and agency-purchased card stock. The use of appropriated funds to print business cards outside this exception is not authorized. Business cards shall only be printed for positions that require them to facilitate official mission-related communications and shall be used for official business purposes only. Refer to COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab for the latest business card memorandum.

2218. Construction. The term construction as it relates to use of the GPC means construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property.

Chapter 3 - Government Purchase Card (GPC) Administrative Requirements

2301. Training Requirements. All Heads of Activity (HA), Agency/Organization Program Coordinators (A/OPC), Approving Officials/Certifying Officers (AO/CO), and Cardholder (CH) must complete all GPC program mandatory training prior to being designated for their role. A Certificate of Completion must be printed and retained upon course completion. All GPC program participants will complete initial training before assuming program responsibilities. Forward copies of certificates, delegation letters, Appointment/Termination Record and all other designation correspondence to the A/OPC and AO who shall maintain a personnel file for each program participant. These files must be maintained for the duration of the program participant's involvement in the GPC program plus three years beyond, per references (i) and (k). Records shall be retained in HPE Records Manager. Refer to Section I, Exhibit 3 for training requirements.

2302. Initial Training Requirements

a. Head of Activity (HA). DON CCPMD HA training is a one-time, mandatory requirement for the HA or their delegated official prior to signing the Semi-Annual Review. Additionally, HA shall complete initial ethics training and review the Internal Operating Procedures prior to performing their roles (documented on a Report of Training, NAVRES 3500/2). Annual refresher ethics training is also mandatory.

b. Agency Program Coordinator (APC):

(1) Defense Acquisition University (DAU) DoD Government Purchase Card,  
CLG001

(2) Online DON CCPMD GPC APC Training

(3) DON Ethics Training

(4) Activity Internal Operating Procedures (IOP) Training (documented on a Report of Training, NAVRES 3500/2)

(5) DAU Simplified Acquisition Procedures, CON 237

c. Approving Official (AO):

(1) DAU DOD Government Purchase Card, CLG001

(2) Online DON CCPMD GPC AO Training

(3) DON Ethics Training

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(4) Activity IOP Training (documented on a Report of Training, NAVRES 3500/2)

(5) DAU Certifying Official Legislation Training, CLG006

(6) DAU Simplified Acquisition Procedures, CON 237

d. Cardholder (CH):

(1) DAU DOD Government Purchase Card, CLG001

(2) Online DON CCPMD GPC CH Training

(3) DON Ethics Training

(4) Activity IOP Training (documented on a Report of Training, NAVRES 3500/2)

(5) DAU Certifying Official Legislation Training, CLG006

(6) DAU Simplified Acquisition Procedures, CON 237

2303. Refresher Training. All A/OPCs, AOs/COs, CHs will complete activity IOP and purchase card refresher training within two years of completing initial training and within two year of last refresher training. Activity IOP Training shall be documented on a Report of Training, NAVRES 3500/2. Purchase card refresher training may be completed from one of the following training methods:

a. DON CCPMD sponsored regional training, or

b. Online DON CCPMD GPC Training.

2304. Annual Training

a. All APCs, AOs/COs, and CHs are required to complete annual ethics training.

Annual ethics training may be completed by taking the DON ethics training or by taking ethics training provided by a local ethics office.

b. All Certifying Officers and Departmental Accountable Officials (DAO) are required to complete Certifying Officer Legislation Training, CLG006, annually. Certifying Officers are officials appointed in writing to certify a voucher for payment and includes AOs. DAOs include CHs and are individuals who are responsible in the performance of their duties for providing to a Certifying Officer information, data or service that the Certifying Officer directly relies upon in the certification of a voucher for payment.



2305. Documenting Program Authority. After initial training, authority to perform participant duties shall be documented in writing on command letterhead before performing GPC program roles and responsibilities. Sample letters for each role is available on the CCPMD GPC website. GPC delegation and appointment letters are valid for the duration the employee serves in their capacity. Letters shall be updated when the content or contracting authority has changed, but not simply due to the departure of the individual with signature authority.

2306. Notification of Pecuniary Liability. Certifying Officer authority to certify GPC invoices shall be documented on the most current version of the Appointment/Termination Record, DD Form 577, prior to performing Certifying Officer duties. Additionally, pecuniary liability shall be documented and acknowledged on the DD 577 for all Certifying Officers (includes AOs) and DAOs (includes CHs) and retained by the A/OPC and AO. The original appointing DD Form 577 shall also be used to rescind Certifying Officer and CH authority once their duties will no longer be performed. Digital signatures are authorized unless a wet signature copy is needed by DFAS.

**\*\*Note. The effective date annotated on a DD Form 577 cannot be before the date the Appointing Authority signs the delegation letter.**

2307. Confidential Financial Disclosure Report (OGE 450). The confidential financial reporting system is designed to guarantee the efficient and honest operation of the Government. As such employees, whose Government duties involve the exercise of significant discretion in certain sensitive areas, must report their financial interests and outside business activities, to facilitate the review of possible conflicts of interest. These reports assist the DON in administering its ethics program and counseling its employees. All such reports are filed on a confidential basis. New entrants into the GPC program are required to file within 30 days of assuming their duties. Incumbents are required to file before February 15 of the following year. The following individuals are required to file:

a. Cardholders with individual transaction authority exceeding the micro-purchase threshold. Also, cardholders with individual transaction authority up to the micro-purchase threshold with annual total transactions exceeding the simplified acquisition threshold.

b. Certifying officers who annually approve amounts above the simplified acquisition threshold. The above rules do not preclude an individual supervisor from requiring subordinates to file if the subordinate has duties involving the significant independent judgment over matters that will have a substantial impact on the integrity of DON operations and relationships with non-Federal entities. An OGE 450 Determination Worksheet can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

2308. Print and Sign Documents. All documents that require signature must have a legibly printed name entered on the document.

Chapter 4 – GPC Monthly Certification

2401. Monthly Certification. The documents required for monthly certification are Financial Improvement and Audit Remediation (FIAR) Key Supporting Documents (KSDs) and will be kept audit ready at all times. Attention to detail is required to avoid rework, manual certification and notice of findings by auditors. In addition to the increased man-hours required to manually certify, the cost of transaction processing by DFAS is significantly less if processed electronically rather than manually. Manual invoice certification shall comply with established DFAS or local financial system procedures. The AO will follow up to ensure payment processes were correctly completed and the payment posts in the correct amount in the bank Electronic Access System (EAS).

a. CHs shall log into the bank EAS a minimum of once per week to reallocate and reconcile transactions. Contact bank, AO and APC immediately if unrecognized charges are found.

b. CHs and AOs have a total of 10 working days to complete the monthly electronic invoice certification.

c. CHs and AOs will ensure the correct Standard Document Numbers (SDN), Lines of Accounting (LOA), and contract numbers are properly entered.

d. AOs shall print, sign and date each monthly statement and retain.

2402. Certification Report Database (CRDB). GPC Hierarchy Level (HL) 5 APCs will utilize the CRDB tool to ensure erroneous information has been extracted and corrected, prior to AO certification. HL5 APCs will run this report after the statement is available for certification to ensure SDNs, LOAs, and contract numbers are entered correctly in the bank EAS.

2403. Manual Certification. Electronic certifications that are suspended will require manual certification. Any command that requires manual certification will have their AO account suspended at the time it appears on the A&M Status Report until the manual certification is processed through Wide Area Work Flow (WAWF), and payment has posted to the AO's account. Historical average of suspension is 12-14 business days. ISICs are responsible to support unit with suspended account to ensure no loss of service (i.e. berthing, subsistence, etc.). Guidance on processing manual certifications can be found on COMNAVRESFOR N4 SharePoint ProcessQuik site.



## Chapter 5 - Procurement Filing System

2501. Purchase File Retention. Standardization is MANDATORY. Purchase card files are to be maintained for 10 years per reference (k). Files are to be maintained in HPE Records Manager, unless they are kept electronically in another COMNAVRESFORCOM N4 approved database, such as DPAS. This includes all training records, letters of delegation, and completed purchase files. Each purchase transaction with an assigned document number will have its own folder, including purchases that have been cancelled. Amendment funding documents will be retained with the original funding document. Outstanding purchase folders will be maintained as hardcopies in ascending document number sequence. Completed files shall be retained electronically in HPE Records Manager. If hardcopies of completed folders are kept in addition to electronic copies, they shall be separated by fiscal year and separated from outstanding folders.

2502. Government Purchase Card File Format. Purchase card files shall be formatted in accordance with Exhibit 1. Each purchase card file will contain the following:

a. Purchase Request (PR) Form. Required for all purchases. The most current PR shall be used and can be found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab. PRs shall be completed in its entirety and approved prior to or on the same day as the funding document. Separation of duty require that the requestor, supervisor, approving official and cardholder be different personnel.

b. Vendor Quote(s). Vendor quotes must be dated prior to or the same day the PR is signed by the requestor. CHs should not make purchases from merchants that use a third party payment vendor; i.e. PayPal, unless no other merchant is available. Documentation of the unavailability of no other merchant is required in the purchase file.

c. Funding Document. Funding documents must be approved by the AO prior to making the purchase. Approval is indicated by the AO digitally signing, dating and printing the funding document. Wet signatures are acceptable. The entire amount, known at the time of purchase, shall be funded on the initial obligation. Amendments must be processed to adjust the initial obligation, as needed, with changes made on the PR initialed by the AO.

d. Signed Invoice/Receipt. GPC invoices will be itemized and have, at a minimum, the vendor's name and address, transaction date, item description, quantity, unit price and total cost. Receivers may sign a packing list if accompanied with the material. However, the CH is responsible for having a signed invoice/receipt in the file. CH shall not sign as the receiver for material they have purchased. Receipt must be posted to the accounting system immediately. Ensure the following mandatory receiver data is entered on the invoice/receipt:

- (1) circle quantity
- (2) printed name
- (3) signature
- (4) date received
- (5) telephone number
- (6) office designator code

(e) Purchase Card Log. A purchase card log shall be used to record all transactions at the time the purchase is placed with the vendor. Reference (i) details mandatory entries for the purchase card log. Sample log can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(f) Monthly Cardholder Statement. The expanded statement showing reallocation information shall be included.

(g) CH Certification Statement

(h) AO Certification Statement

(i) Additional Supporting Documentation. This will include any correspondence with the vendor, requestor, approving official or other personnel involved in the purchase. It also includes contracts, GSA Schedules, best value determinations and any other pertinent documentation.

2503. MILSTRIP File Format. MILSTRIP files shall be formatted in accordance with Exhibit 2. Each MILSTRIP File will contain the following:

a. Purchase Request (PR) Form. Required for all purchases. The most current PR shall be used and can be found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab. PRs shall be completed in its entirety and approved prior to or on the same day as the funding document. Separation of duty require that the requestor, supervisor, approving official and requisitioner be different personnel.

b. Technical Edit Validation. Documentation showing proper technical edit was performed to include price, unit of issue, nomenclature and source of supply. For National Stock Number (NSN) items, technical edit will also include validation of NSN, cog and acquisition advice code. Printouts from One Touch or similar DoD/GSA system is required as verification. Vendor quotes are required for non-NSN material or supplies purchased using MILSTRIP as a

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method of payment and must be dated prior to or the same day the PR is signed by the requestor.

c. **Funding Document.** Funding documents must be approved by the AO prior to making the purchase. Approval is indicated by the AO digitally signing, dating and printing the funding document. Wet signatures are acceptable. The entire amount, known at the time of purchase, shall be funded on the initial obligation. Amendments must be processed to adjust the initial obligation, as needed, with changes made on the PR initialed by the AO.

d. **Signed Receipt.** Sections 4110-4125 of reference (h) cover different types of receipt documents that may accompany material. Vendor invoices for non-NSN material or supplies purchased using MILSTRIP as a method of payment will be receipted following procedure in section 2502, paragraph (d) above. NSN material is typically accompanied by an Issue/Receipt Release Document (IRRD), DD Form 1348-1A. At a minimum, MILSTRIP receipts for NSN material will have document number, stock number, quantity, unit of issue, unit price and total cost. The receiver must acknowledge receipt by circling the quantity, wet signing, date, and printed name. If the quantity received is different from the quantity indicated on the receipt, the original quantity will be lined out and the correct quantity entered immediately above the original quantity. In all cases the receiver will not be the requisitioner.

e. **Additional Supporting Documentation.** This will include any correspondence with the vendor, requestor, approving official or other personnel involved in the purchase or requisition. It also includes contracts, best value determinations and any other pertinent documentation.

2504. **Material Received Without Documentation.** When material is delivered without a receipt, the receipt is damaged or illegible the activity is required to create an administrative receipt utilizing either a DD Form 1348-1A or DD Form 1149. For GPC purchases, every effort must be made to get a copy of the receipt from the vendor before deciding to create a DD Form 1149 administrative receipt. At a minimum, the administrative receipt must clearly define the purpose of the receipt (missing, damaged, lost in shipment, etc.) and attributes document number, NSN or part number, quantity, unit of issue, unit price, total price and date received. The administrative receipt will require one of the following:

a. **Substantiating Documentation.** In instances where material is delivered with substantiating documentation, (i.e., packing slip/delivery ticket), that does not meet the minimum requirements above, the unit/activity must create an administrative receipt to be attached to the substantiating documentation delivered with the material. Both documents must contain a legible signature of the receiver.

b. **Digital Signature.** Software, (e.g., PDF, Word, Excel, etc.) may be used to produce a "form filled" administrative receipt. If unable to use a form filled administrative receipt where a digital signature can be utilized, then use a screen shot which would require then standard process, (i.e., circle, sign, print and date). The administrative receipt must be digitally signed by

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the member receiving the material with a Common Access Card (CAC) signature and date.

c. Business Logistics Application System Validation. When utilizing a screen shot to create the administrative receipt, the screen shot date must be readable and coincide with the receipt date. In this instance, only a legible signature of the member receiving the material is required.

d. Multiple Signatures. For administrative receipts without a digital signature, two legible signatures and dates must be recorded within 72 hours after it has been created. The second signature must be an E7 or above or GS/Civilian supervisor level equivalent for all units/activities. For units/activities that do not have an E7 or above or GS/Civilian supervisor level equivalent, the senior member of the team will be responsible for the second signature.

2505. Recurring requirements, also known as continuing services, for the same or similar supplies or services that exceed the micro purchase threshold over a one-year period shall be forwarded to the local contracting office to establish an appropriate procurement vehicle to meet future requirements. Refer to chapter 4 of reference (m) for additional guidance. Recurring services can be funded for the entire fiscal year with one PR and funding document, which may be amended as needed. In such cases proper documentation shall be maintained, such as a log, to preclude a negative funding balance, and prevent unauthorized commitments. Regions may require funding be in place on a quarterly or monthly basis.



Chapter 6 – Military Standard Requisitioning and Issue Procedures (MILSTRIP)

2601. General. MILSTRIP is the requirement to assign priorities in accordance with standards set forth in the UMMIPS found in DoDI 4110.01. In the movement and issue of material, it is necessary to establish a common basis to determine the relative importance of competing demands for resources of the logistics systems such as transportation, warehousing, requisition processing and material assets. The basis for expressing the military urgency of a requirement is the Priority Designator (PD), which ranges from 01 (highest) to 15 (lowest). The 15 PDs are derived from the two component criteria that rate the relative importance of the item ordered (the urgency of need designator (UND)) and the relative importance of the mission of the unit placing the order (force/activity designators (F/AD)). The PD in conjunction with the Required Delivery Date (RDD) assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in paragraph 2602, the PDs to be used in requisitioning material or services will be determined by the requisitioners' assigned F/AD and the applicable UND, in accordance with paragraphs 3046-3048 of reference (h).

2602. Exceptions. UMMIPS authorizes the assignment of specified PDs in requisitions for certain material requirements, regardless of the requisitioners' assigned FAD. The types of material and the PD authorized for each type of exception are described below, and are authorized only for immediate end use requirements.

a. Medical or Disaster Supplies or Equipment. PD 03 will be used to requisition medical or disaster supplies or equipment required immediately to prolong life; relieve avoidable suffering; expedite recovery in case of injury, illness or disease; or to avoid or reduce the impact of epidemics or similar potential mass illnesses or diseases.

b. Civil Disturbance, Disorder or Riot. PD 03 will be used to requisition emergency supplies or equipment required immediately to control riots, civil disorder or civil disturbance.

c. Essential Clothing. PD 06 will be used to requisition emergency supplies of individual and organizational clothing required immediately to provide a minimum of essential clothing to active duty military personnel who are without it.

2603. Force/Activity Designator (F/AD) Assignments. A F/AD defines the relative importance of a U.S. force, unit, activity, project or program to accomplishing DoD objectives. The principle purpose of the priority system is to differentiate between the relative importance of competing needs. F/ADs are used in conjunction with UND to establish a hierarchy of priorities used for supply requisitions. In an environment of limited supply resources, an organization's relative priority within the system is critical to its ability to secure its materiel requirements.

a. Navy and Marine Air/Surface/Expeditionary Reserve units scheduled for deployment should contact their respective Echelon III command for procedures to increase their F/AD.



b. Activities supporting units assigned a higher F/AD may submit requisitions using the F/AD of the supported unit. This includes awaiting parts requirements for not mission capable supply, partial mission capable supply, and casualty report requisitions.

c. A NAVOPSPTCEN providing direct support to units with a higher F/AD will honor and process requisitions for requirements using that unit's PD.

2604. Urgency of Need Designator (UND). The urgency of need designator (A, B or C) indicates the relative urgency of need for a requirement by a force or activity. The basic criteria and guidance for a requisitioning force or activity to determine the urgency of need of a requirement, and to select the proper PD that reflects the relative importance of the requirement are set forth in paragraphs 3047-3 thru 5 of reference (h).

2605. Quantity Restriction. The quantity of material requested in a PD 01-08 requisition will be restricted to the specific amount that is necessary to satisfy the immediate requirement. Any additional quantity needed for routine stock replenishment or to satisfy routine direct turn over (DTO) requirements will be ordered in a PD 09-15 requisition. Refer to reference (h), paragraph 3045-3, for limitations on the maximum percentage of high priority requisitions (PD 01-08) that are allowed.

2606. Commands performing assessments will include a review of priority designators to determine compliance with reference (l) and this publication.

2607. Follow-up. Status may be obtained through various electronic methods. When status does not provide the necessary information or the information is outdated, a follow-up shall be sent. There are four types of follow-up documents:

a. DI "AF\_\_" document, which is submitted only to request the current status of a requisition.

b. DI "AT\_\_" document, which is submitted to request the current status of a requisition, and which is to be processed as a requisition if the supply source has no record of the previously submitted requisition and no previous DI "AC\_\_" cancellation request has been submitted.

c. DI AFC document, which is submitted to request action to improve the ESD when an unsatisfactory ESD is indicated.

d. DI AFY document, which is submitted to request the DODAAC of the initial (origin) transportation shipping activity. Although not a "requisition follow-up" document, the DI AFT document is submitted to request tracer action on an overdue shipment when the shipment status document indicates that the material was sent by insured/registered/certified mail.

2608. Follow-up Procedures. The status of outstanding requisitions will be reviewed periodically to ensure that, when necessary, timely follow-up action is initiated as follows:

- a. PD 01-03 requisitions should be reviewed daily.
- b. PD 04-08 requisitions should be reviewed weekly.
- c. PD 09-15 requisitions should be reviewed at least monthly, preferably in conjunction with the processing of MOV requests.

2609. Follow-Up Restrictions. The fact that material has not been received by the RDD is not necessarily a valid reason for initiating a routine follow-up. For example, if the ESD entered in BB or BV status has not yet passed, repeated follow-ups would serve no useful purpose, the same status as that previously furnished would be provided again.

- a. Status Not Requested. When no requisition status has been requested, a follow-up may be submitted only after the RDD has passed.
- b. Requested Status Not Received. When requested status has not been received, follow-ups on PD 01-08 requisitions may be submitted only after three days have elapsed since the requisition submittal date or previous follow-up date. Follow-ups on PD 09-15 requisitions may be submitted only after at least seven days have elapsed since the requisition submittal date or previous follow-up date.
- c. Requested Status Received. When requested status has been received, a follow-up may be submitted after the RDD has passed. However, if the status reflects an ESD, which indicates that material will not be supplied by the RDD, a follow-up may be submitted only after the ESD has passed and an adequate time frame for transportation has expired.
- d. Transportation follow-up time frames. When the ESD has passed, the transportation time frames considered adequate for receipt of material are indicated in paragraph 3532 of reference (h). If the item has not been received within those time frames, then a transportation follow-up should be submitted.
- e. Request for Improved ESD. DI AFC document may be submitted as soon as it is determined that an ESD indicated in the supply status is unsatisfactory. DI AFC documents are authorized only for PD 01-08 requisitions, and may be submitted only if the material is definitely required prior to the ESD indicated in the status card, and a higher PD is not authorized.
- f. Request for Supply Assistance. Supply assistance may be requested for PD 01-08 requisitions with status reflecting an ESD indicating material will not be supplied by the RDD. A request for supply assistance may be submitted by email, message, letter, or telephone to the appropriate supply source.

2610. Material Shipped but Not Received. Submittal of MILSTRIP follow-up documents is not authorized when shipment status has been received, even if the material is not received within the time frame allowed for transportation. Submittal of such follow-up documents will only result in the receipt of another shipment status card which duplicates that previously provided. If shipped material is not received within the transportation time frames submission of a Supply Discrepancy Report (SDR) may be required.

2611. Material Obligation Validation (MOV) Procedures. Activities placing MILSTRIP requisitions must have the required access to systems such as One Touch, RSUPPLY or SALTS to conduct material validations. A material obligation represents the unfilled quantity of a requisition that is not immediately available for issue, but is recorded as a commitment against existing or prospective dues or direct deliveries from vendors. Material obligations are considered to be over aged for validation purposes when priority 01-08 requisitions have been outstanding for more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding for more than 75 days past the requisition date. Continuous "Internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle. Activities are required to conduct frequent internal MOVs and shall respond on time to all external MOV request.

a. MOV batches are created by the stock point holding the requirement. The MOV batches are then forwarded to the UIC contained in the DI AN9/ANZ MOV Control Transaction. All MOV requests forwarded to each activity will be accompanied by an MOV Control Card (DI AN9) for acknowledging receipt to the originating activity. Refer to reference (h), paragraph 3592 thru 3596 for MOV request and response formats.

b. Each outstanding requirement for which an MOV request has been received will be validated to determine whether the total quantity is still required, or whether the total quantity or a partial quantity can be canceled. Quantities will not be increased nor priorities upgraded in the validation process. Outstanding requisitions against a closed maintenance action will be cancelled, unless sufficient justification is provided.

c. A response to an MOV request must be received by the requesting activity by the reply due date entered in record positions (rp) 75-77 of the MOV request. Paragraph 3591 of reference (h) outlines the MOV schedule, to include MOV response due dates.

d. For those documents which can be partially or totally canceled, the DI AP\_\_ response will be prepared. The quantity field, rp 25-29, will indicate the quantity still required, not the quantity being canceled. For example; if the total quantity is being canceled, the quantity in rp 25-29 will be 00000. If the quantity is being reduced from five (5) to two (2), the quantity in rp 25-29 will be 00002. For those documents which are still valid for the original quantity shown on the MOV document, a single MOV Certification Card (DI "BMV") will be included as the last line of the response to validate all documents not included as DI AP\_\_ cancellations.

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e. Cancellation of Requisitions. When an activity responds with requests for cancellation of items or reductions in quantities, the material obligation holder will confirm each item or quantity cancellation with a reply to cancellation request indicating status code BR. Funds will not be de-obligated until confirming cancellations are received from the requisition holder. Material obligation holders will automatically cancel requisitions when no response to MOV requests have been received by the response due date. In such cases, the material obligation holder will provide cancellation status code BS (canceled - no response to material obligation validation request).



EXHIBIT 1  
GPC PURCHASE FOLDER FORMAT

GPC PURCHASE FOLDER FORMAT	
LEFT	RIGHT
FROM TOP TO BOTTOM	
Purchase Request Form	Purchase Card Log
Quote	Monthly Cardholder Statement
Funding Document	CH Certification Statement
Signed Invoice/Receipt	AO Certification Statement
Any Additional Supporting Documentation	

NOTE: Copies can be found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.



EXHIBIT 2  
MILSTRIP PURCHASE FOLDER FORMAT

MILSTRIP PURCHASE FOLDER FORMAT	
LEFT	RIGHT
FROM TOP TO BOTTOM	
Purchase Request Form	
Technican Edit Validation	
Funding Document	
Signed Invoice/Receipt	
Any Additional Supporting Documentation	

NOTE: Copies can be found on COMNAVRESFORCOM N4 SharePoint page, under the "Plans & Policies" tab.

SECTION III – UNIFORMS AND ORGANIZATIONAL CLOTHING

Ref: (a) DOD 7000.14-R, Volume 7A  
(b) U.S. Code Title 37  
(c) NAVPERS 15665I  
(d) NAVSUP P-485

Chapter 1 - General Regulations

3101. Uniform Policies:

a. Reference (a) establishes a "cash allowance" and the "clothing issue-in-kind system" to provide uniform clothing required by drilling Navy Reservists.

b. Reference (b) establishes an initial allowance an officer of the Navy Reserves is entitled to as reimbursement for purchase of required uniform items.

c. Reference (c) prescribes uniform and grooming standards for all Navy personnel.

3102. Uniform Entitlements for Drilling Navy Reserve Officers. Refer to reference (a), Chapter 30 and reference (b), Chapter 7, Code 415-417 for additional guidance and restrictions.

a. Initial Uniform Allowance. Drilling Navy Reserve Officers or Officers released from another branch of the Armed Forces are entitled to an initial, one-time uniform allowance of \$400, if they meet one of the following criteria and have not previously received an initial allowance:

(1) Upon first reporting for active duty (other than for training) for of more than 90 days.

(2) Upon completing at least 14 days AT or ADT (combine shorter periods to accumulate 14 days) as a member of a reserve component.

(3) Upon completing 14 IDT periods as a member of the Ready Reserve. Each period of IDT must be at least 2-hours duration.

**\*\*Note. See the Reserve Pay Department for additional support for pregnancy and Officer entitlements.**

b. Additional Active Duty Uniform Allowance. Officers of the Reserve Component are entitled to an additional active duty uniform allowance of \$200 if they meet the following criteria:

(1) Report to active duty, or active duty for training (including authorized travel time) for more than 90 days. The period served may be under orders specifying active duty for more than 90 days, or under two or more orders requiring a continuous period of more than 90 days active duty.

(2) Refer to reference (a), chapter 30, section 300304 for restrictions.

3103. Uniform Entitlements for drilling Reserve Chief Petty Officers (CPOs). Refer to reference (a), Chapter 29 and 58 for additional guidance and restrictions.

a. Navy Reserve personnel advanced to chief petty officer on or after October 1, 2009 are entitled to the full special initial clothing allowance. chief petty officers in the Navy Reserve who were advanced before October 1, 2009, were only paid a partial special initial clothing allowance and are entitled to a partial initial clothing allowance when called to active duty for 6 months or more.

b. Chief petty officers of the Navy Reserve who are assigned to SELRES and VTU and who maintain satisfactory reserve participation per current Bureau of Naval Personnel, are entitled to an annual Reserve Maintenance Clothing Allowance (RMA). A chief petty officer who is advanced to that grade or who becomes a member of a pay unit in a pay or non-pay status on other than the first day of the fiscal year is not entitled to an annual allowance until the first day of the next fiscal year. The allowance will not be paid for a fractional part of a fiscal year. New chief petty officers are not entitled to the RMA until the first day of the following fiscal year after advancement.

3104. Uniform Entitlements for drilling reservists, E6 and Below

a. Upon affiliation, an initial uniform clothing issue is made to eligible drilling reservists, E6 and Below. The uniform requirements for this initial issue can be found on Table 1 of the enlisted male and female Reserve Uniform Requirement List (RURL). Copies of the RURL can be found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

b. Navy drilling reservists, E6 and below, with prior Naval service are entitled to uniform items per the following criteria:

(1) Prior Navy Service, with initial 8-year obligation completed and discharged over 90 days, including IRR obligations if so stipulated in the member's orders. Supply representatives and unit leadership shall conduct an inspection of all items currently in the possession of the drilling reservist. Those uniforms that are unserviceable, no longer fit, or are no longer in their possession are replaced at government expense, not to exceed the quantities listed in tables 1 of the enlisted male and female RURL.

(2) Prior Navy Service, with initial 8-year obligation not completed or discharged/separated less than 90 days. Upon affiliation, one-for-one replacement issue is made

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for those items that are no longer serviceable or no longer fit, not to exceed the quantities listed in table 1 of the enlisted male and female RURL. Socks, underwear, undershirts, towels and uniforms that are no longer in their possession are replaced at the member's expense.

c. After initial issue uniform replacement will be one-for-one in accordance with paragraph 3205.

3105. Active Duty Periods

a. Reserve enlisted personnel, E6 and below, ordered to AD for 6 months or less (180 days or less) are not entitled to a supplemental clothing issue.

b. Reserve enlisted personnel, E6 and below, ordered to AD for more than 6 months (more than 180 days) are entitled to a supplemental clothing issue. The supplemental clothing issue will be made from Table 2 of the enlisted male and female RURL.

c. Reserve enlisted personnel, E6 and below, on active duty greater than 1 year are entitled to the annual clothing replacement allowances per reference (a), Chapter 29, Table 29-4. These members are not entitled to replacement uniforms during those periods of active duty.

3106. Individual Ready Reserve (IRR) E6 and Below Personnel. Members of the IRR must maintain the uniforms issued for the duration of their enlistment contract. One-for-one replacement of uniforms is authorized upon return to drill status, recall to active duty, or mobilization. Newly released uniforms placed in service after the member transferred to the IRR will be issued at government expense. Missing uniform items are replaced at the member's expense.

3107. Special Instructions for Reserve Enlisted Personnel E6 and Below

a. Navy Mobilization Processing Site (NMPS) reporting. E6 and below sailors are required to report to active duty with all uniform items they were issued. Missing items will be replaced at the member's expense. NMPS will not issue monetary allowances for shortages of uniforms. Only mission essential organizational clothing are issued at NMPS.

b. Members must coordinate with NAVOPSPTCEN Supply Department personnel to ensure they receive their supplemental uniform issue from KYLOC to fill RURL Table 2 requirements prior to reporting to active duty. Members will notify the Supply Department 30 days prior to the orders execution date for CONUS orders and 60 days prior for OCONUS orders.

c. RC members assigned to MEDHOLD (patient status) are directed to immediately contact their home NAVOPSPTCEN Supply Department if uniform items are required. All eligibility requirements must still be met.



3108. Organizational Clothing and Flight Suits are any clothing on loan to an individual by a Navy activity. These items:

a. Will be the responsibility of and ordered by the active duty gaining command or the command requiring its wear.

b. Remain the property of the issuing, and will be returned upon transfer from the unit issuing the material or discharge from the Navy Reserve program.

3109. Funeral Honors. Personnel assigned in writing by the NAVOPSPTCEN CO to perform 4 or more funeral details in a 30-day period are authorized a second set of dress whites not to exceed the allowance of Table 2 of Exhibits 1 or 2. All requests for additional uniforms must be routed through the NAVOPSPTCEN CO to RCC for approval.

3110. Turn-In of Clothing and Accessories

a. Issued clothing remains the property of the individual with the following exceptions:

(1) Discharged to enlist in another branch of service.

(2) Discharged by reason of unsuitability, security risk, unfitness or misconduct with an honorable or general discharge, or who are discharged for any reason with an undesirable, bad conduct or dishonorable discharge.

(3) Organizational clothing less those articles that cannot be reissued because of hygienic reasons (e.g., undershirts, caps/hats, socks, and underwear).

b. If any of the above apply, the member is responsible for turning-in all uniforms and any item of organizational clothing held in their possession to the issuing command.

c. Members who neglect to turn-in Navy Reserve issued clothing upon discharge from the Navy Reserve, shall be sent a certified letter from the NAVOPSPTCEN CO/OIC within 10 days of discharge directing the return of U.S. Government property within 15 days of the date of the letter. A copy of this letter and all other correspondence shall be kept in the member clothing record. The member is required to reimburse the government for missing articles with a certified check or money order for the current cost, payable to "Treasurer of the United States". Certified checks or money orders will be forwarded by the NAVOPSPTCEN to the RCC Comptroller or the nearest disbursing officer. Contact RCC N8 for accounting information to ensure credit to the proper appropriation. If member does not voluntarily reimburse the Government, a DD Form 139, Pay Adjustment Authorization shall be completed and forwarded to the Reserve Pay Department for processing and deduction from the member's pay or garnishment of civilian wages. Copies and samples of the DD Form 139 can be found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

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3111. Lost or Damaged Clothing

a. Navy drilling reservists, E6 and below, clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable resulting from an incident during military training or service, not caused by any fault or negligence of the member, shall be replaced at no cost to the member. A memorandum for the record, signed by the NAVOPSPTCEN CO shall be documented in the member's clothing record prior to replacing uniforms.

b. Navy drilling reservists, E6 and below, clothing items destroyed, damaged, lost, or otherwise rendered unusable not resulting from an incident during military training or service may be replaced at no cost to the member. NAVOPSPTCEN shall contact their RCC for determination. RCCs have the authority to approve replacement at no cost to the member if they determine the loss was not caused by any fault or negligence of the member. A memorandum for the record, signed by the RCC Supply Officer shall be documented in the member's clothing record prior to replacing uniforms.

Chapter 2 - Clothing Procurement for Drilling Reservist, E6 and Below

3201. Standard of Processing. NAVOPSPTCEN personnel will take the necessary actions to reduce the delay between affiliating and outfitting new personnel. Requisitions for new affiliates will be processed and submitted as soon as possible but no later than the first drill weekend after affiliation with a valid Common Access Card (CAC).

3202. Sources of Supply. Uniform items shall be ordered from the Defense Logistics Agency (DLA) Troop Support prime vendor, Kentucky Logistics Operation Center (KYLOC) ([www.kyloc.com](http://www.kyloc.com)), or the Reserve Uniform Management System (RUMS). No other sources of supply are authorized without prior approval from COMNAVRESFORCOM N4.

a. Orders for initial issue clothing will be ordered directly from KYLOC for PRISE-R, OSVET, and Sailors who fulfilled their initial 8-year obligation and discharged for over 90 days. Supply department personnel must work in coordination with Command Career Counselors to identify PRISE-R and OSVET sailors early to ensure uniforms are requested and received before attending schools. In addition, all orders for a full seabag can be ordered directly from KYLOC.

b. Reserve Uniform Management System (RUMS) shall be utilized for screening of replacement uniforms prior to ordering from KYLOC. If uniform items are available in RUMS, NAVOPSPTCEN Supply Department personnel will request the item and process the receipt in RUMS. NAVOPSPTCEN Supply Departments personnel will then process a local issue in the KYLOC system for the member.

3203. KYLOC Requisitioning Procedures:

a. The Prime Vendor program, KYLOC, will be used to generate all clothing requests, as dictated in paragraph 3202. NAVOPSPTCEN clothing supervisors will review and approve all clothing requests no less than five working days from submission.

b. Echelon 3 and 4 activities will designate a Clothing Manager to provide assistance to subordinate activities. Echelon 4 Clothing Manager will provide training to their subordinate activities, approve/disapprove expedited and special sized orders, and maintain a log of all approved/disapproved expedited orders. At a minimum this log will contain the request date, reserve member's name, justification, the clothing manager's name who approved or disapproved the request, reason for disapproval, and date approved or disapproved.

c. Only the quantities to which the member is entitled shall be ordered. Authorized quantities are listed in the male and female RURL.

d. KYLOC will provide documentation of all issues and backorders. Backordered items will be annotated with a zero (0) in the shipped column, and will be automatically filled once stock becomes available; do not reorder unless directed by your echelon 4 Clothing Manager.

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Clothing Supervisors must monitor backordered clothing and immediately notify their echelon 4 Clothing Manager if assistance is needed.

e. Upon receipt of clothing orders, the NAVOPSPTCEN Clothing Supervisor will open and inventory contents to ensure proper item(s) are received. Annotate on the outside of the package with the member's name, unit, and date received. The outstanding requisition must be annotated "received" on KYLOC's website at this time. All uniform items will be stored in a designated locked storeroom until issued to the member.

f. If there are any missing clothing items not indicated as "backordered," the Clothing Supervisor will immediately notify their Echelon 4 Clothing Manager for assistance.

g. NAVOPSPTCEN personnel will immediately notify the member and member's Chain of Command whenever clothing is received. The member and the Clothing Supervisor will jointly inventory the clothing. The member will circle quantity, print, sign and date the receipt indicating receipt and acceptance of the clothing. Receipts shall be loaded in HPE Records Manager.

h. Every attempt shall be made to issue clothing within two (2) drill weekends of notification. A reason must be provided by the member if they are unable to pick up their uniforms within this timeframe (e.g. member is deployed or physically unable to pick up items, etc.), along with an expected pick up date. Annotate the reason for delay and expected pick up date on the outside of the packing container. Refer to paragraph 3206 for return procedures for members who are no longer in a drill status.

i. Members who fail to pick up their uniforms within two (2) drill weekends of notification or failed to provide a valid reason for delay and who require uniforms be reordered, shall provide a special request chit signed by either their Unit CO, XO or Senior Enlisted Leader, requesting a reorder. These uniforms cannot be returned and must be entered into RUMS.

3204. Special Measurement Clothing. Procedures for ordering special measurement clothing are located on the COMNAVRESFORCOM N4 SharePoint page, under the Plans and Policies tab. Inquiries regarding unusual sizes or items should be directed to your Echelon 4 Clothing Manager. The complete package will be submitted to the Echelon 4 Clothing Manager for processing.

3205. One-for-one Replacement. Normally one-for-one replacement will follow the wear standards listed in the RURL. The Reserve Minimum Wear Standards are retroactive to the reserve member's initial issue date. The following also applies:

a. Weight gain or loss is not automatic justification for replacement of serviceable uniforms prior to the minimum wear standards date. These requests will be approved or disapproved by the NAVOPSPTCEN CO.

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b. Socks, underwear, t-shirts, blousing straps and towels are replaced at the member's expense.

c. Items lost, damaged, or mutilated through improper use or personal negligence are replaced at the member's expense.

3206. Returns. The latest return policy can be found on the COMNAVRESFORCOM N4 SharePoint page, under the Plans and Policies tab.

a. Exchanges for any item received from KYLOC which was defective, not the size ordered, or the wrong material was issued will be honored under the following criteria:

(1) Items received shall be returned in their original packaging.

(2) Errors must be reported to KYLOC Customer Service Department no later than 120 days from the shipment date.

(3) Call or email KYLOC Customer Service Department to initiate the "call tag process" via phone 859-293-3988 or email at [custservice@kyloc.com](mailto:custservice@kyloc.com). Document number and Sailor's name must be readily available.

(4) KYLOC will cover the shipping cost associated with these returns.

b. Exchanges for any item received that is ill-fitting (e.g., wrong size ordered, fit, cut, length) will be honored only under the following criteria:

(1) Contact KYLOC Customer Service Department (859-293-3988 or email at [custservice@kyloc.com](mailto:custservice@kyloc.com)) no later than 120 days after the shipment date.

(2) Shipping charges associated with these returns are paid by the NAVOPSPTCEN.

(3) All returned items must be unused, free of defects, and in the original packaging.

(4) Exchanges will be for size only (i.e. must be the same item).

(5) The original document number and Sailor's name must be readily available when calling the customer service department.

c. All items that exceeds the 120-day return policy will be added to the RUMS database immediately after being identified.

d. NAVOPSPTCEN who miss the 120-day return window must report the reason for RUMS excess to RCC N4.

**\*\*Note. It is critical to return items within 120 days to prevent accumulation of excess uniforms.**

3207. Disposition of Used Clothing. Used clothing on hand, as a result of items being returned for replacement, will be disposed of according to the following:

a. Used clothing in usable condition

(1) Transfer to the Boy Scouts of America for the Sea Scouts, Naval Sea Cadet Corps, or Young Marines of the Marine Corps. Prepare a DD Form 1149 using the next available expenditure document number and in block 9 cite 10 U.S.C. Section 7541. CO shall sign the DD Form 1149 and place a copy in the expenditure file. All transportation and delivery cost shall be charged to the receiver.

(2) If the first option is not available, transfer the clothing to the nearest DLA Disposition Services. Prepare original and required copies of the DD Form 1348-1A and use the next available expenditure document number. For like items of different sizes, cite FSC-00-NOMENCLATURE in the stock number block (e.g. 8415-00-TROUSERS) and the words "Used Clothing" in the nomenclature block of the form. CO signature is required. Place a copy of the DD Form 1348-1A in the shipping container and in the expenditure file.

b. Used clothing in unusable condition. Transfer to the nearest DLA Disposition Services or destroy to a degree beyond serviceable condition to be used as rags or disposed of locally. Document disposition using a DD Form 1348-1A or DD Form 1149. For like items of different sizes, cite FSC-00-NOMENCLATURE in the stock number block (e.g. 8415-00-TROUSERS) and the words "Used Clothing" in the nomenclature block of the form. CO signature is required. Place a copy of in the expenditure file.



Chapter 3 - Uniform Accessories for Drilling Reservist, E6 and Below

3301. Requisition of Uniform Accessories. Uniform accessories including rating badges, group rate marks, rating insignia, service stripes, collar devices, and nametapes are provided at government expense when outer garments are initially fielded or replaced. RPN alterations funds provided by COMNAVRESFOR via the RCC are authorized to purchase these items. Stockpiling of these items is prohibited; however, minimal quantities are authorized.

3302. Unit Identification Marks (UIMs). UIMs for Navy Reserve personnel will be issued by the active duty gaining command. Members assigned to the OSU or who do not have an active duty gaining command will be issued, at government expense, the UIM of the supporting NAVOPSPTCEN at which they drill.

3303. Gold Uniform Accessories. Ensure all gold uniform accessories requisitioned are authorized for the individual. After initial issue of gold rating badges and service stripes, replacement is made only upon advancement or longevity. Gold uniform accessories will be obtained through authorized sources only.

3304. Nametapes. Personnel who experience name changes will replace nametapes bearing their new name as soon as possible after the name change has been approved by BUPERS. Nametapes will be procured via KYLOC at government expense.

3305. Warfare Devices and MAA Security Insignia. Approved Navy Working Uniforms (NWUs) warfare device and qualification insignia will be obtained through authorized sources. Only primary warfare designator will be issued for wear on the Navy Working Uniforms (NWUs). In the case of a rated MA, primary warfare and soft security badge may be issued for wear on the Navy Working Uniforms (NWUs). Hard warfare qualification/MA Security badges are not authorized for purchase or issue at government expense. Hard security badges shall be provided by the member's gaining command.

3306. Command Ball Caps, Unit Patches and Other Emblematics Intended for Wear on the Navy Uniform. Refer to the latest COMNAVRESFOR memorandum which can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab. Anti-terrorism/force protection (ATFP) training team ball caps are an exception and are authorized for purchase using O&MNR funds. ATFP training team ball caps are organizational clothing, will be stocked in limited quantities, accounted for in a written record or log, issued only to qualified training team members, and managed in accordance with reference (d) and this instruction.

Chapter 4 – Uniform Alterations for Drilling Reservists, E6 and Below

3401. Essential Alterations

- a. Only essential alterations of uniform items are authorized at government expense.
- b. Alterations are not authorized for items that can be exchanged for a different size to allow for a proper fit.
- c. Alterations are provided at government expense for initial, replacement, and special retrofit issues.
- d. Authorized essential alterations are:
  - (1) Hem trousers/slacks to proper length.
  - (2) Hem jumper coat sleeve length.
  - (3) All authorized uniform attachments/accessories.
- e. Individuals who pay for alterations out of pocket are not authorized reimbursement.
- f. Alterations will be funded using the RPN alterations Line of Accounting (LOA) provided to your unique UIC by COMNAVRESFOR. Log this expenditure in the RPN Document Status Log. Retain Log for 10 years in HPE Records Manager. Sample log can be found on COMNAVRESFORCOM N4 SharePoint page under the “Plans & Policies” tab.

3402. Alteration Services. Alteration services may be obtained from the Navy Exchange (NEX) or any tailor shop that will accept the GPC.

Chapter 5 - Special and Extreme Cold Weather Clothing for Drilling Reservists, E6 and Below

3501. General. Special and extreme cold weather clothing items are types of organizational clothing that provide environmental protection under various climatic conditions and are used while performing duties that make standard uniform articles inadequate. This clothing is loaned to an individual and must be returned when no longer required. Special clothing includes cold weather clothing but does not include flight clothing, safety equipment, nuclear, biological, or chemical warfare clothing. Supply Department shall inventory and account for each issue.

a. Extreme cold weather clothing is issued on a sub-custody basis at no cost to the member. The requiring command determines whether or not the requirement for extreme cold weather clothing exists. The requiring command will fund procurement of extreme cold weather clothing utilizing command OPTAR.

b. Special Clothing items required by the local command will be issued on a sub-custody basis at no expense to the member, utilizing command OPTAR.

c. Nuclear, biological, or chemical clothing requirements will be forwarded to COMNAVRESFORCOM N4 via the Echelon IV Clothing Manager.

d. Missing, lost, or destroyed items will be surveyed per reference (d).

SECTION IV – SUBSISTENCE FOR ENLISTED DRILLING RESERVISTS

Ref: (a) DoD 7000.14-R, Volume 7A  
(b) 37 USC 402  
(c) NAVSUP P-486  
(d) NAVSUPINST 4200.99C  
(e) Navy Reserve Personnel Manual

Chapter 1 - Policy

4101. Definition. Inactive Duty Training (IDT) is authorized training performed by SELRES and VTU Sailors, and consists of regularly scheduled unit training periods and additional IDT periods. There are three types of additional IDT periods; Additional Training Periods (ATP), Additional Flying and Flight Training Periods (AFTP), and Readiness Management Periods (RMP). For the purpose of this instruction a qualifying drill period (QDP) shall be a minimum of 4-hours and refers to regular IDT, additional IDT, Funeral Honors Duty (FHD), non-paid drills and flex drills. Per reference (e), FHD and RMP are limited to only one period per day but may be executed in the same day as another drill type.

4102. Entitlements. Reference (a) requires Navy Reserve enlisted personnel, in drill status, to subsist from a general mess, either Navy or another DoD activity, whenever such facilities are available in the immediate area.

a. NAVOSPTSPTCEN COs and Stand Alone Unit COs are authorized to provide rations-in-kind to enlisted Navy Drilling Reservists performing multiple QDPs who meet the eligibility requirements in paragraph 4103.

b. Reference (b) establishes basic entitlements for subsistence of enlisted Reservists.

**\*\*Note. Officers, Active Component, Full Time Support and civilian personnel are not entitled to rations-in-kind funded with RPN monies per reference (b).**

c. Ineligible personnel are required to make restitution for meals consumed and are subject to disciplinary action under UCMJ for failure to do so. Payment shall be made by certified check or money order payable to "Treasurer of the United States". See paragraph 4202.a(3) for instructions on processing payments.

d. NAVOSPTSPTCENs shall develop procedures to ensure only entitled enlisted Navy Drilling Reservists receive subsistence. These procedures will include:

(1) Perform monthly messing audits conducted by a person designated in writing by the NAVOSPTSPTCEN CO.



(2) The designated auditor will not be an accountable official in the procurement chain of command.

(3) The auditor must be an E6 or above and may be a NAVOPSPTCEN staff member or drilling reservist.

(4) The auditor shall use the Subsistence Audit Form found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab to conduct their audit.

(5) The completed Subsistence Audit Form shall be routed to the CO for signature and a copy filed in the purchase folder.

e. Messing in support of Inactive Duty Travel for Training (IDTT) orders is not authorized.

4103. Eligibility Requirements for Individual Meals. Rations-in-kind will be provided to enlisted drilling reservists performing multiple QDPs. Payment will not be made to members for meals not consumed. Furthermore, members must make restitution for rations-in-kind consumed if eligibility requirements are not met. Eligibility requirements are as follows:

a. Breakfast is authorized if the member satisfactorily performs at least two consecutive QDPs within the same calendar day the meal is consumed and reside more than 50 miles from the drill site.

b. Lunch is authorized if the member satisfactorily performs at least two consecutive QDPs on the same calendar day the lunch meal is consumed.

c. Dinner is authorized if the member satisfactorily performs at least two consecutive QDPs the day following consumption of the evening meal and reside more than 50 miles from the drill site.

4104. Methods of Subsistence (Prioritized by availability):

a. DoD Galleys

(1) Enlisted personnel entitled to meals at government expense will be furnished such meals on a non-reimbursable basis, without regard to unit or DoD component affiliation.

(2) Follow local galley procedures and provide head counts prior to each drill weekend, if required.

(3) Meals consumed by drilling reservists at DoD galleys will be verified by the

NAVOPSPTCEN. Verification will be either the Galley transaction reports or the Meal Signature Record (NAVRES Form 1291/1).

b. Non-DOD galleys (Coast Guard and National Guard)

(1) NAVOPSPTCEN will follow local Region comptroller's funding requirement guidance. Funding shall be approved prior to execution of funds.

(2) Follow local galley procedures and provide head counts prior to each drill weekend, if required.

(3) NAVOPSPTCEN will follow local Region comptroller's certification procedures to endure prompt payment of bills.

c. Local Restaurant. Includes contracted dining facilities on military installations. NAVOPSPTCEN Supply Department shall conduct market research of at least three local vendors and document best value determination. Typical best value determination should consider factors such as price, quality (ability to meet technical specifications) and time of delivery.

(1) Arrange with the vendor via the appropriate purchase method for meals provided to enlisted Navy drilling reservists performing multiple drills. Use the GPC to pay for all charges under the micro-purchase threshold. The required method of payment over the micro-purchase threshold is a Blanket Purchase Agreement utilizing the GPC as a method of payment. Report all contracting actions above the micro-purchase threshold in FPDS-NG within 3 calendar days, see paragraph 2109.

(2) A Purchase Request Form shall be prepared and approved before the purchase of meals. Refer to Section II for additional guidance.

(3) Adhere to the purchasing regulations of reference (d).

(4) Meals provided shall be similar to those furnished by a general mess. Each type of meal should be of good commercial quality and meet the nutrition standards established in reference (c). Ability to provide healthy choices should be a criterion when selecting vendors.

(5) Refer to the latest COMNAVRESFORCOM memorandum for the current maximum allowable cost per meal. Current memorandum can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(6) If these prices cannot be reasonably met, NAVOPSPTCEN shall forward a subsistence allowance waiver request, along with three bids including menus and market research to COMNAVRESFORCOM N4 via their RCC for approval before negotiation of

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contracts. Changes to an approved waiver require the submission of a new waiver request and all associated documents. Sample allowance waiver package along with templates can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(7) Purchase files shall be maintained as described in Section II.

(8) Meal Signature Record (NAVRES Form 1291/1) will be used to document personnel who subsisted. The NAVRES Form 1291/1 can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(9) Assign a Master-at-Arms, other than Supply Department personnel, for the lunch meal to ensure only eligible personnel are fed and the meal signature record is properly completed. Establish other local controls to preclude unauthorized personnel from subsisting at government expense.

(10) Retain meal signature records in HPE Records Manager.

(11) The purchase of raw food items or fruit is not authorized. These items, however, can be provided by a vendor as part of a contracted meal for enlisted drilling reservists.

(12) Use of government furnished rations-in-kind provided by a commercial vendor to supplement civilian or military functions (e.g., family day, command picnic, etc.) is prohibited.

d. Catering. Catering shall only be utilized for lunch. The NAVOPSPTCEN shall implement processes to ensure waste be kept at less than 10% of the total meals ordered. Processes may include, but not limited to, reservists signing up in advance for meals or developing procedures to ensure accurate head count prior to placing orders with a vendor. Waivers for excess meal percentages may be granted by RCCs in writing on a case-by-case basis. Excess meals shall be disposed of properly. Sample waiver request letters can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

e. Operational Rations. Operational Rations are the first line of Subsistence in a field training, combat situation or humanitarian assistance mission. Items include:

(1) Meals, Ready-to-Eat (MRE) will be used for temporary field messing unless there is an official NAVSUP approved mess, an agreement with a Navy galley, or another DOD service provider. MREs are self-contained meals that require no additional supplementary food items. Procedures for ordering and accounting for MREs are covered in Section IV, Chapter 2.

(2) Unitized Group Rations (UGRs) are available upon request and may be supplemented with fruits and vegetables procured through your supporting galley using an LOA from COMNAVRESFORCOM N4. NAVOPSPTCEN personnel are not authorized to directly purchase raw food items or fruit.

f. Temporary Messes. Navy Reserve units may request authority to establish a temporary mess (including tray packs) by submitting a letter to NAVSUP via COMNAVRESFORCOM N4 and the unit's chain of command. Reference (c) identifies requirements that must be met before NAVSUP grants approval to establish a mess. Operation of a temporary mess for less than 3 weeks is not considered cost-effective and will not be recommended for approval.



24 Jun 2019

Chapter 2 – Meals, Ready-to-Eat (MRE) Ordering Procedures4201. Ordering Procedures

a. MREs should be funded by the Supporting Command. If not attached to a gaining command, requesting reserve activity will submit a letter requesting authorization and funding to order MREs to COMNAVRESFORCOM N4, via the unit's Echelon IV chain of command, no less than 60 days before the date MREs are required. The NSN for a case of MREs (12 MREs per case) is 8970-00-149-1094. Sample request letter and computation worksheet can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab. The request must contain the following:

(1) Reserve unit name and Reserve Unit Identification Code (RUIC) or Unit Identification Code (UIC).

(2) Dates of the field exercise.

(3) Number of drilling reserve enlisted to be subsisted.

(4) Number of drilling reserve officers to be subsisted.

(5) Number of active duty personnel (officer and enlisted) to be subsisted.

(6) Number of MREs and date required.

(7) Total cost of MREs. Use below link for current DLA prices:  
<http://www.dla.mil/Portals/104/Documents/TroopSupport/Subsistence/Rations/prices.pdf>

(8) Justification for using MREs as opposed to other means of subsistence.

(9) Point of contact, telephone number, and e-mail address.

b. If approval is received, NAVOPSPTCEN personnel will requisition through Subsistence-in-Kind (SIK) at local galley. If local galley is unavailable, submit a requisition (DD Form 1348 or DD Form 1149) to the DLA Troop Support. Website: <http://www.dla.mil/TroopSupport/Subsistence/Operationalrations/mre.aspx>. Forward a copy of the MRE requisition to COMNAVRESFORCOM N4.

c. MREs will not be stored longer than 90 days from the date of evolution completion without COMNAVRESFORCOM N4 approval. MREs should be ordered no earlier than 45 days before they are needed to prevent possible pilferage or spoilage.

4202. Accountability

a. The supporting NAVOPSPTCEN shall:

- (1) Maintain strict responsibility and accountability procedures.
- (2) Prepare a DD Form 1149 shipping document, when directed by COMNAVRESFORCOM N4 to transfer any unused MREs.
- (3) Prepare a DD Form 1131 (with the proper line of accounting) for any certified checks and money orders collected as payment for MREs consumed by any personnel other than enlisted drilling reservists, and forward such monies and documentation to DFAS. Blank DD Form 1131 and samples can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.
- (4) Retain MRE records in HPE Records Manager. Retained records will include all financial documents, signature sheets, and completed DD Forms 1131.

b. Requesting activity will:

- (1) Prepare the request for MREs and submit to the supporting NAVOPSPTCEN.
- (2) Sign for receipt of MREs from the NAVOPSPTCEN.
- (3) Obtain signatures from each individual who consumes an MRE, on either an NSIPS generated Meal Pass Log or the Meal Signature Record, NAVRES Form 1291/1.
- (4) The unit representative or gaining command will turn in all unused MREs, meal signature sheets, and certified checks or money orders to the NAVOPSPTCEN immediately following the field exercise. The Unit CO will be held accountable for payment of MREs that are not properly accounted.

c. MREs should be consumed or transferred to another activity before their expiration date, to avoid survey. Excess MREs will be immediately reported to COMNAVRESFORCOM N4.

d. If MREs reach their expiration dates, a determination must be made as to whether or not the outdated MREs are still fit for human consumption. The expiration date alone does not mean that MREs must be surveyed. Contact COMNAVRESFORCOM N4 for disposition requirements of expired MREs and UGRs.

SECTION V - CONTRACT BERTHING AND BACHELOR LEASED HOUSING

Ref: (a) DoDI 1225.9  
(b) DON Simplified Acquisition Procedures Guide  
(c) COMNAVFAECENGCOM P-73  
(d) OPNAVINST 5009.1  
(e) Navy Reserve Personnel Manual  
(f) SECNAVINST 1000.11

Chapter 1 – Berthing for Drilling Reservists

5101. General. Per reference (a), COMNAVRESFOR activities will provide berthing for Navy Drilling Reserve personnel traveling more than 50 miles to their drill site. There are no exceptions to this policy outside of those identified in section 5106. This section does not apply to IDTT (including no-cost), AT, ADT, or Active Duty for Special Work (ADSW). Bachelor Quarters (BQ) will be used whenever available and cost effective. If BQ accommodations are not available, commercial berthing will be provided at no personal expense to Navy Drilling Reservists meeting eligibility requirements in paragraph 5103. If BQ do NOT provide double occupancy, commercial berthing may be utilized as the primary lodging source after making a best value determination.

5102. Definitions:

a. For the purpose of this instruction a qualifying drill period (QDP) shall be a minimum of 4-hours and refers to regular IDT, additional IDT, Funeral Honors Duty (FHD), non-paid drills and flex drills. Per reference (e), FHD and RMP are limited to only one period per day but may be executed in the same day as another drill type.

b. Administrative Drill Site. The administrative drill site is the NAVOPSPTCEN where personnel records are stored and maintained. This may also be the permanent drill site.

c. Permanent Drill Site. The permanent drill site is where QDT periods are normally performed with the supported command for mission requirements. The permanent drill site is assigned to the reservist's in their Inactive Duty Training Orders. For reservists whose permanent drill site physical location is outside the area of their assigned NAVOPSPTCEN, such as NEPLO personnel, follow procedures to request an alternate drill site, paragraph (c) below. If a supported command requires their Reserve unit to drill and have berthing at a location other than the administrative drill site or the permanent drill site, the supported command CO or supported command Operational Support Officer (OSO) must provide a justification letter to the NAVOPSPTCEN CO requesting the establishment of an alternate drill site, paragraph (c) below.

d. Alternate Drill Site. The Alternate Drill Site is where QDT periods are performed for operational requirements. If a supported command, supported command OSO or Reserve Unit determines that a requirement exists for a member to drill at an alternate drill site, the supported

command CO, supported command OSO or the reserve unit CO shall provide a justification letter to the NAVOPSPTCEN CO requesting the establishment of an alternate drill site. The NAVOPSPTCEN CO will then generate an alternate drill site request letter and forward to their RCC for review and approval. If the alternate drill site falls under the requesting NAVOPSPTCEN's RCC region, then that RCC has authority to review funding requirements and approve. If the request involves another RCC, then the letter shall be routed through the requesting NAVOPSPTCEN's RCC for endorsement and forwarded to COMNAVRESFORCOM N4 for approval. A justification will be included in the letter and submitted along with a copy of the drilling reservist's orders. Alternate drill sites are effective for only one year. The following also apply:

- (1) The alternate drill site may not be changed to circumvent IDTT orders.
- (2) If an alternate drill site is needed for periods greater than 1 year, the supported command should consider requesting an administrative drill site change via COMNAVRESFORCOM N13.
- (3) Prospective Unit COs are authorized berthing at their prospective unit to facilitate a change of command, if required. Prospective Unit COs must complete an alternate drill site request, meet eligibility requirements and request berthing within the timelines of their prospective Unit's NAVOPSPTCEN. Reimbursement is not authorized if berthing is paid by the member.
- (4) Sample alternate drill site letters can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.
  - e. NAVOPSPTCEN Guam is the supporting NAVOPSPTCEN for drilling reservists residing in the Pacific Command area of responsibility (AOR), with the exception of those residing in Hawaii, who are assigned to NAVOPSPTCEN Pearl Harbor.
  - f. NAVOPSPTCEN Jacksonville is the supporting NAVOPSPTCEN for drilling reservists residing in the European, Southern, Central and Africa Command AOR.
  - g. NAVOPSPTCEN Tampa is the supporting NAVOPSPTCEN for drilling reservists assigned to Special Operations Command.
  - h. The member assigned NAVOPSPTCEN or the NAVOPSPTCEN approved in an alternate drill site letter shall pay for the drilling reservist berthing, whichever is closest to the drill site.
  - i. For drilling reservists on orders, it is the responsibility of the member to provide their own berthing using their GTCC via the Defense Travel System (DTS).



5103. Eligibility

- a. Member must travel more than 50 miles from their residence to the drill site where QDTs are performed.
- b. A member must be in a drill status and perform QDT at the administrative, permanent, or alternate drill site. Eligibility must be established for each drill site where the QDTs are performed.
- c. A member must satisfactorily perform two consecutive drills (exclusive of meal periods) to be eligible for one night of berthing and four consecutive drills to be eligible for two nights of berthing. Berthing for more than two nights follow the same requirements. A drill period shall not be counted twice when determining eligibility.
- d. Berthing privileges may be denied for non-conformance to this instruction or local policy.
- e. COs may withhold berthing privileges for a specified period of time from members who, in their opinion, abuse these privileges per local command policy.
- f. Berthing eligibility will be documented using the Route and Distance Statement and maintained on file for berthing audits. Drilling reservist shall cite their NSIPS verified address on the Route and Distance statement. Berthing mileage shall be determined by the NAVOPSPTCEN utilizing Google Maps. Travel time or travel expenses are NOT factors when determining mileage or eligibility with the exception of tolls and mass transit travel options (i.e. ferries, trains, etc) which will not be considered when calculating mileage. Mileage verification will be printed and maintained on file with the member's Route and Distance Statement. Route and Distance Statement can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.
- g. Eligible personnel must re-certify eligibility annually

5104. Funding. Operations and Maintenance Navy Reserve (O&MNR) funds will be used to pay for berthing for drilling reservist performing QDT. Yellow Ribbon funds will be used to pay for berthing during Yellow Ribbon events.

5105. Responsibilities

- a. Echelon 3 shall:
  - (1) Provide funding to activities based on annual budget submissions and funds availability.

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(2) Reprogram funds as necessary to provide for maximum use of berthing funds.

b. Echelon 4/5 activities shall:

(1) Identify and submit funding requirements to COMNAVRESFORCOM in annual budget submissions.

(2) Use the lodging registration receipts, portfolios, or berthing signature sheets to document use of berthing.

(3) Establish local policies concerning, at a minimum, sign-up, no-shows, and audit procedures.

(4) Collect restitution from members who have been furnished lodging without satisfying eligibility requirements or for claims against the Navy resulting from additional room charges or damages due to the member's negligence or misconduct. The following procedures apply:

(a) Letters of Indebtedness (LOI) will be sent via certified mail with a copy sent to the Unit CO, allowing the member 30 days to respond or correct the deficiency. Sample LOI can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(b) The member must reimburse the government with a certified check or money order payable to "Treasurer of the United States".

(c) Upon receipt of the certified check or money order, the NAVOPSPTCEN will prepare a Cash Collection Voucher, DD Form 1131. Copies of the DD Form 1131, along with samples, can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(d) A copy of both the DD Form 1131 and the certified check or money order will be kept in the activity's commercial berthing files.

(e) The original DD Form 1131 and certified check or money order will be forwarded to the RCC Comptroller Department.

(f) If the member does not rectify the deficiency within the established timeframe, wages will be garnished via DD Form 139. Copies and samples of the DD Form 139 can be found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(g) NAVOPSPTCEN cannot charge a member for a no-show but shall follow procedures established in their local policy

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(5) Retain berthing documents, copies of orders, invoices, and collection vouchers for 10 years from date of transaction. Documents will be uploaded in HPE Records Manager.

(6) NAVOPSPTCENs shall develop procedures to ensure only entitled Navy Drilling Reservists are furnished government-funded berthing. These procedures will include:

(a) Perform monthly berthing audits conducted by a person designated in writing by the NAVOPSPTCEN CO.

(b) The designated auditor will not be an accountable official in the procurement chain of command.

(c) The auditor must be an E6 or above and may be a NAVOPSPTCEN staff member or drilling reservist, however, they cannot be a member who utilizes government-funded berthing

(d) The auditor shall use the Berthing Audit Form found on COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab to conduct their audit.

(e) The completed Berthing Audit Form shall be routed to the CO for signature and a copy filed in the purchase folder.

(7) Drilling reservists performing QDT who elect to bring a spouse, guest or pets are NOT authorized to occupy government-funded berthing. The only authorized exception is if the member's spouse is also a Navy reservist performing scheduled drills.

(8) For the purpose of this instruction service animals are not considered pets. Drilling reservists who have a need for a service animal documented in their medical record may be provided with government-funded single room lodging. Lodging pet fees may also be paid by the government, however any damages to the room caused by the animal will be billed to the member. Validation from the medical department of the need for a service animal is required in the member's berthing file. Validation may include an email from the medical department stating the need for the animal. NRA COs have the ultimate discretion on whether or not to allow for service animals and should address this policy in their local berthing instruction.

(9) Under no circumstances will a drilling reservist, accompanied by his or her spouse (also a drilling reservist), occupy berthing that does not have private head facilities.

(10) Navy reservists will NOT be authorized to use government-funded berthing with a spouse, guest or pets and reimburse the Government for the cost difference. Navy Drilling Reservists desiring to use government or commercial berthing with a spouse, guest or pet will make their own arrangements and do so at their own expense.

(11) Navy Drilling Reservists are not authorized to upgrade rooms at government expense. Navy Drilling Reservists opting to upgrade rooms will bear the full expense of the room.

(12) Open Bay barracks are only authorized in support of field training or exercises and must be requested by the Unit CO via NAVOPSPTCEN CO.

5106. Exceptions to the berthing policy

a. If inclement weather, illness, physical disqualification, or other unforeseen events occur, and the NAVOPSPTCEN CO terminates the drill before completing required QDT periods, reimbursement will not be collected from members. Written certification of drill(s) cancellation must be on file with retained records.

b. NAVOPSPTCEN COs have the discretion to permit contract berthing and berthing extensions (such as late night duty requirements, etc.) when the safety of a drilling reservist is involved. Subsistence may also be provided in cases where an extended stay is involved such as during inclement weather. A written authorization letter signed by the CO is required and shall include meals, if provided.

c. NAVOPSPTCEN COs have the discretion to permit one extra contract berthing night for drilling reservists when OCONUS issues arise due to airline transportation schedules. All available options shall be exhausted before granting extensions, such as flexible drills, alternate transportation methods, military airlift, etc. Written authorization of extended berthing privileges must be signed by the CO and retained with the member's Route and Distance Form. COs must use sound judgment in evaluating the circumstances when authorizing additional contract berthing.

**\*\*Note: Written authorization for berthing exceptions must be on file with retained records to include HPE Records Manager. COs must use sound judgment in evaluating the circumstances when authorizing and providing contract berthing.**

5107. Flag Officer Berthing. Flag Officers warrant special attention and flexibility in regard to berthing requirements. While these members are still drilling reservists and have similar eligibility requirements, there are differences that need to be considered. A Flag Officer need not appear on your RUAD for berthing to be made available for him/her. Due to the special nature of Flag Officer travel requirements, drill site designation letters are not required to be held on file at the NAVOPSPTCEN for any Flag Officer. This is handled by the Flag Matters Office at the Office of the Chief of Navy Reserve (OCNR). When tasked to obtain Flag berthing, you will immediately inform your chain of command, to include your RCC N4, of the pending requirement. The following additional items apply to Flag Officers when berthing is required:



- a. The member must travel more than 50 miles from their residence to the drill site where QDTs are performed.
- b. A member must satisfactorily perform two consecutive drills (exclusive of meal periods) to be eligible for one night of berthing and four consecutive drills to be eligible for two nights of berthing. Berthing for more than two nights follow the same requirements. A drill period shall not be counted twice when determining eligibility.
- c. Berthing eligibility will be documented using the Route and Distance Statement, and maintained on file for berthing audits. Berthing mileage shall be determined by utilizing Google Maps as outlined in paragraph 5103 (f). Coordinate with the Flag Aide or the Flag Matters Office (703)614-4656 or (571)256-8554, of the Chief of Navy Reserve (OCNR N095) to have these documents completed and returned to the NAVOPSPTCEN in a timely manner ahead of a Flag visit.
- d. Flag Officers shall be berthed in Flag Quarters on military installations. Every effort shall be made by the NAVOPSPTCEN to obtain Flag Quarters in advance of a Flag visit.
- e. If commercial berthing is utilized for Flag berthing, Flag Officers shall be berthed single occupancy.
- f. Operation and Maintenance Navy Reserve (O&MNR) funds will be used for government-funded berthing provided to Flag Officers executing IDT drills.

5108. Procurement Methods

- a. Drilling reservists who have funded orders (i.e. IDTT, AT, ADT, or ADSW) will make their own arrangement and billed directly.
- b. Drilling reservists performing QDT who signed up for berthing per local instruction will be placed in lodging and have their lodging charges billed to the Reserve activity making the reservation. The invoice will be itemized to include the member's name and occupancy dates.
- c. Drilling reservists performing QDT and who did not sign up for berthing in accordance with local instruction will be placed in lodging and billed to member. Reimbursement at government expense is not authorized.
- d. The required purchase method for berthing under the micro-purchase threshold is the GPC. A Blanket Purchase Agreement (BPA) utilizing the GPC as the method of payment is the required method for transactions over the micro-purchase threshold.



(1) The BPA should include the latest day and time that estimated reservation requirements can be changed. After this time, the Navy could be required to pay for rooms not used.

(2) Ensure that the requirements per reference (b) are met before issuing a BPA.

e. The registration receipt may be used to document reservations. Additionally, the following procedures will be used to monitor the usage of government-funded berthing:

(1) Provide a list of personnel authorized berthing to the front desk or group reservations.

(2) Coordinate procedures with the front desk to ensure that during check-in the registration receipt or berthing signature sheet is signed.

(3) Reconcile the berthing signup sheet against the receipt and take any action on discrepancies found.

f. Rooms are to be single occupancy for officers in paygrades O5 and above, chief warrant officers in paygrade CWO4 and CWO5, chief petty officers in paygrades E8 and E9. All other drilling reservists will be berthed double occupancy, to the maximum extent possible where available, of like gender, with officers separated from enlisted. A unit CO will not be placed with a member of their unit. Unit COs (O4 and below) will be berthed with O4 and below not in their unit. E7s will be separated from E6 and below.

g. A pull-out couch or roll-out bed is not considered a bed for the purposes of this instruction and will only be utilized in the case of a berthing emergency, as determined by the NAVOPSPTCEN CO.

h. Ensure that invoices received agree with the services provided at the agreed upon price. Charges shall not include telephone calls, Wi-Fi, meals, beverages, tax (where applicable) or other lodging services.

## Chapter 2 - Bachelor Leased Housing (BLH) Program

5201. General. Government quarters are often unavailable for Active Duty personnel without dependents assigned throughout the Navy Reserve Force. This situation requires that these individuals compete in the private housing market for quarters. Due to the extremely high cost and limited availability of adequate quarters in many metropolitan areas, these personnel are often required to spend a disproportionate share of their pay or travel excessive distances to obtain suitable housing. The purpose of the BLH Program is to provide adequate quarters for those personnel through government leases.

### 5202. Authority

a. Echelon 4 commands are the approval authority for the leasing of private quarters for personnel without dependents and will submit funding requests to COMNAVRESFORCOM Comptroller (N8).

b. Chapter 13 of reference (c) delegates the authority and responsibility to the appropriate Facilities Engineering Commands (FEC) to take all actions necessary to consummate, modify, amend, renew, administer and terminate leases of real property, including leases for unaccompanied personnel quarters and family housing.

c. The DON uses, whenever practicable, government-owned or controlled property rather than leased property. All suitable and available government-owned unaccompanied personnel housing of the Navy, Army, Air Force and other government agencies, will be surveyed to determine availability before applying for other leased property.

d. FECs will execute, administer, and terminate leased unaccompanied personnel housing contracts in the same manner as leased family housing. Lease forms and condition reports will be completed and forwarded as directed by the FEC. Leases will not include, as a separate and distinct cost item, any provisions for parking of a privately owned vehicle, nor will separate leases or agreements be entered into at government expense. BLH units shall meet the accommodation criteria in this section.

5203. BLH Eligibility Criteria. The Navy may lease BLH for military personnel without dependents in the COMNAVRESFOR claimancy, subject to the following limitations:

a. Must be in the rank of E4 or below.

b. Quarters will not be leased for personnel when their duty station is located within an acceptable driving time distance (not to exceed 1 hour during rush hour traffic) of a U.S. military installation having adequate government quarters. A certification by the NAVOPSPTCEN CO that no adequate government quarters is available will be included with all lease requests.

c. Personnel must have more than 12 months remaining at their current duty station as of the effective date of the lease. Periods of voluntary tour extensions will not be considered in this 12-month period unless the request has been returned approved by Navy Personnel Command.

d. Personnel must be eligible for payment of BAH at "without dependents rate." BAH will be forfeited during occupancy of BLH. Exceptions will be E4 and below personnel receiving BAH at "with dependents rate" to provide child support.

e. BLH occupants who change their status (lose eligibility to draw BAH at the "without dependents rate") are ineligible for the BLH program the day before the date their status changes. The occupant's lease will be canceled effective the day before the date the status changes. The individual will either vacate the premises or the individual will be responsible for negotiation with the lessor for a private lease effective the day before the date the dependency status changes.

f. Personnel who own (or are purchasing) housing within an acceptable travel time to their duty station are not eligible for assignment to BLH.

5204. BLH Accommodation Criteria. The following are minimum BLH contract specifications:

a. The leased unit must be a complete dwelling unit with a private entrance and bath for the sole use of the occupant(s). The unit must be well constructed, in a good state of repair, free from pests, and include heating/cooling equipment and furniture.

b. The unit must have kitchen facilities and be furnished with a stove, refrigerator, dining table with chairs, bed, nightstand, table lamps, floor lamp, chest of drawers, and an easy chair. Unfurnished housing may be leased at the individual's request.

c. Travel time by private automobile or local surface transportation from the lease unit to place of duty should not exceed 1 hour driving time during rush hour traffic. To the maximum extent possible, leased units should be within 10 minutes walking time from local transit service.

d. Leased units will be located in areas meeting acceptable standards of health, sanitation and safety.

e. The terms of the lease shall cover the right of the government to inspect the BLH units periodically.

f. The lease must provide an option for the government to terminate the lease whenever the unit covered by the lease is no longer needed. The lease should provide for the optional renewal by the Government on an annual basis. A 30-day cancellation clause in favor of the

Government, effective at any time within the term of the lease, is required.

g. Leased units may only be located in cities where the average total rental cost (rent, furniture, utilities except telephone and cable, and other operating costs) exceeds the Maximum Allowable Housing Cost (MAHC) for the rank of the individual requiring housing. An individual's BAH will determine the MAHC.

h. The rental rate must not exceed the actual commercial value to the general public. The CO will determine if the rental cost is fair and reasonable for that location. The rental cost must include utilities except cable and telephone service.

i. The individual(s) who occupy the unit will not be named in the lease.

5205. Responsibilities

a. Echelon 3 shall:

(1) Establish policies and procedures for the BLH program.

(2) Issue OPTAR funds to Echelon IV commands based upon the expected number of leases.

b. Echelon 4 Commands shall:

(1) Centrally manage the BLH program under the provisions of reference (d). Double occupancy is directed whenever feasible for members of the same sex.

(2) When double occupancy is not used due to different lease effective dates, request monthly extensions for the lease that expires earliest so that it coincides with the expiration of the lease that expires last. A new lease for double occupancy will then be established for both occupants.

(3) Prepare an annual budget input to fund BLH and monitor expenditures to ensure that they do not exceed budgeted funds.

(4) Submit requests for funding of approved BLH requests to COMNAVRESFORCOM N8.

(5) Forward each approved lease request to the appropriate FEC and allow a 60-day lead time for execution of the lease.

(6) Provide a fund citation to the FEC on a NAVCOMPT Form 2276.

(7) Request that the FEC lease the unit for 1 year with the option (if obtainable) to renew for additional 1 year terms at the same rental rate as the original lease period. The lease cost may not exceed the fair market value or a stipulated dollar amount established by the accommodation criteria. The lease must provide a clause allowing the government to terminate at any time with 30-days written notice to the lessor.

(8) Ensure the BLH payment period is from the first day to the last day of each month. When the desired lease date is not effective on the first day of the month, request a provision for the FEC to include a prorated rental fee for the first month's payment and to establish subsequent payments to begin on the first day of the month for the remainder of the lease.

(9) Designate the appropriate point(s) of contact and request copies of all applicable documents.

(10) Process all correspondence and maintain all records necessary to support and operate the BLH program within its chain of command.

(11) Ensure BLH invoices are processed.

(12) In the event an occupant vacates quarters before the expiration of the lease, ensure the funds for the remaining portion of the lease term are returned. They may not be used for another individual's lease.

(13) Retain all documents in HPE Records Manager.

c. Echelon 5 COs shall:

(1) Determine the availability of government-owned or controlled properties meeting unaccompanied personnel housing requirements within one-hour travel time of the place of duty. Conduct surveys to determine availability of unaccompanied personnel housing within the activity's geographical area. Activities are encouraged to contact DoD installations and other government housing authorities for assistance. Certify that this survey has been conducted and that no adequate housing is available below the MAHC of the applying individual(s).

(2) Upon notification of incoming personnel, ensure contact is made with the new member(s) and determine if BLH is required. If BLH is required, begin the process to provide occupancy as close to the reporting dates as feasible.

(3) Prepare a Certificate of Eligibility. Blank forms and samples can be found on the COMNAVRESFORCOM N4 SharePoint page under the "Plans & Policies" tab.

(4) Ensure that individual(s) execute a Privacy Act Statement covering personal



information to be included in the BLH request.

(5) Locate adequate housing units when it has been determined that the individual is eligible and desires leased quarters. Ensure that prospective occupants are not involved in locating the unit to be leased.

(6) Ensure that the individual's BAH is terminated on the effective date leased quarters are occupied and reinstated on the date after quarters are vacated.

(7) Establish procedures to ensure that prospective occupants of BLH understand that they are expected to reside in the leased unit for the duration of their tour. Vacating leased quarters without proper authorization will result in the loss of their BAH entitlement for the duration of their tour of duty or the remaining term of the lease, whichever is shorter.

(8) Ensure individuals occupying leased quarters fulfill all legal and reasonable obligations usually imposed on personnel occupying government quarters.

(9) Establish procedures to ensure that occupants of BLH clearly understand the responsibilities of their leased quarters assignment per this section. At a minimum, conduct a health and comfort inspection quarterly.

(10) Establish controls to ensure the repair of or compensation for damages beyond normal wear and tear. Take timely and aggressive action to collect for damages or losses where it has been established that the occupant has been negligent. Do not authorize BAH until such compensation has been made. Methods of collection are:

(a) Repair or replacement by occupant. This method is the most direct. All repair and replacement should be to the satisfaction of the CO/OIC and the lessor.

(b) Contracting and payment for repair/replacement. By this method, the occupant pays a contracting agency for the correction of discrepancies, to the satisfaction of the CO/OIC and the lessor.

(c) Payment to the lessor. The occupant pays the Navy directly for any damages beyond normal wear and tear. After repairs are completed to the satisfaction of the CO/OIC/lessor, the Navy will deliver payment to the lessor.

(d) Consent to checkage of military pay. A voluntary consent to checkage of pay may be obtained with the payee being designated as the lessor, contractor or the Navy.

(11) Counsel individuals occupying leased quarters on energy conservation.

(12) Instruct occupants on how to obtain maintenance and repair support from the

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lessor under the terms of the lease.

(13) Ensure that unauthorized personnel are not living in leased quarters. Guests staying in excess of 96 hours must be approved, in writing, by the occupant's CO.

(14) When it is determined that a requirement for leased housing no longer exists, notify the appropriate echelon 4 command in writing of intent to vacate BLH 70 days before the effective date of vacating the quarters. When circumstances do not permit a 70-day notice, advise the echelon 4 command by telephone as soon as an effective date is determined and follow-up with written notification.

d. Occupants shall:

(1) Receive housing in a clean, livable condition and are required to leave the housing in the same condition. Occupants are responsible for the housing and all property, real and personal, assigned to them. Proper care of this property rests with the occupant who shall be held financially liable for loss or damage to such property that exceeds normal wear and tear.

(2) Begin occupancy on the effective date of the lease contract. If a leased unit is occupied before the effective date specified in the lease, the member is responsible for all charges until the effective date of the lease.

(3) Fulfill the legal and reasonable tenant obligations associated with occupancy of government housing, the requirements of this section, and other responsibilities specified in the lease.

(4) Not enter into any agreements with lessor. Occupants will not be a principal in the lease, nor engage in any activities that may be interpreted to indicate such.

(5) Permit escorted entry of Command and geographical FEC personnel for inspections required by this publication.

(6) Ensure only occupants approved by the CO are permitted to occupy leased housing. Guests may occupy housing for up to 96 hours without approval. Beyond this point, approval must be obtained, in writing, from the CO before guest occupancy.

(7) Use assigned quarters in a manner that fosters a positive public image of the Navy and the BLH program.

(8) Not alter the property, replace locks, or install attachments without written permission from the resident manager or owner. If arrangements for repairs are made through the resident manager or owner, cost to the occupant should never exceed the actual cost of the repair to the premises.

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(9) Employ proper energy conservation at all times. Failure to do so may result in removal from the BLH program.

(10) Not sublease or rent any portion of leased housing. Housing will not be used for anything other than what it is intended.

(11) Perform the following as required to maintain the occupied quarters:

(a) Clean interior and exterior windows where they can be reached. This includes sliding glass doors.

(b) Clean interior walls, ceilings, woodwork, and cabinets.

(c) Clean carpets and draperies. Professional cleaning is desirable. Otherwise, carpets and draperies may be damaged and the occupant will be held liable for damages caused by improper cleaning efforts.

(d) Clean ranges and refrigerators.

(e) Clean vent fans.

(f) Clean window shades and blinds.

(g) Clean light fixtures.

(h) Clean, wax, and polish hard surface floors.

(i) Clean sinks, bathtubs, washbowls, and toilets.

(j) Purchase and replace light bulbs in the interior of the apartment and the exterior where the occupant can reach.

(k) Clean sidewalks or grounds area adjacent to the unit if not provided in the lease.

(l) Repair or replace damaged property, personally contract for such repair, or reimburse the government for the cost of replacement or repair. If the occupant fails to take corrective measures, disciplinary action, or other appropriate action as deemed appropriate by the CO, will be taken.

(12) Notify your CO of intent to vacate BLH 70 days before the effective date of vacating the unit, when possible