



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 4400.1C
N4
21 Oct 2022

NETC STAFF INSTRUCTION 4400.1C

From: Commander, Naval Education and Training Command

Subj: PROCEDURES FOR OBTAINING MATERIAL, EQUIPMENT, FURNITURE,
AND MINOR SERVICES

Ref: (a) SECNAVINST 5200.45

1. Purpose. To describe the procedures to be used and to assign the responsibility for ordering materials, equipment, furniture, and various services required by the Naval Education and Training Command (NETC) Headquarters (HQ) staff.

2. Cancellation. NETCSTAFFINST 4400.1B.

3. Policy

a. The Director of Logistics (N4) is assigned responsibility for obtaining all material, equipment (except computers and related peripheral equipment and software), furniture, and services required to support the HQ staff. No other individual or code is authorized to purchase or have purchased any material, equipment, furniture, or service for use by the HQ staff. Requests to deviate from this policy will be submitted to the Chief of Staff via N4 for approval.

b. Furniture

(1) Existing furniture will be used to the maximum extent possible before acquisition of new furniture is considered. Function takes precedence over style and appearance. Existing furniture will be used to fill requirements even though it may not match the existing style or color of furniture in the office in question. The only exceptions to this rule will be for staff with physically related special needs.

(2) Office chairs will be of an ergonomic style approved by NETC Safety (N00X). The same style and color chair

will be procured for all staff members requiring such a chair. Visitor and conference chairs need not necessarily be ergonomic chairs.

(3) Requests for furniture will be forwarded to Staff Supply (N411) for issuance from on-hand assets or procurements will be processed against the Naval Supply Systems Command (NAVSUP) approved Blanket Purchase Agreement vendors.

(4) Only N411, working in conjunction with the First Lieutenant (N0052), is authorized to transfer or dispose of any furniture.

(5) "Executive" (usually solid wood) style furniture will only be assigned to front office, O-6, and General Schedule (GS)-15 and above staff members. All other staff members will use modular furniture or standard formica top, painted metal furniture. On-hand furniture may be reassigned to meet these criteria.

4. Responsibilities

a. All NETC HQ purchase orders greater than \$500, as well as contract or service renewals, will be routed through the Staff Supply Officer (N41) for approval.

b. Common office supplies and minor equipment (items costing less than \$50 each) will be provided by N411. For all other material, equipment, and service requests, Division Directors (DD) and Special Assistants (SA) will:

(1) Prepare and submit an annual equipment purchase request list for the upcoming fiscal year to N41 via N411 by the first week of October. This list will contain a complete description and estimated cost of the equipment requested, and advise whether the item requested is a first-time requirement or if it is replacing existing equipment. Such requests are subject to available funds, and major purchases may have to be deferred until funds become available.

(2) Ensure all recommendations for sole source or limited source solicitation are justified and fully documented.

(3) By 1 August each year, submit to N41 via N411 requests for renewals, rentals and service agreements, periodicals, publications, and newsletters.

(4) Submit requirements for computers, related peripherals, and software to the Chief Information Officer (N6).

c. N411 will:

(1) Obtain material, equipment, furniture, and minor services (\$2,500 or less) required by the HQ staff.

(2) Order, receive, process, store, and issue supplies and equipment required for staff operation. Process all requests in an expeditious manner.

(3) Forward to the appropriate contracting activity requirements for purchases that exceed the purchase card limit of staff supply personnel or that require other purchasing methods.

(4) Ensure that minor property equipment that has an acquisition cost greater than \$5,000 is tagged and accounted for per procedures in reference (a).

(5) Ensure requisitioners are notified when material is ready for pickup and assist in delivery of large or bulky items such as computer paper, furniture, etc.

5. Procedures

a. General Office Materials Stocked by N411

(1) Submit NAVSUP Form 1314 with national or local stock number, complete item description, and the name and telephone extension of the person requesting the material.

(2) Material not immediately available will be ordered or a suitable substitute will be issued. Another request is not required. N411 will provide the document number the material was ordered under to facilitate material follow-up.

(3) Each DD and SA will provide a list of authorized SERVMART shoppers and sample signatures to N411.

(4) Various catalogs and publications are available in N411 to assist staff members in identifying their requirements.

b. Material and Equipment Not Carried in Stock. Submit NETC 4235/4, signed by the DD or SA, to N411. Include a complete description of the item (color, model number, etc.) and suggested source of supply, if known, to assist in procuring the requested material, equipment, or service.

c. Immediate Requirements (Walk-Thru Requisitions). Requests must be signed by the respective DD or SA and describe the work stoppage or other circumstances warranting a high priority for this request. Submit such requests to N41 via N411 for approval.

d. Repairs to Equipment Under a Rental or Maintenance Contract. N411 will generate a memorandum to contractors and contracting offices designating HQ staff members who are authorized to place calls for repair services on an annual basis.

e. Repairs to Equipment Not Under a Rental or Maintenance Contract

(1) Submit requests for repairs to non-computer equipment via memorandum to N411 providing make, model, serial number, plant or minor property tag number, an explanation of the malfunction, location of the equipment, and the name and telephone extension of the person to be contacted when the repair has been arranged.

(2) When the repairs have been completed, the DD or SA point of contact will forward the service representative's invoice or worksheet to the N411.

f. Periodicals, Publications, and Newspapers. Submit new requests or renewals using NETC 4235/4 with a mission essentiality statement to the N411 at least 90 days prior to the requested start date.

g. Federal Express (FEDEX) or Overnight Shipment. FEDEX is authorized only in extenuating circumstances: (1) mission failure, (2) significant monetary penalty, (3) missed transportation or movement, (4) extreme adverse effects to operations or personnel, (5) compelling circumstances in

preparation, or (6) not received in time to meet due date. Complete NASP 5218/1 (available in NETC mailroom), include commercial telephone number and complete street address, obtain DD or SA (or deputy) signature, and bring to the mailroom. Mailroom personnel will obtain approval from the Official Mail Manager (N042) and deliver FEDEX to the base post office at 1400 daily.

h. Telephone Service. Submit telephone service requests by memo to the N0052 and they will determine if the Naval Air Station Pensacola Telephone Office has responsibility and if a commercial contract requirement exists and will submit the work request accordingly.

i. Printing Requests. Submit requests using NETC 5600/4 specifying quantity, any special requirements, and a point of contact to N411.

j. Hazardous Materials. Submit requirements for any hazardous material to N0052.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information-Management/Approved%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC 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

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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.

8. Forms

a. The following form is available for download from Naval Forms Online (<https://forms.documentservices.dla.mil/order/>): NAVSUP 1314 (Servmart Shopping List)

b. The following forms are available for download from the NETC Public Web site (www.netc.navy.mil):

(1) NETC 4235/4 (Material Request)

(2) NETC 5600/4 (Request for Printing)

c. The following form is available from the NETC Mail Room: NASP 5218/1 (Express Mail Authorization)


C. COLLINS, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.