

NROTC Unit Supply Binder – Tab 3-18

Date: August 2025

SUBJECT: Transportation - Obtaining NAVFAC C-Pool Rentals, Short Term Vehicle Rentals or Charter Bus Services

1. PURPOSE

To inform NROTC Unit Supply Technicians of the process for obtaining NAVFAC C-Pool Rentals, Short Term Vehicle Rentals or Charter Bus Services.

2. OVERVIEW

This section outlines procedures for processing commercial vehicle requests and charter bus requests. The Government Purchase Card (GPC) is not authorized for use to rent or lease any commercial or General Services Administration (GSA) vehicles in accordance with NAVSUPINST 4200.99 (series).

3. NAVFAC C-POOL RENTALS / SHORT TERM VEHICLE RENTALS

Vehicle Rentals can be obtained via two options, NAVFAC C-Pool Rentals or Short-Term Vehicle Rentals. Both options will be facilitated via the local NAVFAC. As the Navy's designated vehicle provider, NAVFAC acts as the liaison between Navy customers and GSA as a resource for meeting short term needs.

- **NOTE:** Per NAVSUPINST 4200.99D, Chapter 4, Section 6d (Prohibited Purchases), the Government Purchase Card (GPC) cannot be used for vehicle-related expenses or vehicle leases. Specifically, GPC payment for Vehicle Rental is prohibited. All Vehicle Rental requests must be submitted through NAVFAC / GSA and funded via a DD Form 2275 created in NERP. Please be aware that NAVFAC does not support travel orders, and vehicles are not to be operated over 100-mile radius from installation. If vehicle rentals are needed for official travel refer to JTR and/or NAVFAC P-300 and enter into DTS orders.

Both the NAVFAC C-Pool rental and the Short-Term Vehicle Rental are short term, meaning they are typically no longer than 120 days. NAVFAC C-Pool options can provide either 12 or 15 pax vans, or in some cases SUVs. The request process for both these options is straightforward, however it is **HIGHLY** recommended to give up to a 30-day lead time for processing these requests.

- **NAVFAC C-Pool Rental** – A fleet of vehicles owned and maintained by the local NAVFAC that can be rented out for short term periods of time. Fuel is included with the cost estimate. This is considered the primary option for Units that are local to a

NAVFAC. These are also typically significantly less expensive than the Short-Term Vehicle Rental option.

- **Short Term Vehicle Rental** – A Vehicle rental via a civilian vehicle rental agency ((Enterprise, Avis, Hertz) facilitated by NAVFAC / GSA. Receipts for fuel must be retained and accounted for. This option is typically used for Units that do not have a local NAVFAC that can facilitate a C-Pool option.

The NAVFAC C-Pool Option will always be the first option if available. For Units local to NAVFAC facilities the C-Pool rental option is not only substantially cheaper than GSA, but NAVFAC also has the ability to offer maintenance immediately. If a Short-Term Rental (STR) rental breaks down with a catastrophic issue, a Unit could potentially wait several days before a replacement vehicle can be shipped to that location. If one of the NAVFAC C-Pool assets break down, NAVFAC can usually switch to another asset within hours.

4. ACTION REQUIRED

1. The Supply Tech will contact their local NAVFAC Rep / Transportation specialist who can assist with the rental request. The Supply Tech will need to provide a basic outline of what is needed (how many vehicles of what type for how long, etc.). This step is necessary as it typically can take at least 30 days lead time to allow for processing the request.
2. When requesting a NAVFAC C-Pool Rental or Short-Term Vehicle Rental, the customer needs to complete the NAVFAC Commercial Vehicle Request Form and send back to their Rep. (See NAVFAC POC Listing Below). Unit Supply Technicians should also reference the appropriate FY GSA “Ceiling Rates” and a list of all available vehicles to choose from.
3. GSA Short Term Rentals have a cap of 120 days per contract. At times allowances can be made to go beyond that in certain circumstances, but it requires rebidding and a new contract with GSA.
4. For a NAVFAC C-Pool Rental, the NAVFAC Rep will provide the Funds Request (FR) for the cost including the fuel cost. When NAVFAC sends the FR, the amount will include the GSA Ceiling rate plus NAVFAC Labor, Non-Labor, and CR (Cost Recovery 17.05%).

For a Short-Term Vehicle Rental, the NAVFAC Rep / Transportation Specialist will provide a “ballpark” figure of what the cost for the request will be. As these requests need to be solicited, an exact dollar amount is not always available. NAVFAC will generate and send an official FR for the total amount which includes **cost recovery, Labor, and Non-Labor**.

5. With the FR, the Supply Tech will contact N8 to determine if funding is available, and then if so, create the DD Form 2275 (work request) within NERP for the request. Use of GPC is prohibited for these types of requests, and a DD Form 2275 created in NERP is the financial document that acts as the vehicle of payment.
6. For a NAVFAC C-Pool Option, once the DD Form 2275 is approved and accepted, the NAVFAC Rep / Transpiration Specialist can process the request for the vehicles and the Unit Supply Tech can pick them up from the local NAVFAC.

For a Short-Term Vehicle Request, once the DD Form 2275 is approved and accepted, the GSA Rep / Transpiration Specialist can process the request for the vehicles and solicit from the vendors (Enterprise, Avis, Hertz). Those vehicles can either be delivered to the unit or picked up at the local vendor.

5. NAVFAC C-POOL RENTALS / SHORT TERM VEHICLE RENTALS CHECKLIST

The steps below outline the process for requesting and funding NAVFAC C-Pool Rentals and Short-Term Vehicle Rentals.

- **NOTE:** It is recommended that the requesting activity begin this process **AT LEAST 30 days** prior to the requested Period of Performance to allow NAVFAC the time needed to process the request.
- Contact NSTC N8 to determine if funding is available for your unit's request.
- Contact your appropriate NAVFAC representative (See NAVFAC POC Listing Below) with your itinerary and period of performance. NAVFAC will assist in determining if either a C-Pool Rental or a Short-Term Vehicle Rental will best suit your unit's needs.
- Request a Funds Request from your NAVFAC. This will act as the quote when generating the funding document.
- Create the Funding Document in NERP Utilize Desk Guide 401C (MM Desk Guide - ME51N - Create ZFD Reimbursable Outgoing Funding Document (OFD) PR) to create the DD Form 2275. **NOTE:** Be sure to select WX (Reimb. Work Request OFD) for step 26 to ensure that a DD Form 2275 is generated). In Step 39 under "Item Notes" ensure that the GT&C (A209-017-017-005623) is populated in the Summary of Work along with the appropriate Funding Statements, etc.
- Once the Funding Document (WX) PR is created and then signed by The NSTC Comptroller, you will send a copy of the DD Form 2275 via email to your NAVFAC POC. Once accepted, you will receive a signed copy of the DD Form 2275 (Acceptance Document).

- Upload the NAVFAC signed DD Form 2275 (Acceptance Document) to NERP using the CV01N (MM Desk Guide - CV01N Attach Documents to Purchase Order (PO) and Purchase Requisition (PR) in DMS) to the PR and inform N8 via email you have done so. Second level approval will be conducted by the Field Comptroller (the Comptroller associated with your NAVFAC).
- Ensure that all documentation is saved both electronically and in paper format IAW the required recordkeeping procedures.

6. SAMPLE NAVFAC Commercial Vehicle Request Form


NAVFAC Commercial Vehicle Request Form			
Please complete form and send to Transportation Core			
TO BE FILLED OUT BY CUSTOMER and/or PWD REP			
PWD LOCATION	<input type="text"/>		
PWD POC	<input type="text"/>		
COMMAND NAME	<input type="text"/>		
COMMAND POC	<input type="text"/>		
COMMAND GL #	<input type="text"/>		
CNIC FUNDED?	<input type="radio"/> YES <input checked="" type="radio"/> NO		
COMMAND UIC	<input type="text"/>		
VEHICLES & EQUIPMENT REQUESTED - (LIST QUANTITY)			
<input type="checkbox"/> Van Cargo (0329-03)	<input type="checkbox"/> Bus 20-PAX (0081-00)	<input type="checkbox"/> MD Stake Truck (0343-01)	
<input type="checkbox"/> Van 15-PAX (0330-05)	<input type="checkbox"/> Bus 36-PAX (0083-00)	<input type="checkbox"/> HD Stake Truck (0525-01)	
<input type="checkbox"/> MD Pickup (0327-00)	<input type="checkbox"/> Bus 44-PAX (0085-00)	<input type="checkbox"/> MD Box Van (0362-00)	
<input type="checkbox"/> Pickup Dually (0327-03)	<input type="checkbox"/> Bus School (0083-02)	<input type="checkbox"/> HD Box Van (0527-02)	
<input type="checkbox"/> OTHER (describe) <input type="text"/>			
<input type="checkbox"/> OTHER (describe) <input type="text"/>			
START DATE	<input type="text"/>	END DATE	<input type="text"/>
JUSTIFICATION <input type="text"/>			
IS THE REQUEST GREATER THAN 120 DAYS?		<input type="radio"/> YES <input checked="" type="radio"/> NO	
IF YES, DOES THE COMMAND HAVE AN AVAILABLE IO?		<input checked="" type="radio"/> YES <input type="radio"/> NO	
REQUESTING CUSTOMER SIGNATURE:		<input type="text"/>	
TO BE FILLED OUT BY CORE			
<input checked="" type="radio"/> APPROVED TO USE GSA STR or 751		<input type="radio"/> REJECTED (see below)	
Reason:		<input type="text"/>	
REVIEWING CORE OFFICIAL SIGNATURE:		<input type="text"/>	
<div>  </div>			

Figure 6.1 Sample NAVFAC Commercial Vehicle Request Form

7. NAVFAC POC LISTING

<u>FEC Name</u>	<u>PWD</u>	<u>PWD POC</u>	<u>Delivery UIC</u>	<u>Delivery Address</u>	<u>Mailing Address</u>
<u>MIDLANT</u>	Colts Neck (NJ)	Tashani Price (732) 866-2030 Jeff Redrup (732) 866-2368	N69213	201 HIGHWAY 34 SOUTH Bldg. C-50 Colts Neck, NJ 07722	same as delivery address
	Crane (IN)	Ronald (Jason) Davis (812) 854-3136	N36117	PWD Crane Transportation 300 Highway 361 Bldg. 2713 Crane, IN 47522-5001	same as delivery address
	Great Lakes (IL)	Dan John (847) 688-2329 ext 12 Jonathan Highman (847) 688-2329 ext 25	N36127	NAVFAC PWD Great Lakes Transportation 2415 Spaulding Street Bldg. 1506 Great Lakes, IL 60088-2801	same as delivery address
	Little Creek (VA)	Jason Harkness 757-462-5444	N36115	US Naval Amphibious Base Little Creek 3661 7th Street Virginia Beach, VA 23459	US Naval Amphibious Base Little Creek 1450 Gator Blvd. Virginia Beach, VA 23459
	Mechanicsburg (PA)	Lewis (Skip) Kim (717) 605-8084 Anthony Chilbert (717) 605-2124	N32414	5455 Carlisle Pike Bldg. 305 North Mechanicsburg, PA 17050-2457	same as delivery address
	New London (CT)	Jeffery S Victoria (860) 694-4459 Jose Arriaga (860) 694-4397	N36100	Naval Submarine Base 1 Thresher Ave Bldg. 460 Groton, CT 06349	same as delivery address
	Newport (RI)	Jamie Mickle (401) 841-3670 Armaude Levesque (401) 841-4292	N36105	Naval Station Newport A9 Chandler Street Newport, RI 02841	same as delivery address
	Norfolk (VA)	Al Bracey (757) 341-0750 Dave Moore (757) 341-1111	N36106	Naval Station Norfolk 9228 Third Avenue Bldg. LP-20 Norfolk, VA 23511	Midlant BSVE Transportatio n 9742 Maryland Avenue Norfolk, VA 23511

	Norfolk Naval Shipyard (NNSY)	Jerry Devosha (757) 396-4446 Warren Sims (757) 396-3076	N36102	Norfolk Naval Shipyard (NNSY) Transportation Vehicle Compound Burtons Point Road Portsmouth, VA 23709	Public Works Department Norfolk Naval Shipyard (NNSY) Bldg. 1500 (5th Floor, Rm 513) Portsmouth, VA 23709
	Oceana (VA)	Linwood Gordon (757) 433-2562 Jordan Bobo (757) 433-2460	N36114	Naval Air Station Oceana 1003 D Avenue Bldg. 830 Virginia Beach, VA 23460	Naval Air Station Oceana 953 Hornet Drive Bldg. 820 Virginia Beach, VA 23460
	Philadelphia (PA)	Brian Corry (215) 897-3512 Kimberly Carter (215) 897-3470	N36116	NAVFAC Midlant PWD PA 4911 South 16th Street Philadelphia, PA 19112	NAVFAC Midlant PWD PA 4921 South Board Street Philadelphia, PA 19112
	Portsmouth Naval Shipyard (PNSY)	Chris Palmer (207) 438-5557 Brian Morin (207) 438-5564	N36104	Portsmouth Naval Shipyard Bldg. 154 Kittery, ME 03804	same as delivery address
	Yorktown (VA)	Jeremy Boothe (757) 887-4182 Heather Dame (757) 887-4571	N69212	Yorktown Naval Weapon Station Shops Road Bldg. 2086 Yorktown, VA 23691	same as delivery address
<u>SOUTHEAST</u>	Corpus Christi	Troy Manago (361) 961-1650 Jeffrey List (361) 931-2367	N44215	PWD Transportation 8851 Ocean Drive Bldg. 20 Corpus Christi, TX 78419-5202	same as delivery address
	Fort Worth	Bonnel Ray (817) 782-7401 Fred Cox (817) 782-5432	N44216	NAS Fort Worth 1191 Arnold Avenue JRB Fort Worth, TX 76127	same as delivery address
	Guantanamo Bay	Ursula Lynch 757-458-5673 Shawn Screen 757-458-5664 (DSN)	N44251	PWD Transportation PSC 1005 Box 37 USNB Guantanamo Bay, Cuba	same as delivery address

	Gulfport	Danny Dunton (228) 871-2235 Benjamin Neher (228) 871-2349	N44220	PWD Transportation 4201 McKinney Avenue Bldg. 271 Gulfport, MS 39501	same as delivery address
	Jacksonville (NAS)	Angela Meyers (904) 542-3370 Sharon Teal (904) 542-3595	N69450	Naval Air Station Jacksonville PW7 Box 30 Bldg. 103 Jacksonville, FL 32212-0030	same as delivery address
	Jacksonville	Mashell Desaulniers (904) 542-3125 Luis Melendez (904) 542-2461	N44226	PWD Transportation Enterprise Avenue Bldg. 196 Jacksonville, FL 32212-0030	same as delivery address
	Key West	Wally Moore (305) 293-2586 David Wilkens (305) 293-2342	N44222	NAS Key West Transportation 438 Langley Avenue Bldg. A Key West, FL 33040	same as delivery address
	Kings Bay	Michael Bessette (912) 573-1244 Cherrie Kilner (912) 573-3989	N68248	PWD Transportation 910 USS Hunley Avenue Bldg. 2015 Kings Bay, GA 31547-2606	same as delivery address
	Kingsville	Russell Messer (361) 516-6419 Joe Determan (361) 516-6352	N45974	PWD Transportation 201 Nimitz Avenue Suite 101 Kingsville, TX 78363-5102	same as delivery address
	Mayport	Frank Zumwalt (904) 270-5607 Anna Young (904) 270-5222	N46134	PWD Transportation NS Mayport Old Main Street South End Bldg. 25 Mayport, FL 32228-0067	same as delivery address
	Meridian	Chris Nutt (601) 679-2645 Lainey Thomas (601) 679-2516	N44219	PWD Transportation Allen Road Bldg. 231 Meridian, MS 39309	same as delivery address
	Millington	Ambrose Brown (901) 874-3082 Amos Jackson (901) 874-5550	N62666	PWD Transportation 5722 Integrity Drive Millington, TN 38054-5028	same as delivery address
	New Orleans	Greg Johannsen (504) 678-9553 Carlos Alvelo Perez (504) 678-3250	N44218	PWD Transportation 400 Russell Avenue Bldg. 553 New Orleans, LA 70143-5012	same as delivery address

	Panama City	Mike Brown (850) 234-4794 Shawn Graf (850) 230-7496	N44223	PWD Transportation 101 Vernon Avenue Bldg. 5 Panama City Beach, FL 32407	same as delivery address
	Pensacola	Chris Vaughn (850) 452-4522 Luther Coutts (850) 452-4515	N44224	PWD Transportation DET 310 John Tower Road Pensacola, FL 32508	same as delivery address
	Whiting Field	Susan Kelly (850) 623-7667	N44260	NAS Whiting Field 7183 Langley Street Bldg. 1416 Milton, FL 32570- 6159	same as delivery address
<u>EURAFCENT</u>	Bahrain	Tylos Lopez (DSN) (318) 439- 4461	N48848	PWD Transportation BLDG 84, Road 382 300 Juffair, Bahrain	PWD Bahrain Transportatio n PSC 451 Box 510 FPO AE 09834
	Djibouti	Replace EOCS Patrick Carlson (DSN) 311-842-4594 patrick.k.carlson2.mil@us.navy.mil with McCormack, Benjamin J LT USN NAVFAC EURAFCENT IT (USA) <benjamin.j.mccormack.mil@us.n avy.mil> and Neilson, Sean M PO1 USN NCG 2 (USA) <sean.m.neilson.mil@us.navy.mil >	N3379A	PWD CLDJ Central Receiving Point (CRP) Bldg. 730 South Street Camp Lemonnier, Djibouti 09902	PWD Djibouti Transportatio n PSC 831 Box 43 FPO AE 09902
	Naples	Rudy Criscuolo (DSN) (314) 626- 6866 Branch Mgr.	N44308	Viale Ruffo Di Calabria (Aeroporto di Capodichino) 80144 Naples Italy	PWD Naples Transportatio n PSC 817 Box 22 FPO AE 09622
	Rota	Tony Kealy (DSN) (314) 727-2556 Branch Mgr. Juan Granados Avila (DSN) (314) 757-2426	N44307	PWD Rota Bldg. 149 ATTN: SUPPLY Bldg. 55 Rota Naval Base Rota, Cadiz 11520	PWD Rota Transportatio n PSC 819 Box 9 FPO AE 09646-0009
	Sigonella	Dante Tringali (DSN) (314) 624- 5043 Jennifer Breault jennifer.r.breault.civ@us.navy.mil	N44309	NAS 2 Sigonella PWD Transportation SS 417 Catania Gela 95121 Google Maps Address: Aeroporto di Sigonella Naval Air Station SP69ii, 731, 96016 Lentini SR.	PWD Sigonella Transportatio n PSC 18 Box 3200 FPO AE 09627

	Souda Bay	(DSN) (314) 266-1536 Branch Mgr. Mannoussos "Mike" Terezakis (DSN) (314) 266-1536	N66691	US Naval Support Activity PWD Souda Bay Receiving Officer Bldg. 95 Mousouras Souda Bay Crete, Greece Google Maps Address: NAMFI, Ethniki Odos Aerodromiou Soudas Pazinos, Grecia	PWD Souda Bay Transportation PSC 814 Box 11 FPO AE 09865
	Deveselu Romania	CM1 Stephen Slone (DSN) 324-771.4331	N62590	US NATO Facility UM01871 Comuna Deveselu Jedetul Olt, RO 235200	US NATO Facility UM01871 Comuna Deveselu Jedetul Olt, RO 235200
	Rezikowo Poland	CM2 McCarthy matthew.j.mccarthy44.mil@us.navy.mil	N62592	Naval Support Activity Redzikowo Jednoska Wokskowa, 4220 Redzikowo, 76-204 Slupsk 6, Pomorskie Poland	Naval Support Activity Redzikowo Jednoska Wokskowa, 4220 Redzikowo, 76-204 Slupsk 6, Pomorskie Poland
<u>WASHINGTON</u>	Annapolis	Michael McCoy (240) 305-8683	N44201	181 Wainwright Road Building 181 Annapolis, MD 21402	same as delivery address
	JBAB	Joaquin Cruz (202) 284-4137	N61142	NAVFAC/JBAB Transportation 361 Cudahay St SW Bolling AFB Washington, DC 20032	same as delivery address
	Pax River	Maria Wysong (202) 894-3735 (position vacant)	N44198	NAVFAC Washington Public Works 22445 Peary Road Patuxent River, MD 20670	same as delivery address
	South Potomac/Dahlgren	Tom Albrittain (202) 377-9558	N00178	NAVFAC Washington Transportation 6147 Thompson Rd Bldg 481 Room 100E Dahlgren, VA 22448	same as delivery address
	South Potomac/Indian Head	Maria Wysong (202) 894-3735	N00174	Naval Support Facility South Potomac, Indian Head 4145 Lloyd Road Bldg 525 Indian Head, MD 20640	same as delivery address

8. CHARTER BUS SERVICES

In accordance with OPNAVINST 4650.15 and Defense Transportation Regulations, charter bus services are mandatorily sourced from the Navy Passenger Transportation Office (NAVPTO). NAVPTO ensures only DoD approved carriers possessing a Military Bus Agreement (MBA) are used.

- **NOTE:** Per NAVSUPINST 4200.99D, Chapter 4, Section 6d (Prohibited Purchases), the Government Purchase Card (GPC) cannot be used for vehicle-related expenses or vehicle leases. Specifically, GPC payment for Charter Bus Services is prohibited. All Charter Bus Service requests must be submitted through NAVPTO and funded via a DD Form 2275 created in NERP. Please be aware that NAVPTO does not support travel orders.

9. ACTION REQUIRED

1. It is recommended (but optional) that the NROTC units use the documents referenced in a. and b., below, to complete their requirements for charter bus services:

a. The **Internal-to-NROTC Charter Bus Service Request**, used by a NROTC staff member to ensure all required information is provided to their NROTC Supply Technician, who will process the requirement, see sample below.

b. The **Charter Bus Service Request Checklist**, used by the NROTC Supply Technician to ensure they forward all the required information to NAVPTO, (see sample bullets below).

2. Submit charter bus requirements to the respective NAVPTO office designated in the NAVPTO Areas of Responsibility and Contact Information section included below using the sample letter template provided.

Requests must include:

- Identification of group
- How many buses
- Number of passengers
- Origin/destination of travel to include pickup and drop-off locations
- Specific date(s) and time(s) for one-way or round-trip travel
- Deadline for arrival at destination
- Capacity of motor coach equipment required

- Address of loading location
- If special accommodation for passenger(s) is required
- Name, phone number and after-hours contact (if applicable) for POC (group leader for trip)

NAVPTO will request bids for service from their approved carriers. An approved carrier will be identified, a quote is obtained, and it is forwarded to the requesting NROTC.

3. Complete a NAVCOMPT Form 2275, Order for Work and Service, identifying the line of accounting for funding. Detailed completion of the NAVCOMPT Form 2275 is beyond the scope of this Tab; contact the NSTC Comptroller POCs listed below for assistance. Upload the Navy Transportation Expenditure Request Letter with the NAVPTO quote and the spreadsheet to NERP. Ensure the NAVCOMPT Form 2275 “To Block” notes the servicing NAVPTO address and Point of Contact.
 - Include the Continuing Resolution Authority (CRA) statement or other funding availability statements on the NC 2275 when applicable.
4. If the requirement is approved, submit the NAVCOMPT 2275 to the respective NAVPTO and accomplish the acceptance process in NERP. Detailed completion of the acceptance process in NERP is beyond the scope of this Tab; contact the NSTC Comptroller POCs listed below for assistance.
5. After charter bus services are complete the carrier will submit a Government Coach Certificate (GCC) to NAVPTO. NAVPTO will pay the carrier for the service noting the specific Line of Accounting cited on the funding document.
6. If problems in contacting NAVPTO offices, problems with NAVPTO offices, or problems processing requests at NAVPTO offices are encountered, please contact a POC from the “POCs in the case of problems with NAVPTOs” included below.

10. CHARTER BUS REQUEST CHECKLIST

The steps below outline the process for requesting and funding Charter Bus Requests via NAVPTO.

- **NOTE:** It is recommended that the requesting activity begin this process **AT LEAST 30 days** prior to the requested Period of Performance to allow NAVPTO the time needed to process the request.
- Contact NSTC N8 to determine if funding is available for your unit’s request.

- Contact your appropriate NAVPTO representative (See NAVPTO Areas of Responsibility and Contact Information Below) with your itinerary and period of performance.
- NAVPTO will provide you three (3) quotes. Select your quote and inform NAVPTO of your choice.
- Complete the Transportation Request Packet (to attach in NERP when creating the Funding Document). This consists of the Navy Transportation Expenditure Request signed by CO (see sample letter below) and the Carrier Confirmation Acceptance and Quote.
- Create the Funding Document in NERP Utilize Desk Guide 401C (MM Desk Guide - ME51N - Create ZFD Reimbursable Outgoing Funding Document (OFD) PR) to create the DD Form 2275. **NOTE:** Be sure to select WX (Reimb. Work Request OFD) for step 26 to ensure that a DD Form 2275 is generated). In Step 39 under “Item Notes” ensure that the GT&C (A209-017-017-005623) is populated in the Summary of Work along with the appropriate Funding Statements, etc.
- Once the Funding Document (WX) PR is created and then signed by The NSTC Comptroller, you will send a copy of the DD Form 2275 via email to your NAVPTO POC. Once accepted, you will receive a signed copy of the DD Form 2275 (Acceptance Document).
- Upload the NAVFAC signed DD Form 2275 (Acceptance Document) to NERP using the CV01N (MM Desk Guide - CV01N Attach Documents to Purchase Order (PO) and Purchase Requisition (PR) in DMS) to the PR and inform N8 via email you have done so. The second level of approval will be conducted by the Field Comptroller (the Comptroller associated with your NAVPTO).
- Submit Final Itinerary to the Carrier once fully funded and confirmed.
- Ensure that all documentation is saved both electronically and in paper format IAW the required recordkeeping procedures.

11. Sample Internal-to-NROTC Charter Bus Service Request

NROTC _____ NAVPTO Charter Bus Service Request	
<i>Form shall be provided to Supply Office one month before bus service in order to get quotes and funding approved.</i>	
Total number of passengers (Midshipmen + Staff): _____	
Pick up Time/Date:	_____ / _____
Pick up Location/Address:	_____ _____ _____ _____
Drop Off Time/Date:	_____ / _____
Drop Off Location/Address:	_____ _____ _____ _____
(Return) Pick up Time/Date:	_____ / _____
(Return) Pick up Location/Address:	_____ _____ _____ _____
(Return) Drop Off Time/Date:	_____ / _____
(Return) Drop Off Location/Address:	_____ _____ _____ _____
Are in-and-around bus services required after the initial drop-off location: _____	
If so, provide Drop Off Time/Date:	_____ / _____
If so, provide Drop Off Location/Address:	_____ _____ _____ _____
If so, provide Return Time/Date:	_____ / _____
If so, provide Return Location/Address:	_____ _____ _____ _____
Will bus <u>driver</u> need to remain available at the site being visited: _____	
Name of NROTC staff member traveling with group: _____	
Cell phone number (office phone not acceptable): _____	
<i>Note: Commands do not make lodging arrangements for bus drivers. That cost is to be included in the vendor quote.</i>	
<i>*This optional form is for internal use by NROTC staff to request the NROTC Supply Technician arrange Charter Bus Service. It can be edited as necessary by the individual NROTC unit.</i>	

Figure 11.1 Sample Internal-to-NROTC Charter Bus Service Request

12. Sample Bus Procurement Request Memorandum



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
YALE UNIVERSITY
55 WHITNEY AVENUE, SUITE 430
NEW HAVEN, CT 06516-1300

IN REPLY REFER TO
4600
Ser 84/110
16 NOV 21

From: Commanding Officer, NROTCU Yale University (N63292)
To: Transportation Officer, Navy Passenger Transportation Office

Subj: BUS PROCUREMENT REQUEST FOR NAVAL RESERVE OFFICER TRAINING
CORPS, YALE UNIVERSITY

Ref: (a) Defense Transportation Regulation Part 1, Chapter 104

1. Per reference (a), the following information is provided to procure a bus for passenger movement:

- a. Number of buses requested- 2 Motor Coaches
- b. Number of passengers/luggage – 40 PAX/ no luggage
- c. Capacity of each bus requested – 55 Seat Motor Coach
- d. Departure date/time/location – 03DEC2021 / 12:15/ Payne Whitney Gym- Yale University, 20 Tower Parkway, New Haven, CT 06510
- e. Arrival date/time/location – 03DEC2021 / 13:15/ NAVAL SUBASE NEW LONDON, 1 Crystal Lake Rd, Groton, CT 06349
- f. Departure date/time/location – 03DEC2021 / 17:00 / NAVAL SUBASE NEW LONDON, 1 Crystal Lake Rd, Groton, CT 06349
- g. Arrival date/time/location – 03DEC2021/ 18:00/ Yale University, Payne Whitney Gym- Yale University, 20 Tower Parkway, New Haven, CT 06510

2. The point of contact for this authorization is Mr. Ed Walters at (203) 804-2398 or edward.walters@yale.edu


R. L. WITHROW

Copy to: Supply Technician

Figure 11.2 Bus Procurement Request

13. NAVPTO Areas of Responsibility and Contact Information

NAVPTO AREAS OF RESPONSIBILITY AND CONTACT INFORMATION:

- **NAVPTO Bahrain:**
 - AOR consists of CENTCOM (Middle East), AFRICOM. Major command concentrations include Bahrain, Kuwait and Africa.
 - Group email address: navpto.bahrain@me.navy.mil
- **NAVPTO Bangor, WA:**
 - AOR consists of Pacific Northwest (WA, OR, MT, ID, WY, UT), Northern California & Northern Nevada to include all commands in Point Mugu, CA,

Point Loma, CA, North Island, CA, Port Hueneme, CA and China Lake, CA.
Units operating offshore in the Eastern Pacific north of Monterey, CA.

- Group email address: W_CNI_BREM_NAVPTO-Bangor_US@navy.mil

- **NAVPTO Naples, Italy:**

- AOR consists of Europe and the Mediterranean Sea. Major customer command locations in Italy, Spain and Vaihingen Germany.
- Group Email Address: NAVPTO@EU.NAVY.MIL

- **NAVPTO Far East, Yokosuka, Japan:**

- AOR consists of Western Pacific (WESTPAC) & Indian Ocean. Major customer command locations in Japan, Diego Garcia, Korea, & Singapore
- Group Email Address: M-yo-psdnavpto@fe.navy.mil

- **NAVPTO Great Lakes, IL:**

- AOR consists of Central CONUS (AL, AR, IL, IN, IA, KS, KY, MI, MS, MN, MO, NE, ND, OH, SD, TN, TX, WV, & WI)
- Group email address: NAVPTO_TSC_grlk@NAVY.MIL

- **NAVPTO Guam:**

- AOR consists of all units assigned in Guam and those operating offshore in the vicinity of Guam.
- Group email address: m-gu-psdprpcsguam-gs@fe.navy.mil

- **NAVPTO Norfolk, VA:**

- AOR consists of U.S. East Coast to include NC, VA, MD, WV, DE, PA, NJ, NY, New England and Canada. PSD New London CT & PSD Washington D.C. NAVPTO Storefronts operate under the NAVPTO Norfolk AOR. Also provides support to offshore units operating in the Atlantic north, west and east of Bermuda.
- Group email address: W_BUPER_NAVPTO_NRFK_US@navy.mil

- **NAVPTO Pearl Harbor, HI:**

- AOR consists of Hawaii, Central and South Pacific (Micronesia, Papua New Guinea, Fiji, Samoa) and Australia.

- Group email address: prlh-navpto@navy.mil
- **NAVPTO Pensacola, FL:**
 - AOR consists of Southeast U.S. to include: AL, GA, FL, LA, MS, SC, Guantanamo Bay, Cuba, SOUTHCOM and all units operating offshore in the Atlantic Ocean south of Bermuda and the Caribbean.
 - Group email address: PSDPENNAVPTO@navy.mil
- **NAVPTO San Diego, CA:**
 - AOR consists of: Southern California, AZ, NM, NV, CO, OK and offshore units operating in the Eastern Pacific south of Monterey, CA.
 - Group email address: NAVPTO_SD_ADMIN@navy.mil

14. POCs in the case of problems with NAVPTOs

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In conclusion, this document has detailed the procedures for NROTC Unit Supply Technicians to acquire transportation via NAVFAC C-Pool rentals, short-term vehicle rentals, and charter bus services. To ensure compliant and efficient procurement, please adhere to the following actions:

1. **NAVFAC Rentals:** When feasible, prioritize NAVFAC C-Pool rentals for short-term vehicle needs, initiating requests at least 30 days in advance and utilizing DD Form 2275 in NERP for funding.

2. **Charter Bus Services:** Source all charter bus requirements through NAVPTO, submitting comprehensive requests and utilizing the provided checklists and points of contact to ensure compliance with regulations.
3. **GPC Restrictions:** Strictly adhere to the prohibition of GPC use for vehicle rentals and charter bus services, ensuring all transactions are processed through the appropriate NAVFAC or NAVPTO channels and funded via DD Form 2275.

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