

NROTC Unit Supply Binder – Tab 3-28

Date: August 2025

SUBJECT: SPIRAL 4 Cell Phone Service Acquisition: Authorized Users and Security Procedures

1. PURPOSE

This document provides guidance to NROTC Unit Agency/Organization Program Coordinators (A/OPCs), Approving Officials (AOs), Cardholders (CHs), and other relevant personnel on the procedures for ordering wireless services using the Government Purchase Card (GPC).

2. OVERVIEW

The GPC ordering process for wireless services is a cyclical process, repeating every nine months. This process ensures optimized government spending and accurate service provisioning. Adherence to these procedures is critical for responsible stewardship of government resources.

3. GPC ORDERING PROCESS

The GPC ordering process consists of the following five phases:

3.1 Planning & Preparation (Nine Months After Previous Order):

- Review nine months of spend/usage data to identify trends, zero-use lines, overages, and areas for optimization.
- Read the "Ordering Guide" First

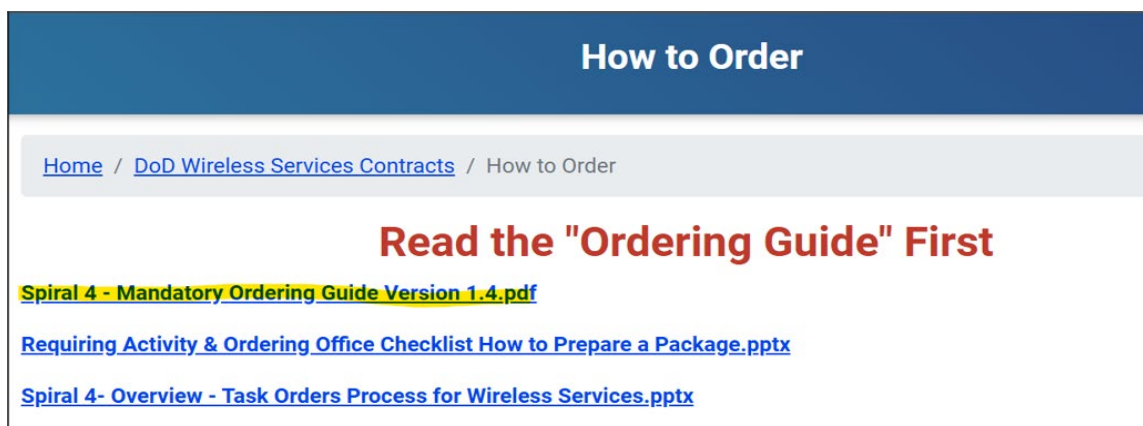


Figure 3.1 "Spiral 4 - Mandatory Ordering Guide" page on the DoN Wireless Ability Program Office website.

- Determine optimal Equipment Line-Item Numbers (ELINs) and quantities for the next order based on historical data and Spiral 4 ELINs. Refer to the "How to Order" page on the DoN Wireless Mobility Program Office website for guidance.
- Use the Price Calculator Spreadsheet to determine the Government Estimate (GE). If the GE exceeds GPC authority (currently \$10,000 annually), the requirement must be sent to the Contracting Office. Note: GPC orders cannot exceed one year. The ITPR Approval Process is available on the DoN Wireless Mobility Program Office website [https://my.navsup.navy.mil/apps/ops\\$ncmpo.home](https://my.navsup.navy.mil/apps/ops$ncmpo.home) under "How to Order".

Approved ITPR (Navy & Marines only)

NAV-ITAS provides an abbreviated ITPR smart form that is designed for local command review and approval by a designated Trusted Agent. Echelon II commands that decide not to utilize the abbreviated smart form must submit a \$25,000 or less report at the end of each quarter to DON, DDClO(N). A template for the report can be found in the NAV-ITAS website under the policy tab. Restrictions apply to the \$25,000 local command approval and use of the abbreviated smart form for requests less than \$500,000... The following are NOT exempt and NOT authorized to use the abbreviated smart form:

h. Contract support services that will exceed the \$25,000 threshold over the course of the contract (includes option years).

[ITPR NAV-ITAS Application Process](#)

[NAVADMIN 003-23 FY23 NAVY ITPR Requirements & Submission Guidance](#)

Figure 3.2 "How to Order" continuation page showing ITPR guidance.

- Use the Price Calculator Spreadsheet to determine the Government Estimate (GE). If the GE exceeds GPC authority (currently \$10,000 annually), the requirement must be sent to the Contracting Office. Note: GPC orders cannot exceed one year. The ITPR Approval Process is available on the DoN Wireless Mobility Program Office website [https://my.navsup.navy.mil/apps/ops\\$ncmpo.home](https://my.navsup.navy.mil/apps/ops$ncmpo.home) under "How to Order".
- Secure funding for the purchase.
- Complete and certify the Mandatory GPC Template for both the Wireless Manager and the GPC Holder.

[GOVERNMENT USE ONLY] NOT FOR CONTRACTORS																			
<h2 style="margin: 0;">MANDATORY TEMPLATE FOR GCPC ORDERS</h2>																			
<p>This template must be completed by the Requestor and provided to the GCPC Holder along with the Device & Equipment User Phone Listing.</p> <p>All required forms are posted on the DoN Wireless Mobility Program Office Website.</p> <p>Note: All non-NAVSUP users must register their CAC prior to gaining access to the secure web pages. If you're unable to access the site, you'll need to register your PKI certificate in the NAVSUP Master Directory. Directions on how to register your PKI certificate are provided at:</p> <p>Note: Contractor personnel are restricted from accessing the website.</p> <p style="text-align: center;">https://www.navsup.navy.mil/registration</p> <p>Link to DoN Wireless Mobility Program Office website:</p> <p>DoN Wireless Mobility Program Office (navy.mil) Ordering Period of Performance (POP):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;"></th> <th style="width: 40%;">POP Start Date (DD MMM YYYY) <i>(including delivery of any new equipment)</i></th> <th style="width: 45%;">POP End Date (DD MMM YYYY)</th> </tr> <tr> <td>CLIN 1000</td> <td></td> <td></td> </tr> </table> <p>If there is a current Task Order, provide the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Contract Number</td> <td style="width: 10%;"></td> <td style="width: 60%;"></td> </tr> <tr> <td>Task Order Number</td> <td></td> <td></td> </tr> <tr> <td>Name of Wireless Carrier</td> <td></td> <td></td> </tr> <tr> <td>Account Number</td> <td></td> <td></td> </tr> </table> <p>This form shall be signed by the Preparer, Wireless Manager and Approving Official and provided to the GCPC holder.</p> <p>A. KEEP/DO NOT KEEP SAME EQUIPMENT IF THE INCUMBENT CONTRACTOR IS SELECTED</p> <p>The Requiring Activity plans to obtain <input type="checkbox"/> all new equipment or <input type="checkbox"/> retain current equipment.</p> <p>B. ANALYSIS OF INVOICE DATE AND HISTORICAL USAGE (USE CONTRACTORS' DON WEBSITE [PORTALS] AND INVOICE RECORDS)</p> <div style="height: 100px;"></div>			POP Start Date (DD MMM YYYY) <i>(including delivery of any new equipment)</i>	POP End Date (DD MMM YYYY)	CLIN 1000			Contract Number			Task Order Number			Name of Wireless Carrier			Account Number		
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Account Number																			
<div style="display: flex; justify-content: space-between;"> Spiral 4 – May 8, 2025 Page 1 of 6 </div>																			

Figure 3.3 Mandatory Template for GPC Orders.

- Create and/or update the Device/Equipment & User Phone Number List, ensuring accuracy and completeness (Name, Email, Phone Number).
- Identify and document Points of Contact (POCs), including:
 - Task Order POCs and Wireless Manager
 - Invoice POC (responsible for reviewing and approving invoices, accessing the contractor's Navy portal)
 - Usage/Spend Management POC (responsible for analyzing usage data and identifying optimization opportunities).

3.2 Obtaining Pricing and Availability:

- Contact potential contractors (or the sole-source contractor if applicable) and request pricing and availability for the determined ELINs and quantities.
- Evaluate contractor responses, considering price, availability, and service offerings.

3.3 Award and Order Placement:

- Determine the awardee based on the evaluation of pricing and availability.
- Prepare documentation of the award decision rationale.
- Place the order with the selected awardee via email. The order must include:
 - Contract CLIN
 - ELINs used and quantities (including ELIN worksheet)
 - Invoice and billing information
 - Shipping details and address
 - Names and contact information for order POCs
 - Device/Equipment & User Phone Number List
 - Mandatory Template for the Device/Equipment

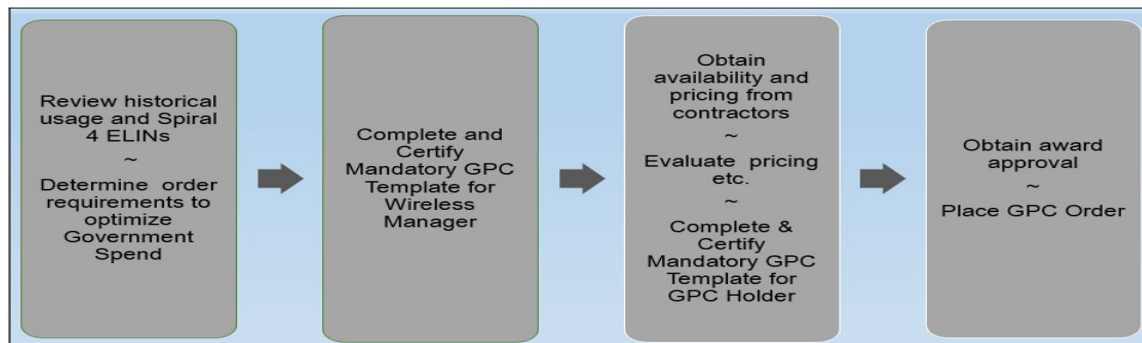


Figure 3.4 Summary Process Overview.

3.4 Task Order Management and Optimization:

- Access the contractor's DON Wireless portal and utilize reporting capabilities to:
 - Review invoices for accuracy and identify any errors in charges.
 - Identify zero use, overages, and directory assistance charges.



Figure 3.5 SP4 DON Wireless Portal.

- Update the Device/Equipment & User Phone Number list to reflect changes in personnel and device assignments.
- Analyze usage of data regularly to identify optimization opportunities and cost savings.

3.5 Cycle Repetition:

- Nine months after the order placement, repeat the entire process, starting with the review of historical spend/usage data.

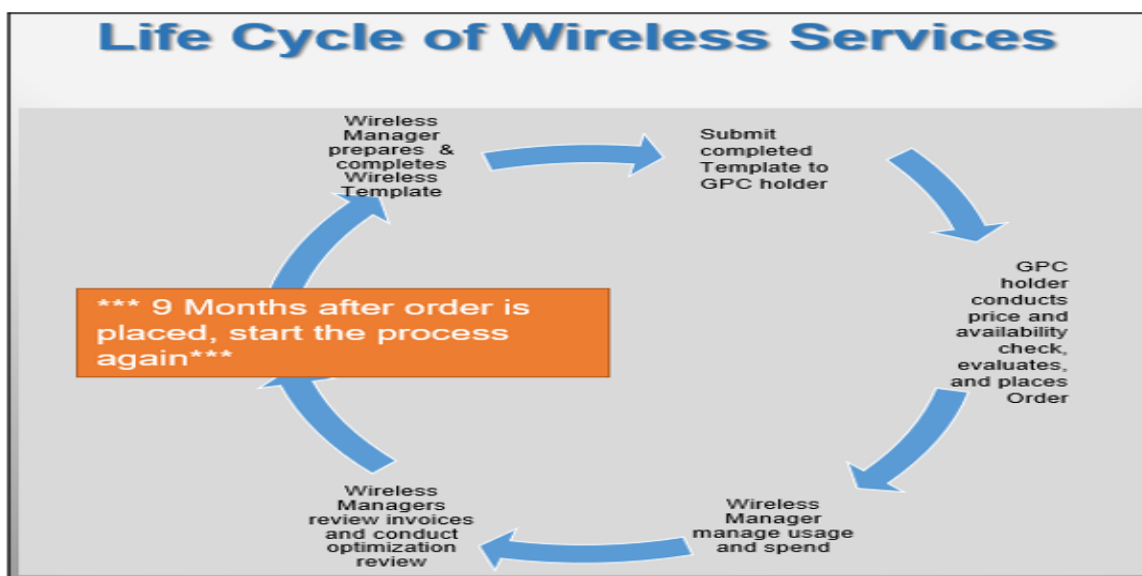


Figure 3.6 Life Cycle of Wireless Service

4. Spiral IV References

- **DoN Wireless Mobility Program Office:** Access the central hub for information and updates regarding the program.
 - [https://my.navsup.navy.mil/apps/ops\\$ncmpo.home](https://my.navsup.navy.mil/apps/ops$ncmpo.home)
- **How to Order:** Navigate directly to instructions on placing orders through the program.
 - [https://my.navsup.navy.mil/apps/ops\\$ncmpo.view_topic?p_topic_id=TO PIC 1324](https://my.navsup.navy.mil/apps/ops$ncmpo.view_topic?p_topic_id=TO PIC 1324)
- **Ordering Guide:** Review the mandatory ordering guide specific to Spiral 4 for compliance and process adherence.
 - [Spiral 4 - Mandatory Ordering Guide](#)
- **Examples / Templates:** Find sample documents and templates to aid in the ordering process and ensure proper documentation.
 - [https://my.navsup.navy.mil/apps/ops\\$ncmpo.view_topic?p_topic_id=TO PIC 1326](https://my.navsup.navy.mil/apps/ops$ncmpo.view_topic?p_topic_id=TO PIC 1326)

5. QUESTIONS

Please direct all questions to the Program Office via the DoN Wireless Mobility Program Office Website.

5.1 Spiral IV Team Contact

- [Ms. Juana Perez - Procurement Contracting Officer](#)
- [Ms. Lisa White - Program Manager \(PM\)](#)
- [Ms. Christine Jordan - Contract Negotiator](#)
- [Ms. Lisa White - Contracting Officer Representative \(COR\)](#)
- [Mr. Victor Saxton - Customer Support/ Website Administrator](#)
- [Mr. Rashid Hill - Customer Support /Training](#)

In conclusion, this guidance outlines the necessary procedures for acquiring Spiral 4 cell phone services using the Government Purchase Card. Please ensure the following steps are taken:

1. **Process Adherence:** All A/OPCs, AOs, and CHs must strictly adhere to the outlined five-phase GPC ordering process: Planning & Preparation, Obtaining Pricing and Availability, Award and Order Placement, Task Order Management and Optimization, and Cycle Repetition.

2. **Resource Utilization:** Refer to the provided Spiral IV References, including the DoN Wireless Mobility Program Office website and its linked resources, for detailed instructions, templates, and updates on the program.
3. **Point of Contact Engagement:** Utilize the provided contact information for the Spiral IV Team (Ms. Perez, Ms. White, Ms. Jordan, Mr. Saxton, and Mr. Hill) to address any questions or concerns regarding the acquisition process and security procedures.

Points of Contacts:

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