

NROTC Unit Supply Binder – Tab 3-6

Date: August 2025

SUBJECT: Furniture Ordering Procedures

1. PURPOSE

To inform NROTC Unit Supply Technicians of the process for ordering furniture in accordance with current Navy policy.

2. OVERVIEW

All CHs shall purchase office, industrial, and institutional furniture in accordance with NAVSUPINST 4200.99. Purchases for furniture that fall between \$3,500 and \$10,000 will have regulatory requirements via Federal Prison Industries (FPI) – Trade name “UNICOR”. Purchases above the \$10,000 micro purchase threshold will be required to follow general contracting procedures.

As per PCAN FY21 #15 – Policy Update to GPC Proper Use (Released 6 August 2021) DASN (P) has canceled the DoN policy for the mandatory use of Navy Office Supply, Furniture, IT and Wireless Services contracts. These contracts have been removed from the Category Management website and effective immediately, the DoN Directed Procurement Policy is no longer mandatory.

3. REFERENCES

- (a) NAVSUPINST 4200.99 (Series)
- (b) Simplified Acquisition Procedures Guide, April 2018
- (c) UNICOR Website - <https://www.unicor.gov/Index.aspx>

4. APPLICABILITY

This process applies to all NROTC Unit Supply Technicians responsible for procuring furniture for their respective units.

5. RESPONSIBILITIES

- **NROTC Unit Supply Technicians:** Responsible for following this guidance to ensure compliance with Navy policy.
- **NSTC N9 NROTC Operations:** Responsible for reviewing and approving requests for office/classroom furniture.

- **NSTC N4 Supply Management Specialists / Contracting Specialists:** Provides guidance and operational oversight for furniture acquisition requests.
- **FLC (Fleet Logistics Center):** Processes contracting actions for furniture purchases exceeding the micro-purchase threshold via submission in ProTrack.

6. ACTION REQUIRED

6.1 General Guidelines

- **Host Educational Institution as First Source:** The host educational institution shall be the first source for office and classroom furniture, as per the Unit Establishment Agreement (UEA). Offices will be furnished in a manner consistent with other faculty and support personnel of comparable stature. Classrooms will be furnished appropriately.
- **Prior Approval:** If necessary, office furniture may be purchased with prior approval utilizing authorized vendors if such monies exist in the unit's budget. Requests to acquisition office / classroom furniture shall be submitted to NSTC N9 NROTC Operations. Once a request is approved, NSTC N4 will assist in the procurement process.

6.2 Furniture Ordering Categories

Furniture ordering is categorized based on cost:

1. **Under \$3,500.00 (below GPC Micro-Purchase Threshold):**
2. **\$3,501 to \$10,000 (Below and up to GPC Micro-Purchase Threshold):**
3. **\$10,000 and Above (Above GPC Micro-Purchase Threshold):**

Each category has specific requirements as outlined below.

6.3 Procedures by Cost Category

6.3.1 Below GPC Micro-Purchase Threshold (\$1.00 - \$3,500.00)

- **FPI (UNICOR) Not Mandatory:** Purchasing from FPI (UNICOR) using the GPC is *not* mandatory, and a waiver is *not* required.
- **Approved Sources:** Purchasing at this dollar amount can be conducted following standard GPC requirements and approved sources of supply (GSA / AIB Servemart / FedMall, 889 verified vendors.).

6.3.2 Between \$3,501 to GPC threshold of \$10,000

- **FPI (UNICOR) Mandatory:** Purchasing from FPI (UNICOR) using the GPC is mandatory unless UNICOR is unable to support the request and a waiver is provided.
- **Waiver Process:** All initial requests will be reviewed by FPI (UNICOR) to determine if they can support the request. If UNICOR is unable to support the request, they will provide a waiver authorizing the unit to utilize an alternate approved source of supply.

Procedure:

- Determine Requirement:** Define the requirement and timeframe.
- Submit Waiver to FPI (UNICOR):** Submit an online waiver request.
- Online Waiver Submission:** To submit a waiver, log into the UNICOR website and under your name use the dropdown to select “My Waivers”. Select “Request a new Waiver”

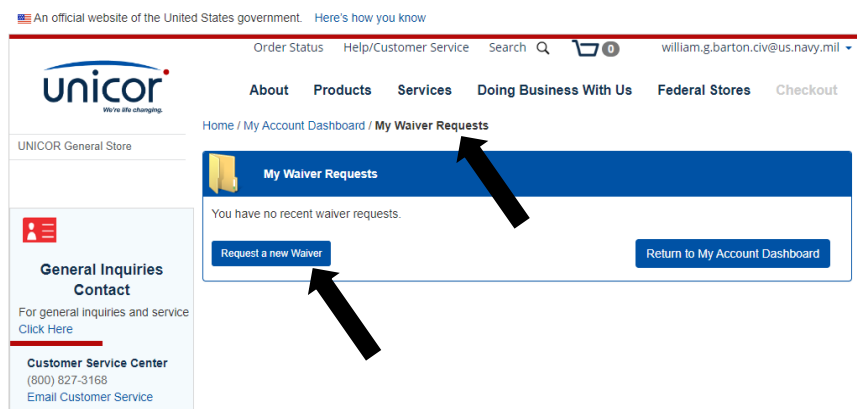


Figure 6.3.2.1 UNICOR “My Waiver Requests”.

Fill out the online waiver form with all required information and submit.

Figure 6.3.2.2 UNICOR Online waiver submission form.

d. **FPI (UNICOR) Determination:** FPI (UNICOR) will determine if they can support the purchase and provide a response via the website in the “My Waivers” section.

e. **Manual Waiver Submission:** The UNICOR online waiver form will not allow for more than 10 items to be submitted. For any waiver requests that are over 10 items, a Microsoft excel spreadsheet can be submitted to UNICOR. The itemized Microsoft excel spreadsheet should contain a basic description of the items, color, size and quantity.

<u>ITEM</u>	<u>QUANTITY</u>	<u>MEASUREMENT</u>	<u>COLOR</u>
<u>EXECUTIVE DIRECTOR OFFICE</u>			
Right Pedestal Bow Front Desk/ Center Drawer, Locking utility/box/file drawers in right pedestal, One pullout writing shelf, Center drawer included.	1	72"x36"	Windsor Cherry
Desk Height Bridge	1	48"	Windsor Cherry
Left Lateral File Credenza, Two side locking lateral file drawers on left, One grommet in top of back panel	1	72"	Windsor Cherry
Traditional End Table	2	22" x 27" x 18"	Windsor Cherry
Guest Chairs, Traditional	4		
Traditional Cocktail Table	1	54" x 24" x 16"	Windsor Cherry
Rectangular Coffee Table	1	72"x36"	Windsor Cherry
Overhead Storage Unit w/ light and lock	1	72"	Windsor Cherry
High Two Door Traditional Bookcase, Two adjustable shelves on top, Fixed middle shelf, Crown molding on front and sides, One adjustable shelf in lower storage behind doors	1	77"	Windsor Cherry
High Back Executive Chair, Madras Leather	1		Black
Modular 3 Seater Sofa, Madras Leather	1		Black
Modular Club Chairs, Madras Leather	2		Black

Figure 6.3.2.3 UNICOR manual waiver submission form.

f. **Waiver Retention:** If FPI (UNICOR) is unable to support the purchase, retain the waiver in hardcopy and electronic files for future audits. Use the waiver to purchase from other 889-compliant sources of supply in accordance with GPC procedures.

g. **FPI (UNICOR) Point of Contact:**

Natalie Beck UNICOR Sales Central 314.941.3167 natalie.beck@oei-inc.com

UNICOR Website: <https://www.unicor.gov/Index.aspx>

6.3.3 \$10,000 and Above (Above the Micro-Purchase Threshold)

- **Contracting Action Required:** Any furniture orders exceeding the GPC micro-purchase threshold will be processed as a contracting action and submitted to FLC.
- **FPI (UNICOR) Review:** All initial requests will be reviewed by FPI (UNICOR) to determine if they will be able to support the request. If UNICOR is unable to support the request they will provide a waiver authorizing the unit to utilize an alternate approved source of supply for the contracting action.

7. Required Documentation:

- a. **Statement of Work (SOW):** Clearly outlines the requirements, including background, scope, tasks, and period of performance. The SOW must be clear and unambiguous.
- b. **Vendor Quotes:** Minimum of three quotes from authorized 889-compliant vendors.
- c. **Funding Document:** Created in the financial system to fund the cost of the Contracting Action.
- d. **Market Research Memorandum**
- e. **Independent Government Estimate Spreadsheet**
- f. **Certification – Inherently Governmental Functions Indicator**
- g. **Certification of Non-Personal Services Contract**
- h. **NAVSUP WAWF Routing Table**
- i. **Other Requirements:** As determined by the FLC Contracting Specialist.

Submission Process:

- Assemble all required documents.
- Submit documents in the NAVSUP Funding Document Manager (FDM) and the NAVSUP Procurement Tracker Tool (ProTrack).
- NSTC N4 Supply Management Specialists and Contracting Specialists can be contacted to further clarify any items needed for the Contracting Action and the process for creating and submitting documents.

8. Links:

- **FDM:** [https://my.navsup.navy.mil/apps/ops\\$fdm.home](https://my.navsup.navy.mil/apps/ops$fdm.home)
- **ProTrack:** [https://my.navsup.navy.mil/apps/ops\\$protrack.home](https://my.navsup.navy.mil/apps/ops$protrack.home)

In conclusion, this document has detailed the procedures for NROTC Unit personnel to procure furniture using the GPC or the Contracting Process. To ensure compliant, auditable, and effective use of these tools, all personnel must adhere to these guidelines:

- **Ensuring that financial thresholds are adhered to.**
- **Utilizing the prime vendor waiver process.**
- **Maintaining accurate contractual and GPC records for procurements.**

By diligently adhering to these practices, NROTC Units can maintain fiscal responsibility and support their mission effectively.

9. POINTS OF CONTACT

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