

NROTC Supply Binder - Tab 3-18

SUBJECT: Transportation - Obtaining Charter Bus Services

PURPOSE: To inform NROTC Unit Supply Technicians of the process for obtaining charter bus services.

OVERVIEW: 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. The Government Commercial Purchase Card (GCPC) is not authorized for use to rent or lease any commercial or General Services Administration (GSA) vehicles in accordance with NAVSUPINST 4200.99 (series). Procedures for commercial vehicle requests for other than charter bus services are beyond the scope of discussion for this Tab.

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 on page 3.

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 on page 4.

2. Submit charter bus requirements to the respective NAVPTO office designated in the **NAVPTO Areas of Responsibility and Contact Information** section included on page 5 using the sample letter template provided on page 7.

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 accommodations for passenger(s) are 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, included in sample form on pages 8 and 9, 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 CFMS. 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 CFMS. Detailed completion of the acceptance process in CFMS 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 on page 6.

Point of Contact: Sheavon Love
NSTC N8
847-688-6806x175
sheavon.l.love@navy.mil

Pam Madden
NSTC N8
847-688-6808x416
pam.madden@navy.mil

Sample Internal-to-NROTC Charter Bus Service Request*

NROTC _____ NAVPTO Charter Bus Service Request

Form shall be provided to Supply Office one month before bus service in order to get quotes and funding approved.

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 driver need to remain available at the site being visited: _____

Name of NROTC staff member traveling with group: _____
Cell phone number (office phone not acceptable): _____

Note: Commands do not make lodging arrangements for bus drivers. That cost is to be included in the vendor quote.

*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.

Sample Internal-to-NROTC Charter Bus Service Request Checklist*

CHARTER BUS REQUEST CHECKLIST (start at bottom)

- ___ Complete Acceptance in CFMS to finalize
 - Go to Acceptance -> New
 - Click on Doc#
 - Enter Acceptor's name & date
 - Additional info needed for SABRS:
 - Trading Partner Indicator: 097
 - Trading Partner Number: DODN69450
 - Trading Partner Main Acct: 4930
 - Trading Partner Subhead: NE1K

- ___ File Signed/Accepted NC2275 from NAVPTO

- ___ Submit final transportation itinerary to carrier

- ___ Submit **Approved** NC2275 to NAVPTO POC for signature

- ___ Create/Submit NC2275 in CFMS & submit via workflow
 - Ensure the "TO" block notes the NAVPTO office/address/POC
 - Add appropriate funding statements; CRA, funding availability, etc.
 - Upload completed NC2275 in CFMS & submit via workflow
 - Wait for signed/approved NC2275 from budget officer

- ___ Complete Transportation Request Packet (to attach in CFMS)
 - Navy Transportation Expenditure Request signed by CO
 - Carrier Confirmation/Acceptance Quote

- ___ Carrier Confirmation/Acceptance received from NAVPTO

- ___ Notify NAVPTO of quote selection

- ___ Wait for (3) quotes from NAVPTO

- ___ Start by emailing NAVPTO POC with your itinerary

*This optional form is for internal use by NROTC staff as a job aid. It can be edited as necessary by the individual NROTC unit.

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 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-psdprrrpcsquam-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 off shore 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 Easter Pacific south of Monterey, CA.

Group email address: NAVPTO_SD_ADMIN@navy.mil

POCs in the case of problems with NAVPTOs:

Louis Saldana
Traffic Management Specialist, NPPSC/N4
Email: louis.saldana.civ.us.navy.mil
Phone: 901-206-2006

Jed L Swearingen
Traffic Management Supervisor, NPPSC/N4
Email: jed.l.swearingen.civ@us.navy.mil
Phone: 901-874-2284

Charles L Sharon
NAVSUP WSS T&D
Email: charles.sharon@navy.mil
Phone: 757-443-5496

Shawn A McGriff
Director, Navy Passenger Transportation, NPPSC N/4
Email: shawn.a.mcgriff2.civ@us.navy.mil
Phone: 901-874-2247



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
YALE UNIVERSITY
55 WHITNEY AVENUE, SUITE 430
NEW HAVEN, CT 06510-1300

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 SUBBASE NEW LONDON, 1 Crystal Lake Rd, Groton, CT 06349
- f. Departure date/time/location – 03DEC2021 / 17:00 / NAVAL SUBBASE 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

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE. Serial Number 649122

2. DOCUMENT NUMBER N6329222WR001A1

3. REFERENCE NUMBER

4. FUNDS EXPIRE ON 2022/09/30

5. WORK COMPLETION DATE 2022/09/30

6. DATE PREPARED 2021/11/24

7. AMENDMENT NO. BASIC

8. FROM: NROTCU YALE UNIVERSITY
55 WHITNEY AVE, SUITE 430
NEW HAVEN, CT 065208381

9. FOR DETAILS CONTACT:
FINANCIAL: E. WALTERS 203-432-8223
TECHNICAL: E. WALTERS 203-432-8223

10. TO: PSD NAVSTA NORFOLK
1278 FRANKLIN ST; BLDG S-29
ATTN. ANTONIA HARGROVE
NORFOLK, VA
23511

UIC
NAVPT

11. MAIL BILLINGS TO:

12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1721804	22L3	210	3560P		056521	2D	84B1LN	29222WR001A1	2,700.00

L. TOTAL THIS DOCUMENT 2,700.00

M. CUMULATIVE TOTAL 2,700.00

13. THIS ORDER IS ISSUED AS A [] PROJECT ORDER [X] AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A [] FIXED PRICE [X] COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 6307 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER: (1 2 3 4 7 8)

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS

ACRN FIP (WCI/BEA/BESA/FC/SOCC/CAC/SIC/JNLU/RON/RBC)
AA FIP: N3560E/84/B1/LN/21OT/5120//LQ00//
WCI: NSTC PENSACOLA PROGRAMS WCI BEA: NROTCU YALE
OPTAR

Period of Performance: 03-DEC-2021 to 03-DEC-2021

BUS CHARTER FOR 03DEC21 TRIP TO GROTON CT

Economy Act Statement: This order is placed in accordance with the provisions of Economy Act, Title 31, United States Code (U.S.C), Sections 1535 and 1536, as implemented by DoD regulation.

FAR 52.232-19 - Funds are not presently available for performance under this contract beyond 03 DEC 21. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 03 DEC 21, until funds are made available to the Contracting Officer for performance and until

15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.

AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)
PAMELA MADDEN
FINANCIAL MANAGEMENT ANALYST

DATE
2021/11/24

16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HEREWITH.

ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)

DATE

CONTINUATION SHEET

DOCUMENT NUMBER

N6329222WR001A1

AMENDMENT NO

BASIC

DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS (Contd.)

the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

The office that incurs the obligation as a result of accepting this funding document shall forward the obligating document within 6 calendar days to the office responsible for recording the obligation in compliance with DoD 7000.14-R, Volume 3, Chapter 8, §080302

"In accordance with Treasury Financial Manual Volume I, Part 2, Chapter 4700, Appendix 10, and in support of Department of the Navy audit readiness requirements, by accepting this reimbursable funding action, the performing agency agrees to deliver, upon request, detailed documentation supporting amounts billed and actual performance of work."

This order is placed in accordance with the provisions of Economy Act, Title 31, United States Code (U.S.C), Sections 1535 and 1536, as implemented by DoD regulation.

BUPERS POCs:

FINANCIAL:E. WALTERS 203-432-8223 edward.walters@yale.edu

TECHNICAL:E. WALTERS 203-432-8223 edward.walters@yale.edu

Budget authority, associated with a joint resolution providing funding authority thru 03-DEC-2021 is hereby provided. Obligations prior to enactment of the FY22 DOD Appns act is limited in accordance with approved Continuing Resolution Authority (CRA).