NAVY BAND INSTRUCTION 4400.1E

From:  Commanding Officer, U.S. Navy Band, Washington, DC

Subj:  NAVY BAND PROCUREMENT PROCEDURES

Ref:  (a) NAVBANDINST 4440.2E
     (b) NAVSUPINST 4200.82C
     (c) NAVSUPINST 4200.99
     (d) Navy Band Request Instruction Manual

1. Purpose.  To establish internal procedures for the acquisition and issue of equipment and supplies, and ensure maximum use of resources.  References (a) through (d) define Navy Band's limited purchasing authority and delineate procurement procedures.

2. Cancellation.  NAVBANDINST 4400.1D.

3. Responsibilities.  (See reference (a) for further amplification of the following responsibilities.)

   a. Navy Band is responsible for the acquisition, issue, disposal, repair, and replacement of all equipment, supplies, and accessories.  Navy Band will procure equipment of professional quality, commercially available, and established industry standard.

   b. Supply Officer is designated by the Commanding Officer (CO) to monitor and enforce Navy Band procurement procedures.

   c. Comptroller in conjunction with the Supply Chief is designated by the CO to ensure proper planning and execution of budget resources.

   d. Contracting Officer is designated by the CO to purchase goods/services requested by proper authority.  This includes personnel authorized to use the Government Consolidated Purchase Card, established Letters of Agreement, and other methods of acquisition as warranted (forms of procurement as assigned).

   e. Receiving Officer is designated by the CO to receive all goods/services, and to certify all invoices for payment by the appropriate Finance Center.

   f. Supply Section Manager is designated by the Supply Officer to coordinate his/her section's budget, purchasing actions, distribution of goods, and coordination of services.
g. Unit/Office Supply Manager may be designated by the Unit Leader or Office Supervisor to coordinate all purchase/service requirements for the unit or office.

h. Property Responsible Officers (PRO) are designated by the Supply Officer to monitor and maintain their assigned type of minor property (instruments/equipment). Requests are submitted by the PRO to fulfill the principles of the command’s Lifecycle Management Program.

i. Members of Navy Band are responsible for the routine care and maintenance of all Navy-owned equipment in their custody. Additionally, each member is responsible for keeping Navy Band informed, via Supply Section Managers or PROs, of individual equipment, supply, accessory, and repair requirements.

4. Policy.

a. To provide a clear audit trail, no one person will perform more than one of the following procurement functions:

(1) Requisition goods/services.

(2) Procure goods/services via an approved method, per reference (a).

(3) Receive goods/services.

b. Any requisition for contractual goods/services which totals over $3500 must be submitted by Navy Band to Naval Supply Systems Command (NAVSUP). This is our command’s cognizant contracting authority. Once assigned, NAVSUP reviews the requisition for appropriate procurement action. In most cases, the customer should expect requested goods/services to be awarded (contracted) between 45-60 days from submission date.

c. Any requisition for contractual goods/services which totals over $3500 and is not on a General Services Administration (GSA) Schedule must identify at least three vendors (include each vendor name, address, voice and fax telephone numbers, and points of contact). If goods/services are available from only one vendor, the initial requestor must include a completed “Justification for Sole Source”. Justification must be thorough and objective. Statements such as "only known source" or "only source which can meet the required delivery date" are inadequate to support a Sole Source purchase.

d. Any requisition for contractual goods/services which totals under $3500 and has a due date of less than 15 working days OR totals over $3500, has a due date of less than 15 working days and is on a GSA Schedule must be accompanied by a completed Statement of Urgency. The Statement of Urgency is prepared by the initial requestor.
e. Only personnel designated by the CO are authorized to purchase and/or obligate goods/services on behalf of Navy Band. Anyone purchasing and/or obligating on behalf of Navy Band without prior approval and appropriate authorization may be required to pay for said goods/services personally (goods will then become member’s personal property). Anyone making such an "Unauthorized Commitment" will be counseled and (may) be subject to disciplinary action.

5. **Action.** The following procedures will be followed in all supply transactions:

   a. **Requisitions for Goods/Services.** Any requestor must: follow the guidelines/directions of reference (d) and utilize the Navy Band (NB) Request application database when generating ALL requests for goods/services. Once a request is submitted, the requestor can view the status of his/her request in the system at any time via the Request application database. If any member of the following chain of command (identified in the following subparagraphs) disapproves the NB Request, s/he will include an explanation and return the document to the requestor back down the chain of command.

      (1) The NB Request will be reviewed (in the following order) by internal budget-line holder (as applicable), Inventory Supervisor (instrument/equipment purchases), and Comptroller. Request must be approved electronically by all members of the approval chain before funds are committed. Per each financial quarter, form (e) will be utilized by the Inventory Supervisor (or applicable PRO) to confirm accuracy and the continued need of requested goods/services.

      (2) USNB Comptroller or Supply Chief, as appropriate, will review the request, verify funding availability, assign a standard requisition number with appropriate accounting data, and forward request to Contracting Officer for purchase (obligation of funds). When applicable, the Comptroller will discuss and receive approval from the Supply Officer.

      (3) Upon final approval, the Contracting Officer will first perform a technical screening to include mandatory sources of supply. The Contracting Officer will purchase goods/services via the most appropriate method, per references (a), (b), and (c). The Contracting Officer may assign the Requisition to one of Navy Band’s Government Commercial Purchase Card (GCPC) Purchase Cardholders for procurement purchase goods/services via the most appropriate method, per references (a), (b) and (c). If so assigned, the GCPC Purchase Cardholder will complete the procurement of goods/services per references (a), (b), and (c).

      (4) Upon receipt of goods/services, the Receiving Officer will verify description and quantity against the Requisition. If correct, s/he will notify the requestor. The requestor must pick up the materials within five working days of notification. If incorrect, the Receiving Officer will notify the vendor of the discrepancy within five working days and work with the requestor on an appropriate resolution.
(5) Upon receipt of a legal invoice, the Receiving Officer will verify that the invoice is in agreement with the terms of the Requisition. If the invoice is correct, s/he will certify the invoice and forward it to the appropriate Finance Center for payment. If incorrect, s/he will notify the vendor of the discrepancy within five working days.

b. **Purchase and issue of musical equipment.**

(1) Each member of Navy Band will be issued musical equipment from existing inventory as required. If an item of equipment is not on inventory, new equipment will be purchased as available funding permits.

(2) Navy Band will make every reasonable effort to purchase each member new equipment of the make and model which the member desires. Determination of new equipment purchases for individual instruments is based upon the age and condition of available instruments in stock, established condition codes, life cycle criteria, and Navy Band allowance list considerations.

c. **Selection of new equipment.** Members should consider the following when requesting new/replacement equipment:

(1) All musical instruments are subject to reissue to other band members as required. As such, instruments which are custom manufactured for a specific individual will not be purchased without compelling and thorough justification.

(2) Navy Band will not purchase "vintage" or refurbished equipment without compelling and thorough justification. The Navy purchase system does not normally provide for the purchase of used equipment, regardless of its value as an antique, or how that instrument may perform in comparison to new equipment.

(3) Navy Band cannot legally guarantee acquisition of a specific instrument, or acquisition from a specific vendor. When contracting for equipment, vendors agree only to provide a particular make and model of instrument.

(4) Contracts cannot be written to allow members to try out a variety of instruments, either on vendor's premises or via shipping. There is no requirement for any vendor to provide this service, nor can Navy Band make it a requirement. If a vendor does permit a member to try out instruments, it is strictly as a courtesy and should be considered as such. Arrangements to try out instruments will be coordinated via the Contracting Officer.

(5) Once a contract for musical equipment has been awarded, that contract cannot be changed for an alternate choice. Further, once an instrument has been accepted by Navy Band (barring damaged or poorly functioning equipment), that equipment cannot be returned.
Members are therefore advised to make equipment choices carefully, since that selected instrument will likely be issued to the member for the life cycle of that instrument.

d. Individual request for instrument purchase.

(1) All individual requests for instruments, as well as for supplies, accessories and repairs, are made via the applicable Supply Section Manager or PRO, as stipulated in paragraph 3.f. of this instruction.

(2) Only with prior approval of the Supply Department may members contact commercial vendors in order to research a purchase. Vendors must be informed that the contact is strictly for informational purposes. If a vendor interprets contact as an order for equipment or services, the member making contact risks making an unauthorized commitment.

e. Informational Counseling. All Navy Band members are instructed to read this instruction, and to sign the “Supply Department Informational Counseling” form, signifying that the instructions concerning the issue and purchase of individual musical instruments has been read and understood. The signed document will be on file with the Supply Chief, with copy to the member.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, United States Navy Band will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction may be subject to cancellation 5 years after effective date unless reissued or canceled prior to the 5 year anniversary date, or an extension has been granted.

8. Forms. The following forms are available on the Navy Band share drive and can be made available by contacting the Navy Band Supply Office:

   a. Justification for Sole Source

   b. Statement of Urgency

   c. Supply Department Information Counseling
d. PRO Confirmation of Purchase Request Form

e. Form NB 4400/1, Supply/Budget Request Instruction Manual

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