

**Ships Store Program
9610 Decatur Ave.
Norfolk, Va. 234511-3389
(757) 443-2534**

RENOVATION PROCEDURES

The information in this release is to provide an easy to use step by step guide to use with the detailed procedures contained in Chapter 4 of NAVSUP Pub 487.

The objective of a space renovation is to provide an attractive and modern ship's store or barbershop for the crew, and to improve the quality of life on board.

A modernized store can enhance the profits, and the store can become a showcase for visitors to the ship. Creating a new and appealing retail environment, utilizing innovative and contemporary store fixtures, can accomplish this goal.

A objective of renovating the barbershop, is to provide a contemporary and attractive shop for the Officer's and crew. This can be accomplished by creating a new and appealing barbershop.

STEP 1. Contact the Ships Store Program, or the local Fleet Assist Team.

- The Ships Store Program will provide you with a Habitability Improvement Specification Proposal.
- The Proposal will detail the work to be completed, per your request.
- The required General and Military Specifications will be researched and cited in the proposal.
- Enclosed with the proposal are instructions, sample letters and forms to assist you in accomplishing the desired renovation.
- A proposed space layout, which indicates fixture placements and essential measurements, is also enclosed. This lay out has been specifically designed to obtain optimum use of the available space, and the designated fixtures. The layout will promote customer movement and provide an attractive environment.
- An estimated cost based upon retail costs of the fixtures and other renovations is also attached. The estimate is for your information, to assist you in deciding if a renovation is financially feasible at this point in time.
- If there are any desired modifications to the proposal, or any further assistance is required, do not hesitate to call.
- The point of contact at Ships Store (Code A) is Eric Johnson at (757) 443-2534, eric_johnson@nexcom.navy.mil

STEP 2. If OPTAR funds are being utilized, proceed to Step 3.

- You may use the proposal to request authority to charge Ship Store Profits Navy (SSPN) for the cost of the modernization.
- A sample letter is provided in the proposal.
- The Ships Store Program will provide you with letter authorizing the funding.
- You can utilize this funding document along with the Proposal, and submit the renovation package to your local Contracting Activity.
- The point of contact at Ships Store (Code A) is Walter Moore at (757) 443-2081. walter_moore@nexcon.navy.mil

STEP 3. The standard renovation process should take from 30 to 45 days for smaller platform ships and 45 to 60 days for the larger platforms.

- The procedure involves submitting your request to the Ships Store Program for approval, if you are considering on utilizing the ship store profits.
- Once approved, the proposal is submitted to the Habitability Contracting Office.
- Prepare a DD 1149 with the accounting data and a copy of the attached improvement specification proposal, and submit to the Habitability Contracting Officer.
- The Contracting Officer then advertises the proposed project. The project has to be advertised for a pre-designated period of time, based upon the dollar value of the renovation.
- After the designated timeframe, the Contracting Officer offers the desired work out for bids to interested contractors.
- After the contract is awarded, it may take several weeks for that contractor to acquire the designated fixtures, before actual construction can begin.
- Various factors in the process can not be hastened.
- Attempts to alter and/or accelerate the procedure could affect the contractor's final costs.
- Arrange your renovation for an optimum timeframe. Plan the work for when the ship will be in port and can be readily accessed, so the desired modernization can be completed satisfactorily and in a timely manner.
- During the renovation of the space report any problems, concerns, and desired contract changes to the Contracting Officer.
- Do not make changes or approve waivers in the contract, without first consulting the Contracting Officer.

STEP 4. Upon completion of the renovation, the installing Contractor will present an invoice for your certification.

- You should ensure that all materials and workmanship were supplied in accordance with the contract, and to your complete satisfaction.
- If there are any questions concerning quality or other concerns, consult the Contracting Officer.
- Accept nothing less than what was contracted for, and do not sign off on work that is unsatisfactory or incomplete.
- Upon certification the Contractor receives payment from DFAS.
- DFAS will provide you an Abstract Data Report (ADR) to you after payment.

STEP 5. Now the project is completed.

- If you are utilizing Ships Store Profits Navy (SSPN), you will need to request a loan from Ships Store Program in the final, exact amount.
- Ships Store Program will authorize the loan and provide a repayment schedule.

If there are any questions contact the Ships Store Program, or the local Fleet Assist Team.