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CHAPTER X
RESALE MERCHANDISE AND TOURS

1001. **Resale Merchandise Policy.** COMSERVFORSIXTHFLT monitors the SIXTHFLT Resale Merchandise Program to ensure all merchandise and services are available to Sixth Fleet Units. The primary source of supply of authorized ship store stock articles are the Q COG items listed in (CARGO), Chapter 2, which are carried on the on-station T-AFS. The primary source of foreign merchandise is the NEXCEN EUROPE Fleet Foreign Merchandise Warehouses located in Rota. Personalized services, customized and local craft/manufactured products are provided through the NEXCEN EUROPE Fleet Concessionaire Program. The purpose of the Foreign Merchandise Warehouse and Concessionaire Program is to alliviate the supply officers from having to obtain these products and services on their own at a reasonable price, minimize exposure to disreputable or unreliable sources and eliminate delivery, invoicing and payment problems. Requests for foreign merchandise not available through the above sources, should be forwarded to the NEXCOM Fleet Assist Rep., PSC 810, Box 30, FPO AE 09619-0003 or via Naval Message Plad NEXCOM REP NAPLES IT//FAT//.

Note: MED forward-deployed units are exempt from this provision e.g., SIXTHFLT Flagship and submarine tender.

1002. **Responsibilities**

a. **Navy Exchange Services Command (NEXCOM).**

Promulgates ship's store policies and procedures through NAVSUP PUB 487 and publishes Ship Store Bulletins, listing available foreign merchandise from NEX Rota .

b. **Navy Exchange Service Center Europe (NEXCENEUR).**

Awards and administers the 6th Fleet Concessionaire Contracts established with European and Middle Eastern vendors.

c. **Navy Exchange Rota.** Operates the Fleet Foreign Merchandise Program in Rota, Spain on behalf of NEXCEN EUROPE for delivery of authorized items ordered from the Ship Store Foreign Merchandise Bulletin and is a source of U.S. origin soda for fleet units.

d. **Naval Regional Contracting Center (NRCC) Naples.**

Establishes contracts for laundry and dry cleaning services in foreign ports as listed in NRCC NAPLESINST 4200.1 series.

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Processes requests for emergency procurements and provides assistance in the procurement of ship's store and foreign merchandise in the limited instances where authorized items are

not available through normal channels. NRCC Naples will also procure emblematic t-shirts/ball caps (Sample logo required).

1003. **COMSIXTHFLT Deployment Manual**. Additional guidance concerning sales by vendors aboard ship, sales personnel authorized to visit ships in Mediterranean ports, letters of recommendation for contractors and tradesman, and cash sales to individuals is contained in Chapter 4 of the COMSIXTHFLT DEPMAN (COMSIXTHFLTINST 5000.1 series). All SIXTHFLT ships will strictly adhere to the policies and procedures set forth in this manual. Control of the ship's Foreign Merchandise Program must be retained by the ship and not be allowed to shift to foreign vendors or their agents. Ensure all personnel in the chain of command enforce this policy.

1004. **Pre-Deployment Planning**. Upon request, NEXCOM Fleet Assistance Teams will conduct pre-deployment assistance visits to provide information on requisitioning procedures, use of NAVSUP PUB 4998 (CARGO), Q cognizance items, foreign merchandise, vendor control, endurance loading, inventory control and stock turn. Requests should be submitted in accordance with NAVSUP PUB 487, paragraph 1004. Particular attention should be directed towards proper sales planning, stock turn, and use of the on-station T-AFS for replenishment of carried Q-cog items during the monthly LOGREP replenishment. This will prevent erratic resupply demand and excess stock on board. Only deployed load items not carried in CARGO should be stocked to last for the duration of the deployment.

1005 **Sources of Supply**

a. **On-station T-AFS**. NAVSUP PUB 4998 (CARGO), identifies items available and applicable procedures for requisitioning resale merchandise from the on-station T-AFS. Resale merchandise requisitioned from the T-AFS will be requisitioned in accordance with procedures in Chapter 4 of this instruction for delivery during the monthly LOGREP replenishment. During inport replenishments, all stores will be receipted for on board the issuing ship prior to the stores transfer. The on-station T-AFS will be used as point of entry for all resale merchandise listed in the CARGO.

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b. **Ships Store Afloat Catalog (SSAC).** This catalog lists resale merchandise available directly from CONUS vendors by submission of a DD Form 1155 purchase order document directly to the source vendor. SSAC items are primarily luxury and semi-luxury items of high value. All items listed in the SSAC may be carried as stock. Procedures for ordering are contained in NAVSUP PUB 487, paragraph 4201.

c. **Fleet Foreign Merchandise Program.** The primary source of Foreign Merchandise for SIXTHFLT units is the Fleet Foreign Merchandise Warehouse in Rota, Spain. NEX Rota stocks the most popular and fastest selling items authorized for stock in ship's stores. NEXCEN EUROPE publishes an annual Ship's Store Foreign Merchandise Bulletin listing available items. As sales history dictates, the range of merchandise carried will be modified to provide the best support possible. NAVSUP PUB 487, Chapter 3, Part C, Sections I and II, provides comprehensive procedures concerning the operation of the SIXTHFLT Foreign Merchandise Program. The following guidelines are highlighted as the key points of the program.

(1) Ships must ensure they are referencing the current Ship's Store Foreign Merchandise Bulletin when placing orders with Navy Exchange Rota.

(2) The stock articles, cost limitation and maximum number of line items authorized in NAVSUP PUB 487, paragraph 3005, also apply to foreign merchandise.

(3) The initial order for procurement of load list items is submitted at least 60 days prior to deployment to Navy Exchange Rota. Message orders must include the ship's purchase order number and complete accounting data. NEXCOM will provide an initial recommended load out for review by the ship. Reorders during deployment should be planned well in advance to maintain stock levels. All personnel will be advised that purchasing foreign merchandise from the ship's store for resale or on behalf of unauthorized patrons is prohibited.

(4) For ships operating in SIXTHFLT for more than 90 days, the inventory of foreign merchandise in stock will not exceed 90 days estimated sales at any time. Stock will not be procured if delivery on board will be 30 days or less prior to outchop. Normal delivery from Navy Exchange Rota

averages 30 days.

(5) All items listed on the purchase order are non-substitutable. Upon notification by the Navy Exchange Rota (by message) that the item is not in stock, it is the ship's responsibility to submit a new purchase order to cover desired replacements or substitutions. Due to fast pay procedures, outstanding requirements on partial issues will not be back ordered and should be considered canceled. The ship should submit a new purchase order for material not issued if still required.

(6) Foreign merchandise received from Navy Exchange Rota will be immediately inspected upon receipt to determine discrepancies between material received and the billing invoice, and to check for evidence of theft or receipt of damaged merchandise. All discrepancies will be immediately reported by message to the issuing Navy Exchange, with information copy to COMSERVFORSIXTHFLT.

(7) Foreign merchandise will normally be delivered to NAVAIRTERM Rota for flights supporting port visits or by CLF unit during the LOGREP cycle. The Navy Exchange ensures all merchandise provided to CLF units for delivery are packed in a triwall with an unburdened pallet on top. Additionally, four way banding utilizing banding clips marked "NEX ROTA," are employed. Ordering ships should ensure that requirements are submitted with an adequate lead time to meet desired delivery dates. Any special delivery instructions should be included with the initial order.

(8) Unsold or undamaged foreign merchandise may be returned upon outchop to Navy Exchange Rota with an 8% restocking charge. Detailed procedures for foreign merchandise return and accounting instructions are contained in NAVSUP PUB 487, paragraph 3215. Unpackaged merchandise and obsolete or shopworn stock will not be returned and should be reduced in price as necessary for sale prior to return to CONUS.

(9) Complaints concerning products and services currently offered or recommended additions to the range of merchandise carried in the fleet foreign merchandise program should be addressed to NEX Rota SP, info COMSERVFORSIXTHFLT.

d. **NEXCEN EUROPE Concessionaire Program**

(1) **Concessionaire Program.** Navy Exchange Service

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Center Europe administers the Navy Exchange Concessionaire Program to provide personalized services, customized merchandise and locally manufactured products not conveniently available to individual crewmembers of SIXTHFLT units from either the ship's store or the Navy Exchange. On board concessionaire services are an extension of the service provided by the Navy Exchange and not an extension of the ship's store. The goal is to provide the ship with a reputable source for those services and merchandise not in direct competition with the ship's store or Navy Exchanges and eliminate the need for the ship to locate and negotiate with local contractors on their own. NEXCEN EUROPE guarantees satisfaction for all services and products provided by concessionaires. Service/products routinely provided under this program include:

- Laundry and dry cleaning service
- Film developing/enlarging service
- Portrait painting service
- Custom tailoring service
- European gifts, china and crystal sets, etc.
- Custom crafted items
- French perfumes and lingerie
- Navy AutoSource new car sales
- Diamonds
- Afro American Art
- Computer Home Study Course
- History of Surnames
- Gold, Jewelry, Silver, Cameos

(2) **Requests for Concessionaires.** Ships desiring concessionaire services should consult NEXNAPLESINST 4000.1B for detailed instructions on the Sixth Fleet Concessionaire Program. In cases where no Navy Exchange Concessionaire is available for basic personalized services (laundry/dry cleaning and film processing) in a port, husbanding agents should be contacted for provision of these services. NEXCENEUR, determines the types of service and products available through the concessionaire program. Naval Investigative Service originated police checks are required for all approved concessionaires and each concessionaire representative must be in possession of a Navy Exchange identification card for presentation to the Ship's Store officer. Under no circumstances are concessionaires not covered under the Fleet Concessionaire Program or not in possession of a proper Navy Exchange identification card to be allowed aboard.

e. **Exchange Catalog for the Military Services.** While operating with the SIXTHFLT, ships may order merchandise from the Exchange Catalog for the Military Services. Eligibility for ordering certain foreign items from this catalog commences on the day of inchoption to the SIXTHFLT and terminates on the day of outchoption. Order forms and payments are submitted directly by crew members and are not processed through the ship's store. Catalogs may be requested from the Fleet Assistance Team Naples Italy.

(1) **Procurement Through Navy Exchanges**. Requests for procurement of authorized ship's store merchandise not available through normal sources of supply may be submitted to Fleet Assistance Team, PSC 810 Box 30, FPO AE 09619-0003, or message addressed to NEXCOM REP NAPLES IT//FAT//. Procurements will not be made directly with husbanding contractors or foreign vendors. It is highlighted that when non-contract merchandise is authorized for purchase, the simplified requisition and purchase procedures as discussed in NAVSUP PUB 487 will be used. The DD-1155 will be forwarded to NEXCOM Fleet Assistance Team, PSC 810 Box 30, FPO AE 09619-0003. When requirements are submitted by message, NEXCOM Fleet Assistance Team will prepare and issue the DD-1155. Additional procedural requirements are as follows:

(a) Purchase orders will be typed by naval personnel and never by commercial representatives.

(b) Preparation will be as prescribed by NAVSUP PUB 487, including a price for each item.

(c) Requirements for non-listed items will be described briefly but sufficiently to determine their proper category. Such terms as "Item 201, Block, No. 1, Blue" will not be used.

(d) Requirements can only be satisfied if merchandise is available in Europe.

1006. **Redistribution of Excess Merchandise**

a. **General.** Redistribution and/or disposal of excess stock is the responsibility of the individual command. Each ship's supply officer will review stock records as required and follow the procedures outlined herein to effect timely disposal of excess, dead, or slow moving stock. Ship's should

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maintain an excess stock list per NAVSUP PUB 487, paragraph 3333, for distribution to other units and the NEXCOM Fleet Assistance Representative assigned to NEX Naples, IT. Ships may request the NEXCOM Fleet Assistance Representative to conduct a SIXTHFLT screen for excess merchandise.

b. **Excess Stock Fit for Issue.** Ship's store stock that is fit for issue in all respects, but in excess, will be disposed of by any one or a combination of the following methods:

(1) Increase the sales potential of the excess items, by reduction in price, for sale on board.

(2) Transfer at cost price, or less, on the basis of mutual agreement to other supply officers operating ship's stores. Early correspondence with the inchopping relief ship concerning anticipated excess merchandise is encouraged and may enhance the probability of effecting transfer to the relieving ship.

(3) Bulk sale at cost price, or less, based on mutual agreement to the Navy Exchange Naples or Rota.

(4) Non-contract items must be disposed of by sale at a reduced price, transfer to other supply officers by mutual agreement, or survey.

(5) Return to vendor for credit memorandum or cash refund. See NAVSUP PUB 487, paragraph 7500.

c. **Excess Foreign Merchandise.** If 40 days prior to departure it is anticipated that excess foreign stock cannot be disposed of by the above procedures, the items in excess will be reported by message to NEX Rota Spain with NEXCOM REP NAPLES IT//FAT//, NEXCEN EUROPE and COMSERVFORSIXTHFLT as information addressees. The message report will include the contract number, contract item number, item nomenclature, cost price at which the item is carried on the ship's record, unit of issue, the total number of units in excess, and condition of each item. Negative reports are not required. Report control symbol CSF6F 4213.1 is assigned. Unsold/undamaged foreign merchandise obtained from Navy Exchange Rota Fleet Foreign Merchandise Warehouse may be returned for credit upon outchop less the 8% restocking charge. Detailed procedures are contained in NAVSUP PUB 487, paragraph 3215. All transfers of excess foreign merchandise to other supply officers should be

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accomplished by direct delivery to the ship concerned with hand-to-hand receipts obtained.

d. **Damaged or Deteriorated Stock.** Material which has been damaged or has deteriorated to the point where there is no salable value will be disposed of on board by survey.

e. **Obsolete and Shop Worn Stock.** Material in this category will be retained on board and prices will be reduced as drastically as necessary to effect sale.

f. **Items Peculiar to Individual Ships.** Such items as ceramic ashtrays, engraved cigarette lighters, and tie clasps bearing a ship's name or insignia cannot be transferred. Such material will be reduced in price as necessary, or surveyed, in order to dispose of excess merchandise

1007. **Canned Soda and Foreign Candy**

a. **Canned Soda**

(1) **Navy Exchange Naples.** NEXCENEUR/NEX Naples will coordinate delivery of U.S. origin canned soda to units calling at limited ports in Italy and France. All canned soda must be ordered in 70 case lots. Submit message request to NEX NAPLES IT, INFO: NEXCENEUR NAPLES IT and COMSERVFORSIXTHFLT and include the purchase order number (UIC/Julian Date/Serial Number), Delivery Date, Delivery Port. Indicate on the MSG if substitutes for NIS flavors are acceptable. Soda orders must be received by NEX Naples at least five working days prior to the requested delivery date.

(2) **Spain.** NEXCENEUR/NEX Rota will provide U.S. origin canned sodas as available for units in Spain. Submit message request to NEX Rota SP. Copy to NEXCENEUR.

(3) **France.** Soda is available from NEXCENEUR/NEX Naples subject to the availability of overland transportation from NSA Naples. Submit message request to NEX Naples IT. Copy to NEXCENEUR.

(4) **Combat Logistics Force (CLF) Ships.** Multi-commodity ships (AO/TAO/AOE) carry canned soda for issue to customer ships during RAS events. Requirements for canned soda should be submitted in accordance with the procedures of Chapter 4. Canned soda will only be delivered in full pallet lots. For planning purposes, lots are normally 70 cases per

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pallet. If not in whole pallet lots, the order will be rounded up to the nearest whole pallet.

(5) **NRCC Naples.** Foreign canned soda may be procured through NRCC Naples in accordance with NRCC NAPLESINST 4200.1 series. Due to the increased cost price of foreign soda in comparison to U.S. soda, it is recommended that this be taken into account when establishing the retail price. Refer to NEXCOM PUB 81 for pricing guidelines. Ordering activities are advised that cans are approximately 1/4 inch shorter than U.S. cans and may cause jamming if machines are not readjusted or foreign cans are mixed with U.S. cans. Refer to the vending machine technical manual for guidance. Special tools or spare parts are not required. In addition, all foreign procured soda has non-environmental tops i.e., pull top vice push top. Care should be taken when in use near aircraft to prevent FOD damage.

b. **Candy.** The T-AFS is the primary source for candy and other confections. NRCC Naples can be contacted for the resupply of candy when T-AFS support is not available.

c. **Outchopping Ships.** Foreign origin candy and soda may not be imported (as ship's store stock) into the U.S. Ships are cautioned to ensure all stocks are sold prior to entry into U. S. territorial waters.

1008. **Procurement of Wines and Liquors**

a. **Wines and Liquors are Available as Follows:**

(1) **Naples, Italy.** Authorized through the Navy Exchange Naples Mini-Mart. Delivery is only in port of Naples. Navy Exchange 210-020,PSC 810 Box 30 , FPO AE 09619-0003 (MPS).

(a) **Procedures.** Navy personnel serving aboard Navy warships or supporting vessels, until their return (when deployed for at least 120 days outside the U.S.), are entitled to bring into the U.S., 4 liters (135.2 oz) of alcoholic beverages, duty free. Of this 4 liters, not more than 1 liter (33.9 oz) can be of foreign manufacture or bottling without imposition of duty upon return to CONUS. Personnel not qualifying for the above are authorized 1 liter, duty free, foreign or domestic. Liquor orders originating from outchopping U.S. Navy vessels are exempt from local rationing restrictions.

(b) **Ordering Procedures.** While inport Naples, direct purchases may be made by individuals with payment at the time of purchase at the NEX Mini-Mart and retained for consolidation and movement to the ship prior to the ship's departure. A minimum of three days inport is desired. The ship's representative should inform the Navy Exchange Fleet Services Manager upon arrival or in advance by message of the ship's desire to participate in this direct purchase program. This is the recommended method for tax free liquor/wines procurement with advantages over the advance order method as follows: (1) No leadtime is required. (2) The coordinator does not have to handle money. (3) There is no Not In Stock (NIS) problem with the attendant refund difficulties.

(c) **Delivery and Acceptance.** It will be the responsibility of the ORDERING ACTIVITY to pick up or make arrangements with the NEX Fleet Coordinator for the delivery of small orders containing less than 200 individual orders. The ordering activity is responsible for any and all expense that may be incurred during delivery such as transportation expenses and triwall containers.

(d) **Marking of Packages.** On each package (pack-carrier) NEX provides the code number that corresponds to the number on the order form, i.e., 0001.

(e) **Carrying Cases.** Carrying cases are required on any order of two bottles or more. Each carrying case holds 5 fifths, or 4 quarts, or 4 liters. The carrying case costs \$1.20 each and must be included with each order.

(f) **Responsibility.** The Navy Exchange Mini-Mart guarantees the condition of all orders while in custody. NSA Supply assumes responsibility upon delivery.

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(2) **Rota, Spain.** Authorized through Navy Exchange Rota Consolidated Package Store. Submit message request to NEX Rota SP. Sixty-day delivery time is required for all ships. Contact address: OIC, Navy Exchange 210-040, U.S. NAVAL STATION, P.O. Box 17, FPO AE 09645-0003 (Local Forces) Telephone No. DSN 727-2033/2443. Delivery can be arranged to all Spanish ports.

(a) All SIXTHFLT units will be provided a copy of the tax exempt liquor catalog and price list by fleet assistance teams. NEX Rota will ensure that copies of catalog are available during preparation for deployment. Additional catalogs are available upon request.

(b) Procedures for ordering and delivery information is contained in the tax exempt liquor catalog. Customs and rationing information is outlined. Payment is required in advance of preparing ship's orders.

(c) Direct individual purchases may be made using the same method used in Naples and is the preferred method.

(3) **NAS Sigonella, IT.** Ships visiting Augusta Bay/Catania may use the same procedures used in Naples.

b. **Intra-MED Transportation**

(1) It is emphasized that the ship is responsible for picking-up or arranging delivery for all liquor orders. Because liquor is easily broken, highly pilferable, and a controlled substance on board U.S. Navy ships, it is not possible for liquor to be transported to the ordering ship by CLF units. Ships are cautioned to consider their schedule (i.e., outchop port, etc.) before placing orders.

(2) In order to reduce second destination transportation charges as well as preserve accountability, tax free liquor/wine products are not permitted to be transported by ASCOMED air or surface long-haul truck in the Med.

1009. **Vending Machine Repair**

Soda/Confection Machines. Submit message request for repairs to be effected in the ports of Naples or Gaeta Italy to: NEXCOM REP NAPLES IT//FAT//. For all other ports, requests

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are to be addressed to the husbanding agent in your LOGREQ. Include number of machines requiring repair, serial/model number, description of problem, required parts, identify if machine is can/cup dispenser, and provide accounting data. Spare vending machine Coin Changers and Coin Counters are held by the NEXCOM Fleet Assistance Representative Naples.

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1010. **Payment of Ship's Store Dealer's Invoices**

a. Dealers' bills covering ship's store purchases under contract will be paid in accordance with the provisions of the applicable contract as expeditiously as possible. Payments should be made strictly in accordance with DOD FMR Volume 5, as follows:

(1) Contract merchandise should be paid for as specified on the applicable contract bulletin.

(2) In the absence of definite payment instructions, payment should be made to the company issuing the invoice. Checks should never be made payable to a sales agent.

b. Chapter 14 of this instruction contains information on payment of bills in Mediterranean ports. Note: Except as authorized in this instruction, U. S. currency and/or treasury checks will not be used to pay bills in Italy and Spain.

1011. **Reports.** The following reports are required (NOTE: Ships without supply officers or without a ship's store are not required to make the following reports):

a. **Report of Unsatisfactory Service.** Unsatisfactory service rendered by vendors should be promptly reported in a Unsatisfactory Service Report to NRCC Naples, Italy, with a copy to NEXCOM Norfolk, VA. and COMSERVFORSIXTHFLT. Report of non-delivery of merchandise under this paragraph shall be accomplished by a copy of the purchase order (DD Form 1155).

b. **Departure Report.** A Foreign Merchandise Departure Report will be submitted in the format specified in Attachment 10-1 to COMSERVFORSIXTHFLT with information copy to NEXCOM Norfolk, VA. and NRCC Naples, NEX Naples and Rota upon departure from the Mediterranean area. Reports are not desired from ships departing from duty in MIDEASTFOR. Report Control Symbol CSF6F 4213-2 is assigned.

1012. **Mementos from Ship's Stores.** Purchase of mementos from ship's store operations ORF/COMREL programs are funded by appropriated dollars and accordingly it has been determined that purchase of mementos at cost price from the ship's store operation is appropriate. Two methods for purchase have been authorized by COMNAVSURFLANT and NEXCOM.

a. NAVSUP PUB 487, Issues to Ships Use, DD 1149 will be used and attached as applicable to the NAVCOMPT 2277 which will be annotated "Mementos -- see attached DD 1149." However, the value of mementos charged on the DD 1149 should never be included in the total dollar value cited on the NAVCOMPT 2277 for entertainment or other authorized mementos not purchased from the ship's store, but accounting for the mementos has been recorded. When mementos are pre-purchased under ships use procedures, NAVCOMPT 2277 is not required at that time; however, mementos expended must be scrupulously accounted for and give away authorized by the commander concerned.

b. An alternate method authorized is to process a retail price change, marking required items in the ship's store down to cost and purchasing with cash received from processing of a NAVCOMPT 2277 which cites ORF/COMREL appropriation.

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ATTACHMENT 10-1**SAMPLE FOREIGN RESALE MERCHANDISE REPORT**From: Commanding Officer, USSTo: Commander Service Force Sixth Fleet, PSC 810 Box 35,
FPO AE 09619-3100Subj: FOREIGN RESALE MERCHANDISE REPORT (CSF6F REPORT
SYMBOL 4213-2)Ref: (a) COMSERVFORSIXTHFLTINST 4000.1R

1. As required by reference (a), the following report is submitted:

a. Grand total money value of purchases from Navy Exchange Rota Fleet Foreign Merchandise Program
\$_____.

b. Significant comments as to quality, packaging of merchandise, and recommended additions/deletions/etc., of Fleet Support Load Lists items:

<u>Warehouse Location</u>	<u>Item No.</u>	<u>Comments</u>
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c. Evaluation of NEXCEN EUROPE Concessionaires:

(1) Extent of usage:

(2) Quality of Merchandise:

(3) Convenience of Concessionaire Location:

(4) Competitiveness of prices offered:

d. Evaluation of NEXCEN EUROPE Concessionaire services on board ship:

(1) Services Utilized: (LIST)

(2) Significant comments as to crew acceptance and usefulness of services utilized and recommendations for additional products and/or services to be included in

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concessionaire program:

e. Evaluation of T-AFS 1Q Log Support

f. General Assesment of Med Resale Support
Programs/Comments

By direction

Copy to:

NEXCOM NORFOLK VA

NEXCOM REP NAPLES IT//FAT//

NEXCENEUR NAPLES IT

NEX NAPLES IT

NEX ROTA SP

NRCC NAPLES IT