



# INFO BULLETIN

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**Ships Store Program: (A) SS17-014**

**Pass To:** Ships Store Officer

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## **EMERGENCY PROCUREMENT FOR ROM III SHIPS**

The following procedures are in effect upon receipt of this bulletin. The next revision to the NEXCOMNOTICE 4062 will reflect accordingly.

1. **GENERAL.** Ships Stores may obtain merchandise from the Navy Exchange Service Command (NEXCOM) in a variety of situations depending on the location of the ship. All purchases from Navy Exchange stores with the exception of computers and uniforms will be made at retail price less 10%.
  - a. Navy Exchange Stores in the United States. Ships Stores are restricted to procuring merchandise from authorized listed sources unless an emergency exists and the normal sources of supply are not available. NEXCOM Ship's Store Program only will grant permission when an emergency exists.
2. **OVERSEAS LOCATIONS.**
  - a. Fifth and Sixth Fleet. The Navy Exchange European District Office coordinates ordering of S-3 items in the Fifth and Sixth Fleet AOR's. Ships requiring merchandise in Fifth and Sixth Fleet will send the Fleet Liaison their purchase order. After receiving permission from NEXCOM, the Fleet Liaison will purchase the stores ashore for the ship using the Government Purchase Card (GPC).
  - b. Seventh Fleet NEX Locations and items not on the Japan or Guam NEX Distribution Center listing. Ships will submit their purchase orders to the FLC Fleet Liaison POC in Yokosuka, JP. The Fleet Liaison will process requests for procurement in accordance with the NEXCOM GPC procedures.
  - c. Central American, South American and Caribbean AOR: Ships will submit the order requests to the appropriate NAVSUP FLC Contracting Office in accordance with local acquisition procedures.
3. **ACCOUNTING.**
  - a. ROM process. Ships will choose the Emergency Procurement process (outlined in the ROM Users Guide) in ROM to obtain merchandise not available from listed ROM

catalogs but available from Navy Exchanges. Every item on the Emergency Procurement must be added as a non-standard item even if there is a standard stock number for the item.

- b. Payment. Purchases will be made using the NEXCOM GPC; the information in block 15 will be NEXCOM SHIPS STORE PROGRAM, GOVERNMENT PURCHASE CARD.
- c. Limits. The GPC Micro-purchase limit in CONUS is \$3,500 and \$25,000 OCONUS. All CONUS orders over \$3,500 and OCONUS orders over \$25,000 will be processed by NEXCOM with the appropriate NAVSUP Fleet Logistic Center (FLC) Contracting Office in accordance with local acquisition procedures. Plan accordingly on a 30 day FLC processing time along with vendor processing and shipping time.
- d. Split Purchases. Ships will not split purchase orders in order to circumvent the threshold.

4. NOTE.

- a. On a case by case basis orders for AAFES and Commissaries will also be processed using the same procedure outlined in this bulletin.

The screenshot shows the 'Emergency Procurement' system interface. At the top, there is a form titled 'Add Items' with fields for 'Item Search', 'Department' (set to ALL), and 'Category' (set to ALL). A red circle highlights the 'Add Non-Standard Items' button. Below this is a table with columns: Dept, Category, Description, Cost, Buy UI, Sub Cs/Pk, Sell UI, UPC, FM, QTY, and Remove. A red arrow points to the 'Buy UI' dropdown (set to CN), another to the 'Sub Cs/Pk' field (set to 1), and a third to the 'Sell UI' dropdown (set to CN). Below the table is a 'Vendor' section with fields for Name, Address, and Phone. A red circle highlights the 'Payment Made By' field, which contains the text 'NEXCOM, SHIPS STORE PROGRAM GOVERNMENT PURCHASE CARD'. Below this is a 'Requisition Items' table with columns: Stock Num, Description, OOH, QOO, Cost, QTY, Buy UI, Sub Cs/Pk, Sell QTY, Total Cost, and Remove. A red arrow points to the 'Sell QTY' field (set to 240). At the bottom, there is a 'Print DD-1155' button and an 'Order Total: \$79.20'.

**NEX and Fleet Liaison POCs (Updated: 22 Sep 2017) \*\*Subject to change\*\***

Location	POC Name	POC Email	POC Phone
Naples, IT	Franco Coppola	<a href="mailto:franco.coppola@nexweb.org">franco.coppola@nexweb.org</a>	011-39-081-813-5298 DSN: 314-629-4715
Yokosuka, JP	SH1 (SW) Coriano	<a href="mailto:Roberto.Coriano@fe.navy.mil">Roberto.Coriano@fe.navy.mil</a>	011-81-46-816-6296 DSN: 315-243-6296

