



THE ASSISTANT SECRETARY OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

Feb 10, 2014

Memorandum

From: Deputy Assistant Secretary of the Navy, Financial
Operations

Subj: INTERIM NAVY ENTERPRISE RESOURCE PLANNING (ERP) ZSPS PURCHASE
REQUISITION (PR) HEADER TEXT GUIDANCE SERIAL NUMBER 003

Encl: (a) ZSPS PR Header Text Guidance Memorandum
(b) ZSPS PR Header Text Template
(c) NAVSUP Pay Office Department of Defense Activity
Address Code (DoDAAC) Quick Reference Guide
(d) NAVSUP Urgent Requirements Definitions

1. In FY2010, the Navy ERP Commands determined that standardization of the ZSPS PR Header Text field would ensure that the Contracting Command was provided the information necessary to award a contract more efficiently and to avoid multiple ZSPS PR rejections due to missing information. The scope was broadened to standardize all ZSPS PR header text with information required for both cross-command and internal contracting, including any information required by the Requiring Activity's Comptroller.
2. The ZSPS PR Header Text Guidance Memorandum identified by enclosure (a) and ZSPS PR Header Text Template identified by enclosure (b) are considered current guidance for PR Headers applicable to all ZSPS PRs, including both cross-command and internal contracting requirements. Also included are enclosures (c) and (d), which are the NAVSUP Pay Office DoDAAC Quick Reference Guide and NAVSUP Urgent Requirements Definitions.
3. My point of contact for this issue is Tara Spadt, who can be reached at (717) 605-7692 or via email at tara.spadt@navy.mil.

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