THE ASSISTANT SECRETARY OF THE NAVY
Research Development and Acquisition
1000 Navy Pentagon
Washington DC 20350-1000

APR 12 2006

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY ACQUISITION POLICY ON OFFICE SUPPLIES

1. The Department of Navy is engaged in reducing the costs of acquiring commonly purchased supplies by the application of strategic sourcing. A Department of the Navy commodity council was established to apply strategic sourcing processes to the $100 million in annual DON spend for office supplies and was tasked to develop an acquisition strategy with three primary objectives:

a. Generate immediate savings

b. Facilitate the collection of spend data

c. Achieve socio-economic goals

2. Effective 1 May 2006, all Department of the Navy purchases of office supplies by appropriated fund activites will be limited to the various contracting vehicles available on the DoD EMALL or from existing base supply stores/ServMarts. A Base supply store/ServMart is an on-installation retail store operation selling a wide range of office, janitorial supply, and other products, including Javits-Wagner-O'Day (JWOD) items, to primarily meet the same-day shopping needs of its Government customers. Existing Base Supply Stores supporting Navy customers at various locations around the world include stores operated by NIB/NISH/JWOD organizations, NEXCOM, or GSA, as well as the FISC San Diego Virtual Office Supply Contract. Deployed units are exempt from this policy.

3. The DOD EMALL can be accessed through www.emall.dla.mil.

4. Authority to approve exceptions and waivers to this policy is delegated to DASN(ACQ), or his/her designee.

5. Further information about this policy may be obtained from the Naval Supply Systems Command (NAVSUP), the Department of Navy Strategic Sourcing Executive Agent. The NAVSUP point of contact is Mr. Jamey Halke, email Jamey.Halke@navy.mil.

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Subj: DEPARTMENT OF THE NAVY (DON) ACQUISITION POLICY ON OFFICE SUPPLIES

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