



**Transportation Safeguards Training Site**



# TSTS

*Acquisitions Plan*

*TSTS 21*



**Fort Chaffee Arkansas**

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## Review, Concurrence, and Approval

*ORIGINAL SIGNATURE ON FILE*

1/9/06

Bruce Akers, Logistics Manager  
 Training and Logistics Command,  
 Office of Mission Operations, OST/NNSA

Date

*ORIGINAL SIGNATURE ON FILE*

1/9/06

Calvin Irvin, Director,  
 Training and Logistics Command,  
 Office of Mission Operations, OST/NNSA

Date

*ORIGINAL SIGNATURE ON FILE*

1/9/06

Garcia, Debra A. Director  
 Resources & Business Management Division  
 Office of Support, OST/NNSA

Date

<b>Annual Review</b>	
Reviewed By:	Date:
Reviewed By:	Date:
Reviewed By:	Date:

***Notify of Changes:***

Albuquerque Acquisitions Department, Budget Representative, WSI Procurement Employees

***Referenced Document(s):***

OST Form 60, Purchase Request, Acquisition Purchase Package, Acquisition Checklist – less than 2500, Acquisition Checklist – less than 25, 000 but over 2500, Acquisition Checklist – over 25,000,

- I. Purpose** The purpose of this document is to define the process for acquiring materials and supplies for the Training and Logistics Command.
- II. Scope** This process applies to Program Leads, Budgetary Personnel, Requesting Officials, Acquisition Specialists, Purchase Card Holders and Receiving employees.

**III. Flow Chart Description – Table 1**

01 Need Identified. The individual, requestor, identifies a need or requirement and prepares Purchase Requisition (PR Form) and forwards to TRALOC Acquisitions.

02 Acquisitions Support. TRALOC Acquisitions will assign PR # and enter request into tracking spreadsheet and forwards to Program Manager.

03 Program Manager. The Program Manager verifies the need is valid and that funds are available by reviewing the checkbook prior to proceeding with procurement and returns request to TRALOC Acquisitions.

04 Acquisitions Support. Ensures the PR package is complete and accurate; including the completion of the AFMB checklist.

05 Office of Budget Representative. Receives the PR package and reviews codes adding appropriate code for supply, equipment etc.. OBR then forwards PR Package to AFMB. If the request is incomplete, the OBR will contact the Acquisition Specialist for additional information as required.

06 Acquisition & Funds Management Branch. Reviews request, certifies funding for request, and processes the PR Package. If the request is incomplete it is returned to the OBR for additional information as required.

07 PR Processed. Upon receipt of a PR package, AFMB will review the package to ensure completeness. If the PR Package is complete, AFMB will proceed with the purchase. If the PR Package is not complete, AFMB will return the package to the OBR.

08 Documentation. When the order has been placed, a copy of the approved Purchase Request and award documentation will be returned to the Acquisition Specialist and Shipping and Receiving for retention and distribution.

09 Receive/Close. Materials and supplies will be received and inspected as required. A record of the receipt of the material is forwarded to the Acquisition Specialist for retention and a copy is provided to AFMB.

