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From: Commander, Naval Supply Systems Command

Subj: UPDATED GUIDANCE FOR THE DEPARTMENT OF THE NAVY  
ACQUISITION OF OFFICE SUPPLIES

Ref: (a) DON Office Supply Policy of 12 Apr 2006  
(b) Policy ltr 08-18/ SA08-03, Implementing Guidance for  
Department of the Navy Acquisition Policy on Office  
Supplies (Spiral II), of 1 Feb 2007

1. Reference (a) established the Department of Navy (DON) Office Supply Strategic Sourcing Solution and designated the Naval Supply Systems Command (NAVSUP) as the DON Strategic Sourcing Executive Agent. The DON Office Supply was focused on leveraged purchasing through the DOD EMALL, base supply stores (ServMarts), and legacy "Virtual ServMart" Navy contracts. Reference (b) provided implementing guidance for DOD EMALL shoppers and directing use of the competitively awarded blanket purchase agreements (BPAs) issued by the General Service Administration's (GSA) Federal Strategic Sourcing Initiative group (FSSI). This letter provides an update on the new sources available for your use in the DOD EMALL's Navy Contracts Corridor and reiterates the DON Office Supply guidance.

2. Earlier this year GSA re-competed and awarded a new suite of FSSI Office Supply BPAs. Many shoppers may have already noticed new sources appearing in the Navy Contracts Corridor. These BPAs have been uploaded onto the Navy Contracts Corridor of the DOD EMALL for your use. This transition has occurred smoothly and has been accomplished without disruption to your daily DOD EMALL purchases. However, since the change in vendors has raised some questions about the DON Office Supply Policy, this is a suitable opportunity to reiterate it.

3. The DON Office Supply Policy remains focused on use of the DOD EMALL and base supply stores located on Navy and Marine Corps installations. Consistent with reference (b), DOD EMALL shoppers on the DOD EMALL should begin searches in the Navy Contracts Corridor. Only if the office supply product cannot be located from the Navy Contracts Corridor vendors should the search be expanded to "ALL DOD EMALL".

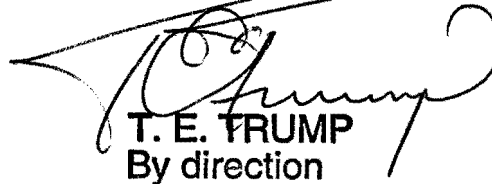
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4. Additionally, the BPAs allow contracting and ordering officers to use competitive fair opportunity procedures to place larger orders against the BPAs. Department of Navy contracting officers should use the BPAs in preference to awarding new transactional office supply contracts.

5. The FSSI Office Supplies BPAs are available on the DOD EMALL under the Navy Contracts Corridor pull down menu. The web address for the DOD EMALL is <https://dod-emall.dla.mil/acct/> .

6. This guidance does not impact OCONUS or deployed activities; specifically, the Naval Sea System Command's (NAVSEA) activities previously granted waivers from the DON Office Supply Policy, or limit the use of base supply stores (ServMarts). MILSTRIP requisitions will continue to be processed normally.

7. The NAVSUP point of contact for this guidance is Mr. Jamey Halke, NAVSUP Code 240, 717-605-7488, DSN 430-7488, or email [Jamey.Halke@navy.mil](mailto:Jamey.Halke@navy.mil).



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