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NAVAL SUPPLY SYSTEMS COMMAND
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Ser21A1/9118
2 Aug 99

From: Commander, Naval Supply Systems Command

Subj: CHANGES IN NUMBERING OF POLICY LETTERS

1. NAVSUP policy letters are currently posted in the Contract Management Library (CML) of the Naval Logistics Library (NLL) (<http://www.nll.navsup.navy.mil/cml>). There are currently two sections in the CML that contain NAVSUP policy letters: "Contracting Policy Information" and "Simplified Acquisition Procedures Policy". Contracting policy for the NAVSUP claimancy above the simplified acquisition threshold is contained in "Contracting Policy Information". The "Simplified Acquisition Procedures Policy" section contains some policy letters that are applicable only to the NAVSUP claimancy and others with DON-wide applicability. This has resulted in some confusion and the necessity of advising in each policy letter who is the intended audience. There is also a separate audience that is only interested in purchase card policy and has no need to read other SAP policy.

2. In order to alleviate this problem, effective this date, NAVSUP will now have three sections in the CML containing policy letters. Any policy letters issued after this date will be covered by this new numbering system. Following is an explanation of each of the three sections.

NAVSUP CLAIMANCY POLICY - this section will use the fiscal year and consecutive numbers (e.g. 99-50, 99-51, etc.). The issues covered will be both large contracting and simplified acquisition, but the policy letters will only apply to the NAVSUP claimancy.

DON SIMPLIFIED ACQUISITION POLICY - this section will use SA, the fiscal year and consecutive numbers (e.g. SA99-50, SA99-51, etc.). The issues covered in these policy letters will be SAP policy that is applicable to the entire Department of the Navy. (NOTE: If there is a SAP policy issue applicable only to the NAVSUP claimancy it will now be found in the NAVSUP CLAIMANCY POLICY section and will no longer have an SA as part of the policy number).

DON PURCHASE CARD POLICY - this new section will use PC, the fiscal year and consecutive numbers (e.g. PC99-50, PC99-51, etc.). These policy letters will cover purchase card policy for the entire Department of the Navy. Purchase Card policy will no longer be issued under an SA number.

3. Please be aware that any previously issued policy letters were written using the older numbering system and will therefore be found under a different section than if they were written today. For example, SA97-05 (Delegation of NAVSUP and NAVFAC Procurement Authority for the Purchase Card) is found in the DON SIMPLIFIED ACQUISITION POLICY section. If that policy letter were being written today, it would be given a PC policy number and would be found in the DON PURCHASE CARD POLICY section. As these older policy letters are cancelled, superseded, etc. these differences will go away.

4. You can address any questions regarding this new numbering system via email to Sandra_J_Fulmer@navsup.navy.mil.


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By direction