



Nov. 9, 2023

**NAVSUP SETS DATES FOR FY24 EXPIRING FUNDS OPEN PURCHASES, FY24 SERVICE RENEWALS**

MECHANICSBURG, PA. – Naval Supply Systems Command (NAVSUP) has established planning dates for acceptance of purchase or contract requests for all NAVSUP contracting departments. For FY24 planning purposes, procurement requests (PRs) that are procurement ready must be submitted to NAVSUP contracting departments no later than the established due dates or days specified below prior to the required award date. In calculating required award date for service contracts, keep in mind that there are several clauses/provisions that require service contracts to be awarded 45 to 60 days prior to performance start. For example, the NAVSUP security clause requires the contractor to perform an employee background check and provide results of the background check to the applicable security office 30 days prior to employee performing under the contract. Further, if the contract to be awarded is an ordering vehicle, the required award date must allow sufficient time to process task orders after award of the contract. Customers should coordinate submission of service contracts with their servicing NAVSUP Fleet Logistics Center (FLC).

Required Submission Date (See paragraph below)	Dollar Amount	Type of Action
	over \$50 million	New/Follow-on Contract
Nov. 17, 2023 (or 280 days Prior to RQD Award Date)	over \$7.5 million to \$50 million	New/Follow-on Contract
Nov. 17, 2023 (or 280 days Prior to RQD Award Date)	over \$250k to \$7.5 million	New/Follow-on Contract/ Non-commercial Items/Services
Feb. 2, 2024 (or 180 days Prior to RQD Award Date)	over \$250K to \$7.5 million	Commercial Items/Services
Feb. 2, 2024 (or 180 days Prior to RQD Award Date)	over \$250K	Ship Repair
Feb. 2, 2024 (or 180 days Prior to RQD Award Date)	over \$10 million	SeaPort-e Task Orders

Mar. 1, 2024 (or 150 days Prior to RQD Award Date)	less than \$10 million	SeaPort Task Orders
Mar 1, 2024 (or 150 days Prior to RQD Award Date)	over \$10 million	Orders Against Multiple Award Contract (MAC)
Mar. 29, 2024 (or 120 days Prior to RQD Award Date)	less than \$10 million	Orders Against Multiple Award Contract (MAC)
Mar. 29, 2024 (or 120 days Prior to RQD Award Date)	over \$250K	Annual Renewal or Maintenance
May 3, 2024 (or 90 days Prior to RQD Award Date)	over \$250K	Orders Against Single Award Contract
May 3, 2024 (or 90 days Prior to RQD Award Date)	over \$250K	Interagency Acquisitions
May 3, 2024 (or 90 days Prior to Exercise of Option)	All	Exercise of Option
May 3, 2024 (or 90 days Prior to RQD Award Date)	\$250K or less	Ship Repair
Jun. 7, 2024 (or 60 days Prior to RQD Award Date)	\$250K or less	Interagency Acquisitions
Jun. 7, 2024 (or 60 days Prior to RQD Award Date)	\$250K or less	Annual Renewal or Maintenance
Jun. 7, 2024 (or 60 days Prior to RQD Award Date)	\$25,001 to \$250K	Purchase/Task/Delivery Orders
Jul. 12, 2024	\$25,000 or less	Purchase/Task/Delivery Orders

Large dollar value/complex procurements specifically over \$50 million require longer processing time (average lead time of 330 to 600 days). Coordinate procurement plans with servicing NAVSUP FLC/activity and engage FLC/activity personnel as early as possible in order to complete packages. Allow sufficient time for procurement action lead time (PALT), gain approval of acquisition strategies by the HCA/DASN(P), prepare RFQ/RFP, conduct peer review, evaluate offers, and ensure proper contract start-up. Incomplete packages may jeopardize timely contract award. All activities with requirements funded by BSO 60 should add 10-14 days to the dates above for requirements expected to be awarded in September 2024.

NOTE: In order to mitigate processing times, contracting officers are encouraged to utilize existing contracting solutions where the required supplies or services are already available.

With the exception of urgent requirements (i.e., CASREP, NMCS/PMCS, NMCI/CoSC/NGEN, work stoppage, ship visit calls) submissions received after the deadline will require review by Chief of the Contracting Office (CCO) to assess feasibility of completion based on statutory competition requirements. If accepted, the NAVSUP FLC/activity team will make every effort possible to award the contract.

All procurement requests sent to the NAVSUP FLCs must be submitted in NAVSUP's Procurement Tracker (ProTrack) using the following link: [https://my.navsup.navy.mil/apps/ops\\$protrack.home](https://my.navsup.navy.mil/apps/ops$protrack.home). Requests submitted outside of ProTrack will not be accepted. The only exceptions for submitting procurement requests to ProTrack are Husbanding requirements, requirements placed against the Worldwide Expeditionary Multiple Award Contract (WEXMAC), and NMCI/CoSC/NGEN requirements. Please contact your local servicing NAVSUP FLC for more information, or for additional ProTrack training.

All funding requests should be submitted to NAVSUP via the NAVSUP Financial Document Manager (FDM) application or through Navy ERP. Submit direct cite funding documents to FDM by accessing the following link: [https://my.navsup.navy.mil/apps/ops\\$fdm.home](https://my.navsup.navy.mil/apps/ops$fdm.home). Once the funding document is accepted or rejected, an email will be sent to the customer notifying them of the reviewer's decision. NAVSUP Comptroller notification does not constitute acquisition review, approval or acceptance by the contracting office. The document will be routed to the designated contracting office for execution once accepted by Comptroller.

The Command Financial Management System (CFMS) database for Direct Cite funding docs (NAVCOMPT Form 2276 or DD Form 448) electronically interfaces to the NAVSUP FDM. Documents from CFMS will be electronically transmitted to FDM. This process removes the requirement to submit additional documents to FDM. For system interface problems, submit trouble reports via Oracle iTracker system.

For FY25 Advance Purchase Requests, submit a Commitment of Funds RCP. Such requests should include the statement "Funds are subject to the enactment of the FY25 DoD Appropriation Act or the FY25 Continuing Resolution Authority and are subject to whichever act becomes applicable." Customers are encouraged to submit FY25 advance purchase requests no later than early FY24 third quarter to avoid the possibility of support gaps.

NAVSUP comptroller points of contact for the NAVSUP FDM application issues are Heather Audet-Auxt ([heather.r.audet-auxt.civ@us.navy.mil](mailto:heather.r.audet-auxt.civ@us.navy.mil)) and Dave Graham ([roger.d.graham34.civ@us.navy.mil](mailto:roger.d.graham34.civ@us.navy.mil)).

Status of requisitions is available via One Touch Support (OTS). Customers can track requisition status and download documents via the OTS system. For registration and more information, go to <https://www.onetouch.navy.mil> or call 1-877-418-6824.

Individual NAVSUP FLC Contracting Department Customer Service contact numbers are:

NAVSUP FLC Jacksonville, DSN: 542-0616, (904) 542-0616

NAVSUP FLC Norfolk, DSN: 646-1601, (757) 443-1601

NAVSUP FLC Pearl Harbor, DSN: 315-473-7903, (808) 473-7903

NAVSUP FLC Norfolk, Philadelphia Office, DSN: 442-9550, (215) 697-9550

NAVSUP FLC Norfolk Mechanicsburg Office, DSN: 430-4239, (717)-605-4239

NAVSUP FLC Puget Sound, DSN: 439-2801, (360) 476-2801

NAVSUP FLC San Diego, DSN: 526-9800, (619) 556-9800

NAVSUP FLC Yokosuka, DSN: 315-243-3705, commercial: 011-81-46-816-3705

NAVSUP FLC Yokosuka, Site Sasebo, DSN: 315-252-3281, commercial: 011-81-956-50-3281

NAVSUP FLC Yokosuka Site Singapore, DSN: 315-421-2550, commercial: 011-65-6750-2550

NAVSUP FLC Sigonella, DSN: 314-626-4393, commercial: 011-39-081-568-4393

NAVSUP FLC Bahrain, DSN: 318-439-4486, commercial: 011-973-1785-4486

(Questions for Sigonella, Souda Bay, Rota, and Djibouti should be directed to FLC Sigonella.)

(Questions for United Arab Emirates (Dubai) should be directed to FLC Bahrain.)

(Questions for Atsugi, Chinhae, Marianas, and Okinawa should be directed to FLC Yokosuka Site Sasebo.)