



JAN 20, 2026

NAVSUP SETS DATES FOR FY26 EXPIRING FUNDS OPEN PURCHASES, FY27 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 FY26 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 FLC.

Required Submission Date (See paragraph below)	Dollar Amount over \$50 million	Type of Action New/Follow-on Contract
280 Days Prior to RQD Award Date	over \$7.5 million to \$50 million	New/Follow-on Contract
280 Days Prior RQD Award Date	over \$350k to \$7.5 million	New/Follow-on Contract/ Non-Commercial Items/Services
Jan 30, 2026 (or 210 days Prior to RQD Award Date)	over \$10 million	SeaPort-e Task Orders Non-commercial Items/Services
Feb. 27, 2026 (or 180 days Prior to RQD Award Date)	over \$350K to \$7.5 million	Commercial Items/Services
Feb. 27, 2026 (or 180 days Prior to RQD Award Date)	over \$350K	Ship Repair
March 27, 2026 (or 150 days Prior to RQD Award Date)	less than \$10 million	SeaPort-e Task Orders
March 27, 2026 (or 150 days Prior to RQD Award Date)	over \$10 million	Orders Against Multiple Award Contract (MAC)
April 17, 2026 (or 120 days Prior to RQD Award Date)	less than \$10 million	Orders Against Multiple Award Contract (MAC)
April 17, 2026 (or 120 days Prior to RQD)	over \$350K	Annual Rental or Maintenance

May 15, 2026 (or 120 days Prior to RQD)	over \$350K	Orders Against Single Award IDIQ
May 15, 2026 (or 90 days Prior to RQD Award Date)	over \$350K	Interagency Acquisitions
May 15, 2026 (or 90 days Prior to Exercise of Option)	All	Exercise of Option
Jun. 19, 2026 (or 60 days Prior to RQD Award Date)	\$350K or less	Annual Rental or Maintenance
Jun. 19, 2026 (or 60 days Prior to RQD Award Date)	\$350K or less	Ship Repair/Habitability
Jun. 19, 2026 (or 60 days Prior to RQD Award Date)	\$25,001 to \$350K	Purchase/Task/Delivery Orders
Jun. 19, 2026 (or 45 days Prior to RQD Award Date)	\$25,000 or less	Purchase/Task/Delivery Orders

Note: The dates provided above represent the submission deadlines for actions required to be awarded by September 30, 2026. For actions that are expected to be awarded prior to September 1, 2026, refer to the specified number of days for each type of action.

NAVSUP anticipates that workload capacity will be reached on, or around, September 4, 2026. 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.

For FY27 advance purchase requests, customers shall submit a Commitment of Funds/Request for Contractual Procurement. Such requests should include the statement “Funds are subject to the enactment of the FY27 DOD Appropriations Act or FY27 Continuous Resolution Authority and are subject to whichever act becomes applicable.” Customers are encouraged to submit FY27 advance Purchase Requests NLT Early FY26 3rd Quarter to avoid the possibility of support gaps. 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 2026. All advance PRs are required to be submitted as a valid Long-Lead PR (LLPR). NAVSUP will not accept Letters of Intent (LOIs) or Promises-To-Pay (P2Ps) in lieu of LLPRs.

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 2026.

All Navy purchase requests (PRs) shall be submitted to NAVSUP via Navy ERP as 1301-series PRs except for those supporting NMCI/CoSC/NGEN requirements, reimbursable actions, or HSP planning PRs. Each PR shall contain the appropriate Header Text, which can be found in Attachment 1. Customers shall also submit each PR with an applicable Vendor Code and Purchasing Group (PGr) Code in order for SUP 01 review and FLC Code 200 receipt to occur, respectively. A list of NAVSUP Vendor codes and PGr Codes can be found in Attachment 2.

For non-Navy PRs, submit direct cite funding documents to the NAVSUP Funding Document Manager (FDM) application by accessing the following link: [mynavsup.nag.navy.mil/apps/ops\\$fdm.home](https://mynavsup.nag.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 point of contact for NAVSUP FDM application issues is David Graham (roger.d.graham34.civ@us.navy.mil).

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.)