



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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SAN DIEGO CA 92145-2000

StaO 4200.2A

G-4

4 AUG 1999

STATION ORDER 4200.2A

From: Commanding General
To: Distribution List

Subj: PURCHASE DESCRIPTIONS FOR REQUESTS FOR PURCHASE
ACTION; NAVSUP FORM 1153 OR DD FORM 1149

Ref: (a) NAVSUPINST 4200.85C (NOTAL)

Encl: (1) List of Items Requiring Special Attention

1. Purpose. To disseminate requirements for completion of Request for Purchase Action, NAVSUP Form 1153 and DD Form 1149 as outlined in the reference.

2. Cancellation. StaO 4200.2

3. Background. The Purchase description is the most common method of describing simplified purchase requirements. An adequate purchase description must provide the essential physical and functional characteristics of the supplies/services required. Descriptions should not be unduly restrictive and will not specify a product peculiar to one manufacturer unless:

a. The product is essential to the Government requirements;

b. Other similar products lack the particular features necessary to meet the Government's minimum requirements as listed in paragraph 4.a.(2)(a) through (j), in this Order.

4. Action. In accordance with the reference, purchase actions from single vendor for amounts less than \$2,500.00 will be accomplished by the requesting activity's Government Purchase Cardholder.

a. Customers submitting NAVSUP Form 1153 or DD Form 1149 will:

(1) Ensure, to the maximum extent possible, that purchase description(s)/specification(s) are written to promote full and open competition.

(2) Include the following characteristics, on the purchase request, to prescribe the Government's minimum requirements:

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- (a) Essential physical and functional characteristics of the supplies/services required, (general description).
 - (b) Common nomenclature.
 - (c) Kind of material (i.e., type grade alternatives, etc.).
 - (d) Electrical data, if any.
 - (e) Dimensions, size, or capacity.
 - (f) Principles of operation and the intended use.
 - (g) End item application.
 - (h) Original Equipment Manufacture's Part Number.
 - (i) Other pertinent information that further describes the item, material or service required.
 - (j) Restrictive environmental conditions.
- (3) Provide a ship to address.
- (4) Provide the name and telephone number of a point of contact (POC).
- (5) Indicate the priority; provide written justification for priority (01-07).
- (6) Enter the appropriate accounting data in the Accounting/Classification block, including the name of the approving official.
- (7) Provide a recommended source of supply with POC and phone number.
- (8) Leave the bottom half of the "Remarks" block clear for command approvals and Aviation Supply use.
- (9) State the minimum essential requirements and specific salient features when using "brand name" or "equal" specifications. This type of specification is limited to procurement of standard commercial products. Furnish catalog numbers, dates, and pages for the specific product.

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(10) Requesting unit must submit a written statement to Aviation Supply Purchase Section as to why the contractor's offered "equal product" is unacceptable.

(11) Become familiar with the enclosure to ensure screening for potentially troublesome procurement situations. Screen purchase action(s) involving these items and/or services listed for propriety and conformity to current regulations.

b. The purchase request will be submitted to Customer Service Bldg 7209, Door 10. The Technical Section will review the purchase request and reject requests with inadequate descriptions and return them to the originator requesting the required additional information.

c. The Technical Section will in addition screen purchase requests for system stock, and return the request to the originator requesting submission of a DD Form 1348.

d. The Purchase Section will review NAVSUP Form 1153 or DD Form 1149 for compliance with the reference and ensure that the purchase request describes the supplies/services in a manner which will encourage maximum competition and eliminate any restrictive features which limits acceptable quotes to one contractor's product. Additionally, Aviation Supply Purchase Section will:

(1) Require contractor(s) submitting quotation(s) on the "equal product" to provide literature (e.g., catalog, description) showing characteristics listed/ required.

(2) Forward the literature to the customer for determination of acceptability.

(3) Establish a system of internal controls to track the progress of requisitions, provide status information and assign a priority to urgent requests.

(4) Refer to the enclosure or the reference when preparing and processing purchase requests involving items in the enclosure. Be aware of applicable rules and exceptions outlined in the reference.

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5. Summary of Revision. This order contains substantial changes and should be reviewed in its entirety.


T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

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LIST OF ITEMS REQUIRING SPECIAL ATTENTION

Advance Payments
Advertising
*Airlift Assets
Asbestos and Asbestos-Containing Materials
*Black Oxide Coated Brass Threaded Fasteners
Calling Cards, Business Cards and Employee Identification
Christmas Decorations and Other Seasonal Decorations
Coffee Pots, Coffee, "Refreshments"
Commercial Vehicles, Purchase of
Commercial or GSA Vehicles, Rental/Lease of (Without Drivers)
Commercial Vehicles with Drivers for the Purpose of Transporting Supplies or Personnel, Rental of
Construction and other NAVFAC Services/Supplies
Exchange of Personal Property
Federal Information Processing (FIP) Resources
Fireworks Displays
Hazardous Material and Hazardous Waste Disposal Contracting
Incentive Music and Equipment
Industrial Plant Equipment
Lodging and Meals
Luggage
Medical and Dental Care at Civilian Non-Federal Sources
Membership Dues
Navy Exchange Purchases
Ozone Depleting Substances (Class I)
Personal Services
Pesticides
Plaques, Ashtrays, Christmas Cards, Paperweights and Other Momentos as give-away items
*Plastic Aboard Ship
Post Office Box Rental
Printing and Duplication
Purchase from Government Employees or Business Owned or Controlled by Government Employees
Reprographic Equipment
Sensitive Compartmented Information in Contracts
Service Contracts Crossing Fiscal Years
Shipboard Habitability Equipment, including Furniture, Laundry/Dry Cleaning and Food Service Equipment
Telephone Equipment and Services
Training

Enclosure (1)

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Transportation, Purchase of
Uniform Items

Visual Information (VI) Equipment and Material

Visual Information/Audiovisual (AV) Production Including
Interactive (IVD) Acquisition

Visual Information/Acquisition of Commercial Off-the-Shelf

Visual Information (VI) Productions

*Withdrawal of Tax Free Ethyl and Specially Denatured
Alcohol

Enclosure (1)