



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 4400.1C  
14  
29 Jul 2013

NAVY RECRUITING DISTRICT NEW ORLEANS INSTRUCTION 4400.1C

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: PROCUREMENT

Ref: (a) COMNAVCRUITCOMINST 4400.1D

(b) NAVSUPINST 4200.99B

1. Purpose. To promulgate guidance on procurement at Navy Recruiting District (NRD) New Orleans.
2. Cancellation. NAVCRUITDISTNOLAINST 4400.1B
3. Discussion. Procurement is the acquisition of material or services to support the command's operation. All personnel responsible for procurement of material or services must attend a Naval Supply Systems Command (NAVSUP) approved small purchase course. In addition, all procurement officials must have training on the Procurement Integrity Act (41 U.S. Code 423) and sign appropriate certification. The following are the only personnel authorized to contract for the command:
  - a. Commanding Officer
  - b. Executive Officer (with warrant signed by CO)
  - c. Logistics Support Officer (with warrant signed by CO)
  - d. Purchasing Agent (with warrant signed by CO)
  - e. Advertising Coordinator (with warrant signed by CO)

Contracting Officers must be appointed by the Commanding Officer. Such appointments will be made on a Certificate of Appointment (SF 1402), which shall be prominently displayed in the contracting office. In addition, the servicing Navy Regional Contracting Center (NRCC) requires notification of all Contracting Officer appointments and termination's with the SF 1402 in accordance with NAVSUPINST 4200.99. Contracting Officers will follow the guidance stated in references (a) and (b).

4. Action. For procurement to be initiated, an Internal Request Document (IRD) NAVCRUIT 7130/3 must be completed before the purchase may take place. Any NRD New Orleans personnel may initiate an IRD. The following action is required when an IRD is submitted.

a. A description, as complete as possible, to ensure that the right material or service gets ordered. Must include price, quantity, sizes, color, and specific attributes.

b. Full justification as to why the material or service is required.

c. Complete department name, request date, required delivery date and priority. The initiator will submit it to their Department Head for approval.

d. The Department Head will review the request to ensure that the material or service is required and funds are available. Department Heads will either approve or disapprove the request and forward to the Logistics Support Department.

e. The Logistics Support Department will determine appropriate accounting information and then take procurement action as required based upon the requirement.

5. All purchasing actions taken will be kept on file as required by higher authority in Fiscal Year sequence (current fiscal year plus 5 past fiscal years).

/s/  
G. R. SHARP

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