



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO  
P.O. BOX 3990  
COLUMBUS, OHIO 43218-3990

IN REPLY REFER TO:

NAVCRUITDISTOHIOINST 4200.2D

40

21 JUN 2013

NAVCRUITDIST OHIO INSTRUCTION 4200.2D

Subj: THREE-WAY SEPARATION OF FUNCTIONS IN PROCUREMENT

Ref: (a) EBUSOPSOFFINST 4200.1A  
(b) NAVSUPINST 4200.85D

1. Purpose. To establish special procedures and controls to be used in the event that a three-way separation of functions is impracticable pursuant to references (a) and (b).

2. Cancellation. NAVCRUITDISTCOLSINST 4200.2C.

3. Background. Commands with contracting authority must ensure that the functions of initiation of the requirement, award of the purchase action, and receipt of material are not performed by the same person. Due to the unique organization of Navy Recruiting District (NRD) Ohio, it is sometimes impracticable to apply the three-way separation of functions.

4. Scope. At a minimum, the award of the purchase and receipt of the material shall not be done by the same person.

5. Action. Per reference (a), and to eliminate the possibility of waste, fraud, and abuse the following information is provided to ensure that initiated request, award, and receipt of supplies or services at NRD Ohio shall not be performed by the same individual.

a. Initiate Request. The departmental representative will initiate all requests for supplies or services. The Material Control Petty Officer for Supply will initiate all internal supply requests.

b. Award. The Purchasing Agent will award all approved requests for supplies or services by placing orders by one of three ways:

(1) Over-the-Phone

(2) Over-the-Counter

(3) Over-the-Internet

c. Receipt. The departmental representative for each department will receive all supplies that were ordered by their department. The Material Control Petty Officer will receive all supplies that were ordered and received in the Supply Department.

6. Recruiters. While recruiters may initiate orders, they will never place orders to vendors.

a. District personnel in receipt of supplies or services shall acknowledge receipt by annotating the delivery ticket/vendor work order by circling quantity of material, print and sign their name, and write the date of receipt on the work order or receipt that is provided.

b. Fax or Scan/E-mail a copy of the signed vendor ticket to the Supply Department.

7. Supply Department will ensure the following:

a. Prepare all invoices for payment.

b. The Purchasing Agent will ensure that evidence of shipment and delivery by the vendor, and receipt by a designated member is on file before signing for acceptance and receipt on official purchasing documents.

c. The Supply Officer will review purchasing files monthly to ensure these procedures are followed.

  
JOHN L. NGUYEN

Distribution:  
NAVCRUITDISTOHIOINST 5216.1K  
List III