BOP - 570.103.04

Approved: 10-8-14

Supply Store Purchases for Washington, DC Area

NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Management and Budget

SUPPLY STORE PURCHASES FOR WASHINGTON DC AREA

1.   PURPOSE. This BOP will standardize employee use of the on-site supply stores at DOE's Forrestal and Germantown locations in order to reduce expenses and reinforce accountability while still providing access to the materials necessary to accomplish work.

2.   CANCELLATION. None.

3.   APPLICABILITY.

    a.   NNSA Applicability. This Business Operating Procedure applies to all NNSA Elements and NNSA employees that utilize the DOE supply stores in Forrestal and Germantown.

    b.   Contractors. Does not apply.

    c.   Equivalency: In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.

4.   REQUIREMENTS.

    a.   Ensure that Federal funds are used for purposes that are appropriate, cost effective, and important to the core mission of DOE.

    b.   All NNSA Federal employees are automatically granted access to purchase office supplies from the DOE supply stores.

    c.   Requests to provide Federal employees from other organizations, contractor employees, and military employee's access to purchase office supplies from the supply stores will be submitted by the Federal Office Directors to the Director, Office of Business Operations using the Supply Store Access Request Form (https://powerpedia.energy.gov/w/images/c/c4/Supply_Store_Access_Form.pdf).

    d.   Theft or conversion, for personal use, of government furnished or purchased equipment or supplies violates Federal Law (18 U.S.C. 641). Violations may result in criminal prosecution and disciplinary action, up to and including termination of employment.

    e.   Office supplies will be purchased on an as-needed basis. Organizations and employee are discouraged from maintaining large supply inventories in their office areas.

f.   Any special order item or item costing greater than $100, excluding toner cartridges, must be submitted to the Director, Office of Business Operations, using a completed Catalog Request Form. https://powerpedia.energy.gov/w/images/5/57/PAPERCLIPS_Etc_Special_Orders _Form.pdf.

g.   Bulk items are ordered and delivered through NA-MB-20, Office of Business Operations.

5.   <u>RESPONSIBILITIES</u>.
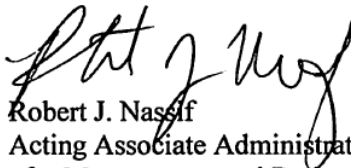
a.   The Office of Business Operations is responsible for:

(1)   Establishing policy for all supply store purchases at the DOE Washington DC area Supply Stores.

(2)   Overseeing supply store purchases within the NNSA to ensure compliance with laws, regulations, sound business practices, and efficient spending.

(3)   Approving purchases of any single item over $100.

(4)   Ordering and delivering bulk purchases.

b.   NNSA Office Directors

(1)   Submit all purchases of any single item greater than $100, excluding toner cartridges, to the Director, Office of Business Operations, using the Catalog Request Form.

(2)   Order bulk items through NA-MB-20, Office of Business Operations

c.   NNSA Employees are responsible for:

(1)   Acting in a fiscally responsible manner by minimizing supply store purchases and using supplies in the most efficient, cost effective way.

(2)   Ensuring supplies are used for official Government business only.

(3)   Requesting approval through the appropriate Office Director, to the Director, Office of Business Operations, of any item over $100.

6.   CONTACT. Director, Office of Business Operations (NA-MB-20), 202-586-0631.

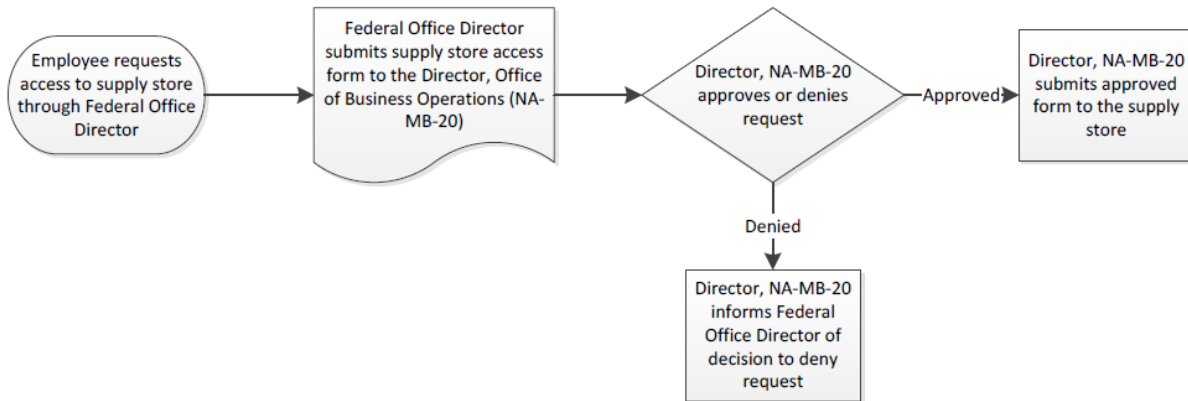BY ORDER OF THE ADMINISTRATOR:

Robert J. Nassif
Acting Associate Administrator
 for Management and Budget

Appendix 1 - Flow Chart

APPENDIX 1: FLOW CHARTS

Supply Store Access Request Process

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Employee requests          Federal Office Director         Director, NA-MB-20                      Director, NA-MB-20
access to supply store     submits supply store access     approves or denies      —Approved→      submits approved
through Federal Office     form to the Director, Office     request                                 form to the supply
Director                   of Business Operations (NA-                                               store
                           MB-20)
                                                                    │
                                                                 Denied
                                                                    ↓
                                                            Director, NA-MB-20
                                                            informs Federal
                                                            Office Director of
                                                            decision to deny
                                                            request
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Request for items costing in excess of $100

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Employee requests item     Federal Office Director         Director, NA-MB-20                      Director, NA-MB-20
that costs over $100       submits completed               approves or denies      —Approved→      submits approved
through Federal Office     catalog request form to         request                                 form to the supply
Director                   Director, NA-MB-20                                                       store
                                                                    │
                                                                 Denied
                                                                    ↓
                                                            Director, NA-MB-20
                                                            informs Federal
                                                            Office Director of
                                                            decision to deny
                                                            request
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