

**Enclosure (1) For FISCPS Flash 17101 Dated 20 Jun 01**  
**WORKSHEET FOR REVIEWING IT PURCHASE REQUESTS IN EXCESS OF \$25,000**

Ref: (a) ASN(RDA) memo of 19 October 2000  
(b) ASN(RDA) memo of 29 December 2000  
(c) NAVSUP memo of 19 January 2001

1. IT hardware, software or services specifically excluded from Flag or SES level review:

\_\_\_\_ Local voice services until FY2003

\_\_\_\_ For Top Secret or compartmentalized information

\_\_\_\_ Involves cryptologic related activities as they relate to national security systems

\_\_\_\_ Computer resources, both hardware or software, that are part of, dedicated to, and essential in real time to the mission performance of weapons systems or a shipboard system related to the IT-21 effort.

\_\_\_\_ Support or improvement of a Legacy System.

\_\_\_\_ Video Teleconferencing (VTC) equipment/services (excludes VTC capable computers), Classified/Non-classified selectable connectivity, any NMCI CLIN 0023 catalog item, Data Warehousing services, Network Operations Display capabilities, IT/KM training or Satellite Terminal support services.

**Note:** Embarkable/deployable workstations, portable computers, laptop computers, etc. are not included in the above exemptions.

If the purchase request falls into one of the categories listed above, check the exclusion that applies, sign below, and submit with the purchase request. If the purchase request does NOT fall into one of the excluded categories, please proceed to paragraph 2.

Name/title of person claiming exemption: \_\_\_\_\_

2. If the IT purchase request does not fall into one of the excluded categories listed in paragraph 1, a review and approval process must be conducted prior to submitting it for procurement action. Reference (a) states that any delegation of authority to conduct these reviews shall be limited to individuals at the Flag or SES level. Reference (b) waives the review & approval process for activities outside the continental United States (except activities in Guantanamo Bay, Puerto Rico, Japan, Guam, Hawaii and Iceland) until twelve (12) months prior to the scheduled NMCI transition date. To award a contract for IT hardware, software or services in excess of \$25,000, the review must verify that the purchase request falls into one of the following categories:

\_\_\_\_ Waiver to use other than the NMCI contract is approved based on IT capabilities being unavailable under the NMCI contract.

\_\_\_\_ Waiver to use other than the NMCI contract is approved based on the requirement being essential to the successful execution of a command or program initiative that is clearly needed before it can be delivered under the NMCI contract.

\_\_\_\_ Waiver to use other than the NMCI contract is approved for IT services for which the period of performance will expire before transition to the NMCI contract.

Approved:

\_\_\_\_\_  
Flag Officer/SES

\_\_\_\_\_  
Date

Please submit this worksheet along with your purchase request for IT hardware, software or services in excess of \$25,000 unless exempted from the review and approval process requirement per reference (b). If exempted, so indicate.

Enclosure(1)