

REQUESTS FOR CONTRACTUAL PROCUREMENT (RCP) – INSTRUCTIONS

- a) Submit the document using the attached Request for Contractual Procurement (RCP) cover sheet. The cover sheet must be filled out on line (there are dropdown boxes that must be checked). You must submit a separate cover sheet for each document.
- b) The information on the cover sheet cannot be typed or printed. An OCR reader reads the cover sheet and if you handwrite or use a typewriter to fill out the form it will be rejected by San Diego. It must be printed using a computer and also must be faxed in the upright and correct position.
- c) Make sure the cover sheet is completely filled out as follows:
 - (1) Document/Directive Number: Self explanatory
 - (2) Amendment Number: If this is an amendment to a previous document then enter the Amendment number (i.e., One, Two, etc)
 - (3) Document/Directive Type: This is a dropdown box. Click on the box and a list of choices is made available. Select the type of document you are using
 - (4) Amount: Enter total dollar amount of the RCP
 - (5) Route to Appropriate FISC: This is a dropdown box. Even though you are routing the document to San Diego the FISC you select is the FISC that you want to do the work for you. In this case select Pearl Harbor.
 - (6) Urgency: Dropdown box. Select urgent or routine
 - (7) NMCI related: Dropdown box. Self explanatory
 - (8) UIC: Your Unit Identification Code (UIC)
 - (9) Activity Name: Your Activity
 - (10) Activity Address: Your activities address
 - (11) Financial POC Name: This is your Comptroller's name
 - (12) POC E-mail Address: You must provide an email address so that San Diego can provide you with an acceptance document
 - (13) POC Fax Number: The financial POC and the POC can be the same person
 - (14) POC Phone Number: Self explanatory
 - (15) Send Acceptance/Rejection to: Dropdown box. This will ask you if you want the acceptance/rejection sent to the POC email or POC fax number

3.3.2 Once San Diego has accepted the document you will receive an email stating it has been routed to the appropriate FISC (Normally within 24 hours). Remember it is your responsibility to ensure the document is received by San Diego. If we have all the information needed, your requirement will be generally contracted for within the timelines identified in Section 2.2, Methods of Contracting.

3.3.3 Once you receive acceptance (via email or fax) from San Diego your requirement will be forwarded to our office. We suggest you allow a minimum of 3 working days after notification from San Diego before following up on your PR. The 3 days is necessary to allow time for the RCP to flow through San Diego and be entered into our computer system. To check status on your PR you can go to <https://www.onetouch.navy.mil/>. Use the attached cover sheet to forward your document(s) to San Diego.



"RCP Cover Sheet.doc"