

# **“PRD SMART BOOK”**

**APAN PRD**

**DESKTOP PROCEDURES**

**(Version 3)**

**Instructors,**

**The purpose of this document is to provide you with a step-by-step process for completing PRDs in support of your units. Due to the timing of when this initiative was rolled out, proper training was not possible. We are working with your Regional Directors to identify some dates for some hands on training. Until those dates and training venues are identified, we are issuing this APAN PRD Desktop Procedures “Smart Book” to serve as a bridge. Although completing PRDs is part of your everyday requirements, the introduction of the APAN PRD process was a significant change in the way we create, input data and maintain PRDs and Key Supporting Documents (KSDs). This Smart Book is designed to walk you through, in a step-by-step manner, the creation of any type of PRD that you might need.**

**You are encouraged to print this document, laminate it and keep it next to your computer for starting and completing PRDs in support of your MCJROTC unit and activities. Please pay close attention to each step along the way and follow them as written. Annotate notes on the pages as you navigate your way through the process. Name your attachments exactly as directed in the particular process. Additionally, read and adhere to the notes annotated directly on the process page as well as those provided on pages 19-22 of this handbook, especially the submission deadlines. If you submit a requirement late, based on the timelines provided, it must be approved by me prior to being accepted. Remember, while providing optimum customer service is always our goal, your requirements are only 1/268<sup>th</sup> of what gets processed. So please help us help you by adhering to the submission timelines.**

**It is my intent and expectation that this handbook will not only speed up your PRD creation, but will also assist Regional Directors and the Program Support Specialists in the processing of PRDs. It will also assist you in minimizing submission errors that result in the PRD being rejected and requiring corrections. Furthermore, Program Support Specialists and other staff members at this HQ participate in ongoing training to ensure we fully understand the requirements and nuances of using this system. The intent of this training is to limit the number of rejected PRDs that require re-work by you.**

**As this process matures and we seek opportunities to be more efficient and lessen the burden on all involved in the process, we will provide updates to this handbook. Additionally, this HQ will improve our communication to the field to ensure we keep you abreast of the status of updates/changes here at the HQ that may impact the processing of your requirements.**

**My staff and I remain committed to you and your cadets. We are here to support you and strive to meet your needs at every turn. Please feel free to contact me if you have questions.**

**R.G.OLTMAN**

# Table of Contents

<b>1106 DMO BUS PRD</b>	<b>PAGE 1</b>
<b>1106 DMO AIR PRD</b>	<b>PAGE 2</b>
<b>1106 SCHOOL BUS PRD</b>	<b>PAGE 3</b>
<b>1106 ENTRY FEE PRD</b>	<b>PAGE 4</b>
<b>1106 LODGING PRD</b>	<b>PAGE 5</b>
<b>1106 PARKING, TOLLS, EXCESS BAGGAGE PRD</b>	<b>PAGE 6</b>
<b>1106 RENTAL VEHICLE PRD</b>	<b>PAGE 7</b>
<b>1105 LAUNDRY, DRY CLEANING, ALTERATIONS PRD</b>	<b>PAGE 8</b>
<b>1105 INSIGNIA PRD</b>	<b>PAGE 9</b>
<b>1105 MESH PT SHORTS PRD</b>	<b>PAGE 10</b>
<b>1105 NSN UNIFORM PRD</b>	<b>PAGE 11</b>
<b>1105 NON-NSN UNIFORM PRD</b>	<b>PAGE 12</b>
<b>1108 MEALS PRD</b>	<b>PAGE 13</b>
<b>1108 MRE PRD</b>	<b>PAGE 14</b>
<b>1106 PARADE GEAR PRD (DLA)</b>	<b>PAGE 15</b>
<b>1106 PARADE GEAR PRD (WITH QUOTES)</b>	<b>PAGE 16</b>
<b>1106 ADMIN SUPPLIES PRD</b>	<b>PAGE 17</b>
<b>1106 GYM EQUIP, MARKSMANSHIP EQUIP PRD (W/QUOTES)</b>	<b>PAGE 18</b>
<b>IMPORTANT NOTES</b>	<b>PAGE 19-22</b>

## 1106 DMO Bus PRD

The following process will be followed for submitting a PRD for a DMO Bus:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: This is the date the bus will pick you up.
10. Fund Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Travel - DMO Bus.
13. Item Description: Insert the following text "DMO Bus, (Event Location/Name), (Date of Event)".  
Example: DMO Bus – National Drill Meet – 13 Apr 2019
14. Quantity: Enter the number of buses required. 1 Bus = 0-55 PAX; 2 Bus = 56+ PAX
15. Unit Price: \$0
16. Quotes 1, 2, & 3: Leave quotes blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the DMO justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, specific event, and from date to date.
20. Vendor Name: DMO.
21. Point of Contact: DMO.
22. Phone Number: DMO.
23. Approved by RD: Select "Required" if funded by RD. Select "Not Required" if funded by HQ.
24. Approved by Ops: Select "Not Required" if funded by RD. Select "Required" if funded by HQ.
25. Status: When you are ready to submit the PRD, select "Submitted". If the PRD is not ready to be sent, then select "Not submitted, (Saved)".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** DMO form with total number of PAX, Instructor signature and contact information. Do not modify the DMO Form. Save this form as: DMOrequest.pdf

**Attachment 2:** Detailed trip itinerary. Include all stops and times. Save as: Tripitinerary.pdf

**Attachment 3:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf. **Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

**Attachment 4:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

**Notes: Rosters are not required for DMO Buses. Do not communicate with local bus companies or provide quotes from bus companies. Overnight trip, you must request a room for the bus driver. See sample for requesting lodging.**

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 DMO Air PRD

The following process will be followed for submitting a PRD for a DMO Air:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: This is the date that you will fly away.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Travel - DMO Air.
13. Item Description: Insert the following text "Air, (Event Location/Name), (Date of Event)".  
Example: Air – National Drill Meet – 13 Apr 2019
14. Quantity: Enter the number of travelers to include Instructors and chaperones.
15. Unit Price: Enter the lowest total quote.
16. Quotes 1, 2 & 3: Provide the estimates for 3 independent quotes. If it is not possible to provide 3 quotes, then you must explain "why" in the detailed justification. (Step #19)
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification. Select the DMO justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, specific event, and from date to date.
20. Vendor: Name of airline selected (should be lowest quote).
21. Point of Contact: Name of airline
22. Phone Number: Phone number of person you spoke with or phone number from internet site.
23. Approved by RD: Select "Required" if funded by RD. Select "Not Required" if funded by HQ.
24. Approved by Ops: Select "Not Required" if funded by RD. Select "Required" if funded by HQ.
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or makes remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** DMO form with total number of PAX and with Instructor signature and contact information. Do not modify the DMO Form. Save this form as: DMOrequest.pdf

**Attachment 2:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf. **Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

**Attachments 3:** Quotes for each of the three airlines. Quotes will be scanned and attached as one .pdf document. Save as: Airlinequotes.pdf

**Attachment 4:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

**FAX to PSB** (fax # 703-432-1768): PAX roster including name of school, full legal name, date of birth, age and gender of EACH traveler. DO NOT ATTACH ROSTER TO PRD (contains PII).

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

# 1106 School Bus PRD

The following process will be followed for submitting a PRD for a School Bus:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: This is the date you need the bus.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select School Reimbursement.
12. Category: Travel – School Bus.
13. Item Description: Insert the following text "School Bus, (Event Location/Name), (Date of Event)".  
Example: School Bus – National Drill Meet – 13 Apr 2019
14. Quantity: Enter the number of buses required. Typically this will be 1. If you have more than 55 PAX, then enter 2.
15. Unit Price: Total cost of bus to include fuel, driver and mileage.
16. Quotes 1, 2, & 3: Leave quotes blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the transportation justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, event, and from date to date.
20. Vendor: School or School District.
21. Point of Contact: Person in fiscal who handles MCJROTC funding.
22. Phone Number: Phone number of person from POC in Step #21 above.
23. Approved by RD: Select "Required" if funded by RD. Select "Not Required" if funded by HQ.
24. Approved by Ops: Select "Not Required" if funded by RD. Select "Required" if funded by HQ.
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** School Reimbursement Letter. This letter should identify those items being funded by the school/district in support of the event. The total cost of the bus (mileage, driver, fuel) on the School Reimbursement Letter must equal the cost on the PRD. Letter must depict the math. E.g. **100 miles (total traveled) X .54 per mile = \$54.00 plus 50 gals fuel X \$2.00/gal = \$100 plus 8 hours (driving) X \$20/hour = \$160.00. Total cost of bus = \$54 + \$100 + \$160 = \$314.00.**

If fuel and driver are incorporated into the mileage fee, then only show mileage cost X the number of miles. Save as: Reimbursementletter.pdf

**Attachment 2:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf. **Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

**Attachment 3:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

# 1106 Entry Fee PRD

The following process will be followed for submitting a PRD for Entry Fees:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date that entry fees are due to the host school. If entry fees are due upon arrival, then select the date of the event.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: **School Reimbursement – \*\*\* refer to special notes regarding new "Terms and Conditions" requirements.**
12. Category: Travel – entry fees, enrichment activities.
13. Item Description: Insert the following text "Entry Fee, (Event Location/Name), (Date of Event)".  
Example: Entry Fee – National Drill Meet – 13 Apr 2019
14. Quantity: Leave blank.
15. Unit Price: Total cost of entry fees for event.
16. Quotes 1, 2, & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the entry fee/enrichment justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, specific event, and from date to date.
20. Vendor: **School or School District. \*\*\***
21. Point of Contact: **Person in fiscal who handles MCJROTC funding. \*\*\***
22. Phone Number: **Phone number of person from POC in Step #21 above. \*\*\***
23. Approved by RD: Select "Required" if funded by RD. Select "Not Required" if funded by HQ.
24. Approved by Ops: Select "Not Required" if funded by RD. Select "Required" if funded by HQ.
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

**Attachment 1: School Reimbursement Letter. \*\*\*** This letter should identify those items being funded by the school/district in support of the event. For entry fees, the total on the School Reimbursement Letter must equal the total on the PRD. Save as: Reimbursementletter.pdf

**Attachment 2:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf.

**Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

**Attachment 3:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step 17. Save as: SignedPRD.pdf

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Lodging PRD

The following process will be followed for submitting a PRD for Lodging:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: This is the date that you check into the hotel.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Travel-lodging.
13. Item Description: Insert the following text "Hotel, (Event Location/Name), (Date of Event)".  
Example: Hotel – National Drill Meet – 13 Apr 2019
14. Quantity: 1
15. Unit Price: Unit Price is the price of the lowest total quote. Must include taxes and fees.
16. Quotes 1, 2 & 3: Provide the estimates for 3 independent quotes. If it is not possible to provide 3 quotes, then you must explain "why" in the detailed justification. (Step #19)
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the Lodging justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, specific event, and from date to date.
20. Vendor: Name of hotel selected (should be lowest quote).
21. Point of Contact: Name of hotel POC
22. Phone Number: Phone number of hotel POC.
23. Approved by RD: Select "Required" if funded by RD. Select "Not Required" if funded by HQ.
24. Approved by Ops: Select "Not Required" if funded by RD. Select "Required" if funded by HQ.
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachments 1:** Quotes for each of the three hotels. Quotes will be scanned and attached as one .pdf document.

Quotes should be detailed as to # of rooms, type and # of days. Quotes must include all taxes and fees unless providing a school tax exempt form. Do not attach excess hotel information, documents, maps, etc. Save as: Hotelquotes.pdf

**Attachment 2:** Credit card authorization form for the hotel being used. Save as: CCA.pdf

**Attachment 3:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

**Attachment 4:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf. **Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Parking, Fuel, Tolls, Excess Baggage PRD

**\* Do NOT attach DTS forms to this PRD – send forms by fax to Anna Henson at (703) 784-4050.**

**\* No per diem is authorized**

**\* Traveler must be willing to put up front expenses on their personal credit card (no debit cards).**

***Credit card must be in traveler's name.***

**\* Reimbursement will occur once the voucher has been processed in DTS.**

**The following process will be followed for submitting a PRD to recoup expenses for parking, tolls, fuel and excess baggage fees:**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: **This will be the date that you will need the parking, fuel, tolls or excess baggage fee.**
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: **Select Logistics Purchase.**
12. Category: Select Travel - parking, fuel, tolls, excess baggage.
13. Item Description: Insert the following text "Requirement (parking, fuel, tolls, excess baggage), (Event Location/Name), (Date of Event)". Example: Parking – National Drill Meet – 13 Apr 2019
14. Quantity: 1
15. Unit Price: **Estimated price for parking, fuel, tolls or excess baggage ticket.**
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the transportation justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, specific event, and dates.
20. Vendor: **Leave blank.**
21. Point of Contact: **Leave blank.**
22. Phone Number: **Leave blank.**
23. Approved by RD: **Select "Required".**
24. Approved by Ops: **Select "Required".**
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

**Attachments 1:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf. **Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Rental Vehicle PRD

**\* Do NOT attach DTS forms to this PRD – send forms by fax to Anna Henson at (703) 784-4050.**

**\* No per diem is authorized**

**\* Traveler must be willing to put up front expenses on their personal credit card (no debit cards). Credit card must be in traveler's name.**

**\* Reimbursement will occur once the voucher has been processed in DTS.**

**The following process will be followed for submitting a PRD for a rental vehicle:**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: This is the date that you will pick up the rental vehicle.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: **Select Logistics Purchase.**
12. Category: Select Travel – rental vehicle.
13. Item Description: Insert the following text "Rental Vehicle, (Event Location/Name), (Date of Event)".  
Example: 15 Pax Van – National Drill Meet – 13 Apr 2019
14. Quantity: Number of vehicles required.
15. Unit Price: **Estimated cost of rental vehicle (to include all taxes and fees).**
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the transportation justification provided. Instructor must modify the justification where parenthesis are provided to reflect the number of cadets, specific event, and from date to date.
20. Vendor: **Leave blank.**
21. Point of Contact: **Leave blank.**
22. Phone Number: **Leave blank.**
23. Approved by RD: **Select "Required".**
24. Approved by Ops: **Select "Required".**
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachments 1:** Signed copy of LOI if this is for an event that has an LOI associated with it. Save as: EventLOI.pdf. **Do not scan all 30 pages of a drill meet LOI. Enclosures of LOI are not required.**

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1105 Laundry/Dry Cleaning/Alterations PRD

The following process will be followed for submitting a PRD for laundry, dry cleaning, and alterations:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1105 MPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Laundry, Dry Cleaning, Alterations.
13. Item Description: Insert the following text "Type of Service Requested". Example: Laundry Service
14. Quantity: 1
15. Unit Price: Unit Price is the price of the lowest total quote.
16. Quotes 1, 2 & 3: Provide estimates for 3 independent quotes. If it is not possible to provide 3 quotes, then you must explain "why" in the detailed justification.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1105 service needed from samples provided on the PRD.
20. Vendor: Put name of vendor selected (should be lowest quote).
21. Point of Contact: Put name of vendor POC.
22. Phone Number: Put phone number of vendor POC.
23. Approved by RD: Select "Not Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachments 1:** Quotes for each of the three vendors. Quotes will be scanned and attached as one pdf file using the PSB provided laundry bid form. Save as: Laundryquotes.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1105 Insignia PRD

The following process will be followed for submitting a PRD for insignia. **PRD ONLY accepted during Quarter 1 ordering window (15 – 30 October).**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select “add new item”. This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today’s date.
8. School: Select your school from drop down list.
9. Date needed by: 60 days from end of ordering window.
10. Funds Type: Select 1105 MPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Insignia.
13. Item Description: Insert the following text “Insignia Order”.
14. Quantity: 1
15. Unit Price: Must use PSB approved order form.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1105 justification from samples provided on the PRD.
20. Vendor: Leave blank.
21. Point of Contact: Leave blank.
22. Phone Number: Leave blank.
23. Approved by RD: Select “Not Required”.
24. Approved by Ops: Select “Not required”.
25. Status: When you are ready to submit the PRD, select “Submitted”.
26. Status Date: Today’s date.
27. Remarks: Instructor states “submitted” in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting “Attach file” from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its’ own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Current PSB approved insignia order form. Save as: Insigniaorderform.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is “Submitted”, then select “Save” from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is “Not submitted, (Saved)”, then select “Save” from the top menu bar or lower right-hand corner of PRD.

## 1105 Mesh PT Shorts PRD

The following process will be followed for submitting a PRD for mesh PT shorts. **PRD ONLY accepted during Quarter 1 ordering window (15 – 30 October).**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select “add new item”. This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today’s date.
8. School: Select your school from drop down list.
9. Date needed by: 60 days from end of ordering window.
10. Funds Type: Select 1105 MPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Uniforms - Mesh PT Shorts.
13. Item Description: Insert the following text “Mesh PT Shorts Order”.
14. Quantity: 1
15. Unit Price: Must use PSB approved order form.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1105 justification from samples provided on the PRD.
20. Vendor: Leave blank.
21. Point of Contact: Leave blank.
22. Phone Number: Leave blank.
23. Approved by RD: Select “Not Required”.
24. Approved by Ops: Select “Not required”.
25. Status: When you are ready to submit the PRD, select “Submitted”.
26. Status Date: Today’s date.
27. Remarks: Instructor states “submitted” in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting “Attach file” from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its’ own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Current PSB approved mesh PT shorts order form. Save as: PTshortsorderform.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is “Submitted”, then select “Save” from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is “Not submitted, (Saved)”, then select “Save” from the top menu bar or lower right-hand corner of PRD.

## 1105 NSN Uniform PRD

The following process will be followed for submitting a PRD for NSN Uniforms. PRD only accepted during established ordering windows.

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1105 MPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select NSN Uniforms.
13. Item Description: Insert the following text "NSN Uniform Order".
14. Quantity: 1
15. Unit Price: Must use PSB approved NSN Uniform order form.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1105 justification from samples provided on the PRD.
20. Vendor: Leave blank.
21. Point of Contact: Leave blank.
22. Phone Number: Leave blank.
23. Approved by RD: Select "Not Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Current PSB approved NSN Uniform order form. Save as: NSNuniformorderform.xls. Do not alter order form – the order form is imported directly into the ordering system.

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1105 Non-NSN Uniform PRD

The following process will be followed for submitting a PRD for non-NSN uniforms. PRD only accepted during established ordering windows.

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1105 MPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Non-NSN Uniforms.
13. Item Description: Insert the following text "Non-NSN Uniform Order".
14. Quantity: 1
15. Unit Price: Unit Price is the price of the lowest total quote.
16. Quotes 1, 2 & 3: Provide the estimates for 3 independent quotes. If it is not possible to provide 3 quotes, then you must explain "why" in the detailed justification. (Step #19)
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1105 justification from samples provided on the PRD.
20. Vendor: Put name of vendor selected (should be lowest quote).
21. Point of Contact: Put name of vendor POC.
22. Phone Number: Put phone number of vendor POC.
23. Approved by RD: Select "Not Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachments 1:** Quotes for each of the three vendors. Quotes will be scanned and attached as one pdf file. Save as: Non-NSNuniformquotes.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1108 Meals PRD

The following process will be followed for submitting a PRD for meals (this does not include MREs). 1108 funding for meals is to be used for multi-day events and NOT for single day, local events.

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: The day meals will be eaten.
10. Funds Type: Select 1108 RPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Travel-Meals.
13. Item Description: Insert the following text "Cadet Meals".
14. Quantity: Number of meals required. 1108 RPMC is for CADETS ONLY.
15. Unit Price: Total price of cadet meal cannot exceed \$12.25 per meal, per cadet, per day. Show breakdown of costs. Refer to Director's Policy Letter 2-17, enclosure 8 for specific details.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1108 justification from samples provided on the PRD.
20. Vendor: Provide name of vendor. Vendor MUST be on approved vendor list. Vendor MUST be able to accept government credit card over the phone.
21. Point of Contact: Name of person associated with Step #20 above.
22. Phone Number: Phone number of vendor to accept payment over the phone.
23. Approved by RD: Select "Not Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1108 MRE PRD

**The following process will be followed for submitting a PRD for MREs.**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select a date that is at least one week prior to needing the MREs.
10. Funds Type: Select 1108 RPMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select Travel-MREs.
13. Item Description: Insert the following text "Cadet Meals".
14. Quantity: Number of cases of MREs required (12 meals per case). MREs are for CADETS ONLY.
15. Unit Price: Leave blank.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the appropriate 1108 justification from samples provided on the PRD.
20. Vendor: MARFORRES
21. Point of Contact: Leave blank.
22. Phone Number: Leave blank.
23. Approved by RD: Select "Not Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

MREs are ordered by the case. There are (12) meals per case.

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Parade Gear PRD (DLA)

**The following process will be followed for submitting a PRD for parade equipment ordered through DLA:**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select 1106 – Parade equipment.
13. Item Description: Parade equipment.
14. Quantity: 1
15. Unit Price: Must use PSB approved DLA parade equipment order form.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification. Select the drill and ceremony parade gear justification.
20. Vendor: DLA.
21. Point of Contact: Leave blank.
22. Phone Number: Leave blank.
23. Approved by RD: Select "Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** PSB provided parade gear order form. Save as: DLAParadeGearOrderForm.xls. Do not alter order form – the order form is imported directly into the ordering system.

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Parade Gear PRD (w/Quotes)

**The following process will be followed for submitting a PRD for parade equipment ordered through commercial vendors (not DLA):**

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select 1106 – Parade equipment.
13. Item Description: Parade equipment.
14. Quantity: 1
15. Unit Price: Use lowest quoted price.
16. Quotes 1, 2 & 3: Provide the estimates for 3 independent quotes. If it is not possible to provide 3 quotes, then you must explain "why" in the detailed justification. (Step #19)
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: List quoted shipping charges from the selected vendor.
19. Detailed justification. Select the drill and ceremony parade gear justification.
20. Vendor: List the name of the lowest quoted vendor.
21. Point of Contact: Name of person associated with the vendor listed in Step #21 above.
22. Phone Number: Phone number for person associated with vendor listed in Step #21 above.
23. Approved by RD: Select "Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Quotes for each of the three vendors. Quotes will be scanned and attached as one pdf file. Save as: Paradegearquotes.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Admin Supplies PRD

The following process will be followed for submitting a PRD for admin supplies procured through either Business Office Depot or FEDMALL. PRD only accepted during established ordering windows.

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select 1106 – Admin Supplies.
13. Item Description: Admin Supplies.
14. Quantity: 1
15. Unit Price: Dollar value from attached order cart/form.
16. Quotes 1, 2 & 3: Leave blank.
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: Leave blank.
19. Detailed justification: Select the office supplies justification.
20. Vendor: Mandated Vendor (Either Business Office Depot ((Primary)), then FEDMALL). Call PSB if you can't find what you need at Business Office Depot and need to use FEDMALL.
21. Point of Contact: Leave blank.
22. Phone Number: Leave blank.
23. Approved by RD: Select "Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Vendor Cart or Order Form. Save as: Adminsuppliesorderform.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

## 1106 Gym/Athletic Equipment, Marksmanship Equipment PRD (w/Quotes)

The following process will be followed for submitting a PRD for gym/athletic equipment, marksmanship equipment, rifle repair services, copier repair services and 1106 miscellaneous. Marksmanship equipment is subject to ordering windows:

1. Log into APAN.
2. Select Sites.
3. Select Program Support Branch.
4. Select PRDs from left column.
5. At bottom of page select "add new item". This will open a blank PRD.
6. Fiscal Year: Select current Fiscal Year.
7. PRD Date: PRD date will automatically populate as today's date.
8. School: Select your school from drop down list.
9. Date needed by: Select date needed by.
10. Funds Type: Select 1106 O&MMC.
11. Method of Payment: Select Logistics Purchase.
12. Category: Select the appropriate 1106 category from the listed menu.
13. Item Description: Use the appropriate description from the category lists.
14. Quantity: Varies, depending on items or services requested.
15. Unit Price: Total price to include taxes and fees.
16. Quotes 1, 2 & 3: Provide the estimates for 3 independent quotes. If it is not possible to provide 3 quotes, then you must explain "why" in the detailed justification. (Step #19)
17. Requested by: Must be the same person that signs the PRD. Names must match 100%.
18. Estimated Shipping Charges: List quoted shipping charges from the selected vendor.
19. Detailed justification. Select the appropriate justification from the menu provided.
20. Vendor: List the name of the lowest quoted vendor.
21. Point of Contact: Name of person associated with the vendor listed in Step #21 above.
22. Phone Number: Phone number for person associated with vendor listed in Step #21 above.
23. Approved by RD: Select "Required".
24. Approved by Ops: Select "Not required".
25. Status: When you are ready to submit the PRD, select "Submitted".
26. Status Date: Today's date.
27. Remarks: Instructor states "submitted" in remarks or make remarks appropriate to the PRD.
28. Attach documents by selecting "Attach file" from the menu bar above the PRD. The following docs should be attached as PDF files to this PRD (Each document should be scanned as its' own pdf file. DO NOT combine documents into a single pdf file. Provide logical names to the pdf files attached):

---

**Attachment 1:** Quotes for each of the three vendors. Quotes will be scanned and attached as one pdf file. Save as: MIScequipmentvendorquotes.pdf

**Attachment 2:** Signed PRD. PRD should be printed, signed, scanned and reattached to the PRD. Signature on PRD must be an exact match to the name of person identified in Step #17. Save as: SignedPRD.pdf

---

If PRD is complete and you are ready to submit it for approval. Ensure that status (Item #25) is "Submitted", then select "Save" from the top menu bar or lower right-hand corner of PRD.

If PRD is not complete or you are not ready to submit it for approval. Ensure that status (Item #25) is "Not submitted, (Saved)", then select "Save" from the top menu bar or lower right-hand corner of PRD.

# Important Notes

1. **Ordering Windows** – for NSN Uniforms, Office Supplies and Marksmanship Supplies:

15 – 30 October

1 – 15 February

15 May – 15 June

**\*\*Insignia and PT Shorts will be ordered ONE TIME per year during Q1 ordering window.**

2. **PRD processing times:**

Regional Directors require 5 business days to process your PRD (for PRDs that require RD approval)

Operations Manager requires 5 business days to process your PRD (for PRDs that require Ops approval)

PSB Logistics Specialist requires 5 business days to process your PRD

PSB Finance Analyst requires 5 business days to process your PRD

Comptroller Validator requires 5 business days to process your PRD

DMO requires 30 business days to process your PRD (eliminate this requirement for non-DMO PRDs)

Supply Officer requires 5 business days to process your PRD

That is a total of 25 - 55 days advance notice to process your PRD timely. Consider this time line when submitting PRDs.

**Allow ENOUGH TIME for the PRD to make it through ALL required approval wickets.**

3. **Documents Library** - Use the Program Support Branch Documents located in the documents library in APAN. DO NOT alter the order forms. Order forms and shopping carts may be saved and attached in their original document type. Most will be either word docs or excel docs.

4. If a PRD is rejected, you must open the PRD and select "Edit". This will open the PRD up for corrections or changes. Once you have made required corrections/changes, you must select "Submitted" in the status and make appropriate comments in the remarks. Be sure to also change the status date to the current date and then save the PRD.

5. **Rejected PRDs** for "goods" MUST be corrected within two weeks. Rejected PRDs for "services" (particularly time sensitive travel events) MUST be corrected within the time lines detailed out in #2 above. PRDs that are not corrected within the mentioned timelines will be cancelled. It is strongly encouraged that you **set up "alerts"** to notify you when a change has occurred to your PRD. DO NOT use the "fire and forget" method of PRD submission. You must **check the status of your PRDs.**

6. **If you need to cancel a PRD** for any reason, Instructor is REQUIRED to change status to "Cancelled" and change status date. For cancelled travel events, be sure to cancel ALL associated PRDs. PSB will cancel any bus reservation with DMO – please be sure to notify PSB as soon as you know event is canceled to minimize cancelation charges. Instructor must cancel with hotels and restaurants.

7. Please check the status of your PRD in APAN **before** you call Program Support Branch for a status of your PRD.

8. PSB cannot pay for services in advance of those services being rendered. For hotel rooms, PSB will provide a credit card authorization form to the hotel to reserve the rooms. Please be sure to check with the hotel before you leave for your trip to ensure they have the credit card authorization form on hand.

9. For **laundry PRDs** - **Once** the PRD is **approved** by the SupO, you **cannot add items** and have more services done. Each PRD contains quotes for the actual services you requested at that one moment in time and is approved on the basis of those quotes. You are not authorized to alter the amount of the quotes once the SupO has approved the PRD. A PRD for one laundry event (a known requirement) cannot exceed \$2500.00. Do not “save up” all your laundry for the end of the year. If it exceeds \$2500.00, you cannot “split” the requirement into two separate PRDs. A “split purchase” is not authorized. You can’t exceed \$2500.00 for a “known requirement”.

10. When attaching receipts for SCHOOL REIMBURSEMENT PRDs, attach the school receipt and select “Services Complete, Invoice attached” and change the status date to the current date and save the PRD. This will let HQ know that the school has paid the vendor and is requesting reimbursement.

11. When attaching 1348’s for uniform orders or receipts for items purchased by HQ with credit card, you should attach the 1348 or receipt and select “receipts attached.”

12. Contracts for Insignia, mesh PT shorts and marksmanship supplies will be submitted to the Contracting Office within 10 days after the close of the ordering window. Simplified Acquisition Contracts typically take 30 – 45 days to contract award. APAN status will indicate “accepted, pending contract award. PSB will notify the field via email once contracts are awarded.

13. Receipts must contain the following items in order to be valid and auditable:

Description of item/service

Quantity received and Date received

Document number

Printed name of the person receiving the item (RO or individual with delegated authority)

Signature of that person

**Phone Number and School Name**

There are **no exceptions** to this. If you submit a receipt for items or services without any of these requirements, your receipt will be rejected and your PRD will not continue to be processed. This could delay payment to your vendor or reimbursements to your school.

14. For audit purposes, dates, event description, number of cadets and costs on PRDs MUST match on all KSDs. When they do not match, PRDs will be rejected.

15. **For entry fees PRDs – NEW REQUIREMENT - if your vendor will waive “Terms and Conditions” (in writing), we can pay using a credit card below MPT of \$10K. If they will not waive T&C, you will need to attach a copy of the vendors T&C clause to your PRD in order for us to process this as a school reimbursement.**

16. **Credit Card threshold for purchasing goods and for Camp Entry Fees has been increased to \$10,000.00.** For services, the threshold remains at \$2500.00.

17. We are not authorized to use appropriated funding to purchase T-shirts, coins, incentive items, water bottles etc. If your vendor includes these in the cost of an event, you must have the vendor break out those costs. We will only be able to pay for the entry fee and not the incentive items. If a vendor includes lodging and meals in the total cost per cadet for an entry fee, those items must also be broken out and submitted on separate PRDs.

18. **DMO for Commercial Carriers** - Ensure your DMO itinerary is detailed, accurate and correct before you submit in APAN. **After using a DMO provided commercial carrier, Instructors are required to fill out and submit DD1341 (sample located in documents library).**

19. **School Reimbursement** - APPROVED FOR use of school bus, use of school facilities, entry fees, and enrichment activities. Requires a school reimbursement letter from your Principal, AP or Finance Officer indicating your school will pay for the services (PRD must be approved FIRST) and at conclusion of the event, your school will submit formal receipt documentation. Once we have proper receipt documentation, we will process the invoice for reimbursement to your school. This can ONLY be done if SAM registration is in an active status.

**20. Rental vehicles, fuel, parking, tolls, excess baggage fees requests will NO LONGER be submitted as school reimbursement PRDs. Reimbursement for these type of expenses will be done via Defense Travel System (DTS). Follow the instructions in the APAN Desk Top Procedures "SMART BOOK". Before you submit your PRD, you must first submit (2) travel forms VIA FAX to Operations Support Branch at (703) 784-4050. TDY Request Form and TDY Profile Form can be found in the documents library in APAN. Once you have filled out these forms and faxed them to this HQ, then you can submit your PRD by following the instructions in the APAN Desk Top Procedures "SMART BOOK".**

21. **PRD Statuses.** Please remember that when you are submitting PRDs, you MUST change/update the STATUS FIELD from "not submitted" (saved) to "SUBMITTED". And, any time you adjust the PRD, you must change the status date and make a comment in the remarks block.

#### **Not Submitted (Saved)**

##### **Submitted**

Rejected, see remarks

Accepted, pending contract award

Accepted, pending Fiscal review

Accepted, pending G8 review

Accepted, pending SupO review

Approved, pending purchase/service

Approved, sent to DMO (DMO bus only)

#### **Service complete, invoice attached**

Purchased/Paid, receipt needed

#### **Receipts attached**

School Reimbursement initiated (school reimbursement only)

Completed

Cancelled

## 22. SharePoint for PRD submission:

Allows Instructors access to all PSB documents required to submit requests. The APAN Documents Library contains all order forms, sample requests for disposition instructions, sample FLIPL form, rifle repair parts schematics, etc.

This is an unclassified information environment. Please be sure you DO NOT submit any Personally Identifiable Information (PII) (i.e. cadets date of birth, personal phone numbers etc.).

PRDs MUST be signed by the requestor. Auditors are actually checking signatures on PRDs and receipts and comparing them to signatures on RO Acceptance Letters and Delegation of Authority Letters.

Instructions on how to sign the PRD, then upload signed PRD are listed on the home page of the PRD site. There are numerous “how to” instructions pages and tutorial videos available for your use. Instructions and tutorials for submitting PRDs, saving files and attaching files to PRDs are located in the announcements section on the APAN site.

When scanning and attaching documents, scan all documents as .pdf files. Do not attach scanned documents as .jpg files.

### Instructor Responsibility to move a PRD into these Statuses

**Not Submitted** – draft PRD (default status of a new PRD)

**Submitted** - submit or resubmit a PRD

**Service complete, invoice attached** – submit an **invoice** for payment of service

**Receipts attached**        - submit a **receipt** for payment (school reimbursement)  
                                     - submit a **receipt** for proof of delivery (everything else)

**Cancelled** – cancel a PRD