

# NIH Policy Manual

## 26101-26-2 - Online Furniture Clearance

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**Approving Official(s):** DDM

**Rescission Date:** 5/30/2002 ?

### Transmittal Notice

1. **Explanation of Material Transmitted:** This release cancels chapter 26101-26-2, "On-Line Furniture Clearance."

This chapter that is being deleted prescribed the policies and procedures for on-line clearances for the acquisition of furniture entered into the Administrative Data Base (ADB) using an RQM screen. This chapter required that on the Clearance screen, the word FURN be typed under the CLR OFFICE field. The word FURN electronically routed the RQM. This chapter is being deleted because the word FURN no longer electronically transmits the RQM and is no longer required to be typed on the RQM.

The policy covered in this chapter to obtain the necessary clearance from the Federal Prison Industries, Inc. (UNICOR) can now be found in Part II, Page 7 of the "Delegated Acquisition (DELPRO) Reference Guide" stated as follows:

"All furniture waivers shall be sent directly to UNICOR by one of the following methods:

- UNICOR's web site: <http://www.unicor.gov/>
- Facsimile to UNICOR Customer Service (606) 254-9048.

Usage of UNICOR web site is the recommended method since it will be logged into the system and a waiver tracking number will be provided immediately. The turn-around time for approval/denial will be within 3-5 days of input. If a facsimile to UNICOR Customer Service is the method chosen, it is recommended that the web site be accessed two days after the fax has been sent to ascertain that your fax was received and input into the waiver request data base. As with all faxed material there is a certain amount of risk that it won't make it to the intended destination, so you are strongly encouraged to check the web site to track your action. Note that a tracking number will not have been assigned, so you will need to follow the prompts.

Regardless of which method is used, the following information must be provided:

- Complete mailing address with phone and fax numbers

- Description of the item(s)
- Price and quantity of the item
- Justification addressing why UNICOR products are not preferred or will not suffice.

If your waiver request is not tended to within 5 business days you should contact the UNICOR Sales Representative, Catlin Gahan. Her phone number is (301) 718-2638.

## **2. Filing Instructions:**

**Remove:** NIH Manual 26101-26-2 dated 06/01/93.

**Insert:** None.

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