



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 4535.1B  
N46  
11 Dec 2009

OPNAV INSTRUCTION 4535.1B

From: Chief of Naval Operations

Subj: VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL  
PROPERTY

Ref: (a) DoD Directive 1125.3 of 7 Apr 78  
(b) SECNAVINST 4535.3A

Encl: (1) Requirements and Operating Procedures  
(2) Definitions  
(3) Sample Letters regarding Blind Vendor Opportunities  
(4) State Licensing Agencies for Randolph Sheppard  
Vending Facility Program  
(5) Sample Randolph-Sheppard Act (RSA) Vending Facility  
Annual Report  
(6) Naval Facilities Engineering Command and Component  
Commands

1. Purpose. To issue revised administrative policy guidance and procedures for the operation of the vending facility program for the blind within the Navy. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4535.1A.

3. Applicability. This instruction is applicable to all Navy activities in the 50 States, the District of Columbia, Puerto Rico, American Samoa, Guam and the Virgin Islands.

4. Background. The Randolph-Sheppard Act (RSA) requires the establishment of a vending facility program for the blind on Federal property. The most recent amendments to the RSA specifically provide State Licensing Agencies (SLAs) for the blind a priority right to operate vending facilities and cafeterias, establish requirements for the inclusion of blind vending stands in certain newly constructed or renovated buildings, and direct that a portion of net income from some vending machines be shared with SLAs.

5. Policy. Policy guidance and procedures for the operation of the vending facility program for the blind within the Navy is contained in enclosure (1). Applicable terms used in this directive are defined in enclosure (2). Reference (a) provides basic policy on RSA matters within the Department of Defense (DoD) and takes precedence when any conflicts arise with regard to this instruction or other implementing Navy directives.

6. Responsibilities

a. Commander, Navy Installations Command (CNIC) is responsible for the vending facility program for the blind on Federal property within the Navy. CNIC exercises this responsibility through the Fleet and Family Readiness Division (CNIC (N9)).

b. Region commanders are responsible for RSA matters in their region and may act as "on-site officials", as designated in reference (a). Legal counsel assigned to the region commander's staff will be consulted in the process of engaging in any substantive discussions with SLAs.

c. In those instances where Navy commands are tenants in buildings under the management control of other services or agencies, the "on-site official" is a member of the government organization exercising property management responsibilities. The responsible Navy commander is the "on-site official" in instances where buildings are under the management control of the Navy but occupied by personnel of other services. Only one "on-site official" shall be responsible for a building or installation with multiple command occupancy. That official shall be the commander who has property management control of the building or installation.

d. Region commanders will remain cognizant of actions by subordinate commands in implementing the provisions of the RSA to ensure consistency of procedures and to present a focal point for the resolution of common issues which impact upon the Navy's relationship with SLAs.

e. Requests concerning the priority rights of the blind, received directly by an on-base subordinate or tenant organization, will be referred to the on-site official for action. Such requests of individual blind vendors must be

processed through the appropriate SLA. Correspondence between on-site officials and SLAs will include CNIC as a "copy to" addressee. This includes correspondence from commands transmitting funds to SLAs covering vending machine income-sharing requirements. Sample letters to SLAs are provided at enclosure (3). Region commanders will keep CNIC (N9) advised and request guidance whenever issues arise that are not covered by published policy or when contemplating actions which require the specific approval of CNIC or other higher levels of authority.

7. Action

a. Region commanders, on-site officials and commanding officers will implement the policies and procedures specified in enclosure (1).

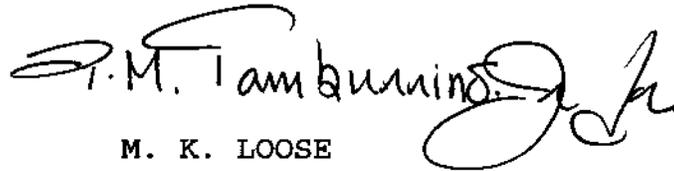
b. CNIC, or a properly designated representative, is authorized to approve applications submitted by SLAs for permits at satisfactory sites to operate vending facilities. Authorized SLAs are listed at enclosure (4). Enclosure (5) provides a sample annual report. Enclosure (6) provides mailing addresses for Naval Facilities Engineering Command (NAVFACENGCOM) components which are available to provide technical assistance. When it is considered proper to deny such requests, those applications must be referred with appropriate comments to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) for a decision.

8. Records Management. Records created by this instruction, regardless of media and format, will be managed in accordance with Secretary of the Navy Manual 5210.1.

9. Reports Control and Forms

a. Reference (b) requires a fiscal year-end consolidated report listing the total number of vending facility applications, number approved, number denied, number pending, total amount of vending machine income collected, and the amount of such vending machine income disbursed to each state. Region commanders will submit this data in the format of enclosure (5) to CNIC not later than 31 October, covering the previous fiscal year program. This report has been assigned OMB Control No. 2120-0595, Interagency Report 1270-ED-AN.

b. DD 1391 (JUL 99), FY\_\_ Military Construction Project Data Form is available for download on the DoD Forms Management Program Web site:  
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.  
Further guidance on necessary preliminary actions, prior to preparation of the DD 1391, can be found in subparagraph 3b of enclosure (1).



M. K. LOOSE  
Vice Admiral, CEC, U.S. Navy  
Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

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<http://doni.daps.dla.mil>

**REQUIREMENTS AND OPERATING PROCEDURES**

1. Priority Right to Operate Vending Facilities. The blind have a priority right to operate vending facilities on Navy-controlled property when the opportunity to operate them becomes available. This preference allows blind licensees to be gainfully employed. While the primary responsibility for carrying out this intent falls upon the SLA, it is nevertheless a responsibility of the on-site official to ensure that the operator is, in fact, a state-licensed blind person and that sighted employees or assistants are utilized only to the extent reasonably required. The following procedures are promulgated:

a. The requirement to offer the SLA a priority right to operate vending facilities on any Federal property is found in reference (a). Compliance with this provision requires that, where feasible, commanders of Federal property in geographic area subject to the RSA will take the initiative to identify and offer a specific site or sites at which the SLA may operate a blind vending facility. Such a location should be in an area where there is potential for a self-sustaining operation through patronage from the day shift (0800 to 1800 hours) workforce at and visitors to Navy installations.

b. This priority right will not be granted when it is determined that the interests of the United States would be adversely affected. Any such determination must be fully justified to the Assistant Secretary of the Navy (Manpower and Reserve Affairs), via the chain of command.

c. SLA application for a permit to operate vending facilities on Navy-controlled property must be submitted to CNIC, via the on-site official/region commander. When an application is not approved, CNIC will advise the SLA, indicating reasons for disapproval. When issued, vending facility permits are subject to the following requirements:

(1) The permit will describe the facility location.

(2) The permit will be issued in the name of the SLA.

(3) The permit will be issued for an indefinite period of time, subject to suspension or termination upon failure to

comply with agreed-upon terms; and subject to termination by either party upon 60 days written notice in cases of:

(a) loss of use of a building or other facility housing the vending operation.

(b) deactivation of the installation, activity or building.

(c) change in the Navy's requirement for service.

(d) inability of the SLA to continue to operate the vending facility.

(4) The permit will include the following:

(a) No charge will be made by the Navy to the SLA for normal repair and maintenance of the building, cleaning areas adjacent to the vending facility, or trash removal from a designated collection spot.

(b) The SLA will be responsible for the cleanliness, appearance, and security of the vending facility within its designated boundaries, to include equipment, merchandise and other products, except as noted in subparagraph 1c(4)(e) of this enclosure. Neither party will be responsible for loss or damage to the other's property, unless proximately caused by its acts or omissions. The SLA will also be responsible for the acts or omissions of the blind vendor and his/her employees or agents.

(c) Articles sold at vending facilities operated under the RSA may consist of newspapers, periodicals, publications, confections, tobacco products, food, beverages, lottery tickets authorized by state law and conducted by a state agency, and other articles or services traditionally found in blind-operated vending facilities, as determined by the SLA in consultation with the on-site official. These articles and services may be dispensed automatically or manually.

(d) Vending facilities will be operated in compliance with applicable health, sanitation and building codes, ordinances and regulations.

(e) Installation, modification, relocation, removal and renovation of vending facilities will be subject to prior approval of the on-site official and the SLA. Costs of installation, modification, removal, relocation or renovation will be paid by the initiating party. In the case of suspension or termination of the operating permit on the basis of non-compliance by either party, the costs of removal from the building will be borne by the non-complying party.

(f) Unless waived by the on-site official, the permit will also contain appropriate requirements for the reimbursement of, or direct payment for, support services such as utilities and telephone services.

(5) In the event the blind licensee fails to provide satisfactory service, or otherwise fails to comply with the requirements of the permit issued to the SLA, the on-site official will, after coordinating with CNIC, notify the SLA of this deficiency and request corrective action within a specified time. Such notice will indicate that failure to correct the deficiency will result in temporary suspension or termination of the permit, as appropriate. If necessary, suspension or termination action will be taken by CNIC, after consultation with the office of ASN (M&RA).

2. Priority Right to Operate Cafeterias. The blind have a priority right to operate cafeterias on Navy-controlled property when such operation is contracted. See paragraph 2 of enclosure (2) for a detailed definition of "cafeteria." The following procedures are promulgated:

a. The procuring activity solicitation, when issued, will establish basic requirements and the criteria for judging proposals. One copy of each solicitation will be provided to the SLA. The criteria upon which proposals will be evaluated may include factors such as sanitation practices, personnel staffing, menu pricing and portion sizing, variety of products, budget and accounting practices, fees and other relevant considerations. Contracts are awarded as follows:

(1) If the SLA submits a proposal and it is not within the competitive range established by the contracting officer, award may be made to another offeror following normal

procurement procedures, but only after concurrence of such action by CNIC.

(2) If the SLA submits a proposal and it is within the competitive range established by the contracting officer, the contract will be awarded to the SLA except as provided in subparagraphs 2a(3) and 2a(4) below.

(3) The contracting officer may award to other than the SLA when it is determined that award to the SLA would adversely affect the interests of the United States. Such determination must ultimately be approved by the Secretary, Department of Education (DOE).

(4) The contracting officer may also award to other than the SLA when the on-site official/region commander determines that the blind vendor does not have the capacity to operate in such a manner as to provide food service the same as that available from other providers of similar food service. This determination must be arrived at in consultation with CNIC and approved by the Secretary, DOE.

b. Direct negotiations may be undertaken with SLAs whenever the on-site official/region commander, with the concurrence of CNIC, has determined that the SLA's blind licensee can provide required cafeteria services at reasonable cost and high quality, when compared with services available from other operators. When such negotiations fail to result in contract award, procedures described in subparagraph 2a of this enclosure will be followed.

c. The operation of a cafeteria by a blind vendor will be governed by contractual agreement, not by permit. Normal contract administration procedures will apply, except that termination actions will not be taken without prior coordination with CNIC.

d. All contracts for the operation of cafeterias on Navy-controlled property with other than SLAs will, upon expiration, be processed under the above paragraphs unless the SLA informs the on-site official/region commander that it is not prepared to exercise its priority rights at that time.

3. Requirement for Satisfactory Sites. Satisfactory sites are required to be offered to an SLA under the following conditions:

a. Any Navy-acquired (purchased, rented, leased and constructed) or substantially altered/renovated building is required to have one or more satisfactory sites for a blind-operated vending facility. There is no obligation to offer space for a blind vending stand in an existing building which is not undergoing renovation. Should the commanding officer or on-site official/region commander determine that blind vending services are desirable to meet employee needs and such a vending stand can be economically operated, the SLA should be invited to establish a vending stand. The requirement to provide a satisfactory site does not apply in the following circumstances:

(1) when fewer than 100 Federal employees are located in the building during normal working hours.

(2) when the building contains less than 15,000 square feet to be used for Federal government purposes and its services are to be provided to the general public.

(3) when a Navy activity is leasing all or part of a privately owned building in which the lessor or any of its tenants have an existing restaurant or other food facility in a part of the building not covered by the lease and the operation of a vending facility would be in substantial direct competition with such restaurant or other food operation.

b. When a facility, other than as described in subparagraph 3a (above) is being proposed for the Military Construction Program, space will be allotted for vending facilities for operation by the blind. Prior to preparation of DD 1391, FY \_\_\_\_ Military Construction Project Data form, and in coordination with the Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters and cognizant Facilities Engineering Command (FEC) (see enclosure (6)), the on-site official/region commander shall contact the SLA by certified mail, return receipt requested, to determine if there is an interest in obtaining space for vending facilities. Enclosure (3) provides sample letters to use in notifying SLAs of potential opportunities in buildings undergoing new construction or substantial alteration. The result of this contact shall be included in the "special considerations" submitted with the DD 1391. Where the SLA is

found to be interested, the on-site official/region commander will require the FEC, during the conceptual design stages, to contact the SLA by certified mail, return receipt requested, to determine if the agency still desires vending space. Negative replies will also be requested and placed in the project file. When a vending facility is required, the FEC will ensure that the location, size and arrangements within the building are consistent with the operational functions and are agreed to by both the Navy activity and the SLA. If the SLA replies to such notification of potential opportunity that it does not desire to establish and operate a vending facility and indicates any specific reason other than insufficiency of the number of persons to support a vending facility (or if the DOE in response to a notification so directs), then a satisfactory site will not be incorporated in the construction/renovation plans. Notification by the SLA that there is intent to operate a blind vending stand does not constitute application for a permit. A separate request for a permit must be submitted via the on-site official/region commander to CNIC.

4. Vending Machine Income-sharing Requirements. The on-site official is responsible for the collection of and accounting for vending machine income derived from SLA agreements. The following requirements, determination of competition, payment procedures, and income sharing and exceptions apply:

a. Such income generated or received in commissions by Navy activities will be shared with SLAs for the blind as follows:

(1) One hundred percent (100 percent) of the income from vending machines in direct competition with blind-operated vending facilities will be provided to the SLA.

(2) Fifty percent (50 percent) of the income from vending machines not in direct competition with blind-operated vending machines will be provided the SLA.

(3) Thirty percent (30 percent) of the income from vending machines not in direct competition with blind-operated vending facilities and located where at least 50 percent of the total hours worked on the premises occurs during other than normal working hours (i.e., after 1800 and before 0800, Monday through Friday) will be provided to the SLA.

(4) Profits from vending machines operated by Navy Civilian Morale, Welfare and Recreation (MWR) programs, even where contracted through Navy Exchange or Ship's Store Systems, will be provided to the SLA, subject to income-sharing requirements.

b. Currently, the above vending machine income-sharing requirements do not apply to:

(1) income from vending machines operated by or for the Navy Exchange or Ship's Store Systems where profits from such vending machine operations are remitted to a Navy military MWR program.

(2) income from vending machines, not in direct competition with the blind-operated vending facility, at any individual location, installation, or facility where the total of the income from all such machines does not exceed \$3,000 annually.

c. The determination of whether a vending machine is in direct competition with the blind-operated vending facility is the responsibility of the on-site official/region commander, subject to the concurrence of the SLA.

d. Payment to SLAs under these income-sharing requirements must be made quarterly on a calendar year basis. Final payment must be made within 60 days after the end of the calendar year.

e. Payment to other than an SLA should be made only upon receipt of a notarized affidavit from the SLA stating that a nominee was authorized to act as its agent to receive vending income payments. The SLA should be provided with a duplicate copy of every record of payment made to its nominee.

f. In determining quarterly vending machine income-sharing payments, if the first quarter net profit at a location is less than \$3,000, this profit will be projected for the entire year. If this projected annual net profit is \$3,000 or more, no immediate payment will be made to the SLA, but the appropriate percentage of actual profit (30 or 50 percent) will be put in escrow. This procedure will be followed each quarter. Payments will begin with the quarter in which actual profits exceed \$3,000. Any funds remaining in escrow at the end of the

calendar year which are in excess of computed SLA liability will revert to the nonappropriated fund instrumentality (NAFI).

g. The \$3,000 net profit income-sharing exception and the procedures described in subparagraph 4f of this enclosure are not applied to machine profits in locations determined to be in direct competition with a blind-operated vending facility. Since 100 percent of these net profits are payable, all net profits from machines deemed to be in direct competition must be paid at least quarterly.

h. Administrative and accounting overhead expenses may be used in connection with computing net vending machine income. For the sake of simplicity, accuracy and uniformity of computation, the following calculation technique will be used in determining vending machine net income:

(1) Vending machine net income shall be calculated by reducing direct vending machine operating profits (direct department vending machine revenue less direct department vending machine expense) by a proportional share of the general and administrative (G&A) expense of the NAFI that manages the vending machine operation. No credit can be applied for any appropriated fund expenses.

(2) The proportional G&A expense shall be calculated by first determining the percentage of all nonappropriated G&A expenses to all sales of the managing NAFI and then applying this percentage to vending machine sales only. For example, if total NAFI retail sales for the quarter are \$10,000 and G&A expenses are \$1,000 for the same period, the relationship of G&A to total sales for the period is 10 percent. Assuming that vending machine sales for the same period are \$9,000 with direct departmental vending machine expense of \$5,000, there is a gross vending machine operating profit of \$4,000. The application of the proportional share of G&A (10 percent) to the \$9,000 vending machine sales is \$900. This amount is subtracted from the \$4,000 direct department vending machine operating profit and results in net vending machine profits subject to income sharing of \$3,100 (\$4,000 - \$900). In no instance will a proportion greater than 15 percent be allowed in computing adjusted net profit.

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(3) A record of this overhead allocation calculation must be retained in the business files in order to validate actual determination of income sharing with the SLA.



## DEFINITIONS

1. Blind Licensee. A blind person licensed by the SLA to operate a vending facility on Federal or other property.
2. Cafeteria. A food dispensing facility which provides a broad variety of prepared foods and beverages (including hot meals) primarily through the use of a serving line where the customer serves or selects from displayed selections. A cafeteria may be fully automatic, self-service, or have limited waiter or waitress service. Table or booth seating facilities are always provided. DoD component food dispensing facilities which conduct cafeteria-type operations during part of their normal operating day and full table-service operations during the remainder of their normal operating day are not "cafeterias" if they engage primarily in full table-service operations. For purposes of compliance with the provisions of the RSA, galleys, military MWR food operations, and Navy Exchange food operations are not considered to be cafeterias and are excluded from this definition.
3. Direct Competition. The presence and operation of a DoD component vending machine or vending facility on the same premises as a vending facility operated by a blind vendor. Vending machines or vending facilities operating in areas serving employees, the majority of whom normally do not have access (in terms of uninterrupted ease of approach and the amount of time required to patronize the vending facility) to the vending facility operated by a blind vendor, are not considered to be in direct competition with that facility.
4. Federal Property. Any building, land or other real property owned, leased or occupied by any department, agency, or instrumentality of the United States.
5. Individual Location, Installation or Facility. A single building or a self-contained group of buildings. A self-contained group of buildings means two or more buildings which are in close proximity to each other and between which a majority of the Federal employees working in such buildings regularly move from one building to another in the normal course of their official business during a normal working day.

6. Federal Employee. Civilian appropriated fund and nonappropriated fund employees of the United States.
7. Head of the DoD Component. Deputy Secretary of Defense, Secretaries of the Military Departments and the Directors of Defense Agencies or their designees. For the Pentagon Building only, the Deputy Assistant Secretary of Defense (Administration) is designated as the "Head of the DoD Component."
8. License. A written instrument issued by a SLA to a blind person, authorizing that person to operate a vending facility on Federal or other property.
9. Normal Working Hours. An 8-hour work period between the hours of 0800 and 1800, Monday through Friday.
10. On-Site Official. The individual who exercises property management control of a building or facility on Navy or Federal property. Navy region commanders may act as "On-Site Officials" in lieu of commanding officers for certain SLA matters within their respective regions.
11. Permit. The official written approval to establish and operate a vending facility requested by and issued to an SLA by CNIC or a designated representative.
12. Satisfactory Site. An area fully accessible to patrons and having sufficient electrical, plumbing, heating and ventilation outlets for the location of a vending facility per applicable health and building requirements. A satisfactory site will have a minimum of 250 square feet available for sale of items and for storage of articles necessary for the operation of a vending facility, unless the head of the DoD component and the SLA agree that a smaller or larger facility is appropriate.
13. State. The 50 States, District of Columbia, Puerto Rico, American Samoa, Guam, and the Virgin Islands.
14. State Licensing Agency. The SLA designated by the U.S. DOE, Commissioner of the Rehabilitation Services Administration to issue licenses to blind persons for the operation of vending facilities on Federal and other property.

15. Substantial Alteration or Renovation. A permanent material change in the floor area of a building which would render it appropriate for the location and operation of a vending facility by a blind vendor.

16. Vending Facility. Automatic vending machines, cafeterias, snack bars, cart services, shelters and counters which sell such items as newspapers, periodicals, confections, tobacco products, food, beverages and other articles and services to be dispensed automatically or manually and which are prepared on or off the premises following applicable health laws and further including the vending or exchange of chances for lottery authorized by state law and conducted by an agency of a state within such state. "Vending facility" does not include food dispensing facilities (e.g., food operations of messes or military clubs), which engage in full table-service operation.

17. Vending Machine. For the purposes of assigning vending machine income, a coin or currency-operated machine which dispenses articles or services, except that machines providing services of a recreational nature, commonly referred to as amusement machines (e.g., jukeboxes, pinball machines, electronic game machines, pool tables, shuffle board, and other forms of amusement) and telephone services, are not considered to be vending machines.

18. Vending Machine Income. Receipts from vending machine operations on Federal property, after deducting all applicable costs incurred (costs of goods, services, maintenance, repair, cleaning, depreciation, supervisory and administrative personnel, normal accounting, accounting for income-sharing, etc.) where the machines are operated by any Navy activity. Also, commissions received (less applicable costs) by any Navy activity from a commercial firm which provides vending machines on Federal property for, or with the approval of, any Navy activity.

19. Vendor. A blind licensee who is operating a vending facility on Federal or other property.



**SAMPLE LETTERS REGARDING BLIND VENDOR OPPORTUNITIES**

(REGION COMMAND LETTERHEAD)

(State Licensing Agency)  
(Complete Mailing Address)

Gentlemen:

This activity is planning to (construct) (renovate) a building in which you may wish to operate a blind vending facility.

[Here, provide a description of the building, function and number of employees.]

If you determine that this facility is adequate to support a vending facility, please advise. When the facility is programmed and conceptual drawings are prepared, the Navy's Facilities Engineering Command (NAVFACENGCOM), or local public works officer, will furnish you with floor plans showing the proposed site. Should you determine that you are not prepared to establish such a facility for operation by the blind licensee, please so advise.

In the event that you do not respond within 30 days of receipt of this letter, or do not provide an explanation for your decision not to establish a vending facility, I will assume that you have determined that the number of employees is insufficient to support such a facility and the vending space will not be allocated.

Sincerely,

(signature/title of  
on-site official)

Blind Copy to:  
DOE (Rehabilitation Services Administration (RSA))  
ASN (M&RA)  
CNIC (N92C1), (N944))  
NAVFAC (Cognizant Region Facilities Engineering Command)  
NEXCOM

(REGION COMMAND LETTERHEAD)

(State Licensing Agency)  
(Complete Mailing Address)

Gentlemen:

Per the Randolph-Sheppard Act as amended, please find an enclosed line drawing of a building (to be constructed) (designed for substantial alteration or renovation) (to be acquired) at \_\_\_\_\_ . Provisions have been made for a general purpose site for a blind-operated vending facility, which is identified on the drawing. The location proposed is considered to be most conveniently accessible to the majority of the \_\_\_\_\_ (number) Federal employees projected to work in the facility. If you determine that this number is sufficient to support a vending facility, please advise, indicating your counter-proposal and a description of the type of vending facility to be operated. Should you determine that you are not prepared to establish such a facility for operation by a blind licensee, please so advise.

In the event that you do not respond within 30 days of receipt of this letter, or do not provide an explanation for your decision not to establish a vending facility, I will assume that you have determined that the number of employees is insufficient to support such a facility and the vending space will not be allocated.

Sincerely,

(signature/title of  
on-site official)

Enclosure:  
(1)Line drawing

Blind Copy to:  
DOE [Rehabilitation Services Administration (RSA)]  
ASN (M&RA)  
CNIC (N92C1), (N944))  
NAVFAC (Cognizant Region Facilities Engineering Command)  
NEXCOM

Note: Forward original letter to SLA using certified or registered mail, return receipt requested.

(COMMAND LETTERHEAD)

From: On-Site Official/Navy Region Commander  
To: Department of Education (Cognizant Region Office)  
Via: (1) Commander, Navy Installations Command  
(2) Assistant Secretary of the Navy (M&RA)

Subj: RANDOLPH-SHEPPARD ACT AMENDMENTS

Ref: (a) Command ltr of \_\_\_\_\_

1. Reference (a) forwarded to the State Licensing Agency (SLA), copy to your office, a line drawing of a building (to be constructed) (designed for substantial alteration or renovation) (to be acquired) at \_\_\_\_\_. The drawing incorporated a proposed site for a blind-operated vending facility.

2. It is concluded from the SLA's (failure to respond to reference (a)) (declination, without further explanation, to establish and operate a vending facility) that the agency has determined the number of projected employees is insufficient to support a vending facility. Accordingly, and unless otherwise directed by the Secretary, Department of Education, a satisfactory site for a blind-operated vending facility will not be incorporated in the final design phase.

Sincerely,

(signature/title of  
on-site official)

Copy to:  
NAVFAC (Cognizant Region Facilities Engineering Command)

Note: NEXCOM will be the first "via addressee" when  
NEX-managed facilities are involved.



**STATE LICENSING AGENCIES FOR  
RANDOLPH SHEPPARD VENDING FACILITY PROGRAM**

**NATIONAL COUNCIL OF STATE AGENCIES FOR THE BLIND (NCSAB)**

4733 Bethesda Ave., Suite 330  
Bethesda, MD 20814  
(301) 654-4885  
Fax: (301) 654-5542

**ALABAMA**

Director  
Department of Rehabilitation Services  
2129 East South Blvd.  
P.O. Box 11586  
Montgomery, AL 36111-0586  
(334) 281-8780  
Fax: (334) 281-1973

**ALASKA**

Director  
Labor and Workforce Development  
Division of Vocational Rehabilitation  
801 W. 10th St., Suite A  
Juneau, AK 99801  
(907) 465-2814  
Fax: (907) 465-2856

**ARIZONA**

Manager  
Services for the Blind and Visually Impaired  
1789 W. Jefferson, 2nd Floor NW, 930-A  
Phoenix, AZ 85007  
(602) 542-6289  
Fax: (602) 542-3778

**ARKANSAS**

Director  
Services for the Blind  
P.O. Box 3237  
Little Rock, AR 72203  
(501) 682-0360  
Fax: (501) 682-0366

**CALIFORNIA**

Deputy Director  
Specialized Services Division  
California Department of Rehabilitation  
2000 Evergreen St.  
Sacramento, CA 95815  
(916) 263-8978  
Fax: (916) 263-7474

**COLORADO**

Director  
Colorado Division of Vocational Rehabilitation  
1575 Sherman St., 4th floor  
Denver, CO 80203  
(303) 866-4886  
Fax: (303) 866-4905

**CONNECTICUT**

Executive Director  
Board of Education and Services for the Blind  
184 Windsor Ave.  
Windsor, CT 06095  
(860) 602-4008  
Fax: (860) 602-4030

**DELAWARE**

Director  
Division for the Visually Impaired  
Herman Holloway Campus  
Biggs Building  
1901 N. DuPont Highway  
New Castle, DE 19720-1199  
(302) 255-9811  
Fax: (302) 255-4441

**DISTRICT OF COLUMBIA**

Supervisor  
Rehabilitation Services Administration  
Visual Impairment Section  
810 First St. NE  
Washington, D.C. 20002  
(202) 442-8581, (202) 442-8628  
Fax: (202) 645-0840

**FLORIDA**

Director  
Division of Blind Services  
325 West Gaines St.  
Room 1114, Turlington Building  
Tallahassee, FL 32399-0400  
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Jackson, MS 39215-1698

1281 Hwy. 51 North (office)  
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**WISCONSIN**

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Pago Pago, AMERICAN SAMOA 96799  
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011-684-699-1371  
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TIYAN, GUAM USA 96913  
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**NORTHERN MARIANA ISLANDS**

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Northern Mariana Islands 96950  
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**PUERTO RICO**

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OPNAVINST 4535.1B  
11 Dec 2009

**VIRGIN ISLANDS**

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St. Thomas, Charlotte Amalie  
Virgin Islands 00802  
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(340) 774-0930, Ext. 4190  
Fax: (340) 774-7773



**SAMPLE RANDOLPH-SHEPPARD ACT (RSA) VENDING FACILITY  
ANNUAL REPORT**

From: On-Site Official/Commander, Navy Region \_\_\_\_\_  
To: Commander, Navy Installations Command

Subj: VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL  
PROPERTY (REPORT CONTROL SYMBOL 1270-ED-AN)

Ref: (a) OPNAVINST 4535.1B

1. Per the provisions of reference (a), the following report is submitted for the period 1 October 20\_\_\_\_ to 30 September 20\_\_\_\_:

a. Vending facility(ies) (separate vending stand(s)) operated by the blind:

(1) Number currently operated and month and year each established: \_\_\_\_\_.

(2) Number disestablished this year: \_\_\_\_\_; Reason(s) for disestablishment:

b. Total number of applications for vending facility locations received this fiscal year from the State Licensing Agency (SLA) for the blind: \_\_\_\_\_. Of these,

(1) Number approved: \_\_\_\_\_.

(2) Number denied: \_\_\_\_\_.

(3) Number pending: \_\_\_\_\_.

(4) Number of application(s) pending from prior years: \_\_\_\_\_

c. Number of cafeterias operated under contract with the SLA for the blind: \_\_\_\_\_.

d. Total amount of vending machine income collected this fiscal year which is subject to the requirements for income sharing with the SLA for the blind: \_\_\_\_\_.

Subj: VENDING FACILITY PROGRAM FOR THE BLIND ON FEDERAL  
PROPERTY (REPORT CONTROL SYMBOL 1270-ED-AN)

e. The amount of income collected (above) that was  
disbursed to the SLA: \_\_\_\_\_.

f. The amount of income collected (above) that was not  
disbursed: \_\_\_\_\_. Of this residual,

(1) The amount held in escrow: \_\_\_\_\_.

(2) The amount not paid due to lack of funds: \_\_\_\_\_.

Signature of Commanding Officer  
or Designated Representative

SAMPLE

OPNAVINST 4535.1B  
11 Dec 2009

**NAVAL FACILITIES ENGINEERING COMMAND  
AND COMPONENT COMMANDS**

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NAVY FACILITIES ATLANTIC

COMMANDER  
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COMMANDING OFFICER  
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COMMANDER  
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OPNAVINST 4535.1B  
11 Dec 2009

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DIRECTOR NAVY CRANE CENTER  
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