

DANTES Materials and Publications Annual Pre-Ordering Process Overview

The Defense Activity for Non-Traditional Education Support (DANTES) uses the following process to enhance demand-driven, customer-responsive procurement and to provide efficient distribution of DANTES materials and publications.

1. **DANTES Education Services Advisory Group (DESAG) Vetted:** Needs of the field are vetted annually by a DESAG representative from each Service and provided to the DANTES Ref Pubs Manager. The publications catalog is based on this input.
2. **Annual Catalog:** DANTES provides authorized ordering centers (Military Education Centers with DANTES ID#, TCOs, SFACs, etc.) access to a catalog of products. The catalog lists the item title, brief description, DANTES Stock #, link to electronic sources (if available), and other pertinent information.

3. **Interservice Voluntary Education Board (IVEB) Vetted:** In accordance with USD(P&R) annual supplemental guidance (2018), the DANTES Ref Pubs catalog is vetted and approved by the IVEB team.
4. **Acknowledge Requirements:** Once a year, DANTES requires ordering centers to project annual material and publication requirements. Negative replies are also required.
5. **Procurement Analysis:** DANTES collects material and publication orders and analyzes them based on budget constraints and preset limits. Adjustments to requested quantities may be required.
6. **Procurement:** DANTES purchases requested materials and publications from source providers, publishers, and vendors.
7. **Distribution:** Materials and publications are distributed according to requested/adjusted orders. Ordering centers should plan ahead to ensure adequate storage space is available for quantities ordered.
8. **Out-of-Cycle Orders:** Ordering centers should contact DANTES via email, refpubs@navy.mil, if materials are needed outside of the annual ordering window. Extra materials are stocked on a limited basis and may not be available.

Look for Fiscal Year (FY) 2019 annual pre-ordering dates at:
www.dantes.doded.mil/CounselorsReps/index.html
(click on “Publications”)

