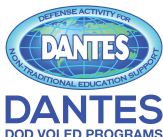


# DANTES MATERIALS & PUBLICATIONS ORDERING PROCESS OVERVIEW

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:** Once a year needs of the field are vetted by the DESAG representative of 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 Ed 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, ordering centers are prompted by DANTES to project annual publication and material requirements using an online preorder. Negative replies are also required.
- 5. Procurement Analysis:** DANTES collects orders and analyzes them based on budget restraints and preset limits. Adjustments to quantities requested may be required.
- 6. Procurement:** DANTES orders requested materials and publications from source providers, publishers, and vendors.
- 7. Distribution:** Materials are distributed according to requested/adjusted orders. Ordering centers must plan ahead to ensure adequate storage space is available for quantities ordered.
- 8. Out-of-Cycle Orders:** Ordering centers should contact DANTES at [refpubs@navy.mil](mailto:refpubs@navy.mil), if materials are needed outside the annual ordering window. Extra materials are stocked on a limited basis and may not be available.



New Fiscal Year (FY) ordering dates will be announced at:  
<http://dantespulse.dodlive.mil/publications/>