

NAVSUP P-485 Volume I - Afloat Supply

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NAVAL SUPPLY PROCEDURES

NAVSUP Publication 485

VOLUME I

AFLOAT SUPPLY



NAVAL SUPPLY SYSTEMS COMMAND

Revision 3

NAVSUP P-485 Volume I - Afloat Supply

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
5450 Carlisle Pike
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Mechanicsburg, PA 17055-0791

21 October 1997

The instructions herein are issued for the information and guidance of the Naval Forces.

Revision 3 of this publication supersedes Revision 2 of 15 November 1989 and all changes thereto. Revision 3 also supersedes the NAVSUP Publication 567, Automated SNAP I Supply Procedures and all changes thereto.



M. E. ENLEY
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Deputy Commander
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NAVSUP P-485 Volume I - Afloat Supply

**NAVAL SUPPLY PROCEDURES
NAVSUP PUBLICATION 485
VOLUME I
AFLOAT SUPPLY
CHANGE 6 TO REVISION 3**

**NAVY DEPARTMENT
NAVAL SUPPLY SYSTEM COMMAND
P.O. Box 2050
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788
04 October 2005**

The instructions herein are issued for the information and guidance of all persons in the Naval Establishment and are effective upon receipt unless otherwise indicated.



**T. C. TRAAEN
CAPT, SC, USN
Deputy Commander
Naval Supply Systems Command**

SPECIAL INFORMATION

**The latest changes in procedures should be read prior to making the change.
Supply personnel should be informed as necessary of these latest changes.**

CHANGES IN PROCEDURES

The following is a summary of Change 6:

Updated procedures and references for Material Procurement Chapter 3
Updated procedures and references for Material Receipt, Custody and Stowage Chapter 4
Updated index as required index

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SHEETS IN FORCE

NAVAL SUPPLY PROCEDURES (NAVSUP PUBLICATION 485)

VOLUME I - AFLOAT SUPPLY

The following is a list of sheets in force for Change 6 to Revision 3. It is to be used to certify the accuracy of the publication in accordance with the need for such verification (see Introduction). In the following list "R3" indicates revision 3 and a number indicates the change number.

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INTRODUCTION
to
Volume I - AFLOAT SUPPLY

PURPOSE

Afloat Supply Procedures establishes policies for the operation and management of afloat supply departments and shore based units of the fleet operating forces operating under afloat procedures. When reference is made to ships or afloat units in this publication, it applies to all units designated to use this publication. It is designed to assist supply personnel in the proper performance of their assigned duties and to aid them in understanding and performing their individual tasks associated with afloat supply operations.

The procedures contained in this publication are the minimum essential acceptable supply management procedures and are mandatory unless specifically stated as being optional. Additional controls may be prescribed by the Commanding Officer or Supply Officer when circumstances indicate the need for more stringent control. This publication is also intended as a training manual for officers and enlisted personnel and as a guide in handling supply problems that are not a matter of regulation.

Instructions applicable to subsistence are contained in Food Service Management (NAVSUP P-486). Instructions applicable to ship's stores are contained in Ship's Store Afloat (NAVSUP P-487).

AUTHORIZATION

The Commander of the Naval Supply Systems Command may authorize, in writing, deviations from the instructions contained in this publication, provided matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

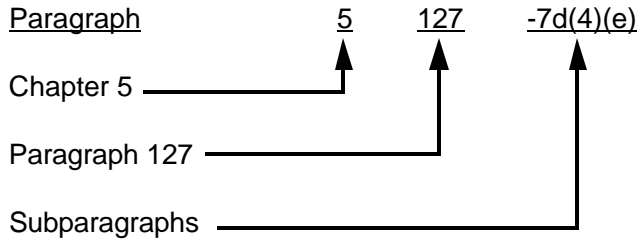
ARRANGEMENT OF SUBJECTS

The NAVSUP P-485, Naval Supply Procedures, consists of three volumes. Volume I -Afloat Supply, Volume II - Supply Appendices, and Volume III - Ashore Supply. Unless otherwise specified, all references to Appendices found in this manual are referring to the Appendices in Volume II. Additionally, a Glossary covering all three Volumes is located in Volume II. Volume III supersedes the NAVSUP P-437 (MILSTRIP/MILSTRAP Operating Procedures). Future changes to Volume III will incorporate the procedures currently found in the NAVSUP P-1, Volume II (Supply Ashore).

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PARAGRAPH NUMBERING SYSTEM

The four digit paragraph number and its subparagraph designations may be broken down as follows:



Reference to Afloat Supply Procedures in correspondence, messages, etc., will be shown in the following manner:

- Afloat Supply (NAVSUP P-485, Volume I), par. 5127
- Afloat Supply (NAVSUP P-485, Volume I), par. 5127-7d(4)(e)
- Afloat Supply (NAVSUP P-485, Volume I), par. 5125-5128

Paragraphs and subparagraphs may contain itemizations in which case reference to a specific item may be made as follows:

- Afloat Supply (NAVSUP P-485, Volume I), par. 5127-7d(4)(e); item 1.

The lowest unit of a paragraph or subparagraph breakdown applicable will be used.

PAGE IDENTIFICATION

PAGE NUMBERS

The pages of this publication are numbered in a separate series for each chapter and the index. The pages of a chapter are numbered in sequence with Arabic numerals from 1. Each page number is preceded by the number of the chapter. For example, the fifteenth page of chapter 1 is numbered 1-15. The index is numbered in sequence with Arabic numbers preceded by the letter "i".

RUNNING HEADS

To facilitate finding paragraphs in this publication, each page is identified with a running head. The number in the upper left corner of the left page indicates the number of the first paragraph on that page. The number in the upper right corner of the right page indicates the last paragraph on that page.

ILLUSTRATIONS

The purpose of illustrations in this publication is to amplify and augment the guidelines and procedures referred to in the text by means of charts, filled in forms, or other graphic displays. The names, dates, and figures are unofficial and are intended only to add clarity and realism.

TABLE OF CONTENTS AND INDEX

The organization of this publication makes it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location, and to the table of contents at the beginning of each chapter for the specific location. Information which does not logically lend itself to location by this method may be located in the index at the end of this publication.

PERSONAL PRONOUNS AND ADJECTIVES IN THE TEXT

The personal pronouns “he” and “him”, and the personal adjective “his” normally are used in paragraphs of this publication which describe the duties or responsibilities of individuals or positions (e.g., the Secretary or an Assistant Secretary of the Navy, the Commanding Officer, the Supply Officer, the stock records storekeeper, etc). The use of such pronouns and adjectives precludes the need for repeating the position title in the second and subsequent sentences of these paragraphs, thereby making the text easier to read. However, since the duties and responsibilities described may be performed by or assigned to female personnel, the pronouns “he” and “him” and the adjective “his” in this publication always will be interpreted to mean “he or she”, “him or her”, and “his or hers” respectively.

CHANGES

Changes to this publication, numbered consecutively, are issued in page form to all activities on the automatic distribution list. The cover sheet of each change must be read carefully because the instructions appearing thereon vary from change to change. Pertinent “Special Information” or “Special Instructions” may be included. Instructions regarding insertion of the change in the publication are always included. In addition, revisions of policy or procedure are summarized and identified by paragraph number.

A notation indicating the change number, the date the change was received, and the signature of the person making the change will be placed in the appropriate columns on the Record of Change Information Sheet in the front of the publication.

New, revised, or deleted instructions summarized on the cover sheet are identified on the pages comprising the change by arrows placed vertically or horizontally in the binding or outside margin to identify the area of revision, as follows:

- ➔ line or lines on which a revision occurs
- ↓ line on which the revision begins
- ↑ line on which the revision ends

A down arrow placed on the last line of an organizational unit (paragraph, subparagraph, or item), and an up arrow placed on the first line of the following unit indicates deletion of a unit. Reference or non-procedural revisions of such insignificance as not to require a summary on the cover sheet of the change are not identified by arrows.

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RECOMMENDATIONS FOR IMPROVEMENT

All users of the Naval Supply Procedures (NAVSUP P-485) are encouraged to submit recommended changes for improving the publication to the Commander, Naval Supply Systems Command, via the appropriate chain of command. The following format, modified as necessary, may be used in submitting recommendations:

From: (Command or person originating recommendation)

To: Commander, Naval Supply Systems Command

Via: (Appropriate chain of command)

Subj: Improvement of NAVSUP P-485; recommendation for

1. The following recommendation for improvement of the NAVSUP P-485, Volume , pertaining to paragraph(s) is submitted.

(Signature)

Copy to:

(Recommendations originated afloat, send copies to the appropriate service force commander.)
(Recommendations submitted concerning procedures of inventory management, submit copy to the Inventory Control Point, which will forward comment, if appropriate, to the Naval Supply Systems Command within 15 days).

FIRST ENDORSEMENT on

From: (Appropriate via addressee)

To: Commander, Naval Supply Systems Command

1. Forwarded for consideration.
2. (Comment or recommendation, as desired)

(Signature)

Copy to:

(As appropriate)

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LIST OF SHEETS IN FORCE

A list of sheets in force in the publication is issued with each change. It is designed to serve the following purposes:

- a. Verification of the currency of the publication, in whole or in part (the publication, a chapter, a page), at anytime by anyone;
- b. A control for retention, location, and disposition of transition instructions and special information sheets;

GENERAL INFORMATION

The Afloat Supply Procedures (NAVSUP P-485, Volume I) is written and maintained by the Fleet Logistics Operations Branch (Code 4121H) of the Naval Supply Systems Command. While not to be misinterpreted as a bypass to the formal means of recommending changes, the editor of the P-485 (Volumes I and II) welcomes inquiries/recommendations from the Fleet towards improvement of the publication or clarification of data therein. The editor can be reached at DSN 430-7431, commercial 717 605-7431 or fax DSN 430-7045.

Distribution of the Naval Supply Procedures (NAVSUP P-485) is controlled by the Document Automation & Production Service (DAPS) Code 0513.

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Mechanicsburg, PA 17055-0791

NAVSUP P-485 ON CD-ROM

The Naval Supply Procedures are published on CD-ROM as part of the Naval Logistics Library (NLL), NAVSUP P-600. The NLL is published and distributed in April, August and December of each year and contains the complete NAVSUP P-485 including all published changes.

NAVSUP P-485 ON THE INTERNET

The Naval Supply Procedures are available on the Internet. The P-485 may be accessed through the Naval Logistics Library on the NAVSUP Home Page (<http://www.navsup.navy.mil>). The P-485 may be viewed, downloaded or printed using the Adobe Acrobat Reader Software (a free copy of this software may also be downloaded).

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PUBLICATION STOCKING

Additional copies of this publication may be obtained from the Naval Inventory Control Point (NAVICP), Philadelphia, PA 19111-5098. All published changes have been inserted into the basic publication. The stock numbers are as follows:

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NAVSUP P-485, Volume III	0530-LP-011-1780

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CHAPTER 1

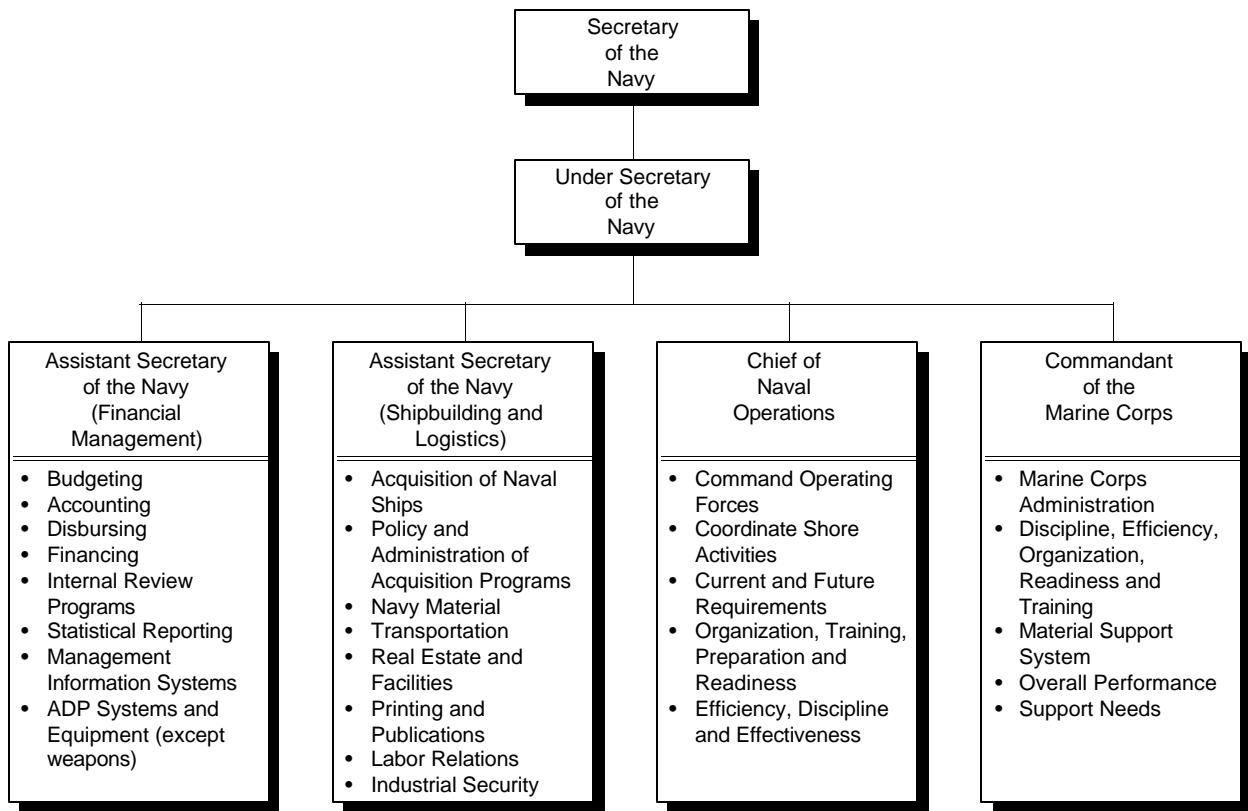
ORGANIZATION AND ADMINISTRATION

Part A: ORGANIZATION

Section I: NAVY DEPARTMENT AND SHORE ACTIVITIES

1000 GENERAL

The Department of the Navy is organized under the Secretary of the Navy. It operates under the authority, direction, and control of the Secretary of Defense. It is composed of the executive part of the Department of the Navy; the Headquarters United States Marine Corps; the entire operating forces, including naval aviation of the United States Navy and United States Marine Corps, and the reserve components of those operating forces; and all shore (field) activities, headquarters, forces, bases, installations, activities, and functions under the control or Supervision of the Secretary of the Navy. It includes the United States Coast Guard when the Coast Guard is operating as a service in the Navy.



1001 SECRETARY OF THE NAVY

The Secretary of the Navy is the head of the Department of the Navy. Under the direction, authority, and control of the Secretary of Defense, he is responsible for the policies and the control of the Department of the Navy, including its organization, administration, operation, and efficiency. The Secretary of the Navy is assisted by the Under Secretary of the Navy, the Assistant Secretaries of the Navy, the General Counsel and the Deputy Under Secretary of the Navy.

1002 UNDER SECRETARY OF THE NAVY

The Under Secretary of the Navy is designated as the deputy and principal assistant to the Secretary of the Navy, and acts with full authority of the Secretary in the general management of the Department of the Navy.

1003 ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT)

The Assistant Secretary of the Navy (Financial Management) is responsible for all matters related to the financial management of the Department of the Navy. This includes budgeting, accounting, disbursing, financing and internal review, progress and statistical reporting. The Assistant Secretary of the Navy (Financial Management) is also responsible for all matters related to management information systems and automatic data processing systems and equipment, except for ADPE integral to a weapons system. The Assistant Secretary of the Navy (Financial Management) is designated and appointed Comptroller of the Navy (pursuant to the provisions of section 5061 of Title 10, United States Code) and Senior Automatic Data Processing Policy Official of the Department of the Navy, and will supervise those offices and organizations assigned by the Secretary.

1004 ASSISTANT SECRETARY OF THE NAVY (SHIPBUILDING AND LOGISTICS)

1. RESPONSIBILITIES. The Assistant Secretary of the Navy (Shipbuilding and Logistics) is responsible for the overall supervision of all stages of the acquisition of naval ships funded by the appropriation "Shipbuilding and Conversion, Navy". Additional responsibilities include:

- a. All Department of the Navy Acquisition programs following full scale production decision (Milestone III);
- b. The business, contractual, manpower, and logistic support aspects of the Department of the Navy Acquisition programs, including policy and administration of affairs related thereto;
- c. The maintenance, alteration, supply, distribution, and disposal of material;
- d. All transportation matters;
- e. The acquisition, construction, utilization, improvement, alteration, maintenance, and disposal of real estate and facilities, including capital equipment, utilities, housing and public quarters;

- f. Printing and publications;
- g. Labor relations with respect to contractors with the Department of the Navy;
- h. Industrial security;
- i. The Mutual Defense Assistance program, as related to the supplying of material, including Foreign Military Sales;
- j. Supervision of offices and organizations as assigned by the Secretary.

1005 CHIEF OF NAVAL OPERATIONS

1. RESPONSIBILITIES. The Chief of Naval Operations (CNO) is the principal naval adviser to the President and to the Secretary of the Navy on the conduct of war, and the principal naval adviser and naval executive to the Secretary of the Navy on the conduct of the activities of the Department of the Navy. CNO also:

a. Commands, under the Secretary of the Navy, the operating forces of the Navy (consistent with the operational command vested in the Military Personnel commanders of unified or specified combatant commands); the Bureau of Naval Personnel (BUPERS); the Bureau of Medicine and Surgery (BUMED); and assigned shore activities; commanders of unified or specified combatant commands);

b. Exercises area coordination authority over all shore activities of the Department of the Navy to ensure that efforts afford adequate support to the combatant forces and are coordinated among themselves to assure economy and efficiency of operation;

c. Responsible for planning and providing for current and future requirements of the Navy (less assigned Marine Corps forces) for manpower, material, facilities, and services; plans for and determines the research, and provides for development, test, and evaluation needs which are adequate and responsive to long range objectives, immediate requirements, fiscal limitation, and advancing technology;

d. Ensures the organization, training, preparation, and readiness of Naval forces, including those to be assigned to unified or specified combatant commands, and also provides administrative and logistic support to the headquarters of the unified and specified commands (as well as their subordinate commands) which are assigned to the Department of the Navy; maintains water transportation services, including a sea transportation service for the Department of Defense;

e. Inspects and investigates components of the Department of the Navy to determine and maintain efficiency, discipline, readiness, effectiveness, and economy.

1006 COMMANDANT OF THE MARINE CORPS

The Commandant of the Marine Corps, under the Secretary of the Navy, commands the United States Marine Corps. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for the Marine Corps administration, discipline, internal organization, training, efficiency, readiness, operation of its material support system, and overall performance of the Marine Corps. The Commandant of the Marine Corps is also responsible for planning and determining the support needs of the Marine Corps for equipment, weapons systems, materials, supplies, facilities, maintenance and supporting services.

1007 NAVAL SUPPLY SYSTEMS COMMAND

1. GENERAL. The Naval Supply Systems Command will provide for and meet those material support needs of the Department of the Navy that are within the assigned material support responsibility of the Naval Supply Systems Command. Except as otherwise provided by the charters issued to the other commands or by the Chief of Naval Operations, the Naval Supply Systems Command is responsible for the following functions:

a. Providing supply management policies and methods (technical guidance) to activities of the Navy and Marine Corps, including provisioning, cataloging, inventory management, distribution, materials handling, traffic management, transportation, packaging, preservation, receipt, storage, issue, and disposal functions. In the performance of this responsibility as it pertains to naval material, the Commander, Naval Supply Systems Command, will utilize the material management experience and capabilities of the other systems commands, derived from the accomplishment of their assigned material support responsibilities.;

b. Providing staff assistance to the Assistant Secretary of the Navy (Shipbuilding and Logistics) in matters relating to supply, distribution, and disposal of naval material; and in collaboration with the Commandant of the Marine Corps, providing coordination in the preparation of directives and positions on such matters having common application to both Navy and Marine Corps material;

c. Administering:

- (1) the Navy Supply System;
- (2) the Navy Publications and Printing Program;
- (3) the Navy Resale Program;
- (4) the Navy Ration Law;
- (5) the Navy Working Capital Fund (NWCF, formerly NSF);
- (6) field purchasing;

(7) supply, budgetary, fiscal, and statistical functions in support of assigned military assistance and international logistics programs;

- (8) a centralized program to control the utilization of Navy storage facilities;

- (9) centralized control of Presentation Silver; and
- (10) postal policy and overseeing all aspects of mail service afloat.
- d. Performing assigned material support functions with respect to: material handling equipment, special clothing, food and other naval material for which such responsibility is not otherwise assigned;
- e. Performing supply management functions with respect to items of naval material which are assigned to the Naval Supply Systems Command for that purpose;
- f. Maintaining the official stores accounts for Navy material entrusted to the custody of an accountable officer;
- g. Managing, funding, and controlling, worldwide, the transportation of Navy property and the authorization and administration of the transportation and storage of property of naval and civilian personnel consistent with responsibilities assigned to the single manager agencies for transportation;
- h. Researching and developing efforts associated with the functions, methods, equipment, and materials assigned;
- i. Providing technical guidance with respect to preparation and service of food in galleys (except at naval hospitals), and providing assistance in the planning and layout of supply spaces ashore and afloat.

2. PROCUREMENT RESPONSIBILITIES

a. Cognizance. The Naval Supply Systems Command has cognizance of the procurement of materials and services throughout the department of the Navy for which no other procuring activity, office, or command is otherwise delegated procurement authority. In the discharge of this responsibility, the Commander, Naval Supply Systems Command may delegate appropriate procurement authority to personnel, both within and without his command, whom he designates as contracting officers. He may also authorize the heads of activities under his command to redelegate their procurement authority, or a portion thereof, to responsible personnel within their respective activities whom they designate as contracting officers.. Such authority will be exercised in accordance with limitations and requirements prescribed by the Commander, Naval Supply Systems Command and applicable regulations.

b. Material and Services for other Navy Procuring Activities. Within the limits of its capabilities, the Naval Supply Systems Command will procure material and services for other Navy procuring activities when requested to do so. The Naval Supply Systems Command is responsible for conducting the formalities of procurement by formal advertising for other Navy procuring activities to the extent provided in applicable regulations.

3. TECHNICAL GUIDANCE AND ASSISTANCE. The Commander, Naval Supply Systems Command, as the Navy's supply manager, will be responsible for the development and supervision of the Navy Supply System as an integrated and comprehensive entity. He is responsible also for combining into one overall system those supply and distribution systems composed of inventory managers, distribution activities, and methods of operation that function on the basis of centralized control of item assets and have as their objective responsive and efficient material support of the operating forces of the Navy, the hardware systems commands, and other offices and organizations.

1008 INVENTORY MANAGERS

1. GENERAL. Navy inventory managers are those organizational elements assigned the primary responsibility for the management of assigned groups or classes of items of supply. The primary function of a Navy inventory manager is to assure the proper balance between requirements and assets which will provide effective and efficient support to the fleet and the shore field activities of the Navy. Navy inventory managers include systems commands, project managers, bureaus, offices (including Military Sealift Command) and the Inventory Control Points (ICP) under the command of the Naval Supply Systems Command. A complete list of Navy inventory managers is contained in Appendix 18.

2. INVENTORY CONTROL RESPONSIBILITY. As inventory managers under the command of the Naval Supply Systems Command, the Navy Petroleum Office and the ICP exercise primary inventory control responsibility. Under Interim Contractor Supply Support (ICSS), the Hardware Systems Commands (HSCs) exercise primary inventory control responsibility for significant amounts of non-NSN items of supply. Inventory control responsibility requires the application of managerial supervision to integrate the actions involved in computation of quantitative and monetary requirements, initiation of procurement and disposal action, the positioning and repositioning of material, and the development of world wide quantitative and monetary inventory data. The inventory managers will participate directly in the various DOD and DLA inter-servicing and cataloging programs.

3. MATERIAL EXCLUDED. All material used by the Navy will be considered as items of supply and will be managed by the ICP except items assigned for management to a single agency or military service inventory manager for supporting retail stock or end use requirements of all the military services, and items managed by other Navy inventory managers.

2. LOCATIONS. NRCCs with PMR responsibility are located in Philadelphia PA; San Diego CA; Naples Italy; and Singapore. NRCC Washington and FISCs with regional contracting functions are located in Norfolk, Jacksonville, Puget Sound, and Pearl Harbor. The Fleet and Industrial Supply Center located in San Diego has regional purchasing functions for procurement actions accomplished under Small Purchasing procedures.

1011 NAVAL SHIPYARDS

1. GENERAL. The Naval Shipyards (NSYs) Norfolk, Pearl Harbor and Puget Sound are Navy owned, operated, and funded industrial installations stocking a selected range of material for the support of assigned industrial and maintenance requirements. Material management supply functions are provided by respective FISCs, under partnership agreements. The Portsmouth Naval Shipyard is assigned a mission of stocking a selected range of Navy owned material for the support of Fleet units and Navy shore activities. Shipyards are under the management of the Commander, Naval Sea Systems Command.

1012 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

→ 1. GENERAL. The primary mission of SPAWARSCEN (formerly NAVMASSO) is the development and maintenance of non-tactical automated data processing systems for Navy operating forces (Afloat and Ashore Activities) and Marine Aviation Logistics Squadrons (MALS). SPAWARSCEN is located in Norfolk VA with detachments in San Diego CA, Sigonella Italy, Yokosuka Japan, Charleston SC (formerly NISEEAST). Together they constitute the Afloat Central Design Agency (CDA) responsible for designing, developing, integrating, implementing, and sustaining Fleet logistic, financial, and maintenance automated information systems. Problems encountered by NALCOMIS, MFCS-PC, MFCS, RSUPPLY, SFM and SUADPS-RT users should be reported to SPAWARSCEN as appropriate. Management assistance teams consisting of supply and data processing technicians are available to provide advice and assistance to Fleet units and MALS on a scheduled basis and/or to meet emergency situations.

Section II: FLEET ACTIVITIES AND COMPONENTS PERFORMING SUPPLY FUNCTIONS

1025 FLEET COMMANDS

1. FLEET COMMANDERS. Fleet Commanders have the following logistic responsibilities:
 - a. Promulgation of general logistic policies, plans, and orders for the support of Fleet and shore activities in the area;
 - b. Establishment of standards of logistics and logistic readiness;
 - c. Dissemination of information to subordinate commanders relative to operational logistic plans or projects;

- d. Coordination of logistic activities of subordinate commanders;
 - e. Conducting Integrated Logistics Overhauls (ILOs).
- 2. FLEET SUPPLY OFFICER. To assist in carrying out his logistic responsibilities, each fleet Commander has a professional adviser for supply and transportation matters, the fleet Supply Officer. The Atlantic Fleet Supply Officer heads a division of COMLANTFLT Headquarters (Code N41). The Pacific Fleet Supply Officer heads a division of COMPACFLT Headquarters (Code N4) and is the Deputy Chief of Staff (DCOS) for Logistics, Fleet Supply and Ordnance. The U.S. Naval Forces Europe Fleet Supply Officer heads a division of COMUSNAVEUR Headquarters (N42).

**1026 TYPE COMMANDERS WITH PRIMARY LOGISTIC RESPONSIBILITIES
EXTENDING BEYOND THEIR OWN TYPE ORGANIZATION**

1. GENERAL. Ship's of a fleet are grouped by ship types and are assigned to Type Commanders (TYCOMS) for purposes of administration. Certain TYCOMS have primary logistics responsibilities which extend beyond their own type organization. These are as follows:
- a. Atlantic Fleet:
 - Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT);
 - Commanding General, Fleet Marine Force, U.S. Atlantic Fleet (CGFMFLANT);
 - Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT);
 - b. Pacific Fleet:
 - Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC);
 - Commanding General, Fleet Marine Force, U.S. Pacific Fleet (CGFMFPAC).
- 2. DUTIES OF THE COMMANDER, NAVAL AIR FORCE, U.S. ATLANTIC FLEET. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMNAVAIRLANT, as logistic agent for aviation support, acts for COMLANTFLT in aviation supply matters (including support in aeronautical, photographic, and aviation material) to provide for aviation supply support to COMNAVAIRLANT units, to FMFLANT, to aviation shore activities overseas in the Atlantic Command region, and to such other aviation commands as may be assigned specifically to COMNAVAIRLANT for aviation logistics. COMNAVAIRLANT makes recommendations to COMLANTFLT on matters of policy or of significance involving aviation supply support in LANTFLT. Specific functions delegated to COMNAVAIRLANT include the following:
- a. Providing planning information to support bases relative to aircraft deployments;
 - b. Issuing aviation supply outfitting directives;
 - c. Controlling distribution of critical aviation materials;
 - d. Establishing supply procedures, stock levels, and requisitioning channels for aviation material for fleet ships and bases;

- e. Implementing aviation supply policy and procedures directed by higher authority;
- f. Exercising operational and administrative control of fleet support aircraft;
- g. Issuing necessary instructions for the guidance of fleet units in requests for and utilization of fleet tactical aeronautical support services;
- h. Developing plans which provide for the expansion of fleet tactical aeronautical support capability as required;
- i. Providing information to COMLANTFLT on schedules and random airlift opportunities. Allocation of available airlift among requesting commands will be made with due regard to priorities and effect on fleet readiness. Matters involving policy and airlift allocation which cannot be resolved in coordination with other commands, will be referred to COMLANTFLT.

3. DUTIES OF THE COMMANDING GENERAL, FLEET MARINE FORCE, U.S. ATLANTIC FLEET. CGFMFLANT will maintain responsibility and control of Marine Corps material in accordance with current directives.

4. DUTIES OF COMMANDER SUBMARINE FORCE, U.S. ATLANTIC FLEET. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMSUBLANT acts as logistic agent for the following submarine supply matters;

- a. Coordinates, monitors, and controls as appropriate the procurement allocation and distribution of submarine and fleet ballistic missile material;
- b. Coordinates with COMSUBPAC the allocation of critical submarine and fleet ballistic missile material to operating units of both forces;
- c. Arranges for and schedules the air movements of FBM submarine relief crews;
- d. In coordination with COMSCLANT, arranges and schedules the surface lift of fleet ballistic missiles and other submarine material to COMSUBLANT operating sites;
- e. Arranges for the movements of air cargo to submarine support sites.

→ 5. DUTIES OF THE COMMANDER, NAVAL AIR FORCE, U.S. PACIFIC FLEET. COMNAVAIRPAC will maintain responsibility and control of aviation material in accordance with current directives. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMNAVAIRPAC, as logistic agent for aviation support, acts for COMPACFLT in aviation supply matters (including support in aeronautical, photographic, and aviation material) to provide for aviation supply support to COMNAVAIRPAC units, to FMFPAC, to aviation shore activities overseas in the Pacific Command region, and to such other aviation commands as may be assigned specifically to COMNAVAIRPAC for aviation logistics. COMNAVAIRPAC makes recommendations to COMPACFLT on matters of policy or of significance involving aviation supply support in PACFLT. Specific functions delegated to COMNAVAIRPAC include the following:

- a. Providing planning information to support bases relative to aircraft deployments;
- b. Issuing aviation supply outfitting directives;
- c. Controlling distribution of critical aviation materials;

- d. Establishing supply procedures, stock levels, and requisitioning channels for aviation material for fleet ships and bases;
- e. Implementing aviation supply policy and procedures directed by higher authority;
- f. Exercising operational and administrative control of fleet support aircraft;
- g. Issuing necessary instructions for the guidance of fleet units in requests for and utilization of fleet tactical aeronautical support services;
- h. Developing plans which provide for the expansion of fleet tactical aeronautical support capability as required;
- i. Providing information to COMPACFLT on schedules and random airlift opportunities. Allocation of available airlift among requesting commands will be made with due regard to priorities and effect on fleet readiness. Matters involving policy and airlift allocation which cannot be resolved in coordination with other commands, will be referred to COMPACFLT.

6. DUTIES OF THE COMMANDING GENERAL, FLEET MARINE FORCE, U.S. PACIFIC FLEET. CGFMFPAC will maintain responsibility and control of Marine Corps material in accordance with current directives.

1027 LOGISTICS RESPONSIBILITIES OF ALL TYPE COMMANDERS' STAFF SUPPLY OFFICERS

Supply Corps Officers on the staff of a Type Commander normally are responsible for the following functions:

- a. Keeping the Type Commander advised of supply requirements;
- b. Ensuring compliance with Navy Department and Fleet supply directives;
- c. Making recommendations to the Type Commander on matters regarding supply policies, procedures, and conditions of readiness affecting ships of the type command;
- d. Conducting inspections of supply functions as required;
- e. Supervising the replenishment of supplies from mobile supply units under the operational control of his Type Commander;
- f. Reviewing and taking action on requisitions requiring approval of higher authority.

1028 FORCE, GROUP, AND SQUADRON SUPPLY OFFICERS

When the supply requirements of any subdivision of the organization indicate the need for a Supply Corps Officer to perform necessary administrative duties, a staff Supply Officer may be assigned to the force, group, or squadron commander.

Section III: AFLOAT SUPPLY ORGANIZATION

1049 SUPPLY DEPARTMENT FUNCTIONS

1. GENERAL. Afloat supply functions are categorized into material support and service functions. Material support functions relate to operational and maintenance requirements, while service functions entail operating service functions.

2. MATERIAL SUPPORT FUNCTIONS

a. Material Included. Material support functions include procurement, receipt, stowage, issue, and accounting for the following types of material in accordance with directives and in quantities necessary for the operation of the ship:

- (1) Consumables;
- (2) Equipage;
- (3) Repair parts;
- (4) Inert nuclear weapons material and associated test and handling equipment (less procurement), tools, and consumables;
- (5) Fuel (preparation of procurement documents only);
- (6) Ships store and retail clothing stock (when facilities are provided);
- (7) Food items;
- (8) Medical and dental supplies, in MFCS ships. (Procurement only, in end use ships);
- (9) Navigational or intelligence charts, maps, and related publications.

b. Material not Included. The following types of material are not included under afloat supply department functions:

- (1) Ammunition, ammunition containers, and ammunition details will usually be the responsibility of the ship's Weapons Officer or Combat Systems Officer. The Type/Group Commander may direct that responsibility for cargo ordnance on board ammunition ships (AE, AOE, AOR, etc.) be assigned to the Supply Officer.
- (2) War reserve stockpile nuclear weapons and major assemblies obtained through operational channels will be the responsibility of the ship's Weapons Officer.
- (3) When there is a Marine Corps detachment aboard, Marine Corps material will be the responsibility of the Officer In Charge of the detachment.

3. SERVICE FUNCTIONS. Service functions include the operation of the following facilities:

- a. General mess, including food preparation and service;
- b. Ships store and related activities where facilities are provided aboard, including:



- (1) Vending machines;
- (2) Laundry;

- (3) Barber shop.
- ↑ c. Disbursing government funds (when a Supply Corps Officer has been specifically ordered to this duty);
- d. Wardroom mess (when a billet has been established for a Supply Corps Officer to be wardroom mess Officer);
- e. CPO mess.

1050 SUPPLY DEPARTMENT ORGANIZATION

1. GENERAL. Organization is the orderly arrangement of personnel by functions. Sound supply department organization is necessary to carry out the objectives of the department and will vary in accordance with the mission, physical characteristics, and complement of the ship. It is based on a division of activities and on the assignment of responsibilities and authority to individuals within the organization. When prescribed by the Type Commander, the supply department head will prepare a Supply Department Organization Manual which will contain a description of the functions of each component of the department and assign areas of responsibility and authority. It will also include tasks of key personnel.

2. ORGANIZATION CHART. The Supply Officer will prepare an organization chart dividing the department into divisions identified as S-1, S-2, S-3, etc. The chart will include identification of essential functions and a clearly defined channel of responsibility and authority. The divisions will vary depending on ships configuration, mission, and personnel assigned. Typical divisions of a Supply Department are as follows:

- a. General Stores/Material - The General Stores/Material Division functions include:
 - (1) receiving material;
 - (2) stowing material;
 - (3) issuing material;
 - (4) offloading material;
 - (5) inventorying material;
 - (6) ensuring cleanliness, upkeep and security of storerooms and cargo holds;
 - (7) ensuring classified repair parts are properly secured and access is restricted to authorized personnel only;
 - (8) operating Seamart;
 - (9) ensuring controlled material, DLRs, and pilferable items are separated from routine stock items;
 - (10) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- b. Stock Control - The Stock Control Division functions include:
 - (1) determination of stock requirements;

- (2) stock reorder processing;
- (3) processing and controlling receipt and expenditure documents;
- (4) financial accounting;
- (5) allowance processing;
- (6) maintaining supply automated system files;
- (7) load analysis;
- (8) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

c. Customer Service - The Customer Service Division functions include:

- (1) processing material requests;
- (2) purchasing;
- (3) maintaining material catalogs and technical publications, providing technical assistance to customers;
- (4) processing DTO receipts;
- (5) performing material obligation validations;
- (6) performing COSAL maintenance;
- (7) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

d. Supply Quality Assurance (SQA) - The Supply Quality Assurance Division functions include:

- (1) monitoring performance
- (2) reviewing NIS documents/warehouse refusals
- (3) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

e. Hazardous Material Control - The Hazardous Material Control Division functions include:

- (1) receiving, stowing and issuing hazardous material;
- (2) inventorying and accounting for all hazardous material and excess hazardous material onboard

f. Aviation Stores - The Aviation Stores Division functions include:

- (1) requisitioning, receiving, stowing, issuing, and accounting for aviation material;
- (2) maintaining NALCOMIS system files;
- (3) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

- (4) receiving, temporarily storing, and shipping aviation Engineering Investigation (EI) exhibits.

- (5) managing DLR program;
- g. Food Service - The Food Service Division functions include:
 - (1) Operating all phases of the general mess including preparation and service of food and operation of food preparation equipment;
 - (2) Making authorized sales and transfers of food items;
 - (3) Receiving, stowing and issuing all food stocks;
 - (4) Determining requirements;
 - (5) Conducting inventories;
 - (6) Perform accounting for food items;
 - (7) Ensuring cleanliness, upkeep and security of assigned spaces;
 - (8) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- h. Wardroom Mess - The Wardroom Mess Division functions include:
 - (1) Procuring, receiving, issuing, and accounting for food service and other stores;
 - (2) Preparing and serving food;
 - (3) Ensuring cleanliness and upkeep of assigned spaces;
 - (4) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- i. CPO Mess Caterer - The CPO Mess Caterer functions include:
 - (1) Procuring, receiving, issuing, and accounting for food service and other stores;
 - (2) Preparing and serving food;
 - (3) Ensuring cleanliness and upkeep of assigned spaces;
 - (4) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- j. Ships Store and Retail Clothing - The Ships Store and Retail Clothing Division functions include (detailed guidance is provided in NAVSUP P-487):
 - (1) Determining requirements for retail items and operating supplies;
 - (2) Procuring, receiving, stowing, and issuing of retail items and operating supplies;
 - (3) Operating resale and service activities such as ships store, vending machines, laundry and barber shops;
 - (4) Conducting inventories;
 - (5) Accounting for operating supplies and retail items;
 - (6) Ensuring cleanliness, upkeep and security of assigned storage spaces;

(7) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

k. Disbursing - The Disbursing Division functions include:

- (1) Collecting and disbursing all public funds aboard ship;
- (2) Performing all afloat pay and allowance functions;
- (3) Maintaining military pay records and preparing money lists;
- (4) Preparing and verifying public vouchers as required;
- (5) Making payments and collections of all public funds;
- (6) Preparing financial returns;

(7) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

l. Postal - The Postal Division functions include:

(1) Determines transportation requirements for the receipt and dispatch of personal and official mail;

(2) Performs customer service financial transactions (i.e. Money Order sales; Stamp sales; Special services for personal mail);

(3) Performs directory services on undeliverable mail;

(4) Administers and maintains accountability of fixed stamp credit assigned to the command;

(5) Maintains proper safeguard of postal equipment and security of both personal and official ordinary and accountable mail;

(6) Maintains postal supplies, records and inventories;

(7) Monitors and ensures customs declarations requirements are made while operating in waters or foreign ports fifty miles OUTCONUS and if necessary collect customs duties;

(8) Administers customer complaints, inquiries and postal indemnity claims;

(9) Ensures cleanliness, upkeep and security of assigned spaces;

(10) Maintains files/records, and prepares required correspondence, and reports for the above functions;

(11) Reports suspected postal offenses and violations;

(12) Conducts mail transit time surveys; and

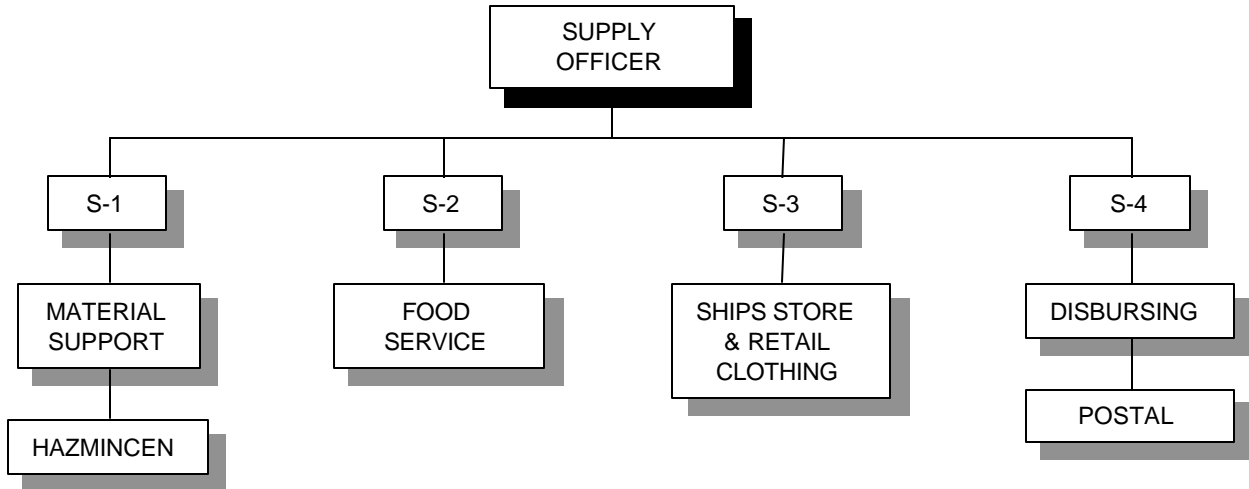
(13) Directs postal audits.

m. Training - The Training Division functions include:

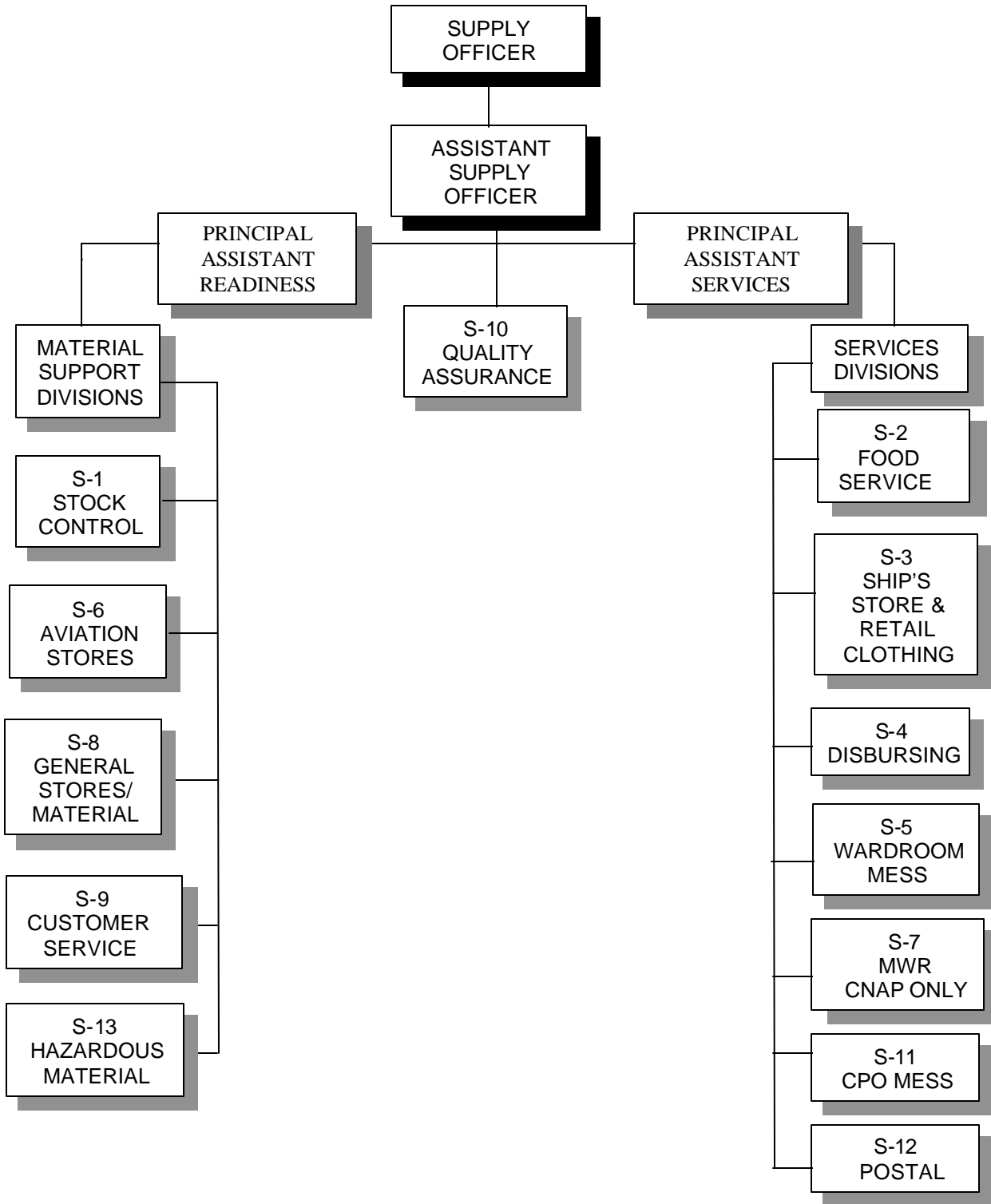
(1) Maintaining and administering a formal training program, which supplements on the job training to ensure a high state of readiness and to maintain continuity when personnel changes occur;

(2) Maintaining all records incident to the formal training program which includes curriculums by rating, lesson plans, schedules, individual training records, personnel advancement requirement forms, division officers' notebooks, and military training.

TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON A SMALL FLEET UNIT



TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON AN AIRCRAFT CARRIER



Section IV: FLEET SUPPORT

1065 INTRODUCTION

The operating forces of the Navy are charged with supporting national policy under all conditions, ranging from peacetime through unlimited armed conflict. The Navy Supply System is designed to support the operating forces under any conditions existing at any given time. Ships are loaded with sufficient supplies to assure a prescribed period of self sufficiency and to permit maximum retaliation when necessary. Shore bases and mobile support techniques are used to supply the operating forces as circumstances require.

1066 DEPLOYED FLEET SUPPORT

1. GENERAL. To the maximum extent possible, support of deployed fleet units is provided by forces afloat, including own ship and the Combat Logistics Force. Supplemental fleet support responsibilities are assigned to overseas bases.
2. ORGANIC LEVEL OF SUPPLY. The organic level of supply consists of the allowance materials a ship is authorized to stock to sustain operations under specified maintenance concepts for a stated period. Ship's allowance materials, when not in excess of authorized levels, normally are not subject to redistribution by a central inventory manager except when an emergency exists and redistribution is approved by the applicable operational commander.
3. ECHELONS OF RESUPPLY. The first echelon of resupply is that material positioned in ships of the Combat Logistic Forces (CLF). There is no first echelon of resupply for aviation peculiar material. The second echelon of resupply is that material stocked at ashore activities for resupplying the operating forces.

1067 COMBAT LOGISTIC FORCES (CLF)

1. COMPOSITION. The CLF includes the following ship types:
 - a. T-AFS Combat stores ship
 - b. T-AF Stores Ship
 - c. AO/T-A Oiler
 - d. AOR Replenishment oiler
 - e. AOE Fast combat support ship
 - f. AE Ammunition ship

2. SUPPLY SUPPORT. Depending on ship type and operational requirements, CLF ships may carry one or more of the following categories of material:

- a. Fleet Issue Load List (FILL)
- b. High Usage Load List (HULL)
- c. Tender and Repair Ship Load List (TARSELL)
- d. Ammunition
- e. Deckload
- f. Provisions
- g. Ships store merchandise (1Q cog)
- h. Bulk petroleum products

The categories of material carried by each ship type are specified in the Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998.

1068 ADVANCED BASES

1. INTRODUCTION. Advanced bases are activated, as necessary, in time of war for the purpose of supplementing support provided by Combat Logistic Forces (CLF) in order to cope with increased tempo of operations. They are of minimum size and scope sufficient to furnish the supply support which cannot be provided by the CLF or which is more feasibly provided ashore.

2. SUPPLY SUPPORT RENDERED BY THE ADVANCED BASE. The primary supply mission of the advanced base is the support of all shore based facilities in the area. Additional tasks, which will vary in accordance with the specific mission of the base, are the receipt and transshipment of material for task force and mobile support group ships, and the direct support of afloat units. Since an advanced base usually is composed of elements of the operating forces of more than one service, the responsibility to supply common use material and services to all elements will be assigned to one service. The supply support to be rendered by the Navy at an advanced base will depend upon the assignment of common use support responsibility.

1069 OVERSEAS BASES

1. GENERAL. An overseas base is a permanent naval base or other facility, located outside the United States, which is designed to support the fleet and overseas shore establishments. It differs from an advanced base, which is temporary in nature, in that it is a permanent facility. The general mission of overseas bases is prescribed by the management bureau, systems command, or office. The degree of supply support which overseas bases will furnish fleet units is described as follows:

- a. full supply support—complete fleet support of required items of any category of material designated to be stocked by the overseas base;

b. limited supply support—limited fleet support by the base restricted to specified categories of material or specified ships;

c. emergency supply support—limited fleet supply support within the capability of the base to provide restoration or continuance of essential operations. (Such support does not include topping off or routine replacement of repair parts or consumable materials. Material is not stocked for emergency support unless specifically directed.)

1070 FLEET SUPPORT IN UNITED STATES WATERS

1. GENERAL. Fleet units in United States territorial waters are supported by the permanent naval shore establishments, including Fleet and Industrial Supply Centers, Naval Shipyards, and other activities. This general principle does not preclude fleet commanders from using CLF ships, particularly oilers and tenders, for supporting other ships when feasible. The location and general mission of the shore activities in the United States supporting fleet units is prescribed by the Secretary of the Navy and promulgated in the Basic Naval Establishment Plan. The detailed mission of these activities is prescribed by the management bureau, office, or systems command and is usually promulgated as a numbered instruction. Standards of support are determined by the Navy Department and are promulgated in the Navy Department Program Objectives, Naval Supply Systems Command Program Objectives, and other planning documents.

2. FLEET SUPPORT FUNCTIONS. Fleet and Industrial Supply Centers will provide such fleet support functions as:

a. personally contact the ship immediately upon its arrival in port for the purpose of providing the Supply Officer with current information concerning available facilities and local procedures for obtaining supplies and services;

b. conduct internal follow-up as necessary to ensure that the required material is procured, assembled, and delivered alongside in time to meet the operating schedule of the ship;

c. furnish requisition status information and other material, such as copies of applicable shore contracts and shopping guides;

d. provide other services, such as technical library assistance and material identification assistance;

e. provide pre-deployment supply assistance to those ships designated by Type Commanders which includes:

(1) screening outstanding requisitions as requested by the fleet units and providing the latest status information; recommending alternate courses of action on outstanding requisitions, such as canceling and resubmitting for support from locally available material or upgrading existing priorities; providing for pierside delivery;

(2) upon written request from a deployed ship, hold material until ship's arrival and coordinate the necessary functions to ensure proper staging of material pending ship's arrival.

1071 FLEET SUPPORT POLICY AND RESPONSIBILITIES

1. CHIEF OF NAVAL OPERATIONS. The Chief of Naval Operations is responsible for providing fleet supply support policy and approving requirements for pre-positioned war reserve stocks.

2. BUREAU OF NAVAL PERSONNEL (BUPERS) AND BUREAU OF MEDICINE AND SURGERY (BUMED). The Chief of Naval Personnel and the Chief, Bureau of Medicine and Surgery review shipboard allowances for material under their technical and management control.

3. FLEET COMMANDERS. Fleet Commanders are responsible for the following functions relating to fleet support:

- a. utilize shipboard allowance lists as the basic stocking authority at shipboard level;
- b. authorize in excess loading of ships;

(1) for operations not supported by the Combat Logistics Forces or for operation in areas where scheduled replenishment is not practicable;

(2) to support embarked aircraft or other weapons during deployment periods for which Combat Logistic Forces support and scheduled replenishment is not planned;

(3) to meet unusual circumstances;

c. police the utilization, maintenance, and validation of allowance and load lists, and initiate corrective action when necessary;

d. provide logistic intelligence and state support requirements to the Naval Supply Systems Command for utilization in preparation and maintenance of allowance load lists including:

(1) the hulls or types of ships and equipment to be supported by specific tenders or repair ships;

(2) load list requirements dictated by special situations, missions, or new requirements;

(3) specific items or categories of items required as insurance items;

e. provide for the collection of usage and demand data from fleet units for the preparation of allowance and load lists;

f. enforce allowance and fleet load list discipline to ensure that stocks afloat do not exceed authorized levels;

g. recommend pre-positioned war reserve stock requirements to the Chief of Naval Operations;

h. designate ships and shore activities to carry insurance and high value items to be positioned for fleet support;

i. conduct the Fleet Integrated Logistics Overhauls (ILO);

- j. Determine Fleet program support material requirements for overseas bases;
- k. Advise the Chief of Naval Operations as to the adequacy of Fleet and overseas base support;
- l. Inspect assigned immediate subordinate commands and establish inspection programs at lower echelons;
- m. Manage financial resources.

1072 OPERATION OF THE INTEGRATED NAVY SUPPLY SYSTEM

1. GENERAL. The Navy Supply System is integrated with the Defense Logistics Agency (DLA) Supply System; The DLA Supply System is explained in par. 1072-3. This paragraph will describe the operation of the Navy Supply System, the operation of the DLA Supply System, and the operation of the integrated Navy Supply System, in providing material required by the operating forces. It should be realized that the Navy and DLA Supply Systems are much more complicated than the following descriptions indicate. This paragraph will present only the skeletonized view of the system in order to assist in understanding the relationships of the various elements.

2. THE NAVY SUPPLY SYSTEM

- a. General. The term “Navy Supply System”, as used in this paragraph, describes that system under the direction of the Commander, Naval Supply Systems Command, consisting of inventory managers and Fleet and Industrial Supply Centers (FISCs), which functions to provide material to the operating forces of the Navy. The functions of inventory managers, including the Inventory Control Point (ICP) are described in par. 1008. The operation of FISCs and Naval Shipyards (NSYs) is described in pars. 1009-1011.
 - b. Inventory Control Point. The ICP manages material which is held in a distribution system composed of shore supply activities. The ICP provides the material required, based on transaction reports submitted by the Navy ashore supply activity. The ICP stock management responsibilities to the supply system are summarized as follows:
 - (1) Position material at various Navy ashore supply activities (e.g. FISCs, Naval Air Stations, Trident Refit Facility, and Contractor warehouses);
 - (2) Retain inventory control of material through an extensive stock reporting system;
 - (3) Provide technical assistance and cataloging services to the supply system (and to its customers).
- c. Fleet and Industrial Supply Centers. The primary contact points of the operating force for material support are the FISCs. Other contact points such as NSYs (see par. 1011) are not usually associated with direct Fleet support, but may be used when necessary. The material support functions of the FISCs are summarized as follows:
 - (1) Procure, receive, store, and issue material;
 - (2) Invoice customers for material issued;
 - (3) Report issues of material to the cognizant ICP.

(4) Report receipt of material to cognizant ICP.

d. Operation of the Navy Supply System. The illustration on the following page depicts the operation of the Navy Supply System from the receipt of a customer's requisition to the replenishment of stock. The items enumerated correspond to the numbered lines in the illustration:

(1) USS JOHN PAUL JONES submits a requisition to FISC San Diego, for a cognizance symbol 1H repair part.

(2) After researching their records and determining that the item is not in stock, FISC San Diego, refers the requisition to the proper inventory manager for cognizance symbol 1H material, NAVICP Mechanicsburg.

(3) NAVICP Mechanicsburg, after researching their master records and determining that the requested item is in stock at FISC Yokosuka, refers the requisition to FISC Yokosuka.

(4) FISC Yokosuka, issues the material to USS JOHN PAUL JONES.

(5) FISC Yokosuka, makes an issue transaction report to NAVICP Mechanicsburg.

(6) NAVICP, after applying the issue report to its master record, ascertains that FISC Yokosuka's stock of the item is below the required level and issues a contract to the XYZ Corporation for replenishment.

(7) The XYZ Corporation ships the material to FISC Yokosuka.

(8) FISC Yokosuka, makes a receipt transaction report to NAVICP Mechanicsburg.

3. THE DEFENSE LOGISTICS AGENCY SUPPLY SYSTEMS

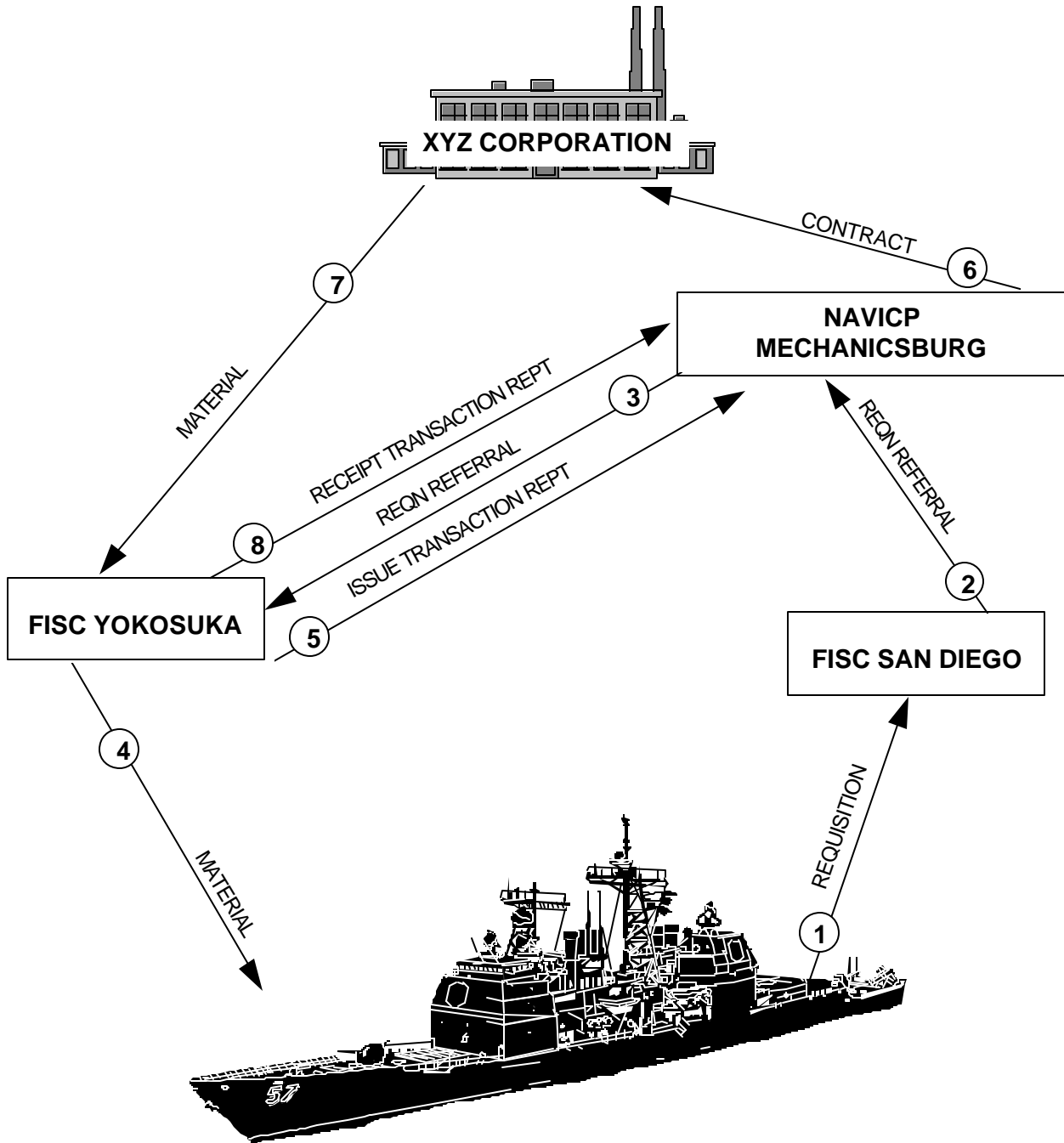
→ a. General. DLA is a supply support organization which is assigned management responsibility and control of items in common use by all military services. About 60 percent of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by the number 3 or 9 preceding the alphabetic cognizance symbol, except for cognizance symbol 3H material which is managed by NAVICP MECH and 9Q material which is managed by the General Services Administration (GSA). Management of the DLA supply system is exercised through DLA headquarters at Fort Belvoir, VA. The role of DLA headquarters in the DLA supply system can be compared to the role of the Naval Supply Systems Command within the Navy Supply System.

b. DLA Supply Centers. Defense Supply Centers (DSCs) perform the same functions for the Defense Supply System as the ICP performs for the Navy Supply System (see par. 1072-2b), except Defense Energy Support Center (DESC) has no responsibility for inventory control. There are five DSCs, each responsible for a certain type of material. They are:

(1) Defense Supply Center Philadelphia (DSCP) (formerly DPSC), PA- food items, medical supplies, and clothing;

(2) Defense Energy Support Center (DESC) (formerly DFSC), Washington, DC - bulk petroleum and bulk petroleum based chemicals;

THE NAVY SUPPLY SYSTEM



(3) Defense Supply Center Philadelphia (DSCP), Philadelphia, PA -(formally DISC) industrial type items (e.g., bearings, wire rope, and sheet metal);

(4) Defense Supply Center Richmond (DSCR), Richmond, VA - (formally DGSC) furniture, food preparation equipment, recreation equipment, packaged petroleum products, office supplies, and cleaning supplies.

(5) Defense Supply Center Columbus (DSCC), Columbus OH (Defense Electronics Supply Center (DESC) and Defense Construction Supply Center (DCSC) merged to form DSCC) - electronic and electrical equipment and repair parts, structural material and equipment, components, and repair parts;

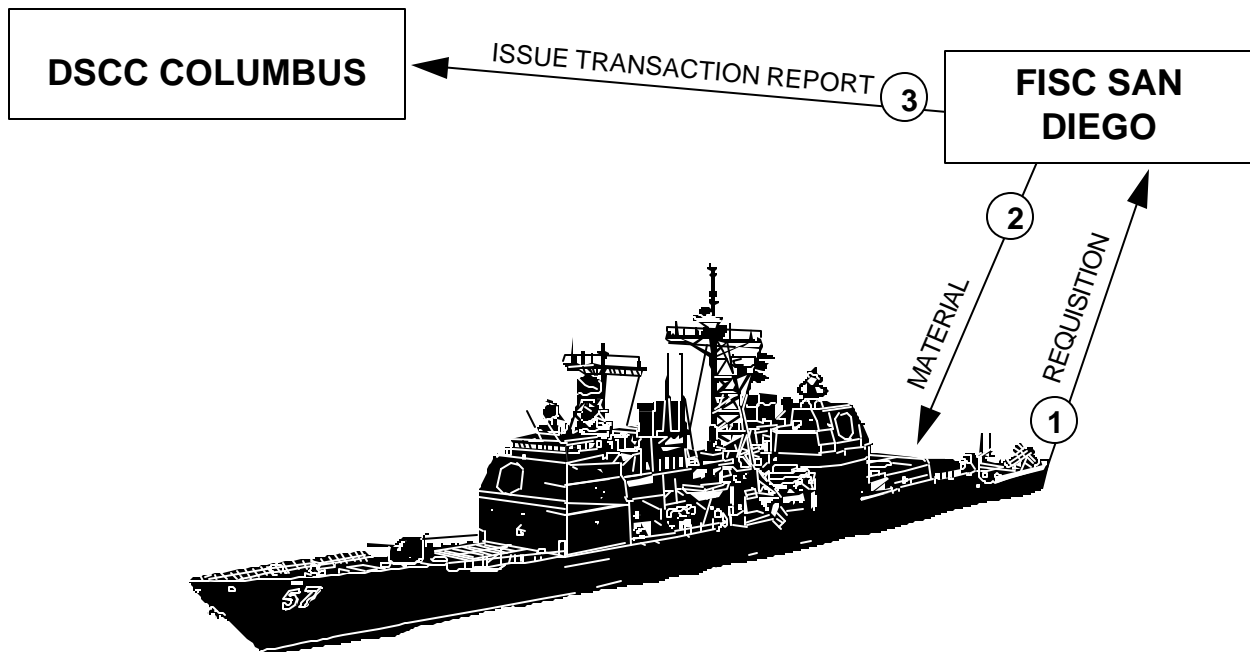
c. DLA Material Distribution Activities. Material distribution functions within the Defense Supply System are performed by Defense Depots (DDs). A defense depot is a storage point for DLA material. Issue of material from a DD is centrally controlled by the cognizant DSC and is based on a requisition received and processed centrally by the DSC. DDs cannot accept requisitions directly and issues are made only when directed by the DSC.

d. Operation of the DLA Supply System. The following illustration depicts the operation of the DLA supply systems in filling a requisition submitted by an afloat customer:

(1) USS JOHN PAUL JONES submits a requisition for cognizance symbol 9C material to FISC San Diego.

(2) FISC San Diego, issues the material from DLA stocks.

(3) FISC San Diego, reports the issue transaction to DSCC. In the foregoing example, it should be understood that although requisitioned from and supplied by a FISC, the material issued was owned and managed by DSCC.



e. Navy Retail Stock Points. The DLA materials that are stored and issued by Navy stock points are DLA owned and, therefore, managed as “wholesale” stock. All other DLA materials held by Navy stock points are Navy owned, inasmuch as they were purchased with Navy Working Capital Fund money from the cognizant DSC(s). These DLA materials are managed as “retail” stock, and the holding activities are known as Navy retail stock points. The management function at the retail level for Navy owned DLA material is performed by Navy retail offices (NROs). The NRO’s manage material by financial means only, i.e., they apportion Navy Working Capital Fund money to the Navy retail stock points for use in purchasing DLA material. The Naval Inventory Control Point, Mechanicsburg, Code 0133, is the principal NRO.

4. THE INTEGRATED NAVY SUPPLY SYSTEM. The illustration on the following page depicts the operation of the integrated Navy Supply System. The following items correspond to the numbered lines in the illustration;

- a. USS JOHN PAUL requisitions cognizance symbol 9N material from FISC San Diego.
- b. FISC, San Diego, after screening its stocks and determining that the requested material is not carried, refers the requisition to DSCC Columbus, the cognizant inventory manager.
- c. DSCC Columbus, after researching its master records and determining that the material is available at FISC Yokosuka, refers the requisition to FISC Yokosuka.
- d. FISC Yokosuka, issues the material to USS JOHN PAUL JONES.
- e. FISC Yokosuka, makes an issue transaction report to DSCC Columbus.
- f. DSCC Columbus, after applying the issue report to its master record, ascertains that stock of the item at FISC Yokosuka, is below the required level and issues a contract to the ABC Corporation for additional stocks of the item.
- g. The ABC Corporation ships the material to FISC Yokosuka.
- h. FISC Yokosuka, makes a receipt transaction report to DSCC Columbus.

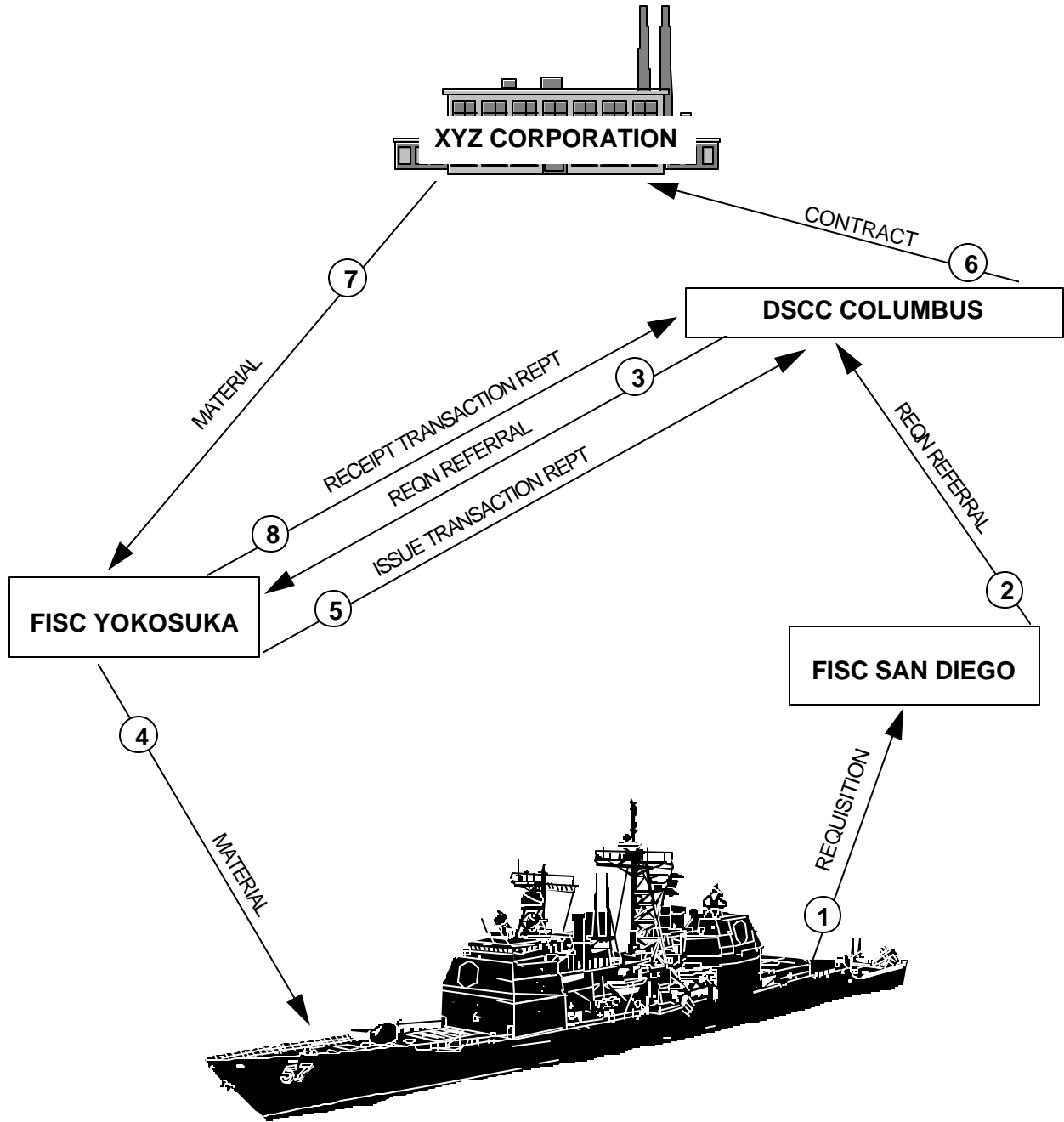
5. THE GENERAL SERVICES ADMINISTRATION (GSA). The General Services Administration (GSA) provides common use items, such as paint, paper, hand tools, and cleaning gear to the Navy. Navy interest items are listed in FEDLOG as cognizance symbol 9Q and are available at Fleet and Industrial Supply Centers (FISCs). Information concerning identification and procurement of GSA material is contained in par. 3442.

1073 NAVAL RESERVE TRAINING SHIPS

1. GENERAL. The supply functions of Naval Reserve Training Ships operate under the provisions of NAVSO Publication 3013-2; NAVSUP Publications 485, 486, and 487; and amplifying instructions of the respective Type Commanders. Naval Reserve Training Ships (NRT ships) are designated by the Chief of Naval Operations as:

- a. NRT ships in commission “in reserve” (Group 1),
- b. NRT ships in service “not in commission” (Group 2),
- c. NRT ships out of commission (used for classrooms) (Group 3).

THE INTEGRATED NAVY SUPPLY SYSTEM



Part B: ADMINISTRATION**Section I: PERSONNEL****1100 OFFICERS OF THE NAVAL SERVICE**

1. GENERAL. Officers of the United States naval service will be known as officers of the line, officers of the staff corps, and chief warrant officers. Officers of the staff corps of the Navy include, among others, officers of the Supply Corps. All officers of the naval service, regardless of designation or corps, have the necessary authority for the performance of their duties and will be obeyed by all persons, of any designation or corps, who are subordinate to them in accordance with regulations or orders from competent authority.

2. SUPPLY CORPS OFFICERS/WARRANT OFFICERS. The term "Supply Corps Officer/Chief Warrant Officer" refers to an officer/chief warrant officer of the Supply Corps.

1101 SUPPLY OFFICER

1. DEFINITION. . The term "Supply Officer" is used to describe the head of the Supply Department of a ship or other activity. The Supply Officer is either a Supply Corps officer assigned to that duty by competent authority or a line officer designated as such by the Commanding Officer.

2. LINE OFFICERS DESIGNATED AS SUPPLY OFFICER. On ships without a Supply Corps Officer assigned, the Commanding Officer will designate, in writing, a line officer to be the Supply Officer. The Commanding Officer will issue such letters of authority to the designated Supply Officer as may be required for the proper performance of his duties. The letters of authority will be (but are not limited to) the following (see par. 1188):

- a. letter of authority to perform as Supply Officer;
- b. letter of authority to perform as Food Service Officer;
- c. letter of authority pertaining to accountability for food service operations in accordance with NAVSUP Publication 486, Volume I, par. 1030-4.

3. DUTIES AND RESPONSIBILITIES. The Supply Officer is responsible to the Commanding Officer for the proper performance and administration of all Supply Department functions as follows (also see OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy, par. 328):

- a. the economical and efficient operation of the Supply Department;
- b. the procurement, receipt, stowage (when applicable), issues, and accounting for equipment, repair parts, and consumables required to support the ship;
- c. the operation and upkeep of equipment assigned to the Supply Department and the cleanliness and upkeep of assigned Supply Department spaces;

- d. the training and supervision of personnel assigned to the Supply Department;
- e. the certification for payment of lawful bills;
- f. operation and supervision of the general mess, including the procurement, preparation, and service of food;
- g. operation and supervision of the ships store except when the Ships Store Officer is designated, in writing, to be other than the Supply Officer;
- h. the performance of such other collateral duties as are assigned by the Commanding Officer.

Although responsibility and accountability for certain Supply Department functions may be delegated to subordinates in accordance with par. 1104, such assignments do not relieve the Supply Officer of his responsibility to the Commanding Officer for the proper performance of the functions so assigned.

1102 ASSISTANT SUPPLY OFFICER

1. GENERAL. The Assistant Supply Officer should be the next senior Supply Corps Officer and will be the principal assistant to the Supply Officer, acting as Supply Officer during periods when the Supply Officer is absent or incapacitated. Primarily, the Assistant Supply Officer will ensure the proper administration of the department and training of supply personnel.

1104 OTHER SUPPLY DEPARTMENT OFFICERS

1. GENERAL. Other Supply Corps Officers will be assigned to duties at the Supply Officers discretion, except that an officer will be assigned as Disbursing Officer by the Bureau of Naval Personnel only (see par. 1104-2). Officers assigned as Division Officers will be responsible directly to the Supply Officer for the proper operation and administration of their division. The assignment of an officer to accountable duty in no way relieves the Supply Officer from responsibility for the proper performance of the supply functions so assigned. The Supply Officer will establish controls to ensure that the duties assigned to subordinate Supply Corps Officers are being performed properly. The following controls are recommended minimum requirements:

- a. frequent inspections including spot inventories;
- b. frequent record review;
- c. training, to ensure that subordinate officers have broad knowledge of all phases of afloat supply operations;
- d. written instructions to define clearly the duties and responsibilities of subordinates.

2. **DISBURSING OFFICER.** A Supply Corps Officer may be ordered to a ship by the Bureau of Naval Personnel with the designation "Assistant for disbursing". When so designated, he will be responsible for the procurement, custody, disbursement, and collection of and accounting for government funds as authorized by the Comptroller of the Navy. In addition, he renders in his own name and on his own responsibility the financial returns as prescribed by the Comptroller of the Navy. The Supply Officer will exercise general administrative control over the disbursing activities but will not be accountable for any funds handled by the assistant for disbursing. On ships having no assistant for disbursing assigned, the Supply Officer, if an officer of the Supply Corps, will be ordered to additional duty as the Disbursing Officer. When the Supply Officer is other than an officer of the Supply Corps, the disbursing functions as such are not performed.

3. **SHIPS STORE OFFICER.** At the request of the Supply Officer, the Commanding Officer may assign financial accountability for ships store functions, including the rendering of returns, to subordinate Supply Corps Officers. Assignments made under this authority will terminate upon the relief or detachment of the Supply Officer who requested the assignment. Termination of assignment will occur also upon the relief or detachment of the officer designated under this authority. Officers assigned as Ships Store Officer will be responsible for all ships store functions. Ships store records and returns will be maintained and submitted in the name of the Ships Store Officer if the provisions of this paragraph have been complied with; otherwise, in the name of the Supply Officer.

4. **FOOD SERVICE OFFICER.** At the request of the Supply Officer, the Commanding Officer may assign financial accountability for food service functions, including the rendering of returns, to subordinate Supply Corps Officers. Assignments as Food Service Officer will be made in writing and a copy will be provided to the Type Commander. Assignments made under this authority will terminate upon the relief or detachment of the Supply Officer who requested the assignment. Termination of assignment will occur also upon the relief or detachment of the officer designated under this authority. Termination as Food Service Officer will be made in writing and a copy will be provided to the Type Commander. Officers assigned as Food Service Officer will be responsible for all food service functions. Food service records and returns will be maintained and submitted in the name of the Food Service Officer if the provisions of this paragraph have been complied with, otherwise in the name of the Supply Officer.

1106 ENLISTED PERSONNEL

1. **GENERAL.** The Supply Officer or his designated assistant will assign duties and responsibilities to enlisted Supply Department personnel. Personnel assignment to functions should be consistent with the qualifications prescribed by the enlisted rating structures. However, since the number and qualifications of Supply Department personnel vary in different ships, sound judgment must be exercised to ensure that assignments will afford maximum utilization of available resources. Additionally, the Supply Officer or his designated assistant and the appropriate Division Officer will screen the record and interview all enlisted personnel to ascertain if a history of conduct infractions, financial problems, substance abuse or generally aberrant behavior would preclude assignment of an individual to a sensitive position such as those requiring:

- a. the handling of cash and other instruments such as money orders and postage stamps;
 - b. initiation or completion of purchase orders;
 - c. acceptance or certification of material or services;
 - d. receipt, stowage, issue, inventory or off-load of classified, pilferable or repairable items;
 - e. keeping of financial logs;
 - f. other positions as appropriate.
- Fleet or Type Commanders will determine and promulgate guidance as desired concerning documentation of this screening process. Special attention should be given to individuals considered for assignment to multiple duties which provide an extra opportunity for abuse or compromise through lack of a working cross-check. The mess deck Master at Arms and food service attendants will be assigned in accordance with Food Service Management Manual (NAVSUP Publication 486), Volume I, par. 1030. All ratings will be considered as supply ratings when such personnel are assigned to the Supply Department and should be given the same screening as that utilized for sensitive supply positions.

1107 DUTY SUPPLY DEPARTMENT REPRESENTATIVES

1. DUTY SUPPLY OFFICER. A representative for the Supply Department will be assigned the duty each day to conduct Supply Department business outside of established working hours. This assignment will be made by the Supply Officer and the representative will be referred to as the Duty Supply Officer. Normally Supply Department personnel (Supply Corps Officers and senior enlisted personnel) will be assigned this duty. However, when the Supply Department complement is insufficient to satisfy this requirement, personnel from other departments may be designated as Duty Supply Officer, upon approval of the Commanding Officer. The Duty Supply Officer will be responsible for the following:

- a. remaining on board for the period of assigned duty;
- b. making required departmental reports;
- c. Holding necessary master keys for access to supply spaces;
- d. performing the duties of the head of department in absence of the Supply Officer;
- e. handling emergency business, such as receipt and inspection of stores, issues, and procurement;
- f. performing random inspections and security checks of Supply Department spaces;
- g. informing the Supply Officer of business occurring and action taken during his absence.

2. DUTY STOREKEEPER. When a duty storekeeper is required by the Supply Officer, a storekeeper will be assigned the duty each day and will act as assistant to the Duty Supply Officer in administering necessary business of the department when regularly assigned personnel are not in a duty status.

Section II: INSPECTIONS AND SECURITY**1115 NAVAL COMMAND INSPECTION PROGRAM**

→ The Naval Command Inspection Program is described in SECNAVINST 5040.3 (series). The concept of the Naval Command Inspection Program is that inspection visits of subordinate commands and units will be conducted periodically by the Immediate Superior in Command (ISIC) or the Immediate Unit Commander (IUC). Where both administrative and operational commanders are involved the inspection responsibility is that of the administrative ISIC/IUC.

1. The primary objectives of each inspection are to:
 - a. Evaluate the efficiency and effectiveness of Supply Department functions in support of the operating units assigned mission(s).
 - b. Determine the adequacy and quality of resources (i.e., personnel funds, facilities, equipment) available to the Supply Department.
 - c. Assess the effect of any resource or administrative deficiency(ies) on the unit's ability to perform its mission(s).
 - d. Recommend, via the chain of command, appropriate action to correct deficiencies.
2. Areas to be evaluated may include but are not limited to:
 - a. Standards of Conduct and Conflict of Interest,
 - b. Audiovisual Resources Management and Reporting,
 - c. Control of Organizational Issue Material,
 - d. Personnel and Material Upkeep and Cleanliness,
 - e. Resource Management,
 - f. Inventory/Material Management,
 - g. Unit Training.

1116 LOCALLY INITIATED INSPECTIONS

1. GENERAL. The responsibilities of the Commanding Officer, Executive Officer, heads of departments, and division officers in carrying out inspections are set forth in U.S. Navy Regulations. These inspections are essential to ensure maintenance of the high standards required of an effective ship. The usual forms of these inspections are outlined in par. 1116.

2. PERSONNEL INSPECTION

a. Inspections at Quarters. Each muster at quarters (see Art. 0708 Navy Regs.) will include an informal inspection by each Supply Department division officer of his division personnel. The inspector will give particular attention to individual cleanliness, haircuts posture, proper wearing of the uniform and overall military appearance.

b. Commanding Officers Inspection. The Commanding Officer is required to hold periodic personnel inspections (see Art. 0708. Navy Regs.) to ensure that personnel under his command present a neat, clean, and military appearance.

3. INSPECTION OF SHIP

a. Periodic Inspections of Shipboard Spaces. See article 0708, Navy. Regs. requires the Commanding Officer to conduct periodic inspections of shipboard spaces to determine material deficiencies and to ensure cleanliness. When he personally cannot inspect all spaces with a reasonable length of time, he will designate the zones which are to be inspected by department heads or other responsible officers.

b. Supply Duty Officer inspection. Prior to the Eight O'clock Reports, the Supply Duty Officer will satisfy himself that space and equipment of his department are secure and in satisfactory condition for the night. He may ascertain this either by personal inspection or by taking reports from division officers or responsible petty officers that they have inspected assigned spaces and equipment.

1117 SECURITY OF FILES, RECORDS, AND PUBLICATIONS

Supply Officers will ensure that required records and publications are safeguarded from loss or destruction. Such records and publications will be removed from the applicable supply space only when absolutely necessary. Any classified documents in the possession of Supply Department personnel will be handled in accordance with current shipboard instructions and the Department of the Navy Information Security Program Regulation (see OPNAVINST 5510.1 (series)).

1118 SECURITY OF SUPPLY DEPARTMENT SPACES

1. GENERAL. The following general security rules will apply to Supply Department spaces:

a. Materials in store always will be kept under lock and key except when the bulk of such material makes stowage under lock and key impractical;

b. Supply spaces will be kept locked when not attended by authorized personnel;

c. Responsibility for the security of spaces will rest with the person in charge of each space;

d. Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the Supply Officer or his delegated assistant;

- e. No supply space will be secured in such a manner to impede access by use of ordinary damage control equipment during an emergency;
- f. Keys to supply space padlocks will not be taken from the ship;
- g. A key log will be maintained to identify the holders of keys removed from the key locker;
- h. Combinations to combination locks will not be recorded in writing except as prescribed in Ships Store Afloat (see NAVSUP Pub. 487, par. 1030);
- i. All key padlocks will be 1½ inch, pin tumbler type, with dead bolt either brass or bronze. The locks will be keyed individually and furnished with two master keys for each group and two grand master keys for each set.
- j. All key less padlocks will be the three combination manipulation resistance type 8077A, NSN 9Z5340-00-285-6523;
- k. Combinations on keyless padlocks will be changed at least every six months.

2. SPACE GROUPING AND SECURITY ADMINISTRATION. Supply Department spaces will be assigned to space groupings as described in the following subparagraphs (see illustration page 1-41).

a. Group I. Group I spaces consist of all Supply Department general stores spaces, including storerooms, special lockers, and related spaces, except when other security requirements are set forth by competent authority. Navy Working Capital Fund (material carried under Material Financial Control System (MFCS)) material stowage spaces are included in this group. Each lock will be opened by an original and a duplicate key different from the keys to any other space. The original key will be drawn from the general key locker at the beginning of the day, and will remain in the possession of the person in charge of the space during working hours. At the end of the working day it will be placed in the general key locker in the supply office. Except when authorized to be kept in a special duplicate key locker, duplicate keys will be kept in a duplicate key locker in the supply office or in the Supply Officers safe. A special duplicate key locker may be authorized by the Supply Officer when shipboard procedures require recurring use of Group I duplicate keys (e.g., for a supply support center). When a special Group I duplicate key locker is in use, procedures for and limits on the use of the duplicate keys will be posted on or near the Group I duplicate key locker. A master key, which will open all locks in Group I, will be in the custody of the Supply Officer. In addition, a duplicate master key may be placed in the custody of an officer or petty officer designated in writing by the Supply Officer.

b. Group II. Group II spaces consist of food service spaces including the galley, bake shop, bread room, vegetable preparation area, food service issue room, meat preparation area, refrigerated spaces, and food service storerooms. Each lock will be opened by an original and a duplicate key different from the key to another space. These keys will be handled in the same manner as keys for Group I, except that the keys to the galley, bake shop, bread room, meat preparation area, and vegetable preparation area will not be turned in to the key locker, but will be passed between galley supervisors upon relief. A master key, which will open all locks in Group II, but different from the master key to Groups I and IV, will be in the custody of the Supply Officer. In addition, a duplicate Group II master key may be placed in the custody of an officer or petty officer designated in writing by the Supply Officer.

→ c. Groups III and IV. Group III spaces consist of the ships retail and clothing stores, vending machines, and related bulk storerooms. Group IV spaces consist of the ships service activities, such as the barbershop, tailor shop, dry cleaning shop, and laundry. When cash transaction are made or material intended for cash sale is stowed in a group IV space, it must be secured as a Group III space (spaces used for stowage of ships store material carried under the Material Financial Control System (MFCS) are considered to be Group I spaces). All Group III and Group IV spaces will be secured in accordance with Ships Store Afloat (see NAVSUP Pub. 487), par. 1030.

d. Grand Master Key. A grand master key will be kept in the custody of the Supply Officer. The Supply Officer may authorize a duplicate grand master key to be passed between duty Supply Officers provided that strict accountability is maintained. The grand master key will open all locks in Groups I, II, and IV. It will not open Group III.

e. Spare Padlocks. Padlocks in master series come in sets of 10-20-40, etc. A set of sufficient quantity should be ordered to provide a surplus of ten percent padlocks when installing or replacing a master set series.

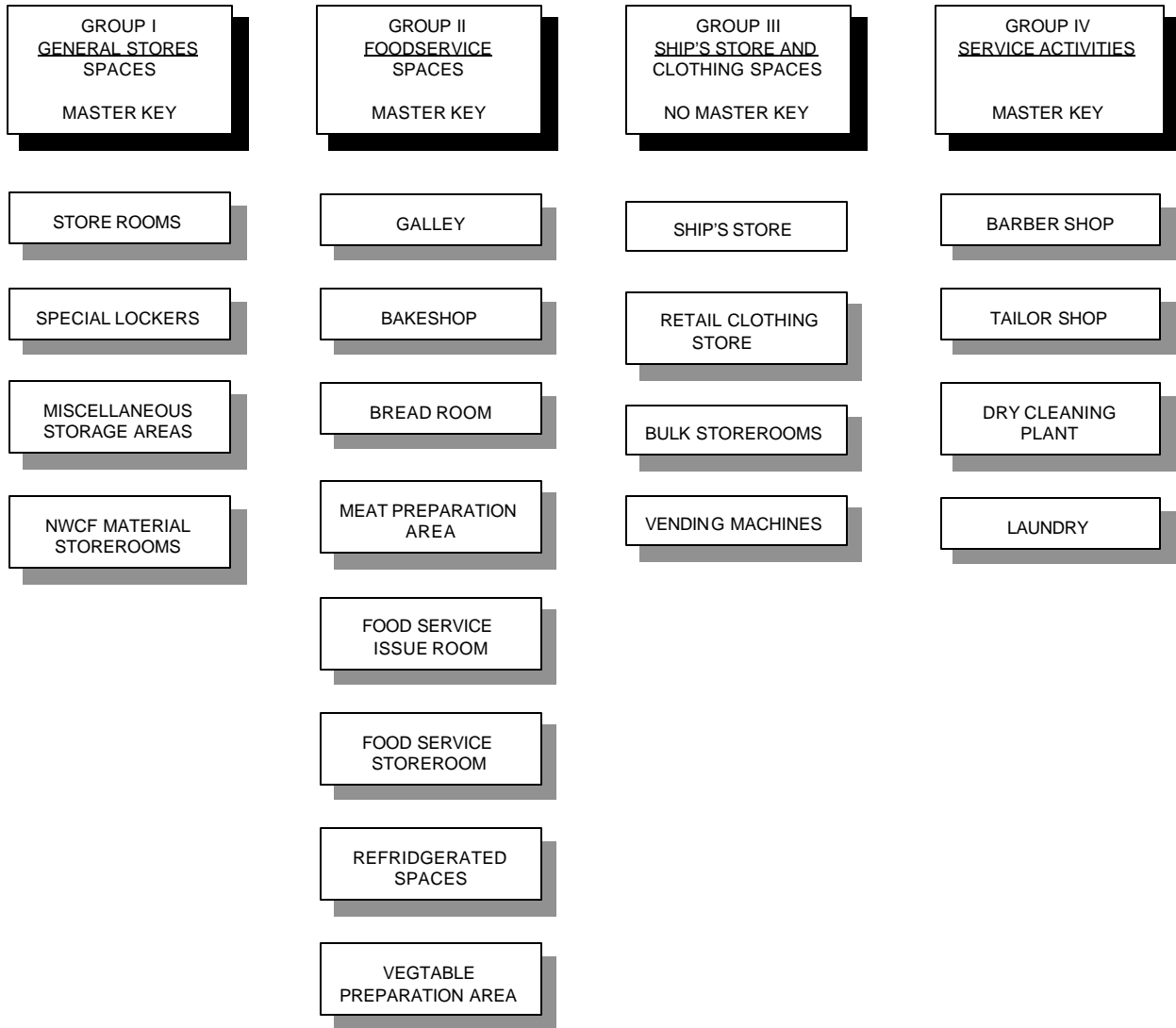
f. Separate Padlock Series within a Space Group. Separate padlock series sets will be used within a space group when the number of padlocks within a single series is insufficient to meet the requirements of the group. Keys will be maintained as prescribed in subpar. a, b, or c, as applicable.

3. ACCESS TO STORES BY HEADS OF DEPARTMENTS. For purposes of inspection and as directed by the Commanding Officer, heads of departments will be allowed access to Supply Department storerooms containing material which pertains to their departments. Heads of departments will not be given keys to Supply Department spaces but will be admitted by the Supply Officer or his designated representative.

4. MISCELLANEOUS

a. Supply Department Offices. The Supply Department offices are to be kept locked when not open for business. Distribution of keys to Supply Department offices will be at the discretion of the Supply Officer.

SUPPLY DEPARTMENT SPACE GROUPINGS



b. Key Lockers. The original keys to key lockers will be kept in the possession of the Supply Officer. Duplicate keys will be passed between duty Supply Officers or Supply Department duty petty officers as authorized by the Supply Officer.

c. Alcohol Locker. Alcohol requiring security storage will be kept in a locked chest or locker. The key or combination in the possession of the Supply Officer unless the Commanding Officer specifically designates, in writing, another officer as custodian of the alcohol locker. In such case, a copy of the letter is required to be kept on file in the supply office. If a key type padlock is used to secure the alcohol locker, it cannot be from a group or set of padlocks that would allow a master or grand master key to open it. The duplicate key or record of the combination will be maintained in accordance with the procedures prescribed for Group III spaces.

Section III: ACCOUNTABILITY AND RESPONSIBILITY FOR PUBLIC FUNDS AND PROPERTY**1135 ESTABLISHMENT OF ACCOUNTABILITY**

Title 31 U.S. Code 3302 provides (a) person having custody or possession of public money, including a disbursing official having public money not for current expenditure, shall deposit the money without delay, but not later than the 30th day after the custodian receives the money, in the Treasury or with a depository designated by the Secretary of the Treasury under law. The Secretary or a depository receiving a deposit shall issue duplicate receipts for the money deposited. The original receipt is for the Secretary and the duplicate is for the custodian. It is well founded by law and regulation that any person authorized to have public property in his custody or possession is responsible upon proper occasion to produce the property or evidence of its authorized disposition. In either case, the person having funds or property of the United States in his custody assumes a public trust that the funds or property will be utilized for purposes authorized by law or regulation.

1136 DEFINITIONS

1. **ACCOUNTABILITY.** The degrees of accountability to the United States cannot be set forth in detail because of the many fine distinctions contained in rulings of the courts, in opinions of the Attorney General, in decisions of the Comptroller General, etc. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case; the rule expressed, although of general interest, may not be for general application.
2. **ACCOUNTABLE OFFICER.** The term "accountable officer" will be construed to mean an officer detailed to duty involving financial responsibility for public funds and property in his custody.
3. **ACCOUNTABLE OFFICER SUBMITTING RETURNS.** For the personal accountability returns, i.e., disbursing, ships store, retail clothing store, and subsistence returns, the term "Accountability" is defined as the obligation to render an accounting of property and funds imposed upon an officer. This officer is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property. He assumes a public trust that such funds or property will be utilized for purposes authorized by law or regulations. The property or funds may or may not be in his physical possession.
4. **ACCOUNTABLE PERSON NOT SUBMITTING RETURNS.** An accountable person not submitting returns is a person who, in the performance of the primary duties of his official position, designation, or assignment, and within the limits of the authority vested in him, is required to receipt for and to assume jurisdiction and continuous security over public funds or public property which may come into his physical possession because of his position, designation, or assignment. In addition, the accountable person is required to exercise immediate personal supervision of the stowage, the storage spaces, the maintenance of required records, and the proper disposition of the funds or property.

5. **RESPONSIBILITY.** Responsibility is defined as the obligation placed upon an individual by law, lawful order, regulation, or custom of the service to exercise custody, care, protection, and keeping of property, records, or funds entrusted to his possession or under his supervision and to carry forward an assigned task to a successful conclusion. In case of fire, shipwreck, or other disaster, it will be the duty of every accountable officer to secure and preserve the accounts of officers and men, public money, and such other public papers and property, in the order of importance, as circumstances permit.

6. **ISSUES TO OTHER NAVAL ACTIVITIES.** When requested by the Commanding Officer of a ship or activity, and if so ordered by his own Commanding Officer, an accountable officer will make purchases for, or issue public funds, stores, and clothing to, such ship or activity.

1137 ASSIGNMENT OF RESPONSIBILITIES

1. **GENERAL.** The responsibilities which the Supply Officer or Ships Store Officer may assign, those which cannot be assigned, and the minimum controls which must be exercised are described in the following paragraphs. The term "Monies" as used herein is limited to cash transactions incident to supply operations and does not include monies held by a disbursing officer. Subordinates who fail to properly carry out assigned responsibilities may be punished under the Uniform Code of Military Justice (Title 10 U.S. Code 801-940), Arts. 92, 108, 132 and such other articles thereof as may be applicable.

2. **ASSIGNABLE RESPONSIBILITIES.** The following responsibilities may be assigned to subordinates:

- a. custody, care, and protection of monies and property;
- b. proper documentation of receipt and issue of material and monies;
- c. custody and accurate maintenance of stock and financial control records;
- d. inventory control practice to insure prescribed stock levels;
- e. taking inventories and submission of inventory reports;
- f. preparation of required reports and property returns;
- h. rendition of required reports and property returns afloat when the pertinent provisions of par. 1104 have been complied with.

3. **NONASSIGNABLE RESPONSIBILITIES.** The following responsibilities cannot be assigned to subordinates:

- a. military and administrative responsibility to higher command;
- b. rendition of accurate accounting for public property and monies (except afloat when the pertinent provisions of par. 1104 have been complied with);
- c. coordination, guidance, and supervision of all assigned units;
- d. accomplishment of assigned duties and functions;

e. supervision and direction of subordinates in their efforts to carry forward assigned tasks to a successful conclusion.

4. CONTROLS. The following are the minimum controls which will be exercised by a responsible person to assure that responsibilities assigned to subordinates are being met:

a. prescribe, in the Supply Department organization chart or other written directive, the responsibilities assigned to key personnel;

b. make frequent inspections of spaces and operations to insure the effective performance of tasks assigned to subordinates and to render such direction, guidance, and instruction as may be necessary;

c. conduct frequent internal reviews to insure that adequate controls are being utilized by subordinates in compliance with current directives relating to funds and material;

d. conduct training and supervision of subordinate personnel to ensure that assigned responsibilities are being carried out.

1138 RETENTION OF RESPONSIBILITIES

Acceptance of responsibility by a subordinate makes that subordinate liable to account for the proper and prudent execution of the assigned responsibilities. Assignment of responsibilities to a subordinate in no way relieves the Supply Officer or other accountable officer of his responsibility for the proper performance of the responsibilities assigned to a subordinate. The officer assigning responsibility is in no way relieved of his responsibility to the Commanding Officer for the proper performance of the functions of the department; therefore, the department head will exercise fitting and proper supervisory and advisory controls over all department functions.

1140 PERSONS AUTHORIZED TO HAVE CUSTODY OF PUBLIC FUNDS

1. GENERAL. A limited number of persons are authorized to have access to public funds or are involved, in any manner, in acquisition, custody, or disposition of public funds. Unusual circumstances may arise, however, when public funds may come into the custody or possession of a person not authorized administratively to have possession of public funds. The provisions of general law applicable to all persons require that he take action immediately to transfer the funds to a depository or to a person authorized to receive the funds. The general responsibilities of persons in typical duty assignments and distinctions in scope of duties as well as lines of authority in connection with performance of duties relating to public funds are described in the DoDFMR, Vol 5.

2. COLLECTION OF PROCEEDS OF SALES OF MEALS FROM THE GENERAL MESS, RETAIL CLOTHING STORES, AND SHIPS STORE . In accordance with the DoDFMR, Volume 5, when submitting returns, an accountable officer, who in the discharge of his duties is responsible for the collection of official funds, may designate an individual as a collection agent to collect the proceeds from sales in connection with the following:

- a. retail clothing stores,
- b. ships stores,
- c. food items and meals from the general mess.

For instructions covering the revocation of the appointment of a collection agent, see the DoDFMR, Volume 5.

1141 REPORT OF EXCESS OR DEFICIT OF PUBLIC FUNDS OR PROPERTY

In accordance with Art. 1137, Navy. Regs., any deficit or excess of public funds or public property will be reported promptly to the Commanding Officer. The Commanding Officer is required to comply with Art. 0719, Navy. Regs.

1142 ABSENCE OR INCAPACITY OF ACCOUNTABLE PERSON

1. ACTION BY THE COMMANDING OFFICER

a. When Relief is not Required. A person may be accountable for public property in connection with supply functions or for public funds representing the proceeds of sales of clothing, ships store material, food items, meals sold from the general mess, or other items of supply. When such person becomes physically incapable of performing his duties or commences a period of authorized absence (leave or temporary additional duty), the Commanding Officer may permit, with the consent of that person, that the assigned duties be performed by another qualified person. If, in the opinion of the Commanding Officer, the best interests of the Government will not be served by this procedure, he/she will follow the procedures as prescribed in par. 1142-1b-d.

b. When a Relief is Required. In the event of the death, unauthorized absence, or mental incapacity (as determined by competent medical authority) of an accountable person as described in subpar. a, or when it is necessary to relieve such an accountable person for any cause, including arrest or suspension, the Commanding Officer will:

(1) take possession of the safe and the official keys of the relieved person, place a seal on the safe, and ensure the security of the funds, property, and spaces involved; and

(2) appoint an inventory board of not less than three officers to take an inventory of the vouchers, funds, and property then on hand; and

(3) appoint a temporary custodian for the vouchers, funds, and property of the incapacitated person until such time as an accountable person is formally appointed as a temporary or permanent relief; or

(4) appoint a temporary custodian of the vouchers, funds, and property involved, with accountable responsibility to perform the duties of the incapacitated person until otherwise directed by competent authority, if it is determined that business must be transacted before the appointment of or reporting of a regular relief; or

(5) appoint a relieving custodian to be accountable for the vouchers, funds, and property involved, and for performing the duties of the position.

If an accountable person is an officer of the Supply Corps, performing duties prescribed in subpar. a, the Commanding Officer will immediately inform the Naval Supply Systems Command (Director of Supply Corps Personnel) of the facts by message. As soon as practicable after the appointment of a custodian, acting accountable person, or relief, the Commanding Officer will forward a certified copy of the letter of appointment to the Naval Supply Systems Command (Director of Supply Corps Personnel).

c. Settlement and Administration of the Accounts of an Incapacitated Accountable Person

(1) By the Incapacitated Person. The Commanding Officer, at his discretion, may allow the incapacitated person a reasonable time in which to close his accounts and prepare his returns, if the circumstances permit. No records, vouchers, funds, or property necessary to close the account will be taken from the accountable person unless absolutely essential in the public interest, in which case a detailed receipt will be furnished to the accountable person by the person appointed to take charge of or to relieve the accountable person of his duties.

(2) By the Acting Accountable Person or the Relief. If directed by the Commanding Officer, the acting accountable person or the relief will take the necessary action to close the accounts and submit the returns of the incapacitated person.

d. Restoration to Duty of an Incapacitated Accountable Person. If an accountable person is restored to duty following his arrest, suspension, or other incapacity, and a custodian, acting accountable person, or a relief has been appointed as provided in subpar. b, the Commanding Officer will direct that a second inventory be taken as prescribed in subpar. 2 except that the inventory will be conducted by the two persons concerned rather than by an inventory board. The person restored to duty will be held accountable only for the vouchers, funds; and property then on hand, and the custodian, acting accountable person, or relief will be held accountable for the transactions which took place during his tenure of duty while acting for the incapacitated person.

2. ACTION BY THE INVENTORY BOARD

a. General. The inventory board will take an inventory of the public funds and public property for which the incapacitated person is accountable. Such inventory will be taken in the presence of the immediate custodians and the appointed custodian, acting accountable person, or relief and will turn over to him the public funds and public property of the incapacitated accountable person. An original and four copies of the inventory will be prepared, and each will be certified by all members of the board, as a true and accurate inventory. The appointed custodian, acting accountable person, or relief will retain a copy and will receipt the original inventory, which will be turned over to the Commanding Officer by the board. Each member of the board will retain one of the remaining certified copies. Inventories of other material, including general stores and repair parts, are not required unless specifically directed by the Commanding Officer.

Organization and Administration

1142

b. Public Funds. A complete inventory will be taken of all public funds for which the incapacitated person is accountable, including funds in the sales room cash registers. If the safe of the incapacitated accountable person is locked shut and the combination is not available, the safe will be sealed by the inventory board and the pertinent facts will be reported to the Commanding Officer. The Commanding Officer will decide whether the safe will be forced open by whatever means are available or whether it will remain sealed and the contents remain uninventoried until a qualified locksmith is available.

c. Money Vouchers and Records. A complete inventory will be taken of vouchers evidencing receipt, transfer, or disbursement of public funds and of the records of such transactions.

3. ACTION TAKEN BY THE CUSTODIAN, ACTING ACCOUNTABLE PERSON, OR RELIEF. The custodian, acting accountable person, or relief will assume custody of the public funds and public property held by his predecessor upon his receipting of the original of the inventory. He will operate and render returns under the same regulations and procedures as his predecessor.

4. RETURNS OF AN INCAPACITATED ACCOUNTABLE PERSON. The right of the incapacitated accountable person and of the custodian, acting accountable person and of the custodian, acting person, or relief will be fully protected so that in the event of differences discovered later the accountability may be fixed with accuracy. The acting accountable officer or relief will take action necessary to complete the vouchers, to close the accounts, and to maintain custody of the same and will settle the accounts and render the final returns of the incapacitated accountable person. Documents in connection with the settlement and administration of accounts of an incapacitated accountable person will be signed as follows:

(Name of principal)

By _____
Acting (appointed pursuant to Art. 0718, Navy. Regs.)

5. RETURNS OF AN ACTING ACCOUNTABLE PERSON. The acting accountable person will be responsible for rendering the reports and returns in the same manner as required for the person for whom he is appointed to act. The returns of the acting accountable person will not be merged with those of the officer for whom he is appointed or with the returns submitted by the regular relief after the regular relief assumes his duties.

Section IV: RELIEF OF SUPPLY OFFICER**1160 JOINT INSPECTION**

1. GENERAL. Prior to his detachment the Supply Officer will conduct an inspection of the Supply Department jointly with his relief. The joint inspection will include storerooms, operating spaces, office spaces, material, material handling equipment, automated supply systems, personnel, files and records, and organization and procedures. Should circumstances prevent the two officers from conducting a joint inspection, the relieving head of department will conduct the inspection and prepare the report required by par. 1163 as soon as possible, but not later than 20 days after taking charge.

2. SUPPLY DEPARTMENT SPACES AND MATERIAL. All spaces under the jurisdiction of the Supply Department will be jointly inspected to ascertain the material condition and cleanliness of the space and the condition of all equipment and machinery and to insure that no unauthorized personal gear is stored in the space. Additionally, during the inspection of spaces in which material carried on the Supply Officers records is stored (both Supply Department spaces and spaces under the control of other departments), attention will be paid to the arrangement, physical condition, and marking of the material stored therein and to the material locator system. Operating spaces will be inspected for operating methods and equipment utilization.

3. PERSONNEL. In addition to the inspection at daily quarters described in par. 1116, Supply Department personnel will be inspected informally while performing their assigned duties. In order to better acquaint himself with the qualifications of Supply Department personnel, the relieving Supply Officer should review the division officers notebook and service records of all assigned personnel.

4. FILES, RECORDS, PUBLICATIONS, AND OTHER DOCUMENTS. The Supply Department files and records will be jointly inspected. The relieving Supply Officer will ascertain if files and records are established and maintained in accordance with prescribed procedures. In addition, he will familiarize himself with such other Supply Department files and records that are established or maintained. Particular attention should be paid to such other areas as:

- a. the availability and currency of required publications and directives;
- b. all applicable letters of authority are on file;
- c. the training program, in order to determine if a comprehensive formal training program is in effect;

→ d. the completeness and accuracy of the Supply Department Organization Chart and Watch, Quarter, and Station Bill;

- e. checking allowance document validity by a spot check of 10 allowance documents with the equipment nameplates.

5. ORGANIZATION AND PROCEDURES. A careful study will be made of the organization and procedures in effect within the Supply Department prior detachment of the outgoing Supply Officer. Both officers will discuss and review the existing manner of operation and evaluate recommendations for changes that either might feel desirable.

1161 INVENTORIES AND RETURNS

1. GENERAL STORES

a. Sample Inventory. An inventory of Supply Department stock of general stores material is not required upon relief of the Supply Officer; however, the relieving officer will conduct a sample inventory and location audit of a random selection of item to determine the validity of stock records. The recommended number of items for sampling, is as follows:

- (1) inventory 10 to 15 percent of the total SIM/DBI/POS items carried;
- (2) inventory ¼ of 1 percent of the total non-SIM/non-DBI/non-POS items carried insuring that at least 50 percent of the items selected have recorded usage;
- (3) location audit ¼ of 1 percent of the total line items carried;
- (4) inventory 10 percent of total repairable assets carried.

The inventory and locator accuracy rates determined by the sample inventory and location audit will be reflected in the relieving officers letter report to the Commanding Officer. An inventory accuracy rate of 90 percent and the locator accuracy rate of 95 percent are considered to be acceptable.

b. Inventory Schedule. The Supply Officer being relieved will furnish the relieving Supply Officer with the approved inventory schedule, showing which material has been inventoried during the fiscal year.

→ c. Review of Stock Record balances. The relieving officer will conduct a review of the stock records to determine the items and money value of allowed repair parts (including substitutes) which are currently NIS and not on order. The recommended review procedure is as follows:

- (1) Review of 100 percent of the SIM/DBI/POS stock. Record all NIS items not on order, and the funds required to requisition the high limit quantities of such items.
- (2) Conduct a random review (5 to 10 percent) of the non-SIM stock records (100 percent of the non-DBI/non-POS records in automated ships). Ensure that at least 10 percent of the items selected have recorded usage. Record the NIS items not on order, and the funds required to requisition minimum replacement unit quantities of such items.

2. FOOD ITEMS, SHIPS STORE, AND RETAIL CLOTHING. Food items, ships store, and retail clothing items will be inventoried and stores returns rendered in accordance with procedures contained in Food Service Management and Ships Store Afloat publications, when the Supply Officer is the accountable officer. The relieving Supply Officer will promptly open the accounts for stores transferred to him in his predecessors final returns.

3. MAINTENANCE ASSISTANCE MODULES (MAMS). MAMS will also be inventoried as repairables in proportion to total repairable assets, then, custody transferred to the relieving officer.

4. TEST BENCH INSTALLED. These repairables will be inventoried on the same basis as other depot level repairables and custody transferred to the relieving officer.

1162 OUTSTANDING AND PENDING BUSINESS

The officer being relieved will inform his relief of:

- a. the number and status of unfilled Issue Group One requisitions and other requisitions which, in the opinion of the outgoing officer, warrant special attention;
 - b. the number and status of outstanding purchase orders;
 - c. unpaid dealers' bills on board;
 - d. Supply Department material survey requests awaiting action by the Commanding Officer;
 - e. unanswered correspondence;
 - f. cargo or freight on board for which the Supply Officer is responsible;
 - g. the amount of unexpended ships store profits;
 - h. outstanding loans to be repaid from the ships store profit of the ship;
 - i. amount of over issue or under issue in the general mess;
 - j. status of ships operating target (OPTAR) and any other funds which it may administer;
 - k. circumstances surrounding all unsatisfactory conditions within the Supply Department such as uncorrected discrepancies noted on the last supply management inspection, inoperative equipment, etc;
- l. status of specific logistics and inventory management actions pending such as carcass bills.

1163 RELIEVING REPORT

1. GENERAL. Upon completion of the department material, personnel, and records inspection, the officers will submit a joint relieving letter to the Commanding Officer. The letter will include (see sample on following page):

- a. a request for approval of relieving date;
- ↓ b. a statement of any defects or deficiencies noted during the inspection;
- ↑ c. a statement regarding stock record accuracy, that they have reviewed the latest change notice processing and that the latest allowance file updates have been conducted;
- d. a statement indicating the number and replenishment cost of repair parts which are not in stock or on order and for automated ships, that a trial/dummy reorder review has been run to determine the dollar value and number of line items of storeroom stock deficiencies;
- e. a statement indicating they have reviewed the automated supply system user access listing;
- f. a statement indicating they have reviewed all automated supply system management reports and files and attesting to the accuracy and completeness of these reports and files;
- g. the general condition of the Supply Department;
- h. a statement of facts in dispute, if there is any disagreement between the officers as to the conditions discovered.

Should circumstances prevent the two officers from making a joint inspection, the relieving Supply Officer will make the inspection and prepare the required report within 20 days after reporting aboard.

1164 UPDATE OF SYSTEMS CONSTANT FILE/SITE ACTIVITY TABLE

- Because the Supply Officers name is automatically printed on many of the reports produced from automated supply systems, the Systems Administrator (FAS on SUADPS-RT/RSUPPLY Force Level ships) will be required to update the Systems Constant File/Site Activity Table to reflect information applicable to the new Supply Officer.

RELIEVING LETTER

10 November 1996

From: LT G. C. DAVIS, SC, USN, 001 23 4567/3100
LT I. L. GARNER, SC, USN, 097 32 5896/3100

To: Commanding Officer, USS JOHN PAUL JONES (DDG-32)

Subj: Relief of LT G. C. DAVIS as Supply Officer of USS JOHN PAUL JONES by LT I. L. GARNER

Ref: (a) NAVSUP P-485, Volume I, par. 1163

1. Approval is requested for LT G. C. DAVIS to be relieved of his duties as Supply Officer of USS JOHN PAUL JONES by LT I. L. GARNER as of the close of business this date.
2. In accordance with reference (a), a joint inspection of the Supply Department has been conducted, and the following discrepancies were noted:
 - a. The ship's OPTAR balance was found to be understated in the amount of \$327.00 as a result of receiving nonchargeable material.
 -
 - g. Accurate department training records were not maintained. This condition will be rectified.
3. Stock record accuracy, as determined by a sample inventory and location audit, was found to be 95% effective.
4. The stock record balances of all (218) SIM repair parts and 10% (1,070) of the non-SIM repair parts were reviewed. The cost of requisitioning the high limit quantities of 14 SIM items found to be not in stock or on order is \$5,480. The cost of requisitioning minimum replacement unit quantities of 82 non-SIM items found to be not in stock or on order is \$8,110.
5. The overall condition of the Supply Department was found to be satisfactory.
6. There is no disagreement between these officers as to the conditions discovered.

G.C. Davis
 G. C. DAVIS
 I.L. Garner
 I. L. GARNER

DDG-32/00
 4400
 Ser: 416
 10 November 1996

FIRST ENDORSEMENT on LT G. C. DAVIS and LT I. L. GARNER ltr of 10 November 1996

From: Commanding Officer, USS JOHN PAUL JONES (DDG-32)
 To: LT G. C. DAVIS, SC, USN
 LT I. L. GARNER, SC, USN

1. Approved

R.G Dodson
 R. G. DODSON

Section V: RECORDS OF COMMUNICATION**1180 PREPARATION OF OFFICIAL CORRESPONDENCE**

1. GENERAL. Correspondence is defined as all recorded communications sent or received by any person in the Naval Establishment in the execution of the duties of his office. Uniformity is a necessity in the preparation of official correspondence. All official correspondence will be prepared in accordance with the instructions contained in the Department of the Navy Correspondence Manual and communications instructions and related publications issued by the Chief of Naval Operations. Official correspondence, including letters, directives, messages, and other similar matter will be typed or printed, if practicable. If a typewriter or word processing equipment is not available, the communication will be written legibly. Compatible with the public interests, correspondence will be kept to a minimum in the number of letters written, their length, and the number of copies prepared. Correspondence will be accurate, concise, and courteous in tone.

2. ORAL COMMUNICATION. When practicable, the transaction of official business will be facilitated by a maximum use of personal contact or telephone. When necessary, a brief memorandum for the record covering oral discussions will be incorporated in the official files. Messages or telephone calls will be used only when regular mail or electronic mail will not suffice.

3. NAVAL MESSAGES. A naval message will be used only when information is of an urgent nature and must be transmitted rapidly. Messages will not be used when necessary information or directives can reach their destination in time for proper action by letter or electronic mail. Naval messages will be prepared in accordance with communications instructions and related publications issued by the Chief of Naval Operations. Subject, paragraph, downgrading, and declassification markings to be used in classified messages are also prescribed by the Chief of Naval Operations. Details on the drafting and handling of messages are promulgated in shipboard instructions. Detailed instructions concerning the format of MILSTRIP messages are described in par. 3029.

1181 SECURITY OF OFFICIAL CORRESPONDENCE

Official correspondence that must be limited in circulation because of its security classification will be appropriately classified, marked, handled, transmitted, and filed in accordance with the instructions in the Navy Regulations and the Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1 series).

1182 FACSIMILE SIGNATURES

- ➔ Rubber stamp facsimile signatures will be accepted as proper signatures only when initialed by the person authorized to use the stamp. The Navy Department or the governing bureau has authorized Commanding Officers to designate some other officer to initial and use their facsimile signature when the Commanding Officer is unavailable. The authorized use of facsimile signature by another officer in no way relieves the senior officer of his responsibility. The officer whose signature appears thereon will personally hold the stamp and safeguard it from unauthorized use (see SECNAVINST 5216.5 series).

1183 OFFICIAL CORRESPONDENCE FILES

Copies of all official correspondence sent, the originals of all official correspondence received, and such other correspondence as will or may become the subject of future reference or action will be retained in files. This material will be filed by subject in accordance with the Department of the Navy Standard Subject Identification Codes. When retention of original signature or other handwritten information is not required, files may be retained in electronic format.

1184 RETENTION OF RECORDS

- ➔ 1. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data. It is necessary that records in support of inventories and actions directly affecting inventories be readily available to provide an audit trail to facilitate future inventory reconciliation, causative research and Financial Liability Investigation of Property Loss (DD Form 200). Type Commanders may authorize the use of electronic/optical storage for storage of issue and receipt source documents in lieu of paper storage. All afloat activities will retain the following records:
 - a. Source documents/images which include accountability changes such as receipts, issues, shipments, transfers and supply condition code changes will be retained for the current and two prior fiscal years.
 - b. Information system transaction records will be retained for at least one year.
 - c. Physical inventory documentation/images which includes inventory counts, adjustment and reconciliation results will be retained for the current and two prior fiscal years.
 - d. Causative research documentation/images and findings will be retained for the current and two prior fiscal years. This includes DD Form 200, Financial Liability Investigation of Property Loss and back-up documentation that directly pertains to an individual physical inventory adjustment that was resolved or remains unresolved.
 - e. Financial reports shall be retained for the current and two prior fiscal years.

The authority and procedures for the retention and disposal of shipboard Supply Department records are prescribed in the publication, Disposal of Navy and Marine Corps Records, USN and USNS Vessels, Parts I and III, Sup. 1.

1185 SHIP AND SUPPLY DEPARTMENT INSTRUCTIONS

1. **GENERAL.** An effective supply support organization requires a considerable effort in interacting with all departments of the ship. Specific, detailed guidance or policy for certain operations must be provided in the form of ship and Supply Department instructions. The Supply Officer is required to prepare these instructions in accordance with the guidelines furnished in Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 series). Copies of instructions or plastic laminated placards prescribing sanitary regulations, safety precautions, and equipment operating instructions will be posted in conspicuous places where they may be readily seen by personnel concerned. The following subparagraphs outline ship and Supply Department instructions that the Supply Officer will prepare and keep current.
2. **SHIP INSTRUCTIONS.** The Supply Officer will prepare ship instructions covering, but not limited to, the following subjects:
 - a. Uniform Material Movement and Issue Priority System (UMMIPS);
 - b. turn in of DLR items;
 - c. supply/3M interface;
 - d. stocked, Q COSAL SNSL items "in use" in other departmental spaces (see par. 6009-2.);
 - e. purchasing Procedures and Authority (See NAVSUPINST 4200.85);
 - f. Material Obligation Validation (MOV).
3. **SUPPLY DEPARTMENT INSTRUCTIONS.** The Supply Officer will prepare Supply Department instructions, as required, covering the following subjects:
 - a. safety precautions and operating instructions for equipment operated by Supply Department personnel;
 - b. safety precautions and stowage procedures for hazardous materials;
 - c. safety precautions for food preparation, including the prohibition of the use of steel wool for cleaning food handling equipment;
 - d. sanitary regulations for the general mess and related spaces and ships store service activities (these regulations may be combined with instructions covering safety precautions and equipment operating instructions; however, all sanitary regulations must be approved in writing by the senior member of the Medical Department);
 - e. hours of operation for ships stores and related service activities;
 - f. regulations for the procurement, storage, custody, inventory, and sale of tax free tobacco products;
 - g. maintenance of a refrigerator log for entering temperature readings twice daily and at other times when considered necessary;
 - h. training program.

- i. system failure procedures;
- j. physical security;
- k. Maintenance Assist Modules (MAMs) procedures;
- l. bulkhead mounted spares procedures;
- m. Pre-Expended Bin (PEB) procedures;
- n. organizational issue material procedures.

4. AMPLIFICATION. Instructions covering other subjects will be prepared as considered necessary by the Commanding Officer or Supply Officer. However, procedures set forth in NAVSUP publications will not be duplicated except in unusual circumstances. Instructions prescribing safety precautions and operating instructions for equipment, safety precautions for food preparation, and sanitary regulations need not be prepared when plastic laminated placards incorporating the requirements of cognizant bureaus, offices, or systems commands are posted. Such placards are available as cognizance symbol _I material.

1186 TRAINING RECORDS

The Supply Officer will maintain and administer the Supply Department training program by coordinating the program with that of other departments and among divisions in his own department. He will ensure that the training to be given is adequate to maintain a high state of readiness and to maintain continuity when personnel changes occur. Division Officers and Leading Petty Officers are to prepare themselves properly for training they are required to give and to inform the Supply Officer of any areas which require training attention. Records must be maintained in accordance with the Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 series), Chapter 8. The Division Officers will direct which optional records are to be maintained and will review all training records at least quarterly to ensure they are accurate and current.

1187 PUBLIC STATEMENTS

Because of the widespread interest in public relations and in order to promote the dissemination of pertinent information concerning supply matters, a copy of all written formal speeches, texts from radio and television programs, and professional papers prepared by naval personnel on supply, disbursing, fiscal, and related subjects will be forwarded to NAVSUP (Public Affairs Office). Clippings from local newspapers and periodicals concerning the Navy, the Naval Supply Systems Command, or the Supply Corps and press releases originating within the command also will be forwarded immediately to the NAVSUP Public Affairs Office if considered to be of interest at the command level. The material forwarded will be identified by the grade or rate and duty station of the author and will indicate when and where published. This requirement is in addition to the requirement to forward a copy of articles on professional subjects to the Secretary of the Navy. In addition, it does not affect other requirements or directives of the Secretary of the Navy or other cognizant authority relating to such matters as speeches, radio or television programs, recordings, professional papers, press releases, and articles or books for publication, including clearance, when applicable.

1188 LETTERS OF AUTHORITY AND/OR APPOINTMENT

1. GENERAL. Letters of Authority authorize designated personnel to act on behalf of another person or persons of higher authority. Letters of Appointment assign responsibility and authority to designated personnel to administer a specific function. The Supply Officer is required to maintain a current file of all such letters pertinent to the operations of the Supply Department. Functions for which written authorization may be required are described in the following subparagraphs and will be screened in accordance with par. 1106.

2. STORES DIVISION. Letters of authority and/or appointment are required to be retained in the stores division as follows:

a. Commanding Officers letter delegating authority to approve requisitions. Each letter shall specify the priority designator(s) which the designated subordinate(s) may approve.



b. Supply Officers letter, approved by the Commanding Officer, requesting storage of stock material in other departmental spaces (see par. 6009).



3. DISBURSING DIVISION. Letters of authority and/or appointment that are required to be retained in the disbursing division are as follows:

a. Commanding Officers letter appointing member to the cash verification board (see DoDFMR Vol 5, par. 030201).

b. Commanding Officers letter authorizing a person to sign pay record vouchers (see Navy Pay and Personnel Procedures Manual, par. 90405).

c. Commanding Officers letter authorizing the Disbursing Officer to procure foreign currency (see DoDFMR Vol 5, par. 030103-030105).

d. Commanding Officers letter authorizing the Disbursing Officer to approve requests for special payments (see Navy Pay and Personnel Procedures Manual, par. 40301-b).

e. Commanding Officers letter establishing the amount of cash that may be advanced to the ships store operator for change (see DoDFMR Vol 5, par. 030404).

f. Type Commanders letter authorizing the Disbursing Officer to hold additional amounts of cash at personal risk (see DoDFMR Vol 5, par. 030105).

4. FOOD SERVICE DIVISION. Letters of authority and/or appointment that are required to be retained by the food service division are as follows:

a. Commanding Officers letter designating the person authorized to receipt for food items in the absence of the Food Service Officer and his designated assistant (see NAVSUP P-486, Volume I, par. 4001).

b. Commanding Officers letter authorizing the Food Service Officer to make necessary changes in the approved menu (see NAVSUP P-486, Volume I, par. 7006).

c. Commanding Officers letter authorizing the sale of meals from the general mess (see NAVSUP P-486, Volume I, pars. 6250 and 6251).

d. Food Service Officers letter designating a cashier to receive payment for meals sold from the general mess (see NAVSUP P-486, Volume I, par. 6251).

e. Commanding Officers letter designating an assistant to the Supply Officer as the Food Service Officer (see NAVSUP P-486, Volume I, par. 1030).

f. A Mess Treasurers letter designating a person to approve breakouts for the private mess (see NAVSUP P-486, Volume I, par. 6220).

1189 LISTS REQUIRED FOR INVENTORY MANAGEMENT

↓ 1. GENERAL. For effective inventory management aboard ship certain lists may be required to be prepared and/or retained. When applicable, the stores division will maintain the original or a copy of the following documents:

↑ a. joint Supply Officer/department head list of items to be pre-expended from stock (see par. 6171);

b. a list, approved by the applicable department head, of personnel authorized to draw material from stock (see par. 6206-4);

c. joint Supply Officer/department head list of "Q" COSAL SNSL items "in use" in appropriate department spaces (see par. 6009-3).

Section VI: PUBLICATIONS

1190 LISTING AND ANNUAL REVIEW OF PUBLICATIONS ON HAND

1. LIST OF PUBLICATIONS ON HAND. The Supply Officer will ensure that a list of all official publications held by the Supply Department is maintained. The list will include the title of each publication, the number of copies, and the location of each copy. Reprints or changes to these publications should be distributed based upon the current listing.

2. ANNUAL REVIEW. Publications on hand will be reviewed at least annually to ensure that they are current and that a valid requirement still exists for that publication. When changes in current requirements occur, the issuing bureau, command, or office will be notified so that adjustments may be made in the applicable distribution lists.

1191 DISPOSITION OF EXCESS PUBLICATIONS

→ Excess publications will be disposed of locally. A letter will be sent to the issuing office to request desired changes in the applicable distribution list. Letters requesting changes in the distribution list for NAVSUP publications will be sent to the Document Automation & Production Service (DAPS) Code 0513, 5450 Carlisle Pike, PO Box 2020, Mechanicsburg PA 17055-0791. Letters requesting changes in the distribution list for NAVCOMPT publications will be sent to Office of the Comptroller of the Navy (Publications Branch), Washington, DC 20350.

Part C: RECOVERY AND DISPOSITION OF UNIFORM CLOTHING AND ALLOWANCE OF CIVILIAN CLOTHING FOR CERTAIN DISCHARGEES

1225 GENERAL

The Bureau of Naval Personnel Manual, Chapter 38, prescribes instructions for discharge of enlisted personnel. The instructions in the following paragraphs amplify procedures of the Bureau of Naval Personnel Manual with respect to the recovery and disposition of uniform clothing, and the allowance of civilian clothing for certain discharges. Certain articles of uniform clothing will be recovered from enlisted personnel who are discharged by reason of unsuitability, security risk, unfitness, or misconduct with an honorable or general discharge; or who are discharged for any reason with an undesirable, bad conduct, or dishonorable discharge.

1226 RECOVERY OF UNIFORM CLOTHING

Upon discharge of an enlisted man or woman by reason of unsuitability, security risk, unfitness, or misconduct with an honorable or general discharge; or who are discharged for any reason with an undesirable, bad conduct, or dishonorable discharge, all items of authorized clothing and distinctive parts of the uniform in his or her possession (regardless of the manner in which they were obtained) will be recovered except for the following:

From enlisted men:

- a. bag, duffel;
- b. belt, one;
- c. drawers, all;
- d. gloves, one pair (cold weather);
- e. raincoat, one;
- f. shoes, general purpose, one pair (one pair of low cut black shoes may be retained if shoes, general purpose, are not in his possession);
- g. socks, all;
- h. sweater, jersey (when inclement weather exists);
- i. undershirt, all.

From enlisted women:

- a. anklets, all;
- b. gloves, one pair;
- c. lingerie, all;
- d. raincoat, one;
- e. shirt, one;
- f. shoes, one pair;
- g. stockings, all;
- h. uniform, blue, one (all distinctive markings and buttons to be removed prior to release).

1227 DISPOSITION OF RECOVERED UNIFORM CLOTHING

All recovered items of uniform clothing will be turned over to the "lucky bag" (see par. 1304) and disposed of in accordance with the regulations of the afloat unit.

1228 ALLOWANCE OF CIVILIAN CLOTHING

1. GENERAL. When a person is discharged by reason of unsuitability, security risk, unfitness, or misconduct with an honorable or general discharge; or who are discharged for any reason with an undesirable, bad conduct, or dishonorable discharge, an outfit of civilian clothing will be procured and issued at no cost to the dischargée subject to the conditions outlined in this paragraph. The maximum outfit authorized is as follows:

- a. one suit coat or sport jacket (washable or non washable), or one windbreaker;
- b. one pair of trousers (washable or non washable);
- c. one shirt, washable (dress or sport);
- d. one necktie;
- e. one belt;

f. one raincoat or topcoat (authorized only in a season of cold weather, taking into consideration the dischargée's home of record).

The cost of such clothing will not exceed \$40, and all cases including costs above this amount will be submitted with justification to the Chief of Naval Personnel (Enlisted Performance Division) for review and prior approval. Dischargée's in possession of civilian clothing will be furnished additional clothing only to the extent necessary to constitute one outfit. Authorized articles of civilian clothing will be furnished without regard to the individual's liability or the amount of personal funds in his possession.

1229 METHOD OF PROCUREMENT

In localities where there is a recurring demand for issues of civilian clothing to discharged enlisted personnel, a fixed price indefinite quantity contract or a blanket purchase agreement is available for use throughout the supply activity serving the locality. In localities where no contracts are in force and there is no recurring demand for civilian clothing, individual purchase orders on DD Form 1155 will be placed when such requirements exist. Receipt for the clothing will be acknowledged on the purchase document at the time of issue. A copy of the receipted purchase document and the Commanding Officer's order directing the purchase will be forwarded to the Disbursing Officer with the vendor's invoice. The cost of clothing will be charged to the operating funds of the activity that effects the discharge. If such activity is a unit of the Ship Operating Forces or Mobile Construction forces, the cost will be charged to fund code _C; and if a unit of the Aviation Operating Forces, the cost will be charged to fund code 7E, 7F, or 7G, as appropriate (see Appendix 30).

Part D: PERSONAL EFFECTS

Section I: CLASSIFICATION OF AND RESPONSIBILITY FOR PERSONAL EFFECTS

→ 1255 CLASSIFICATION OF PERSONAL EFFECTS

1. GENERAL. Personal effects consist of the articles owned by an individual, as well as any articles of government property in his/her temporary custody. Personal effects are classified and described as follows:

a. Class 1 is Navy-owned, organizationally furnished clothing and equipment furnished on a loan or custody basis and subject to turn-in when no longer required. In determining what items in Class 1 are Navy-owned, consideration should be given to the fact that large quantities of such material have been sold by Navy activities to private individuals and to retail enterprises. When Navy ownership of items in Class 1 cannot be established conclusively, such items will be included in Class 5.

b. Class 2 is uniform clothing prescribed by U.S. Navy Uniform Regulations.

c. Class 3 is money.

d. Class 4 is negotiable and nonnegotiable instruments, such as bonds, checks, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies, and bankbooks.

e. Class 5 is miscellaneous articles of intrinsic, sentimental, and utility value, such as jewelry, fountain pens, cameras, wallets, insignia, medals, photographs, foreign currency, books, diaries, personal grooming articles, flight logs and other personal papers, souvenirs, musical instruments, sports and athletic equipment, civilian clothing, wardrobe trunks and other containers suitable for shipment as baggage, firearms, motor vehicles, trailers, and household goods.

→ 1256 CATEGORIES OF PERSONAL EFFECTS

1. GENERAL. Personal effects are categorized as follows:

a. lost, abandoned, or unclaimed personal effects of persons whose identity or location cannot be determined; personal effects of Navy personnel who have been declared absentees or deserters; and personal effects unclaimed by the next of kin, heir, or legal representative, and which were the property of deceased persons not members of the Armed Services. Do not forward items of persons whose identity or location cannot be determined to Personal Effects Distribution Center. Dispose of the items IAW the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>);

b. personal effects of deceased or missing Navy personnel. A "missing person" is one who, because of the circumstances incident to his/her absence, is not declared an absentee or a deserter. The personal effects of absentees and deserters are considered to be abandoned personal effects in accordance with item 1a above;

- c. personal effects of persons determined to be mentally or physically incapacitated;
- d. personal effects unavoidably separated from owner;
- e. items of clothing and other personal effects which are deposited in the ship's lucky bag (see par. 1304) when such items are found a drift and ownership cannot be determined, or when such items are donated by the owner. Do not forward lucky bag items to Personal Effects Distribution Center. Dispose of the items in accordance with the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>).

➔ **1257 RESPONSIBILITY FOR PERSONAL EFFECTS**

1. **COMMANDING OFFICERS.** Commanding Officers are ultimately responsible for the collection, inventory, and security of personal effects when circumstances require such action. They are responsible for initiating inquiries to determine and locate the owner of the effects, next of kin, heir, or legal representative of the owner for personal effects determined to be lost, abandoned, or unclaimed. In situations involving a person determined to be deceased or missing, PERS 621 is responsible for determining the next of kin, heir, or the legal representative of the owner. For additional information regarding deceased or missing person(s) see subpar. 4.

- a. **Collection.** Gather the personal effects;
- b. **Inventory.** In all instances when the command takes custody of personal effects, an inventory, NAVSUP Form 29, must be completed. The Commanding Officer will appoint an inventory board in writing, which will consist of the following:

- 1. For Enlisted Personnel, the Division Officer (even if held by a senior enlisted) and the Divisions Leading Petty Officer;
- 2. For Officers, the inventory board will consist of two Officers.

- c. **Security.** See paragraph 1278.

When the command representative and/or CACO (see subpar. 3) are going on deployment, the Commanding Officer/TYCOM designates an alternate command representative and/or CACO who will handle the case IAW instructions from PERS 621. The Regional Casualty Coordinator will be notified when an alternate command representative and/or CACO is designated.

2. **SUPPLY OFFICERS.** Upon receipt of personal effects from inventory boards, Supply Officers are responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records.

- a. **Custody.** Signature required on NAVSUP Form 29 upon receipt of effects from inventory board;
- b. **Storage.** Locally procured (security area, or when appropriate non-temporary storage).
- c. **Security.** See paragraph 1278;

d. Shipment. Deceased or missing person(s). The Personal Property Shipping Office, upon contact from the Command Representative/CACO, determines the HHG shipment mode. Any HHG shipment in litigation for deceased or missing person will be placed in non-temporary storage (NTS) at origin;

e. Disposition. See paragraphs 1300 through 1308;

f. Records. Maintain status and shipment file.

3. COMMAND REPRESENTATIVE/CACO. In all cases involving effects of persons in the Navy determined to be deceased or missing, the command representative (at origin) is responsible for completing the appropriate shipping documents and acting as the liaison on behalf of the next of kin (NOK)/legal recipient. The command representative is the liaison with the origin Personal Property Shipping Office. The command representative communicates with the assigned CACO (at destination) and provides information on shipment, storage and/or delivery of personal property. The assigned CACO (at destination) is the agent for the NOK and initiates the delivery of the personal property to the NOK/legal recipient via the Personal Property Shipping Office. The command representative is responsible to provide the following documentation (see 1257-4 below) to the origin Personal Property Shipping Office for shipment of personal effects:

a. letter of designation as Command Representative for effecting personal property move;

b. letter from NOK/legal recipient designating a delivery address;

c. copy of Report of Casualty (DD 1300) with a line of accounting, or memorandum from PERS 621 with a line of accounting data;

e. provide delivery instructions to the CACO at delivery point and;

d. complete shipping documents.

4. NAVAL PERSONNEL COMMAND (NAVPERS). In compliance with US Code, Title 38, Section 8501, the Naval Personnel Command, Casualty Assistance Branch, PERS 621 provides/determines the heir, next of kin, or legal representative of the owner in situations involving the personal effects of Navy personnel determined to be deceased or missing. PERS 621 is responsible for providing the following documentation/information regarding the deceased or missing person(s) personal effects:

a. the Casualty Assistance Message;

b. the appropriation needed to ship/store the personal effects and;

c. provide guidance and disposition instructions to PEDC regarding personal effects (locker items) received at PEDC from afloat units with a homeport outside of CONUS or from deployed units.

5. PERSONAL EFFECTS DISTRIBUTION CENTER (PEDC). PEDC is responsible for storage, record keeping, shipment and/or disposal, of personal effects determined to be:

- a. lost, abandoned, or unclaimed personal effects located aboard a deployed afloat unit, or an afloat unit with a homeport located outside of CONUS;
- b. any lost, abandoned, or unclaimed personal effects erroneously sent to PEDC (see par. 1301).

PEDC, upon receipt of personal effects for a deceased or missing person, shall contact PERS 621 and provide shipment arrival notification. PERS 621 is responsible for providing shipping disposition regarding shipments of deceased or missing person(s).

Section II: INVENTORY AND SECURITY OF PERSONAL EFFECTS

→ 1275 INVENTORY

1. WHEN INVENTORY IS REQUIRED. Lost, abandoned, or unclaimed personal effects will be inventoried when the effects first come into the custody of a naval activity. Also, personal effects will be inventoried when the owner is determined to be deceased or missing. It is important in this instance that the inventory be completed as promptly as possible so the next of kin, heir, or legal representative will receive personal effects without undue delay. The personal effects of incapacitated persons will be inventoried when such action appears necessary or desirable to protect the interests of the incapacitated person.

2. ACTION BY THE INVENTORY BOARD. The inventory board shall be responsible for collecting, inventorying, sealing and delivering the personal effects to the supply office for safekeeping and disposition. The inventory board will take an accurate and complete inventory of the personal effects and will investigate and record any information which may assist in the settlement of the affairs of the estate of the owner. The inventory board will remove from the personal effects all classified material, which will be disposed of in accordance with the Department of the Navy Information Security Program Regulation (see OPNAVINST 5510.1 series). Articles injurious to personnel, such as small arms ammunition or other explosives, and articles which constitute a fire hazard will be rendered harmless if practicable. If such articles cannot be rendered harmless, they will be disposed of by qualified personnel. Extreme care will be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable paper keepsakes, etc. Such general terms as "Diamond", "Gold", and "Platinum" should not be used without qualifying remarks; as such articles may not in fact consist of these elements. Any articles of a sensitive or personal nature, i.e. pornographic or objectionable matter, will be handled as such. When questionable items (sensitive or of a personal nature) appear on the inventory, do not release to the NOK or legal representative of the owner until the CACO or releasing official advises the NOK or claimant of such material. If the NOK or legal representative of the owner declines the item(s), they are to be disposed of in accordance with the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>).

Any information relating to unsettled financial transactions will be recorded in the section "Statement of Unsettled Financial Transactions" on the NAVSUP Form 29. A copy of each piece of correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, will be attached to the original copy of the inventory. No official action will be taken by the Commanding Officer, inventory board, or Supply Officer to settle outstanding financial transactions recorded on the inventory. Any Government-owned equipment, articles or material will be removed from the personal effects and recorded on the NAVSUP Form 29 and handled in accordance with current instructions applicable to such equipment, article or material.

→ **1276 PREPARATION OF THE INVENTORY OF PERSONAL EFFECTS
(NAVSUP FORM 29)**

1. GENERAL. The inventory of personal effects will be listed on NAVSUP Form 29 (see sample page 1-67 and 68). A minimum of an original and five copies will be prepared. Information which cannot be included in the spaces provided in the NAVSUP Form 29 will be listed under appropriate captions, on continuation sheets of white paper. Additional copies of NAVSUP Form 29, as required, may be prepared and used for official purposes when certified to be a true copy by the Commanding Officer. The original and all copies of the NAVSUP Form 29 will be signed by both members of the inventory board and the convening authority before delivery to the Supply Officer or officer designated to receive the effects from the inventory board.

2. LIST OF PERSONAL EFFECTS. The inventory board will complete the section "List of personal effects" on the reverse of the NAVSUP Form 29. The Supply Officer or the designated officer will record on the reverse of the form the disposition of personal effects if the personal effects have not been returned to the owner. The following are examples of the type of data recorded in the blank space under the section "Remarks"

- a. Proceeds from sale of perishable items _____;
- b. Government property retained at _____;
- c. Articles (motor vehicles, boats, trailers, household goods, furniture, and furnishings) retained at _____ pending receipt of disposition instructions;
- d. Condition of clothing (i.e. cleaned). If not cleaned, provide an explanation.

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Organization and Administration

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PREPARATION OF NAVSUP FORM 29 (FRONT)

INVENTORY OF PERSONAL EFFECTS (Lost/Abandoned/Unclaimed) NAVSUP Form 29 (REV 5-78)			
THE PRIVACY ACT OF 1974. AUTHORITY: Title 5, U.S.C. Code 5724. USE OF SSN authorized by Executive Order 9397 of 22 November 1953: Title 4, U.S.C. Code 406. PRINCIPLE PURPOSE: to serve as a record of property impounded by the Government incident to a members death or disappearance. ROUTINE USES: (a) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (b) Serves as a source document for preparation of shipping documents used to return property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity, when names are the same, and this is a frequent occurrence.			
NAME (LAST, FIRST, MIDDLE)		SSAN	
JOHNSON, LARRY, BROWN		960 49 7301	
SHIP/STATION		DATE ACQUIRED CUSTODY	
USS JOHN PAUL JONES (DDG-32)		10 JAN 1997	
HOME OF RECORD			
973 "M" ST., S.E., WASHINGTON, D.C. 20381			
NAME & ADDRESS OF NEXT OF KIN/HEIR/LEGAL REP			
MR. JOSEPH L. JOHNSON (FATHER) 973 "M" ST., S.E., WASHINGTON, D.C. 20381			
REASON FOR INTERVENTION (SELECT ONE ITEM)			
<input checked="" type="checkbox"/> DECEASED <input type="checkbox"/> DECLARED AWOL/DESERTER <input type="checkbox"/> MENTALLY/PHYSICALLY INCAPACITATED			
<input type="checkbox"/> MIA <input type="checkbox"/> TRNSFRD ON LV OR TEMDU		<input type="checkbox"/> TRSFRD W/O BELONGINGS DATE 10 JAN 1997	
INVENTORY BOARD APPOINTED SENIOR: LT W. B. McDONALD	DATE OF APPOINTMENT	APPOINTED BY (TYPE NAME OF CO/OINC SIGNATURE) CDR R. C. Dodson	
OTHER: ET1 K. MORRIS	10 JAN 1997	COMMANDING OFFICER	
REC'D FR INVENTORY BOARD DATE: 10 JAN 1997	SIGNATURE/RANK/TITLE OF RECEIVING OFFICER LT I. L. GARNER, SC, USN SUPPLY OFFICER	SHIP/STA (IF OTHER THAN AB)	
STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS			
OWED TO ABOVE-NAMED MEMBER BY	AMOUNT	OWED BY ABOVE-NAMED MEMBER TO	AMOUNT
NONE			
PERSONAL EFFECTS BEING SHIPPED TO:			
<input type="checkbox"/> NEXT KIN <input type="checkbox"/> LEGAL OWNER <input checked="" type="checkbox"/> PEDC CHEATHAM ANNEX <input type="checkbox"/> PEDC OAKLAND CA			
REMARKS (OVERSEAS/TYPED NAME OF CUSTOM INSPECTOR (IF APPLICABLE))			
CUSTOM INSPECTOR: SK2 DARYL (NMN) WILSON TRANSFERRED ON EXPENDITURE INVOICE R52192/7010/7012 TO: COMMANDING OFFICER, FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA JAPAN FOR FURTHER SHIPMENT TO: PERSONAL EFFECTS DISTRIBUTION CENTER FISC CHEATHAM ANNEX, WILLIAMSBURG VA CLASS 3 MONEY: TREASURY CHECK #7,943,298 ISSUED IN THE AMOUNT OF \$31.57, PAYABLE TO COMMANDING OFFICER, PEDC, FISC CHEATHAM ANNEX, WILLIAMSBURG VA FORWARDED: REGISTERED MAIL REGISTRY #421			

➔ **1277 DISTRIBUTION OF THE INVENTORY OF PERSONAL EFFECTS**

1. BY THE INVENTORY BOARD. The inventory board will distribute copies of the NAVSUP Form 29 as follows:

a. forward original and all copies with the personal effects to the Supply Officer or other designated officer (who must acknowledge receipt) and distribute remaining copies as prescribed below;

b. forward one copy to the convening authority;

c. file one copy in the owners service record, if available;

d. fax a copy to PERS 621 at 901-874-6654 or DSN 882-6654.

2. BY THE SUPPLY OFFICER. The Supply Officer or other designated officers, upon receipt of the effects from the inventory board, will enter the disposition information on all copies of the NAVSUP Form 29 and will sign and distribute the NAVSUP Form 29 as follows:

a. return two copies to the inventory board (see subpar. 1, item 1);

b. pack one copy inside each container (i.e., seabag, carton, etc.) with the personal effects;

c. if the personal effects are to be forwarded to the Personal Effects Distribution Center (PEDC), FISC Cheatham Annex, Williamsburg VA 23185, forward the original and two copies with a letter of transmittal to PEDC;

d. if the personal effects are shipped via registered mail or other means to the owner or the owners next of kin, forward a copy to consignee and retain the original. Personal effects of deceased or missing persons will not be sent via registered mail without authorization from the assigned CACO and/or PERS 621;

e. if the personal effects are those of a missing or deceased Navy member, forward a copy to the assigned Casualty Assistance Calls Officer (CACO) and a copy to the Commander, Navy Personnel Command (PERS 621), 5720 Integrity Drive, Millington, TN 38055-6210, or fax a copy to 901-874-6654 or DSN 882-6654;

f. file one copy in the expenditure invoice file with a copy of the shipping papers.

➔ **1278 SECURITY**

All persons concerned will ensure that necessary precautions are taken to prevent pilferage or damage to the personal effects. Supply Officers or designated officers receiving personal effects from inventory boards for safekeeping and storage will verify the items of personal effects with the NAVSUP Form 29 and will store the effects in locked controlled spaces and/or an approved government non-temporary storage facility (see par. 1257-2). Money, negotiable instruments, and articles of intrinsic value, such as jewelry, will be stored in a combination type safe. When transfer of custody of personal effects including cash, checks, and other valuables is made by hand, the receiving officer will acknowledge receipt by endorsing the original and all remaining copies of the NAVSUP Form 29. The delivering officer will retain a signed copy of the receipt. When personal effects are shipped or mailed, items of intrinsic value will be

shipped in a separate container/box via registered mail. A record of the transfer will be made on the document and on all remaining copies of the NAVSUP Form 29. The forwarding officer will retain a copy of the shipping document and registry receipt.

→ **1279 DETERMINATION OF NEXT OF KIN, HEIR OR LEGAL REPRESENTATIVE**

The Commander, Navy Personnel Command, Casualty Assistance Branch, PERS 621, in all cases involving personal effects of deceased or missing personnel, will determine the proper recipient in accordance with Title 38 U.S.C., Section 8501, which outlines the order of precedence for receipt of personal property.

Section III: DISPOSITION OF PERSONAL EFFECTS

→ **1300 SHIPMENT**

1. GENERAL. Although it is not necessary for the personal effects to be repaired, the personal effects will be cleaned or laundered, as appropriate, prior to being forwarded to the next of kin, the heir, or legal representative. When practicable, the Supply Officer first receiving the personal effects from the inventory board will take any necessary action to comply with this policy. However, the activity, which actually forwards the personal effects to the next of kin, heir, or legal representative, has the final responsibility to ensure that the personal effects are in a satisfactory condition. Any expense incurred by PEDC for cleaning or laundering of personal effects will be charged to the operation and maintenance allotment of the activity requesting services to be performed. Foreign currency and coins exceeding \$5 in value will be converted to United States currency, when practicable. Prior to shipment the Supply Officer will resolve any differences between the inventory board list and the personal effects to be shipped. When appropriate, the Brooks Model A (one piece) Cable Seal Lock which has been assigned NSN 5340-00-084-1570 and complies with MIL-S 23769 specifications, will be affixed. If a serial number cable seal lock is not available, a serial number ball type seal with a panned bolt and nut or a #5 American Wire Gage wire twist may be substituted. The serial number will be annotated on the shipping document.

→ **1301 DISPOSITION AND/OR DISPOSAL OF LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS**

1. GENERAL. Any personal effects determined by the afloat (except deployed units and OCONUS homeport afloat units) Commanding Officer to be personal effects lost, abandoned or unclaimed will be disposed of, or shipped to the owner or legal representative using the following guidelines:

a. dispose of in accordance with the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>);

b. ship to the owner or legal representative at owners or legal representative expense by traceable means. Shipment at Government expense or official mail is not authorized. Personal effects in this category will not be shipped to PEDC, FISC Cheatham Annex for disposal. When property in this category is erroneously shipped to PEDC, all costs incurred by PEDC for

handling (administrative costs, cleaning, packing etc...) is chargeable back to the command that erroneously and/or improperly forwarded the personal effects to PEDC.

2. DEPLOYED AFLOAT UNITS. Items of personal effects in this category seized during a deployment can be shipped, with proper documentation (NAVSUP Form 29), to PEDC, FISC Cheatham Annex, for disposal.

→ 1302 SHIPMENT OF PERSONAL EFFECTS OF PERSONS DETERMINED TO BE DECEASED OR MISSING

1. GENERAL. In this section, for clarification purposes, personal effects are items (locker items) located aboard an afloat unit. Household goods are all "other" personal effects belonging to the deceased or missing person(s).

2. PERSONAL EFFECTS – LOCKER ITEMS

a. Deployed Unit or Afloat Unit with Homeport Located Outside of CONUS. Personal effects located aboard a deployed unit or afloat unit with homeport located outside of CONUS will be handled and inventoried in accordance with paragraphs 1275 through 1278 and forwarded with proper documentation (NAVSUP Form 29) to PEDC, FISC Cheatham Annex, Williamsburg, VA 23185.

b. Afloat Unit Located in CONUS. Personal effects located aboard an afloat unit located in CONUS will be handled and inventoried in accordance with paragraphs 1275 through 1278 and shipped as directed by the Casualty Assistance message. If message guidance has not been received, contact PERS 621 at 1-800-368-3202 for assistance.

3. HOUSEHOLD GOODS.

a. Next of Kin (NOK), Heir, or Legal Representative is Known. When next of kin, heir, or legal representative is known, the Command Representative, as a liaison to the NOK, heir, or legal representative, requests shipment or non-temporary storage of the household goods through the responsible Personal Property Shipping Office. Do not ship to PEDC. Non-temporary storage is authorized for one-year (see JTFR par. U5372).

b. Next of Kin (NOK), Heir, or Legal Representative is not Known. When the NOK, heir, or legal representative is not known, or there is a dispute regarding ownership (litigation), the household goods will be placed in non-temporary storage at origin.

c. Personal effects of a deceased or missing person received at PEDC without a NAVSUP Form 29, dirty, and/or improperly packed will be brought to the immediate attention of the Naval Supply Systems Command, Code 053, and the Commanding Officer of FISC, Cheatham Annex. Upon receiving notification of such a shipment, the Commanding Officer at FISC, Cheatham Annex, with support of the Commanding Officer, FISC Norfolk, appoints and inventory board, completes the NAVSUP Form 29, and makes distribution of the NAVSUP Form 29 in accordance with this publication. Personal effects will be held at FISC, Cheatham Annex pending shipment delivery disposition from PERS 621.

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d. Inquiries regarding the personal effects and/or household goods of a deceased or missing person should be directed to PERS 621 at 1-800-368-3202.

➔ 1303 ADMINISTRATIVE GUIDANCE

1. INVOICE. When personal effects are transferred, by any means, to another naval activity or the PEDC, the Supply Officer will prepare a DD Form 1149 to document the transaction. A transportation control number will be assigned IAW DOD 4500.32-R, Vol. 1, Appendix C, Par. 9. The original, with an acknowledging receipt signature from the receiving activity, will be retained in the expenditure invoice file with a copy of the NAVSUP Form 29 attached. When direct shipment is made, a copy of the postal receipt, freight forwarder waybill or shipping document, will be retained with the DD Form 1149. The expenditure invoice number and the transshipping activity also will be recorded in the "Remarks" section of the NAVSUP Form 29. Secure a copy of the NAVSUP Form 29 and DD Form 1149 to the outside of the shipping container and place a copy inside of the package being shipped.

SAMPLE DD FORM 1149 FOR SHIPMENT OF PERSONAL EFFECTS

SHIPPING CONTAINER TALLY																				
REQUISITION AND INVOICE / SHIPPING DOCUMENT																				
1. FROM (Include ZIP Code) (R52192) USS JOHN PAUL JONES (DDG-32)											5. SHEET NO. 1		6. NO. OF SHEETS 1		7. REQUISITION DATE		8. REQUISITION NUMBER			
2. TO: (Include ZIP Code) (N62649) COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN											7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY		9. AUTHORITY OR PURPOSE NAVSUP P-485 PAR. 1303		10. SIGNATURE J. L. GARNER, SC. USN		11a. VOUCHER NUMBER & DATE (YYMMDD) R52192/7010/7012	
3. SHIP TO - MARK FOR (N00228) PERSONAL EFFECTS DISTRIBUTION CENTER FISC CHEATHAM ANNEX WILLIAMSBURG, VA 23185											12. DATE SHIPPED (YYMMDD)		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4. APPROPRIATIONS SYMBOL AND SUBHEAD			OBJ. CL.		BUR. CONT. NO.		SUBAL LOT	AUTHORIZATION ACCTG ACTIVITY		TRANS TYPE	PROPERTY ACCTG ACTIVITY	COUNTRY	COST CODE		AMOUNT					
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)										UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)			
1.	PERSONAL EFFECTS, PROPERTY OF: SN LARRY BROWN JOHNSON, 960-49-7301, USNR RECEIVED BY: _____ DATE: _____																			
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO													17. SPECIAL HANDLING							
RECEIVED BY	18. ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION				TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL					
	CHECKED BY											QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL					
	PACKED BY											POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.					
					TOTAL															

DD Form 1149, DEC 93
306/080

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Previous editions are obsolete S/N 0102-LF-017-7900 (Navy Overprint 1994)

2. MONEY AND NEGOTIABLE INSTRUMENTS. The Supply Officer will remove money totaling \$5.00 (five dollars) or less and donate that money to Navy Relief at that site. Negotiable instruments will be deposited with the Disbursing Officer for safekeeping. All foreign currency will be exchanged for United States currency. If not, the foreign currency is classified as Class 5 personal effects. Money in excess of \$5.00 will be exchanged for a treasurer's check drawn to the order of Officer in Charge, PEDC and be forwarded via registered mail to the PEDC. In addition, a copy of the letter of advice containing detailed description of the items shipped will accompany the shipment. The original of the letter of advice will be forwarded under separate cover to the PEDC.

→ **1304 PERSONAL EFFECTS OF PERSONS DETERMINED TO BE MENTALLY OR PHYSICALLY INCAPACITATED**

The personal effects of persons determined to be mentally or physically incapacitated will accompany them when hospitalized or transferred for special treatment (See JFTR, par. U5345). The activity responsible for the care of the incapacitated person will ensure that the personal effects are safeguarded until the person is released from care. If it is determined that it is not practicable to have money identified as part of the personal effects accompanying the person, the money will be turned over to the nearest Disbursing Officer who will issue a government check in accordance with the Navy Comptroller Manual, Volume 4, Chapter 2. Such disposition will be explained in the "Remarks" section of the NAVSUP Form 29.

→ **1305 "LUCKY BAG" ITEMS OF PERSONAL EFFECTS**

Single or scattered items of clothing and other personal effects deposited in the "Lucky bag" will be used locally or disposed of in accordance with the regulations of the afloat unit or activity administering the "Lucky bag". When it is not possible to determine the owner of "Lucky bag" items and the value is less than \$25 (as distinguished from situations in which the owner can be determined but not located), local disposition action may be taken immediately. Effects valued at more than \$25 will be held for a period of three months before local disposition action is taken. If such items are sold, the proceeds of the sale will be handled in accordance with the Navy Comptroller Manual, par. 043143. Commanding Officers will require the custodian of the "Lucky bag", or other designated person, to keep records of all items received into or expended from the "Lucky bag", and furnish an itemized receipt to the donor of the items, if known. Do not forward "Lucky Bag" items to PEDC. Dispose of Lucky Bag items IAW Defense Materiel Disposition Manual, (DOD 4160.21-M), guidelines.

→ **1306 DISPOSITION BY PERSONAL EFFECTS DISTRIBUTION CENTER (PEDC)**

Categories of shipments authorized for shipment to PEDC, as indicated in this chapter, shall be disposed of by PEDC in accordance with Defense Materiel Disposition Manual, (DOD 4160.21-M) or written local instructions.

1307 PERSONAL EFFECTS UNAVOIDABLY SEPARATED FROM OWNER

- Personal effects found after a person has been transferred or detached may be shipped to an appropriate destination at government expense if the personal effects were unavoidably separated from the owner (see JFTR, Vol 1, par. U5330D). Shipments of this nature may be made by any appropriate means, including registered parcel post. When it is necessary to transfer the personal effects ashore for further transportation, the transfer will be covered by a DD Form 1149 in accordance with par. 1303.

1308 PERSONAL EFFECTS OF MARINE CORPS PERSONNEL

- Lost, abandoned, or unclaimed personal effects and the personal effects of deceased or missing persons in the Marine Corps will be transferred with a copy of the DD Form 1149 (see par. 1303) to the nearest shore activity for transshipment to the nearest of the following activities:

Traffic Management Office
Box 555004 Attn: MPE&BC
Marine Corps Base
Camp Pendleton, CA 92055-5004
(760) 725-3090

or

Traffic Management Office
1011 Ash Street, Door 6
Marine Corps Base
Camp Lejeune, NC 28542
(910) 451-5660

Such shipments will be accompanied with a NAVSUP Form 29 prepared and distributed as described in pars. 1276 - 1277.

→ **1309 CLAIMS FOR REIMBURSEMENT FOR PERSONAL EFFECTS**

Claims received from the owner of the personal effects, next of kin, heir, or legal representative for money found in personal effects and the proceeds from the sale of the effects will be handled in accordance Personal Effects Distribution Center fiscal procedures detailed in Transportation of Personal Property (see NAVSUP P-490, Chapter 6, par. N6005).

→ **1310 CLAIMS FOR REIMBURSEMENT FOR PERSONAL PROPERTY**

Claims for reimbursement for personal property lost, destroyed, damaged, captured, or abandoned incident to military service will be submitted in accordance with Ships Store Afloat (see NAVSUP P-487, par. 7411).

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Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)**Section I: INTRODUCTION****1400 OVERVIEW**

This section provides an introduction to the Supply and Financial Management (SFM) program. The automated supply and financial management functions of SFM were developed in accordance with the manual policies and procedures set forth in each chapter of this publication. However, with the increased capabilities of the automated system, it has been necessary at times to expand or revise existing policy and procedures. Those areas which are unique or which have changed as a result of the automated supply functions will be defined and further explained in each related chapter throughout this publication.

1402 OBJECTIVES

The objectives of the automated afloat supply capabilities, performed using SFM, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore automated systems.

1405 SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP)

- 1. SNAP II. The SFM subsystem is run on the Shipboard Non-Tactical Automated Data Processing II (SNAP II) system. SFM interacts with other subsystems when performing certain supply or financial management tasks. These subsystems and their relation to the SFM subsystem are as follows:
- a. System Management Subsystem (SMS) - SMS is the control subsystem of SFM. It provides informational support for SFM subsystem use and maintenance, processes messages between users, and controls user access to other subsystems. SMS is also used to update databases and to upgrade the SFM subsystem software. This subsystem's main function with SFM is providing entry into SFM through the SMS main selection menu and providing the ability to print out or delete prepared supply and financial management reports and files and control subsystem access.
 - b. Maintenance Data Subsystem (MDS) - Used in support of the ship's maintenance functions. This includes equipment identification, maintenance action deferral and accomplishment, parts ordering, and Current Ships Maintenance Project (CSMP). The MDS subsystem is used to access SFM when preparing maintenance type requirements. In addition, MDS interfaces with SFM in the area of automated support of the ship's COSAL. Fleet COSAL Feedback Reports (FCFBRs) and 4790CKs are processed through this subsystem.

c. Integrated Logistics Management (ILM) Subsystem - Provides automated assistance in performing Integrated Logistic Overhauls (ILOs). This includes the ability to refine shipboard inventories of repair parts, to update related stock records and to identify material deficiencies and excesses. This subsystem interfaces with SFM in the area of inventory management.

d. Mobile Logistic Support (MLS) Subsystem - Provides support to CLF ships for managing loadout, issuing, invoicing, financial and statistical reporting, reordering, and all other supply functions for CLF operations under (MFCS). This subsystem provides supply and financial functions similar to SFM but is operated separately.

- 2. SNAP II hardware is being replaced by a rack mounted Tactical Box (Tac Box) connected to a local area network (LAN). As the new hardware is installed, the software is upgraded to Ported SFM which runs in a “graphical user interface environment/Windows” environment.

1410 SUBSYSTEM USERS

1. SUBSYSTEM MANAGER. The Supply Officer will be assigned as the subsystem manager and is responsible for the management of the SFM, ILM, and MLS subsystems as follows:

- a. assignment of user access to the subsystems;
- b. properly maintaining information in the subsystem files;
- c. overseeing production of all supply and financial reports;
- d. ensuring functional area users are properly trained in applicable functions.

2. SFM SUBSYSTEM COORDINATOR. An Officer or senior Petty Officer, who is a graduate of the SPAWARSYSCEN system coordinator course, is assigned to act as the SFM subsystem coordinator. This person has the broadest use of and access to the SFM subsystem and is the primary point of contact for SFM subsystem implementation and operation. Responsibilities include:

- a. monitoring the entire operation of the SFM subsystem and solving any problems;
- b. controlling who has access to the SFM subsystem;
- c. starting up and maintaining certain SFM unique information;
- d. ensuring functional area users are properly trained in applicable functions.

Most ships should assign a second (assistant) system coordinator to assist the system coordinator in performing the above responsibilities.

3. MDS SUBSYSTEM MANAGER. An Officer, Chief Petty Officer, or senior Petty Officer is assigned as 3-M Coordinator on board ship. This person is responsible for managing the administrative tasks for the ship's 3-M subsystem program, including assigning access to the MDS subsystem and generating MDS external reports. The 3-M Coordinator is a key player when performing automated COSAL support. Also, the 3-M Coordinator should train functional area users in appropriate MDS areas.

4. SUPPLY USERS. SFM supply users are those shipboard personnel to whom the Supply Officer assigns responsibilities of maintaining and controlling daily supply operations. Supply users are Supply Officers and storekeepers. These personnel are assigned access to the SFM supply and financial functions in accordance with the policy described in par 1510 and with the detailed procedures described in the Online SFM Users Manual.

5. SUPPLY CUSTOMERS. SFM supply customers are those shipboard personnel working in technical areas other than supply who are assigned to perform supply functions in their specific department, division, or work center. Supply customers include department heads and their designated officers and personnel including supply petty officers.

1411 SFM SUBSYSTEM SECURITY

All personnel requiring access to the subsystem will have a password and an assigned system access level. The Supply Officer is responsible for user access to the SFM subsystem. Passwords will be changed at least quarterly to maintain system security. Physical security instructions will be issued by the Commanding Officer. They will augment Navy wide ADP security measures contained in OPNAVINST 5510.1 (series).

1412 TROUBLE REPORT GENERATION

Any problems that occur with the SNAP II system on board ship should be reported via telephone to the SPAWARSYSCEN trouble desk in accordance with TYCOM instructions. If a problem cannot be resolved over the phone, a message defining the problem will be sent to SPAWARSYSCEN and the appropriate TYCOM. This message will state the system problem and, if known, any recommendations for problem solutions. A sample SFM trouble report message is illustrated on the following page.

1414 SFM ENHANCEMENTS

1. GENERAL. Recommendations for all SFM minor or major subsystem enhancements will be submitted to the appropriate TYCOM for review and endorsement in the form of a software change proposal. SPAWARSYSCEN should receive a copy from the ship or be an info addressee. Where possible, some quantitative measure of the expected effectiveness benefits should be furnished. Where appropriate, adverse effects of not accomplishing the project will also be shown. In those cases where computer cost savings are considered attainable but the originating activity cannot specifically determine the extent of such savings, this fact will be stated and the cost analysis will be provided by higher authority to determine the project feasibility. The change proposal should have supporting documentation attached and include a brief title of project; the applicable program or documentation; a detailed description/definition of the project; a recommended solution; and a point of contact.

➔ **SNAP II TROUBLE REPORT**

FROM: (REPORTING SHIP)

TO: SPAWARSYSCEN NORFOLK DET SAN DIEGO CA (PACFLT UNITS)
 SPAWARSYSCEN NORFOLK VA (LANTFLT UNITS)

INFO: COMNAVSEASYS COM WASHINGTON DC
 NAVSEACOMBATSYS ENG STA NORFOLK VA
 FTSCPAC SAN DIEGO CA
 SPAWARSYSCEN NORFOLK VA
 SPAWARSYSCEN NORFOLK DET MED SIGONELLA IT (DEPLOYED LANTFLT
 UNITS) SPAWARSYSCEN NORFOLK DET YOKOSUKA JA (DEPLOYED PACFLT UNITS)
 (GROUP COMMANDER)
 (SQUADRON COMMANDER)
 (OPERATIONAL COMMANDER)
 (APPROPRIATE TYCOM)

(CLASSIFICATION) //N05230//

SUBJ: SNAP II TROUBLE REPORT NUMBER 1/04 INITIAL (SITREP-01, FINAL, ETC.)

1. PRIORITY (ESTIMATE OF THE SITUATION, ACTUAL PRIORITY WILL BE ESTABLISHED BY SPAWARSYSCEN). USE THE FOLLOWING CRITERIA:

A. CRITICAL. THE PROGRAM/SYSTEM IS INOPERABLE. A WORK AROUND CANNOT BE DEvised. HIGHEST PRIORITY FOR RESOLUTION.

B. URGENT. ALTHOUGH A WORK AROUND IS AVAILABLE, IT RESULTS IN SIGNIFICANT CONSUMPTION OF TIME AND RESOURCES.

C. ROUTINE. ALL OTHER PROBLEMS ARE ASSIGNED THIS CATEGORY. PROBLEMS WILL BE RESOLVED AS RESOURCES PERMIT.

2. REPORTING ACTIVITY/UIC.

3. POINT OF CONTACT (NAME) AND TELEPHONE NUMBER (DSN, COMMERCIAL)

4. PROBLEM TYPE:

A. HARDWARE

B. APPLICATION SOFTWARE

C. SYSTEM SOFTWARE

D. DOCUMENTATION

E. PROCEDURES

5. PROBLEM DESCRIPTION (PROVIDE COMPLETE DETAILS)

6. SYSTEM CONFIGURATION DATA:

A. HARDWARE (LIST FAILED COMPONENT(S))

B. SOFTWARE (IDENTIFY SYSTEM, SUBSYSTEM, RELEASE, VERSION, MODULE, SEGMENT, OPTION, SCREEN, ETC.)

C. DOCUMENTATION (PROVIDE REFERENCE, DATE, CHANGE, NUMBER, PAGE, PARAGRAPH)

Section II: SUPPLY CONTROLS

1510 SFM SUBSYSTEM ACCESS

The access table shown below provides guidelines for determining supply user and customer access levels. SFM access levels will be assigned by the ship's Supply Officer. The primary considerations to be used when assigning authority levels will be training and experience on the SFM subsystem, as well as other factors which are outlined in par. 1106. A SFM subsystem access listing will be produced and reviewed by the Supply Officer each time access assignments are made. The current listing will be kept on file until a new one is produced. This listing will be an accountable document and may be requested for presentation during a Logistics Management Assessment (LMA). See Appendix 25, Report 080, for further details.

SFM ACCESS LIST

Menu Displays Related Functions	Users and Authority Based Upon Password and Access Code						
	SUPPO	LCPO	OPTAR SK	INV/ MGR	TECH EDIT SK	COSAL SK	STORE ROOM SK
Record Deletion Capability	Y	Y	N	N	N	Y	N
<u>Requirements</u>							
Generate 1250-1	X	X	X	X	X	X	X
Tech Edit	X	X	X	X	X		X
Requirements Review	X	X	X	X	X	X	X
Approve 1250-1	X						
Issue/Recording	X	X	X	X			
Matl Cross Ref/MTIS	X	X	X	X			
RFI Turn-in	X	X		X			
Cross Reference File	X	X	X	X	X	X	X
Status Posting	X	X	X	X			
Reqn Record/Review	X	X	X	X			
Reqn Approval (stock)	X	X	X				
Reqn Output	X	X	X	X			
Receipt Processing	X	X	X	X			
Requirement File Listings	X	X	X	X	X		X

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**Menu Displays
Related Functions**

**Users and Authority Based
Upon Password and Access Code**

	SUPPO	LCPO	OPTAR SK	INV/ MGR	TECH EDIT SK	COSAL SK	STORE ROOM SK
<u>Inventory</u>							
Stock Record Update	X	X	X	X	X	X	
Reorder Review	X	X		X			
Queued Reqn Output	X	X	X	X			
Inventory Reports	X	X		X			X
Global Level Setting	X	X		X			
Inventory Functions	X	X		X			
<u>Financial</u>							
Obligation Adjustments	X	X	X				
Grant Adjustments	X	X					
Zero Balances (Qtr)	X	X					
Zero Balances (End FY)	X						
Print Budget	X	X	X				
SFOEDL Processing	X	X	X				
Financial Reports	X	X	X				
BOR Adjustments	X	X	X				
<u>Supply Control</u>							
Constant Update	X	X					
Access Update	X	X					
Display Reports	X	X					
Output Tape Generation	X	X	X	X			
Reqn History Tape Processing	X	X					
Release Files to Tape	X	X	X	X			
ASI Tape Processing	X	X					

1511 SUPPLY FILES

The SFM subsystem has a number of supply and financial record types and files which are used to manage the ship's supply and financial management information and for creating management reports. These records, files, and reports replace many of the manual records, files, and documents described throughout this publication where manual systems are defined. A table showing the relationship among the automated records, files, and reports and the replaced manual files and documents is illustrated on the following page. For further details and illustrations of these reports/listings see Appendix 25.

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Manual File/Document Replacement	Automated File(s)	Automated Replacement Listing
Material Outstanding File (MOF)	CMPM, RQF,	Report 073, Outstanding Requisition File Listing With Status
Material Completed File (MCF)	CNF, COS, RQF, SOF,	Report 063, Requisition File Listing
Stock Record Battery NAVSUP 1114s	RQU ¹ , SRF, SOF	Report 042, Stock Status Listing
NIS/NC File	RQF, SOF	Report 120, Receipt Control Log
OPTAR Holding Files 1 and 2	BOF, CNF	Report 026, OPTAR Document Transmittal Letter
Requisition/OPTAR Log	CNF, RQF, RSF, SOF	Report 063, Requisition File Listing and Report 071, Requisition File History Listing
Historical Demand File (HDF)	CNF, RQF, RSF, SOF	Report 071, Requisition File History Listing
NAVCOMPT Form 2156	BOF, CNF	Report 025, OPTAR Document Transmittal Report
NAVSUP 1075 Locator Cards	RQU ¹ , SRF	Report 048 and Report 107, Stock Locator Listings
NAVCOMPT Form 2157	BOF, CNF, SOF	Report 021, Mechanized Budget OPTAR Report or Report 049, NAVCOMPT Form 2157, Message Report S&E Budget OPTAR
Departmental Budget Status Report	BOF, CNF	Report 085, Budget Status (FYTD)

¹ The RQU (an SMS data file) is used by all subsystems that place printable reports in the SMS print queue.

File Names

BOF	Budget OPTAR File
CMPM	Current Ships Maintenance Project Master File (MDS file)
CNF	Constants File
COS	COSAL File
RQF	Requirements File
RQU	Report Queue File (SMS file)
RSF	Requisition Status File
SOF	Ship's Organization File (SMS file)
SRF	Stock Record File
XRF	Cross Reference File

Descriptions of the above files are contained in the SFM Subsystem Specification.

1526 COSAL RECORD TYPES

SFM software allows for the maintenance of separate COSAL record types (stock record batteries) for Hull, Mechanical and Electrical (HME), Maintenance Assistance Modules (MAMs), Operating Space Items (OSI), Boat Haven (BH), Aviation (LAMPS), Strategic Weapons (SW), Reactor Plant (Q-COSAL) and Nuclear Weapons (NW). Each COSAL type code will be maintained as applicable to the class of ship in accordance with TYCOM directives. A COSAL file backup tape should be made at least monthly and immediately after running the Automated Shore Interface (ASI) tape, which is further described in Chapter 2.

1527 SFM EMERGENCY FALLBACK PROCEDURES

1. GENERAL. If the SFM subsystem is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Supply and financial listings and reports should be printed and retained as indicated in Appendix 25 of this publication. While the SFM subsystem is not working, the automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. These updated listings must be kept separate so that the annotated information may be entered into SFM when the system is again operational. In addition to annotating the automated listings, temporary manual files must be developed to assist in timely and accurate update of the SFM subsystem. Distribution of these documents and maintenance of files will be accomplished in accordance with existing manual supply operation instructions. At a minimum, the following manual files must be set up and maintained in the event of prolonged system down time:

a. Issue File - This file will contain all hard copy 1250-1s which have not been generated in SFM and represents issues from storeroom stock since the system became non operational. It will be maintained in NIIN sequence. Once SFM is operational, these requirements must first be created in the system through the appropriate subsystem (i.e., MDS for repair parts). Then the issue must be recorded in issue recording. If a previously generated requirement was issued after the system went down, it need not be reentered before issue recording.

b. Requisition File - This file will contain the hard copies of requisitions sent to a supply activity and will be filed in requisition number sequence. All maintenance related DTO requisitions must be reentered into the SFM subsystem through the maintenance subsystem once SFM is operational. Consumable DTO requisitions may be entered through the MDS subsystem or directly into the SFM subsystem.

c. Receipt File - This file will contain all receipts which have not yet been posted into SFM and will be filed in document number sequence.

d. Status File - This file will be used as a holding file for status received until SFM is operational.

2. FINANCIAL REPORTS. If the SFM subsystem is not operational during, or extends through a financial reporting period, use the temporary files and annotate automated listings to prepare the required financial reports. A budget OPTAR report (BOR) must always be submitted whether prepared automatically or manually.

Part F: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)

Section I: INTRODUCTION

1600 OVERVIEW

This section provides an introduction to the Shipboard Uniform Automated Data Processing System - Real Time (SUADPS-RT). The automated supply and financial management functions of SUADPS-RT were developed in accordance with the manual policies and procedures set forth in this publication. However, with the increased capabilities of the automated system, it has been necessary at times to expand or revise existing policy and procedures. Those areas which are unique or which have changed as a result of the automated supply functions will be defined and further explained in each related chapter throughout this publication.

1601 OBJECTIVES

The objectives of the automated afloat supply capabilities, performed using SUADPS-RT, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore automated systems.

1602 SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP)

- ➔ 1. SNAP I. The SUADPS-RT application is run on the Shipboard Non-Tactical Automated Data Processing I (SNAP I) system. Several applications within the SNAP I system provide supply and maintenance data exchange to update their respective databases. These additional systems are:
 - a. Maintenance Resource Management System (MRMS);
 - b. Organizational Maintenance Systems-Real Time (OMMS-RT)
 - c. Naval Aviation Logistics Command Management Information System (NALCOMIS)
 - d. Logistics Applications of Automated Marking and Reading Symbology (LOGMARS)
 - e. Integrated Barcode System (IBS)
- ➔ 2. SNAP I hardware configuration consists of rack mounted Tactical Boxes (Tac Box) connected to a local area network (LAN).

1603 SYSTEM USERS

1. SNAP I SYSTEM COORDINATOR AND ASSISTANT. The SNAP I System Coordinator and assistant, normally an officer and a senior enlisted, are the overall managers of the DPS-6 hardware and the various software applications that are maintained on the DPS-6. The responsibilities and duties of the SNAP I System Coordinator are as follows:

- a. coordinating, monitoring, and scheduling SNAP I system production requirements with Functional Area Supervisors;
- b. maintaining familiarity with the capabilities of all SNAP I equipment;
- c. ensuring the operation and functional security of SNAP I equipment;
- d. reviewing user access privileges for application software;
- e. installing and implementing updated software and data files when received onboard;
- f. scheduling and coordinating SNAP I assistance visits from SPAWARSYSCEN;
- g. maintaining the hardware and software configuration implemented at that activity;
- h. ensuring the efficient use of on-line storage on the SNAP I system;
- i. ensuring scheduled and unscheduled maintenance is performed on equipment;
- j. monitoring training for SNAP I users;
- k. allocating ADPE resources to the users as required, specified, or needed;
- l. submitting required trouble reports on hardware and software malfunctions;
- m. coordinating data transfer requirements between SNAP I systems and other activities;
- n. maintaining physical security in accordance with current directives.

2. FUNCTIONAL AREA SUPERVISOR (FAS). The FAS for each SNAP I automated information system should be a junior officer or senior enlisted who is thoroughly familiar with all technical matters pertaining to his functional area (i.e., SUADPS-RT FAS should fully understand issue procedures, receipt procedures, expending procedures, etc.) The following is a listing of duties and responsibilities applicable to a FAS:

- a. approve, consolidate, or modify user batch requests via the automated batch facility;
- b. assign, modify, and delete user access privileges;
- c. provide adequate controls to ensure that the range and depth access granted to each functional user is consistent with the users duties;
- d. schedule and review reports and data to be submitted to external activities;
- e. ensure the validity and reliability of data files;
- f. control use of remote printers assigned to respective functional areas;
- g. ensure that effective training is accomplished for all users within assigned functional area;

- h. submit trouble reports to the SNAP I System Coordinator when appropriate;
 - i. ensure efficient use of on-line storage within assigned functional area;
 - j. ensure proper use of terminals and other data processing resources assigned to respective functional areas.
3. **WORK CENTER SUPERVISORS (WCS).** Each WCS, normally a division officer or senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the FAS for management of their work centers.
4. **JOURNEYMAN USERS.** Journeyman users are normally petty officers/ NCOs and nonrated personnel who perform the majority of functions (i.e., BMF and BRF maintenance, receipt processing, and requisitioning) within their respective functional areas (e.g., SUADPS-RT, ADM, IMMS-RT, OMMIS-RT, etc.)
5. **BASIC USERS.** SUADPS-RT basic users are normally supply petty officers, repair parts petty officers or maintenance personnel who request material and perform status checks for their divisions and departments.

1604 SECURITY

1. **SYSTEM SECURITY.** System security is provided in the form of computer passwords. Honeywell software provides the SNAP System Coordinator the capability to require passwords in conjunction with user IDs. This is designed to prevent unauthorized users access to the Honeywell General Comprehensive Operational System (GCOS). This allows movement within volumes, directories, and files and access to command language. ADP personnel are normally the only ship personnel authorized such abilities.
2. **APPLICATION SECURITY.** Functional application systems, such as SUADPS-RT, IMMS-RT, etc., provide security control in the form of a LOGON ID. Each LOGON ID is assigned by the respective Functional Area Supervisor and limits the range of subsystems within which the user can work.

1605 ADVISORY ASSISTANCE

SNAP I users may request (from several sources) assistance in the operation, maintenance, and use of equipment and various functional software systems. Maintenance assistance is available from NAVSEA, and (in some instances) Type Commander staffs. Type Commander Management Training and Assistance teams provide functional software assistance, while SPAWARSSYSCEN and SPAWARSSYSCEN detachments schedule assistance and training visits periodically to each user activity. Users should request assistance in accordance with Type Commander directives whenever needed.

1606 TROUBLE REPORTS

Trouble reports are forwarded to SPAWARSYSCEN, info the Type Commanders, when a certain function does not execute the way the process was designed. An example of this is the input of a receipt in the receiving subsystem of Logistics Management that sets the requisition completion date but does not remove the due. For additional information on trouble reports, refer to SUADPS-RT Support Procedures, Volumes I, II, and III or SPAWARINST 4130.12 (series).

➔ **1607 SOFTWARE CHANGES AND MODIFICATIONS**

When software improvements and error corrections are written, SPAWARSYSCEN sends out to the Fleet, normally in floppy disk medium, a software correction. Change proposals are initially sent to SPAWARSYSCEN who forwards the proposal to the functional manager (NAVSUP 4C2C for SUADPS-RT) via the chain of command.

Section II: SUPPLY CONTROL

1610 INTRODUCTION

1. GENERAL. SUADPS-RT is a menu-driven, on-line, interactive system operating in a distributed processing environment. The data base is made up of numerous individual files and is updated by individual transactions entered into the system at terminals or through batch mode by small individual programs called Transaction Processing Routines (TPRs). Several TPRs, run sequentially, are required to completely validate input data and post a single transaction to the applicable system files. Under SUADPS-RT, the computer will perform most of the clerical functions of supply, such as posting receipts and issues, recording parts usage data, accumulating financial data, etc. SUADPS-RT programs also perform supply management functions and produce reports necessary to maintain a high level of supply readiness. These functions and reports include, but are not limited to, the following:

- a. adjusting stock levels based on usage trends;
- b. identifying stock shortages and requisition preparation;
- c. identifying excess material and offload documentation;
- d. processing change notice actions and managing material files;
- e. preparing financial accounting reports;
- f. managing depot level repairable;
- g. monitoring requisition status, follow-up on requisitions, and managing requisition files;
- h. controlling shipboard inventories;
- i. reporting aviation and surface 3-M data.

1611 ORGANIZATION

1. GENERAL. SUADPS-RT is divided into four application subsystems as follows:

a. Inventory Management Subsystem. This subsystem contains programs to establish and update material files and process inventories, reorders, and offloads. Management functions include demand processing, SAMMA/SAL, excess cancellation requests, SEAMART and PEB item reviews, and pack-up management.

b. Logistics Management Subsystem. This subsystem contains programs to order DTO material, receive and issue stock, query system files, track DLR carcasses, and maintain control and validation files. Management functions include suspense processing, requisition file monitoring and history processing, and various logistics reports related to requisition files.

→ c. Financial Management Subsystem. This subsystem contains programs to record OPTAR allocations, process financial adjustments, update appropriation data, and produce OPTAR and financial reports.

→ d. Incoming Batch Transaction Subsystem. This subsystem is provided for large volumes of incoming transactions that cannot (or need not) be processed interactively. Data in this category can be monthly change notice actions from Navy Supply Information Systems Activity (formerly FMSO), incoming requisition status, or COSAL aids from NAVICP. This data may be received in the form of magnetic tape or diskette.

1612 UNIFORM SYSTEM IDENTIFICATION (USID) CODES

1. GENERAL. Since several types of ships and shore activities utilize SUADPS-RT, certain screens, data elements, reports, and procedures may apply to only one type of ship or activity. The USID code is a mandatory data element in the Systems Constant File and is used by SUADPS-RT in the internal selection of appropriate screen formats, validation routines, transaction processing, and report generation. The Uniform System Identification (USID) Codes shown below are used throughout this and other SUADPS-RT publications to indicate applicability to a particular type of user activity:

<u>USID Code</u>	<u>Activity Type</u>
A	T-AFS
C	CV/CVN/LPH/LHA
M	MALS units
T	AS

1613 SUADPS-RT ACCESS

1. GENERAL. Before personnel can use the SUADPS-RT system, they must first be assigned a LOGON ID by the Functional Area Supervisor (FAS). The LOGON ID limits the range of subsystems within which the user can work. The following are guidelines for assignment of LOGON ID's:

a. SNAP I System Coordinator and Assistant - They are the overall managers of the SNAP I system, therefore, they will have the broadest access to the SNAP I system.

b. SUADPS-RT Functional Area Supervisor (FAS) - The FAS determines who has access to which parts of the system, controls priorities for running jobs, and acts as the focal point for system problem solving, therefore, the FAS should have complete access to all subsystems within SUADPS-RT.

c. Work Center Supervisors - Work Center Supervisors will be assigned an appropriate level of system access to accomplish the assigned tasks of their work center.

d. Journeyman Users. Journeyman users will be assigned system access only to a level necessary to accomplish specific responsibilities, normally this assigned system access is less than that of their WCS.

e. Basic Users. Since basic users will generally be non-supply personnel, access will be limited to entering a material requirement, performing a query or both.

1614 SUADPS-RT REPORTS

1. SCHEDULING. Scheduling of requested reports is the responsibility of the Functional Area Supervisor. Reports will be scheduled in accordance with directives from higher authority and local requirements established by the Supply Officer. A monthly schedule of reports will be produced and published by the Supply Officer and distributed to all ADP and supply work centers. The monthly schedule will vary depending on type of activity, operational schedule, and unforeseen requirements. A sample monthly schedule is shown on the following page.

2. REQUESTING REPORTS. Reports will be requested in accordance with the monthly schedule and methods established in the SUADPS-RT Support Procedures. Authorized users will enter parameter selection data required by the applicable report screen and the Batch Processing Request screen as prescribed in the SUADPS-RT Support Procedures, Appendix 20. Reports designed for internal use only will not be requested just to meet frequency requirements. When workload precludes proper processing action, the request for the report should be delayed until a later date.

3. APPROVAL. Prior to processing of the job by the Data Processing Center, the SUADPS-RT FAS must review and approve the request. This will be accomplished with the Batch Processing Job Review Function. These procedures are contained in the SNAP I Users Guide.

➔ MONTHLY SCHEDULE OF REPORTS

Daily: External record release (ie ZOC, TIR), Morning Reports							MONTH OF: <u>March</u>
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1 Change Notice	2 Change Notice DLR Print BRF/ BCM Return	3 MISC IQF Reports	4 Level Setting (including DLR) Level Setting (excluding DLR)	5 Cancellation Request for Excess Stock Due Fixed Allowance Management SAMMA / SAL	6 Automatic Reorder w/o ARRC DTO w/on-hand quantity (PRI 02)	7 Financial Update (weekly) FIF / MTE Delayed Receipt Report Locator List	
8 MSLPNT	9 Automatic Reorder w/o ARRC DLR Print BRF/ BCM Return	10 MSSR SEAMART Review Listing	11 DTO w/on-hand quantity (PRI-02) Automatic Reorder w/ARRC	12 MSSLL Print "NO" LMC SIMAR	13 Automatic Reorder w/o ARRC	14 Financial Update (weekly) FIF / MTE Delayed Receipt Report	
15 RHISP / RENAP	16 Automatic Reorder w/o ARRC	17 Mechanized Offload (as required) Automatic Reorder Stock DLR Print BRF/ BCM Return	18 Location Validation Automatic Follow-up DTO	19 Inventory Scheduling Aids (as required) Material Obligation Validation for Stock and DTO DLR Print BRF/RHF	20 Automatic Reorder w / o ARRC SAMMA / SAL	21 Financial Update (weekly) FIF / MTE Delayed Receipt Report Locator List	
22 MSLPNT	23 Automatic Reorder w/o ARRC DLR Print BRF/ BCM Return	24 Financial Update (monthly) FIF / MTE / FHP CRH / CHF OSO RRTMIS UMMIPS	25 RRTMIS DTO w/on-hand quantity (PRI 02)	26 Material Obligation Validation Automatic Reorder w/ARRC Internal MOV	27 Automatic Reorder w/o ARRC	28 Financial Update (weekly) FHF / MTE Delayed Receipt Report	
29 RHISP / RENAP (BRF Print)	30	31					

NOTE: BMF / BRF maintenance, such as IQF reports, MSSLL prints, file dumps, local print programs, etc., should be inserted into the schedule at the discretion of the Stock Control Officer, time

1615 SYSTEM FAILURE

1. GENERAL. System failure refers to any condition which makes it impossible to process supply transactions using the SNAP hardware and SUADPS-RT software. System failure may be due to hardware (computer or peripheral equipment) or software (SUADPS-RT programs) problems. Short-term failures are not a significant problem with SUADPS-RT, since it is a relatively simple matter to catch up after short periods. Long-term failures (actual or anticipated failures greater than 72 hours) do present problems since it may be impossible to process transactions, update files, and produce reports for extended periods. The procedures outlined in this section and within each chapter present a basic manual system designed to allow the supply department to perform material support functions without computer assistance. These procedures may be modified to allow for individual activity organizations and requirements. Back-up processing procedures will be implemented as directed by the Supply Officer in consultation with the SNAP System Coordinator. A supply department instruction will be prepared incorporating these procedures with those developed locally.

2. **ADVISORY AND TECHNICAL ASSISTANCE.** System failures due to maintenance problems beyond the repair capability of the SUADPS-RT activity will be reported, and assistance will be requested in accordance with current fleet and TYCOM instructions. Supply and SUADPS-RT assistance during these periods should be requested from the appropriate TYCOM. In the event of system failure due to SNAP or SUADPS-RT programs, trouble reports and requests for assistance will be submitted to SPAWARSCEN in accordance with pars 1605-1606.

1616 EMERGENCY FALLBACK PROCEDURES

1. **GENERAL.** If SUADPS-RT is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. SUADPS-RT Pending Files must be maintained so that the information may be entered into SUADPS-RT when the system is again operational. Further details are provided in the SUADPS-RT Part of each Chapter. The following records and forms must be available:

- a. Document Number Control Log,
- b. Material Requirement Request Form (DD Form 1348, or locally designed form),
- c. Off-line Requisition Log,
- d. Master Stock Status and Locator Listing and latest supplement,
- e. Complete requisition file printout and latest supplement,
- f. Hi Priority Requisition Listing with status,
- g. Latest Budget Report (SUADPS Report 21),
- h. Previous months budget OPTAR reports,
- i. DD Forms 1348-1A.

2. **INTERIM MANUAL FILES.** The manual files in the following subparagraphs will be maintained to control documents and prepare reports during long term system failures:

a. **AIMD File (USID C & M Activities Only).** The AIMD File will be used to monitor the return of AVDLR material. The file will contain a copy of each AVDLR issue or DTO requisition for material sent to AIMD for repair and not returned.

b. **Budget File (BF).** The BF will contain copies of all end-use OPTAR obligation and expenditure documents. The file will be segregated by individual OPTAR, division or code, and document identifiers.

c. **DLR File.** The DLR File will be used to monitor the turn-in of NRFI material for induction into AIMD or shipment to DOP. The file will contain a copy of each DLR issue or DTO requisition for which the NRFI carcass has not been received.

d. DTO Receipt File. The DTO Receipt File will contain a copy of each DTO receipt document. The documents will be filed by cognizance symbol and will be used to prepare the NAVCOMPT 2051 Message Report to the appropriate Defense Finance Accounting Service (DFAS).

e. Expenditure File. The Expenditure File will contain a copy of all DTO receipts, expenditures, and issues for the activity's departments and supported units. It will be used to compute the expenditure value on the monthly Budget OPTAR Report and NC 2051 message report. Documents will be segregated by fund code and document identifier.

f. High Priority File. The High Priority File will be in document number sequence. The file will contain all incoming status for high priority outstanding DTO requisitions. It will be used to prepare internal and external status reports.

g. Issues Pending File (Manual). The Issues Pending File (Manual) will contain a copy of each customer requirement forwarded to storage or procurement sections. The file will be maintained in Julian date and document number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and protect against lost documents.

h. Obligation File. The Obligation File will contain a copy of all DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report. Documents will be segregated by fund code.

i. Stock Replenishment File. The Stock Replenishment File will contain a copy of each issue document that resulted in the on-hand quantity of the NSN reaching the Reorder Point (RP). The file will be used to prepare stock replenishment requisitions. It will be maintained in NIIN sequence.

j. SUADPS-RT Pending File. The SUADPS-RT Pending File will contain the original of all transaction documents to be processed individually when SUADPS-RT is restored. Documents will be filed in DI and NIIN or document number sequence.

k. Turn-In File. One copy of each document for material returned to stock by the activity's work centers and supported units will be placed in this file. The documents will be filed by cognizance symbol and will be used to prepare the NAVCOMPT 2051 Message Report.

Part G: RELATIONAL SUPPLY (RSUPPLY) - UNIT LEVEL

Section I: INTRODUCTION

1700 OVERVIEW

This section provides an introduction to the Unit Level Relational Supply (RSUPPLY). The optimized supply and financial management functions of RSUPPLY were developed in accordance with the manual policies and procedures set forth in the Relational Supply Manual developed by SPAWAR Systems Center.

1701 OBJECTIVES

The objectives of the optimized afloat supply capabilities, performed using RSUPPLY, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore optimized systems.

1702 NAVY TACTICAL COMMAND SUPPORT SYSTEM II (NTCSSII)

1. NTCSSII. The RSUPPLY application is run on the NTCSSII UNIX operating system. Several software applications within the NTCSS system provide supply and maintenance data exchange to update their respective databases. These additional application systems are:

a. OMMS-NG – Organizational Maintenance Management System – Next Generation. Provides online organizational level maintenance management, configuration management, and logistics management. The software provides Navy maintenance personnel with quick, convenient access to the maintenance information they need to ensure shipboard readiness information concerning configuration items and work candidates (formerly called maintenance actions or 2-Kilos) and ordering parts for equipment.

b. Integrated Barcode System (IBS). The IBS Program uses barcode technology that will enhance your inventory and receipt management efforts. Performs the following functions: location audits, inventories, relocating and consolidating material, scanning barcoded receipt documents, and printing barcoded stock number and location labels.

2. NTCSSII hardware configuration consists of Windows NT PDC/BDC, HPJ210 (TAC 4), and HP Printers.

1703 SYSTEM USERS

1. NTCSS SYSTEM ADMINISTRATOR. The NTCSS System Administrator normally a senior enlisted, is the overall managers of the NTCSS hardware and the various software applications that are maintained on the NTCSS. The responsibilities and duties of the NTCSS System Administrator are as follows:

Organization and Administration

1703

- a. coordinating, monitoring, and scheduling NTCSS system production requirements with the Supply Officer;
- b. maintaining familiarity with the capabilities of all NTCSS equipment;
- c. ensuring the operation and functional security of NTCSS equipment;
- d. reviewing user access privileges for application software;
- e. installing and implementing updated software and data files when received onboard;
- f. scheduling and coordinating NTCSS assistance visits from SPAWARSYSCEN;
- g. maintaining the hardware and software configuration implemented at that activity;
- h. ensuring the efficient use of on-line storage on the NTCSS system;
- i. ensuring scheduled and unscheduled maintenance is performed on equipment;
- j. monitoring training for NTCSS users;
- k. allocating NTCSS resources to the users as required, specified, or needed;
- l. submitting required trouble reports on hardware and software malfunctions;
- m. coordinating data transfer requirements between NTCSS systems and other activities;
- n. maintaining physical security in accordance with current directives.

2. **LEADING STOREKEEPER.** Personnel assigned this duty should be a senior enlisted with a Navy Enlisted Classification (NEC) for the RSUPPLY Unit Level Manager's Course (NEC-2831). The Leading Storekeeper should have complete access to all subsystems within RSUPPLY and must be thoroughly familiar with all technical aspects pertaining to the storekeeper rating and RSUPPLY. Leading Storekeeper duties include, but are not limited to the following:

- a. **Batch Requests.** Approve, consolidate, and modify user batch requests using automated batch utilities;
- b. **Maintain and Update Tables.** Maintain RSUPPLY Site Subsystem: Activity Control, Technical Information and Financial Control Tables;
- c. **Control User Access.** Assign, modify, and delete user access privileges within RSUPPLY;
- d. **Functional User Control.** Provide adequate controls to ensure the degree of access granted to each functional user is consistent with the user's duties;

- e. Reports. Schedule program runs to generate RSUPPLY output reports. May delegate this authority to other qualified users. Review reports and data for submission to external activities;
 - f. File Validity. Ensure the validity and reliability of automated data files in use within RSUPPLY;
 - g. Equipment. Control the use of remote printers and other peripheral equipment assigned to Supply divisions;
 - h. Training. Develop and conduct consistent user training using any pertinent information applicable to the storekeeper rating or RSUPPLY;
 - i. Trouble Reports. Submit RSUPPLY Fleet Trouble Call (FTC), Trouble Report (TR), and Change Proposal (CP) on NTCSS hardware system and RSUPPLY application problems. Liaison with the NTCSS Administrator, TYCOM Points Of Contact, and SPAWARSYSCEN representatives to resolve RSUPPLY related problems;
 - j. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS124), and Picking Tickets (JSS118) batch jobs daily;
 - k. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Requirements Listing (JSL308), and Issue Pending Listing (JSL314) each morning.
3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the Leading Storekeeper for management of their work centers.
4. SUPPLY USERS. Supply users are normally petty officers and non-rated personnel who perform the majority of functions (i.e., SIT and ART maintenance, receipt processing, and requisitioning).
5. WORK CENTER WORKER. Assigned to Repair Part Petty Officer's (RPPO) or other maintenance personnel who request material and perform status checks for their respective work centers.

1704 SYSTEMS SECURITY (RSUPPLY)

1. Access Control and User Logon. Before any user can have access to Relational Supply (RSUPPLY) or Organizational Maintenance Management System-New Generation (OMMS-NG), one must be registered and have access to the Naval Tactical Command Support System II (NTCSS II). The NTCSS system level access is controlled by the NTCSS System Administrator (SA). When the user successfully connects to the NTCSS system, the user will be required to enter a NTCSS password on the logon screen.

2. Access to RSUPPLY. The Supply Officer/Leading SK will register any new users in RSUPPLY application and assign users the level of access required for job performance. The authorization established for each user will determine their capability for each business unit in RSUPPLY. This is important in controlling access to sensitive information as well as identifying the proper department, division, and work center codes to be used in posting transaction to inventory and financial records. It further defines each user's system access.

3. Individual Security Responsibilities. Each user has the responsibilities to ensure proper use, accountability, and protection of NTCSS computer resources and data. Passwords should not be shared or loaned to other individuals and should not be written down.

1705 ADVISORY ASSISTANCE

NTCSS users may request (from several sources) assistance in the operation, maintenance, and use of equipment and various functional software systems. Maintenance assistance is available from SPAWARSYSCEN, and (in some instances) Type Commander staffs. Type Commander Management Training and Assistance teams provide functional software assistance, while SPAWARSYSCEN and SPAWARSYSCEN detachments schedule assistance and training visits periodically to each user activity. Users should request assistance in accordance with Type Commander directives whenever needed.

1706 RSUPPLY TROUBLE CALLS (TCS)

SPAWARSYSCEN Norfolk (SSC-N) is responsible for all RSUPPLY AIS development and modification. Activities using the RSUPPLY system should send all Fleet Trouble Calls to SPAWARSYSCEN Norfolk Trouble Desk using the web except as noted below. Units are encouraged to contact TYCOM Point Of Contacts at the same time for technical analysis and guidance with regard to NTCSS AIS troubles. Often, this initial troubleshooting prevents the need for formal Trouble Report/Change Proposal submission. The FTC procedure is as follows:

- a. Type <http://www.scn.spawar.navy.mil>. Click on Software Maintenance Tracking System (SMTS) on the list of links on the left side of the screen. Log on by entering first initial and last name (all lower case) in the User block or typing "guest". Password is not needed.
- b. When submitting trouble calls to SSC or TYCOM, have all pertinent information available such as brief/detail description of the problem, chronological timeline, name and version of software application installed onboard, information on Point of Contact.
- c. SMTS will assign a TC number. Make sure to log the TC number for tracking/follow-up purposes. FTC/TC can evolve into TR, CP, or remote/on-site technical assist.

Section II: SUPPLY CONTROL**1710 INTRODUCTION**

1. GENERAL. RSUPPLY database is made up of numerous system tables and is updated by individual transactions inter-actively entered into the system at terminals or through batch job processing. Under RSUPPLY, the computer will perform most of the clerical functions of supply, such as posting receipts and issues, recording parts usage data, accumulating financial data, etc. RSUPPLY programs also perform supply management functions and produce reports necessary to maintain a high level of supply readiness. These functions and reports include, but are not limited to, the following:

- a. adjusting stock levels based on usage trends;
- b. identifying stock shortages and requisition preparation;
- c. identifying excess material and offload documentation;
- d. processing change notice actions and managing material files;
- e. preparing financial accounting reports;
- f. monitoring requisition status, follow-up on requisitions, and managing requisition files;
- g. controlling shipboard inventories.

1711 ORGANIZATION

1. GENERAL. The Relational Supply (RSUPPLY) System groups major functions into five subsystems, each of which contains similar processes. These five major subsystems are as follows:

- a. Site. The Site Management Subsystem contains many technical and validation tables RSUPPLY uses to verify the information that enters the system and to provide additional detailed information for use in various processes. This subsystem allows the user to control all the information in the databases of logistics, inventory, and financial subsystems.
- b. Inventory. The Inventory Management Subsystem allows the user to accomplish routine maintenance for inventory information within the RSUPPLY such as maintaining material files, process inventory, reorders, offload and SIMARS management.
- c. Logistics. The Logistics Management Subsystem covers all the automated supply procedures that includes generating MILTRIP requisitions, recording receipt and storage of material, issuing material to customers, processing incoming and outgoing supply status, and processing carcass-tracking inquiries and replies.

d. Financial. The Financial Management Subsystem covers all the automated supply procedures that includes recording OPTAR allocation, tracking OPTAR balances, posting financial adjustments, updating appropriation data, and producing financial reports.

e. Query and Utilities. The Query Management Subsystem provides the users with all the automated supply procedures that includes reviewing Material, Financial, Money Value Transaction ledgers, Stock Item Table (SIT) and Active Requisition Table (ART) inquiries. The Utilities Management Subsystem allows the users to perform Batch File transfer, create and run ADHOC Queries, and conduct batch review.

1712 RSUPPLY ACCESS

1. GENERAL. Before personnel can use RSUPPLY, they must first be assigned a LOGON ID by the Supply Officer or Leading SK. The LOGON ID limits the range of subsystems within which the user can work. The authorization established for each user will determine their capability for each business unit in RSUPPLY. This is accomplished by using the menu option, (SITE>Activity Controls>Users Access). The following guidelines for assignment of LOGON ID's:

a. NTCSS System Coordinator. Is the overall manager of NTCSS, therefore, they will have the broadest access to the NTCSS.

b. Supply Officer and Leading SK. Determines who has access to which parts of the system, controls priorities for running jobs, and acts as the focal point for system problem solving, therefore, they should have complete access to all subsystems within RSUPPLY.

c. Work Center Supervisors. Work Center Supervisors will be assigned an appropriate level of system access to accomplish the assigned tasks of their work center.

d. Supply Users. Will be assigned system access only to a level necessary to accomplish specific responsibilities, normally this assigned system access is less than that of the Supply Officer or Leading SK.

e. Work Center Workers. Since work center workers will be non-supply personnel, access will be limited to entering a material requirement, performing a query or both.

1713 RSUPPLY REPORTS

1. SCHEDULING. Scheduling of required reports is the responsibility of the Leading SK. Reports will be scheduled in accordance with directives from higher authority and local requirements established by the Supply Officer. A monthly schedule of reports will be produced and published by the Supply Officer. The monthly schedule will vary depending on type of activity, operational schedule, and unforeseen requirements.

2. Reports will be requested in accordance with the monthly schedule and methods established in the RSUPPLY Unit Users Manual (NAVSUP P-732). Authorized users will enter parameter selection data required by the applicable report screen and the Batch Processing

Request screen. Reports designed for internal use only will not be requested just to meet frequency requirements.

3. APPROVAL. Prior to processing of the job, the Supply Officer or Leading SK may have to approve the request. This is dependent on whether or not Approval Required is activated for the Batch Job in Control Parameter Update. This will be accomplished in the SITE subsystem with the Management>Site Internal>Batch Job Scheduling>Approval menu path. These procedures are contained in the NAVSUP P-732.

1714 SYSTEM FAILURE

1. GENERAL. System failure refers to any condition which makes it impossible to process supply transactions using the NTCSS hardware and RSUPPLY software. System failure may be due to hardware (computer or peripheral equipment) or software (RSUPPLY programs) problems. Short-term failures are not a significant problem with RSUPPLY, since it is a relatively simple matter to catch up after short periods. Long-term failures (actual or anticipated failures greater than 72 hours) do present problems since it may be impossible to process transactions, update tables, and produce reports for extended periods. The procedures outlined in this section and within each chapter present a basic manual system designed to allow the supply department to perform material support functions without computer assistance. These procedures may be modified to allow for individual activity organizations and requirements. Back-up processing procedures will be implemented as directed by the Supply Officer in consultation with the NTCSS System Administrator. A supply department instruction will be prepared incorporating these procedures with those developed locally.

2. ADVISORY AND TECHNICAL ASSISTANCE. System failures due to maintenance problems beyond the repair capability of the RSUPPLY activity will be reported, and assistance will be requested in accordance with current fleet and TYCOM instructions. In the event of system failure due to NTCSS or RSUPPLY programs, trouble reports and requests for assistance will be submitted to SPAWARSCEN in accordance with pars.1705-1706.

1715 EMERGENCY FALLBACK PROCEDURES

1. GENERAL. If RSUPPLY is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. RSUPPLY suspense listings must be maintained so that the information may be entered into RSUPPLY when the system is again operational. The following records and forms must be available:

- a. Material Requirement Request Form (DD Form 1348, or locally designed form);
- b. Off-line Requisition Log;
- c. Master Stock Status and Locator Listing (JSL322);
- d. Complete active requisition file printout (JSL311);

- e. Other and EMRM budget balances;
- f. DD Forms 1348-1A.

2. INTERIM MANUAL FILES. The manual files in the following subparagraphs will be maintained to control documents and prepare reports during long term system failures:

a. Issue File. The Issue File will be used to store all storeroom issues made while the system is not operational. Supply will use these to ensure that maintenance personnel enter material requests in OMMS-NG after the system becomes operational.

b. Grant File. The Grant will contain copies of all correspondence relating to the increase or decrease of EMRM or Other Grants. The file will contain a running tally of FYTD grants for both budget types.

c. DLR File. The DLR File will be used to monitor the turn-in of NRFI material for shipment to DOP. The file will contain a copy of each DLR issue or DTO requisition for which the NRFI carcass has not been received. The file will also contain a copy of BC1 documents used to turn-in NRFI material to an ATAC.

d. Expenditure File. The Expenditure File will contain a copy of all 7000 series documents used to expend material.

e. Status File. The Status File will contain all downloaded status and any hard copy status received.

f. Obligation File. The Obligation File will contain a copy of all DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report. Documents will be segregated by fund code.

g. Stock Replenishment File. The Stock Replenishment File will contain a copy of each issue document that resulted in the on-hand quantity of the NSN dropping below the Reordering Objective. The file will be used to prepare stock replenishment requisitions. It will be maintained in NIIN sequence.

h. Receipt File. The Receipt File will contain the receipt documents to be processed when RSUPPLY is restored. Documents will be filed in document number sequence.

Part H: RELATIONAL SUPPLY (RSUPPLY) - FORCE LEVEL

Section I: INTRODUCTION

1800 OVERVIEW

This section provides an introduction to Relational Supply (RSUPPLY) Unit and Force Level. The optimized supply and financial management functions of RSUPPLY were developed in accordance with the manual policies and procedures set forth in the Relational Supply Manual developed by SPAWAR Systems Center.

1801 OBJECTIVES

The objectives of the optimized afloat supply capabilities, performed using RSUPPLY, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore optimized systems.

1802 NAVY TACTICAL COMMAND SUPPORT SYSTEM II (NTCSSII)

1. NTCSSII. The RSUPPLY application is run on the NTCSSII UNIX operating system. Several software applications within the NTCSS system provide supply and maintenance data exchange to update their respective databases. These additional application systems are:
 - a. NALCOMIS IMA – Naval Aviation Logistics Command Management Information System for Intermediate Maintenance Activities
 - b. OMMS-NG – Organizational Maintenance Management System Next-Generation
 - c. Integrated Barcode System (IBS)
2. NTCSSII hardware configuration consists of Windows NT PDC/BDC, HPJ210 (TAC 4), and HP Printers.

1803 SYSTEM USERS

1. NTCSS SYSTEM ADMINISTRATOR AND ASSISTANT. The NTCSS System Administrator and Assistant, normally an officer and a senior enlisted, are the overall managers of the NTCSS hardware and the various software applications that are maintained on the NTCSS. The responsibilities and duties of the NTCSS System Administrator are as follows:
 - a. coordinating, monitoring, and scheduling NTCSS system production requirements with Functional Area Supervisors;
 - b. maintaining familiarity with the capabilities of all NTCSS equipment;

- c. ensuring the operation and functional security of NTCSS equipment;
- d. reviewing user access privileges for application software;
- e. installing and implementing updated software and data files when received onboard;
- f. scheduling and coordinating NTCSS assistance visits from SPAWARSYSCEN;
- g. maintaining the hardware and software configuration implemented at that activity;
- h. ensuring the efficient use of on-line storage on the NTCSS system;
- i. ensuring scheduled and unscheduled maintenance is performed on equipment;
- j. monitoring training for NTCSS users;
- k. allocating NTCSS resources to the users as required, specified, or needed;
- l. submitting required trouble reports on hardware and software malfunctions;
- m. coordinating data transfer requirements between NTCSS systems and other activities;
- n. maintaining physical security in accordance with current directives.

2. FUNCTIONAL AREA SUPERVISOR (FAS). Personnel assigned to duties as a FAS should be senior enlisted who has completed Navy Enlisted Classification (NEC) courses or holds a RSUPPLY NEC-2830 (RSUPPLY Manager's Course) or NEC-2828 (RSUPPLY Force Level User Course). The RSUPPLY FAS should have complete access to all subsystems within RSUPPLY and must be thoroughly familiar with all technical aspects pertaining to supply site, inventory, logistics, financial management, query, utilities, and file functions. FAS duties include, but are not limited to the following:

- a. Batch Requests. Approve, consolidate, and modify user batch requests using automated batch utilities;
- b. Maintain and Update Table. Maintain RSUPPLY Site Subsystem: Activity Control, Technical Information, Maintenance Control and Financial Control Tables;
- c. Control User Access. Assign, modify, and delete user access privileges within RSUPPLY;
- d. Functional User Control. Provide adequate controls to ensure the degree of access granted to each functional user is consistent with the user's duties;
- e. Reports. Schedule program runs to generate RSUPPLY output reports. FAS may delegate this authority to program run to other users. Review reports and data for submission to external activities;
- f. File Validity. Ensure the validity and reliability of automated data files in use within RSUPPLY;
- g. Equipment. Control the use of remote printers and other peripheral equipment assigned to Supply Readiness divisions;
- h. Training. Develop and conduct constant user training using SSC-N RSUPPLY Force Level Technical Advisory messages and Summary of Changes from RSUPPLY Block upgrade. FAS should disseminate RSUPPLY related information to key Readiness personnel;

- i. Trouble Reports. Submit RSUPPLY Fleet Trouble Call (FTC), Trouble Report (TR), and Change Proposal (CP) on NTCSS hardware system and RSUPPLY application problems. Liaison with the O-IMA DBA, NTCSS Administrator, TYCOM Point Of Contact, and SPAWARSSYSCEN representatives to resolve RSUPPLY related problems;
 - j. Storage Capacity. Monitor RSUPPLY database capacity. Initiate database purge requests to SPAWARSSYSCEN via TYCOM as necessary;
 - k. Terminal Use. Ensure proper use of terminals and other data processing resources in RSUPPLY assigned areas;
 - l. Other Utilities and Programs. Become familiar with RSUPPLY ADHOC / Data Mining Facility (DMF) Utility utilization;
 - m. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS105), Picking tickets (JSS110), NALCOMIS Outgoing (JSS181), Incoming/Outgoing Status/RUNZOC batch jobs daily;
 - n. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Suspense Listing (JSL325), and Issue Listing (JSL314) each morning.
3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a division officer or senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the FAS for management of their work centers.
 4. WORK CENTER USERS. Work Center users are normally petty officers/ NCOs and non-rated personnel who perform the majority of functions (i.e., SIT and ART maintenance, receipt processing, and requisitioning) within their respective functional areas (e.g., LOGISTICS, INVENTORY, FINANCIAL, NALCOMIS, OMMS-NG, etc.)
 5. REPAIR PARTS PETTY OFFICER USERS. RPPO users are normally supply petty officers, repair parts petty officers or maintenance personnel who request material and perform status checks for their divisions and departments.

1804 SYSTEMS SECURITY (RSUPPLY)

1. Access Control and User Logon. Before any user can have access to Relational Supply (RSUPPLY), Optimized Naval Aviation Logistics Command Management Information System (O-IMA) or Organizational Maintenance Management System-New Generation (OMMS-NG), one must be registered and have access to the Naval Tactical Command Support System II (NTCSS II). The NTCSS system level access is controlled by the NTCSS System Administrator (SA). When the user successfully connects to the NTCSS system, the user will be required to enter a NTCSS password on the logon screen.
2. Access to RSUPPLY. The FAS will register any new users in RSUPPLY application and assign users the level of access required for job performance. The authorization established for each user will determine his capability for each business unit in RSUPPLY. This is important in controlling access to sensitive information as well as identifying the proper UIC, department, division, and work center codes to be used in posting transaction to inventory and financial

records. It further defines each user's system access. The FAS accomplishes this using the menu option, (SITE>Activity Controls>Users Access).

3. Individual Security Responsibilities. Each user has the responsibilities to ensure proper use, accountability, and protection of NTCSS computer resources and data. Passwords should not be shared or loaned to other individuals and should not be written down.

1805 ADVISORY ASSISTANCE

NTCSS users may request (from several sources) assistance in the operation, maintenance, and use of equipment and various functional software systems. Maintenance assistance is available from SPAWARSYSCEN, and (in some instances) Type Commander staffs. Type Commander Management Training and Assistance teams provide functional software assistance, while SPAWARSYSCEN and SPAWARSYSCEN detachments schedule assistance and training visits periodically to each user activity. Users should request assistance in accordance with Type Commander directives whenever needed.

1806 RSUPPLY TROUBLE CALLS (TCS)

SPAWARSYSCEN Norfolk (SSC-N) is responsible for all RSUPPLY AIS development and modification. Activities using the RSUPPLY system should send all Fleet Trouble Calls to SPAWARSYSCEN Norfolk Trouble Desk using the web except as noted below. Units are encouraged to contact TYCOM Point Of Contact at the same time for technical analysis and guidance with regard to NTCSS AIS troubles. Often, this initial troubleshooting prevents the need for formal Trouble Report/Change Proposal submission. The FTC procedure is as follows:

- a. Type <http://www.scn.spawar.navy.mil>. Click on Software Maintenance Tracking System (SMTS) on the list of links on the left side of the screen. Log on by entering first initial and last name (all lower case) in the User block or typing "guest". Password is not needed.
- b. When submitting trouble calls to SSC or TYCOM, have all pertinent information available such as brief/detail description of the problem, chronological timeline, name and version of software application installed onboard, information on Point of Contact.
- c. SMTS will assign a TC number. Make sure to log the TC number for tracking / follow-up purposes. FTC/TC can evolve into TR, CP, or remote/on-site technical assist.

Section II: SUPPLY CONTROL

1810 INTRODUCTION

1. GENERAL. RSUPPLY database is made up of numerous system tables and is updated by individual transactions inter-actively entered into the system at terminals or through batch jobs processing. Under RSUPPLY, the computer will perform most of the clerical functions of supply, such as posting receipts and issues, recording parts usage data, accumulating financial data, etc. RSUPPLY programs also perform supply management functions and produce reports necessary to maintain a high level of supply readiness. These functions and reports include, but are not limited to, the following:

- a. adjusting stock levels based on usage trends;
- b. identifying stock shortages and requisition preparation;
- c. identifying excess material and offload documentation;
- d. processing change notice actions and managing material files;
- e. preparing financial accounting reports;
- f. monitoring requisition status, follow-up on requisitions, and managing requisition files;
- g. controlling shipboard inventories.

1811 ORGANIZATION

1. GENERAL. The Relational Supply (RSUPPLY) System groups major functions into five subsystems, each of which contains similar processes. These five major subsystems are as follows:

a. Site. The Site Management Subsystem contains many technical and validation tables RSUPPLY uses to verify the information that enters the system and to provide additional detailed information for use in various processes. This subsystem allows the user to control all the information in the databases of logistics, inventory, and financial subsystems.

b. Inventory. The Inventory Management Subsystem allows the user to accomplish routine maintenance for inventory information within the RSUPPLY such as maintaining material files, process inventory, reorders, offload and SAMMA/SAL management.

c. Logistics. The Logistics Management Subsystem covers all the automated supply procedures that includes generating MILTRIP requisitions, recording receipt and storage of material, issuing material to both supported and non-supported customers, processing incoming and outgoing supply status, and processing carcass-tracking inquiries and replies.

d. Financial. The Financial Management Subsystem covers all the automated supply procedures that includes recording OPTAR allocation, tracking OPTAR balances, posting financial adjustments, updating appropriation data, and producing financial reports.

e. Query and Utilities. The Query Management Subsystem provides the users with all the automated supply procedures that includes reviewing Material, Financial, Money Value Transaction ledgers, Stock Item Table (SIT) and Active Requisition Table (ART) inquiries. The Utilities Management Subsystem allows the users to perform Batch File transfer, create and run ADHOC Queries, and conduct batch review.

1812 UNIFORM SYSTEM IDENTIFICATION (USID) CODES

1. GENERAL. The Uniform System Identification (USID) code is hard wired in the Activity Control Information and provides aid in determining the NWCF indicator to be assigned in Other Activity table. The USID codes shown below are used throughout this and other RSUPPLY publications to indicate applicability to a particular type of user activity:

<u>USID Code</u>	<u>Activity Type</u>
A	T-AFS
C	CV/CVN/LHA/LHD
M	MALS units
T	AS

1813 RSUPPLY ACCESS

1. GENERAL. Before personnel can use RSUPPLY, they must first be assigned a LOGON ID by the Functional Area Supervisor (FAS). The LOGON ID limits the range of subsystems within which the user can work. The authorization established for each user will determine his capability for each business unit in RSUPPLY. The FAS accomplishes this using the menu option, (SITE>Activity Controls>Users Access). The following guidelines for assignment of LOGON ID's:

- a. NTCSS System Coordinator and Assistant . The NTCSS System Coordinator and Assistant are the overall managers of NTCSS, therefore, they will have the broadest access to the NTCSS.
- b. Functional Area Supervisor (FAS). The FAS determines who has access to which parts of the system, controls priorities for running jobs, and acts as the focal point for system problem solving, therefore, the FAS should have complete access to all subsystems within RSUPPLY.
- c. Work Center Supervisors. Work Center Supervisors will be assigned an appropriate level of system access to accomplish the assigned tasks of their work center.
- d. Journeyman Users. Journeyman users will be assigned system access only to a level necessary to accomplish specific responsibilities, normally this assigned system access is less than that of their WCS.
- e. Basic Users – Since basic users will generally be non-supply personnel, access will be limited to entering a material requirement, performing a query or both.

1814 RSUPPLY REPORTS

1. SCHEDULING. Scheduling of requested reports is the responsibility of the Functional Area Supervisor. Reports will be scheduled in accordance with directives from higher authority and local requirements established by the Supply Officer. A monthly schedule of reports will be

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Organization and Administration

produced and published by the Supply Officer and distributed to all supply work centers. The monthly schedule will vary depending on type of activity, operational schedule, and unforeseen requirements. A sample monthly schedule is shown below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 4em; font-weight: bold;">May 2004</div> <div style="font-size: 2em; font-weight: bold; color: red; opacity: 0.5;">SAMPLE SCHEDULE</div> </div>						
2	3 CHANGE NOTICE, SAMMA/SAL, MFCS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO MATIC REORDER	4 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, SAMMA (RAO) DTO W/ON HAND QTY, CARCASS RPT	5 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, DTO RQN MON, MSSLL DELAYED RECEIPT	6 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	7 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, CANC EXESS DUE	8
9	10 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO REORDER REV, LIVE DAILY	11 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, CARCASS RPT, DTO W/ON HAND QTY	12 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, REQN FOLLOW-UPS SURVEY LIST	13 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	14 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	15
16	17 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO REORDER	18 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, STOCK REQN FOLLOW-UP	19 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, EXCESS LOC LIST, DTO REQN MONITORING	20 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, LIVE DAILY FINANCIAL	21 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, REQN W/NO STATUS	22
23	24 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO REORDER REVIFW	25 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, CARCASS RPT, DTO DUES, SAMMA/SAL (RAB)	26 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	27 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, MSSLL SHELF LIFE, REQN FOL-UPS DELAYED RECEIPT	28 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, SAMMA/SAL, SUPP EFF., MASTER STOCK STATUS	29 RPT, AVCAL/COSAL RPT, LIVE END OF YEAR FINANCIAL REPORT
30	31		NOTE: 1. Schedule FITSDL Run on the 10 th & 25 th of the mo. 2. TIR daily			

2. Reports will be requested in accordance with the monthly schedule and methods established in RSUPPLY Users Guide. Authorized users will enter parameter selection data required by the applicable report screen and the Batch Processing Request screen. Reports designed for internal use only will not be requested just to meet frequency requirements.

3. APPROVAL. Prior to processing of the job, the RSUPPLY FAS must review and approve the request. This will be accomplished with the Batch Job Scheduling>Approval Function. These procedures are contained in the RSUPPLY Users Guide.

1815 SYSTEM FAILURE

1. GENERAL. System failure refers to any condition which makes it impossible to process supply transactions using the NTCSS hardware and RSUPPLY software. System failure may be due to hardware (computer or peripheral equipment) or software (RSUPPLY programs) problems. Short-term failures are not a significant problem with RSUPPLY, since it is a relatively simple matter to catch up after short periods. Long-term failures (actual or anticipated failures greater than 72 hours) do present problems since it may be impossible to process transactions, update tables, and produce reports for extended periods. The procedures outlined in this section and within each chapter present a basic manual system designed to allow the supply department to perform material support functions without computer assistance. These procedures may be modified to allow for individual activity organizations and requirements. Back-up processing procedures will be implemented as directed by the Supply Officer in consultation with the NTCSS System Administrator. A supply department instruction will be prepared incorporating these procedures with those developed locally.

2. ADVISORY AND TECHNICAL ASSISTANCE. System failures due to maintenance problems beyond the repair capability of the RSUPPLY activity will be reported, and assistance will be requested in accordance with current fleet and TYCOM instructions. In the event of system failure due to NTCSS or RSUPPLY programs, trouble reports and requests for assistance will be submitted to SPAWARSSYSCEN in accordance with pars.1805-1806.

1816 EMERGENCY FALLBACK PROCEDURES

1. GENERAL. If RSUPPLY is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. RSUPPLY suspense listings must be maintained so that the information may be entered into RSUPPLY when the system is again operational. Further details are provided in the RSUPPLY Users Guide. The following records and forms must be available:

- a. Document Number Control Log;
- b. Material Requirement Request Form (DD Form 1348, or locally designed form);
- c. Off-line Requisition Log;

- d. Master Stock Status and Locator Listing and latest supplement;
- e. Complete active requisition file printout;
- f. Hi Priority Requisition Listing with status;
- g. Latest Budget Report (RSUPPLY Report 21);
- h. Previous months budget OPTAR reports;
- i. DD Forms 1348-1A.

2. INTERIM MANUAL FILES. The manual files in the following subparagraphs will be maintained to control documents and prepare reports during long term system failures:

a. AIMD File (USID C & M Activities Only). The AIMD File will be used to monitor the return of AVDLR material. The file will contain a copy of each AVDLR issue or DTO requisition for material sent to AIMD for repair and not returned.

b. Budget File (BF). The BF will contain copies of all end-use OPTAR obligation and expenditure documents. The file will be segregated by individual OPTAR, division or code, and document identifiers.

c. DLR File. The DLR File will be used to monitor the turn-in of NRFI material for induction into AIMD or shipment to DOP. The file will contain a copy of each DLR issue or DTO requisition for which the NRFI carcass has not been received.

d. Expenditure File. The Expenditure File will contain a copy of all DTO receipts, expenditures, and issues for the activity's departments and supported units. It will be used to compute the expenditure value on the monthly Budget OPTAR Report and NC 2051 message report. Documents will be segregated by fund code and document identifier.

e. High Priority File. The High Priority File will be in document number sequence. The file will contain all incoming status for high priority outstanding DTO requisitions. It will be used to prepare internal and external status reports.

f. Issues Pending File (Manual). The Issues Pending File (Manual) will contain a copy of each customer requirement forwarded to storage or procurement sections. The file will be maintained in Julian date and document number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and protect against lost documents.

g. Obligation File. The Obligation File will contain a copy of all DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report. Documents will be segregated by fund code.

h. Stock Replenishment File. The Stock Replenishment File will contain a copy of each issue document that resulted in the on-hand quantity of the NSN reaching the Reorder Point (RP). The file will be used to prepare stock replenishment requisitions. It will be maintained in NIIN sequence.

i. RSUPPLY Suspense File. The RSUPPLY Suspense File will contain the original of all transaction documents to be processed individually when RSUPPLY is restored. Documents will be filed in DI and NIIN or document number sequence.

j. Turn-In File. One copy of each document for material returned to stock by the activity's work centers and supported units will be placed in this file. The documents will be filed by cognizance symbol and will be used to prepare the NAVCOMPT 2051 Message Report.

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CHAPTER 2

MATERIAL IDENTIFICATION

Part A: MATERIAL COGNIZANCE

Section I: GENERAL INFORMATION

2000 INTRODUCTION

There are over four million supply items in the Department of Defense Supply System. The Navy Supply System alone stocks over one million items. For proper requisitioning of a specific item from an activity ashore or from a unit of the Combat Logistics Force, and for that activity to provide the item requested, a common language has been developed, the Federal Catalog System. The instructions in this chapter provide a description of the material classification system of the Navy and the sources of information for material identification and procurement. The glossary provides definitions of terms used throughout the naval service in identifying, classifying, and inspecting naval material.

2001 COGNIZANCE OF NAVY MATERIAL

1. COGNIZANCE SYSTEM. A cognizance symbol is a two position numeric-alpha code that identifies a stock numbered item with the Navy inventory manager of the specific category of material in which the item is included, and also indicates whether the material is managed in an NSA stores account, an APA stores account, or a non stores accounts (see appendix 18). Although the cognizance symbol may be prefixed to stock numbers listed in FEDLOG, allowance lists, etc., it is not a part of the stock number and therefore, will not be included in the "Stock Number" field of supply documents or records.

2 CRITERIA. Inventory management of items which are procured repetitively and stocked for distribution, issue, or use will be vested in the Inventory Control Point (ICP) to the maximum degree possible within the limits of the following:

a. Bureau, Office, or Systems Command Cognizance Items. The following equipment, components, and supporting items are assigned for inventory management to the appropriate bureau, office, or systems command:

(1) equipment, components, or supporting items in a research and development stage;

(2) equipment and components for which budget and procurement requirements, quality control, or assignment to use require continuing logistics, engineering, or fiscal administration and control at the department level;

(3) equipment and components which are recognized as one time installations in that they are procured and issued for specific use, as opposed to being replenished and available for general use.

b. Naval Supply Systems Command Inventory Control Point Cognizance Items. Naval Supply Systems Command (NAVSUP) ICP cognizance items are items for which bureau, office or systems command management is not essential. The NAVSUP ICP assigned support responsibility for designated items will provide stocks of such items to its segment of the Navy Supply System or assure that the items are available from commercial sources or other government agencies as required. ICP controlled items consist of equipment, components, repair parts, consumables, installation material, items required for test and repair purposes, and other items for which requirements determination, quality control, funding, and issue control can be accomplished by the ICP. Items assigned to the ICP for inventory management are selected by NAVSUP with the advice of the appropriate bureau, office, or systems command.

c. Navy Retail Office Items. Navy Retail Office (NRO) items are items for which integrated military supply management responsibility is vested in the Defense Logistics Agency (DLA). The NRO assigned Navy retail management responsibility for the items will fund and control stockage within the Navy retail system. These items consist of components, repair parts, consumables, installation material, items required for test and repair purposes, and other items for which requirements determination, procurement, etc., can be accomplished by a defense supply center on an integrated basis for all military services. Excluded from management by DLA are items subject to continuous redesign, items requiring repair by a major repair facility, items whose specialized design limits their application to a particular equipment, classified items, and selected other items, as mutually agreed to by the Navy and DLA. Items managed by a single defense supply center to DLA are assigned to a single NRO selected by the Naval Supply Systems Command.

Part B: MATERIAL CLASSIFICATION

Section I: GENERAL INFORMATION

2030 FEDERAL CATALOG SYSTEM

1. GENERAL. The Federal Catalog System encompasses the naming, description, classification, and numbering of all items carried under centralized inventory control by the Department of Defense and the civil agencies of the Federal Government as well as the publication of related identification data. Only one identification may be used for each item for all supply functions from purchase to final disposal. The Federal Catalog System also is used by North Atlantic Treaty Organization countries. The Defense Logistics Agency (DLA) administers the Federal Catalog System under the direction of the Assistant Secretary of Defense (Installations and Logistics).

2031 THE FEDERAL SUPPLY CLASSIFICATION SYSTEM

The Federal Supply Classification (FSC) is designed to permit the classification of all items of supply used by the Federal Government. Each item of supply will be included in one, and only one, FSC. The FSC is made up of 2 two digit numeric codes: the federal supply group and the federal supply class. The federal supply group identifies, by title, the commodity area covered by classes within the group. Each class covers a relatively homogeneous range of commodities. Federal supply groups and classes are defined in DLA Publication H-2. Federal supply groups are listed below:

<u>Group</u>	<u>Title</u>
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
13	Ammunition and explosives
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground handling equipment
18	Space vehicles
19	Ships, small craft, pontoons, and floating docks
20	Ship and marine equipment
21	Unassigned
22	Railway equipment
23	Ground Effect vehicles, Motor vehicles, trailers, and cycles
24	Tractors
25	Vehicular equipment components
26	Tires and tubes

<u>Group</u>	<u>Title</u>
27	Unassigned
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment
33	Deleted
34	Metalworking machinery
35	Service and trade equipment
36	Special industry machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Materials handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning and air circulating equipment
42	Fire fighting, rescue, and safety equipment
43	Pumps and compressors
44	Furnace, steam plant, and drying equipment, and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
50	Unassigned
51	Hand tools
52	Measuring tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
57	Unassigned
58	Communication, detection and coherent radiation equipment
59	Electrical and electronic equipment components
60	Fiber optics, materials and components
61	Electric wire, and power and distribution equipment
62	Lighting fixtures and lamps
63	Alarm and signal security detection systems
64	Unassigned

Material Identification

2031

<u>Group</u>	<u>Title</u>
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General purpose automatic data processing equipment (including firmware), software, supplies and support equipment
71	Furniture
72	Household and commercial furnishings and appliances
73	Food preparation and serving equipment
74	Office machines, data processing equipment and visible record equipment
75	Office supplies and devices
76	Books, maps, and other publications
77	Musical instruments, phonographs, and home-type radios
78	Recreational and athletic equipment
79	Cleaning equipment and supplies
80	Brushes, paints, sealers, and adhesives
81	Containers, packaging, and packing supplies
82	Unassigned
83	Textiles, leather, furs, apparel and shoe findings, tents and flags
84	Clothing, individual equipment and insignia
85	Toiletries
86	Unassigned
87	Agricultural supplies
88	Live animals
89	Subsistence
90	Unassigned
91	Fuels, lubricants, oils, and waxes
92	Unassigned
93	Nonmetallic fabricated materials
94	Nonmetallic crude material
95	Metal bars, sheets, and shapes
96	Ores, minerals, and their primary products
97	Unassigned
98	Unassigned
99	Miscellaneous

2032 CATALOGING OF NAVY ITEMS

1. PROCEDURES. In accordance with federal law NAVSUP participates in the Federal Catalog System. Through the services furnished by the naval activities which manage the various material segments of the Navy Supply System, items are introduced into the system, revised as required, or purged from the system in accordance with rules and procedures developed under law, and in accordance with guidance furnished by NAVSUP and higher authority.

2. ITEMS TO BE INCLUDED IN THE FEDERAL CATALOG SYSTEM. National stock numbers are required for all items of supply which are centrally managed or procured for system stock. The national stock number will be used in all supply management functions and in supply publications in which the item is referenced.

3. ITEMS EXEMPTED FROM THE FEDERAL CATALOG SYSTEM. Items in the following categories are exempted from the Federal Catalog System and stock numbers will not be assigned without prior authorization from NAVSUP (except for local item control numbers authorized in par. 2034):

a. items procured on a one time basis for immediate use in research and development, experimentation, construction, or maintenance and not subject to centralized management, reporting or stock control;

b. items procured locally and intended solely for local use or consumption, and not subject to centralized management, reporting, or stock control;

c. printed forms, charts, manuals, books, etc., subject to central administrative and numbering controls within a bureau, office, or command;

d. primary capital end items of nonexpendable type such as ships or aircraft which support the basic military mission of the Navy and which are subject to direct operational and logistical control at the department level;

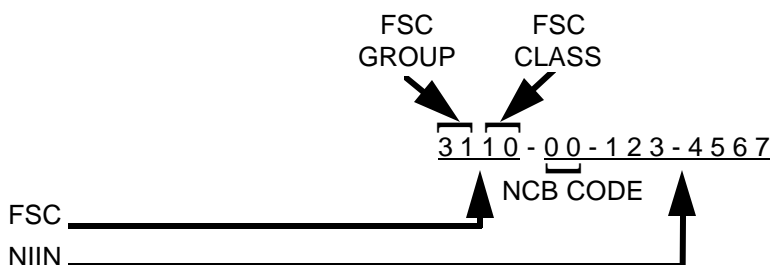
e. items obtained through overseas procurement and intended solely for overseas use;

f. items procured with non appropriated funds;

g. items in the Production Equipment Directory—Metalworking Machinery (FSCs 3411-3419 and 3441-3449).

4. NATIONAL STOCK NUMBER (NSN) FORMAT

a. NSN. An NSN is a 13 digit stock number assigned by the Defense Logistics Information Service (DLIS) (formerly DLSC), Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States. It consists of a four digit federal supply classification (FSC), and a nine digit national item identification number (NIIN). The NIIN consists of a two digit national codification bureau (NCB) code (see par. 2035) and seven digits which, in conjunction with the NCB code, uniquely identify each NSN item in the federal supply distribution system.



b. Special Material Identification Code (SMIC). A SMIC is a two position alpha or alphanumeric code that is assigned by the Commander, Naval Supply Systems Command to certain NSN items which require source of quality control, technical design or configuration control and/or special controls for procurement, receipt, inspection, test, storage, and/or issue. The SMICs currently authorized are listed and defined in Appendix 14. When a SMIC is assigned to an NSN item, the SMIC will be suffixed to the NSN in all supply documents and records.



2033 NAVY ITEM CONTROL NUMBERS (NICNS)/TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS)

1. PURPOSE. Items of material that are not included in the Federal Catalog System, but which are stocked or monitored in the Navy Supply System, are identified by Navy item control numbers (NICNs). NICNs are 13 character item identification numbers which are assigned by ICPs or other Navy item managers for permanent or temporary control of selected non-NSN items under their cognizance. An NICN consists of numerics in the first four positions; a two digit alpha code (NICN code) which identifies the type of NICN; and seven alphanumeric characters which, in conjunction with the NICN code, uniquely identify each NICN item. The following NICN codes are currently in use:

NAVSUP P-485 Volume I - Afloat Supply

2033

Material Identification

NICN Code	Application	Examples	Authorized Requisition Document
LD	COG 0I stock number for directives	0526-LD-055-1920	DD 1348/NAVSUP 1250-1
LE	Poseidon items common to TRIDENT	1220-LE-F00-4016	DD 1348/NAVSUP 1250-1
LF	Cog 1I Stock number for forms	0108-LF-504-2201	DD 1348/NAVSUP 1250-1
LK	Aircraft change kit number	1234-LK-UA1-2345	DD 1348-6/NAVSUP 1250-2
LP	Cog 0I and 0P stock number for publication	0530-LP-485-0000	DD 1348/NAVSUP 1250-1
LS	SSP alteration kit number	1234-LS-123-4567	DD 1348-6/NAVSUP 1250-2
LX	Control numbers assigned by NAVICP PHIL field activities to certain items under their inventory control (see NAVICP PHIL Pub NAC 10)	1560-LX-NP1-2342	DD 1348-6/NAVSUP 1250-2
LL	All other control numbers assigned by:		
	ICP or Other Navy item manager	4930-LL-CA0-0001	DD 1348-6/NAVSUP 1250-2 (see par. 2033-2)
		4820-LL-HH0-7571	DD 1348-6/NAVSUP 1250-1/NAVSUP 1250-2 (see par. 2033-3)
	Any other activity	7520-LL-555-1234	DD 1348-6/NAVSUP 1250-2 (see par. 2034)

The first four digits of "LL" coded NICNs generally correspond to the FSC of similar NSN items. If the first four digits of the NICN are not known and if an appropriate FSC cannot be determined, "0000" will be entered as the first four digits of the NICN in supply records and transaction documents.

2. PERMANENT "LL" CODED NICNs. NICNs with "LL" in the fifth and sixth positions and a "C" in the seventh position are assigned by ICPs or other Navy item managers (including field activities) to identify and monitor certain non stocked non-NSN items which are not expected to generate sufficient demand to qualify for assignment of NSNs. Such NICNs are assigned to permit the maintenance of a complete and uniform inventory control point weapons system file, and to insure that selected items are considered for inclusion in future allowance lists. FISCs generally are required to purchase each requisitioned item that is identified by this type of NICN. However, since FISCs currently do not have the capability to translate permanent "LL" coded NICNs to applicable CAGEs and part numbers, it is necessary for such items to be requisitioned in DD Form 1348-6 format in accordance with par. 3026 or 3027, as appropriate.

3. TEMPORARY "LL" CODED NICNs

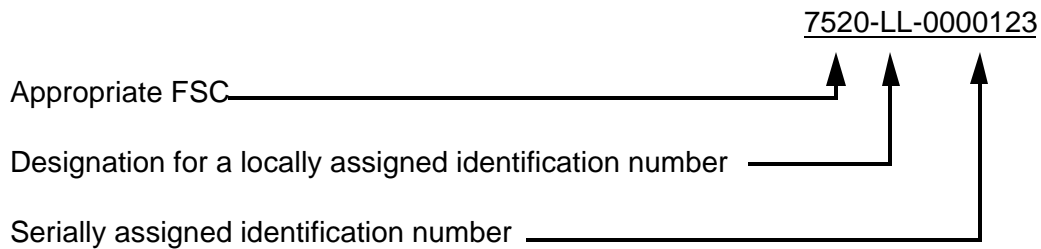
a. Purpose. NICNs with "LL" in the fifth and sixth positions and any letter except "C" in the seventh position are assigned by ICPs or other Navy inventory managers (including field activities) for temporary identification and control of selected non-NSN items pending assignment of NSNs by the Defense Logistics Information Service (DLIS) (formerly DLSC), Battle Creek, Michigan. The use of such NICNs enables item managers to establish and maintain automated file records, to facilitate procurement action, and to maximize automated processing of requisitions. Although NICNs of this type may be reflected in APLs and stock number sequence lists (SNSLs), they are not included in FEDLOG. Superseding NSNs ultimately will be included in FEDLOG as new adds without reference to the superseded NICNs.

b. Conversion to NSN. Temporary "LL" coded NICNs are reviewed periodically by cognizant item managers to ensure that appropriate action has been or is being taken to convert the NICNs to NSNs, or to delete the NICNs that are no longer required. A NICN TO NIIN cross reference list is published monthly by the Defense Logistics Information Service (DLIS) (formerly DLSC) on the FEDLOG CD-ROM. Additionally, when a requisition identifies an item by a temporary NICN which has been converted to an NSN, the supply status card sent to the requisitioner will include the superseding NSN in card columns 8-22 and status code BG in card columns 65-66. Upon receipt of such cross reference lists or supply status cards, afloat activities will update stock or custody records, locator records (if maintained), the COSAL, and retained copies of outstanding requisitions to reflect the superseding NSNs.

4. TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS). The TMINS is a plan for classifying, indexing, and numbering Navy technical manuals which has been developed to encourage standardization and modernization. The 13-character number, patterned after the 13-digit national stock number, serves both as the technical manual identification number and as the number used to requisition technical manuals. TMINS numbers are authorized for use on DD Forms 1348 or message requisitions in DD Form 1348 format utilizing DI A04 or A0D, as appropriate (see par. 3024).

2034 LOCAL ITEM CONTROL NUMBER (LICN)

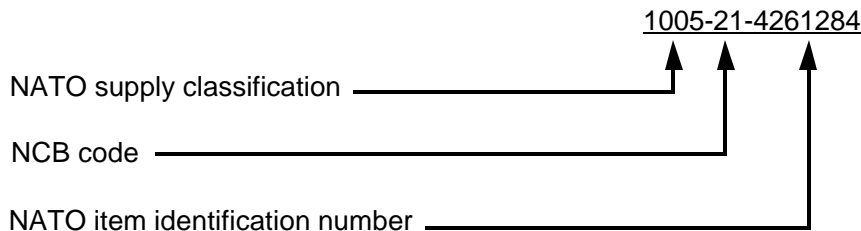
Technically, any item identification number assigned by an activity for its own use is an NICN. However, to distinguish between NICNs that are authorized in supply transaction documents (see par. 2033-1) and those that are not, the term “local item control number” (LICN) will be used in lieu of “NICN” in this publication to indicate the type of identification number that is not authorized in supply transaction documents. LICNs (formerly called local stock numbers) may be assigned to shipboard stocked consumable items which are not identified by an NSN, a NATO stock number, or another type of NICN. A LICN will consist of 13 characters. The first four will be numeric corresponding to the FSC of similar NSN items; the fifth and sixth will be “LL” and the remaining seven will be alpha numeric.



LICNs are authorized for local use only (i.e., for shipboard stock records, locator records, bin tags, issue documents, etc.). They are not authorized in requisitions in as much as such item identification numbers would be meaningless to the supply source. If replenishment of a LICN item is required, it must be requisitioned on DD Form 1348-6 in accordance with par. 3026.

2035 NORTH ATLANTIC TREATY ORGANIZATION (NATO) USE OF THE FEDERAL CATALOG SYSTEM

1. STANDARDIZATION AGREEMENT. The NATO Standardization Agreement 3151, which has been ratified by 15 NATO nations including the United States, provides for the adoption of the United States item identification system as the basis for the NATO item identification system within the armed forces of signatory countries. The method of application of this standardization agreement within each NATO country will remain a matter of national discretion. The format of a NATO stock number is as follows:



Material Identification

2. NATIONAL CODIFICATION BUREAU (NCB) CODES. The NCB codes currently assigned are as follows:

NCB

Code Country

00 United States

01 United States

11 Used for NATO standard items

12 Germany

13 Belgium

14 France

15 Italy

→ 16 Czech Republic

17 Netherlands

19 Brazil

→ 20 Canada

21 Canada

22 Denmark

23 Greece

24 Iceland

25 Norway

26 Portugal

27 Turkey

28 Luxembourg

29 Argentina

30 Japan

→ 32 Singapore

→ 33 Spain

→ 43 Poland

→ 51 Hungary

66 Australia

98 New Zealand

99 United Kingdom

Section II: SEABEE MATERIAL IDENTIFICATION

2036 INTRODUCTION

This section provides information regarding material identification and sources of information for Seabee-peculiar material. Allowance list descriptions and definitions are included.

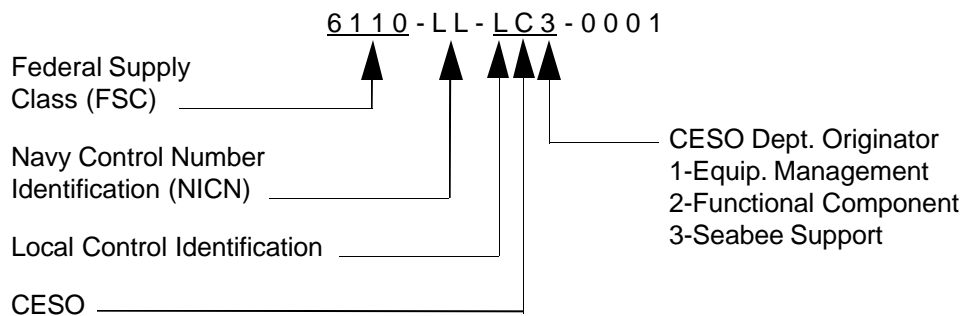
2037 NAVY ITEM MANAGER (2C COG)

The Construction Battalion Center, Port Hueneme, Civil Engineering Support Office (CESO), as Navy Item Manager for Seabee unique 2C COG materials, reviews, researches, and catalogs new items. The Construction Battalion Centers' Supply Department procure and stock these items.

2038 NAVAL CONSTRUCTION FORCE (NCF) PECULIAR STOCK NUMBERS

1. GENERAL. New NCF peculiar items are assigned either a Temporary Control Number (TCN), a Permanent Control Number (PCN), or a Technical Manual Identification Number as applicable.

2. TEMPORARY CONTROL NUMBER (TCN). A TCN is an interim number to permit item entry into the Construction Battalion Center (CBC)/Civil Engineer Support Office (CESO) systems pending the assignment of a National Stock Number (NSN) by the Defense Logistics Information Service (DLIS) (formerly DLSC).



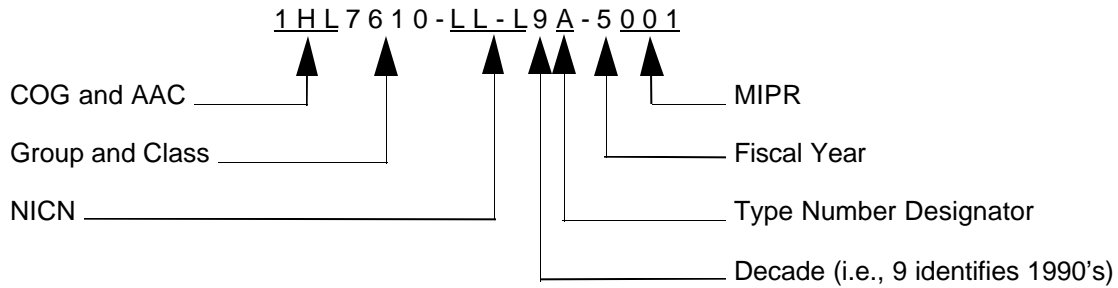
3. PERMANENT CONTROL NUMBER (PCN). A PCN is assigned to items which will not be given an NSN. PCNs are identified by an ALPHA character in the ninth digit of the control number (i.e. 9G 6110-LL-LCA-0001). The ninth digit identifies the originating department within CESO as follows:

- a. Equipment Management
- b. Functional Component
- c. Seabee Support

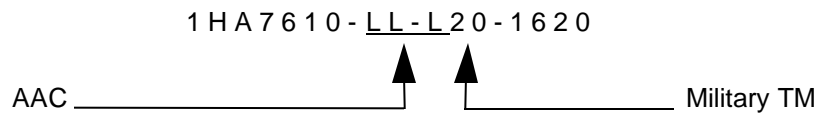
2039 CESE TECHNICAL MANUAL IDENTIFICATION NUMBER SYSTEM

1. GENERAL. CESO assigns stock numbers to commercial and military equipment technical manuals.

- a. Commercial Equipment Technical Manual Number



- b. Military Equipment Technical Manual Number



Part C: MANAGEMENT DATA LISTS, ALLOWANCE LISTS, AND LOAD LISTS

Section I: INTRODUCTION

2060 SCOPE

1. GENERAL. Material identification does not end with the assignment of a stock number. Customers of the supply system must be provided with some means of identifying their particular needs to the stock numbers which have been assigned to the desired items, and for determining the correct quantities of these items to carry on board. Identification of needs may be determined by using the following lists:

a. Management Data Lists provide current data required for requisitioning purposes; e.g., latest NSN, unit of issue, price, cognizant inventory manager, control codes, etc.

→ b. Allowance Lists contain the items authorized; e.g., repair parts and consumables, as well as the recommended on hand quantities. It also provides descriptive data, which associates material requirements to an NSN.

c. Load Lists reflect the range and depth of material carried by Combat Logistic Force (CLF) ships (including tenders) or bases assigned to support fleet units.

Section II: MANAGEMENT DATA LISTS

2070 FEDERAL LOGISTICS DATA (FEDLOG)

1. GENERAL. FEDLOG (CD-ROM or DVD) is available to access DOD logistics data. FEDLOG is an interactive query system using the following types of search criteria: Part Number; Commercial and Government Entity (CAGE) Code; National Item Identification Number (NIIN); National/NATO Stock Number (NSN); Permanent System Control Number (PSCN); Supplier Name; Item Name; Navy Item Control Number; Engine Number; and Master Repairable Item List (MRIL) Shipping Code.


2. CONTENTS. FEDLOG includes the basic management data necessary for preparing requisitions. It also includes an integrated historical record of deleted and superseded NIINs, with appropriate codes to indicate disposition action. The data is tailored to include Navy interest items and is the instrument for publishing data relative to stock numbers, units of issue, unit prices, shelf life codes, and other pertinent management information. Data on FEDLOG consists of management data extracts (see samples on pages 2-19 and 2-20) from the former FCS publications:

- a. Management List-Navy (ML-N);
- b. Management List-Consolidated (ML-C);
- c. Master Cross Reference List (MCRL);

Material Identification

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- d. Federal Item Logistics Data Record (FILDR);
- e. Identification List (IL);
- f. Interchangeability and Substitutability (I and S);
- g. Commercial and Government Entity (CAGE);
- h. Federal Supply Classification Groups and Classes (H2-1);
- i. Freight;
- j. Selected Federal Item Name Directory For Supply Cataloging Data (H-6);
- k. List of Items Requiring Special Handling (LIRSH);
- l. Master Repairable Item List (MRIL);
- m. Navy Item Control Number To National Item Identification Number (NICN-NIIN) Cross Reference.



Management Data Response for NSN 5998-01-276-6490

FOUO
 Effective Date: 1 Aug 2004


Today's Date: 31 Aug 04

Item Name: CIRCUIT CARD ASSEMBLY

PMI: A ADP: 0 CC:X DML:D DI: ESDC:B HMIC:N ENAC: < > Navy

S/A	SOS	AAC	QUP	UI	Unit Price	E/A	MMYY	SLC	CIIC	RC	MGMT	CTL	USC	SLA
PC Phrase Statement					UI Conv Factor			OOU JTC						
DN	N35	H	1	EA	19415.00			0	7	H	7H--00-			L
R REFER TO NET PRICE					2064.00									

Colloquial Names:



🔍
Characteristics Data Response for NSN 5998-01-276-6490
FOUO

Today's Date: 31 Aug 04
Effective Date: 1 Aug 2004

Item Name: CIRCUIT CARD ASSEMBLY
Navy

MRC	Requirement Statement	Clear Text Reply
NAME	ITEM NAME	CIRCUIT CARD ASSEMBLY
ABHP	OVERALL LENGTH	7.000 INCHES NOMINAL
ABKW	OVERALL HEIGHT	0.500 INCHES MAXIMUM
ABMK	OVERALL WIDTH	6.330 INCHES NOMINAL
FEAT	SPECIAL FEATURES	CAPACITOR 46; RESISTOR 44; INTEGRATED CIRCUIT 18; DIODE 24; TRANSISTOR 6; PRINTED WIRING BOARD 1

Previous NSN
Next NSN
New Search

- ➔ 3. PROCURING. Document Automation and Production Service (DAPS-PHIL) manages all Navy subscriptions for FEDLOG, including requisition processing, payment matters, renewal notifications, customer inquiries and problems, and future enhancements to the FEDLOG system. FEDLOG subscriptions are stock numbered and are available online through the Navy Forms Online website at: <http://forms.daps.dla.mil/> or by normal MILSTRIP requisitioning procedures. MILSTRIP requisitions for subscriptions must be submitted using one of the FEDLOG subscription NSNs (see below) to RIC - SAF. For more information contact DAPS-PHIL at DSN 442-4742.

<u>Title</u>	<u>Stock Number</u>	<u>U/I</u>
FEDLOG CD DISKS 1-4 (Basic)	0140LF0277400	SET
FEDLOG CD DISK 5 (Char. Search)	0140LF0277900	EA
FEDLOG CD DISK 6 (Drawings)	0140LF0278200	EA
FEDLOG DVD	0140LF0278400	SET

- 4. MATERIAL CATEGORIES EXCLUDED. FEDLOG does not list all material categories. The sources of management data for the excluded material categories are as follows:

- a. Publications - Unabridged Navy Index of Publications and Forms (NAVSUP P-2002D), Cognizance Symbol I, available on the Naval Logistics Library (NLL) CD-ROM (NAVSUP P-600).

Material Identification

2071

- b. Ships Store - CARGO (NAVSUP P-4998) published by NAVICP MECH; Contract Bulletins; and Afloat Stock Catalog.
- c. Special weapons - OA and 8A cog material can be identified in the 95000 series COSALs.
- d. Subsistence - Department of Defense Sections of the Federal Supply Catalogs published by the Defense Personnel Support Center, Philadelphia, PA 19101; and Consolidated Afloat Requisitioning Guide Overseas (CARGO) (NAVSUP P-4998), published by NAVICP MECH.
- e. Training Equipment - Directory of Navy Training Equipment published by the Naval Training Systems Center, Orlando, FL 32813.

2071 MASTER REPAIRABLE ITEM LIST (MRIL)

1. GENERAL. The MRIL contains selected Navy managed items which, when unserviceable and not locally repairable, are required to be turned in to a Designated Overhaul Point (DOP) for repair and return to system stock (see pars. 8320-8325). The MRIL is published by the Defense Logistics Information Service (DLIS) on the FEDLOG CD-ROM/DVD and is made up of two parts as shown in the samples below and on the following page.

MRIL Data Response for NSN 5998-01-276-6490

Today's Date: 31 Aug 04
Item Name: CIRCUIT CARD ASSEMBLY

FOUO

Effective Date: 1 Aug 2004

Navy

LSI	SRC	COG	MCC	MODEL NUMBER	SMIC	SSC	RMC	RC	CIIC	MPD	RIP
N		7H	H				D	D	7	13	
SHIPPING DATA											
NOTES						SHIPPING CODE					
MAILABLE CAND						N47273					

Previous NSN

Next NSN

Shipping Data

New Search

2072 IDENTIFICATION LISTS (ILS)

1. GENERAL. ILS are developed and maintained by the Defense Logistics Information Service (DLIS) to provide approved national item description and related data required to identify or select items of supply. ILS are consolidated to include items of supply which are used by all services. ILS are published by DLIS on FEDLOG CD-ROM/DVD.

MRIL Response for Shipping Code C25068

FOUO

Today's Date: Effective Date:

1 of 3
Navy

SHIPPING INSTRUCTIONS

KAMAN AEROSPACE CORP.
 OLD WINDSOR RD.
 BLOOMFIELD, CT. 06002

SPECIAL MARKINGS

OVHL AND/OR REPAIR ON CONTRACT,DVD
 N00383-99-C-011A DTD 01-MAY-98

MILSTRIP SPECIAL ENTRIES

COL/BLOCK	TITLE	ENTRY
45-50	SUPPLEMENTARY ADDRESS	C25068
51	SIGNAL CODE	L
52-53	FUND CODE	Q3

Previous Code
Next Code
MRIL
New Search

2073 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CATALOGING HANDBOOK H4/H8

1. GENERAL. The CAGE Cataloging Handbook H4/H8 is published by Defense Logistics Information Service (DLIS) on the FEDLOG CD-ROM/DVD (see sample below). It contains the names, addresses and 5-digit Commercial and Government Entity (CAGE) Code of manufacturers which have previously or are currently producing items used by the Federal Government. The CAGE is used in conjunction with the part number, item number, symbol, or trade name assigned by the manufacturer to his product. Care must be exercised in selecting the CAGE, because some major manufacturers have more than one code assigned. Codes often are assigned to separate divisions or affiliates as well as to the parent company (see par. 3026.)

☐

Supplier Data Response for NSN 5998-01-276-6490

FOUO

Today's Date: 31 Aug 04

Effective Date: 1 Aug 2004

Item Name: CIRCUIT CARD ASSEMBLY

Navy

CAGE Code: 12339	Status: A	Type: A	CAO: S0101A	ADP: HQ0338
Company Name and Address:				
METRIC SYSTEMS CORPORATION				
645 ANCHORS STREET				
FORT WALTON BEACH FL 32548-9990			Phone: 850-302-3000	
UNITED STATES			FAX: 850-302-3585	
RPLM Code:		ASSOC Code: 27973		AFFIL Code: S
SIZE: B	Primary Business: J	Type of Business: N	Woman Owned: Y	
SIC Codes: 3499, 3537, 3613, 3661				

Prev. Supplier

Next Supplier

RPLM Code

New Search

Previous NSN

Next NSN

2074 CONSOLIDATED MASTER CROSS REFERENCE LIST (MCRL)

1. GENERAL. The MCRL is a consolidated cross reference list of all NSN items of supply in the Federal Catalog System (see par. 2030). The MCRL is published on the FEDLOG CD-ROM/DVD (see sample below).

Reference Number Data Response for NSN 5998-01-276-6490

Today's Date: 31 Aug 04
 Item Name: CIRCUIT CARD ASSEMBLY
 TYPE II: 4 INC: 61638 HCC:

FOUO
 Effective Date: 1 Aug 2004
 Navy

Part Number	CAGE	SC	I S C	RN CC	RN VC	D A C	RN AAC	SADC
5597993-29	12339	A	6	5	2	6	TX	
5597993-29	53711	A	6	3	2	A	TX	

All part numbers in alternate color indicate associated Engineering Data through MEDALS. Searching within MEDALS should be done by Document Number and/or Part Number

Previous NSN

Next NSN

Related NSN

New Search

2075 HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM (HMC&M)

The Hazardous Material Control and Management Program (HMC&M) CD-ROM contains both the Hazardous Material Information Resource System (HMIRS) and the Ships Hazardous Material List SHML. For further information see pars. 8210-8215.

2076 DEPARTMENT OF DEFENSE (DOD) SECTIONS OF THE FEDERAL SUPPLY CATALOG

DOD sections of the Federal Supply Catalog are published by Defense Supply Centers for use by military services. Each DOD section contains items in the FSC groups and classes assigned to a particular DSC, as well as the identification, price, and management data for the items listed. DOD sections of the Federal Supply Catalog are listed in the Unabridged Navy Index of Publications and Forms (NAVSUP P-2002D), available on the Naval Logistics Library (NLL) CD-ROM (NAVSUP P-600).

2077 GSA SUPPLY CATALOGS

1. GENERAL. GSA Supply Catalog Series serve as the major merchandising instrument of the Federal Supply Service (FSS) Stock Program. Since they are prepared for civilian agencies, fleet units must refer to FEDLOG for supply management data before processing requisitions for submission to GSA. The GSA Supply Catalog Series consists of the following:

a. GSA Supply Catalog Guide (Mailing List Code: OSSC-0005). Contains consolidated indexes listed both alphabetically and by NSN for all stock items listed in the four commodity catalogs and many items available through the Federal Supply Schedule program. Directs the user to the catalog that contains the listing of the item sought. Provides detailed information about the FSS stock program and requisitioning procedures.

b. GSA Supply Catalog - Tools (Mailing List Code: OSSC-0006). Contains listings of more than 8,000 common and special use tools. Includes alphabetical and numerical indexes and price list.

c. GSA Supply Catalog - Office Products (Mailing List Code: OSSC-0007). Lists a wide variety of items for office use, including paper supplies, standard and optional forms, and many items of equipment. Also includes alphabetical and numerical indexes and price list.

d. GSA Supply Catalog - Industrial Products (Mailing List Code: OSSC-0008). Contains descriptive listings of a broad range of items such as hardware, paints, adhesives, chemicals, machinery, building materials and cleaning equipment and supplies. Includes alphabetical and numerical indexes and price list.

e. GSA Supply Catalog - Furniture (Mailing List Code: OSSC-0009). Provides a single source of information for all furniture items presently stocked by FSS. Supersedes all other FSS furniture catalogs and should be used as sole guide for selecting stocked furniture and related items.

→ 2. CATALOGS. Units desiring these catalogs on a continuing basis should submit a FSS Publications Mailing List Application (GSA Form 457). GSA Form 457, if not available locally, may be requested from: GSA Centralized Mailing List Service (7CAFL), P.O. Box 6477, Fort Worth, TX 76115, or reproduced from the sample provided on the following page.

2078 CATALOG OF NAVY AMMUNITION STOCK

1. GENERAL. The Catalog of Navy Ammunition Stock (TW010-AA-ORD-010) provides U.S. Navy activities, afloat and ashore, with a complete listing of non-nuclear ammunition components and related material. This publication is maintained, published and distributed by NAVICP MECH, under the joint direction of Naval Sea System Command (NAVSEA) and Naval Air System Command (NAVAIR). The microfiche is distributed semiannually on 1 January and 1 July and is comprised of four sections. The first three are catalog listings which indicate the Department of Defense Identification Code (DODIC)/Naval Ammunition Logistics Code (NALC), National Item Identification Number (NIIN), Index Number, and other management data for each Navy Item. The information in the first three sections is the same, but is sequenced differently in each section (i.e., the first section is in DODIC/NALC sequence; the second section is in NIIN sequence; the third section is in ammunition class and index number sequence; the fourth section is Net Explosive Weights in DODIC/NALC sequence). The data supplement (TW010-AA-ORD-020), also in microfiche, provides, in NIIN sequence, detailed physical characteristics and additional supply management data for certain ammunition items. The Navy Ammunition Logistic Code Book Volume I and Volume II (TW010-AA-ORD-020), which is published annually, contains information concerning the purpose, organization, and use of the publication; a glossary of abbreviations; a list of DODIC/NALCs; a list of deleted/superseded DODIC/NALCs; and complete round breakdown tables of Class S torpedoes, Class T surface launched guided missiles, and Class V air launched guided missiles.

2079 AFLOAT SHOPPING GUIDE (ASG)

1. GENERAL. The Afloat Shopping Guide (NAVSUP P-4440) is designed to assist Fleet personnel in identifying the National Stock Number (NSN) for items that are frequently requested by ships. It includes a detailed description of each item, and (when applicable) the stock numbers of substitute items. It also includes specifications for illustrations or diagrams of many types of material (see sample on following page). The ASG does not preclude the need for using Federal Logistics Data (FEDLOG) for verification of current stock numbers, unit of issue, unit prices, and the management data required in supply documents and records. The ASG can be accessed via the DLIS website at: http://www.dlis.dla.mil/navy/asg_guide.asp.

2. The DLIS website contains procedures for obtaining ASG (ASG) CD-ROMs or Hardcopies which are available for automatic distribution each time the ASG is published (subscription) or for one time only (single issue) of the CD-ROM or Hardcopy (see sample on following page):

<u>Sections</u>	<u>Federal Supply Group/Class</u>
1	2040-5180
2	5210-5680
3	5905-9920

AFLOAT SHOPPING GUIDE (ASG)

**GROUP 48
VALVES
CLASS 4820
VALVES, NONPOWERED**

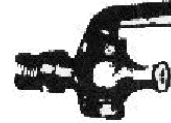
BIBB TYPE

BOOT DUST AND MOISTURE SEAL

Silicone Rubber Body, thru-hole style. Compression type mtg. 1.469 in. O/A H. .080 in. thk., 2.000 in. body OD, 2.875 in. base OD, 1.875 in. base ID, and .875 opening ID. Used on Valves, Pressure Regulating. Leslie Co Navy Sales Ref No. 37740.

00-615-6762

Threaded male pipe inlet. Brass body. Angle type with level handle. Spec MIL-C-1203, 150 PSI steam service.



125 PSI

00-826-2190	1/8-27NPT	MS35785-1
00-272-3340	1/8-27NPT	
00-197-4984	1/4-18NPT	MS35785-2
00-554-8391*	1/2-14NPT	MS35785-4

*Disc or stem flow control device.

00-272-3332	1/8-27NPTF	MS35787-1
00-272-3333	1/4-18NPT	
00-272-3335	1/2-14NPT	MS35787-4

COCK, DRAIN

AUTOMOTIVE TYPE

Threaded male pipe inlet. Brass body. For use in fluid pipping systems up to 150 PSI pressure.

Straight Internal Seat



00-684-0880	1/8-27NPTF	MS35782-1
00-720-4488	1/4-18NPTF	MS35782-2
00-174-0339	3/8-18NPTF	MS35782-3

Straight External Seat



00-752-9040	1/8-27NPTF	MS35782-4
00-849-1220	1/4-18NPTF	MS35782-5

Cross External Seat

00-276-9041	3/8-18NPT	MS35782-6
-------------	-----------	-----------

Threaded male pipe inlet. Brass body, T handle w/hose bib that accommodates 3/8 in. ID hose. Has 150 PSI liquid/gas rating.

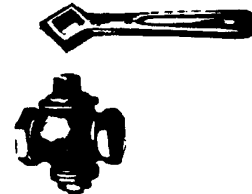


00-845-1096	1/4-18NPTF	MS35783-2
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COCK, PLUG

FEMALE ENDS

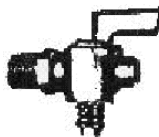
Threaded female pipe inlet. Brass body, 360 deg. plug turn. Furnished with square head wrench. For use in fluid piping systems. Spec MIL-C-1203.



00-274-3565	3/4-14NPT
-------------	-----------

PET TYPE

Threaded male pipe inlet. Brass body, F use in liquid or gas systems up to pressure as indicated below. Spec MIL-C-1203.



50 PSI

00-555-9761	1/8-27NPTF	MS35784-1
00-287-4268	1/4-18NPTF	MS35784-2
00-272-3346	3/8-18NPTF	MS35784-3
00-272-3347	1/2-14NPTF	MS35784-4

FEMALE to MALE

Threaded female and male pipe ends. Brass body. For use with fluid or gas to 125 PSI pressure.

CONTINUED ON FOLLOWING PAGE

Section III: ALLOWANCE LISTS**Subsection I: GENERAL INFORMATION****2089 USE IN FITTING OUT SHIPS**

1. BASIC DOCUMENTATION OF MATERIAL REQUIREMENTS. Allowance lists, which itemize and quantify each ship's material requirements, are extensively used to identify and procure allowed quantities of the thousands of items of equipage, repair parts, and consumables authorized to be placed on board a new construction, major conversion, or reactivated ship. Allowance lists also are used (by the cognizant ICP) to prepare the initial stock, custody, and/or locator records which the ship will require for proper inventory management of its authorized supply support materials.

- 2. RESPONSIBILITY FOR MATERIAL PROCUREMENT, ASSEMBLY, AND DELIVERY. The fitting out activity (FOA) designated by the CNO is responsible for assembly and on board delivery of allowance list material other than that which may have been placed on board at the building or conversion shipyard. However, the outfit supply activity (OSA) designated by NAVSEA is responsible for the procurement, assembly, and delivery of most government furnished materials to the FOA, or the shipyard, as appropriate. Certain materials such as forms, publications, and directives are automatically furnished by the inventory manager or the issuing office. The loading point designated by NAVAIR is responsible for the procurement, assembly, and on board delivery of aeronautical allowance list materials.
- 3. RESPONSIBILITY OF SHIP'S PROSPECTIVE SUPPLY OFFICER (PSO). When facilities and personnel necessary for the receipt, storage, custody, and security of material have been assigned to the control of the ship's PSO, he will advise the FOA via the prospective Commanding Officer (or other officer acting in such capacity) that he is ready to accept delivery of material. The PSO will ensure that all materials received are carefully checked; and that the items received are checked off in applicable allowance lists, posted to stock or custody records as required, and afforded adequate security until issued. Pre-commissioning supply assistance will be provided by personnel from FISC Norfolk.

2090 COORDINATED SHIPBOARD ALLOWANCE LISTS (COSALS)

1. GENERAL. The COSAL provides both technical and supply information which makes it an Integrated Logistics Support (ILS) document. It is a technical document to the extent that equipment/component/part nomenclatures, operating characteristics, technical manuals, etc., are described in Allowance Parts Lists (APLs) or Allowance Equipage Lists (AELs). It is a supply document in as much as it lists the items required to achieve maximum, self-supporting capability for an extended period of time. Information relative to subsistence, recreational equipment, medical material, hydrographic charts, resale clothing, ship's store merchandise, bulk fuels, lubricants, ammunition, small arms, weapons and night vision equipment are

published in unique lists prepared by the appropriate activity. Since the COSAL provides the ship with basic guidance for determining the items (and quantity of each item) which should be stocked by the supply department or held in the custody of other department heads, it is essential that changes be incorporated promptly and properly upon receipt, and that corrective action be taken when it is determined that any part of the COSAL is inaccurate or incomplete. The different types of COSALs and other allowance documents are described in subsequent paragraphs of this section. A COSAL is an authoritative document which lists:

- a. the equipment/components verified by Ship Configuration and Logistics Support Information System (SCLSIS) to be installed on a ship to perform its operational mission;
- b. the repair parts and special tools required for the operation, overhaul, and repair of equipment/components;
- c. the Operating Space Items (OSI) and consumables necessary for the safety, care, and upkeep of the ship itself.

2091 HULL, MECHANICAL, ELECTRICAL, ORDNANCE AND ELECTRONIC (HMEO&E) COSAL

1. PUBLISHING ACTIVITIES. The HMEO&E COSAL, except for Section F of Part III, is prepared and published by NAVICP MECH under the joint direction of NAVSUP and the cognizant hardware systems command. Section F of Part III, which lists publications and forms, is prepared and published by the Naval Publications and Forms Directorate (NPFDD).

2. COMPUTATION OF ALLOWANCE QUANTITIES. All new construction/major conversion/modernization or overhauled ships, except FBM submarines, are provided an HMEO&E COSAL that has been prepared under the Fleet Logistic Support Improvement Program (FLSIP) in accordance with the policy and criteria outlined in OPNAVINST 4441.12 series. The only significant difference between the "FLSIP" COSAL and the "conventional" HMEO&E COSAL provided to FBM submarines is in the method used to compute the repair parts allowance quantities. In the "FLSIP" COSAL, allowance quantities are computed to meet the goals established in the OPNAVINST 4441.12 series; in the "conventional" COSAL for FBM submarines, allowance quantities are computed to meet the higher goals prescribed in OPNAVINST 4000.57 series. Neither COSAL includes any quantities in the allowance columns of the APLs, but the SNSLs in Part III of both COSALs indicate the ship's total allowance of each item authorized on board. Consolidation and inclusion of all allowance quantities in the SNSL permits a reduction in the total allowances of items used in multiple equipment without impairing the ship's endurance capability.

3. DATA CONTENT. The HMEO&E COSAL consists of an introduction and three parts. The Introduction describes the COSAL data elements, notes and codes. It contains samples of each page type and is a valuable reference for finding information throughout the COSAL. The 3 parts are explained in the following paragraphs.

2092 HMEO&E COSAL PART I

1. GENERAL. Part I contains the Summary of Allowance Parts/Equipage/Component Lists (SOAPL) and the indexes. In Part I the bottom of each page indicates the ship type and hull number, the COSAL publication date, and the consecutive page number. In the SOAPL and sections A & B, the pages are consecutively numbered in four separate series, with each page number preceded by a "A" (NAVICP PHIL managed), "E" (Electronic), "H" (HME), or "Z" (Ordnance) which indicates the type of equipment/system to which the page applies.

2. SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS (SOAPLS). The SOAPL is a numerical sequence listing, by identification number, of all APLs/AELs/ACLs that apply to the ship.

PART I - SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS (SOAPL)

SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS							
EQUIPMENT/COMPONENT/EQUIPAGE IDENTIFICATION NUMBERS							
017620041	030050010	051260318	061900047	070990003	130010008	140900046	151200524
017620128	030060005	051260331	070090004	070990064	131300293	140900049	151200525
017710001	030060006	057150025	070090005	070990066	131300466	140900052	151200530
017710003	030080004	057150032	070090017	070990067	131900029	140900054	151200551
1-480264002	1-870014002	1-9	2-470004015	2-550034012	2-820064002	2-870004013	
1-480264003	1-870014005	1-9	2-480024003	2-560004010	2-820064004	2-870004019	
1-480264005	1-870014007	1-9	2-510004001	2-560004015	2-860064007	2-870004025	
1-620010001	1-870014018	1-9	2-510004002	2-560004020	2-820064009	2-870004027	
DD 901		07-15-97	SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS			H5	
SHIP TYPE & HULL NO.		DATE				PAGE	

① APL/ACLs, the AELs are on a follow on page.

3. INDEX, SECTION A. Section A of the Index is sequenced alphabetically by the APL/AEL/ACL noun name and partial characteristic description, with separate columns for the related APL/AEL/ACL number, service application, and other pertinent data. Information in Section A is the same as that in Section B, but is sequenced differently.

4. INDEX, SECTION B. Section B of the Index is sequenced alphabetically by the service application, with separate columns for the related equipment/component/equipage noun name, APL/AEL/ACL number, and other pertinent data. Information in Section B is the same as that in Section A, but is sequenced differently. The items listed below apply to the illustrations on the following page:

- ① Equipment/Component Military Essentially Code (MEC). The code appearing in this column is the Mission Criticality Code (MCC) (see NAVICPMECHINST 4441.170).
- ② Equipment/Component/Equipage Nomenclature/Characteristics. The noun name and partial characteristic description of each APL, AEL and ACL identification number.
- ③ Identification Number. The APL, AEL, or ACL.
- ④ Quantity. The allowance quantity of each equipment/component allowed for service aboard ship as defined by the applicable APL and ACL. The "Quantity" column is blank for all the AELs.
- ⑤ Column Number. The applicable column number in the Onboard Allowance Table from which the allowance is determined. This column applies to AELs only and is blank for all APLs and ACLs
- ⑥ Notes. Reserved for future COSAL use.
- ⑦ Allowance Support Codes (ASC). A five digit Alphabetic code. The first digit indicates the Technical Cognizance code (TCC). The second and third digits indicate Application Identification Number Activity Code (AINAC), and the fourth and fifth digits represent the Logistic Support Status Code (LSSC) of equipment/components.
- ⑧ Service Application/information. The service or major shipboard function in which the equipment/component/equipage operates or performs a service. The Service Application Code (SAC) is a variable five to ten digit code used by NAVICP MECH in the WSF to designate the service application of an equipment/component.
- ⑨ Allowance Support Codes. Provides definitions for item (7).

PART I - INDEX SECTIONS A & B

COSAL INDEX - PART I (SECTION A)							
EQPT/COMP/MEC	EQUIPMENT/COMPONENT/EQUIPAGE NOMENCLATURE CHARACTERISTICS	IDENTIFICATION NUMBER	QUANTITY	COL. NO.	NOTES	*ALLOW SUPT CODE	SEVICE APPLICATION/INFORMATION
2	AN/UPZ-27 FC 6P/O AN/UPX27	58393722FE	2			EESAC	RADAR
1	AN/UQN-4, SOUNDING SET, SONAR	58413914CL	1			JEPAU	SONAR
1	AN/URA-170, COMPARATOR-CONVERTER GROUP	58431608	3			EEPAA	RADIO
1	AN/URA-38A, ANTENNA COUPLER GROUP	58433778	2			EEPAA	RADIO
X	AN/USM-119 4611 AEL AN/USM-119	7-670050768	1			EEQAA	TEST
X	AN/USM-281 4308 AEL AN/USM-425(V)1, OSCILLOSCOPE	7-670052808	1			EEQAA	TEST

1	2	3	4	5	6	7	8
				9			

DD 901	07-15-97	1st Technical Bureau/Cognizance 2d & 3d. digits Program-Support Activity 4th & 5th digits Logistics-Support Status	I	A	E 1
SHIP TYPE & HULL NO.	DATE	*ALLOWANCE SUPPORT CODES	PART	SECTION	PAGE

COSAL INDEX - PART I (SECTION B)							
SEVICE APPLICATION/INFORMATION	EQPT/COMP/MEC	EQUIPMENT/COMPONENT/EQUIPAGE NOMENCLATURE CHARACTERISTICS	IDENTIFICATION NUMBER	QUANTITY	COL. NO.	NOTES	*ALLOW SUPT CODE
FCS 10005FCS	3	AN/UYK-7(V), COMPUTER SET DATA SYSTEM	58735398CL	1			JEPAU
	X	AN/UYK-7(V), TOOLS	7-110000006		1		JEQAA
	3	CP-1036(P)	62405278	1			JESAA
	3	CP-1036(P)/UYK-7, CENTRAL PROCESSOR	62405281	1			JEPAA
	3	CTT 35AHP; OJ-172(V)/UYK P/N 7085100-06	78298003FB	1			JEPAC
	1	CY-6797/UYK-7(V), CABINET, ELECTRICAL	62982331	1			JEPAA
	1	C-77148/SPG-51D, CONTROL, POWER SUPPLY (CWI)	49402881	2			MEPAA
	3	C-8408(P)/UYK-7(V)FC2	61399872	1			JESFE
	3	C-8408(P)/UYK-7, CONTROLLER UNIT	61399858	1			JEPAA
	4	PP-6395/UYK-7(V)FC6	79739015	3			JESAA

8	1	2	3	4	5	6	7
			9				

DD 901	07-15-97	1st Technical Bureau/Cognizance 2d & 3d. digits Program-Support Activity 4th & 5th digits Logistics-Support Status	I	B	E 1
SHIP TYPE & HULL NO.	DATE	*ALLOWANCE SUPPORT CODES	PART	SECTION	PAGE

5. INDEX, SECTION C. Section C of the index is arranged in sequence by APL/AEL to the Equipment Identification Code (EIC) and Automated Integrated Language System Identification Number (AILSIN)/Functional Group Code (FGC). The items listed below apply to the illustration on the following page:

- 1 The Allowance Parts List (APL)/Allowance Equipage List Number (AEL).
- 2 The Application/Identification Number Activity Code (AINAC). This is the second and third character of the Allowance Support Codes (ASC).
Equipment Identification Code (EIC). Assigned to equipment/components to indicate their relative position in a shipboard system. These codes will be used by shipboard personnel in reporting maintenance actions under the Ships Maintenance and Material Management (3-M) Systems. NAVSEAINST 4790.4 Series defines standard EIC.
- 3 Automated Integrated Language System Identification Number (AILSIN)/Functional Group Code (FGC). This column represents the Hierarchical Structure Code (HSC). The HSC is the breakdown numbering system that defines the hierarchical structure of the configuration of the ship and its systems. Additional details for HSC creation are contained in the NAVSEA Technical Specification 9090-700B, SCLISIS.
- 4 Service Application Code (SAC). A code used by NAVICP MECH to enter the service application of an equipment/component into the WSF. The SAC is used to group equipment, components, assemblies, etc., according to a particular service application onboard ship. NAVICPMECHINST 4441.170 series contains additional information.
- 5 Work Center. Work center assigned to accomplish maintenance requirements for a specified installed equipment.
- 6 Component Name. The noun name of each APL or AEL.
- 7 Maintenance Index Page (MIP). A coded page number of the master Preventive Maintenance System (PMS) Manual which indexes a set of maintenance requirement cards for a specific installed piece of ship equipment.
- 8 Record Identification Number (RIN) . If initialized under SCLISIS, assigned by the CDM. If non-initialized, assigned by NAVICP MECH.
- 9 Quantity Column. The quantity of each equipment/component aboard ship or the applicable reference column number for equipage.
- 10 Equipment Location. Identifies the location of the installed component within the end-use activity/ship.
- 11 Ser Number/Valve Mark/Electronic Symbol Number. The serial Number identifies a specific unit of production. The Valve Mark/Electronic Symbol Number identifies a specific valve or electrical component used within a system when multiple applications of the same component are present within the same system.

13

Commercial and Government Entity (CAGE) Code. A five digit numeric code which identifies a specific manufacturer for an equipment/component. The ships 3-M Coordinator and work centers should take the responsibility to identify and maintain the CAGE for all equipment.

PART I - INDEX SECTION C

COSAL INDEX - PART I (SECTION C) - APL/AEL TO EIC TO AILSIN/FGC												
APL/AEL	AI NC	EQUIP ID CODE	AILSIN FUNCT GP CD	SERVICE CODE	WORK CENTER	COMPONENT NAME	MAINTENANCE INDEX PAGE	RECORD ID NO.	QTY COL	EQUIPMENT LOCATION	SER NO./VALVE MK/ELEC SYMB NO	FSCM
68506776	EP	R50Z000	42411AACBBID	80003SONAR	WS09	ID-1566/UQ		02249	1	02-46-0-C	A158	08548
690040002	SP	R30B000	46013AAAACXY	OAYEG	WS01	DRUM DRIVE		A2476	1	2-158-0-E		
690040003	SP	R30B000	46013AAAADGN	OAYEG		GEARBOX AS		A6132	1			
690040005	SP			OAYEG		GEARBOX AS		A6323	1			
69007301	EP	WN4E000	43611AXAAAIM	40006NANCY	ER01	IM-143A/PD	A-517/001	02262	17	01-85-2-L		00910
69007301	EP	WN4E000	43611AXAAAIM	40006NANCY	ER01	IM-143A/PD	A-001/273	03694	5	2-51-1-A	NONE	00910
690120009	SP	TL01000	56111AABADGN	OADMK	EA04	GEAR UNIT		A2477	1	3-155-0-E	3108	
690140002	SP			OAAQG		GEAR ASSY		A6372	1			
691980157	SP	FC01000	24111AAAAAGM	OAABP		GEAR ASSY		A2479	1			
692020076	SP	Y101000	58331AABACGM	OBCRM		GEAR ASSY		A5399	1	01-103-2		
692210001	SP	AD01000	58413AABABGN	OAPHI	EA01	GEAR ASSY		A2480	1	01-110-0-Q		
7-000000266	EQ		43311AHAAHS	30007IC	OE01	H-172/U99		01885	8	1-70-2-A	NONE	82872
7-000000302	EQ		44151ADFABHS	70001RADIO	OE01	H-33F/PT9		01978	2	01-79-2-Q	NONE	97101
7-000010042	EQ		44311AFAZDVS	40006NANCY	OE01	VS-188/SAT		03015	2	02-55-1	NONE	07321
7-000020012	EQ		43611ACAAA3Z	40006NANCY	ER01	AN/PDR-27R		03682	5	2-54-0-Q	A952	15249
7-000020066	EQ		43611ANAAA3Z	40006NANCY	ER01	AN/PDR-56C		01162	3	2-54-0-Q	A221	13107
7-000020080	EQ		43611AJAAA3Z	40006NANCY	ER01	AN/PDR-43B		01160	6	2-54-0-Q	A1224	6A638
DD 901					07-15-97					I	C	3
SHIP TYPE & HULL NO.					DATE					PART	SECTION	PAGE

6. INDEX, SECTION D. Section D of the index is arranged in sequence by Equipment Identification Code (EIC) to APL/AEL. The following items apply to the illustration below:

- 1 Equipment Identification Code (EIC). Assigned to equipment/components to indicate their relative positions in a weapons system. These codes are used by shipboard personnel when reporting maintenance actions under the Ship's 3-M Systems. NAVSEA 4790.4 series defines standard EIC.
- 2 The Allowance Parts List (APL)/Allowance Equipage List (AEL) Number.
- 3 The Application/Identification Number Activity Code (AINAC) is the second and third character of the Allowance Support Codes (ASC).
- 4 Mission Criticality Code (MCC). See NAVICPMECHINST 4441.170.

PART I - INDEX SECTION D

COSAL INDEX - PART I (SECTION D) - EIC TO APL/AEL															
EQUIP ID CODE	APL/AEL	AI NC	MCC	EQUIP ID CODE	APL/AEL	AI NC	MCC	EQUIP ID CODE	APL/AEL	AI NC	MCC	EQUIP ID CODE	APL/AEL	AI NC	MCC
F30K000	882000577	SP	3	F30N000	612010200Z	SP	3	F401000	480020095	SP	3	F803000	883000273	SP	4
F30K000	882010078	SP	3	F30N000	612010216Z	SP	3	FF01000	750040012	SP	3	F808000	151201910	SP	2
F30K000	882010126	SP	3	F30N000	612020298	SP	3	F401000	882033246	SP	3	F808000	151203016	SP	2
F30K000	882010127	SP	3	F30N000	619510022	SP	3	F401000	882051212	SP	3	F808000	174750357	SP	2
F30K000	882030701	SP	3	F30N000	619510023	SP	3	F401000	882115598	SP	3	F808000	174750617	SP	2
F30K000	882030702	SP	3	F30N000	882000763	SP	3	F401000	882191863	SP	3	F808000	400220100	SP	2
F30K000	882030844	SP	3	F30N000	882041357	SP	3	F401000	882241739	SP	3	F808000	400220104	SP	2
F30K000	882033391	SP	3	F30Q000	016460011	SP	1	F501	057150171	SP	3	F808000	882040845	SP	3
F30K000	882040694	SP	3	F30R	017070048	SP	2	F501	750170014	SP	3	GBLE000	0-006020026	SQ	X
F30K000	882040769	SP	3	F303000	017070048	SP	2	F501	882240218	SP	3	GB00000	OR60620001	SS	2
F30K000	882040770	SP	3	F303000	040800045	SP	3	F501	882260524	SP	3	GB00000	OR77000001	SS	3
F30K000	882041358	SP	3	F303000	016021438	SP	4	F501000	057150171	SP	3	GB00000	OR80460001	SS	1
F30K000	882046027	SP	3	F303000	016170053	SP	4	F501000	057150171	SP	2	GB00000	OR80970001	SS	1
F30K000	882046524	SP	3	F303000	019160028	SP	4	F501000	057150171	SP	3	GB00000	OR81590001	SS	2
F30K000	882057729	SP	3	F303000	030300026	SP	4	F505000	016160741	SP	3	GB00000	OR82280001	SS	3
F30K000	882240043	SP	3	F303000	057300039	SP	4	F505000	151203015	SP	3	GB00000	OR82440001	SS	4
F30M000	0303500006	SP	2	F30N000	174750469	SP	4	F505000	151204437	SP	3	GB00000	OR82840001	SS	1
F30M000	2-560004055	SQ	X	F303000	219990132	SP	4	F505000	174750716	SP	3	GB00000	OR82900001	SS	1
F30M000	2-560004075	SQ	X	F303000	370010143	SP	4	F505000	212100109	SP	3	GB00000	OR83140001	SS	2

↑	↑	↑	↑
1	2	3	4

F30N	612010200Z	SP	3	F401000	030130331	SP	3	F801000	88116963	SP	3	GB1BC1C	006030077	SP	3
F30N000	48014006	SP	3	F401000	057990002	SP	3	F801000	882116966	SP	3	GB1BD13	006030032	SP	3
F30N000	612010025Z	SP	3	F401000	219990002	SP	3	F801000	882260200	SP	3	GB1BE13	006030028	SP	3
F30N000	621010032Z	SP	3	F401000	239990132	SP	3	F803000	051270722	SP	4	GB1BP16	006050020	SP	3
F30N000	612010060Z	SP	3	F401000	370030001	SP	T	F803000	051260724	SP	4	GB1BP19	006050019	SP	3
F30N000	612010128	SP	3	F401000	450100975	SP	3	F803000	883000272	SP	4	GB1BP2C	006030033	SP	3

DD 901				07-15-97				I	D	6
SHIP TYPE & HULL NO.				DATE				PART	SECTION	PAGE

2093 HMEO&E COSAL PART II

1. SECTION A, ALLOWANCE PARTS LISTS (APLS). The APL is a technical document prepared for individual equipment/components which are on board. An APL lists all the repair parts installed in the equipment/component to which it applies, as well as other pertinent data. Allowance quantities for authorized storeroom stock are not shown in APLs, but are included in the SNSL or in the ISL (see par. 2094-1). APLs in Section A are sequenced by identification number and each page indicates the ship type and hull number, the COSAL publication date, and two types of page numbers. The page numbers appearing on the left side are consecutively numbered in four separate series, with each page number preceded by a "A" (NAVICP PHIL managed), "E" (Electronic), "H" (HME), or "Z" (Ordnance) which indicates the type of equipment/system to which the page applies. The page numbers appearing on the right side are the consecutive page numbers within each APL. APL numbers for HMEO&E equipment have nine digits; APL numbers for electronic equipment have eight digits. The items listed below apply to the illustration on the following page:

- ① Equipment/Component Nomenclature/Characteristics.
- ② Manual/Plan. The predominant technical manual and plan number.
- ③ Identification Number. The APL identification number which applies to a specific equipment/component.
- ④ Characteristics. A general description, characteristics and/or other identifying information concerning the equipment/component.
- ⑤ Accessory Components Applicable to a "Parent Equipment" are listed on the "Parent APL". Any additional Accessory Components not listed on the APL should be reported to NAVICP.
- ⑥ Reference/Symbol no. A number, other than a stock number, by which a part may identified; arranged in alphanumeric sequence. It may be a manufacturer's number, service part, drawing, piece or electric/circuit symbol number.
- ⑦ Federal Supply Code for Manufacturers (FSCM).
- ⑧ Item Name. The name listing of selected repair parts and/or related accessory components for the equipment/component.
- ⑨ Stock no. The National Stock No. (NSN) assigned to a specific repair part. When a NSN is not assigned, a T-NICN or P-NICN will be shown. The MCC and SMIC will also be shown here when applicable.
- ⑩ Military Essentiality Code (Part MEC). See NAVICPMECHINST 4441.170.
- ⑪ Source Code. See NAVICPMECHINST 4441.170.
- ⑫ Maintenance Code. See NAVICPMECHINST 4441.170.
- ⑬ Recoverability Condemnation code. See NAVICPMECHINST 4441.170.
- ⑭ Allowance Notes code. See NAVICPMECHINST 4441.170.
- ⑮ Qty in One Equipment/Component. The total population of the part within the equipment/component described by the APL. Decimal Quantity may be displayed on an APL when a non-definitive Unit of Issue (U/I) such as package is used (e.g., 1PG is used when 10 each of a package of 100 is required.)

- 16 Unit of Issue(U/I).
- 17 Allowance Item Code. See NAVICPMECHINST 4441.170.

Additional Data Area. When additional manual(s) and/or plan number(s) are applicable or appropriate, they will be listed in this area under an appropriate caption. These numbers are in addition to those listed in items 2 and 4. The phrase "included in" after a manual number indicates the component's parent equipment manual number. This data appears on a provisioning APL or GDAPL not on a COSAL APL, however, it is contained in the COSAL Section III D.

- 18 On-Board Allowance Table. APLs published as part of an allowance list for shipboard use and contained in Part II of the COSAL will not have quantities printed in the onboard allowance tables columns. In lieu of quantity the statement "SEE SNSL FOR ALLOW" will be printed in the columnar spaces provided for number of equipment/components.

PART II - SECTION A

ALLOWANCE PARTS LIST (APL)																							
EQUIPMENT COMPONENT NOMENCLATURE CHARACTERISTICS				TECHNICAL DOCUMENT NUMBER	MANUAL	IDENTIFICATION NO.			DATE	PAGE													
PUMP CTFGL 400GPM 1425 PSI 7300RPM TD VLT					0947-107-8010	016031604			07-15-97	1													
CHARACTERISTICS					PLAN	ON BOARD ALLOWANCE TABLE																	
MFR-WORTHINGTON MARINE AND INDUSTRIAL PRODUCTS INC A SUB						NUMBER																	
NAVCOM PLAN-						OF EQUIPMENTS/COMPONENTS																	
MFR DWG-RW140700						1	2	3	4	5-8	9-20	21-50											
MFR ID-3UWS8																							
PATTERN NO-174																							
EQUIP SPEC-MILP17881																							
NSN-																							
LAPL-01-001																							
CAPACITY-400GPM																							
TOTAL DYNAMIC HEAD-1425PSI																							
SPEED-7300RPM																							
POWER RATING-509BHP																							
IMPELLAR DIA-7.750 IN																							
TYPE-4 STG																							
MOUNTING-HORIZONTAL																							
ROTATION-CW																							
TYPE DRIVE-TD																							
ENGSC-A																							
FSCM-93232																							
0744																							
BEARING ASSY THR PV SGM 370010291																							
*SERVICE APPL-FEEDWATER SYSTEM-MAIN FEED PUMP																							
026243PC4																							
93232 PACKING-PREFMD 2.300 ID 9Z 5330-00-599-7953																							
O-RING CPLG SE HUB																							
SEE SNSL FOR ALLOW																							
OTHER/ADDITIONAL MANUALS																							
0947-107-7010																							
END																							
REFERENCE/SYMBOL NO.		ITEM NAME			STOCK NO.		U/I		1		2		3		4		5-8		9-20		21-50		
DD 901		H 18		PART II ALLOWANCE PARTS LIST (APL) SECTION A					016031604		07-15-97										2		
SHIP TYPE & HULL NO.		PAGE						IDENTIFICATION NO.		DATE		PAGE											

2. SECTION B, ELECTRONICS ALLOWANCE PARTS LISTS (APLS) Section B is a breakdown of all maintenance significant parts in Circuit Symbol Number (CSN) sequence. It contains those CSNs which appear in the technical manual for the equipment, cross referenced to the applicable NSN, NICN, or other item identification number. Section B is published in microfiche form. The following items apply to the illustration below:

- ① Circuit Symbol Number. Also known as the Reference Symbol Number. This number is obtained from the equipment technical manual or drawings. When APLs are in Part Number (PN) sequence, the PN will also appear here.
- ② CAGE/FSCM and reference number, T-NICN/P-NICN/NIIN which applies to this CSN.
- ③ Source Maintenance, and Recoverability Code (SM&R). See NAVICPMECHINST 4441.170.
- ④ Number of applications with the same CSN.
- ⑤ The Equipment/Component APL identification number.
- ⑥ Nomenclature. The equipment for which the APL is prepared.

PART II - SECTION B

ELECTRONICS ALLOWANCE PARTS LIST SECTION B													
REFERENCE DESIGNATOR	NOTE	FIIN/ACN/FSCM-REF	SMR	APPL	ADD	REFERENCE DESIGNATOR	NOTE	FIIN/ACN/FSCM-REF	SMR	APPL	ADD	REFERENCE DESIGNATOR	NOTE
REFERENCE DESIGNATOR - CIRCUIT SYMBOL OR PART NUMBER - BREAKDOWN OF UNITS / ASSEMBLIES SUPPORTED BY THIS APL												08 - 01 - 97	
1 ... 5 ... 10 ... 15 ... 20 ... 25 ... 29					1 ... 5 ... 10 ... 15 ... 20 ... 25 ... 29								
1A 2A 1A2 R - 34		05869 4171306-531	PA6ZZ	1	1A 2A 1A2 T - 4		05869 755002A7678-1	XB6ZZ		1			
1A 2A 1A2 R - 35		05869 4171306-975	PA6ZZ	1	1A 2A 1A2 T - 5		05869 755002A7678-3	XB6ZZ		1			
1A 2A 1A2 R - 36		05869 4171306-531	PA6ZZ	1	1A 2A 1A2 T - 6		05869 755002A7654-2	PA6ZZ		1			
1A 2A 1A2 R - 37		05869 4171306-975	PA6ZZ	1			6						
1A 2A 1A2 R - 38		05869 4171306-339	PA6ZZ	1	1A 2A 2		87990 755002A0750	PB2DD		1			
1A 2A 1A2 R - 39		05869 4171306-339	PA6ZZ	1	1A 2A 2 MP-	1	05869 4164650-22	PA6ZZ		1			
1A 2A 1A2 R - 40		05869 4171306-830	PA6ZZ	1	1A 2A 2 W -	1	05869 755002A7752-1	PA6ZZ		1			
1A 2A 1A2 R - 41		05869 4171306-400	PA6ZZ	1	1A 2A 2A1 BOTTOM CARD		87990 755002A0760	PB6DD		1			
1A 2A 1A2 R - 42		05869 4171306-830	PA6ZZ	1	1A 2A 2A1 C -	1	05869 755002Z705-5	PA6ZZ		1			
1A 2A 1A2 R - 43		05869 4171306-830	PA6ZZ	1	1A 2A 2A1 C -	2	05869 755002A7705-6	PA6ZZ		1			
1A 2A 1A2 R - 44		05869 4171306-531	PA6ZZ	1	1A 2A 2A1 C -	3	05869 755002A7705-7	PA6ZZ		1			
1A 2A 1A2 R - 45		05869 4171306-635	PA6ZZ	1	1A 2A 2A1 C -	4	05869 755002A7705-1	PA6ZZ		1			
1A 2A 1A2 R - 46		05869 4171306-891	PA6ZZ	1			0						
1A 2A 1A2 R - 47		05869 4171306-443	PA6ZZ	1	1A 2A 2A1 C -	5	05869 755002A7705-1	PA6ZZ		1			
1A 2A 1A2 R - 48		05869 4171306-699	PA6ZZ	1			4						
1A 2A 1A2 R - 49		05869 4171306-687	PA6ZZ	1	1A 2A 2A1 C -	6	05869 755002A7705-1	PA6ZZ		1			
1A 2A 1A2 R - 50		05869 4171306-699	PA6ZZ	1			8						
1A 2A 1A2 R - 51		05869 4171306-616	PA6ZZ	1	1A 2A 2A1 C -	7	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 52		05869 4171306-531	PA6ZZ	1	1A 2A 2A1 C -	8	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 53		05869 4171306-531	PA6ZZ	1			5						
1A 2A 1A2 R - 54		05869 4171306-510	PA6ZZ	1	1A 2A 2A1 C -	9	05869 755002A7705-3	PA6ZZ		1			
1A 2A 1A2 R - 55		05869 4171306-906	PA6ZZ	1			7						
1A 2A 1A2 R - 56		05869 4171306-906	PA6ZZ	1	1A 2A 2A1 C -	10	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 57		05869 4171306-952	PA6ZZ	1			9						
1A 2A 1A2 R - 58		05869 4171306-505	PA6ZZ	1	1A 2A 2A1 C -	11	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 59		05869 4171306-733	PA6ZZ	1			9						
1A 2A 1A2 R - 60		05869 4171306-759	PA6ZZ	1	1A 2A 2A1 C -	12	05869 755002A7705-3	PA6ZZ		1			

SECTION B	①	②	③	④	⑤	⑥	PAGE 16
	I.D. NUMBER	NOMENCLATURE					
	56614606	AN/PRC-104, RADIO SET					

3. SECTION C, ALLOWANCE EQUIPAGE LISTS (AELS). The AEL is a technical document prepared for various categories of equipage for mechanical, electrical, electronic and ordnance systems. When an AEL is used for a system, it will include the items required for the operation of the system and/or the repair parts required for maintenance of the system. HMEO&E COSAL AELs are identified by a nine digit identification number, preceded by either an alpha or numeric character and a dash (-), and are sequence by identification number. The items listed below apply to the illustration on the following page:

- ① Equipment Nomenclature/Characteristics.
- ② Manual/Plan. The predominant technical manual and plan number.

③ Identification Number. The AEL Identification No. designates specific listings of material collectively known as equipage. The first digit of the AEL ID No. can be identified by either Alpha or Numeric (-) characters which indicate the cognizant preparation and maintenance activity and general equipage significance as follows:

Alpha	Numeric	Definition
A	0 -	Ordnance equipage
B	1 -	Space/system related equipage
C	2 -	Miscellaneous equipage
D	3 -	Automotive, construction, and materials handling equipage
E	4 -	Flag Allowance equipage
F	5 -	Special Project Office equipage
G	6 -	Nuclear Reactor Plant (NRP) equipage
H	7 -	Portable Electronic equipage
I	8 -	Trident equipage
J	9 -	Nuclear Weapons equipage

- ④ Characteristics. A general description, characteristics and/or other identifying information concerning the equipment/component. This may include special information and the criteria used to establish quantities in the On Board Allowance Tables.
- ⑤ Reference Number/Descriptive Data. Contains significant information, manufacturer's part number(s), reference number(s), special comments and references to other AELs, etc.
- ⑥ Item name. Arranged in alphabetical sequence, the name of each item, and when appropriate or applicable, additional nomenclature, dimension, etc., to adequately describe the item named.
- ⑦ Stock Number. The National Stock Number (NSN) assigned to the items named in item 6. When a NSN is not assigned, a T-NICN/P-NICN will be shown. The Material Control Code (MCC) will also be shown when applicable.
- ⑧ Security Classification. The Controlled Item Inventory Code (CIIC), see Appendix 9I.
- ⑨ Source Code. See NAVICPMECHINST 4441.170.
- ⑩ Maintenance Code. See NAVICPMECHINST 4441.170.
- ⑪ Recoverability/Condemnation Code. See NAVICPMECHINST 4441.170.

Material Identification

- ⑫ Allowance Note Code (ANC). See NAVICPMECHINST 4441.170.
- ⑬ Custody Code. See NAVICPMECHINST 4441.170.
- ⑭ Unit of Issue (U/I). See Appendix 19.

Quantity. The quantity of an item either contained in or part of a system component or kit.

- ⑮ When used for certain AELs, the specific quantity of each individual piece or part contained within the equipment as a whole will be listed. The abbreviation Select (SEL) may appear in this column for certain items from which a selection or choice must be made.

On Board Allowance Table. This table consists of eight numbered columns in which quantities may be shown. The criteria used to establish the quantities shown in one/several and/or all of these columns may be defined in the information contained on each AEL, as

- ⑯ noted in the characteristics. In certain cases, the total shipboard allowance quantity will be determined by the sum total of all quantities appearing in designated columns of several AELs. In all cases, the applicable AEL Identification number(s) will be shown in the COSAL Index, Part I, Sections A and B. The acronym for As Required (AR) may appear in lieu of a specific quantity for certain items.

PART II - SECTION C

ALLOWANCE EQUIPAGE LIST (AEL) ③																				
EQUIPMENT COMPONENT NOMENCLATURE CHARACTERISTICS				TECHNICAL DOCUMENT NUMBER	MANUAL PLAN	IDENTIFICATION NO.				DATE	PAGE									
PUMP PLUMBERS FORCE ①						2-470004001				07-15-97	1									
CHARACTERISTICS ①						ON BOARD ALLOWANCE TABLE														
PLUMBERS FORCE PUMP WITH FOUR 3FT LENGTHS HOSE AND FOUR COUPLING ASSEMBLIES AND ADAPTERS ADAPTERS FOR USE IN CONNECTING PUMP AND HOSE TO CLEANOUT CONNECTIONS VARIANCE IN SIZE REQUIREMENTS PRECLUDES INSERTING QUANTITY IN COLUMNS OF ALLOWANCE X ADAPTERS ARE LISTED FOR INFORMATION X ADAPTERS MAY BE EQUAL TO AKRON BRASS CO STYLE 362 X ADAPTERS MAY BE MANUFACTURED ON BOARD SHIP WHEN REQUIRED NOT APPLICABLE TO SUBMARINES ④ FOR COLUMN WHICH APPLIES INDEX PART I COLUMN 1 - FOR 1 PUMP COLUMN 2 - FOR 2 PUMPS COLUMN 3 - FOR 3 PUMPS COLUMN 4 - FOR 4 PUMPS COLUMNS 5 THRU 8 BLANK FSCM-03950						SELECT	SOURCE	MAINT	REPLY	UNIT	QTY	COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6	COL. 7	COL. 8	
						U	P	F	O	Z	Z	E	E	A	2					
ATT TO PUMP						U	P	F	O	Z	Z	E	E	A	2					
ATT TO HOSE						U	P	F	O	Z	Z	E	E	A	1					
WWC624TYA-0-750IN						U	P	A	O	Z	Z	E	E	A	4	8	12	16		
----25FT LENGTH						U	P	C	O	Z	Z	E	E	FT	12	24	36	48		
THE DEMING CO FIG594 TY						U	P	A	O	Z	C	E	E	A	1	2	3	4		
END																				
REFERENCE/SYMBOL NO.		ITEM NAME		STOCK NO.		SELECT	SOURCE	MAINT	REPLY	UNIT	QTY	1	2	3	4	5	6	7	8	
DD 901	H 251	PART II ALLOWANCE EQUIPAGE LIST (AEL) SECTION C										2-470004001				07-15-97		1		
SHIP TYPE & HULL NO.		PAGE								IDENTIFICATION NO.				DATE		PAGE				

2094 HMEO&E COSAL PART III

1. SECTION A, SNSL OF STOREROOM ITEMS (SRI) OR INTEGRATED STOCK LIST (ISL). Section A contains the authorized allowance quantities of repair parts and equipment related consumables required to be stocked on board to support the equipment listed in Part I. Section A consolidates, in NIIN/NICN sequence, all allowed items listed in the APLs in Part II. The SRI will be superseded by the Integrated Stock List (ISL) after a ship completes a Integrated Logistics Overhaul (ILO). The ISL is basically the SRI updated to integrate modified allowances incident to configuration changes accomplished during the overhaul, as well as additional allowances justified by the ship's own demand data. It also indicates the storage location of each repair part. The ILO ISL is, in effect, the ship's temporary Post overhaul COSAL SNSL of Storeroom Items. When additional configuration changes occur after the cutoff date for input of the ISL, the ILO team reports the changes for inclusion in the post overhaul ISL. The post overhaul ISL, which supersedes the original ILO ISL as the primary allowance list, is mailed to the ship two to three months after the overhaul has been completed. The items listed below apply to the illustration on the following page:

- ① Material Control Codes (MCC). See Appendix 9F.
- ② Stock Number. The NSN arranged in NIIN sequence. Where an NSN is not assigned, a T-NICN OR P-NICN will be shown. The SMIC will also be shown when applicable.
- ③ Item name. Item name and, when appropriate or applicable, additional nomenclature, dimensions, etc.
- ④ Equipment/Component/Equipage Identification Number. The APL/AEL identification number(s) of all shipboard equipment(s)/component(s) equipage, on or in which the item is intended for use/repair purposes.
- ⑤ Unit of issue.
- ⑥ Allowance Quantity. The total onboard computed quantity of an individual storeroom item.
- ⑦ Allowance Notes Codes. See NAVICPMECHINST 4441.170.
- ⑧ Total Ships Population per Identification Number. The total shipboard population of the part, as installed in each individual APL/AEL listed.
- ⑨ Military Essentiality Code (MEC)/Mission Criticality Code (MCC). See NAVICPMECHINST 4441.170.
- ⑩ Supply Management Codes as follows: Shelf Life (SL) Code (see Appendix 9K); Shelf Life Action (SLA) Code (see Appendix 9J); Type of Storage Space (TSS) Codes (see NAVICPMECHINST 4441.170); Special Material Content (SMC) Code (see NAVICPMECHINST 4441.170); Controlled Inventory Item Code (CIIC) (see Appendix 9I).
- ⑪ Custody Code. See NAVICPMECHINST 4441.170.
- ⑫ Unit Price. Current price should be obtained from FEDLOG.
- ⑬ Derivation Code. A code used to reflect what determined the computed SNSL allowance (see NAVICPMECHINST 4441.170).

2. SECTION B, SNSL OF OPERATING SPACE ITEMS (OSI). Section B consolidates, in NIIN/NICN sequence, all operating space items listed in the AELs and APLs in Part II. It also indicates (for each item) the allowance quantity, the applicable AEL or APL number(s), the population of supported systems or equipment, and other pertinent data. The format of the Section B SNSL for OSI is identical to the format of the Section A SNSL for SRI shown on page 2-45.

3. SECTION CF, MAINTENANCE ASSISTANCE MODULES (MAMS). MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan and will be located in the appropriate operating and maintenance spaces. MAMs are assigned an Allowance Note Code (ANC) "N" and may also appear in Part III, Section A as a storeroom item if usage warrants backup support. The items are arranged in NIIN sequence. The format of the Section CF SNSL for MAMs is identical to the format of the Section A SNSL for SRI shown on page 2-45.

4. OLD STOCK NUMBER CROSS REFERENCE LIST. This section, which should be filed between sections CF and D, contains all of the stock number updates from the previous COSAL to the most current stock numbers. It is arranged in "old" stock number sequence. The items listed below apply to the illustration on the following page:

- ① Old NIIN/NICN appearing in the previous COSAL.
- ② Special Material Identification Code (SMIC) from previous COSAL.
- ③ New NIIN/NICN.
- ④ SMIC of new stock number.
- ⑤ Federal Supply Class (FSC) of new stock number.
- ⑥ Cognizance Symbol (COG) of new stock number.
- ⑦ Item Name.
- ⑧ Operation Space Item (OSI) "O" indicates item in Part III Section B of previous COSAL.
- ⑨ Note Code indicates specific instructions or information concerning allowance. See NAVICPMECHINST 4441.170.

PART III, OLD STOCK NUMBER CROSS REFERENCE LIST

OLD TO NEW STOCK NUMBER CROSS REFERENCE LIST								
OLD NIIN / NICN	SMIC	NEW NIIN / NICN	SMIC	FSC	COG	ITEM NAME	OSI	NOTE CODE
LL - HDU - 9620		00 - 116 - 9360		5120	9Q	ADAPTER-EXTENSION,S	0	X
LL - HDU - 9780		00 - 844 - 8187		5905	9N	RESISTER, FIXED, WIRE		
LL - HDW - 3966		00 - 501 - 8038		4925	1H	SPLICE, WIRE, FEMALE	0	1
LL - HDW - 3967		00 - 501 - 8041		4921	1H	SPLICING KIT, WIRE	0	1
LL - HDW - 3968		00 - 501 - 8049		4921	1H	CRIMPING TOOL, CONTA	0	1
LL - HDW - 5126		01 - 029 - 4217		6810	1H	ION EXCHANGE COMPOU		2
LL - HDW - 6828		01 - 012 - 7533		9150	9G	LUBRICATING CONDITI		E
LL - HDW - 7475		01 - 061 - 5291		5330	9Z	GASKET		
LL - HDW - 8596		01 - 010 - 7557		5910	9N	CAPACITOR-FXD .25MF		
LL - HDW - 8597		00 - 709 - 7455		5905	9N	RESISTER FIXED		
LL - HDW - 9363		00 - 561 - 9917		5120	1H	WRENCH, SPANNER	0	1
LL - HDW - 9379		00 - 550 - 6911		1220	1H	PROJECTION LAMP ASS		
LL - HDW - 9364	L1	01 - 033 - 7260	L1	4820	1H	STEM ASSEMBLY		2
LL - HDY - 0876	SS	01 - 056 - 1691	L1	4820	1H	STEM, VALVE		

↑ 1	↑ 2	↑ 3	↑ 4	↑ 5	↑ 6	↑ 7	↑ 8	↑ 9
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SHIP TYPE - HULL DD 901	UIC RX5971	DATE 07 - 15 - 97	PAGE NO. 3
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5. SHIP VALUE LIST. This section, which should be filed between sections CF and D, is a statistical summary of item count and dollar value of the new COSAL. The total number of NSNs, the total allowance quantity, the total number of priced NSNs and the extended price of those NSNs is listed for each of the following categories (see illustration below):

- ① Totals by cognizance symbol for Storeroom Items only
- ② Totals by cognizance symbol for Operating Space Items only
- ③ Totals by cognizance symbol for Storeroom Items plus Operating Space Items
- ④ Overall shipboard totals for Storeroom Items only
- ⑤ Overall shipboard totals for Operating Space Items only
- ⑥ Overall shipboard totals for Storeroom Items plus Operating Space Items

PART III, SHIP VALUE LIST

COG	STOREROOM ITEMS ①				COSAL SHIP VALUE LIST ②				TOTALS ③				
	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED \$ PRICE	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED \$ PRICE	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED \$ PRICE	
9C	49	132	49	1675	10	39	10	3934	59	171	59	5609	
	COG TOTAL				COG TOTALS				COG TOTALS				
9D	49	132	49	1675	10	39	10	3934	59	171	59	5609	
	1	2	1	3	1	2	1	3	2	4	2	6	
	COG TOTAL				COG TOTALS				COG TOTALS				
7G	1	2	1	3	1	2	1	3	2	4	2	6	
	10	10	10	29430	1	1	1	915	11	11	11	30345	
9G	95	278	95	4348	51	104	51	8108	146	382	146	12456	
	COG TOTAL				COG TOTALS				COG TOTALS				
	105	288	105	33778	52	105	52	9023	157	393	157	42801	
1H	146	398	146	23975	32	79	31	97695	178	477	177	121669	
7H	36	45	36	134595	1	1	1	1290	37	46	37	135885	
9H	2	2	2	2	6	6	6	7	8	8	8	9	
	SHIP TOTALS ④				SHIP TOTALS ⑤				SHIP TOTALS ⑥				
	1146	3157	1144	202483	173	434	1072	118028	1319	3591	1316	320512	
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6. SECTION D, ALTERNATE NUMBER CROSS REFERENCE TO NIIN/NICN. Section D is a list of alternate numbers (part numbers, drawing numbers, piece numbers, etc.) arranged in alphanumeric sequence, and cross referenced to the applicable NIIN/NICN. The CAGE, if applicable, is also indicated for each alternate number. The following items apply to the illustration below:

- ① Commercial And Government Entity (CAGE)/Federal Supply Code for Manufacturers (FSCM).
- ② Alternate Number. Primary and secondary alternate part numbers cross reference to NIIN/NICN.
- ③ NIIN / NICN. The latest NIIN/NICN for the alternate number in item 2.
- ④ First Alternate Number on Page. The first alternate number listed on the page.
- ⑤ Last Alternate Number on Page. The last alternate number listed on the page.

PART III, SECTION D

PART III SECTION D ALTERNATE NUMBER CROSS REFERENCE TO NIIN/NICN					
FSCM	ALTERNATE NR	NIIN/NICN	FSCM	ALTERNATE NR	NIIN/NICN
81349	M24308/24-2	01-061-9731	81349	M26655-2-0208	00-495-0042
81349	M24308/24-3	00-593-9415	17576	M2701-101	LL-HDL-U246
81349	M24308/24-4	01-049-5003	17576	M2722-1	00-622-8568
81349	M24308/24-5	01-011-7668	17576	M2725-101	01-032-9719
81349	M24308/25-1	01-069-6794	98920	M2726-34-001	00-196-2292
81349	M24308/25-5	01-071-1722	81349	M2726-34-001 BLACK	00-196-2292
81349	M24308/26-1	01-052-9436	80064	M2726-37-001	00-086-8922
81349	M24308/3-1	00-410-0251	81349	M2726-38-001	00-220-2213
81349	M24308/3-3	00-439-3748	81349	M2726-39-001	01-070-8414
81349	M24308/3-4	00-481-5560	96906	M2726-47-002	LL-CU2-6946
81349	M24308/3-5	00-493-0466	96906	M2726-47-003	LL-CU2-6947
81349	M24308/4-1	00-466-3394	81349	M2726-48-001	00-935-2312
81349	M24308/4-2	00-490-3743	80064	M2726-50-001	00-325-0469
81349	M24308/4-262	00-603-6737	81349	M2726-50-001	00-325-0469
81349	M24308/4-263	00-539-2398	81349	M2726-50-002	00-134-5268
81349	M24308/4-3	00-489-9999	81349	M2726-69-001	00-449-1189
81349	M24308/4-4	00-410-9252	81349	M2726150-001	00-325-0469
81349	M24308/4-5	00-490-8389	17576	M2727-101	01-043-2211
81349	M24308/4-7	01-031-6991	81349	M27426-1105D	01-062-1923
05574	M24368/2/001	01-054-7409	81349	M27426-1114D	LL-MB1-9708

↑ ①	↑ ②	↑ ③	↑ ①	↑ ②	↑ ③
		④		⑤	

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7. SECTION E, GENERAL USE CONSUMABLES LIST (GUCL). The GUCL is a list of generally used non-equipment related consumable items for initial outfitting of a ship's operating spaces and storerooms. The GUCL is prepared by NAVICP MECH only for new construction, major conversion modernization, or reactivated ships. Normally, it will not be published with or for subsequent COSALs. Under unique circumstance, an extract copy of particular type ship can be obtained by submitting a special request to NAVICP MECH, code 05531, DSN 430-2494. The GUCL is provided with three subsections.

a. Subsection 1 is furnished in NIIN sequence in two segments: hazardous and non-hazardous. The following items apply to the illustration below:

- ① Notes. Alpha code indicates Type of Storage Space (TSS). See NAVICPMECHINST 4441.170.
- ② Quantity. For other than numerical quantity, see NAVICPMECHINST 4441.170 unique GUCL notes.
- ③ Material Code Indicators (MCI). See NAVICPMECHINST 4441.170 for unique GUCL notes.

PART III, SECTION E, SUBSECTION 1

COSAL PART III, SECTION E, SUBSECTION 1							
NIIN	NOMENCLATURE	U / I	UNIT PRICE	NOTES	DEPT	QTY	MCI
9Q 3590 - 00 - 058 - 1837	BARBER KIT	KT	281.76		ZZ SU	< 2	B
9Q 7920 - 00 - 061 - 0037	BRUSH SCRUB POT NYLN 5.5 X 2.5	EA	2.29		ZZ SU	< 12	M
9Q 7920 - 00 - 061 - 0038	BRUSH SCRUB GALLEY NYLN 3X5W/H	EA	3.65		ZZ SU	< 8	M
9Q 7240 - 00 - 274 - 3875	PAISTEEL 12 QT.	EA	2.34		ZZ SU	< 50 24	C
9Q 7930 - 00 - 068 - 1669	DETERGENT GENERAL PURP 5GL	CO	2.16		WE EN	< 24	H
9Q 7510 - 00 - 074 - 5100	TAPE PRESSURE SENSI GREEN 60YD	RO	9.22		ZZ SU	< 24	G
					ZZ SU	< 24	M
9Q 7330 - 00 - 078 - 5706	BOARD FOOD RUBBER 20X15X1	EA	15.21		ZZ WE	< 8	A
9Q 7520 - 00 - 079 - 0286	MARKER FELT TIP-ORANGE	DZ	2.81		ZZ WE	< 4	G
9Q 7510 - 00 - 297 - 6656	CELLULOSIC DUNNAGE 3"	RO	11.07				

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①
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②
↑
③

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Material Identification

b. Subsection 2 is sequenced by shipboard department, then nomenclature within the department. The following items apply to the illustration below:

- ① Quantity. For other than numerical quantity, see NAVICPMECHINST 4441.170 unique GUCL Notes.
- ② Notes. Alpha code indicates Type of Storage Space (TSS). See NAVICPMECHINST 4441.170

PART III, SECTION E, SUBSECTION 2

COSAL PART III, SECTION E, SUBSECTION 2						
DEPARTMENT NOMENCLATURE						
STOREROOM/STOWAGE SPACE						
HAZARDOUS ITEMS	NSN	U/I	QTY	NOTES	U/PRICE	
ADHESIVE FBRS-GLS TAPE	9Q 8040-00-273-8708	GL			6.44	
ADHESIVE FOR NAT/SYN RUBBER 1 QT	9Q 8040-00-291-8381	KT			4.62	
ADHESIVE LATEX LINDL-TILE	9Q 8040-00-582-4596	GL	3	G	5.82	
ADHESIVE LIQ-RUB PPR-MTG 4 OZ	9Q 8040-00-291-8625	JR			.49	
			↑	↑		
			①	②		
DEPARTMENT NOMENCLATURE						
ENGINEERING						
HAZARDOUS ITEMS	NSN	U/I	QTY	NOTES	U/PRICE	
ADHESIVE FBRS-GLS TAPE	9Q 8040-00-273-8708	GL	2		6.44	
ADHESIVE FOR NAT/SYN RUBBER 1 QT	9Q 8040-00-291-8381	KT	2		4.62	
ADHESIVE MUCILAGE W/BRUSH 4 OZ	9Q 8040-00-290-2849	BT	1		.60	
ADHESIVE POLYCHROPRENE BASE	9Q 8040-00-290-4301	QT	10		2.96	
ADHESIVE RTV SILICONE RUBBER	9Q 8040-00-255-4548	CA	1		1.56	
ADHESIVE SYNTHETIC BUNA-N	9Q 8040-00-262-9011	PT	2		1.76	
AMMONIUM CHLORIDE TECH	9Q 8040-00-281-2033	LB	3		1.08	
ANTISEIZE COUMPOUND	9Q 8040-00-286-5453	CN	1		7.48	
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c. Subsection 3 is a statistical summary of the total number of line items by material category, separated into hazardous and non-hazardous. It lists for OSI and SRI the total number of line items and the total weight, cube and price of those items.

PART III, SECTION E, SUBSECTION 3

COSAL PART III, SECTION E, SUBSECTION 3									
STATISTICAL SUMMARY									
EXTENDED TOTALS - HAZARDOUS									
COG	LINE ITEMS		WEIGHT		CUBE		PRICE		
	OSI	SRI	OSI	SRI	OSI	SRI	OSI	SRI	
1H	1	0	10.50	.00	.270	.000	31.00	.00	
9G	116	8	3,274.67	334.44	116.038	14.196	3,242.52	309.41	
9L	1	0	2.08	.00	.100	.000	2.54	.00	
9Q	134	4	13,848.66	481.79	426.791	11.093	10,419.63	272.62	
	252	12	17,351.91	816.23	543.199	25.289	13,659.69	582.03	
									14,277.72
STATISTICAL SUMMARY									
EXTENDED TOTALS - NON HAZARDOUS AND HAZARDOUS									
COG	LINE ITEMS		WEIGHT		CUBE		PRICE		
	OSI	SRI	OSI	SRI	OSI	SRI	OSI	SRI	
XX	57	5	3,980.36	478.80	163.342	11.886	26,447.95	388.80	
9Q	1342	31	31,809.10	1,743.75	1,998.282	93.103	43,190.28	1,409.89	
9Y	4	1	87.60	21.90	.860	.215	73.80	18.45	
9Z	520	4	5,883.19	12.90	125.589	.854	9,918.60	199.32	
	2537	61	56,647.83	2,675.45	3,761.500	122.971	129,321.64	2,842.31	
									132,143.95
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8. SECTION F, FORMS AND PUBLICATIONS. Section F indicates the range and depth of forms considered necessary in the operating spaces and in storeroom stock to support routine maintenance and administrative operations during the ship's prescribed endurance period. Since publications are not normally stocked, the range and depth guide for publications is included in Section F for the operating spaces only. Section F contains two subsections. Subsection 1 is arranged in sequence by stock number, subsection 2 is arranged in sequence by title/nomenclature (see illustration on following page).

- ① Operating Space Item (OSI) Quantity. Recommended quantity for all Operating Space items; * indicates the requirement is less than the Unit of Issue and is included in SRI column.
 - ② Store Room Item (SRI) Quantity. Recommended quantity of Forms for storeroom stock. Since all publications are OSI, the SRI QTY is zero.
- Security Classification Code (SC). The codes and definitions are as follows:
- ③
 - 1 - Confidential
 - 2 - Confidential - Restricted Data
 - 3 - Secret
 - 4 - Unclassified
 - ④ Requisition Restriction (RR). Limit quantity for a specific ship.
 - ⑤ Carrying Point (CP). Indicates the source of supply.
 - ⑥ Basic/Change (BC). Indicates the basic publication or change.

PART III, SECTION F

COSAL PART III, SECTION F, SUBSECTION 1										
STOCK NO INCLUDING COG S/N SEQUENCE	FORM / PUB NO.	TITLE/NOMENCLATURE	UI	OSI QTY	SRI QTY	SC	RR	CP	BC	
FORMS										
11 0101 - LF - 132 - 0070	NSEC 9881/8	DAMAGE CONTROL - FIRE PLUGS 2.10	PD	*	2	U		EF		
11 0101 - LF - 132 - 0080	NSEC 9881/9	DAMAGE CONTROL - RECORD OD PAGE REVISION D	PD	*	2	U		EF		
PUBLICATIONS										
01 0530 - LP - 016 - 1090	NSUP 7	INDEX (10110)	EA	2	0	U		EF	C	
01 0530 - LP - 050 - 5007	NSUP 505	PREPERATION OF HAZARDOUS MATERIALS FOR MILITARY	EA	2	0	U		EF	B	
01 0530 - LP - 052 - 0010	NSUP 520	ENLISTED DINING FACILITY MASTER AT ARMS HANDBOOK	EA	4	0	U	BG	EF	B	

COSAL PART III, SECTION F, SUBSECTION 2										
TITLE/NOMENCLATURE IN ALPHA SEQUENCE	STOCK NO	FORM / PUB NO.	UI	OSI QTY	SRI QTY	SC	RR	CP	BC	
FORMS										
PUBLIC RELATIONS - HOME TOWN NEWS AUTHORIZED	0104 - LF - 907 - 2406	NSO 5724/1	PD	*	2	U		EF		
PUBLICATION										
SHIPBOARD ELECTRONICS MATERIAL OFFICER (1520)	0104 - LP - 052 - 3900	NEDTRA 10478	EA	1	0	U				
SHIPS CONCEALMENT CAMOUFLAGE INSTRUCTIONS	0283 - LP - 101 - 7010	NS 250374	SE	1	0	U		EF		

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2095 POLARIS/POSEIDON WEAPONS SYSTEM/STRATEGIC WEAPONS SYSTEM (PWS/SWS) COSAL

1. GENERAL. The format of the PWS/SWS COSAL for Polaris, Poseidon, and Trident submarines is essentially the same as that of the HMEO&E COSAL (see par. 2091), with the following exceptions:

a. Part I, Index "A" is in drawing number or "top assembly" number sequence; and Index "B" is in APL number sequence.

b. Part II contains APLs only. No AELs are included since all operating space items listed in Part IIIB are reflected in the APLs as tools.

c. Part III Section C is a list of reference numbers, arranged in alphanumeric sequence, and cross referenced to applicable APL numbers and stock numbers.

d. Part III Section D is a list of superseded item identification numbers (NIINs) and/or related reference numbers, arranged in NIIN sequence, and cross referenced to superseding NIINs and/or related reference numbers.

2096 NUCLEAR WEAPONS COSAL

The format and use of the nuclear weapons COSAL is contained in Special Weapons Ordnance Publication (SWOP) 100-1A.

2097 REACTOR PLANT COSAL ("Q" COSAL)

1. DESCRIPTION. The reactor plant COSAL, or "Q" COSAL, is a document tailored to an individual ship which lists the equipment/components required for the ship to operate its reactor plant safely and reliably. It also lists the repair parts, special tools, chemicals, and other miscellaneous portable items necessary for the operation, overhaul, and repair of reactor plant equipment. The "Q" COSAL is not a technical document. When nuclear trained shipboard personnel are determining which repair parts are acceptable for reactor plant use, the appropriate technical manuals, drawings, or other technical correspondence must be consulted prior to using the "Q" COSAL. Due to Reactor Plant Manual changes, technical messages, etc, it is possible for items to be listed in the "Q" COSAL for which use has been prohibited or restricted. Such situations should be reported to NAVICP MECH (Code 87) with a copy to NAVSEA (CODE 08), and an Allowance Change Request initiated. Additionally, the "Q" COSAL does not include all items which could be required for operation, repair or maintenance of reactor plant systems or components (e.g. general purpose hand tools).

2. FORMAT. The "Q" COSAL is prepared in the same format as the HMEO&E COSAL (see par. 2091) with the following exceptions:

a. All allowed repair parts, special tools, equipage, and other miscellaneous material is listed in one SNSL and items are not classified as OSI.

b. Each page contains a pseudo UIC in the lower left hand corner. The pseudo UIC, consisting of the letter "X" plus four numeric digits, enables NAVICP MECH to segregate reactor plant information from normal HME&O information. The pseudo UIC is for NAVICP MECH use only and should not be referenced on any documentation generated by the ship.

c. The "Q" COSAL includes many situations where two or more NSNs are interchangeable within an equipment/component. The identification of interchangeable parts is provided on the applicable APL/AEL and will appear as follows:

(1) The superseding repair part is identified by a note code "S". Both the note code "S" and the note code "2" items are acceptable for the intended application.

(2) The superseded repair part will be identified by a note code "2". Both the note code "S" and the note code "2" items are acceptable for the intended application. The onboard allowance, if any, will appear against the note code "2" item until the supply system assets are exhausted.

(3) Descriptive data/instructional entries are furnished on both old and new items which identify the authorized alternate item.

d. The "SX" "Q" COSAL Record List contains stock numbers that are applicable to reactor plant components managed by NAVSEA 08. "SX" is used to describe items which are "2S" cognizance and "X1" SMIC.

➔ **2098 NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS**

Ships that have not yet received an HMEO&E COSAL which includes AELs for portable radioactivity detection, indication, and computation RADIAC equipment will determine their allowances from the NAVSEA RADIAC Equipment allowance for ships (NAVSEA SE700-AA-MAN-100/RADIAC), the RADIAC Policies and Procedures Manual (RPPM). This manual is updated and reissued annually by NAVSEA 04LR based on shipboard requirements approved by the Chief of Naval Operations. The quantity of RADIAC equipment authorized for each ship type is listed in the appropriate "Allowance Code" column. Allowance Code and Ship Types are as follows:

NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS

Allowance Code and Ship Types
<ol style="list-style-type: none"> 1. CV (less CV-19) 2. CV-19 Class, LHA 3. CG-4, -5, -10, -11, -12 4. AE-26 and later, AFS, AO-98 & -99, AOE, AOR, AR, AVM, CG-16 and later, DDG, LCC, LKA, LPA, LPD, LPH, LSD 5. AE-21 through -25, AF, AG, AGF, AGFF, AO (less A0-98 & -99), AOG, ARD, ASR, DD, FF, FFG, LST, WAGB, WHEC 6. AGEH, AGSS (less AGSS-555), ARS, ATF, ATS, MSC, MSO, SS, WAGO,WLB, WMEC, WTR 7. AGP, PG, WLM, WLV, WPB 8. T-AK (FBM Re-supply)
Notes
<ol style="list-style-type: none"> A. Nuclear Warfare and Nuclear Weapons handling allowance(AN/PDR-27() for certified Nuclear Weapons capable ship. B. Radiography allowance for AD only. C. Weapons handling allowance for certified nuclear weapons capable ships. D. Watch repair shop allowance for AD and AR only. E. Submarine rescue Allowance for ASR only. F. Add one (1) for AGF-3. H. Not allowed for PG class. J. Aircraft maintenance Radiography CV, CVT, LPH-2, -3, -7, -9, -10, -11, -12, LHA-1 & -2. L. CV,AD and T-AK (FBM Re-supply). Nuclear weapons handling allowance. To be filled only when these ships are Certified nuclear weapons capable. M. AIR MONITOR, PORTABLE: <ol style="list-style-type: none"> 1. For Allowance Codes 1 & 2: Required for CV'S only: For quantity shown, subject two for CV-67, subtract one for CV-63, and add three for CV-66. 2. FOR ALLOWANCE CODE 3: Required for all CODE 3 ships. 3. FOR ALLOWANCE CODE 4: Required by AO-98 & 99, AOE, AOR, CG-26 through -34, DDG-35, -36, AND -37 (only). Not required for other ALLOWANCE CODE 4 ships. 4. FOR ALLOWANCE CODE 5: Required by AO-51, DD-937, -938, -940,- 941, -943, -948, AND -950 (only), FF's (except FF-1037, -1038, -1040, -1041, -1043, and -1045). FFG-4 (and later). Not required for other ALLOWANCE CODE 5 ships. 5. FOR ALLOWANCE CODE 8: Required for all (T-AK FBM Re-supply). N. AVM-1 allowance is 2 only (See NOTE A).

2099 OTHER ALLOWANCE DOCUMENTS

1. SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST (SPETERL). The SPETERL identifies the latest known test equipment required to perform preventative and corrective maintenance at the organizational and intermediate levels on a total shipboard basis. The SPETERL provides information about test equipment quantities required and reported onboard, equipment/system application, AEL numbers, suitable substitutes, and excess/deficiency status. In addition to Portable Electrical/Electronic Test Equipment (PEETE), the SPETERL also includes Special Purpose Electronic Test Equipment (SPETE), Built In Test Equipment (BITE), and selected electro-Mechanical Test Instruments (MTI). The SPETERL identifies and incorporates requirements for all categories of Test and Monitoring Systems (TAMS) in a single document. The SPETERL is prepared by NWS Earle.

The below listed items apply to the illustration on the following page:

- ① SCAT (Sub-category). A four digit numeric code used to identify a range of measurement requirements by generic or functional grouping (oscilloscope, voltmeter, generator, etc).
- ② SCAT DESCRIPTION. A description of the minimum technical requirements of the SCAT code.
- ③ COG SYN. Cognizance symbol of the NSN for the first standard model in the SCAT code.
- ④ FSCM. The CAGE code.
- ⑤ TEST EQUIPMENT MODEL NUMBER. An alpha-numeric identifier of an item of test equipment. This identifier may be a military or commercial model/type/part number.
- ⑥ PRIORITY. A two digit numeric code used to identify the priority for test equipment within a SCAT code (see NAVICPMECHINST 4441.170A).
 - STD (Standard) (06-21). Denotes the most advanced and satisfactory equipment approved for service use. These are preferred for procurement.
 - SUB STD (Substitute Standard) (22-37). Denotes equipment approved for service use which do not have satisfactory military characteristics as STD equipment.
 - LTD STD (Limited Standard) (38-71). Denotes equipment approved for service use which do not have satisfactory military characteristics as STD or SUB STD equipment but are usable substitutes.
 - O (Obsolescent) (72-94). Denotes equipment which no longer has satisfactory military characteristics but which must be continued in service pending availability of replacement(s).
 - OBS (Obsolete) (95-99). Denotes equipment which have been declared unsuitable for its original military purpose. Disposal of obsolete equipment will be expedited.
- ⑦ ALLOWANCE EQUIPAGE LIST NUMBER. The AEL for quantities of one to eight of that particular test equipment model.
- ⑧ ACC (acceptable) QTY. Quantity of test equipment on board with priority in the STD or SUB STD categories.
- ⑨ LTD (limited) QTY. Quantity of test equipment on board with priority in the LTD STD category.
- ⑩ OBS (obsolescent/obsolete) QTY. Quantity of test equipment on board with priority in the O or OBS categories.
- ⑪ EXC (excess) QTY. Quantity of test equipment on board which is in excess to the total required.
- ⑫ DEF (deficient) QTY. Quantity of test equipment needed to fill a SCAT deficiency.
- ⑬ TOTAL RQD. Quantity of test equipment required for the applications shown.
- ⑭ PMS. The letter in this column indicates that the SCAT code/test equipment is required for Planned Maintenance System (PMS) tests on a daily (D), weekly (W), monthly (M), quarterly (Q), semiannual (S), unscheduled (U), routine (R), or other periodic basis.
 - EQUIPMENT/SYSTEM APPLICATION. The prime equipment, weapons system, workshop, or other specific application for which the test equipment is required. Requirements for prime electronic equipment are factored and shown as "ELECTRONIC SUBTOTAL". When there are more than 25 applications, "GENERAL PURPOSE ELECTRONICS" is printed as the application.
- ⑮ PE (prime electronic) QTY. Quantity of prime electronic equipment on board or to be installed.
- ⑯ PRIME EQUIP LOCATION/SHIPALT. The location by deck, frame and compartment of the prime equipment supported as reported by SCLSI. For new or planned installations, the applicable SHIPALT is shown.
- ⑰ FOOTNOTE. A numeric code used to provide comments applicable to a SCAT code or prime equipment application. An explanation of footnotes is provided with each SPETERL.

SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST (SPETERL).

SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST													PAGE 043			
S P E T E R L													22 APR 97			
TEST EQUIPMENT QUANTITIES BASED ON WSF DATA OF 11/08/96																
USS DUARTE DD 901																
SCAT FUNCTIONAL DESCRIPTION OF CODE SCAT CODE REQUIREMENT													PRIME EQUIP			
COG	FS	TEST EQUIPMENT	PRIOR	ALLOWANCE	ACC	LTD	OBS	EXC	DEF	TOTAL	P	EQUIPMENT/SYSTEM	PE	LOCATION/SHIPALT	FOOT	
SYN	CM	MODEL NUMBER	ITY	EQUIPAGE LIST NO.	QTY	QTY	QTY	QTY	QTY	RQD	S	APPLICATION	QTY		NOTE	
4953		POWER METER AUDIO 20W 20HZ-20KHZ														
	Z	24655 1840-A	013	7-670050809EQ	1							AN/PRC-41	1	01-116-1-Q		
		NE-2A/U	023	7-670052279EQ								AN/PRC-41	1	02-93-3-Q		
		14140 OP-962	023	7-670050810EQ								AN/URC-93(V)1	1	01-77-0-Q		
					1							ELECTRONICS SUBTOTAL				
												SCAT 4953 TOTALS				
4795		POWER METER UWAVE 20W REQUIRES MOUNTS & ATTNS														
	Z	24480 435B-12	013	7-670053500EQ								AN/PRC-96	3	01-79-1-C	50	
		04901 4200	014									Q AN/SLQ-32(V)3	1			
		28480 432A-E42	014	7-670053597EQ								Q AN/SLQ-32(V)3	1	05-90-0-Q		
		28480 435A-E12	023	7-670053418EQ								AN/SPM-23	1	01-116-0-Q	51	
		28480 436A-022	024									Q AN/SPS-10B	1	03-100-0-Q		
		11332 4017C	028	7-670051937EQ								AN/SPS-49(V)1	1	02-96-2-C	51	
		11322 4017C1	028	7-670052787EQ	2							M AN/SRN-6A	1	01-128-2-Q		
		11332 476	028									AN/UPX-27	3	03-100-0-Q		
		28480 432A	029	7-670052172EQ								AN/USQ-93	1	CG-16-1361K		
		28480 435B-E30	030													
		28480 435A-001	031	7-670052995EQ												
		11332 4017B	036	7-670052254EQ												
		11332 460B	036	7-670052826EQ	3							3 ELECTRONICS SUBTOTAL				
		28480 431C	036	7-670050813EQ	2							1 435A IN SPM-23				
		28480 431B	037	7-670050812EQ								1 MK 15 CIWS 2 SYS-CG,FF			957	
		28480 432B	037	7-670053648EQ								2 MK 76 MODS 9-10-CG, CGN				
		28480 435A-009	037	7-670053262EQ	2							SM-2 FOR TERRIER -CG, DDG			56	
		AN/USN-177B	038	7-670050811EQ												
					9	2		4		7		SCAT 4795 TOTALS				

2. INTERIM APLs/AELs AND ALLOWANCE APPENDIX PAGES (AAPs). When a new component or equipage item is installed or placed onboard a ship during an overhaul or availability, the alteration activity (shipyard, Supervisor of Shipbuilding Conversion and Repair (SUPSHIP), or repair facility) will screen its files of applicable APLs/AELs to determine whether the new component or equipage item is already included in an APL/AEL. If it is, the alteration activity will reproduce a copy of the APL/AEL and stamp it "INTERIM APL" or "INTERIM AEL." In the on board allowance table columns of an "INTERIM APL," the alteration activity will also circle the quantity of each item which the ship is authorized to carry (i.e., items which indicate a maintenance code that is applicable to the type of ship in which the new equipment has been installed). If a new component or equipment item is not already included in an existing APL/AEL, the alteration activity will prepare AAPs, each of which will be stamped "APPENDIX PAGE," for the new component or equipage item. The interim APLs/AELs and AAPs are provided to the ship upon completion of its overhaul or availability and will be included in the ship's HMEO&E COSAL. These documents become the official APLs and AELs until the COSAL is republished (or new APLs/AELs are furnished) by the allowance list maintenance activity. Interim APLs/AELs and AAPs constitute authority to carry the additionally allowed

items or quantities required to support new components or equipage items. Detailed instructions and illustrations applicable to interim APLs/AELs are contained in NAVSEAINST 4441.3 series.

3. SUMMARY LISTS OF COMPONENT CHANGES/EQUIPAGE CHANGES. A Summary List of Component Changes (SLCC) and a Summary List of Equipage Changes (SLEC) are separate documents which provide a composite record of all component changes or all equipage changes required in a ship's HMEO&E COSAL incident to work accomplished by an alteration activity, or to COSAL verification performed by an ILO team during the ship's overhaul or availability. Upon completion of the ship's overhaul or availability, the alteration activity will provide the ship and the appropriate allowance list maintenance activity with copies of the summary list, accompanied with applicable interim APLs/AELs and AAPs. The summary lists, when received on board, will be filed with the ship's HMEO&E COSAL. Detailed instructions and illustrations applicable to SLCCs/SLECs are contained in NAVSEAINST 4441.3 series.

4. BOAT COSAL FOR LHA/LHD SHIPS. LHA and LHD class ships are provided with a separate COSAL tailored to support the landing craft assigned. This COSAL is similar in format to other COSALs. The applicable Surface Force Type Commander is responsible for notifying the ship and NAVICP MECH of any changes in the type of craft to be supported.

5. MARINE AVIATION LOGISTICS SQUADRONS (MALS) COSAL. MALS are provided with COSALs to support aviation ordnance systems and air tactical control units. These COSALs are developed by NAVICP MECH and are prepared in the same format as other COSALs. Instructions for maintaining these COSALs are provided in the USMC Aviation Supply Desk Top Procedures.

2100 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL)

- ➔ 1. GENERAL. The AVCAL, which is discussed in detail in NAVICPINST 4441.15 (series), is developed and published by the Naval Inventory Control Point, Philadelphia. The AVCAL lists the items and quantities of aeronautical material authorized to be stocked by CV/CVN/LHA/LHD ship types to support the maintenance and operations of embarked aircraft. It is tailored for each ship; and the items listed are selected from all Allowance Requirement Registers (ARRs)/Allowance Lists (ALs) (see par. 2101) that apply to the embarked aircraft. The allowance quantities are based on the ship's demand records and the support doctrine contained in OPNAVINST 4441.12 (series). The AVCAL includes allowances for the Maintenance Support Package (MSP) concept. It does not include support for the Integrated Operations Intelligence Center (IOIC), photographic equipment, or catapult and arresting gear. These equipment/systems are supported by APLs/AELs which, although prepared and distributed by NAVICP PHIL, are to be included in Part II of applicable HMEO&E COSALs published by NAVICP MECH. The allowance quantities, which are derived from pertinent ARR/ALs, will have been included in the SNSLs in Part III of such COSALs. The AVCAL is comprised of the eight basic parts described in the following subparagraphs.

2. **ARR INDEX.** A consolidated listing of all ARRs used to compile the AVCAL. An index is produced upon completion of override processing.
3. **AECL VALIDATION LIST AND ADDENDUM.** Prepared in ARR List Code sequence, the AECL Validation List shows major component application to specific type aircraft. Additional data elements provided include Joint Electronics Type Designation System (JETDS), nomenclature or part number, aircraft model code, positions 3, 4, and 5 of the SM&R code, quantity installed by aircraft type, and total aircraft population. An AECL addendum which lists ARRs in support of the aircraft deckload but not identified in the Outfitting Directive is developed upon completion of override processing.
4. **GROSS QUANTITY VALIDATION LISTS.** Multiple gross requirements listings display ARR quantities applicable to line items prior to optimization. The data is arrayed in both NIIN sequence and in NIIN sequence within ARR List Code. The ARR List Code, component code, allowance quantity, and column selected for each item, including those items with zero allowances are shown. If the line item is common to multiple ARRs, each application and associated data will be displayed.
5. **MANUFACTURERS' CROSS-REFERENCE REPORTS.** Multiple listings in NIIN sequence and in Commercial and Government Entity (CAGE) Code and part number sequence of all items considered in the ARR gross computation. The data elements provided include CAGE and part number, national stock number (NSN), ARR List, and component codes.
6. **AVCAL REQUIREMENTS REVIEW LISTING.** This listing displays all items considered in the AVCAL, including those with zero allowances, after the mechanized optimization process. This list is in NIIN sequence and indicates the program decision made relative to requirements determination. The data provided includes ARR List and component code or demand indicator, separately identified AVCAL, demand and ARR quantities, assets onhand, unit price, and extended price. Where an item has multiple ARR applications, it will be identified by "MULT" in the ARR field. The listing is to be used as a point of departure in requirements negotiations.
7. **NET REQUIREMENTS REPORT.** This listing is produced upon completion of override processing and sequenced by NIIN within ARR List Code. When assets appear on the Ships AVCAL Asset Demand Tape (SAVAST), this listing represents deficiencies. Where no assets appear, listing represents the total AVCAL quantity. The data elements provided in this listing include ARR List Code, NSN, unit of issue, requirement (i.e. deficiency), unit price, extended deficiency values, Julian date, and serial number. Line item and dollar value summaries will be printed for each ARR List Code.
8. **AVCAL FINAL ALLOWANCE REPORT.** Listings of all items considered in the AVCAL less zero allowance candidates. The report is in NIIN sequence and is produced upon completion of override processing. The data elements contained therein include ARR List/component codes, NSN, unit of issue, ARR quantity, final AVCAL quantity (i.e., the preliminary net plus override decision), demand quantity, and onhand quantity.

9. INTERCHANGEABILITY REPORTS. Multiple listings tailored to the AVCAL containing carried items cross-referenced to interchangeable items as found in ASO technical files. The reports are sequenced in NIIN, part number, and family group code. Data contained therein includes the AVCAL NSN, registered alternate, family group and relationship codes, CAGE, and part numbers.

2101 ALLOWANCE REQUIREMENTS REGISTERS (ARRS), ALLOWANCE LISTS (A/Ls), AND TABLES OF BASIC ALLOWANCES (TBAs) FOR AVIATION MATERIAL

1. GENERAL. Allowance Requirement Registers (ARRS), Allowance Lists (A/Ls), and Table of Basic Allowances (TBAs) are prepared by NAVAIR or NAVICP PHIL under the joint direction of NAVAIR and NAVSUP. Brief descriptions of ARRs, A/Ls, and TBAs are provided in the following subparagraphs. These allowance documents are commonly called "Sections", and each Section is separately identified by the alphabetic(s) following "00-35Q" in the NAVAIR publication number. For example, an ARR numbered "00-35QB" usually will be referred to as the "Section B" ARR. A list of the most common ARRs, A/Ls, and TBAs is provided in par. 2101-5. Each list includes:

- a. a set of detailed instructions for its application and use;
- b. the latest available information concerning interchangeable/superseding/superseded items;
- c. a table of logistic data showing the weight and cube of each item listed;
- d. instructions for submitting recommended changes.

2. ALLOWANCE REQUIREMENT REGISTERS (ARRs). ARRs list the repair parts, accessories, and other materials which, based on anticipated flight hours, will be required to support aircraft maintenance and operations for a 90 day period. Some ARRs are tailored to specific aircraft, aircraft engines, or aircraft equipment; others are common to various types of aircraft; and others apply to shipboard equipment/systems used to support aircraft flight operations. ARR allowances are "firm" only at the time of initial outfitting, inasmuch as all ARRs applicable to embarked aircraft are subsequently used to compute the "stock material" allowances in the AVCAL.

3. ALLOWANCE LISTS. A/Ls list maintenance support equipment such as test stands, aircraft jacks, lubricating guns, wrenches, drills, testers, and voltmeters. A/L material normally are maintained as organizational property in the custody of the using department(s). Although A/L items and quantities are not mandatory, deviations must be approved by COMNAVAIRLANT/COMNAVAIRPAC, as appropriate; and also by NAVAIR if cognizance symbol 2V, 4E, 8E, or 7R applies.

4. TABLES OF BASIC ALLOWANCES (TBAs). TBAs list the shop equipment and maintenance materials required for performance of specific missions. They also include allowances of tools and materials required for use by such activities as Fleet Marine Force squadrons, Navy tactical control squadrons, and drone type activities.

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5. LIST OF ARR, A/Ls, TBAs. The following is a list of the most common ARRs, A/Ls, and TBAs. A complete list is contained in the Navy Stock List of Publications and Forms (NAVSUP P-2002).

<u>Section</u>	<u>NAVAIR Pub. No.</u>	<u>Contents</u>
A (ARR)	00-35QA-1	General aviation and MSP materials common to various types of aircraft.
B (ARR)	00-35QB series	Repair parts (airframe, engines, accessories) peculiar to specific types of aircraft.
BR (ARR)	00-35QBR series	Repair parts (airframe, engines, accessories, electronics) peculiar to specific target aircraft or drone helicopters. (Prepared in lieu of separate pubs for Sections B and R).
D (ARR)	00-35QD series	Repair parts and special tools for maintenance support of catapults on aircraft carriers (CVs).
E (ARR)	00-35QE series	Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers
F (ARR, A/L)	00-35QF series	Aircraft launching accessories and visual landing aids.
G (A/L)	00-35QG-016 series	General support equipment and hand tools required for organizational and intermediate levels of aircraft maintenance.
H (A/L)	00-35QH series	Flight operational material such as flight clothing, parachutes, oxygen life jackets, compasses, etc.
↓ J (A/L)	00-35QJ-1	Aircraft model spotting templates for use of Air Department personnel on CVs/CVNs/LHAs/LHDs in simulating deck spotting of aircraft for aircraft operations.
↑ N (ARR)	00-35QN series	Repair parts peculiar to specific models of turbojet and turbo shaft aircraft engines.
P (A/L)	00-35QP-1 through 11 series	Photographic equipment and materials required by certain activities.
P (ARR)	00-35QP-20 series	Repair parts for the photographic components of the Integrated Operational Intelligence Center (IOIC), and for certain mobile photographic laboratories.

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<u>Section</u>	<u>NAVAIR Pub. No.</u>	<u>Contents</u>
P (ARR)	00-35QP-30 series	Repair parts for airborne photographic systems.
R (ARR)	00-35QR-4	General electronic materials required for maintenance of various avionics equipment and systems.
R (ARR)	00-35QR-6	Aviation electronic accessories common to designated aircraft classes.
R (ARR)	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipment.
X (ARR)	00-35QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, fire control, instrument, or electrical systems.
Z (ARR)	00-35QZ series	Repair parts for portable electric power plants, precision measuring equipment, and ground support equipment (GSE).
(TBA)	00-35T series	Equipment and maintenance materials required to support the mission(s) of a specified aviation squadron or units.

2102 AVIATION MAINTENANCE MATERIAL READINESS LIST (AMMRL)

1. GENERAL. AMMRL is the title of the overall program which provides the data required for effective management of support equipment at the organizational and intermediate levels of aircraft maintenance. The AMMRL program includes the parts described in the following subparagraphs.
2. SUPPORT EQUIPMENT RESOURCES MANAGEMENT INFORMATION (SERMIS). The SERMIS is the repository of master data for printing Individual Material Readiness Lists (IMRLs) and provides in use asset visibility to the Support Equipment Controlling Authority (SECA), ICPs, Naval Aviation Depot Operations Center (NAVAVNDEPOTOPSCEN), Naval Air Engineering Center (NAVAIRENGCEN) and Commander Naval Air Systems Command (COMNAVAIRSYSCOM).
3. INDIVIDUAL MATERIAL READINESS LIST (IMRL). The IMRL is a consolidated allowance list specifying end items and computed authorized quantities of support equipment required for maintaining the material readiness of an aircraft maintenance activity. An IMRL is constructed by extracting applicable portions of SERMIS data. The on hand quantity listed in the IMRL is based on physical inventories and reported by IMRL Transaction Reports.

2103 CONFIGURATION VALIDATION

→ 1. GENERAL. To ensure adequate on board supply support, it is essential that each ship's COSAL reflect the actual configuration of the ship; i.e., the actual equipment/systems installed. The COSAL is generated from the ship's configuration status stored in the Weapon Systems File (WSF) at NAVICP MECH. In order to ensure the COSAL is complete and accurate, configuration validations are conducted and the data stored in the WSF is matched to the equipment/systems physically located on board the ship. Any discrepancies noted are documented and the WSF is corrected. A validation of the total ship is conducted 18 to 21 months prior to the ships regular overhaul by Fleet Technical Support Center Atlantic (FTSCLANT) and Fleet Technical Support Center Pacific (FTSCPAC) teams as part of the Ship Equipment Configuration Accounting System (SECAS) Program, with assistance from ship's force to act as escorts, to assist in opening equipment, locating equipment, etc. The teams validate all ordnance and electronics equipment, including test equipment, and modifications thereto, and selected hull, mechanical and electrical (HM&E) equipment (exceptions: SSBNs and Nuclear Propulsion Systems are not included in the SECAS, but are validated by Strategic Systems Program teams in accordance with SSPINST 4441.3 series and NAVSEA 08, respectively).

2. UPDATING THE WSF. Upon completion of the site validation by the SECAS teams, the WSF is updated with all necessary changes. When the WSF is current, reports are provided to the ship listing all the electronics equipment and their modification status. These reports, which contain essentially the same information but in different sequences, are as follows:

<u>SECAS Report No.</u>	<u>Sequence</u>
502.1A	Type Designation (nomenclature)
502.1B	Type Designation (test equipment only)
502.1C	SCAT (test equipment only)
502.1R	Type Designation (total electronic with applicable field change status)
503.1	Location (deck, frame, compartment)
506.1	Type Designation (system and components listed together)
506.2	Category (system and components listed together)

COSAL will reflect the configuration of the HM&E equipment on the ship, and should be utilized as the configuration listing until such time as a SECAS HM&E report is available. The new COSAL also will include the new equipment to be installed during the overhaul. The SECAS Reports 502.1A/B/C should be reviewed upon receipt and every six months thereafter. Additional information is provided in Volume 4 of the SECAS Program Manual Shipboard Operations (TMINS number T0752-AA-MAN-040/SECAS).

2104 COSAL MAINTENANCE

1. GENERAL. Proper maintenance of the ship's COSAL(s) is vital to adequate support of installed shipboard equipment. Once a ship's installed equipment have been validated, reported, and reflected in an updated COSAL, it is incumbent upon the ship's Supply Officer to ensure that any subsequent equipment installations, removals, or modifications are reported to the ICP and Type Commander, and that the ship's COSAL is revised accordingly. When equipment population or configuration changes are accomplished during the ship's regular overhaul (ROH) or a complex overhaul (COH), the ILO team or the shipyard will be responsible for initiating the required reports and COSAL revisions in accordance with NAVSEAINST 4441.3. When such changes are accomplished between overhauls, the ship will be responsible for initiating the reports and COSAL update in accordance with the following subparagraphs and Volume 4 of the SECAS Program Manual (TMINS Number T0752-AA-MAN-O4O/SECAS).

2. EXCEPTIONS. Instructions in this paragraph do not apply to:

a. FBM submarines and FBM tenders when special procedures are prescribed in SSPINST 4400.3, SSPINST 4423.50, SSPINST 4441.3, SSPINST/COMSUBLANTINST 4490.1, and/or NAVSUP/SSP/NAVSEAINST 4441.6;

b. TRIDENT strategic weapons systems (SWS) for which special procedures are being developed;

c. reactor plant equipment for which special procedures are prescribed in NAVSEAINST 9210.25;

d. field changes installed and reported by SPAWAR field change technical teams.

e. Nuclear Weapons 95000 series COSALs

3. CONFIGURATION CHANGE REPORTING

a. Configuration Changes. To enable the allowance list maintenance activity to prepare and publish timely COSAL revisions which reflect a ship's configuration change, it is essential for each equipment/component installation, removal, or modification accomplished between regular overhauls to be promptly reported in a Ship's Configuration Change Form (OPNAV 4790/CK Rev 5/80) in accordance with Ship's 3-M Manual, Volume II (OPNAVINST 4790.4).

b. COSAL Errors. The OPNAV Form 4790/CK will also be used to report COSAL errors, such as listed equipment/components which are not on board, unlisted equipment/components which are on board, differences between the identification data in the COSAL and the nameplate data on the installed equipment/components, etc. The 4790/CK Form will be completed in accordance with the Ship's 3-M Manual.

c. Distribution. OPNAV Form 4790/CK will be distributed in accordance with instructions contained in the Ship's 3-M Manual. The copy of the OPNAV Form 4790/CK to be retained by the Supply Officer will be retained in COSAL maintenance action number sequence.

4. COSAL ADJUSTMENTS INCIDENT TO CONFIGURATION CHANGES.

a. Equipment Additions (Other Than Population Increases). When the installation of new equipment results in the issuance of a new APL, an interim APL, or an AAP, the following actions will be taken:

(1) Enter the APL/AAP number in the SOEAPL, and list the new equipment in Part I, Indexes A and B.

(2) Compare the organizational maintenance items and quantities in the new APL/AAP with the SNSL or ISL (organizational maintenance items in the APL/AAP are designated by maintenance code 2, 3, 4, 5, or 6). If the APL/AAP item is not listed, add the item to the SNSL or ISL in the same quantity as that shown in the APL/AAP. If the APL/AAP item is listed but the quantity is less than the APL/AAP quantity, revise the SNSL or ISL to indicate the quantity in the APL/AAP. If the SNSL or ISL quantity is greater than the APL/AAP quantity, no change is required.

(3) Submit NAVSEA outfitting requisitions for net allowance deficiencies in accordance with par. 3365.

(4) Prepare stock records for newly authorized items.

(5) Insert the APL/AAP in Part II, Section A, in numerical sequence.

b. Equipment Population Increases. When an equipment installation merely increases the population of an equipment already on board, the following actions will be taken:

(1) In Indexes A and B of Part I, increase the applicable equipment quantity to reflect the additional equipment.

(2) Examine the applicable CD-ROM APL to determine if additional quantities of repair parts are authorized for stock, and if so, revise the SNSL or ISL to indicate the quantity shown in the appropriate "ON BOARD ALLOWANCE TABLE" column of the APL.

(3) Submit requisitions in accordance with par. 3365 for net allowance deficiencies.

(4) Attach a copy of the CD-ROM APL to the related hard copy APL in Part II, Section A.

c. Equipment Removals (Other Than Population Decreases). When the total population of an equipment is removed from the ship, the following actions will be taken:

(1) Delete the applicable APL number in the SOEAPL; the equipment listed in Part I, Indexes A and B; and the APL pages in Part II, Section A.

(2) Delete any repair parts listed in the SNSL or ISL which apply only to the APL that is being totally deleted; transfer the repair parts as excess; and remove the applicable stock records from file.

(3) If the repair parts listed in the SNSL or ISL are related to APLs in addition to the one being totally deleted, line out the APL number for the removed equipment only; retain the repair parts on board; and leave the applicable stock records in file.

d. Equipment Population Decreases. When an equipment removal merely reduces the population of an on board equipment, the only COSAL adjustment required is to reduce the applicable equipment quantity in Indexes A and B of Part I to reflect the quantity of identical equipment remaining on board.

e. Equipment Modifications. When an on board HME equipment is modified, the existing APL for the equipment normally will be replaced with a new APL if the modification is major, or revised if the modification is minor. When an on board electronic or ordnance equipment is modified, the existing APL normally will be supplemented with an electronic field change APL or an ORDALT APL, as appropriate; and the supplemental APL will specify the adjustments required in the basic APL. Since APLs resulting from an equipment modification usually reflect additions of some components and/or repair parts, and deletions of others, COSAL adjustments incident to an equipment modification will be made in accordance with pertinent instructions in par. 2104-4.

5. COSAL SCREENING INCIDENT TO DEMANDS FOR NOT CARRIED (NC) ITEMS. The ship's HMEO&E COSAL is designed to support HMEO&E equipment on board, and the supply department is expected to stock all allowed repair parts which the ship has the capability to install (i.e., items in the SNSL or ISL, which is derived from the various APLs in Part II, Section A). Therefore, when a requested repair part is not carried by the supply department and is not listed in the COSAL SNSL or ISL, the Indexes in Part I and the APLs in Part II will be screened to ascertain whether or not the parent equipment/component is supported. If it is not supported, the issue request will be annotated as prescribed in par. 6207-2, the unsupported equipment will be reported as a COSAL error in accordance with par. 2104-3b, and the applicable APL will be obtained in accordance with par. 2104-8.

6. APL MAINTENANCE. APL deficiencies, which cause supply problems, could be the result of repair parts not listed, data missing (such as TM Number, components, characteristics, data, etc.), or APL containing errors such as wrong manufacturer, wrong nomenclature, wrong tech manual, erroneous Maintenance Capability Level Code assigned, etc. Deficiencies of this nature may be corrected through the submission of a Fleet COSAL Feedback Report (NAVSUP Form 1371 Rev 4/80) which will be prepared and submitted in accordance with the COSAL Use and Maintenance Manual (NAVICPMECHINST 4441.170 series).

7. REVIEW OF COSAL RELATED CORRESPONDENCE. Much COSAL related correspondence is directed to every ship. Some of it is always routed to the Supply Officer (e.g., NAVICP/SSP instructions, notices, and bulletins relevant to allowance documents; responses to CCRs and ACRs; APL/AEL revisions incident to fleet CASREPs and 3-M usage data). Other correspondence, which is less supply oriented but equally important to COSAL maintenance, may not always be routed to the Supply Officer (e.g., SHIPALTs, ORDALTs, SHPALTs; hardware system command (HSC) directives). All COSAL related correspondence which has or will have any impact on supply support should always be reviewed by the Supply Officer so that, when appropriate, prompt COSAL revisions and timely procurement actions can be initiated. If all such correspondence is not currently routed to him, the Supply Officer should request appropriate changes in the ship's correspondence routing procedures.

8. REQUESTS FOR APLs/AELs. When an initial or revised APL or AEL for a newly installed or modified equipment/system has not been received, or when a replacement is needed for an APL or AEL that is mutilated, illegible, or missing, it should be requested from the nearest tender, repair ship, Naval Shipyard, FISC or from the cognizant Type Commander. If the ship is not in the vicinity of such sources, it will be requested from NAVICP MECH. Requests for APLs or AELs may be submitted by telephone, message, letter, electronic mail or OPNAV 4790/CK.

2105 ALLOWANCE CHANGE REQUESTS (ACRS)

1. GENERAL. It is the ship's responsibility to recognize and promptly request necessary allowance list changes, if such changes have not been previously directed or authorized by the cognizant Type Commander, or other appropriate authority. However, prior to submittal of an ACR, the CD-ROM APLs/AELs should be reviewed (when practicable) to determine whether or not the desired change is already reflected in an APL or AEL that is more current than that on board. Although responsibility for initiating ACRs rests with the Commanding Officer, the Supply Officer normally is expected to prepare the ACRs for repair parts (including repairables) and to assist in the preparation of ACRs for equipment and equipage. Revisions of published allowance lists may be required for various reasons, including but not limited to:

- a. material failure rates which are significantly greater or less than initially estimated;
- b. new operating areas or conditions which require different levels of support;
- c. mission assignments which require additional equipment, equipage, and/or repair parts;
- d. technological improvements in equipment/systems and repair parts which can provide the ship with additional capabilities.

2. NAVSUP FORM 1220-2 (ALLOWANCE CHANGE REQUEST). Except as otherwise provided in par. 2105-3 - 4, the NAVSUP Form 1220-2 is the prescribed document for requesting item additions/deletions or quantity increases/decreases in all published allowance lists (an item may be an equipment/component, repair part or equipage). The NAVSUP Form 1220-2 will be prepared in accordance with the instructions printed on the reverse of the form (see sample on following page), and will be submitted via the Type Commander to the cognizant ACR processing control point (see illustrations on pages 2-71 and 2-72). If the NAVSUP Form 1220-2 applies to a reactor plant item refer to enclosure (4) of NAVSEAINST 9890.25 and the Introduction of the "Q" COSAL.

NAVSUP P-485 Volume I - Afloat Supply

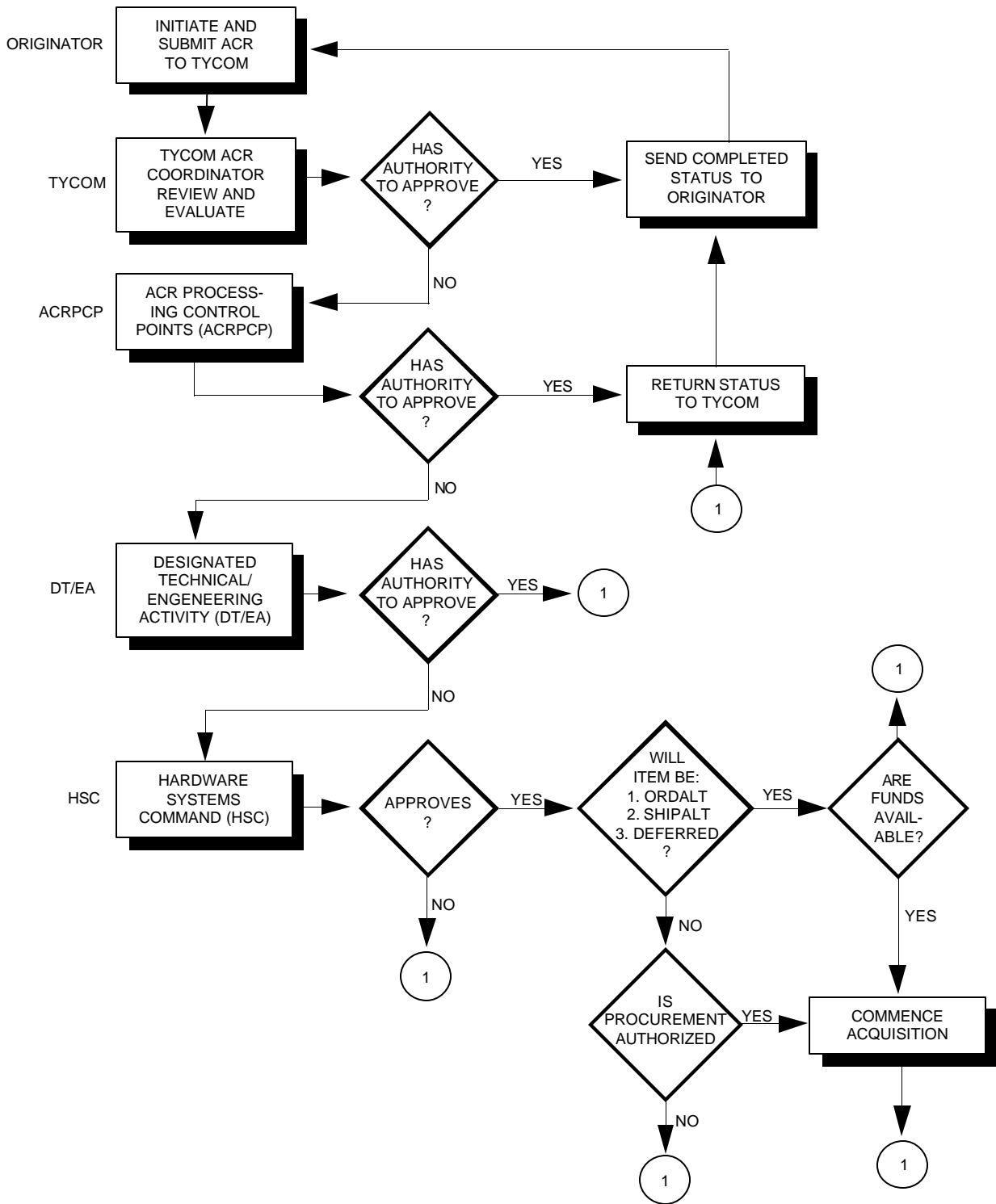
2105

Material Identification

ALLOWANCE CHANGE REQUEST

ALLOWANCE CHANGE REQUEST NAVSUP 1220-2 (12-76) S/N 0108-LF-501-2206						Instructions on Reverse		Please type or print	
1. FROM: CO, USS JOHN PAUL JONES (DDG-32) FPO San Francisco, CA 96601 TO: Commanding Officer NAVSEALOGSUPENGACT, Mechancisburg, PA 17075 VIA: Commander Naval Surface Forces, U.S. Pacific Fleet San Diego, CA 92155						2. Date/Serial Number 6/3/97 DDG32/005		3. APL/XXXXXXXXNUMBER 480110093	
4. Status of Requested/Allowed item <input checked="" type="checkbox"/> Item on board <input type="checkbox"/> Item deletion <input type="checkbox"/> Quantity increase <input type="checkbox"/> Item not on board						5. National Stock Number (NSN) or FSCM & Part Number 9G/2940-00-287-1931		6. Equipment/Component (E/C) or item Nomenclature FILTER, FEED PRESSURE	
7. Unit of Issue EA		8. Unit Price 6.66		9. Present Qty Allowed 4		10. New Total Qty 8		11. Estimated value of charge 26.64	
12. Justification (Mandatory) Four feed pressure filters are installed in each of the ship's two emergent diesel generators. Since these generators are run simultaneously, all eight filters usually are required to be replaced at the same time. Therefore, an allowance of eight filters is necessary to permit onhand availability of what is considered to be the "minumum replacement unit".									
13. Copy To: COMNAVSURFPAC						14. Signature <i>I. L. Garner</i> I. L. GARNER, LT, SC, USN By direction			
15. First Endorsement <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproved <input type="checkbox"/> Other									

LOGIC DIAGRAM FOR ROUTING ALLOWANCE CHANGE REQUESTS



PROCESSING CONTROL POINTS FOR ALLOWANCE CHANGE REQUESTS

<u>Shipboard System(s)</u>	<u>Equipment</u>	<u>Components, Repair Parts, and Equipage (including Test Equipment)</u>
Hull, Mechanical, Electrical & Electronic	NAVSEALOGCEN	NAVSEALOGCEN
Ordnance, Fire Control, & SONAR	NAVSEALOGCEN	NAVSEALOGCEN
FBM Weapons System	SSP (SP 206)	SSP (SP 206)
Nuclear Propulsion	NAVICP MECH (Code 87) Copy to NAVSEA (SEA O8H)	NAVICP MECH (Code 87) Copy to NAVSEA (SEA O8H)
Medical	NAVMEDMATSUPCOM	NAVMEDMATSUPCOM
Material Handling Equipment	NAVICP MECH (Code 1041)	NAVICP MECH (Code 500)
Photographic	NAVAIR (AIR 547) Copy to NAVAIR (AIR 4121B)	NAVAIR (AIR 547)
➔ Meteorological	SPAWAR PMW 185	NAVSEALOGCEN
Catapult, Arresting Gear, Optic Landing Systems, & Spotting Templates	NAVICP PHIL Copy to NAVAIR (AIR 4121B)	NAVICP PHIL
Aviation	NAVAIR (AIR 412)	NAVAIR
Portable Electrical/ Electronic Test Equipment	NAVSEA (04-DS)	
Ordnance Handling Equipment	NAVSURFWARCEN, Indian Head Det Earle, Code 71PM	

3. ALLOWANCE CHANGE REQUESTS - FIXED (ACR-F) FOR NAVICP MECH AND NAVICP PHIL MANAGED DLR ITEMS. NAVICP MECH and NAVICP PHIL managed depot level repairables (DLRs) are not authorized to be stocked as SIM/DBI material, but are managed under fixed allowance procedures. When the currently allowed quantities of DLRs need to be revised due to increased or decreased demand, authorization for the required changes must be requested in accordance with the following subparagraphs.

a. NAVICP MECH Managed Items. NAVICP MECH managed DLR items are identified in the MRIL by material control code (MCC) E, H, or X, and cog symbol 7E, 7G, 7H or 7Z. ACRs for demand based quantity increases/decreases of NAVICP MECH managed DLR items will be submitted by message in accordance with the demand criteria and message format specified in NAVICP MECHINST 4440.450. ACRs for non demand based quantity increases/decreases will be submitted by NAVSUP Form 1220-2 in accordance with par. 2105-2. The prescribed message format is as follows:

```

FM (ENTER SHIP NAME)//
TO (ENTER COGNIZANT TYPE COMMANDER) //N41//
INFO NAVICP MECHANICSBURG PA//055//
UNCLAS //N04400//
SUBJ: ALLOWANCE CHANGE REQUEST - FIXED
REF/A/DOC/NAVICP MECHINST 4440.450 (SERIES)//
NARR/
1. (ENTER NATIONAL STOCK NUMBER)
2. (ENTER DATE/SERIAL NUMBER OF THE ACR-F (HULL NR. +
CONTROL NR.)
3. (ENTER APL/AEL/RIC AND DATE IF AVAILABLE, NAMEPLATE
DATA IF APL/AEL/RIC IS NOT AVAILABLE, "MULTIPLE" IF MORE
THAN ONE EQUIPMENT)
4. (ENTER ITEM NAME)
5. (LIST THE PAST TWELVE MONTHS DEMAND (DATE/QTY/"C" IF
FOR CASREP-INDICATE IF DEMAND IS "RECURRING" OR "NON-
RECURRING")
6. (ENTER CURRENT QUANTITY ALLOWED)
7. (ENTER REQUESTED ALLOWANCE QUANTITY)
8. (ENTER CURRENT QUANTITY ON HAND)
9. (ENTER CURRENT "ON ORDER" QUANTITY)
10. (ENTER JUSTIFICATION, DO NOT ENTER MILSTRIP OR
APPROPRIATION DATA
POC/M.B. JONES/SKCS/PRIPHN: 619-457-1638/-/CODE
03X22/SECPHN: 557-1638/-//
    
```

c. NAVICP PHIL Managed items. NAVICP PHIL managed DLR items are identified in the MRIL by MCC E, H, or X, and cognizance symbol 0Q, 0R, 1R, 4Z, 6K, 6R, 7R or 8N. ACRs for item additions/deletions or quantity increases/decreases of NAVICP PHIL managed items will be submitted by message or letter in accordance with see NAVICP PHILINST 4441.15 (Series).

4. DEMAND BASED REPAIR PARTS (OTHER THAN DLR ITEMS). Unless otherwise directed by the Type Commander, an ACR is not required for additional repair parts (range adds) which qualify to be stocked in accordance with par. 6169, or for increased quantities (depth increases) of repair parts which are designated, or are qualified to be designated, as SIM or DBI in accordance with par. 6168 or the Type Commanders instructions. Nor is an ACR required to be submitted to delete or reduce such adds or increases if they should later be determined to be in excess. Required changes in allowances of repair parts which are not demand based or which are designated as DLR items must be requested in accordance with par. 2105-2 or 3, as appropriate.

2106 ALLOWANCE OF RECREATION MATERIAL

1. GENERAL. In general, standard allowance lists have not been established for recreation material aboard existing ships (an allowance list is used, however, for initial outfitting of recreation equipment for new construction ships). Type/Force Commanders are provided a "Shipboard Recreation Equipment List" for further distribution to all fleet units as guidance for recreation equipment procurement. It is the responsibility of the Commanding Officer to procure such authorized material as he considers necessary or desirable for the health and contentment of the personnel attached to the command. Except as otherwise provided in par. 3438 procurement of recreational equipment, supplies, and services identified in pars. 116 and 213 of the Special Services Manual (BUPERSINST 1710.11 series) normally will be charged to the ships OPTAR (see NAVCOMPT par. 075260). However, when OPTAR funds are unavailable, inadequate, or unauthorized, recreational materials and services may be charged to recreation funds provided that:

a. unit recreation funds are used (see Note), ships/units that do not have recreation funds (e.g., submarines and Naval Mobile Construction Battalions) but which participate in the composite recreation funds of a supporting base, may request recreational support from the appropriate recreation fund administrator;

b. the desired expenditures are not included among the prohibited items listed in article 607 of the Special Services Manual, and are for recreational purposes only;

c. procurement is approved by the recreation fund administrator in accordance with the provisions of article 601 of the Special Services Manual.

Subsection II: NAVAL CONSTRUCTION FORCES (NCF) ALLOWANCES

2107 SEABEE ALLOWANCE LISTS

1. GENERAL. Seabee allowance lists, which are discussed in detail in COMSECONDNCB/ COMTHIRDNCBINST 4400.3 (series), are published and promulgated to identify the necessary supplies, equipment, and parts to support NCF units in the event of a contingency deployment. NAVICP MECH and Civil Engineer Support Office (CESO) are jointly responsible for the development and update of COSALs. CESO has sole responsibility for the development, publication and biennial update of the NCF Table of Allowances (TOAs).

2108 TABLE OF ALLOWANCE (TOA)

1. INTRODUCTION. The TOA is the primary authorized allowance document of the NCF. It is the listing of the personnel, equipment, material, and facilities allowances approved by the Chief of the Naval Operation (CNO). Separate TOA's are developed for the various levels of NCF organization (i.e. Naval Construction Regiment (NCR), Naval Construction Training Center (NCTC), Naval Mobile Construction Battalion (NMCB), etc.); for the different units (i.e. Construction Battalion Unit (CBU), Amphibious Construction Battalion (ACB), Construction Battalion Maintenance Unit (CBMU), etc.); and for special employments (i.e. Diego Garcia Det., etc.). Most TOA's also constitute an Advance Base Functional Component (ABFC) NCF module. Paragraph 2110 describes the ABFC system.

2109 CONSOLIDATED SEABEE ALLOWANCE LIST (COSAL)

1. GENERAL. The COSAL is a document prepared for a unit/activity listing the equipment or components required to perform its operational assignment, and the material support for the repair and upkeep of that equipment. The allowance is computed to allow the unit to be self sufficient for 90 days or 1800 construction hours. The CESE COSALs are prepared and maintained for each camp site and updated for each battalion rotation. Requests for updates are initiated through CESO by the Atlantic and Pacific Equipment offices. CESO reviews and process the request for submission to NAVICP MECH. NAVICP MECH will publish separate COSALs on any or all of the NAVSUP modifiers and assemblies listed in TOA Section 25. Each COSAL is identified by a unique Unit Load (UL) number and NAVSUP modifier, i.e. ULM20 MOD 98 Augment.

2. FORMAT. The first page of each COSAL identifies the UL, NAVSUP Modifier, augment or organic, and the level of maintenance.

a. Part I, Equipment Indices

Section A, USN Number Sequence

Section B, Equipment Code Sequence

Section C, APL Number Sequence

b. Part II, Allowance Parts Lists (APL)

Section A, Parts Peculiar Allowance Parts Lists (Mod 98 COSALs Only)

Section B, Parts Common Allowance Parts Lists (Mod 96 and Mod 97 COSALs only)

c. Part III, Stock Number Sequence Listing (SNSL)

Section A, Parts Peculiar Items (Mod 98 only)

Section B, Parts Common Items (Mod 96 and 97 only)

Section C, Part Number Cross Reference to Stock Number

Section D, Stock Number Cross Reference to Part Number

3. ALLOWANCE CHANGES. The battalion is responsible for promptly requesting necessary allowance changes if the APL or the COSAL does not satisfactorily support the equipment or the mission. The Supply Officer is normally responsible for preparing the Allowance Change Request (ACR), while each cognizant department is responsible for submitting the recommended changes to the Supply Officer.

2110 ADVANCE BASE FUNCTIONAL COMPONENT (ABFC) SYSTEM

1. GENERAL DESCRIPTION. The ABFC system is the tool used by the Navy to provide logistic support to the Civil Engineer Support Plans. A component is a grouping of personnel and material assigned to perform one specific function or to accomplish a particular mission at an advance base. The component and their associated facilities and assemblies are complete entities which are detailed to the NSN level. Through specifying the requirements in terms of ABFC's, the user can rapidly and concisely communicate his needs to material and logistics managers. An itemization of the material in each ABFC is presented in its respective Advanced Base Initial Outfitting List (ABIOL). The responsibility for documentation of the material and for providing information about the content of an ABFC comes under the direction of the CNO and is delineated in the table of Advanced Base Functional Components (OPNAV 41P3A).

Section IV: LOAD LISTS

2120 FLEET ISSUE LOAD LIST (FILL)

- ➔ The FILL projects the material requirements for resupply support of all deployed forces of the Atlantic and Pacific Fleets. It is based on actual past demands of those items most commonly requested by the Fleet units, plus a limited number of additional items included for support of designated weapons systems and equipment. As set forth by CNO, FILL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90 day period. FILL material is positioned aboard combat stores ships (AFS and T-AFS).

2121 CONSOLIDATED AFLOAT REQUISITIONING GUIDE OVERSEAS (CARGO)

- ➔ 1. GENERAL. The CARGO (NAVSUP P-4998) is issued two (2) times per year by NAVICP MECH. It consists of the following four chapters:
 - a. COMNAVSURFLANT/COMNAVSURFPAC Supply Sources and Requisitioning instructions,
 - b. NEXCOM - Ships Store Afloat Requisitioning and Load List,
 - c. NAVSUP - Subsistence Requisitioning Tables, and
 - d. NAVICP - The Fleet Issue Load List (FILL).

2122 TENDER AND REPAIR SHIP LOAD LIST (TARSL)

- 1. GENERAL. The TARSL is prepared by NAVICP MECH and reflects the material authorized to be stocked by tenders (AS) in support of their assigned missions. TARSLs include the following categories of material:
 - a. equipment related items (items required by the tender to repair or alter equipment/ components installed in the supported units);
 - b. industrial items (general use items required for the direct support of shops and industrial service provided by tender);
 - c. items of resupply required for the support of assigned submarines.

2123 FLEET GUIDES

The Sixth Fleet Logistics Manual (COMSERVFOR SIXTHFLTINST 4000.1) and the Pacific Fleet Requisitioning Guide (COMPACFLTINST 4235.3) are promulgated by Service Force Commanders (Atlantic/Pacific), outlining applicable requisitioning procedures.

2124 TENDER LOAD LISTS (TLL) FOR 2S COG/X1 SMIC REACTOR PLANT COMPONENTS

1. GENERAL. NAVSEA 08 officially establishes for certain tenders a 2S Cog/X1 SMIC reactor plant component TLL which is individually tailored to support the tender's assigned nuclear powered ships. Subsequent additions to or deletions from the range and depth of 2S Cog/X1 SMIC reactor plant components in a TLL will be made only at NAVSEA 08 direction.

2. TLL MAINTENANCE REQUIREMENTS. Tenders authorized to carry 2S Cog/X1 SMIC components in a TLL act as intermediate stocking activities; the tender is not required to obtain NAVSEA 08 authorization to issue a component from the TLL. However, tenders should obtain justification for each TLL issue in accordance with par. 3259 as this information will be required when requisitioning a TLL replacement from NAVSEA. Tenders which hold 2S Cog/X1 SMIC component TLL will ensure that on hand ready for issue quantities plus on order quantities of these components are equal to the full NAVSEA 08 prescribed TLL allowance for each component at all times. Tenders will promptly requisition replacement 2S Cog/X1 SMIC components directly from NAVSEA 08 to replenish components issued from TLL (see par. 3259-7).

3. ANNUAL INVENTORY PROCEDURES. Tenders authorized to carry 2S Cog/X1 SMIC component TLLs will conduct an annual physical inventory of the 2S Cog/X1 SMIC components held in TLL. The tender will submit to NAVSEA 08H by 30 July each year, a report which lists;

- (1) National Stock Number (NSN);
- (2) the TLL allowance for the NSN;
- (3) the serial number of each ready-for-issue component;
- (4) the document number and quantity of any outstanding 2S COG/X1 SMIC component TLL requisitions.

Part D: MISCELLANEOUS SOURCES OF IDENTIFICATION

2145 GENERAL INFORMATION

1. **COMMERCIAL CATALOGS AND INSTRUCTION BOOKS.** Commercial catalogs and instruction books or pamphlets are issued by the manufacturer and contain information which is of value in the preparation of procurement documents for nonstandard material. These catalogs and instruction books provide a further source of identifying information and should be used as a supplement to Navy publications to provide a quick and accurate method of identifying commercial equipment, repair parts, and accessories.

2. **SERIAL NUMBERS.** Certain technical material may be serially numbered, either by direction of the responsible bureau or systems command or by the manufacturer. These serial numbers are used in maintaining records on the material and appear on all vouchers, records, custody cards, and survey reports.

3. **NAMEPLATES.** Material identification, particularly portable and installed equipment, is facilitated by reference to nameplates attached to the equipment. Information provided includes the manufacturer's name, make or model number, serial number, size, voltage, etc.

4. **DRAWING NUMBERS.** Certain technical materials are identified by a drawing or sketch number assigned by the controlling bureau or systems command or by the manufacturer. When requisitioning nonstandard items the drawing number, when available, will be included in the technical data being supplied in the Non-NSN Requisition (DD Form 1348-6) to assist in positive identification.

5. MARKINGS

a. **Electronic Material.** Various items of electronic equipment are identified by Joint Communications Electronics Committee (JCEC) nomenclature (e.g., AN/UYK-5(V)) or Navy type or model number as well as stock number and serial number. In addition, major units of fire control radar equipment, as identified by mark and modification numbers.

b. **Ordnance Material.** Ordnance material usually is given a mark and modification number, a drawing number, and a piece number. These serve to identify the part and facilitate reference to ordnance publications. Ordnance equipment also may be serially numbered, giving individual identity to units that are physically alike. This number is stamped into certain ordnance equipment, such as small arms, to facilitate identification of the manufacturer and to place responsibility for custody.

c. **Metal.** Federal Standard 183b (FEDSTD 183b) sets forth guidelines for continuous identification markings of iron and steel products. Marking requirements and applications are set forth in Table 1 of FEDSTD 183b (see illustration on following page).

CONTINUOUS MARKING INFORMATION

Subject to the limitations of column 2, markings showing producers name or trademark, commercial designation, specification data and heat number shall be printed, stamped, or otherwise legibly marked on the product. Where tags are specified, all the requiring marking shall be shown thereon. Heat number is required when consistent with industry practice for product involved. Equivalent numbers, such as slab or lift numbers which are traceable to heat numbers, may be used.

(1) Item	(2) Application
Bars (cut lengths only)	All squares, rectangles, hexagons, and octagons 1/2 inch or more in width of flat and all around 1/2 inch or more in diameter shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of bar. Secured lifts, bundles, and containers of sizes not required to be marked shall be tagged in two places with the required identification markings. Billets, forgings, blooms, slabs, and shapes included with bars in certain specification are to be marked in accordance with the requirements of the material specification and not this standard
Extruded shapes and shaped tubing	All extruded shapes and shaped tubing shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of extrusion of shaped tubing. Secured lifts, bundles, and containers of sizes not required to be marked shall be tagged in two places with the required identification markings.
Plates, sheets, and strips(cut lengths only)	All plates, sheets, and all strips 1 inch or more in width shall be marked in rows of constantly recurring symbols at intervals not greater than 3 feet throughout the length of product. Printing in adjacent rows shall be alternately staggered. Number in rows shall be determined by width of product as follows: <ul style="list-style-type: none"> a. For corrosion and heat resistant and alloy steels: <ul style="list-style-type: none"> 12 inches or less- not less than 1 row Over 12 to 24 inches- not less than 2 rows Over 24 to 36 inches- not less than 3 rows Over 36 to 48 inches- not less than 4 rows Over 48 inches- an additional row for every 12inches. b. For carbon and high strength low alloy steels: <ul style="list-style-type: none"> 24 inches or less- not less than 1 row Over 24 to 48 inches- not less than 3 rows Over 48 inches- not less than 3 rows
Tubular	All tubular products 1/4 inches or more in outside diameter shall be marked in constant recurring symbols at intervals not greater than 3 feet throughout lengths of product. Secured lifts, bundles, and containers of sizes not required not to be marked shall be tag in two places with the required identification markings.

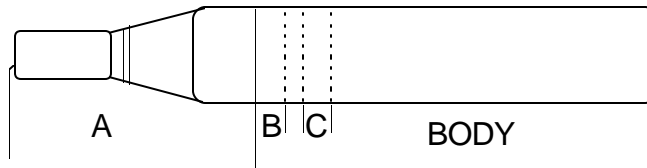
Material Identification

d. Gas Cylinders. Compressed gas cylinders are color coded as a visual aid for identifying the materials contained therein. The basic cylinder color identifies one of the following nine classes of material:

Basic Class	Cylinder color	Class of material
1	Yellow	Flammable materials
2	Brown	Toxic and poisonous materials
3	Blue	Anesthetics and all liquid chemicals and compounds hazardous to life and property but not normally productive of dangerous quantities of fumes or vapors
4	Green	Oxidizing materials which readily furnish oxygen for combustion (except air) and fire producers which react explosively or with the evolution of heat in contact with many other materials
5	Gray	All materials, not dangerous in themselves, which are asphyxiating in confined areas or which are generally handled in a dangerous physical state of pressure or temperature
6	Red	All materials provided in compressed gas cylinders exclusively for use in fire protection
7	Black	Combination of oxygen and other gases
8	Buff (tan)	Industrial
9	Orange	Refrigerants

In addition to its basic color, each cylinder is marked with a combination of colored stripes to identify a particular compressed gas as shown in the illustration below. The chart on the following page illustrates the color markings used to identify various types of gas.

COLOR IDENTIFICATION



COLOR IDENTIFICATION

TYPE OF GAS	COLOR MARKINGS			
	A	B	C	BODY
Acetylene	Yellow	Yellow	Yellow	Yellow
Air (Oil-pumped)	Black	Green	Green	Black
Air (Water-pumped)	Black	Green	Black	Black
Ammonia	Brown	Yellow	Orange	Orange
Argon (Oil-pumped)	Gray	White	White	Gray
Argon (Water-pumped)	Gray	White	Gray	Gray
Argon-Oxygen	Gray	Green	Gray	Gray
Butane	Yellow	Orange	Yellow	Yellow
Butane-Propane mixture	Yellow	Orange	Yellow	Yellow
Carbon Dioxide	Gray	Gray	Gray	Gray
Carbon Dioxide (Fire only)	Red	Red	Red	Red
Chlorine	Brown	Brown	Brown	Brown
Dichlorodifluoromethane (Freon 12)	Orange	Orange	Orange	Orange
Dichlorotetrafluoromethane (Freon 114)	Orange	Orange	Orange	Orange
Ethylene Oxide	Yellow	Blue	Buff	Buff
Ethylene Oxide-Carbon Dioxide (Carboxide)	Buff	Blue	Buff	Buff
Helium (Oil free)	Buff	Gray	Gray	Gray
Helium (Oil-pumped)	Gray	Orange	Gray	Gray
Hydrogen	Yellow	Black	Yellow	Yellow
Monobromotrifluoromethane (Fire only)	Red	White	Gray	Red
Monobromotrifluoromethane (Freon 22)	Orange	Orange	Orange	Orange
Nitrogen (Oil-pumped)	Gray	Black	Gray	Gray
Nitrogen (Water-pumped)	Gray	Black	Black	Gray
Oxygen (Medical)	White	Green	Green	Green
Oxygen (Aviators Breathing)	Green	White	Green	Green
Oxygen (Technical)	Green	Green	Green	Green
Oxygen-Nitrogen	Black	White	Green	Green
Propane	Yellow	Orange	Yellow	Yellow

2146 AVIATION PUBLICATIONS

1. **ILLUSTRATED PARTS BREAKDOWN (IPB).** When requested by NAVAIR, an Illustrated Parts Breakdown (also known as an Illustrated Maintenance Parts List or an Illustrated Parts Catalog) is prepared by the manufacturer of each model aircraft, engine, accessory, or other aviation equipment. It is printed and distributed by the authority of NAVAIR, and provides an exploded view of each procurable assembly, thereby enabling quick and positive identification of each component and detail part comprising the assembly. The items are arranged continuously in a disassembly sequence with the illustrations placed as near as possible to their appropriate listing. As slight variations in format exist among various IPBs, the information and instructions contained in the preface of each IPB should be reviewed prior to using the publication. IPBs are listed and cross referenced to an aircraft model, engine type, or equipment part number in the Unabridged Navy Index of Publications and Forms, Cognizance Symbol I (NAVSUP P-2002) and NAVAIR Publication 00-500A and B (Naval Aeronautical Publications Index). IPBs are assigned cognizance symbol I stock numbers and are procured from the Naval Publications and Forms Directorate, Philadelphia, on a DOD Single Line Item Requisition System Document (DD Form 1348 or NAVSUP Form 1250-1).
2. **BLUEPRINTS AND DRAWINGS.** Blueprints and drawings show descriptive data of each major assembly, subassembly, and detail of airplanes, engines, accessories, and other aviation equipment. They show the part number, the name, a bill of materials, and other details of identification. Microfilm copies of prints and Army-Navy drawings which aid in identification are available through Naval Air Development Center, Warminster, PA. Microfilm copies of aeronautical drawings are available through the Naval Air Technical Services Facility, Philadelphia. Paper copies of A/N Standards drawings are available through the Naval Publications and Forms Center, Philadelphia.
3. **NAVICP PHIL BULLETINS.** The NAVICP PHIL bulletins contain aviation supply news, such as, projected supply plans, supply policies and procedures, and critical material lists. The bulletins also include notes on the technical aspects of the following types of material:
 - a. aviation standard materials;
 - b. airframes and armament;
 - c. accessories and instruments;
 - d. electronics and electrical;
 - e. preservation, packaging, and packing;
 - f. tools and ground handling equipment;
 - g. power plants and propellers.

The NAVICP PHIL bulletins are distributed monthly by NAVICP PHIL to aviation activities.

4. MAINTENANCE MANUALS. Maintenance manuals which are published under the direction of NAVAIR for each model aircraft, engine, or aeronautical equipment, basically contain information of maintenance significance; however, standards, specifications, and part numbers, which frequently appear in the publications, are helpful in identifying material requirements. Service instructions, overhaul instructions, maintenance instruction manuals, calibration manuals, structural repair manuals; corrosion control manuals, Illustrated Parts Breakdown Manual, and combination manuals are examples of maintenance manuals. Maintenance manuals are listed and cross referenced to an aircraft model, engine type, or equipment part number in NAVSUP P-2002 and NAVAIR Publication 00-500 A and B (Naval Aeronautical Index). Maintenance manuals are assigned cognizance symbol I stock numbers and are procured from the Naval Publications and Forms Directorate, Philadelphia, on a DD Form 1348 or NAVSUP Form 1250-1.

5. NAVAIR TECHNICAL DIRECTIVES. NAVAIR technical directives direct the accomplishment and recording of individual modifications and/or one time inspections of NAVAIR weapon systems and related equipment. Types of NAVAIR technical directives are as follows:

a. NAVAIR Technical Notes and Technical Orders, which are usually specific and cover a wide range of subjects.

b. NAVAIR Bulletins, which cover methods, policies, practices, and changes affecting a wide range of subjects. Normally, item part numbers and nomenclature, as well as names of manufacturers are given.

c. NAVAIR Changes, which cover modifications of aircraft, engines, and other specific equipment. Stock numbers or part numbers, item nomenclatures, and names of manufacturers are included. NAVAIR technical directives are listed and cross referenced to an aircraft model, engine type, or equipment part number in NAVSUP P-2002 and NAVAIR Publication 00-500 C and D (Naval Aeronautical Publications Index). Technical directives are procured from Naval Publications and Forms Directorate, Philadelphia, on a Requisition and Invoice/Shipping Document (DD Form 1149). As technical directives do not have stock numbers assigned, they will be identified by directive title and issuance date.

6. CONTRACTOR'S SERVICE BULLETINS. Contractor's service bulletins include contractors' recommendations for modification or repair of specific equipment. They cover a wide range of equipment and usually contain part numbers, nomenclature, and names of manufacturers.

7. NAVAL AVIATION PUBLICATIONS PUBLISHED IN CD-ROM. This CD-ROM contains all of the NAVICP PHIL managed stock numbered items. The data is indexed and can be searched by NIIN, part number, NIIN to family group code, model code and NIIN to Packaging data. The NAVICP PHIL Publications included in the CD-ROM are as follows:

a. P-2300 - NAVICP PHIL Managed Stock Numbered Repairable Items.

b. P-2310 - NAVICP PHIL Managed Stock Numbered Consumable Items.

- c. P-2330 - NAVICP PHIL NIIN to Family Group Code Cross Reference.
- d. C0018 - NAVICP PHIL NIIN to Model Code Cross Reference.
- e. C0030 - NAVICP PHIL NIIN to Packaging Data Cross Reference.

8. AVIATION CROSS REFERENCE LISTINGS.

a. Consolidated Remain in Place Listing (CRIPL). In some instances it is not feasible or advisable to remove a repairable component until a replacement has been received. Items that fall into this category are identified in the Consolidated Remain in Place Listing (CRIPL). The CRIPL used by aviation activities is published by NAVICP PHIL based on input from the carriers, MALs, or TYCOMs, after screening by NAVAIR.

b. Individual Component Repair List (ICRL). The ICRL is a detailed statement of IMA component repair capability at aviation activities. Master ICRL data is maintained in the NAVICP PHIL data base and is published quarterly to all participating IMAs and Systems Commands. NAVAIRINST 4790.18 (series) gives policy and procedures for ICRLs. Capability data is provided to NAVICP PHIL by the individual IMAs. The ICRL contains existing repair capability data on items processed by the IMA based on past experience. The ICRL will also contain repair capability data based on SM&R codes. The ICRL identifies fixed allowance items capable of being repaired locally, targeted for future repair, or for which future repair is not planned. It is also used in the process for determining fixed allowance quantities and changes to fixed allowances.

2148 ORDNANCE PUBLICATIONS

1. GENERAL. The primary reference sources used in the identification of ordnance material are FEDLOG, the Illustrated Parts Breakdown of Ordnance Equipment, Naval Ordnance Allowance Lists, photo prints, and blueprints. When these sources are not adequate, Naval Sea Systems Command pamphlets, instruction books, and bulletins can be used.

2. ILLUSTRATED PARTS BREAKDOWN (IPB) OF ORDNANCE EQUIPMENT. The IPBs of Ordnance Equipment describes and illustrates the various parts in each ordnance equipment. The Index of Naval Ordnance Publications (NAVORD Publication OP-0) contains an index of all illustrated parts breakdowns which have been released for distribution. IPBs for nuclear weapons and associated equipment are indexed in Navy Special Weapons Ordnance Publication (SWOP) 0-1B.

3. PHOTO PRINTS AND BLUEPRINTS. Photo prints and blueprints show descriptive data, drawing and piece number, and other details of identification for component parts, subassemblies, and assemblies that comprise the major equipment.

4. ORDNANCE PAMPHLETS, INSTRUCTION BOOKS, AND BULLETINS. Ordnance pamphlets, instruction books, and bulletins provide methods, policies, practices, and changes affecting a wide range of subjects. Information on these publications is contained in the Index of NAVORD Ordnance Publications (NAVORD Publication OP-0).

5. SHIP ARMAMENT INSTALLATION LIST (SAIL). The Ship Armament Installation List (SAIL) documents the configuration of installed, non-expendable ordnance equipment. It reflects the configuration data resident in the Weapons System File (see NAVICP MECHINST 4440.170 series).

a. Preparation. The Naval Sea Systems Command prepares the initial SAIL by identifying the ordnance systems and equipment scheduled for installation. Actual equipment delivery, installation, and ordnance alteration (ORDALT) status is obtained from NAVSEA acquisition managers, the In-service Engineering Agents (ISEAs), and supervisors of shipbuilding (SUPSHIP).

c. Updating. Configuration change reports from custodians of installed ordnance (ships and activities) and from special NAVSEA audit teams are utilized with modernization/overhaul planning data to maintain the configuration records utilized to produce the SAIL. The applicable computer based files are updated monthly to reflect additions and deletions of installed ordnance, and changes to ORDALT applicability and accomplishment status.

d. Distribution. The SAIL is automatically distributed semi-annually for active fleet ships, reserve ships, and shore activities. Special requests for re-issuance can be made by the equipment custodian following significant changes. Special requests for a copy of the SAIL, which is produced in paper copy and tailored to a specific hull, may be addressed to the Naval Weapons Station (code 523) Concord, CA 94520. A revised SAIL supersedes all previous issues.

2149 UNABRIDGED NAVY INDEX OF PUBLICATIONS AND FORMS, COGNIZANCE SYMBOL I

The Unabridged Navy Index of Publications and Forms, Cognizance Symbol I (NAVSUP P-2002D) is published by the Naval Publications and Forms Directorate, NAVICP PHIL (NPDF). This publication contains requisitioning procedures and sources of supply to assist in the determination of how and where cognizance symbol I material may be obtained. Also included is information on the availability of local general use (material control code L) cognizance symbol I material used repetitively by two or more activities within a command, naval district, or other area; information on special types of cognizance symbol I material not listed in the NAVSUP P-2002D; and source data for printed material which is not cognizance symbol I material.

2150 GENERAL DISTRIBUTION APL/AEL BANK (GDAPL)

1. GENERAL. The GDAPL is a CD-ROM which contains every APL/AEL developed and published by the Navy which has shown usage within the previous three year period. The GDAPL offers a variety of access and retrieval capabilities which provides a convenient and efficient means for obtaining data previously available on microfiche. The GDAPL CD-ROM, produced by NAVICP MECH, supersedes the following products formerly available in microfiche format:

- a. HM&E APLs/AELs;
- b. Ordnance APLs/AELs;
- c. Mobile Equipment (Material Handling Equipment) APLs/AELs;
- d. Electronic APLs/AELs;
- e. Master Index of APLs (MIAPL);
- f. NSN/NIIN to RIC;

PART E: SPECIFICATIONS AND STANDARDS

2175 PURPOSE AND USE OF SPECIFICATIONS

Military and federal specifications are used primarily for procurement of materials and services. They are intended to clearly and accurately describe the essential technical requirements for materials and services (including preservation, packaging, packing and marking requirements) and the procedures by which suppliers compliance will be determined. Specifications are developed in coordination with program and systems design engineers. Material is tested and inspected by the military inspection system to ensure compliance with the applicable specifications.

2176 PURPOSE AND USE OF STANDARDS

Military and federal standards are developed to establish basic design criteria, engineering and technical limitations, and uniform data management practices; to guide the selection of materials engineering practices processes, and methods in order to minimize variety to assure the required reliability, maintainability, interchangeability, and compatibility. Standards developed within DOD are intended to accommodate the essential requirements of military departments and agencies and are revised as necessary to reflect advances in technology and changes in military requirements. Inventory managers implement these standards by relating them to items of supply required for support of Navy programs.

2177 SPECIFICATION INDEX

The DOD Index of Specifications and Standards (DODISS) lists standardization documents issued in both Federal and military series which are applicable to Navy material. The DODISS "hard copy" is approximately five inches thick (without binders), and consists of the following three sections: Part I - Alphabetical Listing, Part II - Numerical Listing, and Part III - FSC - Federal Supply Class Listing. The DODISS microfiche has the same sections consisting of 22 fiche. This mode is recommended for fleet units who have microfiche viewing capabilities. The DODISS includes all data necessary to maintain specification files current and should be consulted prior to ordering specifications and standards. The DODISS and the standardization documents listed in the DODISS may be obtained from the Naval Publications and Forms Directorate, Philadelphia, PA (see par. 3467).

2178 TYPES OF SPECIFICATIONS AND STANDARDS

1. **FEDERAL SPECIFICATIONS.** Federal specifications describe the characteristics of materials and supplies used by the Navy as well as other government departments. They are developed under the direction of the General Services Administration (GSA). In some instances, federal and military specifications may exist for the same item, with slight technical variations between them. In such cases, an engineering decision is required in determining which to use. An example of a federal specification is, FF-T-791 (Turn buckle).

2. MILITARY SPECIFICATIONS

a. **Coordinated Military Specifications.** Coordinated military specifications (formerly known as JAN) are those which have been developed and approved by DOD for use by two or more departments or agencies in procurement of materials and services. These specifications are identified by the letters "MIL", followed by the first letter of the approved item name and a serial number; for example, MIL-P-82500 (Power supply rectifier).

b. **Limited Coordination Military Specifications.** Each bureau, command, office, or service is permitted to develop a limited coordination specification for immediate procurement of items applicable to a single service or office. This type of specification is approved only by the preparing activity and is identified by a suffix symbol which indicates the preparing activity for example, MIL-R-900 (Ships).

3. SPECIAL ACTIVITY SPECIFICATIONS

- a. **Naval Sea Systems Command.** NAVSEA issues the following special type specifications:
- (1) General Specifications for Ships of the U.S. Navy,
 - (2) General Specifications for Conversion of Merchant Ships to Naval Auxiliaries,
 - (3) Ship Specifications for individual ships.

b. **Naval Facilities Engineering Command (NAVFAC).** NAVFAC lists two series, one a Y-series of specifications and the other a series of special type specifications. Both series cover construction procedures, but also include material specifications which are outside the Defense Standardization Program of document standardization.

4. **MILITARY STANDARDS.** A military standard (formerly known as JAN) is a prescribed engineering method or related practice which when referenced in a contract, becomes a mandatory procedure for suppliers to follow in furnishing material to the military. An example is Mil-Std-100 (Engineering Drawing Practices).

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (R-SUPPLY) UNIT LEVEL FUNCTIONS

Section I: GENERAL

2200 INTRODUCTION

1. GENERAL. This section provides policy regarding the areas of automated COSAL maintenance. Automated COSAL maintenance is performed using the Supply and Financial Management (SFM) and Maintenance Data Subsystem (MDS) for the Shipboard Non Tactical ADP Program II (SNAP II) system; and the Organizational Maintenance Management System – Next Generation (OMMS-NG) and Relational Supply (R-SUPPLY) for all optimized systems. The functions of these two systems as they relate to COSAL maintenance are discussed in this section. Specific details on how to perform automated COSAL maintenance functions are provided in the SNAP II SFM On-Line User's Manual and the MDS On-Line User's Manual or the R-SUPPLY Unit User's Manual (NAVSUP P-732) and OMMS-NG On-Line Help files.
2. RESPONSIBILITIES. The Supply Officer is the Configuration Manager for afloat activities and is responsible for ensuring COSAL maintenance is performed as required. The 3M Coordinator (MDS Subsystem/OMMS-NG Manager) and Leading Storekeeper (SFM Subsystem Manager/R-SUPPLY Functional Area Supervisor) provide assistance to the Supply Officer and will normally perform automated COSAL maintenance. Duties of these managers are addressed in par. 1410.

2201 CONFIGURATION DATA MANAGERS DATABASE – OPEN ARCHITECTURE

1. GENERAL. The Configuration Data Managers Database - Open Architecture tracks the status and maintenance of naval equipment and their related logistics items (drawings, manuals, etc.) on ships and naval activities around the world. The term "open architecture" is used to denote the fact that CDMD-OA is a client/server-based system, not dependent upon any vendor's proprietary hardware or software; data may flow to and from CDMD-OA provided that open protocols are used. The status of a given piece of equipment (i.e. installed, altered, deleted, etc...), determines the range and depth of spare parts carried, making this tracking extremely important in terms of cost, shipboard stowage space and weight, and operational availability.
2. CDMD-OA was designed specifically to aid the tracking of configuration data by shore-based Configuration Data Managers (CDMs). The Naval Sea Systems Command (SEA 04TD) initiated the development of CDMD-OA to decrease the time required to process configuration data between the ship, the CDM, and the Naval Inventory Control Point (NAVICP). The client/server architecture of CDMD-OA provides a queryable single repository for all naval configuration and logistics. CDMD-OA incorporates the latest technological innovations to maintain data integrity and speed transmission of updates between CDM's, NAVICP, and afloat units.

2202 REVISED ALTERNATIVE DATAFLOW

1. GENERAL. Revised Alternative Dataflow (RAD) is a system for file transfer incorporating both satellite and land line technology. It replaces the manual procedures, paper processing, and tape transfer of data previously required for configuration management processes. RAD shortens the time required for data to complete the Navy logistics and supply-processing loop. The RAD system provides connectivity for public and private shipyards, ships, shore sites, and contractors.
2. RAD is the data file transfer and tracking mechanism for the Configuration Data Managers Database – Open Architecture (CDMD-OA) system. Its operation connects logistics data between in-service engineering agents (ISEA), integrated logistics overhaul (ILO) sites, configuration data managers (CDM), and the Naval Inventory Control Point (NAVICP). In addition, RADWeb transmits all supply and configuration data to and from shipboard systems. RAD is the standard interchange product for transferring maintenance, configuration, and logistics information within the ship's configuration logistic support information system (SCLSIS) community.
3. RAD provides a fleet-standard interface for sending Current Ship's Maintenance Plan (CSMP) upline reports, parts usage data, and Planned Maintenance System (PMS) feedback and retrieving automated shore interface (ASI) files electronically. Files can be transmitted via the Revised Alternative Dataflow Web site (RADWeb) or the CDMD-OA Graphical User Interface (GUI).

2203 AUTOMATED SHORE INTERFACE (ASI)

1. GENERAL. Automated Shore Interface (ASI) is the process for updating an activity's configuration and logistics database and to aid in synchronization of configuration and logistics data between the ship's database and the Weapons System File (WSF). Through the batch ASI process, equipment configuration updates, APL suppression or cancellations, pen and ink changes, allowance update and other logistics changes are updated against ship's automated files.
2. RESPONSIBILITIES. The Supply Officer is designated as the Configuration Manager onboard Navy ships. The Ship's 3M Coordinator and Leading Storekeeper shall ensure the timely processing of ASI configuration and logistic data. The ASI files shall be downloaded from the RADWeb and processed in OMMS-NG from the following website:

Pacific units: <https://radpac.cdmd.navy.mil/radasp/Ship/ShDefaultShip.htm>
Atlantic units: <https://radlant.cdmd.navy.mil/radasp/Ship/ShDefaultShip.htm>
3. OUTPUT. Output from OMMS-NG Batch Job File will be processed in R-SUPPLY. The Supply Functional Area Supervisor or Leading Storekeeper will process the output file from OMMS-NG via JSS135 (R-SUPPLY Force Level) or JSS117 (R-SUPPLY Unit Level).

Section II: COSAL MAINTENANCE

2205 BACKGROUND

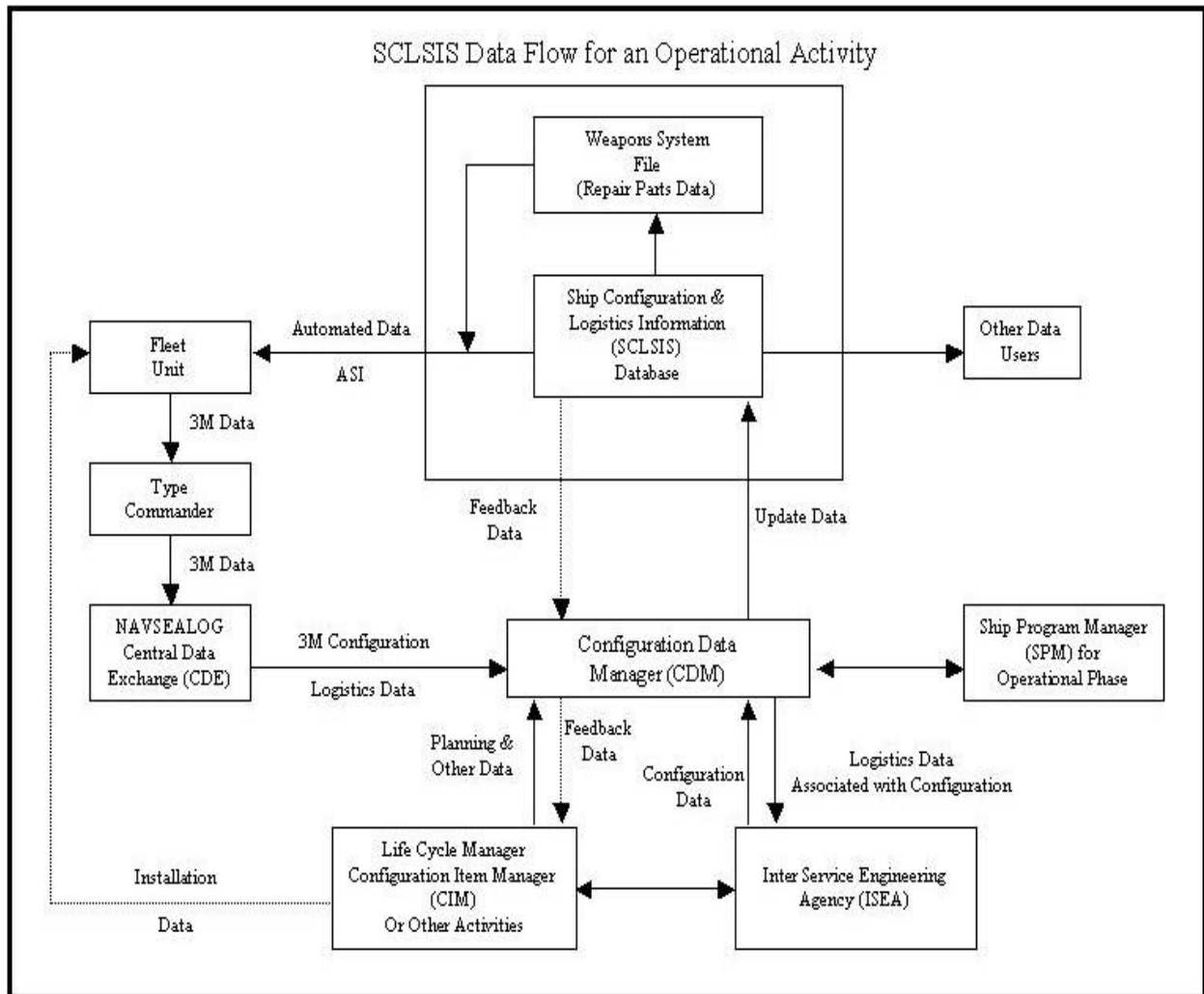
1. GENERAL. Logistic support for Navy ships is driven by the equipment known to be currently installed on board (configuration) and those planned for addition or replacement. The automated COSAL provides the ship with basic guidance for determining the range and depth of items which should be stocked by the supply department or held in the custody of other department heads. It is essential that any changes to configuration be incorporated promptly and that corrective action be taken when it is determined that any part of the automated COSAL is inaccurate or incomplete.

2. WEAPON SYSTEMS FILE. The Weapon Systems File (WSF), maintained at NAVICP MECH, is the master configuration record which contains configuration, repair parts allowances, and the technical data required to develop the ship's COSAL.

3. COSAL TYPE CODES. Activities normally maintain more than one COSAL type. These different COSAL types are identified by COSAL Type Codes. These COSAL Type Codes, their description and their relation to the manual COSAL sections are illustrated below. The applicable COSAL Type Codes for SNAP II activities must be specified in the SFM Constants File. COSALs in R-SUPPLY are referred to as Allowance Loads. The applicable Allowance Loads for R-SUPPLY activities must be specified in the R-SUPPLY Constants File.

COSAL Type Code	Description	Related Manual COSAL or COSAL Section
HME/O	Hull, Mechanical, Electrical, Ordnance and Electronic	HME/O COSAL
MAM	Maintenance Assistance Modules	Part III, Section CF
BH	Boat Haven	Boat Haven COSAL
Q-COSAL	Nuclear	Reactor Plant COSAL
OSI	Operating Space Items	Part III, Section B
SW	Strategic Weapons	Strategic Weapons COSAL
NW	Nuclear Weapons	Nuclear Weapons COSAL

4. AUTOMATED INFORMATION SYSTEMS (AIS). Automated Information Systems (AIS) have been designed to allow activities to automatically update their applicable portion of the WSF. In order to maintain agreement between the activity's configuration data base and the WSF for timely and accurate logistic support, a closed loop system has been developed for reporting and tracking configuration changes, and for the automatic processing of authorized external updates to the activity's COSAL and the ship's equipment files (SEF). This "closed loop" system, SCLISIS, begins with the normal 3M Up-Line reporting cycle. The normal 3M Up-line reporting includes all configuration change transactions for adding or deleting equipment from the equipment file; making corrections to the equipment file; generating COSAL feedback reports; and requesting additional logistic support. This will ultimately include PMS documentation, technical manual support, and allowance quantities for specific equipment(s). The success of this process naturally depends upon the reliable support of all shipboard maintenance personnel. The following illustration represents the SCLISIS data flow and ASI process.



5. SCLSI/ASI PROCESS.

a. Data is put into SCLSI using the 3M Up-Line reporting procedures. The data flow is from the ship to the TYCOM and then to the Central Data Exchange (CDE) located at Naval Sea Logistics Center (NAVSEALOGCEN). The CDE consolidates the configuration and logistics data and routes it to the appropriate Configuration Data Manager.

b. The CDM is solely responsible for the accuracy and maintenance of configuration data for a particular ship class. All data entries into the WSF/SCLSI databases are made by the CDM. The CDM conducts all necessary research on information submitted for database inclusion and then updates the SCLSI database as necessary.

c. As custodian of the SCLSI database, NAVICP processes transactions as directed by the CDM, calculates allowance changes and extracts related supply support information. All SCLSI database updates, whether initiated by the ship or the CDM, will result in generation of an output record being sent to the ship via the ASI process.

2215 ASI PROCEDURES

1. GENERAL. Once the activity downloads the ASI product from the RADWEB application, the 3M Coordinator and Leading Storekeeper must process the ASI.

2. PROCEDURES. In processing the ASI, the Supply Officer, 3M Coordinator, and Leading Storekeeper will meet to coordinate the proper processing of the ASI and associated reports. Each ship will perform the following:

a. Review requisition defaults in the SFM Constants File or the R-SUPPLY Requisitions/Offload Values in order to ensure that deficiency requisitions are properly coded and prepared in the correct format (see par. 6424).

b. Load and Process the ASI in accordance with the ASI Processing Guide.

2225 CROSS REFERENCE FILE UPDATES

As a part of the ASI process the SFM cross reference file (XRF) is updated automatically with new or superseded NSNs. The ships XRF is interactively updated through the SNAP II terminal when cross reference relationships are determined to exist between stock records.

2227 QUALITY ASSURANCE PROCESS (RECONCILING DISCREPANCIES)

1. GENERAL. With ASI processing, listings are produced which summarize SRF (allowance) and SEF (configuration) updates. Additional information regarding these reports are provided in the SPAWARSSYSCEN MDS On-line Users Manual. This data should be compared with the transaction ledger (stock record file (SRF) updates) run immediately after ASI processing and also with the SEF analysis report (configuration data). More information on the transaction ledger is contained in Appendix 25 .

2. Equipment File Analysis Report. The Equipment (EQU) File analysis report is an MDS subsystem report. This report, however, is critical for analyzing the automated COSAL update. Part A of the report is in APL sequence and includes the type, nomenclature, and equipment count for each APL. Also included in this section is a total count of APLs not in the COSAL file, and a percentage of APLs not in the COSAL. Part B of this report analyzes equipment APLs which are not contained in the SNAP II COSAL file (COS). Part C of this report provides an analysis of COSAL APLs which are not in the APL file. Additional details regarding the SEF analysis report are contained in the SNAP II MDS On-Line Users Manual. Once these corrective actions to update the EQU and APL are completed, COSAL deficiencies may be requisitioned. If major problems are discovered during this audit, the Supply Officer should contact the system coordinator and/or the 3M coordinator to initiate any required ASI corrective action.

Section III: IMPACT ON MANUAL METHODS**2237 MANUAL FALLBACK PROCEDURES DURING SYSTEM DOWNTIME**

During system downtime, the SEF summary report produced at the conclusion of ASI processing in conjunction with the Summary of Effective APLs/AELs (SOEAPL) produced from OMMS-NG, and a complete Stock Status Listing, (SFM Report 042/R-SUPPLY JSI216), will be used to provide supply support for the ship. Any information which will impact upon configuration management during system downtime, should be manually maintained until the system is operating and the updates to the appropriate automated files can be made. More information regarding SNAP II system fallback procedures is provided in par. 1527.

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING - REAL TIME (SUADPS-RT) FUNCTIONS

Section I: ALLOWANCE PROCESSING

2300 COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)

1. GENERAL. The COSAL process is the act of updating an activity's allowance items by either adding new COSAL records, deleting items no longer required, or changing the current allowance for items already established on the BMF. These changes are received from the Naval Inventory Control Point Mechanicsburg (NAVICP MECH) in tape medium and processed against the activity's BMF in accordance with subparagraph 2.

2. PROCEDURES. To process the tapes received from NAVICP MECH, the Process Allowance List Records Program must be used. This program may be accessed through the Update Material/Service Data Screen (SFS100) by selecting option seven. The update tapes will be processed through batch processing using the Batch Job File (BJF). New records will be established automatically, changes will be matched to the BMF and the applicable data elements will be updated. The following tapes may be received from NAVICP MECH:

a. Establish or Change BMF Allowance Records Tape. This tape will contain a record of each change (with COSAL indicator set) to the allowance quantity and a record for each new item. The data in the tape will be validated for configuration and compared with applicable validation tables. After the data is validated, the BMF or QCF will be searched for a corresponding NIIN record. If an item is identified by a manufacturer's part number, the PNF will be used to cross-reference the part number to a NIIN. Records that do not match will be recorded to the SSP; they will be listed by document identifier and will include an error message, stock number, current Julian date, current time, error code E, and card image with user's ID. This program will process depending on whether the change involves a BMF, QCF, or existing record that can be updated. Also, if a record must be built, the relationship between the change and the BMF/QCF allowance indicator, allowance quantity indicators, and allowance quantities will affect this process. Refer to SUADPS-RT Support Procedures, Volume I, Chapter 2 for allowance and load list tape processing.

b. Establish or Change BMF Record Data Tape. This tape contains the changes that will update the BMF. When completed, the appropriate APL, AEL, part number, and validation data changes will have been made to the COSAL. Refer to SUADPS-RT Support Procedures, Volume I, Chapter 2 for APL and APR update tape processing.

3. REVIEW AND ACTION. The effects of allowance processing on the BMF should be reviewed, comparing the SAMMA/SAL before COSAL processing to the SAMMA/SAL produced immediately after for items appearing on the exception list, the number of records added to or deleted from the COSAL allowance, and material in an offload condition. Additionally, automatic reorders (see par. 3800) should be generated to replenish stock for changed allowance ROs and newly established items.

2301 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL) (USID C AND M ACTIVITIES ONLY)

1. GENERAL. Aeronautical material support allowances are established initially by AVCAL outfitting (see par. 2100) and subsequently updated through the AVCAL re-outfitting process (RE-AVCAL). The development of the AVCAL is a complex process and involves joint participation by the Naval Inventory Control Point Philadelphia (NAVICP PHIL), Type Commander, and the activity's supply and maintenance personnel. AVCALs will be reviewed and revised prior to each CV/CVN/LHA/LHD deployment and during complex overhauls or restricted availabilities. Marine Aviation Logistics Squadrons (MALS) AVCALs will be reviewed and revised in accordance with schedules determined by appropriate type and Fleet Marine Force commanders. Policy, procedures, responsibilities, guidelines, and other information pertinent to the AVCAL re-outfitting process are contained in NAVICPINST 4441.15 (series). In addition, Type Commander's instructions have been developed to assist activities in accomplishing the various tasks related to the RE-AVCAL process and performing quality assurance checks upon completion.

2302 LOAD LIST ALLOWANCES

1. GENERAL. Load list allowances (FILL, TARSSL, TLL) change as requirements and operating conditions change, as well as when revised allowance quantities are forwarded to each activity. TYCOM instructions provide the frequency and other conditions specifying when load list updating is required.

2. LOAD LIST AND SUPPLEMENTAL LOAD LIST TAPES. A number of tapes can be received depending on the activity's USID as follows:

- a. Navy Supply Information Systems Activity (formally FMSO) Load List (USID T activities),
- b. NAVSISA Supplemental Load List (TARSSL USID T),
- c. FILL Verification Tape (USID C, and T activities),
- d. FILL Tape (USID A).

3. PROCEDURES. When the load list tapes are received, the Load List Update Tape Processing Transaction Screen or the Incoming Batch Processing Transaction Screen can be utilized for SUADPS-RT processing (see the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2, and Appendix 20). In either case, the correct selection must be made from the Incoming Batch Processing Transaction Screen based on USID. SUADPS-RT validates a number of data fields and a transaction will suspend (SSP File) if validation fails. Suspense transaction processing is described in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. Upon completion of processing, BMF load list quantities will reflect the quantity authorized on the input tape. Load list processing will affect the following categories on the BMF depending upon tape and transaction coding and BMF conditions:

- a. Range adds - initial allowances for new load list items;

- b. Range deletes - items determined as no longer required for load list support;
- c. Depth increases - increases in authorized allowance quantities for current load list stock;
- d. Depth decreases - decreases in authorized allowance quantities for current load list stock;
- e. Verification item - tape and BMF load list allowance quantities are the same, no change to BMF record;
- f. Unauthorized items - items which have BMF load list allowance quantities which are not authorized for load list stock.

2303 MARINE AVIATION LOGISTICS SQUADRON (MALS) COSAL

1. GENERAL. The MALS COSAL (see par. 2099-5) is updated every three years. NAVICP MECH will forward a deck of Equipment/Component Validation Cards (NAVSUP Form 1311) to each MALS for validation against actual on-hand equipment. Each item will be validated against the applicable equipment and annotated with changes as required. A NAVSUP Form 1311 will be prepared for each equipment/contained in the deck received from NAVICP MECH. The annotated deck will be returned to NAVICP MECH in accordance with the date specified in the forwarding letter. NAVICP MECH will use the annotated NAVSUP Form 1311 cards to update the MALS COSAL and produce COSAL AID tapes. The tapes received from NAVICP MECH will be processed by the MALS as discussed in SUADPS-RT Support Procedures Manual, Volume I, Chapter 2 and par. 2300 of this manual. Additional information concerning the processing of COSAL aids received from NAVICP MECH is contained in the USMC Aviation Supply Desk Top Procedures (ASDTP).

2304 SUPPLY PROCESSING DURING INTEGRATED LOGISTICS OVERHAUL (ILO)

- 1. GENERAL. The steps taken prior to entering a yard period are critical to the overall success of the overhaul. Specific instructions are provided by NAVSEA Publication SL105-AA-PRO-060 and appropriate Type Commander instructions. For outfitting of newly constructed ships refer to NAVSUPINST 5450.109. ILO periods can range from a few months to years and are conducted at various overhaul sites in the United States and abroad. During the life cycle of a ship, it will normally go through multiple ILO periods. ILOs include the following processes:
- a. Ensuring that the ship's true configuration is supported in its respective allowance (i.e., COSAL, AVCAL, and Load),
 - b. Ensuring stock levels meet new COSAL, AVCAL, or Load requirements,
 - c. Ensuring the ship's supply operational readiness.

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 3

MATERIAL PROCUREMENT

Part A: REQUISITIONING INSTRUCTIONS

Section I: GENERAL INFORMATION

3000 INTRODUCTION

This chapter explains, in detail, how a ship obtains the material it requires to operate effectively to fulfill its mission. With the exception of certain items, such as newly developed technical manuals, and equipment which are automatically sent to the ship without requisitioning action, the Supply Officer must request material before it is provided by the supply system.

3001 REQUISITIONING POLICY

Requisitioning channels are an essential element of the operational readiness of Navy Units and an inextricable part of the Nationally Integrated Supply System. Accordingly, the Fleet Commanders and NAVSUP must jointly maintain the integrity of the Fleet requisition channels. Establishment and maintenance of these channels is thereby vested in NAVSUP, who will act in concert with the Fleets in setting these policies.

3002 METHODS OF PROCUREMENT

There are two basic methods by which a ship may obtain the materials and services it requires. The first is by submission of a requisition to an ashore supply activity or to another naval vessel, and the second is by purchase directly from a commercial source. A ship normally will procure its requirements by submitting a requisition to a Navy supply activity. However, when the supply system cannot be used to obtain material required for immediate operations, the Supply Officer is authorized to purchase those requirements, subject to the limitations in the Department of the Navy Simplified Acquisition Procedures (SAP)(NAVSUPINST 4200.85 series), directly from a commercial source in the open market.

3003 TRANSPORTATION AND SHIPPING CONSIDERATIONS

1. GENERAL. Prior to requisitioning nonstandard stock material, a thorough analysis must be performed to evaluate the total cost of acquiring the material. This analysis must take into consideration the total cost of the material procured as well as the total cost of shipping the material to its final destination. This analysis is particularly important when the material will be shipped through the Defense Transportation System (DTS). Particular attention should be paid to material being shipped long distances within CONUS as well as material prepared for OCONUS shipment. Often making a local purchase will provide the "best value" to the Government in cases when the cost of transportation exceeds the cost of the material.

2. RESPONSIBILITY. Supply Officers have a fiduciary responsibility to ensure that all aspects of a requisition document are reviewed and evaluated in terms of correctly identifying the material to be purchased including purchase priority, purchase price, purchase description, etc. Not conducting a thorough analysis of all aspects of a requisition, could needlessly waste limited purchase and shipping resources.

3. EVALUATING THE COST OF TRANSPORTATION. Navy Transportation Officers are available to assist Supply Officers and their staffs when evaluating the cost of transportation. The below information may be helpful when evaluating the costs of AMC airlift and Surface Deployment and Distribution Command (SDDC) (formerly MTMC)/MSC sealift transportation.

<u>Activity Rates</u>	<u>DSN</u>	<u>Commercial</u>
AMC (Airlift) Rates (24 hour):	779-3870/2353	618-229-3870/2353

Email: channelrates@scott.af.mil

Internet: <https://amcpublic.scott.af.mil/fm/rates.htm> for all locations

<https://www.amcfm.scott.af.mil/fmb.htm> for *.mil locations

Rates POC: Michael Brozyna Email: michael.brozyna@scott.af.mil

SDDC (Surface) Rates: 328-3289/3117 703-428-3289/3117

POC: Steve Andrews Email: andrewss@mtmc.army.mil (Port Operations)

POC: Ridley Crawford Email: crawfordriley@mtmc.army.mil (Liner (Containers & Breakbulk) and GPC (POVs))

Internet: <http://www.mtmc.army.mil/frontDoor/0,1383,OID=2--16-2178--2178,00.html>

MSC (Chartered Vessel) Rates: 325-5423 202-685-5423

POC: Joyce Green Email: joyce.green@msc.navy.mil

Internet: <http://www.msc.navy.mil/instructions/pdf/m76003jch10.pdf>

USTRANSCOM Rates: 770-1804 618-229-1804

Rates POC if above sources cannot help you:

POC: Cherrie Moore Email: cherrie.moore@hq.transcom.mil

More details on DTS rates are available on the Internet at:
https://business.transcom.mil/portal_content/j8/trans_ratesandrules_fy03.pdf

3004 SOURCES OF SUPPLY

1. GENERAL. Ships normally submit requisitions to the supply activities specified in current operational orders and instructions issued under the direction of NAVSUP and Fleet Commanders. The Supply Officer must be thoroughly familiar with these orders and directives. When requisitioning instructions do not specify the supply source, ships will submit requisitions to the nearest Navy ashore supply activity (e.g., FISC, NSY). See par. 1067 concerning supply support to deployed fleet units by CLF ships. Three commonly used instructions describing requisitioning channels while deployed are:

- a. COMLOGFORNAVCENT 4000.1 (series) for afloat units operating in the Fifth Fleet.
- b. COMSERFORSIXTHFLT 4000.1 (series) for afloat units operating in the Sixth Fleet.
- c. Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998.

2. GENERAL SERVICES ADMINISTRATION (GSA) CUSTOMER SUPPLY CENTERS (CSCs). GSA Customer Service Centers are designed to provide office supplies in small quantities. Orders may be placed by telephone, electronic mail, fax or the GSA Advantage On-Line Shopping Home Page (see Appendix 29) and are shipped within 24 hours directly to the ordering activity.

3. DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS). All Navy activities are encouraged to take advantage of excess material which has been turned in to Defense Reutilization and Marketing Offices (DRMOs). This material can be a way to save valuable ship's resources by routinely screening requirements against DRMS available assets via the DRMS webpage at: <http://www.drms.dla.mil>. Strict controls must exist for material requisitioned. All screening for and requisitioning of DRMS material must be authorized by the Supply Officer in accordance with the Defense Material Distribution Manual (DOD 4160.21-M) Chapter V. Excess property reutilized through requisitions from a Navy Activity will be subject to normal custody (see par. 4500) and inventory control procedures (Chapter 6). However, if material is to be picked up from DRMO there must be a proper division of functional responsibilities, i.e., the person picking up the property should not be the same person accounting for the property. Additionally, installation central supply offices must distribute confirmation copies of requisitions to the gaining activities' accountable property officials. The requisitioning of such material will only be allowed to meet the requesting units needs and shall not be redistributed further except by documented transfer (see par. 5035). All activities must refrain from establishing separate warehouse facilities for excess property. Reutilization screening of the DRMS IRIS Database and on-line requisitioning can be accomplished through the DRMS Home Page (see Appendix 29). Additionally, screening of the DRMS IRIS Database can be accomplished through the DLA LINK program available through the DAAS and WINSALTS PC-LINK Programs.

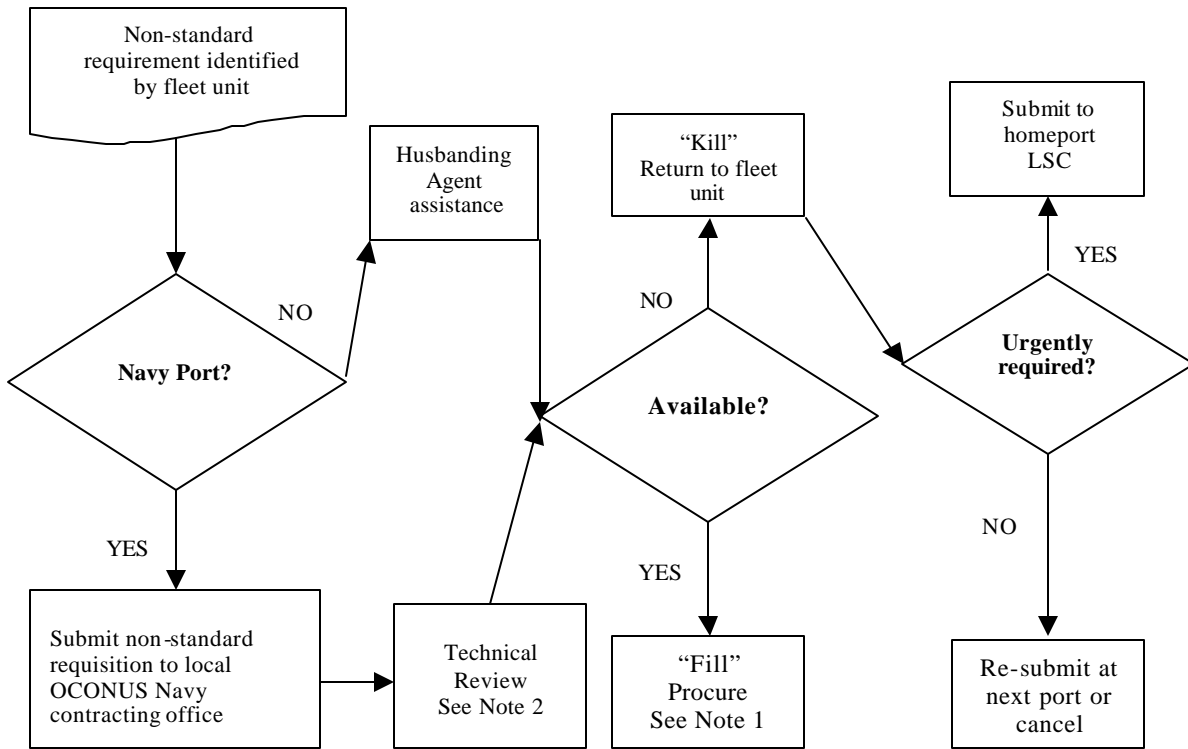
4. CANNIBALIZATION. Periodically, emergencies occur which cannot be satisfied from commercial sources in sufficient time to meet operational requirements. In some cases, these requirements may be satisfied by removing parts from major items of equipment. This removal process, or cannibalization, is an extreme action and should be used only as a last resort. Actions of this type require intensive monitoring to ensure that all phases, from initial cannibalization to final receipt of payback, are tightly controlled. Cannibalization will be accomplished in accordance with TYCOM procedures.

3005 FISC/NRCC PROCUREMENT GEOGRAPHIC AREA OF RESPONSIBILITY

1. GENERAL. Requirements that cannot be identified to an existing NSN or long term contract, and are not Weapon System support material, shall be forwarded to the appropriate Fleet and Industrial Supply Center (FISC) or Naval Regional Contracting Center (NRCC) based on their Geographic Area of Responsibility. These requirements will be processed in accordance with the policy and procedures outlined this chapter and set forth in the table below and flow charts on the succeeding two pages.

FISC/NRCC	Geographic Area of Responsibility
FISC Norfolk	All CONUS east of the Mississippi River not otherwise assigned; Europe and Middle East/Southwest Asia requirements with U.S. vendors.
FISC San Diego	All CONUS west of the Mississippi River not otherwise assigned.
FISC Jacksonville	North Carolina, South Carolina, Georgia, Florida, Kentucky, Louisiana, Tennessee, Alabama, Mississippi, Texas, Caribbean.
FISC Puget Sound	Washington, Oregon, Idaho, Alaska, Guam, Japan and Western Pacific requirements with U.S. vendors.
FISC Pearl Harbor	Hawaii
FISC Yokosuka	Japan, Korea
NRCC Naples	Iceland, Azores, Great Britain, Europe, Middle East/Southwest Asia and Africa.
NRCC Singapore	Asia/Pacific not otherwise assigned.

**AFLOAT NON-STANDARD PROCUREMENT OF
NON-WEAPON SYSTEM SUPPORT MATERIAL
MEDITERRANEAN FLOW CHART**



Note 1:

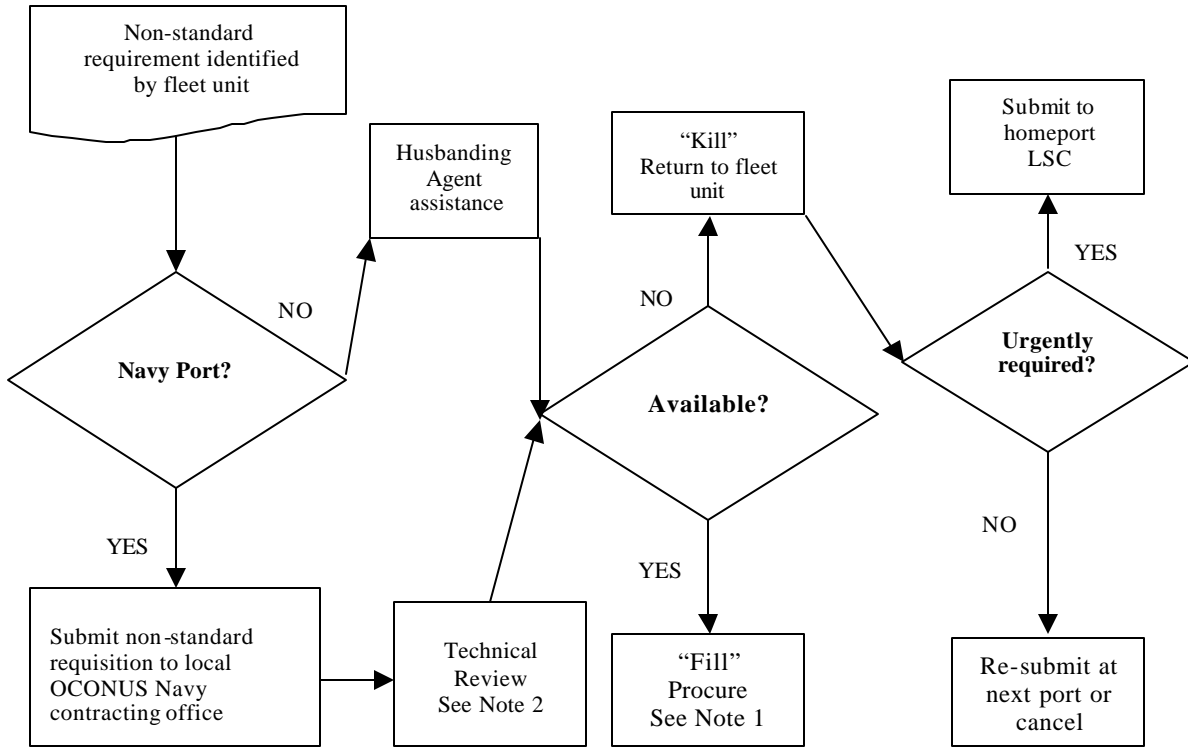
Exceptions for NRCC Naples to procure from CONUS:

- (a) Non-standard requisitions under Issue Group I (Priority 01, 02 or 03) with estimated acquisition value less than \$25K
- (b) Existing FSS/GSA/IDTC up to authorized monetary order limitations
- (c) NAVSUP 02 has granted a specific exception

Note 2:

All non-standard requirements should be screened to determine if the item is a weapon system support item. All weapon system support material should be forwarded to the Naval Inventory Control Point for support.

**AFLOAT NON-STANDARD PROCUREMENT OF
NON-WEAPON SYSTEM SUPPORT MATERIAL
EASTERN INDIAN OCEAN/WESTERN PACIFIC FLOW CHART**



Note 1:

Exceptions for NRCC Singapore or FISC Yokosuka to procure from CONUS:

- (a) Non-standard requisitions under Issue Group I (Priority 01, 02 or 03) with estimated acquisition value less than \$25K
- (b) Existing FSS/GSA/IDTC up to authorized monetary order limitations
- (c) NAVSUP 02 has granted a specific exception

Note 2:

All non-standard requirements should be screened to determine if the item is a weapon system support item. All weapon system support material should be forwarded to the Naval Inventory Control Point for support

3006 CONTROL OF THE DISTRIBUTION OF MATERIAL

1. **BY BUREAUS, OFFICES, AND SYSTEMS COMMANDS.** Bureau, offices, and systems commands prescribe policies for the original distribution of all material under their control to stock points and for its further distribution from stock points to other activities. These policies determine the supply activities which may carry stocks for issue and set forth the limitations upon the release of those stocks to requisitioning activities.
2. **BY FLEET COMMANDERS.** The fleet or service force commander is responsible for recommending the establishment of such supply activities within the fleet organization and in overseas areas necessary to ensure efficient distribution of material in such areas. He is responsible for the implementation and enforcement of bureau, office, and systems command policies with respect to the distribution of material and for promulgation of additional distribution controls as may be necessary within the fleet.
3. **BY TYPE COMMANDERS.** Type commanders may prescribe controls over the procurement and stocking of material on ships and may provide facilities for the supply of material to ships under their command.
4. **BY LOCAL COMMANDERS.** Area commanders, or senior officers present afloat, may set up distribution controls over stock available in their area when conditions require. They also will be responsible for the enforcement of the distribution controls of higher authority.
5. **PROMULGATION OF INSTRUCTIONS ON DISTRIBUTION CONTROL.** Instructions concerning distribution control referred to in par. 3006-1-4 are set forth in fleet operation orders and instructions issued by the various controlling commands. Supplementary directives for special material, special circumstances, and for localized areas will be found in bureau, office, systems command, and fleet instructions, and in local directives.
6. **AUTOMATIC SHIPMENT BY BUREAUS, OFFICES, AND SYSTEMS COMMANDS.** Bureaus, offices, and systems commands will make automatic shipments (push material), without request from a ship, of newly developed equipment and technical material. Advance notice of such shipment customarily will be furnished to ships by a descriptive letter or by copies of bureau, office, or systems command shipment orders covering movement of the material. Advance notices of automatic shipments will be filed in the ship's miscellaneous receipt file (see par. 4149). SUADPS-RT/RSUPPLY activities will record these shipments using the Requisition Input/Initiate Requisition Function of the Logistics Management Subsystem.

Section II: MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)

3020 GENERAL

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be used for ordering all material (except those commodities excluded in par. 3022) from the Navy Supply System, other military installations, the Defense Logistics Agency, and the General Services Administration. MILSTRIP requisitioning is based upon the use of a coded, single line item document for each supply transaction. The normal requisitioning method for afloat activities is to prepare and submit transactions to the supply source via DAAS in standard MILSTRIP format.

3021 MILSTRIP REQUISITIONING FORMS

1. GENERAL. MILSTRIP requisitioning forms (i.e. DD FORM 1348, NAVSUP 1250-1, NAVSUP 1250-2, or DD Form 1348-6) will be used only when facilities are not available to the requisitioning activity to enable automated transmission of documents or the requisition coding structure does not provide sufficient data to assist the supply source in making supply decisions.
2. EXCEPTION DATA. Use of exception data will cause delays in supply of materiel since each document containing such data must be withdrawn from routine processing, reviewed for the exception and continued in process after a decision has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning material requirements. When required, one of the following documents will be used for manual MILSTRIP requisitioning:
 - a. NAVSUP Form 1250-2 - Non-NSN Requisition (4491);
 - b. DD Form 1348-6 - DOD Single Line Item Requisition System Document (Manual Long Form).
3. NAVSUP FORM 1250-2. The NAVSUP Form 1250-2 is a seven part multipurpose form used for procuring non-NSN material.
4. DD FORM 1348-6. The DD Form 1348-6 is a six part form which is carbon interleaved. It is used for requisitioning non-NSN items. It is also used for NSN, part number, or other items for which a DD 1348 does not permit inclusion of sufficient identifying data. The DD Form 1348 may be used when the CAGE and part number do not exceed 15 digits; however, to assist the supply source in positive item identification and timely delivery, it is recommended that the DD Form 1348-6 be used to requisition all non-NSN repair parts (see par. 3026). The DD 1348-6 should be used when the NAVSUP 1250-2 is not available.

3022 MATERIAL EXCLUDED

1. GENERAL. The following types of materials, which are excluded from MILSTRIP, will be requisitioned by DD Form 1149 unless otherwise indicated:
 - a. ship's propulsion and aviation fuel, bulk lubricants (see par. 3031);
 - b. cognizance symbol I material not assigned a 13 character Navy Item Control Number (NICN), including standardization documents and departmental letter type directives (see par. 3467);
 - c. cognizance symbol 0K library materials (books, periodicals, etc.) controlled by the Chief of Naval Education and Training (CNET) requisitioned by letter to CNET in accordance with the Naval General Library Manual (NAVEDTRA 38021);
 - d. industrial plant equipment (requisitioned by use of DOD Production Equipment Requisition/Non availability Certificate);
 - e. communication security (COMSEC) equipment, COMSEC aids (keying material), and all items, including classified components, individual elements, and repair parts, which are classified and designated crypto or which normally are handled through crypto channels. The use of the DD Form 1149 is not appropriate for items for which other procurement methods (e.g. correspondence) are prescribed;
 - f. presentation silver (see Chapter 8, Part B);

3023 MILSTRIP REQUISITION FORMAT

1. GENERAL. MILSTRIP relies upon coded data for processing requisitions by means of automatic data processing equipment; therefore, regardless of the prescribed requisitioning document (see par. 3021), care must be taken in selecting and entering coded data elements. The following is a description of the data elements:

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
1-3	Document Identifier	Enter the appropriate document identifier code (see Appendix 4).
4-6	Routing Identifier	Enter the routing identifier code (see Appendix 7) of the activity to which the requisition will be submitted. Requisitions submitted to Navy activities for DLA managed material will indicate the same Navy routing identifier code as that used for Navy material, rather than a routing identifier applicable to a DLA activity or DLA material. For example, if a requisition is submitted to FISC, San Diego for material managed by the Defense Supply Center Columbus (i.e., Navy cognizance symbol 9N material), routing identifier code NDZ, rather than S9E or NDE, will be entered.
7	Media & Status	The media and status code designates the type of status required; the activity to receive the status; and the communication media for transmitting the status (see Appendix 16).

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
8-22	Stock Number/ Item Identification	<p>(1) National Stock Numbers (NSNs)/North Atlantic Treaty Organization (NATO) Stock Numbers. When an item is identified by an NSN, the federal supply class (FSC) portion of the stock number will be entered in cc 8-11; the two character national codification bureau (NCB) code and the remaining seven digits of the national item identification number will be entered in cc 12-20. If FEDLOG indicates a two character special material identification code (SMIC) for the NSN of the item being requisitioned, the SMIC will be entered in cc 21-22, except when a weapon system designator code (WSDC) is required in accordance with par. 3028-2a. When a requisition for an NSN/NATO stock number item includes no exception data, DI A01/A0A will be entered in cc 1-3.</p> <p>(2) Navy Item Control Numbers (NICNs). The various types of NICNs authorized for entry in MILSTRIP requisitions are listed and explained in par. 2033. When a requisition for an NICN item includes no exception data, DI A04/A0D, will be entered in cc 1-3.</p> <p>(3) Technical Manual Identification Numbering System (TMINS). Requisitioners should first check the NAVSUP P-2003 to determine if the TMINS number, has been assigned a Cog I stock number. If the item has not been assigned a Cog I stock number, the first thirteen characters, minus hyphens of the TMINS number can be used.</p> <p>(4) Commercial and Government Entity Code (CAGE) and Part Number. Enter the CAGE and part number only if they do not exceed 15 positions (see par. 3026-3027).</p>
23-24	Unit of Issue	Enter the appropriate unit of issue for item requisitioned.
25-29	Quantity	Enter the requested quantity. If the required quantity is less than five digits, precede the significant digits with zeros to provide a 5-digit entry (i.e. a quantity of 2 would be entered as "00002"). If the quantity of the item requisitioned is more than 99999 prepare and submit additional requisition(s) for the remaining balance. Requisitions which will result in multiple receipts of material or services, such as continuing and annual requirements for gasoline, telephone service, or laundry service, will indicate "C9999" in the requisition quantity field (see par. 3463).

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<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
30	Serv	<p>Enter the appropriate service designator code as follows: R - Pacific Fleet operating units, V - Atlantic Fleet operating units, N - Normally utilized by activities located ashore and may be utilized by fleet operating units when specifically authorized.</p> <p>Service designator code changes when a ship transfers from one fleet to another permanently. Guidance for requesting change of service designator code is provided in Navy Comptroller Manual, Volume 2, Chap 5, Part A.</p>
31-35	Requisitioner	<p>Enter the Unit Identification Code of the activity for which material is being requisitioned (see the Navy Comptroller Manual, Volume 2, Chapter 5). When an O&MN end use fund code is cited in cc 52-53, the requisitioner will always be the chargeable activity; and only signal code A or J may be used. When a NWCF fund code is cited in cc 52-53, the accountable activity will be indicated in either the requisitioner or supplementary address field; and signal code A, B, J or K will be used, as appropriate.</p>
36-39	Date	<p>Enter the Julian date on which the request is submitted.</p>
40-43	Serial Number	<p>The first position of the serial number may be a numeric (0 through 9) or an alphabetic (A through G, J, or W); however, G or W will be used only in NORS/NMCS requisitions (see par. 3028). The remaining three positions of the serial number may be numeric or alphabetic (excluding I and O). with the following exceptions:</p> <p>(1) serial numbers in 9700-9999 series will be used only in requisitions for ships store items, including retail clothing.</p> <p>(2) serial numbers in requisitions for food items will include "9" in cc 40 and the applicable alphanumeric subsistence item code in cc 41-43 (see NAVSUP Pub 486, Volume 1, pars. 6000-2b and 6001-1).</p> <p>(3) blocks of serial numbers may be assigned to various shipboard departments and/or to specific commodities of material in accordance with TYCOM directives.</p> <p>Entries in cc 41-43 will not be meaningful to the receiving service/agency, but will be perpetuated in all subsequent supply and financial documents: therefore, under no circumstances will duplicate serial numbers be assigned on the same day (in requisitions, or in expenditure invoices (see Chapter 5)).</p>

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<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
44	Demand Code	Enter the appropriate demand code from Appendix 8. If doubt exists as to which code to use, Recurring Demand coding should be utilized. The use of the Recurring Demand coding provides demand forecast data to the Inventory Manager to maintain stock levels.
45-50	Supplementary Address	<p>When using the supplementary address field as a "Ship to" or "Bill to" address the appropriate service code and UIC will be entered. When material is to be shipped and billed to the requisitioner, cc 46-50 may be used for local information (cc 45 will contain a "Y") as follows:</p> <p>(1) In requisitions for stock replenishment material, enter the stowage location in cc 46-50. If the stowage location will not be established until receipt of material enter "STOCK".</p> <p>(2) In requisitions for NC material other than equipage items, enter "N" in cc 46, and the requesters' work center code in cc 47-50.</p> <p>(3) In requisitions for NIS material, enter "S" in cc 46 (to signify that a stock record is maintained), and the requesters' work center code in cc 47-50.</p> <p>(4) In requisitions for equipage items, enter "E" in cc 46, and the requesters' work center code in cc 47-50.</p>
51	Signal	Enter appropriate signal code for identifying the activity to which material is to be shipped and/or billed (see Appendix 8). For stock funded NAVICP MECH depot level repairables, the Signal Code will be used by NAVICP MECH to decide where to send follow-ups and billing notifications for the unserviceable turn-in (see par. 5095).
52-53	Fund code	<p>Unless signal code D or M is entered in cc 51 (indicating "free issue" material), the applicable two character fund code from Appendix 30 will be entered in cc 52-53. The fund code for all APA material is Y6. If the requisition is for "free issue" material, cc 52-53 will be left blank (see par. 3369 for fund code entries/omissions in requisitions for initial allowances of repair parts chargeable to a NAVSEA COSAL allotment.)</p> <p>(1) MFCS Activities. For DTO requisitions, enter the end-use fund code applicable to the chargeable OPTAR. For stock requisitions, enter the applicable Navy Working Capital Fund (NWCF) fund code as shown in Appendix 30.</p>

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>						
54-56	Distribution Code	<p>Distribution codes serve a dual purpose in Navy requisitions.</p> <p>(1) When and as directed by the fleet or type commander, the distribution code (see Appendix 3) of the designated monitoring activity will be entered in cc 54. When a distribution code is entered in the requisition, the monitoring activity will receive 100% supply and shipment status, which is in addition to that provided the requisitioner or supplementary addressee by the M&S code in cc 7.</p> <p>(2) Cognizance Symbol Known. The cognizance symbol is the two position numeric-alpha code that is prefixed to national stock numbers listed in FEDLOG, allowances lists, or other sources of item identification. The first character of the cognizance symbol indicates the stores account and will be entered in cc 55. Odd numbers indicate Navy Stock Account (NSA) material. Even numbers indicate either Appropriation Purchases Account (APA) material or non-stores account material. The second character of the symbol indicates the cognizant inventory manager and will be entered in cc 56 (see Appendix 18).</p> <p>(3) Interim Support Cognizance Symbol. New items that are contractor supported on an interim basis are issued free to requisitioners. Interim support items are carried in "Zero Cog" until material support date. Zero cog has been developed for control and identification of these materials which are issued free to requisitioner from AVCAL, SHORCAL, and COSAL, in order to capture demand information in advance of material support date. Zero cogs relate to the Navy Stock Account cogs to which these items will migrate after material support date. They are as follows:</p> <table data-bbox="581 1234 1084 1297"> <tr> <td>1H = OJ</td> <td>1R = OQ</td> <td>7E = OM</td> </tr> <tr> <td>7G = OU</td> <td>7H = OO</td> <td>7R = OR</td> </tr> </table> <p>(4) Cognizance Symbol Not Known. When the cognizance symbol is not known and an end-use fund code (e.g., NR) is cited in cc 52-53, cc 55-56 will be left blank. However, if the fund code cited is applicable to NWCF (i.e., _Z), a cognizance symbol that reflects an NSA stores account and the inventory manager of a similar material will be entered in cc 55-56. For instance, if the USS JOHN PAUL JONES (DDG-32) cites fund code NR for a machinery repair part which cannot be identified by an NSN, no cognizance symbol entry is required. Conversely, if the USS EMORY S LAND (AS-39) cites fund code CZ for the same item, a cognizance symbol entry of 1H would be required.</p> <p>(5) Services. Requisitions for services will be assigned cognizance symbol 99 and an end-use fund code.</p>	1H = OJ	1R = OQ	7E = OM	7G = OU	7H = OO	7R = OR
1H = OJ	1R = OQ	7E = OM						
7G = OU	7H = OO	7R = OR						

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<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
57-59	Project Code	Enter the appropriate project code from Appendix 6.
60-61	Priority Designator	Enter the priority designator (PD) authorized in accordance with the assigned F/AD and UND (see pars. 3045-3047).
62-64	Required Delivery Date	<p>(1) When delivery within the UMMIPS Time Standard (par. 3049) is satisfactory: Except for the requirements listed below, enter "777" for IPG I and II when air shipment is requested. NOTE: IPG I and II requirements not assigned a RDD will be downgraded by DLA to IPG III processing.</p> <p>(2) When material is required to be delivered earlier or significantly later than indicated by the UMMIPS Time Standard Table, entries in cc 62-64 will be made in accordance with par. 3050.</p> <p>(3) When the requisition is for a NORS/NMCS/ANORS/ PMCS requirement, entries in cc 62-64 will be made in accordance with par. 3028-2e.</p> <p>(4) When material does not qualify to be requisitioned as a NORS requirement (as defined in par. 3028-1), but is needed for immediate issue to prevent or eliminate work stoppage of an equipment maintenance action for which a unique job control number (JCN) has been assigned, "R" will be entered in cc 62. Card columns 63-64 will be left blank if delivery within the UMMIPS Time standards for the assigned PD is satisfactory. If it is unsatisfactory, cc 63-64 will include an RDD, expressed in the number of days from the requisition date. An "R" in cc 62 will be significant to requisition processing at Navy activities only.</p> <p>(5) When a ship has been scheduled for inactivation, the cognizant type commander will request NAVICP MECH to initiate action to effect, on a specified date, "mass cancellation" of all the ship's outstanding requisitions (except those that were modified in accordance with par. 3551-3). In addition, the cognizant type commander will designate a contact point(s) to provide disposition instructions on material frustrated at air/water terminals. The designated contact point(s) will be required to provide requested disposition instructions to an air terminal within 24 hours, and to a water terminal within 48 hours to avoid unnecessary congestion at those activities. Requisitions for material known to be required during decommissioning, but submitted either prior to or after the mass cancellation effective date, must contain "555" in card columns 62-64 to preclude cancellation. Requisitions citing special processing code "555" will be exempt from mass cancellation actions and will be accorded processing precedence immediately after NORS/ANORS requirements</p>

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
65-66	Advice code	An advice code is used to provide the supply source with special instructions applicable to the requisitioned item when considered necessary to ensure appropriate supply action (see Appendix 1). Advice codes are mandatory for Depot Level Repairables and wood products in FSC's 5510 and 5530. Except for Issue Group 1 and NORS/NMCS/ PMCS/BROAD ARROW requirements, a supply source (by means of "CS" status) may arbitrarily reduce a requisitioned quantity to the maximum release quantity (MRQ) it has established for the item. To preclude such partial quantity rejections of requisitions for ILO, RE-AVCAL, initial allowances, and similar requirements the use of advice code 2L is recommended if the requested quantity exceeds 3 units and \$50 in money value, and is known to be a valid requirement. However, when using advice code 2L, which allows the requisition to bypass the MRQ edit, it is important to ensure the requested quantity is correct, and compatible with the unit of issue.
74-80	Extended price	Enter the total estimated price (unit price times quantity).

2. EXCEPTION DATA. Requisitioners should use available MILSTRIP capabilities to ensure automated processes are used to the maximum extent possible. The processing of exception data requisitions is a work intensive process that is prone to errors and generally delays required support. Supply sources receiving requisitions with unnecessary exception data; such as: "ship by commercial air," "do not use postal system," "ship by fastest traceable means," or "ship overnight delivery," are authorized to delete such information, change the exception DI to a non-exception DI, and continue processing. When exception data is used, document identifier code A0E or A05, as appropriate, will be entered in cc 1-3 of the requisition. Commanding Officers will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions. Exception data normally will be limited to:

- a. Non-NSN requirements which exceed the stock or part number field and/or require additional information.
- b. Non-NSN lumber products and other commodities identified and ordered by description only.
- c. Authorization/identification for items when such requirement is imposed by the ICP or by higher authority (e.g., Type Commander, Systems Command, etc.).
- d. NSN items in FSCs 5510, 5520, and 5530 requiring specification data such as species and/or grade.
- e. NSN requirements needing additional identifying information, for example, requisitions initially rejected with Status Code CG or CJ.
- f. Requisitions for LEVEL 1/SUBSAFE program and nuclear reactor plant materials.
- g. NSN items for chemicals for boiler water and feedwater analysis.
- h. Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

- i. Requisitions for Marine Corps PWR or Pre-Positioning Ships Program.
- j. Exception "ship to" addresses are authorized only under the following conditions (all others will be rejected with status code D6):
 - (1) Sales/donations/loans/issues of material to qualifying Federal, State, or Civil organizations or individuals approved by the Service Secretaries.
 - (2) Issues of nuclear assets as directed by DNA to DOE contractors.
 - (3) Material in Supply Condition Code L to contractors.
 - (4) Issues required by national emergency or natural disasters.
 - (5) Shipments of ammunition requiring special controls.
 - (6) Shipments to contractors for special testing.
 - (7) Requisitions from deployed Naval units with "R," or "V" in cc 30; "E," "G," or "W" in cc 40; 01, 02, or 03 in cc 60-61; and "999" in cc 62-64.
 - (8) DOD EMALL generated requisitions using a Government-wide Commercial Purchase Card (GCPC) as the method of payment.

3026 PREPARATION OF THE DD FORM 1348-6

1. GENERAL. The DD Form 1348-6 is used to requisition material which cannot be identified by an NSN, a NATO stock number, or an NICN. The form consists of two sections. The upper section includes essentially the same data elements as those in a DD Form 1348. The lower section includes ten data blocks for additional identification data which permits the inclusion of all available technical or descriptive data which will assist the supply source in the identification and/or procurement of the requisitioned item. Since the supply source must process a DD Form 1348-6 "off line", which usually delays material delivery, every effort should be made to cross part numbers to NSNs (see par 6234) so that the material can be requisitioned via automated methods.
2. CARD COLUMN ENTRIES. The DD Form 1348-6 will be completed in accordance with par 3023 and the following (see sample on previous page):
 - a. CC 1-3 (DOCUMENT IDENTIFIER). Enter A05 or A0E as appropriate.
 - b. CC 8-22 (ITEM IDENTIFICATION). Enter the Commercial and Government Entity Code (CAGE) and the part number, if known. If the CAGE and part number exceed 15 positions, enter the CAGE and entire part number in data block 1 of the "Identification Data" section. If only the CAGE or part number is known, leave card columns 8-22 blank and enter the CAGE or part number in data block 1 of the "Identification data" section.
 - c. DATA BLOCK 1 (MANUFACTURER'S CODE AND PART NO.). Enter the CAGE and part number of the item requested when both the CAGE and complete part number cannot be included in card columns 8-22. When only the CAGE is known, line out "Part No" from the data block caption and enter the CAGE; when only the part number is known, line out "CAGE" from the data block caption and enter the part number. When any entry is included in data block 1, leave card columns 8-22 blank.
 - d. DATA BLOCK 2 (MANUFACTURER'S NAME). Enter the name of the manufacturer of the item requested and address if known.
 - e. DATA BLOCK 3 (MANUFACTURER'S CATALOG IDENTIFICATION). Enter the title, edition, and page number of the manufacturers' catalog in which the requested item is described.
 - f. DATA BLOCK 4 (DATE). Enter the calendar date of the publication (YYMMDD).
 - g. DATA BLOCK 5 (TECHNICAL ORDER NUMBER). Enter the applicable technical order number in which the requested item may be defined.
 - h. DATA BLOCK 6 (TECHNICAL MANUAL NUMBER). Enter the applicable technical manual number in which the requested item may be defined.
 - i. DATA BLOCK 7 (NAME OF ITEM REQUESTED). Enter the appropriate name of the item requested.

j. DATA BLOCK 8 (DESCRIPTION OF ITEM REQUESTED). Enter a detailed description of the requested item, other than the noun name, color, and size which are to be included in data blocks 7, 8a, and 8b respectively. (If an electronic or ordnance item is requested, include the circuit symbol number if applicable).

k. DATA BLOCK 8a - 8b (COLOR, SIZE). Enter the color, and size of the item requested if applicable.

l. DATA BLOCK 9 (END ITEM APPLICATION). Enter the noun/name of the component/equipment (preferably the component) in which the requested item is used, and the name of the manufacturer of the component/equipment.

m. DATA BLOCK 9a - 9e (SOURCE OF SUPPLY, MAKE, MODEL NUMBER, SERIES, SERIAL NUMBER). Enter the source of supply, make, model number, series, and serial number respectively of the component/equipment indicated in data block 9.

n. DATA BLOCK 10 (REQUISITIONER). Enter the requisitioners' clear text name, commercial, or AUTOVON number, and address including zip code.

o. DATA BLOCK 11 (REMARKS). Enter any additional technical information which will assist in positive identification of the requested item, such as the applicable APL/CID number, EIC number, drawing number, piece number, service application, contract number, military specification number, and any component/equipment nameplate data not included in data block 8 through 8d. When a component is indicated in data block 8 in lieu of a, equipment, enter a brief description of the next higher assembly or the parent equipment in this data block. If the requested item can also be identified by a permanent "LL" coded NICN (see par. 2033-2), enter the NICN under a typed "ADDITIONAL ITEM DATA" caption. To effect procurement of the item desired, enter complete line of accounting data (see par. 9102), name, rank and signature of the Supply Officer.

3. DISTRIBUTION OF DD FORM 1348-6. The DD Form 1348-6 will be distributed as follows:

<u>Copy</u>	<u>Distribution</u>
Original	To ashore supply activity.
Green Copy	To OPTAR record keeper for filing. For SUADPS-RT/RSUPPLY activities: attach to original request and file in Stock Control History File after SUADPS-RT/RSUPPLY processing
Pink Copy	To outstanding requisition file.
Yellow Copy	To ashore supply activity (with original).
1st White Copy	To be returned to the requesting department with the departmental budget report (optional).
2nd White Copy	To be filed in the historical demand file (HDF), or discard if an HDF is not maintained.

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SAMPLE DD FORM 1348-6 REQUISITION

DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S		ITEM IDENTIFICATION* <small>(NSN, FSCM/Part No., Other)</small>																UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER																						
						FSCM								PART NUMBER															REQUISITIONER																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35																	
A		Ø		E		N		D		Z		S												E		A		Ø		Ø		Ø		Ø		Ø		1		R		5		2		1		9		2	
DOCUMENT NO. (Cont.)				DATE		SERIAL		D E M A N D		S E R V		SUPPLEMENTARY ADDRESS				S I G N A L		FUND CODE		DISTRIBU- TION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVISE CODE		BLANK																					
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69																		
5		Ø		3		3		Ø		1		4		R		Y		N		E		B		1		3		A		N		R																			
										REJECT CODE <small>(FOR USE BY SUPPLY SOURCE ONLY)</small>		IDENTIFICATION DATA <small>*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)</small>																																							
										65		66		Ø5Ø73 N3-12291-P1Ø4																																					
										1		5		Ø		Ø		Ø		2. MANUFACTURER'S NAME BABCOCK & WILCOX CO., NEW YORK NY																															
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)										5. TECHNICAL ORDER NUMBER																															
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																																									
NAVY TECH MANUAL 351-ØØ48										ELEMENT, SOOT BLOWER, UNIT A																																									
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR																																									
										8b. SIZE																																									
9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY																																									
9b. MAKE					9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																																				
10. REQUISITIONER <small>(Clear text name and address)</small>										11. REMARKS																																									
USS JOHN PAUL JONES (DDG-32)										ADDL EQUIP DATA: APL Ø212ØØØØØ7,																																									
FPO AP 966Ø1										EQUIP PATTERN #12; ADDL ITEM																																									
(703) 444-5555 DSN 544-5555										DATA: NICN 441Ø-LL-CAS- ØØØ1																																									
17518Ø4.7Ø2D/ØØØ/53824/Ø										Ø6Ø957/2D/R52192/ØØ5Ø333Ø14NR																																									

FOLD LINE

FOLD LINE

DD Form 1348-6, FEB 85 *Edition of Apr 77 may be used until exhausted.*
S/N 0102-LF-013-2273

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT(MANUAL-LONG FORM)

3027 PREPARATION OF THE NAVSUP FORM 1250-2

1. GENERAL. The NAVSUP Form 1250-2 is used by afloat activities to requisition NON-NSN/part numbered items from Navy supply sources. The form is a combination of the DD Form 1348-6 and the NAVSUP Form 1250-1. Unlike the DD Form 1348-6, which is a DOD form, the NAVSUP Form 1250-2 may only be used by afloat activities and only at Navy supply activities. It is not approved for use outside the Navy Supply System.

2. DATA ENTRIES.

a. DATA BLOCKS A - W. Data blocks A - V of the NAVSUP Form 1250-2 are identical to data blocks 1-17 and A - E of the NAVSUP 1250-1 and will be completed in accordance with par. 3025-3. For Data Block W (SC), enter the Supply Source Code (alpha) to indicate the basis or means of material availability at the time the item is requested; or the maintenance source code (numeric) to indicate the source from which a non-issued maintenance item was obtained (see Glossary).

b. CARD COLUMNS 1-80. Card columns 1-80 consist of MILSTRIP data and will be completed in accordance with par 3023 and the following:

(1) CARD COLUMNS 1-3 (DOCUMENT IDENTIFIER). Enter A05 or A0E as appropriate.

(2) CARD COLUMNS 8-22 (ITEM IDENTIFICATION). Enter the Commercial and Government Entity Code (CAGE) and the part number, if known. If the CAGE and part number exceed 15 positions, enter the CAGE and entire part number in data block 1 of the "Identification Data" section. If only the CAGE or part number is known, leave card columns 8-22 blank and enter the CAGE or part number in data block 1 of the "Identification data" section.

(3) CARD COLUMNS 74-80. "EST U/P" and the estimated unit price will be entered above card columns 74-80; "NTE" (not to exceed) and the total estimated price will be entered in card columns 74-80.

c. DATA BLOCK AA (MANUFACTURER'S CODE AND PART NO.). Enter the CAGE and part number of the item requested when both the CAGE and complete part number cannot be included in card columns 8-22. When only the CAGE is known, line out "Part No" from the data block caption and enter the CAGE; when only the part number is known, line out "CAGE" from the data block caption and enter the part number. When any entry is included in data block 1, leave card columns 8-22 blank.

d. DATA BLOCK BB (MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT). Enter the name of the manufacturer of the item requested, mailing address, and point of contact.

e. DATA BLOCK CC (SHIP'S POC). Enter the name, rate, division and phone number of the individual to be contacted for further information on the requested item.

f. DATA BLOCK DD (TECHNICAL MANUAL NUMBER/BLUEPRINT NO). Enter the applicable technical manual number or blueprint number in which the requested item may be defined.

g. DATA BLOCK EE (END ITEM APPLICATION). Enter the noun/name of the component/equipment (preferably the component) in which the requested item is used, and the name of the manufacturer of the component/equipment.

h. DATA BLOCKS FF-GG (MANUFACTURER'S CATALOG IDENTIFICATION AND DATE). Enter the title, edition, and page number of the manufacturers' catalog in which the requested item is described. Enter the calendar date of the publication (YYMMDD) in block GG.

i. DATA BLOCK HH (TECHNICAL ORDER NUMBER). Enter the applicable technical order number in which the requested item may be defined.

j. DATA BLOCK II (NAME OF ITEM REQUESTED/CIRCUIT SYMBOL NUMBER). Enter the appropriate name of the item requested and the circuit symbol number if applicable.

k. DATA BLOCK JJ (DESCRIPTION OF ITEM REQUESTED/COMPLETE NAMEPLATE DATA FROM EXISTING UNIT). Enter a detailed description of the requested item including complete nameplate data, make, model no., series, serial no., color, and size.

l. DATA BLOCK KK (SOURCE OF SUPPLY). Enter the source of supply including point of contact and phone number if available.

m. DATA BLOCK LL (ACCOUNTING DATA). Enter complete line of accounting data (see par. 9102).

n. DATA BLOCK MM (REQUISITIONER). Enter the requisitioners' clear text name and address including zip code.

o. DATA BLOCK NN (APPROVED BY). Enter the name, rank and signature of the Supply Officer, Contracting Officer, or Ordering Officer as appropriate.

3. DISTRIBUTION OF NAVSUP FORM 1250-2. The NAVSUP Form 1250-2 will be distributed as follows:

<u>Copy</u>	<u>Distribution</u>
Original	To ashore supply activity.
Green Copy	To OPTAR record keeper for filing. For SUADPS-RT/RSUPPLY activities: attach to original request and file in Stock Control History File after SUADPS-RT/RSUPPLY processing
Pink Copy	To outstanding requisition file.
Yellow Copy	To ashore supply activity (with original).
1st White Copy	To be returned to the requesting department with the departmental budget report (optional).
2nd White Copy	To be filed in the historical demand file (HDF), or discard if an HDF is not maintained.

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SAMPLE NAVSUP FORM 1250-2

U.S. Government Printing Office: 1986-608-230

NON-NSN REQUISITION (4491)																																																											
A. REQ. DATE 5220					B. DEPT NO 1142					C. URGY B					D. RDD 5227					E. LOCATION					F. <input type="checkbox"/> SIM <input checked="" type="checkbox"/> NON-SIM					G. ISSUE DATE					H. REQN QTY 00001					I. REQN NO 5220-A985																			
J. NOUN NAME OR REF SYM VALVE, FUELS										K. FPR					L. APL/AEL/CID 881200007										M. INV QTY					N. <input type="checkbox"/> NIS <input checked="" type="checkbox"/> NC					O. OBL AM T 160.50					P. POSTED S/R (REQN O/S)																			
JOB CONTROL NUMBER Q. UIC										R. WC					S. JSN					T. EIC					U. EQUIP COSAL SUPPT'D <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					V. URG <input type="checkbox"/> MART <input type="checkbox"/>					OPTAR LOG <input checked="" type="checkbox"/>					S/R (ISSUE)																			
DOCUMENT IDENTIFIER			ROUTING IDENTIFIER			M & S	NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN															UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER REQUISITIONER DATE SERIAL SC																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	W																
A0E			NDZT																			EA		00001					R05504 5220 A985										J																				
DEPARTMENT ADDRESS					SUPPLEMENTARY ADDRESS					SIGNATURE					FUND CODE					DISTRIBUTION CODE					PROJECT CODE					PRIORITY					REQUIRED DELIVERY DATE					A D V I C E					BLANK					EST U/P 160.50					REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)				
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	65	66																					
R Y NEB01					A NR										EK5 06					227															NTE 160.50																								
IDENTIFICATION DATA																																																											
AA. MANUFACTURER'S CODE AND PART NO. CAGE 1421 P/N 12281-818487																				CC. SHIP'S POC D. CERWONKA																																							
BB. MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC) BABCOCK & WILCOX INC. 1221 QUEEN BLVD NEW YORK, NY 10606																				NAME D. CERWONKA																																							
DD. TECH MANUAL NO./BLUEPRINT NO. TMIN 0967-LP-096-1612																				RATE BTCS																																							
EE. END ITEM APPLICATION BOILER, STEAM, MAIN 600 PSI, 6800 CUBIC FT																				DIVISION EB01																																							
FF. MANUFACTURER'S CATALOG IDENTIFICATION MARINE SUPPLIES #23R15																				PHONE 619 235-7246																																							
GG. CATALOG DATE JUN 94																				HH. TECHNICAL ORDER NO.																																							
II. NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO. VALVE, FUELING, BRONZE																																																											
JJ. DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT VALVE, FUELING BRONZE, STANDARD THREADS, COMPLETE WITH BRONZE BUSHING. THIS IS A FUEL OIL SUPPLY VALVE FOR BOILER SUPER HEATER ATOMIZER																									MAKE BABCOCK & WILSON					MODEL NO. B241																													
																									SERIES CE					SERIAL NO. 11947																													
																									COLOR BRONZE					SIZE 4" X 3 1/2" X 2"																													
KK. SOURCE OF SUPPLY (Incl phone and POC if avail) MARINE SUPPLIES INC., 824 THUNDER RD, NATIONAL CITY CA																																																											
LL. ACCOUNTING DATA 1751804.702D/000/53824/0/060957/2D/R05504/0/005220A985NR																																																											
MM. REQUISITIONER (Clear text name and address) SUPPLY OFFICER USS DUARTE (DD-901) FPO AE 96601																				NN. APPROVED BY: (Supply/Contracting/Ordering Officer) NAME W. B. ELLIS RANK LT SIGNATURE W. B. Ellis																																							

NAVSUP FORM 1250-2 (7 pt) (2-86) S/N 0108-LF-501-2520

3028 NORS/NMCS REQUISITIONS

1. GENERAL

a. NORS (Not Operationally Ready Supply) Requisitions. NORS requisition are requisitions submitted for a casualty report (CASREP) requirement, as defined in Navy Warfare Publication (NWP) 1-03.1 or anticipated CASREP requirement (ANORS), as authorized in OPNAVINST 4614.1 (series).

b. NMCS (Not Mission Capable Supply) Requisitions. An NMCS requisition is any requisition submitted for aviation material required to correct an aircraft NMCS condition, an anticipated NMCS condition (ANMCS), or a partial mission capable - supply (PMCS) condition as defined in OPNAVINST 5442.4 (series). It is also any requisition for a test bench item qualified to be designated as a BROAD ARROW requirement in accordance with OPNAVINST 5442.2 (series).

2. PREPARATION OF NORS/NMCS REQUISITIONS. NORS or NMCS requisition will be submitted in accordance with Type Commander instructions and prepared in the same format as that described in par. 3023-3025 with the following exceptions (see sample on following page):

a. Weapon System Designator Code (cc 21-22). Enter the appropriate weapon system designator code (WSDC) from Appendix 24 if the requisition is for an NMCS/ANMCS/PMCS/ BROAD ARROW requirement.

b. Serial Number (cc 40-43). In the first position of the serial number, enter a "W" for a NORS (C4/C3/C2 CASREP) requirement; a numeric, or authorized alphabetic other than "W" for an ANORS requirement; or a "G" for an NMCS/ANMCS/PMCS/ BROAD ARROW requirement.

c. Project Code (cc 57-59). Enter the project code applicable to the NORS, ANORS, NMCS, ANMCS, PMCS, or BROAD ARROW requirement (see Appendix 6).

d. Priority (cc 60-61). Enter the highest priority designator (PD) associated with urgency of need designator "A" and the assigned force/activity designator (see par. 3048).

e. RDD (cc 62-64).

(1) Requirements Qualified for "999". When critically needed NORS/ANORS material or "NMCS/PMCS" material requires the most expeditious handling possible, enter "999". The requisitioner must be a unit of Navy forces overseas (or a unit alerted for deployment within 30 days); assigned F/AD I, II, or III; priority designator 01, 02, or 03 must be assigned; and one of the following conditions must apply:

(a) material is required to correct a C2/C3/C4 casualty to a primary weapon or equipment for which a casualty report has been submitted; or

(b) material required has been identified during maintenance or testing as necessary to prevent a C2/C3/C4 casualty to a primary weapon or equipment within 15 days of actual combat requirements or within 5 days for all other worldwide requirements; or

(c) material is required to correct an NMCS/PMCS condition is defined in OPNAVINST 5442.4 (series).

(2) Units Assigned to Indian Ocean. An RDD entry of "999" is authorized in all NORS, ANORS, NMCS, ANMCS, PMCS, and BROAD ARROW requisitions submitted by units operating in the Indian Ocean (this authority is effective 30 days prior to in-chopping and terminates upon out-chopping).

(3) Requisitions Not Qualified for "999". For Non Operational Ready Supply (NORS)/ Anticipated Not Operational Ready Supply(ANORS) or Non Mission Capable Supply (NMCS)/ Partial Mission Capable Supply(PMCS) Non Intensive Repairable Item Management (IRIM) requirements which do not meet the criteria in the preceding subparagraphs, if delivery within the UMMIPS time standard for the assigned Priority Designator (PD) is satisfactory, enter "777" in cc 62-64 for expedited transportation. If delivery within the UMMIPS time standard is unsatisfactory, cc 62-64 will include an "N" (NORS, NMCS, BROAD ARROW) or "E" (ANORS, Anticipated Not Mission Capable Supply (ANMCS)) followed by the number of days until the part is required onboard (i.e. "N09" - must have within 9 days). See OPNAVINST 5442.4 (series) for entries required in cc 62-64 of NMCS/ANMCS requisitions of IRIM material.

3. TRANSMITTAL OF NORS/NMCS REQUISITIONS. Requisitions for NORS/ANORS or NMCS/ANMCS/PMCS/BROAD ARROW requirements will be transmitted by naval message unless transmittal by other means such as electronic mail, transceiver, or, when courier service, is considered to be more expedient (see par. 3029-1c for restrictions applicable to telephone transmittals).

4. NORS/NMCS REQUISITION EXPEDITING. Requests for emergency assistance with NORS/NMCS requirements should be directed to Priority Material Office (PMO), Bremerton WA (RIC: PFZ), liaison with Defense Supply Center Emergency Supply Operations Centers (ESOC), General Services Administration Regional Offices, and Army National Inventory Control Points).

5. NAVAL CONSTRUCTION FORCES NORS/ANORS REQUISITION. Guidelines for preparation and maintenance of NORS/ANORS requisitions are contained in COMSECONDNCB/COMTHIRDNCBINST 4400.3 series.

NORS MILSTRIP REQUISITION MESSAGE

261111Z MAY 05
 FM USS ENTERPRISE
 TO PRIORITY MATERIAL OFFICE DET NORFOLK VA//10//
 PRIORITY MATOFF BREMERTON WA//20//
 INFO COMNAVAIRLANT NORFOLK VA//N41/N411/N43/N431/N435/N411A1//
 NAVICP MECHANICSBURG PA//1011//
 COMSECONDFLT
 COMCARSTRKGRU TWELVE
 AIG 71
 BT
 UNCLAS //N04400//
 MSGID/GENADMIN/CVN 65 ENTERPRISE/146//
 SUBJ/CASREP MILSTRIP REQUISITION, CASREP 04146//
 REF/A/RMG/USS ENTERPRISE/261110ZMAY2005//
 RMKS/ISO REF A, RQST EXPEDITE FOL. MILSTRIP REQ:
 A0APFZS5840006178288 EA00001V033655146W003RN45919ADRN2F740039995S//

3029 METHODS OF REQUISITION TRANSMITTAL

1. GENERAL. MILSTRIP is designed to permit transmission and receipt of requisitions by electronic methods. Telephone, mail, fax and courier are the most labor intensive and error prone methods of submission and should be avoided. To assure responsive and expeditious processing, the media of communication used will be consistent with, and subject to, the limitations for use of media and status codes cited in Appendix 16. The media to be used and the normal order of preference of use for each media is as follows:

a. Streamlined Automated Logistics Tool Set (WINSALTS) will be used to electronically transmit all PD 01-15 documents. This includes all exception requisitions for standard stock material (NSN/NICN).

b. Naval messages may be used for priorities 01-08 documents and will be assigned a communications precedence of "Priority". Naval messages should be used on an exception basis and only as a means for electronic submission of MILSTRIP documents in prescribed formats.

c. Telephone for PD 01-03 documents may be used when electronic means are unavailable. If the telephone is used, the verbally submitted requirements will not be confirmed with requisition document transmittals by another media. Telephone transmittal is not recommended due to the possibility of supply source errors in documenting verbally provided requisition data.

2. MILSTRIP FILES TO BE SUBMITTED VIA DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAASC)

a. Concept. DAASC is a near "real time" system that functions as an automated system for routing logistics data traffic and provides transaction processing and data information services. It is designed to effectively utilize communications provided by established communications networks. An input file to DAASC may contain different types of transactions, but each transaction must be on a separate line.

b. Requisitions qualified for DAASC. When no exception data is required, requisitions for NSN or NICN items will be prepared and submitted via DAAS. Requisitions for non-NSN/NICN items requiring exception data will be prepared and submitted in accordance with par. 3029-3. Sources of supply will be determined in accordance with par. 3004.

c. Preparation. When a requisition is prepared for transmittal via DAASC the MILSTRIP data normally included in card columns (cc) 1-66 of a DD Form 1348 (see par. 3023) will be entered. When data elements are not applicable, the data columns must be left blank. No slashes (/) are permitted. CASREP requisitions will be transmitted directly to PMO Bremerton WA (RIC: PFZ) and will be sent in a Naval message. The requisitions will cite a "W" in the first position of the serial number and the message will reference the related CASREP message(s). Do not use WinSALTS or DAAS to transmit CASREP related requisitions

d. Transmission to DAASC. DAASC no longer has the capability to receive MILSTRIP transactions in Naval message format. MILSTRIP requisitions must be received via other established interfaces such as SALTS/MILSTRIP, Web Requisitioning (WebReq), and DAASC Automated Message Entry System (DAMES). Establishing an account for any of the DAASC networks or interfaces can be requested via the DAASC Homepage at: <https://www.daas.dla.mil/daashome/>.

(1) SALTS/MILSTRIP. The SALTS MILSTRIP option can be used to send MILSTRIP data directly to DAASC. This is the interface used by the majority of the Navy fleet units. Requires coordination through the SALTS Central office at NAVICP Philadelphia PA.

(2) Web Requisitioning (WebReq). WebReq is a Web-based requisitioning system that provides customers with a means to input materiel requisitions directly into DAASC via the internet and receive status transactions via the same method. WebReq is used extensively to order charts and maps.

(3) DAASC Automated Message Entry System (DAMES). DAMES is a PC-based requisition and message system. MILSTRIP files can be built interactively within DAMES or text files can be uploaded into DAMES for transmission to DAASC. DAMES allows the user to address messages to other site(s), with routing based on a DAASC provided Plain Language Address Directory.

e. Validation of Transmitted Data. To preclude retransmittal of erroneous data, DAASC validates the following significant data fields in requisitions:

- (1) document identifier code,
- (2) routing identifier code,
- (3) stock number,
- (4) quantity,
- (5) requisitioner,
- (6) signal code
- (7) media & status code
- (8) supplementary address

Omissions or invalid MILSTRIP codes in any of these fields will cause DAASC to reject the inaccurate requisition via message to the originator with a narrative statement outlining the reason for rejection (e.g., invalid document identifier code). The ship must recognize that any rejected requisition(s) and related narratives are based upon the first discrepancy detected, and that other errors may exist in the same requisition(s). Only the rejected requisition(s) are to be resubmitted by the originator in a new message, the remainder of the documents in the original message will have been processed by DAASC.

SAMPLE OF DAAS MILSTRIP REQUISITION TRANSACTIONS WITH REJECTED LINE

```

RMKS/1.
A01NNZT5340009145109 RO00001N638886099Z066RN62863BWP 9QZC612145
A01NNZT8430010174021 EA00001N638886099Z067RN62863BWP
9DZC612145//
BT
    
```

This line will be rejected by DAAS, the first two lines will be accepted.

f. Document Tracer Action. DAASC maintains tracing capability based on an input file name or MILSTRIP document number. Web Visual Logistics Information Processing System (WebVLIPS) is a web based, access controlled query system for current, open transactions and completed transactions for up to 60 days after closure. WebVLIPS accesses the Logistics On-line Tracking System (LOTS), a DAASC relational database system, which portrays the life cycle of a logistics action. The WebVLIPS customer can track requisitions from their release into the DOD pipeline, until the material is received at the destination activity. WebVLIPS can be accessed via the DAASC Homepage at: <https://www.daas.dla.mil/daashome/>.

3. MILSTRIP MESSAGES TO BE SUBMITTED DIRECT TO SUPPLY SOURCE. Message requisitions for non-NSN/NICN items will be submitted direct to the supply source. Such messages will be prepared in accordance with the following instructions (see sample on following page):

a. Message requisitions will be submitted in MILSTRIP format; data elements will be separated by slants (/); and data elements not applicable will be identified by "BLNK".

b. No more than seven requisitions will be included in the message, and a separately numbered paragraph is required for each requisition.

c. Messages will indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUW".

d. The subject of the message will contain the appropriate purpose designation; e.g., "MILSTRIP REQUISITION", "MILSTRIP NORS REQUISITION" or "NON-NSN REQUISITION".

e. When the requisition is related to a CASREP, the date time group (DTG) of the CASREP message will be entered as reference (a). MILSTRIP messages must not contain both CASREP and NON-CASREP requisitions.

f. All requisitions in a message will be intended for the same supply source (i.e., all routing identifier codes will be identical for each requisition in the message).

g. To ensure the accuracy of essential data in the event of garbled transmission, the stock number (or CAGE and part number) and quantity will be spelled out. Use five digits to represent quantity (i.e., show a quantity of 1 as ZERO ZERO ZERO ZERO ONE). The following additional data elements also may be spelled out if desired:

(1) distribution code addressee (first position of distribution field), when used;

(2) priority designator;

(3) required delivery date, when used;

(4) advice code, when used.

h. If the first position of the distribution code is not applicable, use "BLNK" followed by the two digit cognizance symbol (BLNK 1H).4. NON-NSN AND PART NUMBERED CASREP REQUISITION. In order to improve CASREP response processing time, fleet units will submit their CASREP NON-NSN/PART NUMBERED requisitions by message directly to Priority Material Office (PMO), Bremerton, WA (RIC: PFZ). Ships deployed to the Seventh Fleet will include the nearest Fleet and Industrial Supply Center (FISC) as "INFO" addressee on the message. The FISC will screen the requirement and if the part number is cross referenced to an NSN and the item is available, the FISC will intercept the requisition and make the issue.

5. OTHER ACTIONS REQUIRED. When approved for release, the message will be delivered to the communications center except for one copy which will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. The "DTG" copy of the message then will be placed in an "outgoing message" file or CASREP file folder.

SAMPLE OF NON-NSN REQUISITION MESSAGE

```

RTTUZYUW RUFRRGG9846 2782200-UUUU--RUCBTFA
ZNR UUUUU
R 052200Z OCT 04
FM USS JOHN PAUL JONES
TO FISC SAN DIEGO CA//N4//
INFO (AS REQUIRED)//
BT
UNCLAS //N04491//
MSGID/GENADMIN/USS JOHN PAUL JONES//
SUBJ/MILSTRIP NON-NSN REQUISITION//
RMKS/1. A05/NDZ/S/BLNK/EA/ZERO ZERO ZERO ZERO ONE/R52192/4278/3014/R/
YNEB01/A/NR/BLNK/EK5/05/BLNK/BLNK/$1500.00. IDENTIFICATION DATA: CAGE AND
PART NO. 05073 N3-12291-P104; MFR BABCOCK AND WILCOX CO., NEW YORK NY; NAVY
TECH MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT BLOWER, UNIT A; END ITEM
APPLICATION: BOILER, STEAM, MN, 634 PSI, 1393 TB; SOURCE OF SUPPLY: BABCOXK
AND WILCOX CO; APL 021200007; MFR DWG NO. MX 253001; EQUIP SPEC MIL-R-18381
SHIPS; ADDL ITEM DATA: NICN 4410-LL-CAO-0001//
BT
    
```

3030 CASUALTY REPORT (CASREP)

1. GENERAL. The Navy Warfare Publication (NWP) 1-03.1 Chapter 4, promulgates the message format which must be utilized in the submission of a Casualty Report. Data sets which may be included in a CASREP message are as follows (see sample on page 3-39):

- MSGID Message Identification
- POSIT Position
- REF Reference Message
- CASUALTY Equipment Casualty
- ESTIMATE Estimated Time of Repair
- ASSIST Outside Assistance
- PARTSID Parts Identification
- TECHPUB Technical Publication
- 1PARTS Equipment Casualty Parts
- 1STRIP MILSTRIP Information

Material Procurement

3030

- AMPN Amplification
- RMKS Remarks
- DWNGRADE Downgrading/Declassification Procedures

a. Equipment Casualty Parts. The Equipment Casualty Parts (1PARTS) set identifies the parts required to repair an equipment casualty. The set shall be submitted in the Initial CASREP or first Update CASREP. An AMPN set is required to report the reason each required item is not on board. The Supply Officer will be requested to provide 1PARTS as follows:

(1) DL (Data Line) - Sequentially identifies each part required for the repair. A corresponding data line will be used in the 1STRIP set to relate MILSTRIP information to parts specified in this set.

(2) NATIONAL STOCK NO. - If unknown or non existent, enter "UNKNOWN" and provide all identification information available, including part number, in an AMPN set.

(3) RQD - Report the quantity needed. This is not necessarily the same number of parts ordered through MILSTRIP.

(4) COSAL - Report the quantity authorized in the COSAL.

(5) ONBD - Report the quantity of the item currently on board.

(6) CIRCUIT - Report the circuit symbol identification of the part, if applicable. It is limited to ten characters.

b. MILSTRIP Information. The MILSTRIP information (1STRIP) set identifies MILSTRIP to enable staff personnel to expedite the delivery of parts required to correct an equipment casualty. The Supply Officer will be requested to provide 1STRIP as follows:

(1) DL (Data Line) - Sequentially identifies each part required for the repair of an equipment casualty. The corresponding data line in the 1PARTS set will be used here to relate MILSTRIP information to the proper part, e.g., data line 04 in the 1PARTS set must correspond to data line 04 in the 1STRIP set.

(2) DOCUMENT ID - Report the appropriate MILSTRIP document number (UIC, Julian date and document serial number). The first character of the serial number shall always be "W".

(3) QTY - Report the quantity of this item ordered.

(4) PRI - Report the priority associated with the requisition of this item (see charts on following page).

(5) RDD - Report the required delivery date of this item in three digit Julian date form.

(6) ACTIVITY - Report the routing identifier of the activity to which the requisition for this part was sent.

(7) REQUISITION STATUS - Enter a brief narrative status or the date time group of the requisition message for this item.

c. Amplification. The Supply Officer may be called upon to provide APL Data (PARTSID) or Technical Publication (TECHPUB). The Supply Officer must ensure that each item listed in 1PARTS has been thoroughly researched in accordance with par. 3048-2.

PACIFIC FLEET CASREP REQUISITION PREPARATION GUIDE

	NORS						ANORS					
	C-3/4			C-2			C-3/4			C-2		
	PRI	PC	999	PRI	PC	999	PRI	PC	999	PRI	PC	999
Non-Deployed	3	747	No	6	729	No	3	743*	No	6	743*	No
90 Days Prior to Deployment	2	747	No	5	729	No	2	743*	No	5	743*	No
60 Days Prior to Deployment	2	747	No	2	729	No	2	743*	No	5	743*	No
30 Days Prior to Deployment	2	747	Yes	2	729	Yes	2	743*	Yes	5	743*	No
Deployed	2	747	Yes	2	729	Yes	2	743*	Yes	5	743*	No
7th Fleet	2	711	Yes	2	702	Yes	2	743*	Yes	5	743*	No
30 Days Prior to I.O.	2	711	Yes	2	702	Yes	2	743*	Yes	2	743*	Yes

* Project Code 743 will not be utilized by FBM submarines

ATLANTIC FLEET CASREP REQUISITION PREPARATION GUIDE

	NORS						ANORS					
	C-3/4			C-2			C-3/4			C-2		
	PRI	PC	999	PRI	PC	999	PRI	PC	999	PRI	PC	999
Non-Deployed	3	752	No	6	740	No	3	733*	No	6	733*	No
90 Days Prior to Deployment	2	752	No	5	740	No	2	733	No	5	733	No
60 Days Prior to Deployment	2	752	No	2	740	No	2	733*	No	5	733*	No
30 Days Prior to Deployment	2	752	Yes	2	740	Yes	2	733*	Yes	5	733*	No
Deployed	2	752	Yes	2	740	Yes	2	733*	Yes	5	733*	No
6th Fleet	2	765	Yes	2	792	Yes	2	733*	Yes	5	733*	No
30 Days Prior to I.O.	2	765	Yes	2	792	Yes	2	733*	Yes	2	733*	Yes

* Project Code 733 will not be utilized by FBM submarines

SAMPLE OF INITIAL CASREP MESSAGE

P 151744Z APR 05
 FM USS KITTY HAWK
 TO COMNAVAIRPAC DATA SAN DIEGO CA//N43//
 COMNAVAIRPAC SAN DIEGO CA//N41/N43/N432/N4345/N435/N436/N6/N8//
 SENIOR OPERATIONAL COMMANDER
 IMMEDIATE OPERATIONAL COMMANDER
 TRMSDATACEN PEARL HARBOR HI
 TRMSDATACEN SAN DIEGO CA
 COMLANTFLT NORFOLK VA
 COMPACFLT PEARL HARBOR HI
 INFO COMSPAWARSSYSCOM SAN DIEGO CA//04F/04L//
 SPAWARSSYSCEN CHARLESTON SC//0F/0F2//
 SPAWARSSYSCEN SAN DIEGO CA//D611//
 ANCHOR DESK NORFOLK VA
 PUGET SOUND NAVAL SHIPYARD AND IMF BREMERTON WA
 PRIORITY MATOFF BREMERTON WA//20//
 BT
 C O N F I D E N T I A L
 MSGID/CASREP/CV 63 KITTY HAWK/27//
 SUBJ/CASREP//
 POSIT/4530N2-04645W9/151615ZAPR05//
 CASUALTY/INITIAL-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
 ESTIMATE/302359ZMAY05/RECEIPT OF PARTS NLT 16 MAY 05//
 PARTSID/APL: 490010002/-/JCN: N03363-EB01-0802//
 TECHPUB/NAVSEA 0956-LP-023-8100//
 1PARTS

/DL	NATIONAL STOCK NO.	RQD	COSAL	ONBD	CIRCUIT
/01	9H5930-01-050-6624	001	000	000	-
/02	9H6630-01-049-0947	001	000	000	-//

AMPN/REASON ITEM NOT ONBOARD-NO ALLOWANCE ALL PARTS LISTED IN PARTSID
 APL//
 1STRIP

/DL	DOCUMENT ID	QTY	PRI	RDD	ACTIVITY	REQUISITION STATUS
/01	V03363-5094-W400	001	05	149	PFZ	151745ZAPR05
/02	V03363-5094-W401	001	05	149	PFZ	151745ZAPR05//

RMKS/ANALYZER FAILS TO GIVE ACCURATE CONTINUOUS READOUTS, CAUSING
 COMPLETE LOSS OF OXYGEN MONITORING CAPABILITY. CAUSES BELIEVED TO BE
 COMBINED ENVIRONMENT (HEAT AND HUMIDITY OF FIREROOMS) AND PARTS
 FAILURE. OXYGEN MONITORS HAVE NOT WORKED PROPERLY SINCE INSTALLATION
 DURING SRA 97. SHIPS FORCE INSPECTION HAS NOW REVEALED HOLES IN BOTH
 TEFLON MEMBRANES. 5102 MISHAP REPORT BEING (NOT BEING) SUBMITTED. SHIPS
 SCHEDULE: INPORT SINGAPORE 14 MAY - 22 MAY. CONSIDER 20-22 MAY IDEAL TIME
 TO OBSERVE UNITS IN OPERATION.//DWNGRADE/DECL 30NOV05//

Classified for illustrative purposes only

3031

Material Procurement

3031 PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

1. GENERAL. A DD Form 1149 will be prepared for procurement of only that material which is excluded from MILSTRIP, and for only that excluded material for which another procurement document is not specified (see par. 3022). It also may be used to requisition repairs or rentals of labor saving devices, repairs of other equipage items, dry cleaning/renovation services, etc., when use of the DD Form 1149 for such requirements is prescribed by the supply source or repair facility. When use of the DD Form 1149 is appropriate, it will be limited to a single page and will be prepared by typewriter or ball point pen.

SAMPLE FORM DD1149 FOR MATERIAL OR SERVICES OTHER THAN BULK PETROLEUM

SHIPPING CONTAINER TALLY													
REQUISITION AND INVOICE / SHIPPING DOCUMENT													
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.											Form Approved OMB No. 0704-0246		
1. FROM (Include ZIP Code) R52192 USS JOHN PAUL JONES					SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 10 FEB 96		6. REQUISITION NUMBER SEE R52192-6041-BELOW				
2. TO: (Include ZIP Code) N00244 FISC SAN DIEGO CA					7. DATE MATERIAL REQUIRED (YYMMDD)			8. PRIORITY 13					
3. SHIP TO - MARK FOR SUPPLY OFFICER USS JOHN PAUL JONES (DDG-32) FPO AE 92222-2145					9. AUTHORITY OR PURPOSE			10. SIGNATURE <i>M. Jones</i> M. Jones, LT, SC, USN		11a. VOUCHER NUMBER & DATE (YYMMDD)			
4. APPROPRIATIONS SYMBOL AND SUBHEAD 1761804.70BB					OBJ. CL. 000	BUR. CONT. NO. 53824	SUBAL. LOT 0	AUTHORIZATION ACCTG ACTIVITY 060957	TRANS. TYPE 2D	PROPERTY ACCTG ACTIVITY R52192	COUNTRY	COST CODE (REQN SER. NO.) 006041 - - - - NU	AMOUNT SEE BELOW
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)						UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	SERVICES AND MATERIALS FOR REPAIR OF:												
	3001 MARCHANT CALCULATORS Ser No's 441067, 441255						JOB	1					\$ 60.00
	3002 FRIDEN ADDING MACHINE Ser No. 56432						JOB	1					40.00
	3003 IBM ELECTRIC TYPEWRITERS Ser No's 14-667421, 15-667441						JOB	1					60.00
TOTAL COST NOT TO EXCEED \$160.00													
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO													
17. SPECIAL HANDLING													
RECEIVED BY SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)	BY	SHEET TOTAL		
	CHECKED BY						RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)	BY	GRAND TOTAL		
	PACKED BY						POSTED		DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.		
					TOTAL								

DD Form 1149, DEC 93
306/080

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Previous editions are obsolete. S/N 0102-LF-017-7900 (Navy Overprint 1994)

2. MATERIAL (OTHER THAN BULK PETROLEUM) AND SERVICES. When the DD Form 1149 is used for the procurement of specified materials and services (other than bulk petroleum), it will be prepared in the following format (see sample on previous page):

<u>Data Block</u>	<u>Caption</u>	<u>Entry</u>
1	From	Enter the service designator, UIC, name, and hull number of the requesting ship.
2	To	Enter the service designator, UIC, and name of the activity providing the material or service.
3	Ship to - Mark for	Enter "Supply Officer", the name and hull number of the requesting ship, and point of delivery (or FPO address).
4	Appropriation	Enter complete line of accounting data and subhead (see par. 9102). For SUADPS-RT/RSUPPLY activities: when material is being requisitioned enter the NWCF accounting data applicable to the cognizance symbol of the material being requisitioned (use cog 9G if cog symbol is not known and cannot be determined); if requisition is for services use the end use accounting data applicable to the OPTAR chargeable.
5	Requisition Date	Enter the calendar date (day, month and year) on which the requisition is prepared.
6	Requisition Number	Enter the service designator, UIC, and Julian date of the requisition number. Do Not enter the requisition serial number, as an individual serial number is required to be assigned in data block (b) for each line item listed.
7	Date Material Required	Enter the calendar date (YYMMDD) that delivery of material or completion of service is required (for material, entry, is required only when the priority assigned in data block 8 will not provide timely delivery).
8	Priority	Enter the appropriate two digit priority designator in accordance with par. 3048.
9	Authority or Purpose	When available, enter the authoritative reference applicable to procurement of the specific material or service requested; otherwise, leave blank.
10	Signature	The name, rank, and signature of the Supply Officer.
(a)	Item No.	Leave blank.

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<u>Data Block</u>	<u>Caption</u>	<u>Entry</u>
(b)	Federal Stock Number, etc.	Type "REQN SER NO." in the left margin of the printed caption of data block (b), and under the typed caption, enter the four digit requisition serial number for each item requested. Following the requisition serial number, enter an adequate identification of each item.
(c)	Unit of issue	Enter the appropriate unit of issue abbreviation from Appendix 19 when material is requested, or JOB if service is requested.
(d)	Quantity requested	Enter the quantity required (enter quantity of 1 when the unit of issue is JOB.)

3. BULK PETROLEUM. Requirements for bulk fuel and bulk lube oil are included in an UNREP request or LOGREQ message prepared and submitted in accordance with NWP 1-03.1. When such requirements are included in an UNREP request, a requisition document is not required, but the UNREP request must include a separate MILSTRIP document number for each item. When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to be submitted, whether or not requirements were included in a LOGREQ message. A DD Form 1149 also is required for procurement of DLA owned bulk petroleum from a Military Sealift Command (MSC) tanker. The DD Form 1149 will be prepared in accordance with par. 3031-2 with the following exceptions (see sample on following page):

<u>Data Block</u>	<u>Caption</u>	<u>Entry</u>
3	Ship to - Mark for	Enter "Commanding Officer", the name and hull number of the requesting ship, and point of delivery (including pier number or anchorage berth, if known).
6	Requisition number	Enter a complete MILSTRIP requisition number (i.e., the service designator and UIC of the requesting ship, Julian date, and serial number).
(a)	Item No.	Enter "1".
(b)	Federal Stock Number, etc.	Enter the NSN and noun name of the bulk petroleum product (include only one each DD Form 1149). Below the NSN and noun name, enter additional data as follows: (1) "Supplementary Address", and the service designator and UIC of the appropriate Property Accounting activity as follows:
	<u>Service Designator</u>	<u>Fund Code</u> <u>Property Accounting Activity</u>
	R	38/39/43/7U COMPACFLT N00070
	V	38/39/43/45/7U COMLANTFLT N00060
	R/V	UZ NAVICP MECH N00104

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Data
Block Caption Entry

(2) "Signal Code" and letter "B" for all ships.

(3) "Fund Code", and the applicable two character fund code (see Appendix 30).

(c) Unit of issue Enter "GL" (gallon) for bulk petroleum products.

(d) Quantity Enter the quantity requested (ensure that the quantity and unit of issue are compatible).

SAMPLE FORM DD1149 FOR BULK PETROLEUM

REQUISITION AND INVOICE / SHIPPING DOCUMENT												Form Approved OMB No. 0704-0246			
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC, 20503.															
1. FROM (Include ZIP Code) V20120 USS DETROIT (AOE-4)					SHEET NO. 1		NO. OF SHEETS 1		5. REQUISITION DATE 3 JAN 96		6. REQUISITION NUMBER V20120-6003-6501				
2. TO: (Include ZIP Code) LO-GRADE FUELS INC. 9292 OCTANE BLVD GASTOWN, NJ 05060					9. AUTHORITY OR PURPOSE							7. DATE MATERIAL REQUIRED (YYMMDD) 96010		8. PRIORITY	
3. SHIP TO - MARK FOR COMMANDING OFFICER USS DETROIT (AOE-4) FPO AE 09567-2145					10. SIGNATURE <i>M. Jones</i> M. Jones, LT, SC, USN			11a. VOUCHER NUMBER & DATE (YYMMDD)					b.		
					12. DATE SHIPPED (YYMMDD)			13. MODE OF SHIPMENT					14. BILL OF LADING NUMBER		
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.										
4. APPROPRIATIONS SYMBOL AND SUBHEAD 17X4911.2310		OBJ. CL. 000	BUR. CONT. NO. 38001	SUBAL. LOT 0	AUTHORIZATION ACCT'G ACTIVITY 00367	TRANS. TYPE 7A	PROPERTY ACCT'G ACTIVITY N00104	COUNTRY	COST CODE V201200000UZ		AMOUNT				
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)				
1.	9X 9140-00-273-2377, FUEL, NAVAL DISTILLATE F-76 SUPPLEMENTARY ADDRESS: N00104 SIGNAL CODE: B FUND CODE: UZ				GL	2000000									
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING									
REQUISITION POINT	18. ISSUED BY		TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION			TOTAL WEXGHT	TOTAL CUBE	RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL		
	CHECKED BY										QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL	
	PACKED BY											POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
					TOTAL										
DD Form 1149, DEC 93												51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100			
306/080												Previous editions are obsolete			
												S/N 0102-LF-017-7900 (Navy Overprint 1994)			

3032 LETTER REQUESTS

Letter requests occasionally may be required to obtain material for which the usual procurement documents are inapplicable or inappropriate (see pars. 3021-3022). Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary, or when letter requests are required by the cognizant systems command, bureau, office, or other inventory manager. In addition to item descriptions and quantities, letter request will include, as a minimum, a MILSTRIP document number (for each item), an authorized priority designator (or required delivery date), and applicable accounting data. When a letter request is submitted for material which is chargeable to the ship's OPTAR, an obligation document (DD Form 1348, NAVSUP 1250-1 or NAVSUP 1250-2) will be prepared in accordance with pars. 3025 and 3027.

Section III: UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)**3045 PRIORITY DESIGNATORS (PDS)**

1. GENERAL. An integral and vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities in accordance with standards set forth in the Uniform Material Movement and Issue Priority System (UMMIPS) found in DOD 4140.1-R. In the movement and issue of material, it is necessary to establish a common basis to determine the relative importance of competing demands for resources of the logistics systems such as transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in subpar. 2, the PDs to be used in requisitioning material or services will be determined by the requisitioners' assigned force activity designator (F/AD) and the applicable urgency of need designator (UND), in accordance with pars. 3046-3048.

2. EXCEPTIONS. UMMIPS authorizes the assignment of specified PDs in requisitions for certain material requirements, regardless of the requisitioners' assigned FAD. The following items are authorized only for immediate end use requirements:

a. Medical or Disaster Supplies or Equipment. PD 03 will be used to requisition medical or disaster supplies or equipment required immediately to prolong life; relieve avoidable suffering; expedite recovery in case of injury, illness, or disease; or to avoid or reduce the impact of epidemics or similar potential mass illnesses or diseases.

b. Civil Disturbance, Disorder, or Riot. PD 03 will be used to requisition emergency supplies or equipment required immediately to control riots, civil disorder, or civil disturbance.

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c. Essential Clothing. PD 06 will be used to requisition emergency supplies of individual and organizational clothing required immediately to provide a minimum of essential clothing to active duty military personnel who are without it.

d. Requirements for a Supported Unit. When an afloat activity requisitions a specific immediate end-use requirement for a supported activity with a higher F/AD than its own, the F/AD applicable to the supported unit will be used to determine the PD for the specific immediate requirement.

3. LIMITATIONS ON HIGH PRIORITY REQUISITIONS. The quantity of material included on PD 01 through 08 requisitions will be restricted to that amount necessary to satisfy the immediate end-use requirement. Additional quantities required to replenish stock will be requisitioned under the appropriate PD 09 through 15. The following chart indicates the maximum percentage of high priority requisitions (PD 01-08) normally allowed each category of deployed afloat activities (or units alerted for deployment within 30 days of requisition dates). Afloat units which are neither deployed nor alerted for deployment should operate substantially below these guidelines. The Limitations on requisitions are expressed in percentage of total number of requisitions submitted into the supply system (see par. 3048-2a(5)).

Limitations on Requisitions

<u>Activity Category</u>	<u>PD 01-08</u>
a. Submarines, Trident Refit Facilities	80%
b. Submarine Tenders, Aircraft Carriers (CV/CVNs), Amphibious Assault Ships (LHA/LHDs), and Regional Maintenance Centers/Activities (RMC/RMAs)	70%
c. Navy/Marine Aircraft Squadrons, and Marine Aircraft Groups	70%
d. Navy/Marine Corps Air Stations (non-industrial), WESTPAC Industrial Facilities, Naval Communications Activities	60%
e. Navy/Marine Corps Air Stations (industrial)	55%
f. NARFs and Shipyards	50%
g. Underway Replenishment Ships, Research, Development and Laboratory Activities, Training Activities	40%
h. FISC's (former Naval Supply Depots)	25%
i. FISC's (former Naval Supply Centers)	15%
j. Surface Ships not included in category a, b, or g	55%
k. Others	55%

3046 FORCE/ACTIVITY DESIGNATORS (FADS)

1. GENERAL. A force/activity is a unit, organization, or installation performing a mission or function; a body of troops, ships, or aircraft, or combination thereof; or a function, mission, project, or program, including those under security assistance programs. A Force/Activity Designator (FAD) is a Roman numeral (I-V) which identifies and categorizes a force or activity on the basis of its military importance.

2. ASSIGNMENT OF FADs. FAD assignments are made by SECDEF, JCS, or designated DOD authority as described in OPNAVINST 4614.1 series. The lowest FAD required to indicate the activity's relative importance to national objectives is assigned. The following are descriptions of the circumstances under which FADs I-V are assigned. This instruction does not provide authority for an activity to change its FAD. Any questions concerning an activity's current FAD should be addressed to the cognizant authority via the chain of command.

a. FAD I. FAD I is assigned by SECDEF, upon the recommendation of JCS, for:

- (1) U.S. Forces in combat;
- (2) Programs approved for national priority by the President per the category of the latest DOD Master Urgency list (DODINST S-4410.3);
- (3) Declared emergencies;
- (4) Other units or projects specifically designated.

b. FAD II. FAD II may be assigned by: Fleet commanders; Commander, Military Sealift Command; Commanders of Navy components of unified or specified commands; Oceanographer of the Navy; Commander, Naval Security Group Command; Commander, Naval Intelligence Command; Chief of Naval Education and Training; Chief of Naval Reserve; and Commander, Naval Telecommunications Command. Request for FAD II assignment from activities not under the claimancy of the above commands are to be submitted in the format prescribe by OPNAVINST 4614.1 series, to CNO (OP-041) via the chain of command. FAD II is assigned to:

(1) U. S. combat, combat ready, and direct combat support forces deployed to or operating outside the 50 states and adjacent waters, Panama, the Caribbean area, and such other areas as may be designated by the Joint Chiefs of Staff;

(2) forces being maintained in a state of combat readiness for immediate (within 24 hours) employment or deployment. Ships assigned to the SECOND or THIRD Fleet do not qualify for FAD II under this provision; however, Fleet Commanders may assign FAD II on an exception basis to SECOND and THIRD Fleet units which are on operational assignments commensurate with those of SIXTH and SEVENTH Fleet units. Such FAD II assignments to SECOND and THIRD Fleet units may be authorized 90 days prior to deployment;

(3) DOD component programs and projects vital to defense or national objectives which are of comparable importance with elements cited in items 1 and 2;

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(4) specified combat ready and direct combat support forces of foreign countries with comparable importance to U.S. forces cited in items 1 and 2.

c. FAD III. FAD III may be assigned by the commands authorized to assign FAD II, and by any other command which is designated a "major claimant" for budget purposes. FAD III is assigned to:

(1) all other U.S. combat ready and direct support forces outside CONUS not included under FAD II;

(2) CONUS forces (including reserve forces) maintained in a state of readiness for deployment to combat prior to D + 3 (The Chief of Naval Reserve will verify the status of reserve force squadron prior to assignment of FAD III to ensure that such assignment is compatible with contingency plans.);

(3) component programs and projects of comparable importance with elements in items 1 and 2;

(4) specified combat ready and direct combat support forces of foreign countries which are of comparable importance with forces specified in items 1 and 2;

(5) CONUS industrial and intermediate maintenance/repair activities which provide direct logistic support for forces being maintained in a state of readiness for deployment to combat to D + 30;

(6) new construction/modernization ships within 60 days of first builders trial; FAD II can be assigned only in specific cases if approved by the Chief of Naval Operations when it is anticipated that the ship will come under the operational command of the SIXTH or SEVENTH Fleets or equivalent operational assignments within 90 days of its commissioning.

d. FAD IV. FAD IV may be assigned by any command authorized to assign FAD II or III. FAD IV is assigned to:

(1) U.S. forces being maintained in a state of combat readiness for deployment to combat during the period D + 30 to D + 90;

(2) DOD component programs and projects which are of comparable importance with elements specific in item 1;

(3) specified combat ready and direct combat support forces of foreign countries with comparable importance to U.S. forces specified in item 1;

(4) CONUS industrial and intermediate maintenance/repair activities providing direct logistic support for forces being maintained in a state of readiness for deployment to combat during the period D + 30 to D + 90.

e. FAD V. FAD V may be assigned by any command authorized to assign FAD II, III, or IV. FAD V is assigned to;

(1) all other U.S. forces or activities,

(2) approved programs of DOD components not otherwise designated.

3. AUTHORIZED USE OF A HIGHER FAD. In order to facilitate optimum materiel readiness, OPNAVINST 4614.1 series authorizes the assumption of the authorized higher FAD a maximum of 90 days prior to scheduled deployment outside CONUS or other authorized elevation from a lower to higher FAD (when assuming FAD II, this also changes the UND for C-2 CASREP requisitions from B to A). Activities performing work on ships during restricted availability's are authorized to use the FAD of the ship being worked on when ordering material for that work.

4. NAVAL CONSTRUCTION FORCES (NCF). COMPACFLTINST 4614.1 series and COMLANTFLTINST 4614.1 series promulgate FAD to NCF units under their respective cognizance. The FAD shall be matched with the appropriate Urgency of Need Designator as illustrated in par. 3047. FADs applicable to the NCF are discussed in COMSECONDNCB/ COMTHIRDNCBINST 4400.3 series, Chapter 3.

3047 URGENCY OF NEED DESIGNATORS (UNDS)

1. DEFINITION. The urgency of need designator (A, B, or C) indicates the relative urgency of need for a requirement by a force or activity.

2. URGENCY OF NEED CRITERIA

a. General. The basic criteria and guidance for a requisitioning force or activity to determine the urgency of need of a requirement, and to select the proper priority designator that reflects the relative importance of the requirement are set forth in pars. 3047-3, 4 and 5. The definitions in the following subpars. are applicable when making the selection of a priority designator.

b. Administrative Support Equipment. Administrative support equipment is equipment not essential to the performance of assigned operational missions and tasks. Included in this category are administrative and habitability equipment, such as office machines and drinking fountains.

c. Auxiliary Equipment. Auxiliary equipment is equipment which supplements or takes the place of primary equipment if the primary equipment becomes inoperative. This term includes equipment, other than primary equipment, that are of greater importance than administrative support equipment. Examples of auxiliary equipment are vehicles, secondary communication equipment, and engineering equipment such as emergency diesels.

d. Material. Material comprises all items of personal property (as contrasted to real property) necessary for equipping, maintaining, operating, and supporting military activities without distinction as to their application for administrative or combat purposes.

e. Primary Weapons and Equipment. Primary weapons and equipment are major equipment items essential to and employed directly in the accomplishment of assigned military operations, missions, and tasks.

3. TABLE OF GENERAL UND CRITERIA FOR USE BY ALL. The following table of general criteria for determining UNDs should be reviewed and understood by all afloat activities, and should be used to develop local tables of UND criteria when the tables in pars. 3047-4 and 3047-5 are not applicable.

<u>UND</u>	<u>Definition</u>
A	<p>(1) Requirement is immediate.</p> <p>(2) Without the material needed, the activity is unable to perform one or more of its primary mission(s).</p> <p>(3) The condition noted in definition (2) has been reported by established NORS/CASREP procedures.</p>
B	<p>(1) Requirement is immediate, or it is known that such requirement will occur in the immediate future.</p> <p>(2) The activity's ability to perform one or more of its primary missions will be impaired until the material is received. It is recognized that requirements of this nature may have a progressive effect on the activity's ability to perform its mission. The need for one or two items may only cause mission performance to be impaired, in which case, UND "B" will be used in determining the priority designator to be assigned in the requisition(s). However subsequent failures of several additional items in the same equipment or system may cause an activity to be unable to perform its mission, in which case, UND "A" will be used in determining the priority designator authorized for all related requirements. At the time UND "A" is used, a NORS/CASREP report will be made.</p> <p>(3) Outfitting and replenishment requisitions for Q COSAL allowed reactor plant components, equipment, repair parts, special tools, and other material required to support reactor plant systems.</p>
C	<p>(1) Requirement is routine.</p> <p>(2) Required for stock replenishment of overseas forward area supply activities, including CLF ships.</p>

4. TABLE OF UND CRITERIA FOR SHIPS. The following table of UND criteria is prescribed for use by ships, including tenders and repair ships, when material is required for self support. If material is required for direct support of other ships, the F/AD and UND applicable to the supported ship will be used in determining requisition priority designators.

UND	Definition
A	<p>(1) Emergency requirements for weapons, equipment, or material for immediate use without which the ship concerned is unable to perform assigned primary operational mission(s) (C-3/C-4 CASREPs). Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the requisitioning unit's capability in accordance with established CASREP procedures contained in Navy Warfare Publication (NWP) 1-03.1, Chapter 4.</p> <p>(2) Material required to eliminate work stoppage on controlling jobs in the repair department of a tender or repair ship manufacturing, modifying, or repairing C-3 or C-4 CASREP primary weapons or equipment of other vessels, provided that replacement components and repair parts for the unserviceable components are not simultaneously ordered. Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the requisitioning unit's capability in accordance with established CASREP procedures contained in Navy Warfare Publication (NWP) 1-03.1, Chapter 4.</p> <p>(3) CASREPs. All ships deployed or non-deployed status for C2, C3 or C4 CASREP requirements.</p> <p>(4) Required to preclude an anticipated work stoppage, C2 CASREP, imminent work stoppage, or C3/C-4 CASREP when undertaking planned maintenance on equipment essential to primary mission performance when the work stoppage or C2, C-3 or C-4 CASREP will occur within 15 days for ships in CONUS and 20 days for ships overseas (ANORS).</p> <p>(5) Items required for immediate end use by a unit operating in the Indian Ocean, when the lack of such material impairs the operational capability of the unit. This authority begins 30 days prior to inchopping, and terminates upon outchopping the Indian Ocean.</p>
B	<p>(1) Items required to effect emergency replacement or repair of auxiliary equipment systems.</p> <p>(2) Replenishment of stocked COSAL/AVCAL or other allowance/load list material required for support of mission essential equipment, <u>when the last item has been issued</u> to end use or the quantity onboard is less than the minimum replacement unit. Additionally, the item must have an average quarterly demand of one or more if the ship is nondeployed.</p> <p>(3) Initial order of allowance list material for deployed forces due to allowance changes or installation of new equipment.</p>

<u>UND</u>	<u>Definition</u>
	(4) Outfitting and replenishment requisitions for Q COSAL allowed reactor plant components, equipment, repair parts, special tools, and other material required to support reactor plant systems.
	(5) All requisitions for DLR items.
C	(1) Routine Stock replenishment and routine requirements other than previously prescribed.
	(2) Material required to meet scheduled deployment.
	(3) Material required for end use to repair or replace and make ready for sea collateral or administrative system equipment or systems not immediately essential to the effectiveness of the ship.
	(4) Initial order of allowance list material for non-deployed forces.

5. TABLE OF UND CRITERIA FOR AVIATION UNITS, INCLUDING INTERMEDIATE MAINTENANCE ACTIVITIES (IMAs). The following table of UND criteria is prescribed for use by aviation units, including IMAs:

<u>UND</u>	<u>Definition</u>
A	(1) Emergency requirements for weapons, equipment, and material for immediate use without which the aircraft concerned is unable to perform assigned primary operational missions (NMCS). Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the capability of the requisitioning unit, in accordance with established NORS/NMCS procedures (see OPNAVINST 5442.4 series, par. 3 for definition of NORS and NMCS). Aviation units' primary missions are contained in OPNAVINST 3501.2 (series).
	(2) Items required for immediate end use in direct support of equipment essential to the operation of aircraft (e.g., ground support, fire fighting, etc.) without which the aviation unit is unable to perform its primary mission. Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the capability of the requisitioning unit, in accordance with established NORS/NMCS procedures (see OPNAVINST 5442.4 series, par. 3 for definition of NORS and NMCS). Aviation units' primary missions are contained in OPNAVINST 3501.2 (series).
	(3) Items required to eliminate an existing work stoppage at an IMA performing repair and maintenance of unserviceable components required to reconstitute an authorized rotatable pool.

<u>UND</u>	<u>Definition</u>
	<p>(4) Items required to effect emergency replacement or repair of essential physical facilities of an IMA, without which the activity cannot carry out its mission. Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the capability of the requisitioning unit, in accordance with established NORS/NMCS procedures (see OPNAVINST 5442.4 series, par. 3 for definition of NORS and NMCS).</p> <p>(5) Mission essential items required to prevent work stoppage of a planned aircraft maintenance action. Without the required material, work stoppage is anticipated within 15 days in CONUS, or within 20 days overseas (ANMCS).</p> <p>(6) UND "A" may be used for partial mission capable - supply (PMCS) requirements only when the item(s) are needed to return primary mission essential subsystems and equipment to operational status.</p>
B	<p>(1) Items required for immediate end use, the lack of which is impairing the operational capability of the aircraft or organizational unit concerned.</p> <p>(2) Items required for immediate end use to effect repairs to aircraft, aircraft components (non pool), and aircraft support equipment, without which the operational capability of the aircraft is impaired or effectiveness in accomplishing assigned missions is reduced.</p> <p>(3) Replenishment of stocked allowance/load list mission essential items, when the last item has been issued to use or the quantity on board is less than the minimum replacement unit.</p> <p>(4) Items required to effect replacement or repair of physical plant facilities in an IMA, without which the effectiveness of the facility is impaired.</p> <p>(5) Items required for immediate installation to effect repair or replacement of auxiliary equipment without which the effectiveness of the assigned mission is impaired.</p>
C	<p>(1) Items required to repair or replace administrative support equipment or systems not immediately essential to operational missions of aircraft or organizational units.</p> <p>(2) Items required for routine stock replenishment.</p> <p>(3) Items required for scheduled maintenance and repair, not immediately required, to include non pool items or items for which there are no outstanding requisitions.</p>

3048 SELECTION, ASSIGNMENT, AND REVIEW OF PRIORITY DESIGNATORS

1. SELECTION OF PRIORITY DESIGNATORS (PDs). An activity's assigned F/AD (see par. 3046), in conjunction with the UND applicable to the requirement (see par. 3047), determines the appropriate PDs to be assigned in requisition documents. The authorized PD (01-15) will be derived from the following table by matching the assigned F/AD (I-V) with the applicable UND (A, B, C). As indicated in the table, only three PDs normally are authorized for each F/AD.

TABLE RELATING F/AD AND UNDS TO PRIORITY DESIGNATORS

Urgency of Need Designator	FAD				
	I	II	III	IV	V
	Priority Designator				
A Unable to Perform	01	02	03	07	08
B Performance Impaired	04	05	06	09	10
C Routine	11	12	13	14	15

2. ASSIGNMENT AND REVIEW OF PRIORITY DESIGNATORS

a. Requisitioning Activity. The Commanding Officer (or Officer In Charge) of a requisitioning activity is responsible for the accurate assignment of priority designators consistent with the F/AD of the unit, the urgency of need, and the validity of the required delivery dates assigned. To ensure proper assignment of PDs, the Commanding Officer will:

(1) review all requisitions for UND "A" requirements (or specify an individual within his command to act for him) to insure that: the assigned PD (01, 02, 03, 07, or 08) accurately reflects the units' authorized F/AD and a bonafide UND "A" requirement, and that shipboard supply and maintenance personnel jointly have researched every feasible means of satisfying the requirement, including such expediciencies as the use of serviceable repairables or interchangeable/substitute items, cannibalization of unserviceable repairables, local repair/fabrication, etc.;

(2) review or designate in writing the individual(s) authorized to review requisitions for UND "B" requirements (PD 04, 05, 06, 09, or 10);

(3) incorporate in the shipboard training program a specified training requirement on the purpose and use of UMMIPS to all personnel who prepare or process requisitions, or who assign/approve UNDS in issue requests or PDs in requisitions;

(4) issue a ship's instruction to relate the ship's routine and special operational assignments to its authorized F/AD(s), to provide specific guidance for identifying mission essential equipment, and to include a table of UND criteria (similar to those in par. 3047) that are "tailored" to the ship;

(5) direct that all material obligation validation (MOV) requests received from supply sources be promptly and properly processed in accordance with pars. 3590-3599.

(6) require the preparation of a monthly UMMIPS performance report which providing the numbers and percentages of the total number of UND "A", "B", and "C" requirements that the ship submitted into the supply system during the previous month. These reports, which are to be retained for one year for inspection purposes, will be used to measure the ship's UMMIPS performance and to initiate corrective action if the limitations prescribed in par. 3045-3 are exceeded;

b. Supply Processing Points. Supply processing points will issue material or take other positive supply action to satisfy PD 01-08 requisitions without challenge, except when there are obvious errors in significant MILSTRIP data or when there is an unusually large volume of high priority requirements. After supply action has been taken, the supply processing point will send a written report to the cognizant Type Commander (or equivalent command echelon exercising primary support), with copies to the next higher echelon of command and the requisitioner, of all PD 01-08 assignments considered being suspect.

3049 PROCESSING TIME STANDARDS

1. GENERAL. UMMIPS standards indicated in the following table are established for normal processing of material requests for items that are stocked and available for issue from supply systems or for items that are processed as part of planned direct vendor deliveries, and accordingly, will be used for measuring the effectiveness of actual supply system performance. If PDs indicated in the table do not meet delivery requirements, an RDD assigned in accordance with par. 3050, will be entered in card columns 62-64 of the requisition.

a. The standards are given in calendar days with .5 meaning one-half day.

b. The standards are listed by pipeline segment and geographic area (of the activity originating the order) for a designated transportation priority. Any activity outside the Continental United States (CONUS) is in an overseas area.

c. A container consolidation point (CCP) either consolidates shipments on an air pallet or containerizes shipments in a SEAVAN for transportation to overseas areas.

d. The time standard for storage site to CCP (i.e., segment D) only applies to a shipment whose final destination is outside of CONUS (OCONUS). It is the elapsed time from release of the shipment by the storage activity to arrival at one of the two designated CONUS CCPs.

e. The time standard for CONUS intransit time (i.e., segment F) is one of the following:

(1) For a CONUS shipment, the time from release of the shipment by the storage site (or military base) to the carrier until receipt by a CONUS consignee.

(2) For an OCONUS shipment that is processed by one of the two designated CONUS CCPs, the elapsed time from release by the CCP to receipt by the POE.

(3) For an OCONUS shipment that is not processed by one of the two designated CONUS CCPs, elapsed time from release by the storage activity to receipt by the POE.

f. The time standard for POE (i.e., segment G) includes port hold time to account for time cargo awaits lift.

2. AREAS. Areas are defined as CONUS, airlift and/or sealift areas (Areas A through D), and express service (listed as EXP).

a. Airlift (TP1 and 2) areas are, as follows:

Area A. To locations in the vicinity of Alaska (Elmendorf AFB); Hawaii (Hickam AFB); North Atlantic (Thule AB, Greenland, and NAVSTA Keflavik, Iceland); Caribbean (NAS Guantanamo Bay, Cuba, and NAVSTA Roosevelt Roads and Puerto Rico).

Area B. To locations in the vicinity of United Kingdom (RAF Mildenhall, England) and Northern Europe (Ramstein AB, Germany and Lajes AB, Portugal (Azores)).

Area C. To locations in the vicinity of Japan (Yokota AB and Kadena AB (Okinawa)); Korea (Osan AB); Guam (Andersen AFB); and Western Mediterranean (Spain (NAVSTA Rota), Italy (Aviano AB, NAS Sigonella, Olbia, and Naples)).

Area D. Hard lift areas - all other destinations not listed as determined by U.S. Transportation Command, e.g. low use Alaska (Eielson AFB, Adak, Eareckson AS, and Galena); low use Japan (Itazuke, MCAS Iwakuni, Misawa AB); low use Korea (Kunsan AB and Kimhae); Indian Ocean (Diego Garcia); New Zealand (Christchurch); Singapore (Paya Lebar); Greece (Souda Bay); Turkey (Incirlik AB); Southwest Asia (Saudi Arabia (Dharan and Riyadh), Kuwait, Bahrain, Oman (Fujairah)); and Israel (Tel Aviv). The time standards for port of debarkation (POD) for Area D are lower than the other areas.

EXP. Express service is only for OCONUS shipments that are Transportation Priority 1 and 2. It is an alternative service to be used when established Air Mobility Command (AMC) channel service is not adequate. The intransit-to-theater standard for express service (i.e., segment H) encompasses the total time for contract transportation rather than individual nodes.

(1) An RDD equal to "999" indicates an expedited handling requirement for Non-Mission-Capable-Supply (NMCS) overseas customers or CONUS customers deploying within 30 days. That RDD applies to requisitions with priority designators 01 through 03.

(2) Subparagraph 3049-3b, below, describes the assignment of an RDD of 777, N__, or E__, respectively. Those RDDs apply to requisitions with priority designators 01 through 08.

Deployed Navy afloat units shall be measured against time standards in areas A through D based on their current area of operation. Afloat units operating from CONUS ports shall be measured against time standards in area A.

b. Sealift (TP 3) areas are, as follows:

Area A. Alaska (Anchorage, Fairbanks), Hawaii, Puerto Rico, and NAVSTA Guantanamo Bay, Cuba.

Area B. United Kingdom, Belgium, the Netherlands, Luxembourg, Germany, Central America, Johnston Island, Spain, Italy, Greece, Turkey, Israel, Egypt, Iceland, and the Azores.

Area C. Japan (including Okinawa), Korea, Guam, and Kwajalein Island.

Area D. Australia, New Zealand, Southwest Asia, Seychelles, China, the Philippines, India, Pakistan, Diego Garcia, Thailand, Malaysia, Singapore, Saipan, East Africa, and West Africa.

Hard Lift Areas. For areas not in Areas A through D, above, Sealift Area D maximum segment times should be used. Greenland, Ascension Island, and West Alaska have either no scheduled service from CONUS, infrequent service, or seasonal service.

3. TRANSPORTATION PRIORITY ASSIGNMENT.

a. Transportation Priority 1 (TP1) applies to requisitions with priority designators 01 through 03 and with or without required delivery dates (RDDs), except when the RDD starts with an "X" or "S". RDDs starting with "X" or "S" indicate that the material is required a number of months in the future.

b. Transportation Priority 2 (TP2) applies to requisitions with priority designators 04 through 15 and the following RDDs:

(1) 444. An RDD equal to "444" indicates handling service for customers collocated with the storage activity or for locally negotiated arrangements. NOTE: Do not use while deployed, will downgrade shipment to routine (TP 3) handling.

(2) 555. An RDD equal to "555" indicates exception to mass requisition cancellation, expedited handling required. NOTE: Do not use while deployed, will downgrade shipment to routine (TP 3) handling.

(3) 777. An RDD equal to "777" indicates expedited handling required for reasons other than indicated for 444 or 555. Use with priorities 04-08 to ensure material offered for air shipment when deployed.

(4) N_. An RDD equal to "N_" (where "_" is any alphanumeric character) indicates expedited handling due to NMCS requirement CONUS customer.

(5) E_. An RDD equal to "E_" (where "_" is any alphanumeric character) indicates expedited handling due to anticipated NMCS requirement CONUS customer.

(6) Specific Julian Date Less Than 8 Days For CONUS Customers or 21 Days For OCONUS Customers. An RDD equal to a Julian date that is less than or equal to 8 or 21 days (depending on if the customer is CONUS or OCONUS, respectively) of the Julian date the requisition or associated shipment is being processed indicates handling to meet that date of delivery.

c. Transportation Priority 3 (TP3) applies to requisitions with priority designators and RDDS indicating routine handling. Those priority designators are 04 through 15, and those RDDs are Julian dates that are blank or greater than 8 or 21 days (depending on if the customer is CONUS or OCONUS, respectively) from Julian dates when the requisition and associated shipment(s) are being processed.

4. SPECIAL USES. In those special circumstances that do not deal with routine replenishment of stock, requisitioners may use the following stated priority designators, irrespective of FAD:

a. Priority designator 03 shall be used by all activities for medical or disaster supplies or equipment required immediately for the following:

(1) Prolonging life, relieving avoidable suffering, or expediting recovery in case of injury, illness, or disease.

(2) Avoiding or reducing the impact of epidemics or similar potential mass illnesses or disease when in the opinion of a medical professional the probability of an epidemic or similar mass illness or disease is imminent.

b. Priority designator 03 shall be used by all activities for emergency supplies or equipment required immediately for controlling civil disturbance, disorder, or rioting.

c. Priority designator 06 shall be used by all activities for immediate emergency supply of individual and organizational clothing to active duty military personnel who are without the required essential clothing.

UMMIPS TIME STANDARD IN CALENDAR DAYS																
PIPELINE SEGMENT	PD 01-03 ALL RDD's						PD 04-08, RDD 777 or PD 04-15 W/RDD 444, 555, 777					PD 04-15 W/Blank RDD or RDD >8 days after Reqn Date				
	CONUS	A	B	C	D	EXP	TP 2 AREA					TP 3 AREA				
	CONUS	A	B	C	D	EXP	CONUS	A	B	C	D	CONUS	A	B	C	D
A. Requisition Submission Time	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	1	1	1	1	1
B. ICP Processing Time	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	1	1	1	1	1
C. Storage Site (or Base) Processing, Packaging and Transportation Hold Time	1	1	1	1	1	1	1	1	1	1	1	3	3	3	3	3
D. Storage Site to CCP Transportation Time	N/A	1	1	1	1	N/A	N/A	3	3	3	3	N/A	6	6	6	6
E. CCP Processing Time	N/A	.5	.5	.5	1	N/A	N/A	1	1	1	1	N/A	4	4	4	10
F. Conus In-Transit Time	1.5	1	1	1	1	N/A	4	2.5	2.5	2.5	2.5	7	5	5	5	5
G. POE Processing and Hold Time	N/A	3	3	3	3	N/A	N/A	3.5	3.5	3.5	4	N/A	5	5	5	10
H. In-Transit to Theater Time	N/A	1	1	1	2.5	3	N/A	1	1	1	2.5	N/A	4	9	18	27
I. POD Processing Time	N/A	2	2	2	2	N/A	N/A	2	2	2	2	N/A	3	3	3	3
J. In-Transit, Within-Theater Time	N/A	1	1	1	1	1	N/A	1	1	1	1	N/A	3	3	3	3
K. Receipt Take-Up Time	.5	.5	.5	.5	.5	.5	1	1	1	1	1	2	2	2	2	2
Total Order-to-Receipt Time	4	12	12	12	14	6.5	7	17	17	17	19	14	37	42	51	71

3050 DELIVERY DATE

1. **REQUIRED DELIVERY DATE.** The RDD specifies when material is actually required by the requisitioner, and may be either earlier or later than the computed total order ship time indicated by the UMMIPS Time Standards Table (par. 3049). Par. 3028-2e describes conditions which authorize entry of code "999" (critical requirement) or "777" (expedite handling) in card columns 62-64 of a requisition. DLA policy dictates that the DLA depots use the RDD to determine whether the material issue will warrant urgent or routine processing/shipment. Issue Priority Groups (IPG) I and II with qualifying RDDs warrant urgent processing. However, DLA will downgrade IPG I and II requirements without RDDs to routine processing/shipment (IPG III) regardless of assigned PD. When the computed total order ship time is unsatisfactory, an RDD must be entered in card columns 62-64 of the requisition in accordance with the following:

a. **RDD Earlier than the UMMIPS time standard.** The RDD will be entered as the numeric consecutive day of the calendar year (i.e., the Julian date less the first digit). An RDD earlier than the computed UMMIPS time standard may be entered in card columns 62-64 of the requisition only when one of the following situations exists:

(1) Scheduled departure date for ship or aircraft for deployment is such that future replenishment from the current supply source will no longer be practical;

(2) An operational force is scheduled for deployment by a fixed date, which is earlier than the total order ship time;

(3) An emergency requirement exists for medical and disaster supplies to save life or prevent suffering and disaster.

b. **RDD Later than the UMMIPS time standard.** When the total order ship time for the priority designator in a requisition will provide delivery of material sooner than desired, an alphabetic X or S will be entered in card column 62 of the requisition, and the number of months that should elapse before material is to be delivered will be entered in card columns 63-64. The first month of the total number indicated will commence on the first day of the month following that expressed in the requisition date. For example, if a requisition is submitted on 15 September 2004 for material that is not required until 30 September 2005, an entry of 12 will be indicated in card columns 63-64. Whether "X" or "S" is entered in card column 62, the RDD will be interpreted as the latest acceptable delivery date. However, an "X" in card column 62 will indicate that material may be delivered at any time prior to the RDD, whereas an "S" in card column 62 will indicate that the material should not be shipped any sooner than 50 days prior to the RDD.

3051 QUANTITY RESTRICTION

The quantity of material requested in a PD 01-08 requisition will be restricted to the specific amount that is necessary to satisfy the immediate requirement. Any additional quantity needed for routine stock replenishment or to satisfy routine DTO requirements will be ordered in a PD 09-15 requisition.

Part B: PURCHASE

3053 GENERAL POLICY

Instructions and guidance concerning purchase or procurement of material from commercial suppliers is contained in NAVSUPINST 4200.85 (series) and Department of Defense Federal Acquisition Regulation (DFAR). These instructions will be used by all Navy activities for basic purchasing/contracting guidance.

3054 FREIGHT FORWARDING

1. GENERAL. Before leaving port for an extended period of time, the Supply Officer shall review the status of all outstanding contracts. He shall either make firm arrangements for delivery or request that the contracting officer cancel the order.

2. PURCHASES IN THE UNITED STATES. If cancellation is not desired, and the material is mailable, the Supply Officer shall arrange to have the material and the invoice mailed to the ship. Mailing restrictions are addressed in par. 7112. If the material is not mailable, the material will be shipped as follows:

a. The following categories of material are not covered by the Navy Expediting and Consolidation Program (NECP):

- (1) Class A, B, and C explosives
- (2) Shipments requiring constant surveillance service or protective security service
- (3) Classified material
- (4) Temperature controlled items greater than two cubic feet each
- (5) Radioactive material requiring licensing from the Nuclear Regulatory Commission

(6) Shipments with aggregate weight of 10,000 pounds or more. The above material and the associated invoices should be delivered to the supporting supply activity for transshipment.

b. For all other non mailable material purchased from CONUS vendors, complete Block 14 (SHIP TO) of the DD Form 1155, or request that the contracting officer modify the contract as follows:

- (1) Atlantic Shipments:
TCN/TAC/TP/RDD*
ISSOT Contr. N44932 M/F UIC**
1860 Leutze Blvd, Bldg SDA 216
Norfolk, VA 23511-4506
For vendors capable of a fifth line in the address, include the clear name of the M/F UIC.***

*Example: N605142114X001XXX/N820/TP2/777

**Example: ISSOT Contr. N45750 M/F N60514

***Example: Naval Station Guantanamo Bay, Cuba

- (2) Pacific Shipments:
 TCN/TACTP/RDD*
 DDJC, CCP SW3225 M/F UIC**
 25600 S. Chrisman Rd., Whse 30
 Tracy, CA 95376-5000
 For vendors capable of a fifth line in the address, include the clear name of the M/F UIC.***

*Example: N680472114X002XXX/N820/TP2/777
 **Example: DDJC, CCP SW3225 M/F UIC N68047
 ***Example: NRCC Singapore

- (3) All shipments:
 Request shipping address labels be limited to four lines in the exact format listed above. Labels should also include the following information, but separated from the above:

Purchase order/BPA/Contract #
 Phonel #

- c. Enter the ship's name in Block 13 (Mail Invoices To). Upon material receipt and acceptance, send the invoice and the receipted purchase order to the supporting DFAS in accordance with par. 4336.
- d. Send an advance copy of the DD Form 1155 to the NECP contractor when the order is sent to the vendor. This will establish a "due in" record in the NECP contractors' automated tracking system and will help expedite shipment.
- e. Procedures for tracking shipments are provided in par. 7124.

3. PURCHASES IN FOREIGN PORTS. Prior to entering into a purchase agreement in a foreign port, the contracting officer will ensure that the vendor can deliver the supplies or services while the fleet activity is in port, and that a bill will be presented for payment prior to leaving port. When supplies or services have been received and accepted but the vendor has not submitted his invoice for payment, the contracting officer will contact the vendor and request the invoice be submitted. If this cannot be accomplished, arrangements for payment will be made with the local shore activity, naval attaché, naval observer, or consular office. At least three copies of the purchase order certified as to receipt and inspection of the supplies or services will be provided to the paying office. If such arrangements cannot be made, dealers will be informed that payment of invoices will be delayed but that payment will be made promptly upon receipt of invoices in the mail. All efforts should be made to obtain email addresses of all parties involved to resolve current or future issues. Most Husbanding Agents and US Contracting Officers are email capable. All ships are email capable through SALTS or Challenge Athena.

3056 OBLIGATION DOCUMENT

When a purchase chargeable to the OPTAR of a fleet activity is made, an obligation document will be prepared in accordance with par. 3023. Appropriate comments (e.g., Money Value Only, PIIN, source of supply, etc.) will be included in the Remarks section, as necessary.

3057 DEMAND REPORTING OF LOCALLY PURCHASED ITEMS

1. PURPOSE. To provide the Naval Inventory Control Point (NAVICP) with a broader demand base for identifying, forecasting, and positioning materials to meet repetitive fleet requirements, fleet activities will report all equipment and repair parts procured by local purchase or manufacture. Purchased items to be reported will include only those which are procured by means of DD Form 1155 (including DD Form 1155 for purchases under an indefinite delivery contract), or Navy Purchase Card (GCPC, IMPAC, etc). Locally purchased/manufactured items will be reported promptly upon receipt, to the Navy ICP (NAVICP PHIL for aeronautical material or to NAVICP MECH, if non aeronautical material). The reports will be made by an automated transaction (one for each item) submitted via DAAS, utilizing the standard MILSTRIP formats discussed in pars. 3057-2 and 3057-3.

2. NSN ITEMS. Report of locally purchased or manufactured NSN items will be prepared in the following format:

<u>Card</u>	<u>Entry</u>
1-3	Document identifier code "DHA".
4-6	Enter the routing identifier code of the Inventory Manager, based on the type of material
8-22	NSN.
23-24	Unit of issue.
25-29	Enter quantity of the demand.
30-43	MILSTRIP document number assigned to DD Form 1155 or to the obligation document if the material was purchased utilizing the Navy Purchase Card (GCPC, IMPAC, etc). If item procured by local manufacture, leave blank.
55-56	Cognizance symbol.
67-69	Routing identifier code of the ship's normal supply support activity.
70	Purpose code "A".
71	Condition code "A".
72	Demand code "N" or "R", as appropriate.
73-75	Last three digits of the Julian date on which the report is submitted.

3. NON-NSN ITEMS. Reports of locally purchased or manufactured non-NSN items will be prepared in the following format:

Card Columns	Entry
1-3	BHJ.
4-6	Enter the Routing Identifier code of the inventory Manager, based on the type of material.
7-28	Part Number or ICP assigned NICN.
29-42	Document Number.
43-44	Quantity (enter 99 if quantity is greater than 99).
45-47	Enter abbreviation for type of number entered: APL for Allowance List CID for Component Identification PUB for Technical Publication Reference TEC for Type Equipment Code WUC for Work Unit Code TWC for Type Equipment Code and Work Unit Code (Required when both TEC and WUC are available) AEL for Allowance Equipage List MDL for Model No/Code DWG for Drawing Number TEM for Technical Equipment Manual Enter any other appropriate 3 digit abbreviation for type of number being coded, however, above types of numbers are preferred.
48-58	Identification Number. Enter the number corresponding to the abbreviation in CCs 45-47 which identifies/authorizes the item being procured.
59-63	CAGE
64-66	Enter routing identifier of activity submitting this report; or if none assigned, enter routing identifier of support activity which would normally record the demand.
67-79	Item Nomenclature
80	Demand Code ("N" or "R" as appropriate)

3058 DISTRIBUTION OF PURCHASE ORDERS (DD FORM 1155)

1. GENERAL. When Purchase Orders, DD Form 1155, are prepared in accordance with NAVSUPINST 4200.85, the DD Form 1155 will be distributed as follows:

- a. The signed copy to the contractor;
- b. One copy to the Open Purchase File folder, or Stock Control History File after SUADPS-RT/RSUPPLY processing, as applicable.
- c. Remaining copies destroyed.

3059 SUPPLIES/EQUIPMENT NOT TO BE PURCHASED WITHOUT BUREAU, COMMAND OR OFFICE AUTHORITY

1. GENERAL. The following supplies will not be purchased with OPTAR funds either in the United States or foreign ports without the specific authority of the bureau, command or office responsible for the supplies concerned:

- a. centrally procured, standard stock items other than to satisfy emergency requirements;
- b. material in excess of any ships allowance list except when emergency approval of an in excess requisition has been obtained from the senior officer present afloat;
- c. boats;
- d. library materials (books, periodicals, etc.) for the general library;
- e. forms, printing, binding, blank book work and contract (commercial) printing;
- f. technical ordnance articles;
- g. printing equipment and machinery;
- h. automotive equipment (trucks, tractors, cranes, scooters, passenger carrying vehicles, etc.);
- i. transportation facilities, equipment, material, parts and supplies required for domestic transportation;
- j. Industrial Plant Equipment (IPE), Operating Force Support Equipment (OFSE) or Personnel Support Equipment (PSE) exceeding \$15,000 (OFSE and PSE are covered in NAVCOMPT Manual, Vol VII, Par. 075001);
- k. photographic equipment;
- l. office equipment (i.e., PC's Copiers, etc.);
- m. other material or services restricted from purchase by government regulation or instruction.

Part C: SPECIFIC MATERIALS AND SERVICES**Section I: CLOTHING****3100 DIVERS' AND SWIMMERS' CLOTHING**

1. **ELIGIBILITY.** Navy and Marine Corps personnel assigned to Navy or Marine Corps units (e.g., explosive ordnance disposal units, underwater demolition teams, deep sea divers groups, deep submergence vehicle teams, scuba diver teams, search and rescue (SAR) units) designated as qualified divers or underwater swimmers, are eligible to receive any or all specified articles of personal diving outfits and accessory equipment upon successful completion of a CNO approved search and rescue swimmer school or divers' underwater swimmers' school.

2. **OUTFITTING.** All requirements for wetsuits, including custom fit suits, shall be requisitioned from the Defense Supply Center Philadelphia (DSCP). Wet suits, from a variety of manufacturers in all available sizes, have been assigned NSNs with FSC 4220. Additionally, DSCP will procure any size wet suit utilizing a Direct Vendor Delivery (DVD) contract if an NSN has not been assigned. Inquiries regarding the procurement of custom fit wetsuits should be directed to DSCP-IDAB at DSN 444-4154. Other articles (e.g., masks, hoods) of the outfit are not required to meet such rigid specifications as wet suits and may be requisitioned and stocked in different sizes as required. Local procurement of wet suits is authorized only under the following conditions:

a. in an emergency - a statement of emergency must be submitted with the local procurement request to the contracting activity;

b. requirement is not in excess of the simplified acquisition threshold (\$100,000) and local purchase is in the best interest of the government in terms of quality, timeliness and cost - a statement of the specific advantage of local purchase must be submitted with the local procurement request to the contracting activity.

3. **ISSUES AND RECORDS.** Issues of personal diving clothing to all officer and enlisted personnel will be recorded on a page of the Administrative Remarks (NAVPERS Form 1070/613). The NAVPERS Form 1070/613 will be prepared in an original and three copies (see illustration on previous page). Entries will provide a description of the articles issued, quantities issued, issue code, serial number (if applicable), received by, issued by, and date of transaction. The entry also will contain the following statement signed by the individual and the witnessing official:

"I acknowledge receipt or turn-in of the articles listed above. I hold myself accountable to the U.S. Government for these articles until they are properly returned".

The NAVPERS Form 1070/613 will be distributed as follows:

- a. original to the individual's service record;
- b. one copy retained by the individual for his personal record;
- c. two remaining copies to the issuing Supply Officer.

PERSONAL DIVING CLOTHING CUSTODY RECORD

ADMINISTRATIVE REMARKS
 NAVPERS 1070/613 (REV. 10-81)
 S/N 0106-LF-010-6991

E-32

SHIP OR STATION
 USS PUGET SOUND (AD-38)

PERSONAL DIVING CLOTHING CUSTODY RECORD

Code: A - Additional Issue O - Original Issue
 N - Returned or Surveyed R - Replacement Issue

Nomenclature	QTY	Code	Serial	Received by	Issued by	Date
Blouse, wet suit	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Trousers, wet suit	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Hood, wet suit	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Vest, wet suit	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Face mask	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Swim fins	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Socks (flipper slippers)	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Gloves, rubber	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Swim trunks, khaki	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Supporter, athletic	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Belt, weight	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Knife and sheath	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Shoes, coral	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Snorkel	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Life jacket CO2	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Sea bag	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
SAR 1 vest	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Rescue harness	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Strobe light w/blue lends	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
MK 15 MOD O flare	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Cutter, shroud pocket	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Lights, chemical	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96
Bag, parachute	1 EA	0	N/A	<i>R. L. Morgan</i>	<i>S. A. Hollander</i>	6/15/96

I acknowledge receipt or turn-in of the articles listed above. I hold myself accountable to the U.S. Government for these articles until they are properly returned.

Witnessed: **S. A. Hollander**
 LT S. A. Hollander

Signature: **R. L. Morgan**
 BM1 R. A. Morgan

Name (Last, First, Middle) SSN BRANCH AND CLASS
 MORGAN, ROBERT ALAN 881 65 9100 USN

4. CUSTODY. Each diver or swimmer may retain all articles of personal diving clothing which are issued to him as long as he retains his Navy enlisted classification (NEC) or Navy officer's billet classification (NOBC) designation, contingent upon the diving or swimming duties he is engaged in or may be assigned to. When duty requirements change or a transfer to another activity occurs, the articles no longer required will be turned in to the cognizant Supply Officer. When it is known that the requirement will continue, the individual will retain all articles of the personal diving outfit in his custody. The Supply Officer of the individual's command or activity will forward, with a letter of transmittal, one of the retained copies of the NAVPERS Form 1070/613 to the Supply Officer of the individual's new command or activity for information and record purposes. Since these articles are government property merely in the temporary custody of an individual, the diver or swimmer will be responsible for their care and preservation.

3110 PROTECTIVE EQUIPMENT, SAFETY CLOTHING, AND ACCESSORIES

1. AUTHORITY. Under Title 10, U.S. Code, Secs. 7203 and 7205, authority is granted to the Secretary of the Navy to make such expenditures from appropriated funds as he may consider necessary for the safety and occupational health of personnel of the Department of the Navy. Such authority includes the purchasing of clothing, safety equipment, and other protective materials. The authority granted the Secretary of the Navy has been delegated to the chiefs or commanders of bureaus, systems commands, and offices having sponsorship of the appropriations, and to the Commandant of the Marine Corps, with authority to make successive re-delegations at their discretion.

2. PROTECTIVE ARTICLES

a. General. Personnel engaged in hazardous occupations will be furnished, at no personal expense, protective articles which they would not be expected to own or possess in nonhazardous occupations. In addition, protective articles, as required, will be furnished for the protection of the person against inclement elements or operations they are assigned to (e.g., working parties, underway replenishment stations, boat crews). Commanding Officers shall ensure appropriate procedures are established so that only authorized personnel participate in this program, and replacement actions are carefully monitored. The following are examples of protective articles:

- | | |
|--|----------------------------|
| Safety helmets | Ordinary work gloves |
| Rubber gloves and aprons | Welders' masks and jackets |
| Respirators | Molders' shoes |
| Noise protection | Ear plugs |
| Protective clothing for liquid oxygen handlers (NAVAIRINST 10332.2) | |
| Eye Protectors; goggles/glasses, safety type (prescription/non prescription) | |

b. Safety Shoes. Male and female military officers will be provided standard stock safety shoes when required. Enlisted personnel (male and female) will be issued safety shoes at boot camp and will receive an annual Clothing Maintenance Allowance (CMA) which includes provisions for purchasing replacement standard stock safety shoes. However, enlisted personnel working in areas such as flight deck, construction, etc., where accelerated deterioration of safety shoes occurs, will be provided standard stock shoes from O&MN funds (in addition to CMA) as organizational clothing similar to coveralls and foul weather gear.

(1) Replacement of safety shoes for enlisted personnel, using O&MN funds must be on a pair for pair turn-in basis with turn-in shoes being destroyed. The internal shipboard request will cite the individual's name(s), when the unserviceable safety shoes were purchased or previously provided from O&MN funds, and the reason for the accelerated deterioration (i.e. "Member authorized replacement due to accelerated wear in battery shop"). The individual's division officer will approve the request certifying that the member should be provided replacement shoes from OPTAR funds in addition to the CMA being received. Turn-in of unserviceable shoes is not required when shoes were purchased by the individual.

(2) Replacement of lost or stolen safety shoes shall be the responsibility of the individual.

c. Requisitioning Procedures. Afloat units or activities will requisition protective articles through normal supply channels utilizing OPTAR Funds. Local purchase will be utilized for items not assigned NSNs or NICNs.

3. CLOTHING

a. General. Articles of clothing (foul weather jackets, rain gear, thermal underwear, etc.) required by naval personnel may be procured and issued for use by the Commanding Officer or officer in charge if the assigned duties of personnel warrant such issues. Authorization for procurement, issue, maintenance (laundering, dry cleaning, and renovation), and replacement may be included in the organization manual of the afloat unit or activity, and charged to the applicable operating target. Clothing issued for this purpose will remain as property of the Navy and will, if practicable, be marked prominently to indicate Navy ownership.

b. Work Clothing. Issues of work clothing (e.g., utility shirts and trousers, coveralls, footwear) will be restricted, generally to work of a nature that is unusually destructive to clothing (e.g., cleaning fuel oil tanks; replacing and sealing soft patches on submarines; handling batteries, acids or corrosives, galvanizing or tinning; decontamination work; bilge cleaning, side cleaning, entering boilers, or work of a comparable nature).

c. Clothing for Culinary Specialists and Food Service Attendants. Tee shirts, trousers, caps, aprons, and (when appropriate) "serving jackets" are authorized to be issued as ship's use to culinary specialists and food service attendants working in a galley, bake shop, or dining area (see NAVSUP Publication 486, par. 1114). Monograms and heraldic patches of the unit also are authorized to be issued as ship's use for wear on issued articles of clothing.

3120 LEATHER FLIGHT JACKETS

1. GENERAL. Leather flight jackets are authorized for issue and wear only by Naval aviators, Naval flight officers (NFOs), Naval flight surgeons, and Navy and Marine Corps enlisted aircrew personnel who have completed Naval Aircrew Candidate School and have been assigned a Navy Enlisted Classification (NEC) Code of 78XX, 82XX, or 94XX. Initial leather flight jackets will be issued to undergraduate Navy pilots and NFOs upon completion of Aviation Pre-flight Indoctrination (API), to Naval flight surgeons upon completion of the academic portion of the flight surgeon training program, and to Navy and Marine Corps enlisted aircrew personnel upon completion of Naval Aircrewman Candidate School. Records of initial issue are entered in the Flight Gear Issue Facility (FGIF) database and the individual's Naval Air Training Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification Jacket (OPNAV Form 3760/32) for tracking purposes (see OPNAVINST 10126.4 series). Only the leather flight jacket is authorized for issue as personal flight clothing. Nylon type jackets will be issued as organizational clothing .

2. REISSUE AND REPLACEMENT. Reissues and replacements require a "turn-in" leather flight jacket previously issued by the FGIF. Forward turn-ins of leather flight jackets via traceable means to Naval Air Station, Pensacola (NASP) at the address listed in par. 3120-4(a). Include with each jacket a DD Form 1348-1A (with 2 copies) annotated with the name, rank (rate/rating), and social security number of the individual turning in the leather flight jacket. If the jacket is unavailable for turn-in, a DD Form 200 must be provided. Additionally, a DD Form 1348-6 requisition and command letter personally signed by the commanding officer is required. Note: "By Direction" signatures are unacceptable and will be rejected.

3. DISPOSITION. Final disposition of leather flight jackets will be as follows:

a. Personnel qualified to be issued and wear a leather flight jacket may retain their jacket when separating or retiring from the Naval Service under honorable conditions. These personnel, however, will not be authorized any subsequent issues or reissues after retirement or separation.

b. Personnel not meeting the requirements of par. 3120-4(a), will turn in their flight jacket to the Supply Division, FGIF, 690 San Carlos Road, Building 3581, Naval Air Station, Pensacola, FL 32508-5014.

3130 RENOVATION OF SPECIAL CLOTHING

1. GENERAL. Renovation of special clothing will be limited to cleaning, disinfection as necessary, and minor repairs. Used special clothing will not be turned into store ashore for any purpose except disposal without prior approval of the Type Commander.

2. SHIP'S OWN RENOVATION SERVICES. Ships may utilize their own facilities (laundry, tailor shop, etc.) on a "Not to interfere basis", to clean, repair, and disinfect special clothing. When this procedure is not feasible, such services may be obtained from Navy exchanges (when other sources are not convenient and the services can be furnished without unduly impairing the services to exchange patrons) or from commercial sources. The cost of renovation is charged to the ship's OPTAR.

Section II: REPAIRABLE

3259 NAVSEA CONTROLLED NUCLEAR REACTOR PLANT COMPONENTS

1. GENERAL. The following are requirements for requisitioning and retaining component serial number information for NAVSEA controlled reactor plant components identified by 2S Cognizance Symbol (Cog) and X1 SMIC NSN's for installation, contingency support, initial allowance and allowance replenishment. These procedures apply to:

- a. Commissioned nuclear-powered ships;
- b. Land-based prototypes;
- c. Moored-training ships; and
- d. Tenders designated to carry 2S COG/X1 SMIC load list spares.

2. REQUISITIONING PROCEDURES. Activities will submit requisitions for 2S Cog/X1 SMIC components directly to NAVSEA 08H via either naval message, email, telephone (DSN 326-5899/5926/5893, Commercial (202) 781-5899/5926/5893) or Fax (202) 781-6416/6415/6414. Requisitions for 2S Cog/X1 SMIC components will include specific justification remarks in accordance with the following subparagraphs. Ships using mechanized requisitioning procedures will ensure that each requisition for NAVSEA controlled reactor plant components are manually prepared and justification remarks added prior to submission to NAVSEA. A mandatory entry on every requisition for 2S Cog/X1 SMIC component will include, as appropriate one of the following advice codes: 5A, 5D, 5G, 5S, 5X (see par. 8303).

3. REQUISITIONING REQUIREMENTS FOR REPLACEMENT OF AN INSTALLED COMPONENT. The requisition will contain the following justification remarks:

- a. The installed location of the applicable component, including the reactor plant number, plant system and component location or valve mark (this information can be obtained from the activity's engineering personnel).
- b. The reason for the failure and out of specification characteristics the component exhibits (e.g., if valve seat is leaking excessively, provide the leak rate for the valve and the circumstances of the leak.)
- c. What repairs have been attempted and justify why the component is being replaced rather than repaired. This information is necessary because NAVSEA 08's policy states, unless prohibited by the component technical manual or directed by NAVSEA, activities should attempt to repair failed 2S Cog/X1 SMIC components prior to submitting a requisition for a replacement component.
- d. The serial number of the on board spare component, if applicable, and failed component (Note: Serial number information is required on Machinery history cards, maintained by the engineering personnel, per NAVSEA instruction 9210.37 series).
- e. The field changes (if any) which have been incorporated into the failed component.

4. REQUISITIONING REQUIREMENTS, INITIAL ALLOWANCE FOR NUCLEAR SHIPS OR TENDER LOAD LIST (TLL). Activities will submit all requisitions for initial on board allowances of 2S Cog/X1 SMIC reactor plant components directly to NAVSEA 08H. Additionally, the requisitioner will:

a. Provide as requisition justification remarks the serial number and date of the letter (NAVICP MECH cover letter which forwarded the Q-COSAL or NAVSEA 08 letter which authorized the TLL, as applicable) which established an allowance for the requisitioned component.

b. Use advice code "5D" to indicate that the requisition is for an initial allowance requirement.

5. REQUISITIONING REQUIREMENTS, REPLACEMENT OF AN ALLOWED SPARE (OTHER THAN FOR TENDER LOAD LIST SPARES).

a. For 2S Cog/X1 SMIC components required for the replacement of an allowed on board spare (OBS) component which has been installed, provide as requisition justification remarks:

(1) The justification remarks required by par 3259-3 above relative to the failed component which initiated the use of the OBS component.

(2) The serial numbers of the failed installed component and OBS component which was installed in its place.

(3) The field changes (if any) incorporated into the installed OBS component installed.

b. For 2S Cog/X1 SMIC components required to replace an allowed OBS component which was lost or cannot be located, provide as requisition justification remarks the expenditure number of the DD Form 200 and the serial number of the missing component or the serial number(s) of all other on hand components of that stock number if the missing components serial number is unknown. The requisitioner should prepare a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, and provide a copy of the FLIPL to NAVSEA 08H.

6. REQUISITIONING REQUIREMENTS, SUPPORT OF A SHIPALT, ALTERATION AND IMPROVEMENT ITEM (A&I) NUCLEAR LIAISON INQUIRY (NLI) OR OTHER DIRECTED WORK.

a. The ShipAlt number, Type Commander A&I item, NLI, or other document(s) (including letters or messages) which authorizes or directs the components installation.

b. An estimated start date for the component installation.

7. REQUISITIONING REQUIREMENTS, TENDER REPLACEMENT OF AN ALLOWED TENDER LOAD LIST (TLL) SPARE.

a. Tenders which requisition 2S Cog/X1 SMIC components to replace those issued from TLL will identify as requisition justification remarks:

(1) The document number for which the TLL component was issued.

(2) The serial number of the component issued.

(3) The ship to which the component was issued and the system and location (if applicable) in which it was installed.

(4) The ShipAlt (A&I) item number, (NLI) and the job start date, if applicable.

(5) The destination of the removed component.

b. Tenders which requisition 2S Cog/X1 SMIC components to replace allowed TLL spares which are lost or cannot be located will identify as requisition justification remarks the expenditure number of the DD Form 200 and the serial number of the missing component or the serial number(s) of all other on hand components of that stock number if the missing components' serial number is unknown. The requisitioner will prepare a FLIPL, DD Form 200, and provide a copy of the FLIPL to NAVSEA 08H.

8. RETENTION OF COMPONENT SERIAL NUMBERS. Par. 5079 provides the requirements for turn-in of 2S Cog/X1 SMIC reactor plant components which are unserviceable, not used or components in excess in allowance requirements. Requisitioning activities will retain a copy of NAVSEA Form 9210/23 filled out in conjunction with the turn-in of a unserviceable, not used component or component in excess of allowance requirements. This documentation is intended to obtain data which NAVSEA requires to properly track the turn-in of unserviceable, not used component and to maintain current reactor plant component configuration data (by component serial number) for nuclear powered ships, land-based prototypes, moored-training ships, and tenders designated to carry 2S/X1 load list spares.

3262 FIELD LEVEL REPAIRABLES

1. GENERAL. Field Level Repairables (FLRs) are those repair parts that are authorized for removal, repair, or condemnation at either the organizational or the intermediate maintenance level based on the component maintenance plan and on a comparison of replacement and depot level repair costs. An organizational level repairable is a repairable which the Repair Maintenance and Recoverability Codes indicate can be repaired or condemned at the organizational maintenance level. An intermediate level repairable is an item which may be repaired and condemned at the intermediate maintenance level in accordance with the Recoverability Code if it is Beyond Capable Maintenance (BCM) at the organizational maintenance level indicated by the Repair Maintenance Code. It is necessary to check both the Repair Maintenance Code and the Recoverability Code for all FLRs since the authorized repair level may not be the authorized condemnation level. Thus, even though Non Ready For Issue (NRFI) FLRs are not normally returned to the depot level, ship supply personnel must consult FEDLOG for disposition instructions.

2. IDENTIFICATION. Ship supply personnel must review each item's cognizance symbol and material control code in FEDLOG to determine if the item is an FLR. FLRs are identified in FEDLOG by cognizance symbols with a Material Control Code (MCC) D. All CCA/electronic components must be screened for repair by 2M/MTR work centers prior to disposal.

a. The field level which may repair the item is identified by the Repair Maintenance Code in FEDLOG. For example:

<u>Repair Maintenance Code</u>	=	<u>Level of Repair</u>
Numeral or 0		Shipboard (Organizational)
G, H, F		Tender/Regional Maintenance Center (Intermediate)

b. The field level which may condemn the item is identified by the Recoverability Code in FEDLOG. For example:

<u>Recoverability Code</u>	=	<u>Level of Repair</u>
Numeral or 0		Shipboard (Organizational)
G, H, F		Tender/Regional Maintenance Center (Intermediate)

These codes are part of the Source, Maintenance and Recoverability (SM&R) Code. The SM&R codes are explained in OPNAVINST 4410.2A (Joint Regulation Governing the Use and Application of Uniform Source, Maintenance and Recoverability Codes), the Introduction to the COSAL and in the COSAL Use and Maintenance Manual (see NAVICPMECHINST 4441.170 (series)). Some 9 cog consumable repair support material may be common items and should be procured through local purchase or "fill or kill" requisitions only. Local procurement and "fill" or "kill" requisitions for 2M common support material alleviate unnecessary supply system backorders and expensive spot procurements.

3. PROCEDURES. To assist 2M maintenance personnel in identifying technical problems with FLRs sent to the ship's 2M-MTR Work Center or to the Ship's Regional Maintenance Center (RMC)/tender/Battle Force Intermediate Maintenance Activity (BFIMA), ship's maintenance personnel must complete a work request (OPNAV Form 4790/2K) per the Ship's Maintenance Material Management (3-M) Manual {OPNAVINST 4790.4(series)} to initiate repair of NRFI FLRs or progressive DLRs. Unserviceable FLRs as determined by 2M do not require turn-in to the supply department, however, progressive DLRs and FLRs Beyond Capable Maintenance (BCM) of the 2M repair facility requires turn-in to supply to facilitate progressive repair as directed by SM&R maintenance coding and described in par 3263.

3263 MINIATURE/MICROMINIATURE (2M) REPAIR

1. GENERAL. OPNAVINST 4700.7J established shipboard systems repair policy. The Joint Fleet Maintenance Manual, COMFLTFORCOMINST 4790.3, Volume 6, Chapter 8, requires screening and attempted repair of all failed FLRs and progressive circuit card assemblies (CCA) and electrical/electronics modules (EM). COMPACFLTINST 4700.9/ COMLANTFLTINST 4700.11 provides guidance for BFIMA to support ships not equipped with intermediate level repair capabilities. NAVSEAINST 4790.17A implements Naval Sea Systems Command (NAVSEASYS COM) policy regarding shipboard electronics test and repair. In support of these initiatives the following policy applies for CCA/EM repair:

2. O-LEVEL REPAIR. O-Level testing/repair efforts will be completed prior to submitting the failed item for progressive repair by the ship's 2M-MTR work center or Regional Maintenance Center/tender/BFIMA.

3. INTERMEDIATE MAINTENANCE ACTIVITY (IMA) REPAIR. If O-level repair cannot be accomplished, repair will be attempted through the IMA ashore or afloat to the maximum extent possible. Turn-in Procedures to submit failed CCA/EM for repair by I-Level maintenance activities will be specified by Type or Operational Commanders. Supply Officers are authorized to delay stock issue, replenishment, and NRFI turn-in for up to 72 hours pending progressive repair screening. However, stock issue should not be delayed to restore operation of critical systems. NRFI turn in may be delayed IAW TYCOM directives for receipt of component parts required to repair the failed item. Follow carcass tracking guidelines in par. 8330.

4. TURN-IN. CCA/EM repaired by the 2M-MTR work center and turned into Supply as RFI must meet the following requirements:

- a. RFI determination is performed by the system maintenance technician or by the technician performing I-Level repair.
- b. RFI certification will be accomplished through use of authorized Navy test equipment, hot test bed, or installation of repaired component into operational system for functional test.
- c. Packaging and labeling will follow guidelines in pars. 7000-7003. NAVSUP P-700, Navy Packaging Data, available online at <https://www.icptarp.net/p700>, provides additional packaging guidance. Electrostatic Discharge (ESD), shock and humidity protection is required. The RFI label will contain the date of the test, the name of the certified technician and command performing the test. The Miniature-Microminiature, Module Test and Repair (2M-MTR) technician will be trained in packaging techniques per pars 7000-7003 and will ensure initial protective packaging is provided prior to turn-in. The Supply Officer will ensure packaging is completed per NAVSUP P-700 prior to stowage. Exterior identification with a 2M label is required.
- d. This RFI certification is valid for "A" condition.

5. PIECE PARTS. Piece parts required for 2M repairs have been formalized into Allowance Parts Lists (APL) for each ship class having 2M/MTR repair capability. These APLs contain unique high usage piece parts such as resistors, diodes, capacitors, transistors, and integrated circuit chips determined from Fleet wide demand data, TYCOM recommendations and from the latest Gold Disk release which support, and are part of, the equipment and/or systems installed on a specific ship class. 2M/MTR piece part APLs are divided into two distinct groups, Baseline and Augmented APLs.

a. Intermediate-Level Baseline APL. The Intermediate-Level Baseline APL is supply coded Operating Space Item. 2M/MTR piece parts listed in this APL are ordered, staged in three VIDMAR-type cabinets and delivered onboard selective intermediate level ships to the 2M work center. These 2M/MTR piece parts have been identified as maintenance critical. Operating Space Item parts consumed during 2M repairs must be reordered on a one-for-one basis as usage is reported and are eligible for demand base stocking by the supply department.

b. Organizational-Level Baseline APL. The Organizational-Level Baseline APL is supply coded Storeroom Item and contains an Allowance Note Code to ensure that 100% of the listed 2M piece parts are stocked on board regardless of stocks presently on hand and/or past usage.

c. Augmented APL. To ensure that sufficient piece parts are authorized to support increases in 2M/MTR repairs, additional APLs have been developed to support both I- and O-Level 2M/MTR ships and shore facilities. These APLs, labeled "Augmented APLs" list all 2M/MTR piece parts appearing in the latest Gold Disk release and are applicable to a ship's class and/or maintenance capability. These APLs are supply coded Storeroom Item and allowances will be computed using normal Fleet Logistics Support Improvement Program computations. Augmented APLs will continue to be updated as the number of Gold Disks continues to increase. Parts needed for a 2M/MTR repair not listed in 2M/MTR APLs should be reported utilizing a Fleet COSAL Feedback Report (NAVSUP Form 1371) per chapter 4 of the COSAL Use and Maintenance Manual, NAVICPMECHINST 4441.170 (series).

Section III: ELECTRONIC MATERIAL

3275 SCOPE

This section contains unique requisitioning procedures for repair parts supporting electronic equipment, components and associated technical materials. Unless otherwise specified in this section, electronic material will be requisitioned in the same manner prescribed for general stores material.

3279 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)

1. GENERAL. GPETE is equipment capable of generating or measuring a range of electronic or electrical parameters as required, to test two or more functions in systems or equipment of basically different design. GPETE is procured by NAVICP MECH through the Navy Working Capital Fund (NWCF). Procedures and policy for the NWCF funding of GPETE are the same as those prescribed in par 8304 regarding DLRs.

2. GPETE ALLOWANCES. Allowances for GPETE is listed in one of the following documents:

a. Ship/Shore Portable Electrical/Electronic Test Equipment Requirements List (SPETERL), which is prepared by Naval Weapons Station Earle, NJ (PHST/Code 7114) (DSN 449-2169) under the direction of NAVSEA (Code 04RM3); or

b. Individual Material Readiness List, (IMRL) prepared for the cognizant Support Equipment Controlling Authority (SECA) by the Naval Aviation Maintenance Office (NAMO) under the direction of NAVAIR (PMA 260).

3. PROCUREMENT OF GPETE

a. Deficiencies resulting from new GPETE allowances. Naval Weapons Station Earle, NJ (PHST/Code7114) identifies non-aviation GPETE deficiencies resulting from new allowances and NAVSEA (Code 04RM3) initiates procurement/delivery action. NAVAIR (PMA 260) coordinates the efforts of NAVICP PHIL (Code 0332), Naval Air Warfare Center Aircraft Division, Lakehurst (NAWCADLKE), Lakehurst NJ (486700B/562-1) (DSN 624-7733) and the SECAs with respect to the APN-7 conference GPETE requirements.

b. Replacement of missing or unserviceable GPETE. A Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, will be prepared in accordance with pars. 5125-5133 to document missing or unserviceable GPETE. The replacement item will be OPTAR chargeable. The MILSTRIP requisition, citing advice code 5A or 5G and the same document number as assigned to the DD Form 200, will be submitted directly to NAVICP MECH (Code 05834).

c. Upgrading of GPETE.

(1) There are five classifications of GPETE, each assigned a range of priority:

(a) Standard (13) the most advanced and satisfactory test equipment approved for service use.

(b) Substitute standard (22) test equipment approved for service use with performance characteristics lower than standard equipment.

(c) Limited standard (38) test equipment approved for service use with performance characteristics less than standard or substitute test equipment, but are usable substitutes.

(d) Obsolescent (72) test equipment that no longer has satisfactory performance characteristics but that remain in service pending availability of replacements.

(e) Obsolete (95) test equipment which have been declared unsuitable for their use. Disposal of obsolete test equipment will be expedited.

(2) Replacements for GPETE designated as obsolete need not be requisitioned by the end user.

(3) NAVSEA and NAVAIR will "push" replacements for limited standard, obsolescent, and obsolete GPETE as funds become available. End users desiring to requisition replacements for limited standard, obsolescent, or obsolete GPETE will be charged the standard price, even if the carcass is turned in. The net price will be charged only if the carcass is classified as standard or substitute standard.

d. Emergent or Non-programmed GPETE. The acquisition cycle for programmed buys - extending from requirement identification to equipment delivery - typically lasts three years. If emergent or non-programmed GPETE requirements exist, the user may fund the procurement prior to the programmed procurements. The user is then responsible for total life cycle support including equipment provisioning, technical manuals, and Instrument Calibration Procedures.

e. REQUISITION FOLLOW-UP. Follow-ups shall be submitted in accordance with pars. 3530-3537. Informal correspondence may be addressed to Naval Weapons Station Earle, NJ (PHST/Code 7114) or to the cognizant SECA, as appropriate.

f. NONSTANDARD GPETE. Unique measurement requirements may necessitate approval of nonstandard GPETE (GPETE which is not listed in the Test Equipment Index, NAVSEA ST000-AA-IDX-010-PEETE). Narrative requests for nonstandard GPETE shall be forwarded to Naval Weapons Station Earle, NJ (PHST/Code 7114) via the Type Commander and must include the following information:

- (1) Equipment name;
- (2) Manufacturer and model (plus any options);
- (3) Quantity required;

- (4) Unit cost and source of cost;
- (5) Functional description (attach catalog, specification or other information);
- (6) Measurement parameters required but not provided by the nearest similar item in the Test Equipment Index;
- (7) Prime system supported;
- (8) Required delivery date;
- (9) Name, signature, telephone number, activity, and mailing address of the originator.

3280 PORTABLE RADIAC EQUIPMENT

1. RADIAC REQUISITIONING PROCEDURES. The requisitioning procedure for Radiation, Detection, Indication and Computation (RADIAC) equipment depends on the COG code of the equipment. Most 6D COG RADIAC equipment, with the exception of initial new construction allowances and the IM-239/WDQ, must be requisitioned by NAVSEA approved RADIAC Calibration Laboratories (RCLs) as described below. End users should work closely with their RCLs to obtain equipment. It is not necessary for end users to submit supply requisitions for 6D cog RADIAC equipment funded by NAVSEA 04LR. The RCL will procure, provide and distribute RADIAC equipment, as necessary, to meet operational commitments.

a. Even COG (6D) Equipment. All initial allowances, except for new construction ships, and any allowance increases are funded by NAVSEA 04LR. Replacement of 6D COG equipment will be funded by NAVSEA. 6D COG RADIAC equipment can only be requisitioned by NAVSEA approved RCLs, except for the IM-239/WDQ. Users should contact their cognizant RCL to ensure item is turned in per the equipment turn-in procedures of the SE700-AA-MAN-100/RADIAC manual. If a carcass is not available for turn-in or is damaged, the activity shall report the loss or damage to their cognizant RCL as described in SE700-AA-MAN-100/RADIAC manual. For the IM-239/WDQ, end users should requisition replacements using Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Routing Identifier Code N35.

b. Odd COG (1H, 7H and 9G) Equipment. All initial allowances, except for new construction ships, and any allowance increases are funded by NAVSEA 04LR on a one time only basis. The user funds replacement of 1H, 7H and 9G COG equipment. This RADIAC equipment can be requisitioned via MILSTRIP using normal supply procedures.

c. For lost or damaged RADIAC equipment, provide a copy of the submitted DD Form 200 to the servicing RCL. The RCL will order and receive the RADIAC equipment.

d. For allowance changes, provide a copy of the approved allowance change request notification to the servicing RCL. The RCL will order and receive the RADIAC equipment and distribute it upon completion of calibration.

Section IV: ORDNANCE MATERIAL**3295 SUPPLY OFFICER'S RESPONSIBILITY**

The Supply Officer is responsible for procuring ordnance material required by the ship except for installed ordnance material, war reserve stockpile nuclear weapons, ordnance material obtained through operational channels, and ammunition.

3296 REQUISITIONING INSTRUCTIONS

1. **GENERAL.** Unless otherwise specified in this paragraph, requisitions for ordnance material for which the Supply Officer has procurement responsibility will be submitted as prescribed in par. 3023. Unique requisitioning procedures are set forth in the following subparagraphs.

2. **INERT NUCLEAR WEAPONS MATERIAL.** Inert nuclear weapons material will be requisitioned in accordance with Navy SWOP 100-1A.

3. **SMALL ARMS AND WEAPONS.** Policy guidance concerning small arms and weapons management is contained in NAVSEAINST 8370.2 (series).

a. **Initial Issue.** The Navy Small Arms Management Program will provide for the initial issue of small arms, weapons, related support kits, and associated gun mount requirements. Initial issue material is provided at no cost to the receiving activity. Definitions for initial issue is authorized include:

1. Establishment of a new allowance;
2. Approved increase in allowance;
3. Unissued weapons on an existing allowance;
4. New standard item adopted by Navy to replace an obsolete item.

Activities that meet one of the above listed definitions may obtain small arms and weapons by submitting a MILSTRIP requisition for each NSN, citing advice code "5D" to NAVICP Mechanicsburg (RI N35). Associated gun mounts and related support equipment may be obtained by sending a naval message or letter request to Commander, Crane Division, Naval Surface Warfare Center, Code 4086, Crane, IN 47522-5001. Requests shall include UIC, NSN, quantity authorized for initial outfitting, ship-to location, and priority of requirement.

b. **Replacement.** When small arms and weapons become unserviceable or have been surveyed (due to loss or theft and investigated), replacement small arms or weapons shall be obtained by submitting a requisition through normal supply channels (see pars. 3024-3025). The requisitions for replacement of small arms and weapons will contain advice code "5G" or "5S", as appropriate. The requisition for replacement of surveyed small arms or weapons will contain advice code "5A".

c. **Replacement of Obsolete Small Arms/Weapons.** When an activity has been notified that certain small arms or weapons have been declared obsolete, replacement items (new standard replacement) shall be obtained by submitting a requisition citing advice code "5D". Disposition instructions will be provided by NSWC Crane (Code 4086).

4. AMMUNITION.

a. Basic supply management policy and specific fleet requisitioning and reporting procedures for ammunition are contained in the Conventional Ordnance Stockpile Management Policy and Procedures Manual (NAVSUP P-724). Unless exceptions are cited by NAVICP MECH or COMLANTFLT/COMPACFLT, all ammunition requisitions will be prepared in accordance with the NAVSUP P-724 Chapter 2. Requisitions for items identified by an NSN or a Department of Defense Ammunition Code (DODAC) will be submitted via DAAS in accordance with the procedures prescribed in par. 3029-2. Although the Supply Officer is not usually responsible for procuring ammunition, he will assist the weapons officer, when requested, in preparing proper MILSTRIP documents.

b. In accordance with NAVSUP Manual, Volume II par. 223313.A, Safety Manual SW030-AA-MMO-010 Safety Summary Review section, and OPV Volume 1 par. 2-1.12B local procurement of ammunition is unauthorized.

5. ORDNANCE PUBLICATIONS. Certain types of ordnance publications are available through the Navy Supply System. These publications are listed in the Unabridged Navy Index of Publications and Forms (NAVSUP P-2003), and are obtained in accordance with instructions for requisitioning cognizance symbol I material. Ordnance Publications not included in NAVSUP P-2003 are as follows:

a. General. Ordnance publications which are not available as cognizance symbol I items should be obtained by submitting a request to the issuing authority per instructions noted in the publication or by contacting the issuing authority or program manager. The below types of ordnance publications are not available as cognizance symbol I items:

- (1) NAVORD Ordnance Data (NAVORD ODs and WDs),
- (2) NAVORD Ordnance Alterations (NAVORD ORDALTS),
- (3) NAVORD Ordnance Standards (NAVORD OSTDs),
- (4) Ordnance Classification of Defects (OCSs and CDs),
- (5) Drawings and Sketches on Ordnance,
- (6) NAVORD Ordnance Specifications (OSs) and Weapons Specifications (WSs),
- (7) Photoprints and Blueprints.

b. Special Weapons Ordnance Publications (SWOPs) Navy special weapons publications will be ordered in accordance with Navy SWOP 0-1B.

c. Stock List of Navy Ammunition. Ammunition items other than nuclear ordnance are listed in the Stock List of Navy Ammunition (NAVSUP P-803). The items are identified by NSN and, when applicable, the NSN is followed by a 4-character Department of Defense identification code (DODIC) or a Navy ammunition logistic code (NALC) (DODICs/NALCs are assigned to indicate functional interchangeability of similar items with different NSNs). The NAVSUP P-803 is distributed automatically to fleet units via CD-ROM. Additional copies, if required, may be requested from NOLSC – AMMO.

3297 SURFACE MISSILE SYSTEMS (SMS) ORDNANCE ALTERATION (ORDALT) KITS

Ships having surface missile systems (SMS) installed are not authorized to requisition SMS ORDALT kits. The Naval Surface Warfare Center, Port Hueneme Division will requisition SMS ORDALT kits required by ships and will follow up until delivery is made.

3298 REPAIR PARTS SUPPORT FOR ORDNANCE ALTERATIONS (ORDALTS)

1. GENERAL. Upon review and approval of a proposed ORDALT, the Naval Sea Systems Command (NAVSEA) will direct an appropriate ordnance support activity to prepare an ORDALT Implementation Plan (OIP), and will assign responsibility to the ordnance support activity (or other designated activity) for the procurement of the materials required for installation of the ORDALT, and for subsequent support of the altered equipment or system. The items and quantities of support material to be procured are determined after NAVICP MECH has compared the material requirements in the OIP with existing allowances in the APL(s) for the affected equipment or system.

2. ORDALT KITS. When ORDALT installation and equipment/system support materials are available, the appropriate Regional Maintenance Center (RMC) will provide an ORDALT kit to each ship scheduled for installation of the ORDALT. (A ship's requisition for the kit is not required). The kit contains a text (instructions) and the materials required for installation of the ORDALT.

3. SUPPORT MATERIAL. Upon receipt of an ORDALT kit, the ship's Supply Officer will compare the support materials listed in par. 11.8 of the ORDALT text with the existing APL for the affected equipment/system, and with related stock records to determine the items required to be added or deleted, and the quantities of currently stocked items required to be increased or reduced. If requested, the appropriate Fleet Technical Support Center will assist in interpreting the ORDALT text and in determining authorized allowances of supporting repair parts. When the requirements have been determined, MILSTRIP requisitions will be prepared and submitted. If the ORDALT is to be accomplished between regular overhauls, the ship will prepare and submit the requisitions to NAVICP MECH, in accordance with pars. 3365-3369. If the ORDALT is to be accomplished during a regular overhaul, the ILO team will requisition the required support material in accordance with the Integrated Logistics Overhaul (ILO) Policy and Procedures Manual.

4. UPDATING THE COSAL. Based on allowances authorized in the ORDALT text, the shipboard HMEO&E COSAL may be updated at the time material support requirements are determined, in accordance with par. 3298-3. However, when an ORDALT APL (or an amendment to an existing APL) is subsequently received from NAVICP MECH, the previously determined allowances will be verified and/or adjusted as necessary. If any adjustments are required, additional procurement and/or disposal actions also may be required. When all appropriate actions have been taken, the ORDALT APL (or APL amendment) will be included in the COSAL, and attached to the existing APL for the applicable ordnance equipment or system.

Section V: AVIATION MATERIAL**Subsection 1: GENERAL****3315 FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL**

1. GENERAL. When material availability is limited, to the extent that fleet requirements must be satisfied per strict military operational need, fleet rationing control may be assumed by COMNAVAIRPAC or COMNAVAIRLANT, via the Aviation Material Office, Atlantic. For material so designated (regardless of cognizant symbol assigned), AVNMATOLANT and COMNAVAIRPAC shall exercise control over fleet allocation, distribution and reporting.

2. CONSOLIDATED FLEET CONTROL MATERIAL LIST. The Consolidated Fleet Control Material List (CFCML) is a comprehensive listing by National Item Identification Number (NIIN) sequence of all fleet controlled material. After the Type Commander and item manager have considered the anticipated criticality of supply assets, items are included in the CFCML. Copies of the CFCML are available to all activities from the appropriate fleet control agent. Detailed policy governing instructions applicable to requisitioning and reporting of items included in an CFCML are contained in COMNAVAIRLANT/PACINST 4470.2 (series).

3316 REQUISITIONING CHANNELS

The requisitioning channels for most aviation material requirements, including catapult/arresting gear and photographic materials are provided in COMNAVAIRPACINST 4235.1. The requisitioning channels for aviation material requirements for Atlantic Fleet and Pacific Fleet ships supporting light airborne multipurpose system (LAMPS) and Vertical Replenishment (VERTREP) helicopters are listed in COMNAVSURFLANTINST/COMNAVSURFPACINST/COMNAVAIRLANTINST/COMNAVAIRPACINST 4420.3A.

Subsection 2: AIRCRAFT ON EXTENDED FLIGHTS**3330 PROCUREMENT OF MATERIAL, SERVICES, FOOD, AND LODGING**

Material and services required to enable aircraft to continue assigned missions, as well as food and lodging for aircraft pilots and crews while on flying duty away from their home station, may be procured from U.S. Naval activities, other government departments, or commercial sources.

3331 FLIGHT PACKETS

1. GENERAL. Supply or material control officers of aviation activities maintain flight packets for issue to pilots making extended flights. Flight packets will contain instructions and forms to assist pilots of aircraft on extended flights to provide whatever may be necessary to complete the assigned mission(s). (The term "pilot", as used in this section, applies to pilot, copilot, and or crew chief.)

2. ITEMS INCLUDED. Each aircraft making an extended flight will be provided with a flight packet containing the following items:

a. Procurement documents:

(1) DD Form 1348 (6 part) to requisition required materials (excluding all aviation fuels and lubricants);

(2) Standard Form 44 (Purchase Order Invoice Voucher) to procure fuel from non-DESC contracted locations and when an AIR card-accepting merchant is not available. The aircraft is authorized to use the SF44 in accordance with local purchasing procedures.

(3) DD Form 1896 (white Identaplate). Identaplates are plastic identification cards embossed with specific aircraft and billing information. An Identaplate may be presented by an ordering official prior to refueling on military installations or foreign military bases only.

b. Instructions for safeguarding and shipping damaged aircraft;

c. Instructions for procuring services and supplies (including multi language billing instructions);

d. Statement of Witness (Standard Form 94);

e. Claim for Damage or Injury (Standard Form 95);

f. Indelible pencil or ball-point pen, and carbon paper;

g. Engineering Investigation Reports (reference COMNAVAIRFORINST 4790.2 series (NAMP Manual));

h. Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60).

i. Fuel Sample Log Sheet

j. Air Card (see par. 3334)

k. At least three oil sample kits for applicable TMS aircraft scheduled for extended cross-country flights.

3. PRETYPED INFORMATION

a. DD Form 1348. The following information will be pretyped on the DD Form 1348s included in flight packets (see sample on following page):

<u>Data block/ Card columns</u>	<u>Entry</u>
B	Service designator code, UIC, and name of squadron or other unit to which the aircraft is assigned. Pilot will enter his name, grade/rate, and social security number.
1-3	"AOA"
7	"O"
30	"R" for Pacific Fleet operating units; "V" for Atlantic Fleet operating units; or "N" for other than Pacific Fleet or Atlantic Fleet operating units.
31-35	UIC of the squadron or other unit to which the aircraft is assigned.
40-43	Requisition serial number.
44	"R" for requisitions for POL products; "N" for all other material or services.
45	Service designator code (R, V, or N) applicable to the UIC in cc 46-50. If no UIC in cc 46-50, leave blank.
46-50	UIC of the activity to which charges will be billed, if other than that in cc 31-35; otherwise leave blank.
51	"B" if a UIC in cc 46-50; otherwise, "A".
52-53	Fund code applicable to aircraft type and material to be requisitioned.
L-M	Aircraft type, and "BU. NO. _____". Pilot will insert the Naval Air Systems Command aircraft number.
N-O	Purpose for which the DD Form 1348 is to be used, and the aircraft Type Equipment Code (TEC).

DD FORM 1348 PRETYPED FOR FLIGHT PACKET

DOC. IDENT.	ROUT. IDENT.	M & S	FSC	NIIN	ADD. UNIT OF ISSUE	QUANTITY	REQUESTOR	DATE	SERIAL	B M	SUPPLEMENTARY ADDRESS	S	FUND	DISTRIBUTION	PROJECT	PRIOR. BY	REQ. DEL. DATE	ADV. STAT.		
SEND TO:										REQUISITION IS FROM:										
[Shaded]										R09707 ATTACK SQUADRON										
DOC. IDENT.	ROUT. IDENT.	M & S	FSC	NIIN	ADD. UNIT OF ISSUE	QUANTITY	DOC. IDENT.	ROUTING IDENTIFIER	M & S	FSC	NIIN	ADD. UNIT OF ISSUE	QUANTITY	DOC. IDENT.	ROUTING IDENTIFIER	M & S	FSC	NIIN	ADD. UNIT OF ISSUE	QUANTITY
A	Ø	A	Ø	A	Ø	A	Ø	A	Ø	A	Ø	A	Ø	A	Ø	A	Ø	A	Ø	A
REQ. NO.	REQ. DATE	SERIAL	REQ. NO.	REQ. DATE	SERIAL	REQ. NO.	REQ. DATE	SERIAL	REQ. NO.	REQ. DATE	SERIAL	REQ. NO.	REQ. DATE	SERIAL	REQ. NO.	REQ. DATE	SERIAL	REQ. NO.	REQ. DATE	SERIAL
R	Ø	9	7	Ø	7	6	1	1	9	N	A	-	4	E	BU	NO.	TEC	O	S	T
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	DOC. IDENT.	SUFF. EST. AVAIL. DATE	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS	STATUS
7	F																			
ADVISE	RI	TO	RI	TO	RI	TO	RI	TO	RI	TO	RI	TO	RI	TO	RI	TO	RI	TO	RI	TO

NOTE: Shaded areas will be completed by activity furnishing requested material.

b. Standard Form 44. The following information will be pretyped in Standard Forms 44 included in flight packets (see sample on following page).

Data block/
Card columns

Entry

ORDER NO.

Service designator code and UIC of the squadron or other unit to which the aircraft is assigned, and the serial number of the purchase order. (The Julian date in the order number will be entered by the squadron Supply Officer when the form is returned.)

FURNISH SUPPLIES
SERVICES TO

Service designator code, UIC, and name of the squadron or other unit supporting the aircraft; the aircraft type; and "Bu. No. _____".

AGENCY NAME AND
BILLING ADDRESS

Mailing address of the Defense Finance Accounting Service (DFAS) to which the Standard Form 44 will be forwarded for payment.

PURPOSE AND
ACCOUNTING DATA

Accounting data applicable to the purchase; however, the Julian date portion of the accounting spread will be left blank.

NOTE: Type commanders' instructions may require additional data to be pretyped on forms provided in a flight packet.

Material Procurement

3332

(1) ensure the DD Form 1348 contains the proper Fund Code/Advice Code for the type of material that is ordered and received;

(2) print his name, rank/rate, and social security number in data block B, and the Naval Air Systems Command aircraft bureau number (Bu. No.) in data blocks L-M;

(3) ensure the legibility of entries in the green and hardback copies returned to him with the material or service; and, upon return to his home station, he will;

(4) submit the green and hardback copies to the supply or material control officer of his aviation unit.

c. Responsibility of the Issuing Activity. Upon receipt of DD Forms 1348 from the pilot, the issuing activity will enter the following information:

<u>Data block/ Card columns</u>	<u>Entry</u>
A	Service designator code, UIC, and name of issuing activity
4-6	Issuing activity's routing identifier code (if assigned)
8-22	NSN, NICN, or part number of item issued
23-24	Unit of issue
25-29	Quantity supplied
36-39	Julian date of the transaction
T-U	Unit price and total price

The Issuing activity will process requisition as a lateral support and returns the green and hardback copies of each DD Form 1348 to the pilot, and will retain the original and remaining copies.

d. Responsibility of the Supply Officer. Upon receipt of the green and hardback copies of DD Form 1348 forwarded by the operations officer, the aviation unit Supply Officer (or material control officer if a Supply Officer is not assigned) will insure that:

(1) the hand scribed entries are reviewed for legibility, completeness, and accuracy;

(2) the obligation is recorded in the Requisition/OPTAR Log;

(3) the green copy is placed in OPTAR File 1 pending the next transmittal of obligation documents to DFAS

(4) the hardback copy is retained in the completed requisition file.

(5) for SUADPS-RT/RSUPPLY activities - the obligation is forwarded for processing in SUADPS-RT/RSUPPLY

2. AVIATION FUELS AND LUBRICANTS

a. Procurement Documents. The DD Form 1896 (white Identaplate) or Identaplates, plastic identification cards, are embossed with specific aircraft and billing information. An Identaplate may be presented by an ordering official prior to refueling on military installations or foreign military bases only. The identaplate, which is included in the flight packet, will be presented to the issuing activity for imprinting appropriate identification and billing data in a DD Form 1898 (Avfuels Into Plane Contract Sales Slip), or in AF Form 1994 (Fuels Issue/Defuel Document) if the supply source is an Air Force activity.

b. Responsibility of the Issuing Activity. After imprinting the "issue slip" (DD Form 1898 or AF Form 1994), the refueling operator will:

- (1) enter the quantity and unit price of the fuel/lubricant provided;
- (2) sign the issue slip in the space provided for the refueler's signature;
- (3) obtain the entries required of the aircraft pilot or crew chief (see par. 3332-2c);
- (4) provide the aircraft pilot with one copy of each issue slip;

(5) deliver the original and remaining copies of the issue slip to the issuing activity's fiscal office for inter service or intra service billing, as appropriate.

c. Responsibility of the Pilot. When fueling/lubrication of the aircraft is finished and the refueler has completed his entries in the issue slip (see par. 3332-2b), the pilot will:

- (1) sign the issue slip in the space provided for the customer's signature;
- (2) print his name, rank/grade, social security number, and organization in the spaces provided for such entries;
- (3) insure the legibility of imprinted and hand scribed entries;
- (4) obtain one copy of the completed issue slip for delivery to the operations officer of his aviation unit.

d. Responsibility of the Operations Officer. When an aircraft returns from an extended flight, the operations officer of the aviation unit to which the aircraft is attached will:

- (1) obtain and review the copies of issue slips (DD Forms 1898 and/or AF Forms 1994) returned by the aircraft pilot;
- (2) forward the issue slips to the aviation unit Supply Officer (or material control officer if a Supply Officer is not assigned).

e. Responsibility of the Supply Officer. Upon receipt of the issue slip(s) forwarded by the operations officer, the aviation unit Supply Officer (or material control officer if a supply officer is not assigned) will insure that:

- (1) the hand scribed entries are reviewed for legibility, completeness, and accuracy;
- (2) the obligation is recorded in the Requisition/OPTAR Log;

(3) the issue slips are held in an "Unmatched Fuel Documents" file until listed in a Summary Filled Order/Expenditure Difference Listing (SFOEDL) (after the issue slips are listed in a SFOEDL and any required price adjustments are entered in the Requisition/OPTAR Log, the issue slips will be annotated and placed in the completed requisition file in the manner prescribed by the cognizant Type Commander);

(4) on the 15th, and/or last day of each month, a DD Form 1348 (MVO) is prepared as an obligation document to cover the aviation fuel and lubricating oil costs and price adjustments entered in the Requisition/OPTAR Log in the preceding 10 day period (all such MVO obligation documents submitted in a single fiscal year are assigned the same document number, which consists of the service designator code and UIC of the chargeable aviation unit; the Julian date of the first day of the fiscal year; and "F0" followed by the last two digits of the fiscal year (e.g., R09707/6275/F097)).

(5) the green copy of the obligation document is included with other obligation documents transmitted to DFAS, and the hardback copy is placed in the completed requisition file.

(6) for SUADPS-RT/RSUPPLY activities - the obligation is forwarded for processing in SUADPS-RT/RSUPPLY

f. When constructing document numbers for billing purposes, the following procedures apply: The serial number on Navy aircraft will always be the last four digits of the pre-printed serial number on the AVFUELS issue slip (DD Form 1898). Serial numbers used for other DOD aircraft will always be the last four digits of the tail number of the aircraft being refueled. It is essential that required structures are used to permit accounting activities to liquidate obligations.

3. BILLING

a. Inter-departmental. Billings for materials and services issued by the Army, Air Force, and other government departments to fleet aircraft on extended flights are accomplished by summary billing transactions which are submitted monthly to DFAS San Diego and/or Norfolk, as appropriate. Each summary billing transaction is accompanied by related detail material billing transactions (one for each receipted DD Form 1348, DD Form 1898, or AF Form 1994 held by the billing office). Summary billing transactions may also be accompanied with an ADPE list of the data included in the detail transactions.

b. Intra-departmental. Charges for materials issued by Navy activities to fleet aircraft on extended flights are submitted to DFAS San Diego and/or Norfolk, as appropriate, in a NAVCOMPT Form 2051 (Labor Roll/Material Charges and Credits), and in a NAVCOMPT Form 2074 (Report of Fund Authorization Charges) or an equivalent ADPE list. NAVCOMPT Forms 2051 are submitted monthly. NAVCOMPT Forms 2074 are submitted monthly by nonautomated activities, and are accompanied with a receipted copy of each related DD Form 1348 and/or DD Form 1898. ADPE lists are submitted three times each month by automated activities using the Uniform Automatic Data Processing System (UADPS), and monthly by all other automated activities. ADPE lists are accompanied with a NAVSUP Form 1162 (Financial Detail Card) for each receipted DD Form 1348 and/or DD Form 1898 held by the issuing activity.

3333 PROCUREMENT FROM COMMERCIAL SOURCES

1. STANDARD FORM 44

a. General. Unless a DD Form 1896 or 1897 is required in accordance with par. 3333-2, supplies and services required to enable aircraft to continue assigned missions while on extended flights away from their home station may be purchased with the Standard Form 44 (see Joint Federal Travel Regulations, pars. U4145-U4240 for details concerning entitlement for personnel reimbursement for food and lodging). The cost of repairs and services is limited to \$2,500 for each transaction, with the exception of aviation fuel oil purchase, which is limited to \$50,000. Verbal competition will be obtained when practicable and the order will be placed with the firm quoting the lowest price for satisfactory delivery. If needed repairs, material, or services are expected to cost more than \$2,500 (\$50,000 for aviation fuel oil), the pilot will request instructions from his Commanding Officer by telegraph or telephone. If the Commanding Officer approves the total cost, the activities Supply Officer (or material control officer if a supply officer is not assigned) will then prepare a DD Form 1348 for the estimate and will submit it to the nearest activity with contracting authority sufficient to cover the expected cost. (Ferry pilots will contact the Commanding Officer of the activity to which the aircraft is assigned.)

b. Processing Instructions

(1) Responsibility of the Pilot. The pilot, copilot, or crew chief will be responsible for:

(a) entering on the Standard Form 44 the NAVAIR aircraft number and the Julian Date in the Order Number block and Accounting Data block;

(b) requiring the dealer to enter on the Standard Form 44 a brief description of the material and services furnished, the unit price and extension, the name and address of the dealer, and the signature of the dealer or the dealer's representative;

(c) insuring that charges for officer's quarters, enlisted quarter's, and enlisted subsistence are shown separately, and that the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered;

(d) printing name, serial number, rank or grade, and signing the procurement document as evidence of receipt of supplies or services; presenting copies 1 and 2 of the Standard Form 44 to the dealer at the time of the purchase and instructing the dealer to submit copy 1 as an invoice (or attach a commercial invoice to copy 1) to the disbursing activity indicated in the block entitled "Agency name and billing address";

(e) submitting the remaining copies of the Standard Form 44 to the squadron Supply Officer or Material Control Officer.

(2) Responsibility of the Squadron Supply Officer. The Squadron Supply Officer will check the Standard Form 44 for accuracy and completeness of accounting information and distribute the remaining copies as follows:

(a) Copy 4 will be matched with the issue request document, which initiated the purchase. When the issue request document has been adjusted (if required), a DD Form 1348 money value only (MVO) will be prepared as an obligation document in accordance with par. 3056. Copy 4 of the Standard Form 44 will be attached to the hardback copy of the DD Form 1348 and, after the obligation and material receipt date have been posted to the Requisition/OPTAR Log, both documents will be filed in the material completed file.

(b) Copies 3, 5 and 6 may be used locally, as required, or destroyed. For SUADPS-RT/RSUPPLY activities these copies will be forwarded for SUADP-RT/RSUPPLY processing.

2. DD FORM 1896

a. Invoicing and Payment. Contractors who furnish into plane deliveries of fuels and lubricants under a DESC contract will submit their invoices, in quadruplicate, directly to the Defense Logistics Agency Support Center (MF), Cameron Station, Alexandria, VA 22314 for payment. In every case, the invoice will be supported by a receipted copy of the applicable DD Form 1898, or other delivery form.

b. Obligation Document. When into plane deliveries of fuels and lubricants are purchased under DESC contracts, the pilot (or his authorized representative) is responsible for ensuring that his receipted copy of the DD Form 1898 or other delivery form is promptly submitted to the squadron Supply Officer for preparation of an obligation document in accordance with par. 3332-2e(3). The DD Form 1348 (MVO) will be prepared to reflect DESC contract prices, not FEDLOG prices, for the items purchased.

3334 AIR CARD

1. GENERAL. The AIR card is the only authorized card used to purchase aviation fuel, fuel related supplies, and ground services for DOD owned/leased aircraft from DESC Into-plane contract and non-contract locations. It is mandatory that the AIR card be used at all DESC into-plane contract locations, (replacing the Identaplate (DD Form 1896)). A current list of Air Card participating FBO's is available through the Internet at https://www.airseacard.com/cgi-bin/airsea_website/fbo_locator.cgi.

2. ACCOUNTABILITY. AIR Card(s) assigned to the aircraft must remain with the aircraft since the AIR Card is embossed with that aircraft's tail number (BUNO). The only exception to this rule is the "Any ACFT" cards. These cards are assigned to the unit/wing/squadron and should remain in the unit/wing/squadron's possession.

a. When transferring aircraft to a depot or contractor for rework, it is the responsibility of the owning activity to maintain accountability of the AIR card. If fuel or services are purchased with the assigned AIR card while the aircraft is in rework status, the activity having permanent custody will be responsible for all related charges incurred by the use of the AIR card.

b. When transferring aircraft to the Aerospace Maintenance and Regeneration Center (AMARC) for storage, the assigned AIR card must be canceled.

3. PROCEDURES. The Air Card is used like any credit card. After purchasing fuel from a commercial FBO, the Aircrew Commander will retain all receipts for turnover to the squadron supply department/material control division. Active duty USN units will receive a weekly invoice from the contractor, reflecting the previous week's usage. The active duty USN units will certify and process the invoice like any other invoice (see NAVSUPINST 4200.85, Simplified Acquisition Procedures), retain copies, and forward to the appropriate DFAS activity for payment.

a. Responsibility of the Pilot. When fueling/lubrication of the aircraft is finished and the refueler has completed his entries, the pilot will:

(1) sign the issue slip in the space provided for the customer's signature;

(2) print his name, rank/grade, social security number, and organization on the back of the receipt;

(3) insure the legibility of imprinted and hand scribed entries;

(4) obtain one copy of the completed issue slip for delivery to the operations officer of his aviation unit.

b. Discrepancies or erroneous billings will be corrected as part of the normal reconciliation process. Separate invoices will be issued for fuel and non-fuel services. Inquiries can be directed to the Consolidated Card Program Management Division (CCPMD), Code SUP34, at air_card@navy.mil or aircard@dla.mil.

Subsection 3: PHOTOGRAPHIC MATERIAL**3345 STANDARD MATERIAL (NSN/NICN ITEMS)**

1. PHOTOGRAPHIC EQUIPMENT, COGNIZANCE SYMBOL 2W. Afloat activities with a digital photographic laboratory (DPL) or support photographic configured aircraft, will requisition required cognizance symbol 2W equipment authorized in Naval Air Systems Command (NAVAIR) Allowance Requirements Registers (ARRs) directly from NAVICP Philadelphia. Justified requisitions for non-allowance items or excess quantities, including temporary requirements for ships not normally authorized photographic equipment, will be submitted to NAVAIR (PMA-281) via the Type Commander (justification will be provided in an accompanying letter; or, if space permits, in the "Remarks" field of the obligation document). Obligation documents for standard equipment will be prepared in accordance with par. 3024, except for card columns 46-50 (Supplementary Address) which will indicate:

- a. the hull type and number of the requisitioning ship (e.g., "CV-69"), if the equipment is for the ship's own use; or
- b. the UIC of the end user, if the equipment is for a supported ship or embarked aircraft.

2. OTHER PHOTOGRAPHIC MATERIALS (COGNIZANCE SYMBOL 1R/7R). Requisitions for standard items of cognizance symbol 1R/7R photographic materials will be prepared in accordance with par. 3023, and will be submitted to the supply source as appropriate.

3346 NONSTANDARD MATERIAL (NON-NSN/NICN ITEMS)

The Other Procurement Navy/Other Photographic Equipment Program provides Digital Photo Lab (DPL) support to Aircraft Carrier (CV/CVN) Visual Information (VI) Labs. The DPL is an OPNAV/SYSCOM configuration managed program; reconfiguration, disposal, or changes in hardware and software to shipboard DPL systems managed under the OPN/OPE Program must be coordinated through the CV/CVN Photo Officer, appropriate COMLANTFLT/COMPACFLT VI Office, and CNO N09C1.

Section VI: INITIAL/INCREASED ALLOWANCES OF REPAIR PARTS AND EQUIPAGE

3365 INTRODUCTION

This section describes the procedures for requisitioning initial or increased allowances of repair parts and equipage through the Naval Sea Systems Command, the Naval Air Systems Command and through Interim Contractor Supply Support. Detailed policies and procedures can be found in the NAVSEA Policy and Procedures Manual, Navy Outfitting Program (NOP), Other Procurement, Navy (OPN) Outfitting, Volume 1.

3366 NAVSEA OPN OUTFITTING ACCOUNT

The NAVSEA OPN Outfitting Account consists of Other Procurement, Navy (OPN) funds which NAVSEA has allocated to Naval Inventory Control Point, Mechanicsburg (NAVICP-M; RIC: NUV; UIC: N48096) for financing ships' initial/increased allowances of "chargeable" type materials required to support installed equipment or systems. The criteria prescribed for requisitioning materials chargeable to the NAVSEA OPN Outfitting Account are set forth in par. 3367. In the following paragraphs "NAVSEA OPN Outfitting Account" is synonymous with "NAVSEA COSAL" and "NAVSEA COSAL Outfitting Account".

3367 NAVSEA OPN OUTFITTING ACCOUNT SCOPE

1. SHIPS AUTHORIZED. The following types of ships are authorized to submit requisitions to NAVICP-M (RIC: NUV) charging the NAVSEA OPN Outfitting Account, subject to the criteria listed in par. 3367-3:
 - a. all active fleet end use ships;
 - b. Naval Reserve Force ships;
 - c. SUADPS-RT/RSUPPLY ships when requirement is for own ship's DTO NWCF operating space (equipage) items in response to a COSAL allowance increase;
 - d. RSUPPLY USID C and M ships when the requirement is for a 7_cog (DLR) COSAL stock range or depth allowance increase carried in end-use stores account 55000.
2. SHIPS NOT AUTHORIZED. The following types of ships are not authorized to submit requisitions charging the NAVSEA OPN Outfitting Account:
 - a. ships being constructed, undergoing major conversion, or otherwise qualified for Shipbuilding and Conversion, Navy (SCN) funds;
 - b. Military Sealift Command (MSC) ships;
 - c. service craft assigned to shorebased naval activities (e.g., boat havens and yard craft such as tugs and yard oilers);
 - d. SUADPS-RT/RSUPPLY ships, except as specified in par. 3367-1;
 - e. Foreign Military Sales (FMS) ships.

3. MATERIALS AUTHORIZED. Initial or increased allowances of repair parts and equipment are authorized to be charged to the NAVSEA OPN Outfitting Account provided that all of the following conditions exist:

- a. the allowance has been approved by CNO or the cognizant systems command on or after 1 October 1976 OR, for repair parts, the allowance is required to support an equipment/system which was installed or modified during a scheduled shipyard overhaul;
- b. the item is included in the APL (including preliminary and interim parts lists), AEL, Preliminary Allowance List (PAL), Allowance Appendix Page (AAP), COSAL SNSL, ISL, NAVICP MECH Monthly COSAL Maintenance Action Report (MCMAR), Automated Shore Interface (ASI) Tape or Revised Alternative Dataflow (RAD) download;
- c. the deficiency is a "chargeable" item (i.e., NWCF (DLR material included), DLA, or GSA material, including part numbered items);
- d. for repair parts, the applicable maintenance code in the related APL indicates that the item can be installed by the ship's force; and
- e. the material is not excluded in accordance with par. 3367-4.

4. MATERIALS NOT AUTHORIZED. Materials which specifically are not authorized to be charged to the NAVSEA OPN Outfitting Account are as follows:

- a. Appropriation Purchases Account (APA) material;
- b. non allowance items or quantities, including allowance excesses, approved by the Type Commander;
- c. depth increases, unless the new or revised APL/AEL/AAP quantity results in a total allowance quantity which exceeds that previously authorized;
- d. additional range or depth based on demand (i.e., in accordance with SIM/DBI criteria, or incident to an ILO team's evaluation of prior usage);
- e. general use consumables not listed in an APL/AEL/AAP;
- f. material for the support of special training devices allowance lists;
- g. material for the support of aviation equipment not permanently installed (i.e., equipment which will be removed when the specific type of aircraft that it supports is reassigned to another activity);
- h. stock replenishment material;
- i. initial or increased allowances of 7Z cog DLR GPETE (see par. 3279);
- j. Maintenance Assistance Modules (MAMs). These items are "pushed" to the ship by the HSC Acquisition Program Manager (APM). MAMs are identified on APLs/AELs with Allowance Note Code (ANC) "N" in Part III CF of the COSAL;

k. Interim Repair Parts (IRPs). IRPs are procured by the HSC acquisition program manager and pushed to the ship or installing activity with the system/equipment to be installed. Systems/equipment for which IRPs will be provided are identified in Part I of the COSAL with Logistic Support Status Code (LSSC) "BA" or "BC". Line items on the APL/AEL that will be provided as IRPs are identified by ANC "Z";

l. Contractor Supported Systems/Equipment. These systems or equipment are identified in Part I of the COSAL with LSSC "EA" or "EC" Allowance items in Part III of the COSAL are identified with a "OO" or "OJ" cognizance symbol and "0098" Federal Supply Classification (FSC). These items will be requisitioned through normal supply channels using "Y6" fund code. For NICNs, document identifier code "AOD" will utilized;

m. Small arms/weapons and landing party equipment. These items are requisitioned from NSW Crane, IN;

n. Aviation DLRs.

3368 NAVSEA OPN OUTFITTING ACCOUNT ALLOTMENT HOLDER

1. GENERAL. NAVICP-M (RIC: NUV) is the only holder of NAVSEA OPN Outfitting Account funds. Customers (ships, ILO, etc) will submit all requisitions which cite NAVSEA COSAL Outfitting Account funds (including Q-COSAL material) via DAAS directly to the centralized Allotment Holder, NAVICP (Code 05612), Mechanicsburg, PA 17055, (RIC: NUV). FISCs which inadvertently receive NAVSEA OPN Outfitting Account requisitions are to forward them to NAVICP-M (RIC: NUV) for processing and shall notify the customer. The only exceptions to the above procedures are requisitions from submarines, which will continue to be submitted to Submarine Logistics Center (SUBLOGCEN) Kings Bay GA, in accordance with existing procedures. SUBLOGCEN Kings Bay will then forward the requisitions to NAVICP-M (RIC: NUV) for processing.

2. NUCLEAR POWERED SHIPS. Paragraph 3259 specifies procedures for requisitioning 2S Cog/X1 SMIC Nuclear Reactor Plant components for initial on board allowances directly from NAVSEA 08.

3. NAVAL CONSTRUCTION FORCES (NCF). Civil Engineer Support Equipment (CESE) repair parts initial allowance is provided by Civil Engineer Support Office (CESO), utilizing NAVFACENGCOM Program funds in response to COSAL requests submitted by COMSECONDNCB DET Gulfport and COMTHIRDNCB Equipment Office to CESO.

3369 NAVSEA OPN OUTFITTING ACCOUNT REQUISITIONING PROCEDURE

1. GENERAL. When COSAL maintenance actions required by par. 2104-4a - b have been completed, the Supply Officer will requisition net allowance deficiencies from the Allotment Holder, NAVICP-M (RIC NUV). Prior to preparing NAVSEA OPN Outfitting Account requisitions, these items will be screened against par 3367-4. Any requirements falling within any of the unauthorized material categories will not be requisitioned as a charge to NAVSEA OPN Outfitting Account funds. All other authorized requirements will be requisitioned in accordance with par. 3369-2.

2. REQUISITION FORMAT. Requisitions chargeable to the NAVSEA OPN Outfitting Account will be prepared as follows (SUADPS-RT, SFM and RSUPPLY ships will establish the following data requirements as requisition defaults in the SNAP/RSUPPLY databases for NAVSEA OPN Outfitting Account requisitions):

NAVSEA OPN OUTFITTING ACCOUNT REQUISITION MILSTRIP FORMAT

Card Column(s)	Field Legend	Entry
1 - 3	Document ID	"A0__" Mandatory. Use "A0B" for domestic shipment with part number. Use "A0D" for domestic shipment with NICN.
4 - 6	Routing ID	"NUV" Mandatory
7	Media and Status	"U" Mandatory
8 - 22	NSN/NICN/Part NR	As Appropriate, Mandatory
23 - 24	Unit of Issue	As Appropriate, Mandatory
25 - 29	Quantity	As Appropriate, Mandatory
30	Service Code	"N" Mandatory
31 - 43	Document Number	As Appropriate, Mandatory
44	Demand Code	"N" Mandatory
45 - 50	Supplementary Address	"N48096" Mandatory
51	Signal Code	"C" Mandatory
52 - 53	Fund Code	"VO" (Victor Oscar). Mandatory except for SFM generated requisitions in which the fund code may be blank.
54	Distribution Code	See Appendix 3
55 - 56	COG Symbol	As Appropriate, Mandatory
57 - 59	Project Code	Select the appropriate Project Code from the tables on page 3-100. NOP OPN Outfitting Manual applies.

Card	Field Legend	Entry
60 - 61	Priority	As Appropriate. Outfitting requisitions higher than "13" are restricted to FAD II ships or forces in accordance with UMMIPS guidelines.
62 - 64	RDD	In accordance with UMMIPS guidelines.
65 - 66	Advice Code	As Appropriate (5D Advice Code must be used for all 7_ COG Requisitions.)

3. REQUISITION SUBMITTAL

a. Standard Procedure. Requisitions which qualify for NAVSEA OPN Outfitting Account funding, in accordance with par. 3367, will be submitted to the NAVSEA OPN Outfitting Account Allotment Holder, NAVICP-M (RIC: NUV). Submit requisitions in automated format whenever possible. This will reduce processing time and errors inherent in processing manual media. Submission of transmittal letter is not required. Requisitions may be submitted by any of the following means:

(1) DISK. MS/PC DOS formatted, 3.5" (1.44MB), ASCII text file (include the file extension, .TXT). Standard MILSTRIP format.

(2) DD 1348/DD1348-6/NAVSUP 1250-1/NAVSUP 1250-2. Standard MILSTRIP format. Part Numbered requisitions must be submitted on DD 1348-6 or NAVSUP 1250-2. (Include disk formatted as indicated above for multiple requisitions.)

(3) MESSAGE. 80 Column A0 format or plain text format. Use SSIC N04423, "NAVSEA Funded COSAL Requisitions" as Subject line, and address messages to NAVICP Mechanicsburg PA/05612//. Do not use DAAS.

(4) SALTS. Standard MILSTRIP format, address messages to NAVICP Mechanicsburg Code 05612 "SUN".

(5) CD-ROM. 80 Column A0 format. Mail to: Naval Inventory Control Point Mechanicsburg, Outfitting Support Department, Code 05612, Bldg 310-2, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0788

b. SUADPS-RT/RSUPPLY Processing.

(1) Equipage Items. Requisitions will be prepared and/or recorded in the Basic Requisition File via the Requisition Input Function. Override code "W" will be used to exclude the requisition from normal fund code validation and financial posting.

(2) DLR Stock Material (USID C & M). Requisitions required, as a result of processing a complete COSAL revision, will normally be produced using the Automatic Reorder function. The COSAL increase, to include DLR options, must be specified to ensure proper preparation of requisitions. Individual requisitions required as a result of periodic updates to the COSAL will be prepared in accordance with par. 3369, and recorded in SUADPS-RT/RSUPPLY using the Requisition Input/Initiate Requisition Function.

PROJECT CODES

For <u>Surface Ship</u> COSAL Changes				
Ship status when allowance change is made:	*HME/O COSAL Changes			Q COSAL Changes
	Storeroom Items (SRI)	Operating Space Items (OSI)	MAMs	
In Overhaul with ILO	ZL0	Z93	ZL9	ZN2
In Overhaul w/o ILO	ZH6	Z93	ZL9	ZN2
Operational Status	ZH9	Z93	ZL9	ZN2

*Note: SUADPS-RT ships may also use these project codes for allowance changes in OSI and Non-AVDLR's. Normal NWCF project codes will be used for all other items.

For <u>Submarine</u> COSAL Changes						
Type of Submarine	HME/O COSAL Changes					Q COSAL Changes
	Storeroom Items (SRI)	Operating Space Items (OSI)	Range Add	Depth Increase	MAMs	
Trident In Overhaul with ILO	N/A	N/A	XA3	XC3	ZL9	FY9
Trident In Overhaul w/o ILO	N/A	N/A	XA3	XC3	ZL9	FY9
SSN In Overhaul with ILO	ZL0	Z93	N/A	N/A	ZL9	ZN2
SSN In Overhaul w/o ILO	ZH6	Z93	N/A	N/A	ZL9	ZN2
Operational	ZH9	Z93	N/A	N/A	ZL9	ZN2

Other Project Codes		
	Storeroom Items (SRI)	Operating Space Items (OSI)
Q COSAL	721	721
Medical/Dental Allowances	ZD8	Z94

c. Status. All customers (ships, ILO teams, etc.) should send their requisitions to NAVICP-M (RIC: NUV). To improve tracking and visibility of these requisitions, NAVICP-M (RIC: NUV) will forward "BD" status to the requisitioner via DAAS within two working days after receipt of an automated requisition package and three working days after receipt of a manual requisition package. This status means that the requisition has been received by NAVICP-M (RIC: NUV) and is being processed. "NM" status (No Money) will be provided for requisitions on hold due to inadequate funding. "NA" status (No Asset) will be provided for requisitions on hold due to inadequate asset availability. Once the requisition has been validated by NAVSEALOGCEN and funding has been authorized by NAVSEA, the requisition will be forwarded to the appropriate Point Of Entry (POE) where NAVICP-M (RIC: NUV) will forward "BM" status to the customer (via DAAS) notifying them the requisitions were sent for supply action. At this time normal supply system status will begin.

d. Ship Within 60 Days of Scheduled Overhaul. When a ship is within 60 days of commencing a overhaul, requisitions chargeable to NAVSEA OPN Outfitting Account funds will not be submitted for repair parts that support equipment scheduled for major modification or removal during the overhaul.

4. REQUISITION RECONCILIATION. For financial accounting purposes, the ship will ensure that NAVICP-M (RIC: NUV) is advised of all cancellation actions initiated by both the ship and from other activities. As necessary, NAVICP-M (RIC: NUV) will conduct a validation of outstanding NAVSEA OPN Outfitting Account funded requisitions to determine whether the material has been received or if the requisition has been canceled.

3370 INTERIM CONTRACTOR SUPPLY SUPPORT (ICSS)

1. GENERAL. Interim Contractor Supply Support (ICSS) is a tailored and augmented support package from a commercial contractor (usually the hardware contractor for an item) provided prior to the Material Support Date (MSD) of the end item equipment/system.

2. SCOPE. Under the ICSS concept, a contractor manages and controls Navy owned spares and repair parts until National Stock Numbers (NSNs) and cognizance symbols (Cogs) are assigned and the item is available in the supply system. Prior to the assignment of permanent NSNs and Cogs, each item will be assigned a unique Navy Item Control Number (NICN) and a temporary 0__ Cog by the Program Support Inventory Control Points (PSICPs) (see par. 2033).

3. REQUISITIONING PROCEDURES. Requisitions for Interim Support Items for new weapon systems/equipment acquisitions approved and implemented by the Hardware Systems Commands (HSCs) or Program Support Inventory Control Points (PSICPs), will be submitted to the nearest FISC in MILSTRIP format citing the NICN, 0__ Cog and Y6 Fund Code. FISCs automated system will recognize the special cog and pass the requisition to the PSICP automatically. The PSICP will process the request and forward it to the contractor for issue. Shipment status will be furnished to the requisitioner by the contractor in accordance with current MILSTRIP procedures.

4. TRANSITION. When an item reaches Material Support Date (MSD) and a permanent NSN and Cog have been assigned, it will no longer be available as "free issue" from the contractor. Requisitions for items which have migrated from 0__ Cog to 7 __/1R/1H Cog will be chargeable to the requisitioning activity.

3371 NAVAIR AIRCRAFT PROCUREMENT NAVY FUNDS

1. GENERAL. Requisitions for AVCAL 7 _ COG approved fixed allowance increases and additions will be centrally financed by the Aircraft Procurement, Navy (AP,N) appropriation. NAVAIR will budget for these ReAVCAL 7 _ COG increases and pass these funds to NAVICP PHIL for application to related requisitions. RSUPPLY USID C & M activities will submit requisitions to NAVICP PHIL for the 7 _ COG (including NAVICP MECH's 7 _ COG) increases and additions, citing the NAVICP PHIL AP, N Central Fund Code QZ. The requisitions will cite a Demand Code of N, Signal Code C, and Advice Code 5D. As a result the DLR item will be shipped to the requisitioner and the bill will be sent to NAVICP PHIL.
2. SUADPS-RT/RSUPPLY PROCESSING. Requisitions required as a result of processing a complete ReAVCAL or large supplement, will normally be produced using the Automatic Reorder Function. The AVCAL Increase and Include DLR options must be specified to ensure proper preparation of requisitions. Individual requisitions may be prepared via the Requisition Input/Initiate Requisition Function.
3. REQUISITION PROCESSING BY NAVICP PHIL. Under NWCF, information concerning AVCAL 7 COG fixed allowance increases/additions will be maintained in the NAVICP PHIL ARM File. This file will record all approved and funded fixed allowance increases/additions authorized for procurement by RSUPPLY USID C & M activities. NAVICP PHIL will validate 5D advice-coded requisitions which cite the AP,N Central Fund Code (i.e., QZ) against the ARM File for the approved drawdown quantity recorded for the requisitioners UIC. Valid requisitions will reduce the recorded drawdown quantity in the ARM File by the quantity on the requisition; thus, the ARM File will maintain the current outfitting allowances and the quantity which is still owed to customer activities. If funds are not available for the requisitioned quantity, the requisitioner will be advised by a new Status Code N1, which will indicate that the requisition has been financially backordered at NAVICP PHIL. If the drawdown requisition quantity exceeds the authorized increase as recorded in the ARM, the excess quantity will be rejected indicated by Status Code RF (quantity requisitioned is in excess of authorized level).

3372 SUADPS-RT/RSUPPLY FUNDING OF OTHER ALLOWANCE INCREASES

Initial allowances of stock material not specifically chargeable to NAVSEA or NAVAIR will be requisitioned citing the appropriate Navy Working Capital Fund (NWCF) MFCS fund code (see par. 3023) or APA Fund Code Y6. Operating space material will be charged to the appropriate end-use OPTAR, unless specific procurement instructions have been issued by the Type Commander or applicable inventory manager. See par. 3279 for instructions concerning procurement of 7Z cog general purpose electronic test equipment.

Section VIII: MISCELLANEOUS MATERIALS AND SERVICES**3432 BOAT RENTAL**

When the availability of naval boats is deemed inadequate, the Commanding Officer may authorize the contracting officer (see NAVSO P-3670) to contract for the rental of commercial boats for transporting mail, stores, and personnel (including liberty parties). Such boat rental will be charged to the ship's OPTAR, citing fund code __U (Other Purchased Services). In ports where naval shore activities are located, the ship will request such activities to contract for the lease of boats.

3433 CHARTER AND HIRE (PORT SERVICES)

Generally, in ports where Navy shore activities are located, and in certain non Navy ports, contracts have been negotiated or funds have been provided to designated naval activities to provide charter and hire services to fleet units. In ports where no Navy facilities or contracts exist, expenditures for commercial charter and hire services may be authorized from a ship's operating funds. Specific instructions governing the procurement of port services of the type listed below are contained in COMLANTFLTINST 7610.1 and COMPACFLTINST 7042.4 which indicate the ports at which designated ashore (or ashore based) commands have been funded to provide port services to fleet units, and the ports at which such services must be purchased as charges to the ship's OPTAR. When port services are required to be purchased, the DD Form 1155 will be used as the procurement document, and will cite the appropriate accounting data prescribed in the applicable COMLANTFLT or COMPACFLT instruction (see sample on following page). Specific types of port services and other charter and hire services are:

- a. tugs and barges;
- b. pilotage;
- c. wharfage and dockage, including docking, undocking and kedje anchors;
- d. garbage and trash removal;
- e. removal of spills and sludge (oily waste);
- f. cost of brows, including associated crane and forklift services
- g. toll and related expenses for the transit of channels and inland waterways;
- h. rental of portable sanitary facilities;
- i. overseas agricultural and customs inspection charges;
- j. interpreter services;
- k. diving services for installing/removing temporary sea suction screens; and
- l. husbanding agent fees (fees charged by an agency or individual for the arrangement and management of services required by units in overseas ports).

NAVSUP P-485 Volume I - Afloat Supply

Material Procurement

3433

PURCHASE OF PORT SERVICES

ORDER FOR SUPPLIES OR SERVICES <i>(Contractor must submit four copies of invoice.)</i>										Form Approved OMB No. 0704-0187 Expires Aug 31, 1992		PAGE 1 OF 1	
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in item 6.													
1. CONTRACT / PURCH ORDER NO. N05504-94-M-0016		2. DELIVERY ORDER NO.		3. DATE OF ORDER 94 APR 14		4. REQUISITION / PURCH REQUEST NO. SEE SCHEDULE		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1					
6. ISSUED BY USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601 BUYER: LT GARNER 743-7263		CODE R05504		7. ADMINISTERED BY (If other than 6)				8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i>					
9. CONTRACTOR FUJI PORT SERVICES NAGASAKI, JAPAN		CODE		FACILITY CODE		10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO SUPPLY OFFICER USS DUARTE (DD-901) DEJIMI PIER NAGASAKI, JAPAN		CODE R05504		15. PAYMENT WILL BE MADE BY DISBURSING OFFICER USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601		CODE R05504		12. DISCOUNT TERMS NET		13. MAIL INVOICES TO SEE BLOCK 14			
16. TYPE OF ORDER <input type="checkbox"/> DELIVERY <input checked="" type="checkbox"/> PURCHASE		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your QUOTE OF 94 APR 14 ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:		NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED					
ACCOUNTING AND APPROPRIATION DATA													
ITEM NO.	APPROPRIATION SYMBOL	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	AUTHN ACCTG ACTY	TRANS. TYPE	PROPERTY ACCT ACTY	COUNTRY	COST CODE	AMOUNT			
AA	1741804.70BB	492	53824	0	060957	2D	R05504		0041051231NK	1,000.00			
AB	1741804.70BB	492	53824	0	060957	2D	R05504		0041051232NK	900.00			
ITEM NO.	19. SCHEDULE OF SUPPLIES / SERVICE					20. QUANTITY ORDERED / ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT				
0001	TUG SERVICES FOR 94 APR 14 AND 94 APR 18 REQN: R05504-4105-1231 ACR: AA					1	GP	1,000.00	1,000.00				
0002	PILOT SERVICES FOR 94 APR 14 AND 94 APR 18 REQN: R05504-4105-1232 ACR: AB					1	GP	900.00	900.00				
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA I. L. Garner BY: I. L. GARNER, LT. SC. USN		CONTRACTING / ORDERING OFFICER		25. TOTAL		\$1,900.00		29. DIFFERENCES			
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER			
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		35. BILL OF LADING NO.							
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER			
								42. S/R VOUCHER NO.					

DD Form 1155 (8PT), MAY 90

Previous editions are obsolete.

3434 TRANSPORTATION TICKETS AND TOKENS

Local transportation tickets and tokens such as streetcar, subway, local bus, ferry, tunnel, and bridge will be procured as required for official business and charged to the ship's OPTAR. The Supply Officer will ensure that strict accountability is maintained over such items. If desired by the Supply Officer, the Accountability Record (NAVSUP Form 598, NSN 0108-LF-501-4100) may be used to record receipt and issue of transportation tickets and tokens.

3435 LIBRARY MATERIALS FOR SHIP'S GENERAL LIBRARY

Policies and procedures concerning the initial supply of general library material for newly established libraries, supply of newly published books, replenishment of general libraries, maintenance of inventory records, and disposal of excess or salvaged books are provided in the Naval General Library Manual (NAVEDTRA 38021).

3436 PROFESSIONAL BOOKS

1. BOOKS FOR OPERATIONAL, TRAINING, OR OTHER USE. Unless otherwise directed, books for other than general library use may be procured locally. Books so procured may be the same titles as books in the general library but the purpose for them is to meet mission, training, education, administrative, operational, technical, or similar requirements. Charges will be made to the ship's OPTAR.

2. MEDICAL AND DENTAL BOOKS. The Federal Supply Service and the General Services Administration (GSA) annually establish indefinite delivery type contracts covering procurement of technical medical and dental books from commercial sources. Ships with medical or dental personnel assigned will procure such books, when required, by placing orders under indefinite delivery type contracts as charges to the ships OPTAR. BUMED Instruction 6820.1 (series) includes a list of recommended medical and dental books.

3. ECCLESIASTICAL (CHURCH) BOOKS AND PUBLICATIONS. Ecclesiastical (church) books and publications are Cognizance Symbol I material and will be requisitioned in accordance with the NAVSUP P-2003.

4. ASTM-IP PETROLEUM MEASUREMENT TABLES. The ASTM-IP Petroleum Measurement Tables, required for calculation of quantities of petroleum and petroleum products based on the several common units of measurement, will be procured by each activity requiring such publications from the American Society for Testing and Material (ASTM) International, 100 Barr Harbor Drive, West Conshohocken, PA Phone: (610) 832-9500; Fax: (610) 832-9555.

3438 RECREATION MATERIAL

1. GENERAL. Recreation material will be ordered in accordance with instructions promulgated by the Commander, Navy Personnel Command (see par. 2106.)

2. NEWSPAPERS, MAGAZINES, AND OTHER PERIODICALS

a. Funds Chargeable. Newspapers, magazines, and other periodicals required for official use will be procured as a charge to the ship's OPTAR. Nontechnical publications which the Commanding Officer considers to be proper and necessary for the recreational benefit of the entire crew also will be procured as a charge to the ship's OPTAR, but may be charged to recreation funds if OPTAR funds are unavailable or inadequate (see par. 2106.)

b. Advance Subscription Payments. Advance payments may be made for subscriptions to newspapers, magazines, and other periodicals for one year or more. Such subscriptions will be charged to an appropriation current when the order for the subscription is placed, even though deliveries of periodicals may be made in the succeeding fiscal year or years. Payments will not be made in advance for subscriptions exceeding one year unless it is advantageous for the purpose of economy or other reasons to subscribe for longer periods or unless it is impossible to obtain subscriptions for a single year.

c. Ordering. Subscriptions will be held to a minimum consistent with operational requirements. Accordingly, each subscription request must contain certification by the senior official at the requesting command that a magazine/periodical is absolutely necessary for operational purposes. Subscription requests will include the following information:

- (1) exact name of the periodical;
- (2) name and address of the publisher;
- (3) whether the subscription is new or continuing;
- (4) whether the periodical is daily, weekly, monthly, etc.;
- (5) number of copies to be furnished;
- (6) the period for which subscription is desired;
- (7) estimated subscription price(s);
- (8) correct mailing address, which will include the name of the department or office that is to receive the periodical.

3. SHIPBOARD DECORATIONS. Procurement of decorative materials for external and/or internal shipboard use on national holidays (e.g., New Years, Thanksgiving and Christmas), or other patriotic occasions may be charged to the ships OPTAR in accordance with CompGen Decisions B-226011, and CompGen Decision B-226900, which states; "Any decision to use appropriated funds for seasonal decorations (e.g., New Years, Easter, Thanksgiving, Christmas), must consider local customs and constitutional issues such as the freedom of speech and religion". Therefore, it is appropriate that decisions to use appropriated funds for these items be made by installations commanders within the context of local customs and practices. Additionally, installation commanders are responsible for the use of base resources and are in the best position to ensure the exercise of prudence and discretion in authorizing the purchase of display of seasonal decorations. The use of OPTAR funds for holiday greeting cards is prohibited. Decorative materials procured for official functions (e.g., change of command, awards ceremonies), are also chargeable to the ships OPTAR. Entertainment events are not chargeable to the ships OPTAR; but may be charged to recreation funds, subject to the limitations cited in par. 2106.

3441 GAS AND GAS CYLINDERS

1. GENERAL. Requisitions for gas will normally be filled by submitting a MILSTRIP requisition citing the appropriate National Stock Number (NSN) for the desired compressed gas and cylinder to the supporting shore activity along with the empty cylinder. When the requesting activity performs the bearer pick-up, a charge will be made for both the gas and the cylinder. In addition to the MILSTRIP requisition, the requesting activity will provide the supporting shore activity with a separate DI "FTE" document citing the NSN for the empty cylinder to obtain credit. DSCR will grant full credit for these turn-in cylinders if, after inspection, the cylinders are found to be reusable with normal maintenance service. If the cylinders fail inspection, no credit will be given.

2. FORMAT OF MATERIAL RETURNS PROGRAM DOCUMENT (DI "FTE"). The format of DI "FTE" required to process empty cylinder credit as follows:

<u>CCs</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	Enter "FTE".
4-6	Routing Identifier	Enter "SRU".
7	Media and Status	Enter the media and status code.
8-20	Stock Number	Enter the NSN of the empty gas cylinder (FSC will be 8120).
23-24	Unit of issue	Unit of issue applicable to the identification number in CC 8-20.
25-29	Quantity	The number of empty cylinders being returned for credit.
30-43	Document number	Same as that in the requisition.
51	Signal Code	Enter the signal code.
52-53	Fund Code	Enter the fund code.
71	Condition Code	Enter the condition code.

3. DIRECT VENDOR DELIVERY. FISC San Diego Direct Vendor Delivery Program (DVD) provides prompt delivery of compressed gases from commercial sources direct to the customer's site for activity's located in the San Diego area. The compressed gases contract provides delivery of compressed gas cylinders and associated materials and accessories. Eighty percent of routine orders are delivered to customers within 24 hours of placement of orders. All other routine deliveries will be made within 48 hours. There will be no cylinder charges if empty cylinders are turned in upon receipt of delivery. The standard method of payment is the Government-wide Commercial Purchase Card (GCPC).

3442 GENERAL SERVICES ADMINISTRATION (GSA) MANAGED ITEMS

1. GENERAL. Only Navy interest GSA items, which are identified by cognizance symbol 9Q, are listed in FEDLOG. All other GSA items are considered to be non Navy interest items. Requisitions for Navy interest and non Navy interest items of GSA material assigned a 13 digit stock number will be prepared in accordance with pars. 3024-3025. Requisitions for non Navy interest items of GSA material not assigned a 13 digit stock number will be prepared in accordance with pars. 3026-3027. All requisitions for GSA material will include cognizance symbol 9Q in card columns 55-56 and will be submitted in accordance with par. 3004.

2. GSA ORDERING LIMITATIONS. GSA will process all requisitions for items listed in the GSA Supply Catalogs or non stock centrally procured items managed by GSA, regardless of value. However, because of increases in the costs of preparing and processing requisitions, it is not economical for items with low line item dollar values to be requisitioned from GSA. GSA is not a mandatory source of supply in the contiguous United States, Hawaii and Alaska for items listed in the GSA Supply Catalogs when the total value of the line item requirement is less than \$25, and for non stock centrally procured items managed by GSA when the total value of the line item requirement is less than \$100.

3444 MEDICAL AND DENTAL MATERIAL

Medical and dental equipment items and quantities published in authorized allowance lists are considered to have BUMED approval. Controlled substances (medical) and controlled equipment items will be requisitioned by authorized activities in accordance with NAVSUPINST 6710.1 (series). Information copies of requisitions for BUMED controlled items will be furnished to the Fleet Commander, Type Commander and Naval Medical Logistics Command (NAVMEDLOGCOM), Ft. Detrick, Frederick, MD. BUMED non-controlled medical and dental items will be requisitioned directly from normal supply sources. Emergency requisitions for medical and dental equipment items may be submitted directly to normal supply sources. When the material is not available from supply system stock, it may be purchased locally in accordance with NAVSUPINST 4200.85 series.

3445 RUBBER STAMPS

Rubber stamps not listed in FEDLOG and not available through indefinite delivery contracts, may be procured locally in accordance with the DON Purchase Card Program (see DON EBUSOPSOFFINST 4200.1). Each requisition for rubber stamps will be accompanied with an original and two copies of the facsimile of the stamp desired.

3446 SHIP'S SEALS

Ship's seals (wax seals and hand press seals) will be procured in accordance with the DON Purchase Card Program (see DON EBUSOPSOFFINST 4200.1). Each requisition will be accompanied with an original and two copies of a facsimile of the seal desired. Approved standard designs for official seals used by commissioned ships of the operating forces and Military Sealift Command ships are prescribed in Secretary of the Navy instructions. Broken or obsolescent ship's seals (wax seals and hand press seals) will be destroyed and disposed of locally to prevent misuse.

3448 HABITABILITY ITEMS

The descriptions, specifications, and manufacturers/suppliers or National Stock Numbers of noncombustible materials considered acceptable for shipboard habitability improvements are listed in NAVSEA Habitability Materials List, Revision K (1996). This list must be reviewed prior to initiating procurement of habitability items such as bulkhead or overhead sheathing, deck covering, furniture and furniture related items (mattresses, drapes, curtains, etc.). Ships are not authorized to procure any nonstandard OPTAR chargeable habitability items without approval of the Type Commander or his designated representative. Furthermore, ships are not authorized to purchase habitability materials (MIL-STD-1623). Such requirements must be requisitioned from the nearest Navy ashore supply activity's Habitability Contracting Branch, which will be responsible for providing habitability items that fully meet the specifications prescribed for noncombustible materials.

3450 PRINTING

1. RESTRICTIONS. Printed matter required to conduct official ceremonies is limited to invitations, admission cards, place cards, programs and tassels for use when christening ships, commissioning/decommissioning ships, activities, or air squadrons, during the transfer of ships to other nations, and when arranging memorial services, changes of command, military reviews, etc. Retirement ceremonies for individuals are considered to be social rather than official functions unless determined by accountable authority to be an official function. Note paper, invitations with envelopes, and place cards, available only through the Navy Supply System are not to be procured locally and will be ordered in accordance with the NAVSUP P-2003 (see SECNAVINST 5603.2).
2. REQUISITIONING. Shipboard printing requirements will be submitted to the nearest Document Automation and Production Service (DAPS) Office on a DOD Printing Requisition (DD Form 282, see sample on following page). An obligation document will be prepared and distributed in accordance with pars. 3024-3025. Appropriate accounting data will be entered on the DD Form 282 as prescribed in par. 9102.

NAVSUP P-485 Volume I - Afloat Supply

Material Procurement DOD PRINTING REQUISITION

3450

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION <i>(Requisition automatically becomes "UNCL" when detached from classified material.)</i>				FORM P-485			
REQUISITION NO. V08154-6174-2106		DATE OF REQUEST 23 JUN 96	REQUESTED DELY 23 JUL 96	EST. COST \$50.00			(PLANT JOB NUMBER)		
FOR REFERENCE CONSULT SUPPLY OFFICER, USS VENTURE (MSO-496)					PHONE 444-5555		SCHEDULED COMPLETION DATE	ESTIMATED COST	
Appropriation & Subhead 1761804.70BB	Object Class. 000	Bureau Control No. 57011	Sub-allot. 0	Authorization Acct'g Act'y 060951	Trans. Type 2D		Property Acct'g Act'y V08154	Cost Code 0061742106FV	FUNDING AUTHORIZATION BASIC REQ. NO. AMOUNT
FORM/PUBLICATION NO. AND TITLE <i>(In that order)</i> USS VENTURE (MSO-496) CHANGE OF COMMAND									
QTY. <i>(Specify shts., sets, etc.)</i> 200		PAGES 1	QTY. WILL LAST 0 MOS.	JOBS TO BE REPRINTED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		JOB IS <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A RE-PRINT		LAST JOB NO.	
ENCLOSURES <i>(Submit clean, well protected copy)</i> PAGES COPY: <input type="checkbox"/> NEGA-TIVES: <input type="checkbox"/> PLATES: <input type="checkbox"/>					PROOFS <i>(Specify only if necessary)</i> <input checked="" type="checkbox"/> NOT REQ'D <input type="checkbox"/> SEND TO:				
FINISHED SIZE 8" x 12"		MARGINS <i>(Top)</i> <i>(Left/Bind)</i>		INK <i>(If not black)</i> BLUE		GRADE OF PAPER* 1. LEDGER		WEIGHT* 64	COLOR* WHITE
FOLD TO <i>(Size)</i> 4" x 6"		PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input checked="" type="checkbox"/> OTHER <i>(SEE COPY ATTACHED)</i>		WIRE STITCH <i>(Staple)</i> Number Stitches: <input type="checkbox"/> UPPER LEFT <input type="checkbox"/> TOP <input type="checkbox"/> OTHER <i>(Specify)</i>		STANDARD PUNCH <i>(Drill)</i> <input type="checkbox"/> 2-HOLE TOP <input type="checkbox"/> 3-HOLE LEFT		OTHER <i>(Number)</i> <i>(Diameter)</i> <i>(Ctr. to ctr.)</i> <i>(Location)</i>	
PERFORATE/SCORE <input type="checkbox"/> SEE COPY		PAD SHTS SETS <input type="checkbox"/> TOP <input type="checkbox"/> LEFT		PRONG FASTNERS <input type="checkbox"/> YES <input type="checkbox"/> NO		*NOTE: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.			
COMPOSING / PROCESSING <i>(Prepare/alter copy; fotolist; offset; etc.)</i>					WRAP <i>(No. per pkg.)</i> 200		DISPOSITION OF NEGS. <u>D</u> ORIG. <u>D</u>		H-HOLD D-DESTROY R-RETURN
FOR PLANT USE ONLY						SPECIAL INSTRUCTIONS/REMARKS			
NUMBER ORIG.	LINE H.T.					SERIAL NUMBERING, REGISTRATION, ETC.			
IMAGE SIZE X									
PRESS	PLATES	IMP.							
PRESS SHEET SIZE X									
TRIM SIZE X									
PLANNED BY									
ORDERING OFFICE <i>(If other than delivery address)</i>									
LIAISON OFFICE APPROVAL <i>(Signature and date)</i>									
APPROVING OFFICE <i>(Signature and date)</i> P. Treadwell									
ENS P. TREADWELL, SC, USNR									
SEND CONFIRMATION/BILLING COPY TO <i>(Insert complete mailing address)</i>									
[COMMANDING OFFICER DEFENSE FINANCE ACCOUNTING SERVICE OPLOC NORFOLK, VA 23511]									
		DISTRIBUTION REQUIRED <input type="checkbox"/> LIST / <input type="checkbox"/> LABELS ATTACHED							
		WILL PICK UP - PLEASE NOTIFY: <i>(Ext.)</i> <input type="checkbox"/> HOLD							
		MATERIAL RECEIVED <i>(Signature and date)</i>							

DD FORM 1 APR 71 **282** (NAVY)

REPLACES EDITION OF 1 JUN 66 WHICH MAY BE USED
STOCK NO. - 0102-LF-002-8801

3451 PROPERTY OF SHORE ACTIVITIES LOANED TO SHIPS

1. **AUTHORITY.** Tools and other property of a shore activity may be obtained to facilitate the work of a ship's force while at the shore activity. The Commanding Officer of the ship will request the use of the property from the proper department of the shore activity. The request will include a list of the items required and will indicate the ship's officer who will be responsible for the property borrowed.

2. **LOSS OR DAMAGE OF PROPERTY.** Property on loan to a ship that is lost or damaged beyond repair will be replaced without cost to the shore activity either with material on board (other than equipment on allowance) or by submittal of a ship's requisition prior to the departure of the ship. The requisition will be submitted via the department of the shore activity from which the material originally was obtained and will indicate delivery to that department.

3452 OFFICE EQUIPMENT

1. **DEFINITION.** The following items are considered to be shipboard office equipment:

- a. computers (including CPU, monitor, and keyboard)
- b. facsimile machines,
- c. calculators,
- d. printers and other duplicating equipment (including office copiers),
- e. typewriters,
- f. cash registers.

2. **REQUISITIONING INSTRUCTIONS.** Requisitions for office equipment will be submitted in accordance with procedures prescribed in part A of this chapter. The requisitions will contain complete descriptive data, and electrically operated machines will have installed devices to ensure it is radio interference free.

3. **REPAIR OF OFFICE EQUIPMENT.** During periods of availability, tender ships will be contacted for repair of office equipment. If the repairs required are beyond the capability of the tender ship, or if the ship is not in an availability period, a request for repair services will be submitted to the local shore supply activity (see par. 3031).

3453 PESTICIDES AND PESTICIDE DISPERSAL EQUIPMENT

1. GENERAL. The Department of Defense requires military activities to maintain safe and efficient programs for the control of disease vectors (carriers) and pests that cause discomfort to personnel or damage to property and materials, and for preventing excessive pesticide contamination. Assistance in planning and supervising vector and pest control measures, in applying pesticides safely, and in qualifying personnel for vector and pest control is available from any of the activities listed in par. 3453-3.

2. REQUISITIONS SUBMITTAL

a. Standard Material. The Shipboard Pest Control Manual contains a list of NSN items for pesticides (Appendix A) and pesticide dispersal equipment (Appendix B) authorized for shipboard use. Requisitions for NSN items will be submitted directly to normal supply sources.

b. Nonstandard Material. When nonstandard pesticides or pesticide dispersal equipment are required for effective vector and pest control, the requisitioner will contact the appropriate area entomologist listed below for technical guidance. Only under unusual circumstances will non-standard materials be approved by the area entomologist.

3. AREA ENTOMOLOGISTS. The area entomologists are available for technical assistance in vector and pest control measures are as follows:

Navy Disease Vector Ecology and Control
Center, Box 43, Naval Air Station
Jacksonville, FL 32212-0043
Commercial: (904) 542-2424
DSN: 942-2424

Navy Disease Vector Ecology and Control
Center Bangor, 2850 Thresher Avenue,
Silverdale, WA 98315
Commercial: (360) 315-4450/4476
DSN: 322-4450/4476

Navy Environmental and Preventive Medicine
Unit No. 2, 1887 Powhatan Street,
Norfolk, VA 23511-3394
Commercial: (757) 444-7671
DSN: 564-7671

Navy Environmental and Preventive Medicine
Unit No. 5, 3235 Albacore Alley, San Diego,
CA, 92136-5199
Commercial: (619) 556-7070
DSN 526-7070

Navy Environmental and Preventive Medicine
Unit No. 6, Box 112, Bldg 1535
Pearl Harbor, HI 95860-5040
Commercial: (808) 473-0555
DSN: (315) 473-0555

Navy Environmental and Preventive Medicine
Unit No. 7 (Sigonella), PSC 812, Box 3540
FPO AE 09627
Commercial: 39-095-86-9251
DSN: (314) 624-9251

3454 AUTOMATED DATA PROCESSING (ADP) AND WORD PROCESSING EQUIPMENT

Prior to procuring or leasing any ADP or word processing equipment, approval must be obtained as specified in applicable TYCOM Instructions.

3455 AUTOMOTIVE VEHICLE SUPPORT

Automotive vehicles required for official business by ships in port usually will be requested from vehicle service pools maintained for fleet support at principal home ports and regularly visited ports. The ports in which vehicle service pools are located, the type(s) and quantity of vehicle(s) authorized for each type of ship, and the funds chargeable for vehicle support are specified in COMLANTFLTINST 11240.3 or COMPACFLTINST 11200.3, as appropriate. Service pool vehicle requests normally will be made by LOGREQ 48 hours prior to the ship's arrival in port. In ports where service pools are not available, vehicles required for official use will be obtained (in the following order or precedence) from:

- a. a nearby Navy or other U.S. Government activity (by DD Form 1149);
- b. a GSA interagency motor pool (by DD Form 1155);
- c. a commercial source (by DD Form 1155).

3456 GIFTS AND MEMENTOS

Official Representation Funds (ORF) are the only funds authorized for procurement of gifts and mementos (Welfare and recreation funds are not authorized for such items). ORF are allotted to the Fleet Commanders for proper entertainment of U.S. and foreign officials and dignitaries at official functions. When the procurement of gifts and mementos is desired for use (in extending official courtesies on behalf of the U.S. Government at official functions), a justified request for an ORF authorization will be submitted via the chain of command to the appropriate Fleet Commander (or to a designated subordinate commander, if so directed by the Fleet Commander). The desired gifts and mementos will not be procured until after the requested fund authorization has been granted. Guidelines for the use of ORF, with specific instructions applicable to gifts and mementos, are set forth in SECNAVINST 7042.7 series.

3459 FLAGS AND BATTLE STREAMERS

Flags and battle streamers will be requisitioned in accordance with pars. 3024-3025. NSNs for the U.S. Navy flag, U.S. Navy Infantry Battalion flag, and battle streamers may be found in SECNAVINST 10520.2 series.

3461 ICE

When ice making facilities are inoperative or are not available, requirements for ice (e.g., for use in the enlisted dining facility, cooling of drinking water, care of the sick, preserving of medical specimens) may be procured as a charge to the ship's OPTAR.

3462 MEDALS AND UNIT AWARD RIBBONS

1. PERSONAL MEDALS. Personal medals for authorized individuals will be requisitioned from the Defense Supply Center, Philadelphia by the awarding authority in accordance with the Navy and Marine Corps Awards Manual (SECNAVINST 1650.1 series).

2. SERVICE MEDALS AND UNIT AWARD RIBBONS. When authorized by the Chief of Naval Personnel and when directed by the Commanding Officer, the required quantity of service medals and/or unit award ribbons will be requisitioned from the Defense Supply Center, Philadelphia. The requested quantity of unit award ribbons will be limited to one for each eligible person. Service medals and unit award ribbons are chargeable to the ship's OPTAR.

3463 CONTINUING AND ONE-TIME SERVICES

1. GENERAL. Requisitions or purchase orders for continuing or one-time services will be prepared in accordance with paragraph 3031 or 3053. Documents for one-time services will be prepared using cognizance symbol 99, quantity of one each (EA 00001), and a unit price equal to the total estimated cost of the service. Records for continuing services will be prepared with a quantity of C9999, cognizance symbol 99, and a unit price equal to the amount to be initially obligated. The initial obligation amount may be increased or decreased as necessary until the record is completed.

2. PURCHASE ORDERS. When the service is being provided by a commercial source, the retained copies of the purchase order will be placed in the Open Purchase File pending completion of the service and receipt of the dealers invoice.

3. SUADPS-RT/RSUPPLY PROCESSING. All requisitions and purchase orders for services will be recorded in SUADPS-RT/RSUPPLY files via the Requisition Input/Initiate Requisition Function. The obligation amount for continuing services may be increased or decreased as necessary using the Obligation Adjustment Function in the Financial Subsystem until the record is completed. The Navy Working Capital Fund (NWCF) does not finance the procurement of services, therefore all documents will cite end-use accounting data and fund codes. Each requisition or purchase order citing cognizance symbol 99 will be included in the OPTAR Document Transmittal Report submitted to the respective Type Commander Comptroller. Failure to cite cognizance symbol 99 on the input screen will result in erroneous financial processing and duplicate charges to the activity's OPTAR.

3464 SUBSAFE/LEVEL I MATERIAL

Requisitions of end use ships requiring SUBSAFE/LEVEL I MATERIAL (i.e., items assigned SMIC (Special Material Identification Codes) "SS", "L1", "S1", AND "C1") will be prepared and submitted in accordance with procedures in pars 3024-3029. Requisitions for items identified by NSN or NICN will contain one of the following SMICs: "SS", "L1", "S1", or "C1" and "CP" (see Appendix 14) in card columns 21-22. In requisitions for part numbered items, "SUBSAFE MATL" or "LEVEL 1 MATL", as appropriate, is a mandatory entry in data block 9 of the DD Form 1348-6 and block EE of NAVSUP Form 1250-2 (NON-NSN REQUISITION) format. All requisitions originated by ships for TARSLL (Tender and Repair Ship Load Lists) adds and increases will include Project Code GF__ (third position 0 through 9 as applicable) or the appropriate General Usage Project Code listed in Appendix 6, in card column 57-59 (see NAVICPMECHINST 4408.9).

3467 FORMS AND PUBLICATIONS

1. NAVY FORMS ONLINE. Document Automation & Production Service (DAPS) has taken over the responsibility of managing Navy forms. The Navy Online Forms website offers registered users with online ordering and download capability for the Navy's extensive collection of forms. Registered users can utilize the Navy Online Forms website, <http://forms.daps.dla.mil/>, to order warehoused specialty forms using either MILSTRIP requisitioning procedures or the Government Commercial Purchase Card.
2. NAVAL PUBLICATIONS DIRECTORATE (NPD). The NPD, under the Navy Inventory Control Point Philadelphia (NAVICP PHIL), has assigned stock numbers to all Navy Department Directives which they stock. The stock numbers of the Directives are provided in NAVSUP P-2003. NPD does not accept manual requisitions, narrative messages, letters or any other means of manual processing. All requisitions must be submitted in MILSTRIP format via DAAS (see par. 3029-2) or ordered online via the Internet (see subpar. 3 below).
3. PUBLICATION ORDERING VIA THE INTERNET. Publications and instructions may be viewed, printed, downloaded and/or ordered online via the "Naval Logistics Library " website at <http://nll.ahf.nmci.navy.mil/> or through the NAVSUP Home Page (see Appendix 29). A free copy of the Adobe Acrobat Reader Program may be downloaded from the NLL website for viewing, downloading and printing.
4. PUBLICATIONS UNDER THE COGNIZANCE OF NAVSEA 08. Reactor plant technical manuals are under the technical control of NAVSEA 08 and the administrative control of NAVICP MECH (Code 009). All reactor plant technical manuals shall be ordered directly from NAVICP MECH (Code 009) with specific justification of need. NAVSUP P-2003 and NAVSEAINST 9210.29 series provide specific ordering guidance.

3468 PARTS SUPPORT FOR COMMERCIAL CONSTRUCTION EQUIPMENT, MATERIAL HANDLING EQUIPMENT (MHE), AND COMMERCIALY DESIGNATED WHEELED VEHICLES

1. GENERAL. The Defense Supply Center Columbus (DSCC) provides repair parts support for commercial vehicles of overseas activities. Overseas activities include U.S. Navy ships, mobile units and overseas bases. This procedure is in place to provide parts support for non-stocked NSN and non-NSN items for commercial construction equipment, Material Handling Equipment (MHE) and commercially wheeled vehicles.
2. PROCEDURES. Activities shall prepare requisitions in MILSTRIP format as prescribed in pars. 3023 and submit directly to DSCC (RI S9C). For NORS (C4/C3/C2 CASREP) use "W" in the first position of the serial number (CC 40-43). Document Identifier A01 will be used for NSN requisitions, and A02 for part number requisitions. Document Identifier A05 will be used on part number requisitions exceeding 15 positions (CC 8-22) including the CAGE. The use of advice codes 2B (do not substitute) and 2D (furnish exact quantity) is discouraged. Use of advice code 2B limits DSCC's ability to respond quickly and interchange quality parts which are acceptable substitutes common in commercial vehicle systems. Use of advice code 2D precludes DSCC from supplying the quantity unit pack and may result in higher prices or cancellation of the requisition.

3470 MAPS AND CHARTS

1. GENERAL. The Richmond Mapping Facility (RMF) provides inventory and distribution functions of mapping logistics. RMF is composed of two entities: Defense Supply Center Richmond (DSCR) and Defense Distribution Mapping Activity (DDMA). The Richmond Map Facility is responsible for the supply management of an estimated 90,000 National Stock Numbers (NSN's) in four Federal Supply Classes (FSC's): 7641 (Aeronautical), 7644 (Digital), 7642 (Hydrographic), and 7643 (Topographic); and manages several special programs including Fleet Allowance and Flight Information Publications. The Defense Distribution Mapping Activity receives, stores and ships many of the products managed by DSCR. Shipboard allowances of navigational charts and publications are established by Fleet Commander directives, supplemented by specific operational plans and directives.

2. REQUISITIONING. Maps, Charts and Geospatial products are requisitioned from the Richmond Map Facility (RMF) using Routing Identifier Code "HM8" in standard MILSTRIP format. Additional product information, online ordering, and NGA (NIMA) Reference Numbers that can be cross-referenced to NSNs are available online via the RMF website at "<http://www.dscr.dla.mil/rmf>".

3. CUSTOMER ASSISTANCE. Requisitioners can contact DSCR-FABD at DSN 695-6500, commercial (804) 279-6500, or toll free 1-800-826-0342 for urgent requirements and customer support. In addition, there are also several Map Support Offices (MSO's) located throughout the world to aid in more timely deliveries of maps to theater customers compared to shipments directly from Richmond, VA. MSO location information is available by accessing the Mapping Customer Operations Customer Assistance Handbook at the website cited in par. 3470-2.

Part D: REQUISITION FILE MAINTENANCE**Section I: ACTION ON SHIP'S REQUISITIONS BY SHORE SUPPLY ACTIVITIES****3500 GENERAL**

Ship's requisitions will be edited promptly upon receipt by shore supply activities to ensure processing is accomplished within the time frames specified by UMMIPS (see par. 3049). If the activity initially receiving the requisition is unable to issue the requested material, and material on order is not expected to be available for issue within the prescribed time frame, the requisition will be referred to the next echelon of supply so that material may reach the requisitioner within the UMMIPS time frames. If the requisition cannot be filled within the UMMIPS time frames, the appropriate status will be sent to the requisitioner and/or other activity specified by the requisitioner (see pars. 3506-3510).

3501 REJECTION OF REQUISITIONS

When the activity initially receiving a requisition cannot process it due to technical errors in the requisition (such as erroneous or missing data) the requisition will be rejected and status will be provided to the requisitioner (and/or other activity specified by the requisitioner). The reason for the rejection will be indicated by the status code entered in cc 65-66.

3502 COGNIZANCE SYMBOL CHANGES

1. GENERAL. When an item is managed in a stores account or by an inventory manager different from that indicated by the cognizance symbol in card columns 55-56 of the requisition, the stock point will process the requisition for issue if the material is available. If the item is not available, the stock point will refer the requisition to the cognizant inventory manager. In either case, if the newly applicable cognizance symbol reflects a change in the stores account, the stock point will advise the requisitioner to adjust his financial obligation record in accordance with par. 3502-2 or 3.
2. STORES ACCOUNT CHANGED FROM APPROPRIATION PURCHASES ACCOUNT (APA) TO NAVY STOCK ACCOUNT (NSA). When a requisition for material currently managed in NSA (chargeable) material indicates a cognizance symbol applicable to APA (nonchargeable) material, the stock point will process the requisition and, simultaneously, will advise the requisitioner (status code NU) either to establish a financial obligation or to initiate cancellation action.
3. STORES ACCOUNT CHANGED FROM NSA TO APA. When a requisition for material currently managed in APA indicates a cognizance symbol applicable to NSA material, the stock point will process the requisition and, simultaneously, will advise the requisitioner (status code NR) to deobligate the funds.
4. SUADPS-RT/RSUPPLY PROCESSING. Cognizance symbol changes will require a Local Change Notice Action (see SUADPS-RT Support Procedures, Volume I, Chapter 2/RSUPPLY Force Level Procedures, Inventory Subsystem) to correct the BMF/SIT COG and adjust the applicable FIR codes. Interactive change notice actions will be posted to the STK file for information purposes.

3503 SUBSTITUTE ITEMS

1. **ISSUE OF SUBSTITUTE ITEMS.** When a requested item is not available, the stock point or inventory manager normally will issue an acceptable substitute, if available, unless the customer has indicated by the use of an appropriate advice code that a substitute item is not acceptable.
2. **OFFER OF SUBSTITUTE ITEMS.** Defense Supply Centers (DSC's) may offer a substitute item and may provide technical information which differentiates the substitute item from the requested item. The offer of a substitute normally will be by message, although other media may be used. The requisitioner will review the information provided to determine whether or not the offered substitute is acceptable. If a determination cannot be made locally, a technical determination should be requested from the ICP, citing APL, requested item, offered substitute, and any additional information which may be available. The offering DSC should receive an information copy of the request sent to the ICP. Upon receipt of the technical determination, the requisitioner will notify the DSC as to the acceptance or rejection of the offered substitute.
3. **CANCELLATION STATUS.** ICP's may reject the original requisition with a supply status code (CJ, CK, or CU) indicating the material ordered is obsolete or inactive and the requisition has been canceled. When the NSN furnished in the supply status is different from the NSN ordered, the ICP is offering the furnished NSN as a substitute item. If there is no cross-reference (substitute) relationship built in the activity's Automated Information System (AIS), the activity must establish a cross-reference relationship and assign an Automatic Reorder Restriction Code (ARRC) to prevent subsequent reorders of the obsolete or inactive NSN. For clarification purposes, it is strongly recommended the ARRC assigned to the obsolete or inactive NSN is the same as the rejected status code (i.e. CJ, CK, or CU).

3505 REQUISITIONS REFERRED TO INVENTORY MANAGERS

1. **GENERAL.** The distribution system of each inventory manager consists of stock points (e.g., Defense Depots) at which the inventory manager positions material. FISC's will refer requisitions to these stock points. If the material is not immediately available to fill a requisition, the stock point will refer it to the inventory manager for continued supply action, unless the requester, by appropriate advice code, has indicated that such continued action is not desired. Requisitions referred to inventory managers will be processed in accordance with pars. 3505-2 and 3.
2. **ISSUES FROM SYSTEM STOCKS.** When the inventory manager reviews material availability at stock points and elects to direct the issue of material from shore sources, the inventory manager will direct issue of material at a selected stock point by forwarding a referral order.
3. **MATERIAL OBLIGATIONS.** When the inventory manager determines that requisitioned material is not available, he may elect to establish the requisition as a material obligation either at the ICP or at a stock point. When the material obligation is to be established at a stock point, the inventory manager will forward a referral order to the stock point.

4. DIRECT DELIVERY FROM PURCHASE. If the requisition is to be filled by purchase of the material for direct delivery to the requisitioner (or supplementary address), status (status code BV) will be provided to the applicable activity. If the contract assigned is pre-award, BZ status will be provided. Once a firm contract is assigned, procurement status will be generated (DI AB_), providing the contract number and delivery date.

3506 REQUISITION STATUS

1. TYPES OF STATUS. To keep requisitioners informed as to the action being taken on their requests, MILSTRIP provides for status data to be provided by processing activities in response to the media and status (M&S) code which is a mandatory entry in the requisition (see Appendix 16). MILSTRIP status is categorized as follows:

- a. exception status,
- b. 100% supply status,
- c. rejection status,
- d. direct delivery notice,
- e. shipment status,
- f. acknowledgement status.

2. EXCEPTION STATUS. Any of the following supply decisions, either alone or in combination, made by a supply source will be the basis for exception status:

- a. backorder;
- b. procurement for direct delivery;
- c. partial issue and partial other action;
- d. substitution;
- e. change of unit of issue, stock number, cognizance symbol;
- f. requisition returned for specific cause;
- g. passing or referral order;
- h. cancellation acknowledgment;
- i. any circumstance which indicates that issue may not be made within the timeframes established for the priority designator.

3. 100% SUPPLY STATUS. 100% supply status provides information on all actions taken by supply sources on a requisition, redistribution, and referral order. This includes all positive supply actions, all applicable exception nonpositive supply actions, and combinations thereof.

4. REJECTION STATUS. Rejection status is used by supply sources to advise all status eligible recipients of rejected requisitions regardless of the M&S code in card column (cc) 7 of the requisition, except when the M&S code is "8", rejection status will be furnished only to the monitoring activity in cc 54.

5. **DIRECT DELIVERY NOTICE.** Direct Delivery Notice advises all status eligible recipients that material will be supplied by Direct Vendor Delivery (DVD) from procurement. DI AB_ is furnished to the consignee and provides a cross-reference between the requisition number and the Procurement Instrument Identification Number (PIIN).

6. **SHIPMENT STATUS.** Shipment status consists of advice of shipment including date of shipment, mode of shipment, registration number on registered parcel post shipments, transportation control number or bill of lading number, and date available for shipment (United States except Alaska and Hawaii) or port of embarkation (Alaska and Hawaii and overseas).

7. **ACKNOWLEDGEMENT STATUS.** Acknowledgement status is either supply or shipment status and informs the recipient of the results of supply source processing of the following types of transactions received:

- a. MOV response (DI AP_);
- b. cancellation (DIs AC_ and/or AK_);
- c. transaction modifier (DI AM_);
- d. follow-up request for improved ESD (DI AFC);
- e. follow-up request for status (DIs AF_ and AT_).

3507 RECIPIENT(S) OF STATUS

When and as requested by the M&S code in card column (cc) 7 of the requisition, the supply source will provide supply and/or shipment status to the requisitioner or supplementary addressee. Also, if the distribution code for a monitoring activity is indicated in cc 54 of the requisition, the monitoring activity will receive 100% supply and shipment status, regardless of the M&S code in cc 7.

3508 TIME FRAMES FOR FURNISHING STATUS

1. **SUPPLY STATUS.** When requested by the M&S code in a requisition, any supply source that processes the requisition is required to provide supply status to the appropriate addressee(s) (see par. 3507) within the following time frames:

- a. PD 01-08 requisitions - within 48 hours after receipt of the requisition/follow-up,
- b. PD 09-15 requisitions - within 5 work days after receipt of the requisition/follow-up,
- c. Material obligations released for supply action - within 24 hours after release.

2. **SHIPMENT STATUS.** When requested by the M&S code in a requisition, the supply source that releases the requisitioned material for shipment will provide shipment status to the appropriate addressee(s) (see par. 3507) within the following time frames:

- a. PD 01-03 requisitions - within 24 hours after material is released to the carrier, or after receipt of a follow-up;
- b. PD 04-08 requisitions - within 48 hours after material is released to the carrier, or after receipt of a follow-up;

c. PD 09-15 requisitions - within 3 work days after material is released to the carrier, or after receipt of a follow-up.

3509 METHODS OF PROVIDING STATUS

Status will be provided by electronic methods, depending on the media and status code indicated in the requisition (see Appendix 16). Ships normally request and receive status via WINSALTS. Message status will be in narrative format (see par. 3029-3) if received direct from the originator, or in MILSTRIP format (see par. 3029-2) if received via DAAS. Regardless of how the status is received, each transaction, and especially the status code, must be carefully reviewed to ensure that any required action is taken.

3510 SUPPLY STATUS FORMATS

1. AUTOMATED SUPPLY STATUS. There are two formats for furnishing supply status. Subparagraph (a) describes the format for all supply status except when the material is being procured for direct delivery to the requisitioner (or supplementary address). Subparagraph (b) describes the format for supply status when the material is being procured for direct delivery.

a. Supply Status (Other than Direct Delivery from Procurement). The following table will be used for interpreting data entries in status other than those for direct delivery from procurement:

<u>CC</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document identifier	Document identifier for the type of status provided (see Appendix 4).
4-6	Routing identifier	Routing identifier of supply source furnishing status (see Appendix 7).
7	Media and Status code	Same as that in the requisition.
8-22	Stock number	NSN, NICN, or part number of item for which status is provided. If the item is identified by a part number which exceeds 10 characters, this field either will be blank or it will include the CAGE and the first 10 characters of the part number.
23-24	Unit of issue	Current unit of issue applicable to the item identification number. (See Appendix 19.)
25-29	Quantity	Quantity of item being supplied.
30-43	Document number	Same as that in the requisition.
44	Suffix code	Suffix code assigned to identify a supply action applicable to a partial quantity (see Appendix 8); otherwise blank.
45-50	Supplementary address	Same as that in the requisition.
51	Signal code	Same as that in the requisition.
52-53	Fund code	Same as that in the requisition.
54	Distribution code	Same as that in the requisition.

Material Procurement

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<u>CC</u>	<u>Data Element</u>	<u>Explanation</u>
55-56	Cognizance symbol	Same as that in the requisition.
57-59	Project Code	Same as that in the requisition.
60-61	Priority	Same as that in the requisition.
62-64	Transaction date	Last three digits of the Julian date on which the supply decision was made.
65-66	Status code	Appropriate code to indicate the status of the requisition see Appendix 2.
67-69	Routing identifier	Routing identifier of the last known source to whom follow-up should be submitted, if required (see Appendix 7).
70-73	Estimated shipping date	When indicated by the status code, the Julian date on which material is expected to be shipped; otherwise blank.
74-80	Unit price	Unit price applicable to the stock number or part number in print positions 8-22.

b. Supply Status (Direct Delivery from Procurement). UMMIPS requisition processing time frames normally require supply status to be furnished to the customer before purchase action on the requisition, when required, can be formally negotiated. Therefore, as soon as it is determined that material will be purchased for direct delivery to the requisitioner, supply status (document identifier AE_ series) indicating status code BV and an estimated shipping date (ESD) that reflects the normal procurement lead time will be furnished to the requisitioner. Upon completion of contract negotiation, the requisitioner will be furnished supply status (document identifier AB_ series), which will indicate the procurement instrument identification number (PIIN) under which the item is to be procured and delivered, and the scheduled ESD specified in the negotiated contract. If the scheduled ESD is subsequently adjusted, the requisitioner will be provided additional AE_ status indicating status code BP and the revised ESD. Data contained in AE_ series status applicable to direct delivery from procurement is the same as described in subpar. a, except the status code will be BV or BP. Data contained in AB_ series status is the same as those described in subpar. a, with the following exceptions:

<u>CC</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier (DI)	Appropriate DI in the AB series. (See Appendix 4.)
60-72	Procurement instrument identification number (PIIN)	PIIN under which material is being procured for direct delivery to the requisitioner.
73-76	Call/Order serial number	Appropriate call order serial number, if applicable to the purchase; otherwise, blank.
77-80	Estimated shipping date (ESD)	Julian date of the ESD scheduled in the contract.

2. SUPPLY STATUS BY MESSAGE. When requested by an appropriate media and status code in the requisition, supply status will be provided by message. This supply status will normally be transmitted via a DAAS facility and will be in the following format:

TEXT OF SUPPLY STATUS MESSAGE

```
UNCLAS MILSTRIP DOCUMENTS
AE1N35S4320002183942 EA00001R521929183B407 YNEM01ANR 1HEK5
05185BMNDZ      0142000
AE1NDZS4230002183942 EA00001R521929183B407 YNEM01ANR 1HEK5
05186BANDZ91890142000
BT
```

3511 SHIPMENT STATUS FORMATS

1. AUTOMATED SHIPMENT STATUS. The following table will be used for interpreting data entries in shipment status received by automated methods:

<u>CC</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	Document Identifier for shipment status (see Appendix 4).
4-6	Routing Identifier	Routing Identifier of supply source furnishing status (see Appendix 7).
7	Media and status code	Same as that in the requisition.
8-22	Stock number	NSN, NICN, or part number of the item for which status is provided. (If the item is identified by a part number which exceeds 10 characters, this field either will be blank or it will include the CAGE and the first 10 characters of the part number).
23-24	Unit of Issue	Current Unit of Issue of the item supplied.
25-29	Quantity	Quantity of item supplied.
30-43	Document number	Same as that in the requisition.
44	Suffix code	Suffix code assigned to identify a supply action applicable to a partial quantity (see Appendix 8); otherwise blank.
45-50	Supplementary address	Same as that in the requisition.
51	Shipment Hold code	When applicable (see Appendix 8). Left blank in response to follow-up if transportation method not yet determined.
52-53	Fund code	Same as that in the requisition.
54	Distribution code	Same as that in the requisition.
55-56	Cognizance code	Same as that in the requisition.
57-59	Shipment Date	Date material delivered to carrier; or estimated shipment date in response to follow-up if shipment has not occurred.
60-61	Priority	Same as that in the requisition.

Material Procurement

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<u>CC</u>	<u>Data Element</u>	<u>Explanation</u>
62-76	Transportation Control Number (TCN), Government Bill of Lading (GBL), insured/registered parcel post number, or certified mail number.	<p>a. Blank, unless a TCN, GBL, insured/registered parcel post number or certified mail number applies; also blank if in response to follow-up if shipment has not yet occurred.</p> <p>b. TCN. When a TCN applies to a single shipment unit, the requisitioner's document number (minus the service designator code) is indicated in cc 62-74; the suffix code (when applicable) or an "X" is indicated in cc 75; and the partial shipment code (when applicable) or an "X" is indicated in cc 76. When a TCN applies to a consolidated shipment, the document number entered in cc 62-74 will be that of the requisition indicating the earliest RDD. The 1st (service designator code) and 17th (split shipment code) positions of a TCN are omitted from shipment status.</p> <p>c. GBL. The shipper's service designator code and UIC are indicated in CC 62-67, the letter "B" in CC 68, and the GBL number in cc 69-76</p> <p>d. Insured/registered parcel post number or certified mail number. The shipper's service designator code and UIC are indicated in CC 62-67, the letter "I" (insured) or "C" (certified) in CC 68, and the insured/registered parcel post or certified mail number in cc 69-76 (when this number is less than 8 digits, the significant digits will be preceded by zeros).</p>
77	Mode of Shipment	Code identifying the mode of shipment (see Appendix 5). Left blank in response to a follow-up if item has not yet been shipped.
78-80	Date available for shipment or port of embarkation	For United States excluding Alaska and Hawaii, the date available for shipment. For Overseas, Alaska and Hawaii the Port of Embarkation (POE) code when a TCN is entered in cc 62-76; otherwise blank. Blank in response to a follow-up if item has not yet been shipped.

For DI ASY Transactions

57-64		Blank
65-66	Status Code	Status Code "DY" if the AFY follow-up transaction is being rejected, otherwise, blank. See par. 3538.
67-74		Blank
75-80	DoDAAC of initial Transportation Activity	DoDAAC of the initial (origin) transportation shipping activity. Blank if the DI AFY follow-up transaction is being rejected with Status Code "DY".

2. SHIPMENT STATUS BY MESSAGE. When requested by an appropriate media and status code in the requisition, shipment status for material that has been shipped (or released for shipment) will be provided by message. This shipment status will normally be transmitted via a DAAS facility and will be in the following format:

TEXT OF SHIPMENT STATUS MESSAGE

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AS1NNZS5330000382922 LB00001R521929100B411 YSEM01 NR 9C101
05N00189BPARPOST H
AS1NNZS4320001265322 EA00004R521929116B554 YSEM02 NR 9C118
05N00189BPARPOST H
AS1N0ZS4320002183942 EA00001R521929100B470 YSEM01 NR 1H103
05025369100B470XXU103
BT
```

Section II: ACTION BY SHIPS ON THEIR OUTSTANDING REQUISITIONS

Subsection 1: FOLLOW-UP ON OUTSTANDING REQUISITIONS

3530 TYPES OF FOLLOW-UP

1. GENERAL. Status may be obtained through various electronic methods such as PCLINK, VLIPS, WINSALTS, NTAV, GTN and others, which are described in Appendix 29. When these are unavailable or do not provide the necessary information, a follow-up should be sent. There are four types of follow-up documents, each of which is distinguished by a specific document identifier code as follows:

- a. An “AF__” document, which is submitted only to request the current status of a requisition;
- b. An “AT__” document, which is submitted to request the current status of a requisition, and which is to be processed as a requisition if the supply source has no record of the previously submitted requisition. For NAVSEA outfitting account requisitions, see par. 3369. For all other requisitions, the use of “AT__” document is mandatory when no supply status has been received and no previous “AC__” cancellation request has been submitted.
- c. An AFC document, which is submitted to request action to improve the estimated shipping date (ESD) when an unsatisfactory ESD is indicated in a supply status document received from the supply source.
- d. An AFY document, which is submitted to request the DoDAAC of the initial (origin) transportation shipping activity (see par. 3538).

Although not a “requisition follow-up” document, there is also an AFT document, which is submitted to request tracer action on an overdue shipment when the shipment status document indicates that the material was sent by insured/registered/certified mail (see par. 3532-3a).

3531 METHODS OF FOLLOW-UP

Follow-up requests will be submitted by electronic methods. The preferred method of follow-up is submission to Defense Automatic Addressing System (DAAS) for re-transmittal to the appropriate supply source(s). Follow-up requests will be submitted to the last activity known to hold the requisition.

3532 FOLLOW-UP PROCEDURES

1. REVIEW OF OUTSTANDING REQUISITIONS. The status of outstanding requisitions will be reviewed periodically to ensure that, when necessary, timely follow-up action is initiated as follows:

- a. priority 01-03 requisitions should be reviewed daily;
- b. priority 04-08 requisitions should be reviewed weekly;
- c. priority 09-15 requisitions should be reviewed at least monthly, preferably in conjunction with the processing of material obligation validation requests (see par. 3591).

2. FOLLOW-UP RESTRICTIONS. The fact that material has not been received by the RDD (see par. 3050) is not necessarily a valid reason for initiating a routine follow-up request. For example, if the ESD entered in BB or BV status has not yet passed, repeated follow-ups would serve no useful purpose, the same status as that previously furnished would be provided again. Pertinent MILSTRIP restrictions relative to follow-up are as follows:

a. Status Not Requested. When no requisition status has been requested, a follow-up may be submitted only after the RDD has passed.

b. Requested Status Not Received. When requested status has not yet been received, follow-ups on priority 01-08 requisitions may be submitted only after three days have elapsed since the requisition submittal date or previous follow-up date; and follow-ups on priority 09-15 requisitions may be submitted only after at least seven days have elapsed since the requisition submittal date or previous follow-up date.

c. Requested Status Received. When requested status has been received, a follow-up may be submitted after the RDD has passed. However, if the status reflects an ESD, which indicates that material will not be supplied by the RDD, a follow-up may be submitted only after the ESD has passed and an adequate time frame for transportation has expired (see exception in subpar. d). In those cases where "NM" or "NA" is the status of record for COSAL outfitting requisitions, no follow-up to the NAVSEA OPN Outfitting Account Allotment Holder (NAVICP MECH (RI NUV)) is required, regardless of the RDD. The NAVSEA OPN Outfitting Account Allotment Holder will advise of revised status as the status changes. When the ESD has passed, the transportation time frames considered to be adequate for follow-up purposes are indicated in the following chart:

TRANSPORTATION TIME FRAMES FOR FOLLOW-UPS

Requisition Priority Designator	CONUS (excluding Alaska, Hawaii) and Canada	Western Pacific, Persian Gulf, Red Sea	Other areas
01-03	3 days	8 days	7 days
04-08	6 days	11 days	10 days
09-15	13 days	80 days	63 days

d. Request for Improved ESD. The instructions in par. 3532-2c are not applicable to follow-ups for requesting an improved ESD (i.e. document identifier AFC) in as much as an AFC document may be submitted as soon as it is determined that an ESD indicated in the supply status is unsatisfactory. An AFC document will result in a computer generated notice to the requisition holder to conduct a manual review of the requirement; to undertake all available actions to expedite procurement and delivery of the material; and to advise the requisitioner of the earliest possible ESD. However, AFC documents are authorized only for priority 01-08 requisitions, and may be submitted only if the material is definitely required prior to the ESD indicated in the supply status, and a higher priority designator is not authorized (see par. 3510-1b concerning ESDs in supply status applicable to “direct delivery from procurement”).

e. Request for Supply Assistance. Supply assistance may be requested for priority 01-08 requisitions with status reflecting an ESD indicating material will not be supplied by the RDD. A request for supply assistance may be submitted by email, message, letter, or telephone to the appropriate supply source. Strict adherence to the message format shown on the following page when dealing with DLA or other services/agencies will provide them with all the information needed for expediting your requirements and is the easiest method for their personnel to understand. It is especially important to use the subject line of “MILSTRIP Supply Assistance Request” and to place the document number(s) in the first paragraph. Avoid the use of strictly Navy terms such as “CASREP” or SITREP”. Also avoid giving DLA or other services/agencies extra information not required for expediting such as NMCS hours, aircraft numbers, production hours and downtime.

3. MATERIAL SHIPPED BUT NOT RECEIVED. Submittal of MILSTRIP follow-up requests (DI AF__, AT__, or AFC) is not authorized when shipment status has been received, even if the material is not received within the time frame allowed for transportation (see par. 3532-2c). Submittal of such follow-up requests will only result in the receipt of another shipment status transaction which duplicates that previously provided. If shipped material is not received within the transportation time frames indicated in par. 3532-2c, and if the ship is located in an area in which timely material deliveries can normally be expected, action will be taken in accordance with par. 4268, and the following subparagraphs

MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST

```

FM USS JOHN PAUL JONES//
TO (LAST KNOWN HOLDER)//
INFO (AS REQUIRED)//
UNCLAS //NO4491//
SUBJ/MILSTRIP SUPPLY ASSISTANCE REQUEST//
RMKS/1. THIS COMMAND IS EXPERIENCING SERIOUS PROBLEMS DUE TO LACK
OF ITEMS(S) SHOWN BELOW. REQUEST AGGRESSIVE ACTION TO ACCELERATE
DELIVERY AND IMPROVE ESD.
    DOC NO          NSN
    R52192/5033/3014      8305-01-123-4567
2.  SUBSTITUTES. LIST ALL KNOWN AND ACCEPTABLE SUBSTITUTE NSNs OR
PART NUMBERS. IF NONE, SO STATE.
3.  NEXT HIGHER ASSEMBLY. IF NONE, SO STATE.
4.  LATERAL SUPPORT. LIST ANY ACTIVITIES CONTACTED IN AN ATTEMPT
TO OBTAIN ITEM THROUGH LATERAL SUPPORT AND/OR KNOWN ACTIVITIES
USING SAME END ITEM OR WEAPON SYSTEM. IF NONE, SO STATE.
5.  KNOWN SOURCE. LIST ANY KNOWN SOURCES FOR THE ITEM TO INCLUDE
NAME, MAILING ADDRESS AND TELEPHONE NUMBER (IF KNOWN). IF NONE, SO
STATE.
6.  MISSION IMPACT STATEMENT. INCLUDE END ITEM DESCRIPTION,
WEAPON SYSTEM APPLICATION. INDICATE MISSION DEGRADATION CREATED BY
LACK OF ITEM(S) OR STATEMENT "A CLASSIFIED NORS/NMCS CONDITION
EXISTS DUE TO LACK OF REQUIRED ASSETS."
7.  REMARKS. INCLUDE ADDITIONAL PERTINENT DATA NOT COVERED ABOVE.
BT
    
```

a. Material Still Required - Shipped by Traceable Means. When material shipped by traceable means is overdue and is determined to be still required, ~~one~~ of the following actions will be taken:

(1) If traceable shipping data (e.g. TCN or GBL) was included in the shipment status, submit a Transportation Discrepancy Report (TDR), Standard Form 361, to the shipping activity to trace the shipment and advise (see par. 4273). If a TCN applies, the request should explain that MILSTRIP (DOD Regulation 4500.32-R) has not been implemented afloat. If a GBL applies, the request should explain that the ship does not hold a copy of the GBL.

(2) If an insured/registered parcel post number or a certified mail number was included in the shipment status, submit a shipment tracer request (document identifier code AFT) to the shipping activity indicated in card columns 4-6 of the shipment status document. Except for the document identifier code, the shipment tracer request will include the same data entries as those in the shipment status. If tracer action is requested by message, use the procedures prescribed in par. 3535 for requisition follow-ups. Since shipping activities do not retain records of completed transactions very long, an AFT document should be submitted no earlier than 10 days nor later than 60 days (90 days for medical material) after the shipment date indicated in the shipment status document. If no reply is received within 15 days, a second AFT document should be submitted.

b. Material Still Required - Not Shipped by Traceable Means. When material not shipped by traceable means is overdue and still required, submit another requisition for the required material and accomplish the following:

(1) submit a SDR/ROD to the shipping activity (see par. 4270), requesting expedited shipment or credit;

(2) If the response states that no shipment or reshipment is forthcoming, or credit is granted, administratively complete the requisition;

(3) on a dummy receipt, DD Form 1348-1A, annotate "Mat'l Shipped/Not Rcvd" and cite all available shipping data and the SDR/ROD number submitted.

(4) if the receipt shortage involves a DLR, prepare and process a FLIPL, DD Form 200, for the loss in accordance with pars. 5125-5134.

c. Material No Longer Required. When shipped material is overdue and it is determined that the material is no longer required, accomplish the following:

(1) submit a SDR/ROD to the shipping activity (see par. 4270), requesting credit;

(2) whether or not an adjustment in billing (credit) is granted, administratively complete the requisition;

(3) on a dummy receipt, DD Form 1348-1A, annotate "Mat'l Shipped/Not Rcvd" and cite all available shipping data and the SDR/ROD number submitted.

(4) if the receipt shortage involves a DLR, prepare and process a FLIPL, DD Form 200, for the loss in accordance with pars. 5125-5134.

d. Material Received After Requisition Completed. If overdue material should be received after the actions in par. 3532-3 have been taken, the dummy receipt will be reversed and the original receipt document will be processed in the usual manner. However, if the material is a DTO item which previously was determined to be no longer required, the recipient work center supervisor will be requested to return it to the supply department as excess material. If the material receipt negates the need for the reorder which may have been submitted in accordance with par. 3532-3b, the outstanding requisition will be canceled if shipment status has not yet been received.

3533 FOLLOW-UP REQUESTS PROCESSED AS REQUISITIONS

When requested supply status has not been received in the required timeframe (see par. 3508), it is possible that the requisition may not have been received by the supply source, or that it may have been lost in processing. In such cases, a document identifier in the AT_ series (in lieu of the AF__ series) will be used in the follow-up document. If the supply source has no record of the requisition, or has issued BF status as a result of an AF request, the AT__ document will be accepted and processed as a requisition. For NAVSEA outfitting account requisitions see par. 3369.

3534 PREPARATION OF FOLLOW-UP REQUESTS

1. GENERAL. Requisitions, follow-ups, cancellation requests, etc., which qualify for transmittal to DAAS may all be included in the same text file. When supply status other than document identifier "AB__" has been received, information in cc(s) 67-80 of the status format will be omitted in follow-up requests. When an AB status document has been received (see par. 3510-1b), and in other circumstances in which the required information exceeds 66 card columns of data, the a follow-up message will be prepared and submitted in accordance with par. 3535-2.

2. STATUS NOT RECEIVED. When no requisition status has been received, a follow-up request will be prepared for transmittal to DAAS as follows:

<u>Card Column</u>	<u>Entry</u>
1-3	Appropriate document identifier code in AT_ series (see par. 3530 and Appendix 4).
4-66	Same entries duplicated as those in the requisition.

FOLLOW-UP REQUEST - NO STATUS RECEIVED

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AT1NDZT6105006608617 EA00001R5219252083007RYNEE01ANR 9CEK5062202B
BT
```

3. STATUS (OTHER THAN CONTRACT STATUS) RECEIVED. When requisition status (other than that indicating direct delivery from procurement) has been received, a follow-up request will be prepared as follows:

<u>Card Column</u>	<u>Entry</u>
1-3	Appropriate document identifier code, e.g., AF1, AF2, AF3, or AFC (see par. 3530 and Appendix 4).
4-6	Routing identifier code of last known requisition holder, as indicated in cc 67-69 of the most recent status document received.
7-66	Same entries duplicated from most recent status document received.

FOLLOW-UP REQUEST - STATUS RECEIVED

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AF1S9IT4320003989313 EA00001R5219252083007RYNEE01ANR 9CEK506259BB
BT
```

3534

Material Procurement

4. CONTRACT STATUS RECEIVED. When supply status indicating direct delivery from procurement (contract status) has been received, a follow-up transaction will include the same entries as those prescribed in par. 3534-3, with the following exception:

<u>Card</u> <u>Column</u>	<u>Entry</u>
4-6	Routing identifier code of last known requisition holder, as indicated in cc 4-6 of the most recent status (Document Identifier AB__) received.

3535 MESSAGE FOLLOW-UP

1. NSN/NICN ITEMS. When a follow-up on NSN items or NICN items is required, prepare a follow-up request per the instructions outlined in par. 3534.

2. NON-NSN/NICN ITEMS WITH MORE THAN 66 CARD COLUMNS OF APPLICABLE DATA

a. General. When a message follow-up is required for non-NSN/NICN items with more than 66 card columns of applicable data, the follow-up message will be submitted directly to the last known supply source (for GSA follow-ups see par. 3537). The message will:

1. indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUM".
2. contain no more than seven follow-ups in each message.
3. include separately numbered paragraphs for each follow-up, beginning with paragraph 1 and will indicate the same routing identifier code.
4. include dividing slants (/) between each data element in each follow-up. Data elements not required in a follow-up will be identified by "BLNK".
5. be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., "MILSTRIP FOLLOW-UP" and each paragraph will contain all data entries described in par. 3534. For example:

TEXT OF MILSTRIP FOLLOW-UP MESSAGE- NO STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP FOLLOW-UP//
RMKS/1. AT5/NOZ/S/BLNK/EA/ZERO ZERO ZERO ONE/R/52192/8033/3014/
R/YNEB13/A/NR/BLNK/EK5/05/BLNK/BLNK/150.00
IDENTIFICATION DATA: CAGE AND PART NO. 05073-N3-12291-P104; MFR BABCOCK AND
WILCOX CO., NEW YORK, N.Y. NAVY TECH MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT
BLOWER, UNIT A; END ITEM APPLICATION; BOILER, STEAM, MN, 634 PSI, 1393 TB; APL
021200007; MFG DWG NO MX 235001; EQUIP SPEC MIL-R-18381 SHIPS; ADDL ITEM DATA;
NICN 4410-LL-CAO-0001//
BT
```

TEXT OF MILSTRIP FOLLOW-UP MESSAGE - STATUS RECEIVED

UNCLAS//N04491//
 SUBJ/MILSTRIP FOLLOW-UP//
 RMKS/1. AF1/S91/S/05073-N3-12291-P104/EA/ZERO ZERO ZERO ZERO ONE/R52192/
 8033/3014/R/YNEB13/A/NR/BLNK/EK5/05/186/BB/S91/194/0015000//
 BT

3. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. The "DTG" copy of the message then will be placed in an "outgoing messages" file.

3536 FOLLOW-UP ON OUTSTANDING REQUISITIONS FOR SHIPS DEPLOYING

Before a ship leaves port for an extended deployment, the Supply Officer will make certain that all supplies ordered have been received or, if they have not, that proper arrangements have been made with supply activities either to cancel the requisitions or to provide for transshipment to the ship at another destination. For purchases under contract, the Supply Officer will arrange for delivery in accordance with par. 3054. Normally, large supply activities have an established Logistics Support Center (LSC) or similar organization, to assist Supply Officers in filling outstanding requisitions prior to deployment.

3537 GSA FOLLOW-UP

1. GENERAL. The General Services Administration (GSA) has established a single mechanized history file on which all requisitions are registered and supply actions are recorded. Follow-ups to GSA will only be processed according to the procedures promulgated in pars. 3537-2 and 3. Routing identifier code (RIC) "GSA" will be used regardless of method of follow-up utilized.
2. FOLLOW-UPS VIA DAAS. When all necessary information on the requisition or previously received status card does not exceed 66 card columns of data the follow-up will be transmitted via message to DAAS (see par. 3535-1).
3. FOLLOW-UP WITH AREA OF SUPPORT. All follow-ups which exceed 66 card columns of data must be forwarded via narrative message or mailed to the assigned GSA area of support region office. Such requests must be marked "ATTN: REQN PROCESSING AND CONTROL BRANCH". Each GSA support region office has access to the centralized requisition status history file and can respond to follow-up requests.

3538 FOLLOW-UP ON REQUISITIONS WITH SHIPMENT STATUS

When the shipment cannot be located or traced using information received in the initial Document Identifier AS_ shipment status, a Document Identifier "AFY" follow-up should be submitted to the supply source to request the DoDAAC of the initial (origin) transportation shipping activity for tracing shipments under MILSTAMP. Processing points, in receipt of AFY follow-up will provide a Document Identifier "ASY" response containing the DODAAC of the initial transportation shipping activity using the format shown in par. 3511-1. If the processing point is unable to provide the DODAAC information, the AFY follow-up will be rejected with Document Identifier ASY response containing Status Code "DY" in card columns 65-66. The follow-up request will be prepared in accordance with par. 3535, except as follows:

<u>CC(s)</u>	<u>Data</u>	<u>Element Explanation</u>
1-3	Document Identifier	Enter AFY
4-6	Routing Identifier	Enter the last known supply source
7-80	All other data	Duplicate entries from the last shipment status received.

Subsection 2: REQUISITION MODIFIERS

3550 MODIFYING A REQUISITION

1. GENERAL. A requisition modifier (document identifier AM____) may be initiated by the requisitioner, supplementary addressee, monitoring office or ICP to modify previously submitted requisitions when:

- a. force/activity designator (F/AD) is upgraded or downgraded;
- b. urgency of need has changed.

(1) Required delivery dates (RDD) for previously requisitioned material change due to unplanned or unforeseen emergencies. Such emergencies include declared national emergencies and local emergencies created for lack of material required for:

- (a) performance of assigned operational missions or tasks,
- (b) emergency repairs to primary weapons and equipment,
- (c) prevention of work stoppage at industrial/production activities engaged in repair, modification or manufacture of primary weapons, equipment and supplies.

(2) When emergency situations described above no longer exist, requisition priorities will be downgraded and RDDs extended.

c. For outstanding requisitions, which are identified for continued processing during mass cancellation situations, modifiers will be submitted at the earliest possible date and will contain an expedited handling signal "555" in the RDD data field, cc 62-64.

3551 REQUISITION MODIFIER REQUESTS

1. GENERAL. The following data fields of a requisition are modifiable:

- a. Media and Status Codes (cc 7)
- b. Supplementary Address (cc 45-50)
- c. Signal Code (cc 51)
- d. Distribution Code (cc 54-56)
- e. Project Code (cc 57-59)
- f. Priority (cc 60-61)
- g. Required Delivery Date (cc 62-64)
- h. Advice Code (cc 65-66)

i. When the Project Code (cc 57-59), the Required Delivery Date (cc 62-64) or the Advice Code (cc 65-66) of the DI Code AM is blank, these fields of the original requisition will be modified accordingly.

2. PREPARATION. Requisition modifier(s) which qualify for transmittal to DAAS may all be included in the same text file. The requisition modifier request will be prepared by the originating activity using DI Code AM__ series unless transmittal by message is warranted (see par. 3552). When supply status other than document identifier "AB__" has been received, information in cc(s) 67-80 of the status format will be omitted in requisition modifier requests. When an AB status document has been received (see par. 3510-1b), and in other circumstances in which the required information exceeds 66 card columns of data, a requisition modifier message will be prepared and submitted in accordance with par. 3552. The data entries will be the same as those on the original requisition except as follows:

<u>CC(s)</u>	<u>Entry</u>
1-3	Appropriate Document Identifier code in the AM__ series
4-6	Routing Identifier Code (RIC) of the last known requisition holder, if supply status has been received (i.e., the RIC indicated in cc 67-69 of the supply status)
7	Revised Media and Status code (when applicable)
45-50	Revised Supplementary address (when applicable)
51	Revised Signal Code (when applicable)
54-56	Revised Distribution code (when applicable)
57-59	Revised Project Code (when applicable)
60-61	Revised Priority (when applicable)
62-64	Revised Required Delivery date (when applicable) or original RDD
65-66	Revised Advice Code (when applicable)

REQUISITION MODIFIER DOCUMENT

UNCLAS //N04400//
MILSTRIP DOCUMENTS
AMAS9CT5120013989313 EA00001R5219252083007RYNEE01ANR 9CEK506229
BT

3. SHIP SCHEDULED FOR INACTIVATION. As soon as possible after a ship has been scheduled for inactivation, but before the Type Commander initiates action to effect mass cancellation of the ships outstanding requisitions (see par. 3023), the outstanding requisition file will be carefully reviewed to determine those which should be excluded from mass cancellation action. AM__ series documents, indicating "555" in card columns 62-64, will then be promptly prepared and submitted for all outstanding requirements for which supply action is desired to be continued. AM__ series documents citing special processing code "555" will not be submitted after the effective date specified by the Type Commander in their request for mass cancellation actions.

4. SUBMITTAL. If no status has been received, submit an AT_ series document containing the required modifications to the activity indicated by the routing identifier code in cc 4-6 of the related requisition. If status has been received, the AM_ series document will be submitted to the last known requisition holder indicated in the most recent status held. Copies of each AM__ series document will be furnished to other activities concerned (e.g., the supplementary addressee when a UIC is entered in cc 46-50, and/or the monitoring activity when a distribution code is entered in cc 54).

3552 REQUISITION MODIFIER MESSAGES

1. GENERAL. Requisition modifier(s) may be submitted by message if the requisition priority is to be upgraded or if time is of the essence. Requisition modifier messages will be prepared and submitted in accordance with the following subparagraph.

2. NON-NSN/NICN ITEMS WITH MORE THAN 66 CARD COLUMNS OF APPLICABLE DATA

a. General. When a requisition modifier message is required for non-NSN/NICN items with more than 66 card columns of applicable data, the requisition modifier message will be submitted directly to the last known supply source (for GSA requisition modifier requests see par. 3537). The message will:

1. indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUM".
2. have no more than seven requisition modifier requests included in each message.
3. include separately numbered paragraphs, beginning with paragraph 1 and will indicate the same routing identifier code.
4. have dividing slants (/) entered between each data element in each requisition modifier request. Data elements not required in a requisition modifier request will be identified by "BLNK".
5. be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., "MILSTRIP REQUISITION MODIFIER" and each paragraph will contain all data entries described in par. 3534. For example:

TEXT OF REQUISITION MODIFIER MESSAGE

```
UNCLAS//N04491//
SUBJ/MILSTRIP REQUISITION MODIFIER//
RMKS/1. AM5/N35/S/BLNK/EA/00001/R52192/3190/0010/R/YNEM01/A/NR/TBLNK/
EK5/06/218
MFR IDENTIFICATION DATA: CAGE AND PART NO. 05073-N1-16417-H116; MFR. BABCOCK
AND WILCOX CO; NAVY TECH MANUAL 351-0048; NAME OF ITEM: FAN SOOT BLOWER UNIT;
END ITEM APPLICATION: BOILER STEAM, MV 634; PSI 1393TB; APL NO. 021200007; MFR
DWG NO. MX 253001; EQUIP PATTERN NO. 12; EQUIP SPECMI-LR 18381 SHIPS; LAPL
02001
BT
```

4. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. The "DTG" copy of the message then will be placed in "outgoing messages" file.

Subsection 3: CANCELLATION OF OUTSTANDING REQUISITIONS**3565 WHEN CANCELLATION IS TO BE REQUESTED**

1. GENERAL. A requisition may be canceled by the requisitioning activity, supplementary addressee, or the activity designated by the first character of the distribution code. Except in circumstances described in par. 3566 or par. 3567, cancellations will be requested, regardless of the money value of the material, when:

- a. the ship has been scheduled for inactivation (see par. 3023 and par. 3551-3);
- b. the requirement for the material no longer exists; or
- c. the ship expects to deploy before the material is expected to be received, and transshipment is not desired (transshipment of subsistence, fuel, lubricants, resale clothing, ships store stock, and general use consumable items will not be requested unless it is definitely determined that such material will not be available in the deployed area).

3566 WHEN CANCELLATION IS NOT TO BE REQUESTED

1. GENERAL. Cancellation of outstanding requisitions will not be requested when shipment status has been received indicating that the material has been:

- a. mailed;
- b. shipped by air to an aerial port of embarkation (APOE) 10 days prior to discontinuance of the requirement;
- c. shipped by surface transportation to a water port of embarkation (WPOE) 45 or more days prior to discontinuance of the requirement.

3567 CANCELLATION OF NONSTANDARD ITEMS

Requests for cancellation of requisitions for nonstandard items will not be submitted when status received indicates that the material is under procurement (status code BV) unless it is determined that the material definitely cannot be utilized. Since it will not always be possible or economically desirable for supply sources to cancel nonstandard items under procurement from commercial concerns, afloat activities initiating cancellation requests will ensure that requisitions for such items are held as outstanding pending receipt of material or confirmed cancellations (see par. 3573).

3569 CANCELLATION REQUESTS

Unless transmittal by message is warranted (see par. 3570), cancellation requests for NSN/NICN items will be submitted to DAAS for re-transmittal to the last known holder of the requisition. The data entries will be the same as those indicated in the most recent supply status, or in the related requisition if no supply status has been received, except as follows:

<u>CC(s)</u>	<u>Explanation</u>
1-3	Document Identifier AC__ (see Appendix 4)
4-6	Routing Identifier of last know requisition holder (see Appendix 7)
25-29	Quantity
62-64	Last three digits of Julian date on which cancellation request is prepared

CANCELLATION REQUEST - NO STATUS RECEIVED

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AC1NDZT6605003911110 EA00002R5219252083007RYNEE02ANC 9GEP513224
BT
```

CANCELLATION REQUEST - STATUS RECEIVED

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AC1S9ET5950004711384 EA00001R5219252083007RYNOE01ANR 9NEK505224BB
BT
```

3570 CANCELLATION REQUEST BY MESSAGE

1. GENERAL. Cancellation request by message for outstanding requisitions may be made if the requisition cites priority designators 01-08 and if time is of the essence. Message cancellation requests will be prepared and submitted in accordance with the following subparagraphs.

2. NSN/NICN ITEMS. When a message cancellation request for NSN/NICN items is required and all necessary information in each related requisition or status does not exceed 66 card columns of data, the message cancellation request will be submitted to DAAS for re-transmittal to the appropriate supply source(s). The message cancellation request will be prepared in the same format as that prescribed in par. 3029-2 for message requisitions, except as follows:

<u>CC(s)</u>	<u>Data element</u>	<u>Entry</u>
1-3	Document Identifier	AC__ (see Appendix 4)
62-64	Cancellation request date	Last three digits of the Julian date on which cancellation request is prepared
65-66	Status code	Status code indicated in the most recent status received; or blank, if no status received

2. NON-NSN/NICN ITEMS WITH MORE THAN 66 CARD COLUMNS OF APPLICABLE DATA

a. General. When a cancellation request is required for non-NSN/NICN items with more than 66 card columns of applicable data, the cancellation message will be submitted directly to the last known supply source (for GSA cancellation requests see par. 3537). The message will:

1. indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUM".
2. have no more than seven cancellation requests will be included in each message.
3. include separately numbered paragraphs, beginning with paragraph 1 and will indicate the same routing identifier code.
4. have dividing slants (/) entered between each data element in each cancellation request. Data elements not required in a cancellation request will be identified by "BLNK".
5. be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., "MILSTRIP CANCELLATION REQUEST" and each paragraph will contain all data entries described in par. 3534. For example:

MILSTRIP CANCELLATION MESSAGE REQUEST (FULL FORMAT) - AE__ STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/S9I/S/05073-N4-14317-P108/EA/00001/R52192/3172/0312/R/
YNEM01/A/NR/BLNK/EK5/05/182/BV/S91/3210
BT
```

MILSTRIP CANCELLATION MESSAGE REQUEST (FULL FORMAT) - AB__ STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/S9I/S/05073-N4-14317-P108/EA/00001/R52192/3172/0312/R/
YNEM01/A/NR/BLNK/EK5/05/N001040772112
BT
```

4. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. The "DTG" copy of the message then will be placed in an "outgoing messages" file.

3571 FOLLOW-UP ON CANCELLATION REQUESTS

Follow-up action may be taken on a cancellation request if a cancellation confirmation or other status is not received within 10 days after submittal of the cancellation request. The follow-up document (document identifier AK__) may be originated by the requisitioner or supplementary addressee, or by a monitoring activity if its distribution code was entered in cc 54 of the cancellation request (document identifier AC__). An AK__ document will be considered by the supply source as an original request for cancellation if it has no record of the previously submitted AC_ document. If status is received acknowledging receipt of the cancellation request, no further follow-up may be submitted until 30 days after receipt of the last status. Except for the document identifier of AK__, follow-ups on cancellation requests are prepared and submitted in the same manner as that prescribed for cancellation requests (see par. 3569 and par.3570).

3572 NOTIFICATION OF CANCELLATION ACTION

When a request for cancellation or a follow-up on a cancellation request is initiated by an activity other than the requisitioner, the responsibility for advising other interested activities of the cancellation request is vested in the activity having initiated the cancellation. If the cancellation request or related follow-up is submitted by message, this notification will be accomplished by including the other activities as information addressees in the message.

3573 CONFIRMATION OF CANCELLATIONS

Supply sources that receive a requisition cancellation request or a follow-up on a cancellation request are required to provide the appropriate addressee(s) (see par. 3507) with a cancellation confirmation (or shipment status, if the material already has been released for shipment) within five days after receipt of the AC__ or AK__ document. If cancellation is confirmed, the supply source will provide an AE__ document which will indicate status code BQ or B4, as appropriate. If cancellation cannot be effected due to prior shipment of the material, the supply source will respond to the cancellation request with an AU__ document which will indicate the date and method of shipment.

Section III: MATERIAL OBLIGATION VALIDATION (MOV)

3590 OVERAGE MATERIAL OBLIGATION

1. GENERAL. A material obligation represents that unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Material obligations are considered to be overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. Frequent comparisons ("Internal" MOV) should be made of the Outstanding Requisition File and the Work Centers Ships Force Work List/Current Ships Maintenance Project (CSMP) to ensure that each outstanding requisition is a valid requirement. The "Internal" MOV will enable the ship to initiate cancellation of invalid (closed), or excess requirements prior to the quarterly scheduled ICP generated MOV cycle. Continuous "Internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle. Inventory managers will forward MOV requests for overaged material obligations centrally held to the Defense Automatic Addressing System (DAAS), within 5 days of the cutoff date of each MOV cycle. The purposes of MOV requests are:

- a. to ensure that overaged material obligations reflected in the inventory managers records agree with the material outstanding records of the requisitioning activity;
- b. to determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required; and
- c. to determine whether the priorities assigned in the requisition are still valid.

3591 MOV SCHEDULE

Material obligation validations will be conducted quarterly in accordance with the following schedule:

<u>MOV cycle</u>	<u>Supply source cutoff date for MOV requests</u>	<u>Supply source must receive MOV responses by</u>
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

The ICP is required to transmit MOV requests to DAAS within 5 days of the cutoff date of each MOV cycle.

3592 MOV REQUESTS

1. GENERAL. MOV batches are created by the ICP based on the M&S code in the requisition (see par. 3593). DAAS forwards these batches based on the UIC contained in the AN9/ANZ MOV Control Transaction. All MOV requests forwarded to each activity will be accompanied by an MOV Control Card (AN9) for acknowledging receipt to the ICP via DAAS (see par. 3594).

2. FORMATS OF MOV REQUESTS. The format of MOV requests are as follows:

<u>CCs</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	Appropriate code to indicate the recipient of the MOV request; AN1 for requisitioner, AN2 for supplementary addressee, AN3 for CC 54.
4-6	Routing Identifier	Appropriate code to indicate the supply source initiating the request.
7	Blank	(Recipient of request is indicated by the third digit of document identifier.)
8-22	Stock Number	NSN, NICN, or part number of the item for which MOV is required (the item identification number should agree with that in the most recent status card).
23-24	Unit of issue	Unit of issue applicable to the identification number in CC 8-22.
25-29	Quantity	The unfilled quantity of the material obligation which is being validated.
30-43	Document number	Same as that in the requisition.
44	Suffix code	Suffix code assigned to the requisition at the time the material obligation was established for a partial quantity. If the material obligation is for the total quantity requisitioned, this column will be blank.
45-61	Various fields	Same as those in the requisition.
62-64	Estimated shipping date	When known, the last three digits of the Julian date on which it is estimated that material will be released by the supply source.
65-66	Status code	Appropriate status code to indicate the current status of the requisition.
67-70	Blank	Blank.
71-73	Cutoff date	Last three digits of the Julian date prescribed as the cutoff date for the MOV cycle (e.g., 020 for 20 Jan 2005 cycle).
74	Blank	Blank.
75-77	Reply due date	Last three digits of the Julian date on which the MOV response must be received by the supply source.

3. FORMAT OF MOV CONTROL CARDS. The format of the MOV control card which accompanies each batch of MOV requests is as follows:

<u>CCs</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	AN9 in the original card. ANZ in a follow-up card AP9 to acknowledge receipt of MOV.
4-6	Routing Identifier	RI code of the supply source that initiated the request.
7-10	Batch control number	A control number assigned each batch of AN cards forwarded to an activity for validation. CC 7-8 will include the batch number and CC 9-10 will indicate the total number of batches being forwarded.
11-13	Number of AN cards in batch	Self explanatory.
14-29	Blank.	Blank.
30-35	Address to	DoDAAD of recipient of the MOV requests.
36-39	Cutoff date	Julian date prescribed as the cut-off date for the validation cycle.
40	Blank	Blank.
41-44	Date Received	When used in responding (DI AP9), enter date MOV requests were received.
45	Blank.	Blank.
46-49	Response due date	Prescribed Julian date on which validated MOV requests are due at the supply source.
50-53	Blank.	Blank.
54-56	Distribution code	Distribution code when applicable; otherwise, blank.
57-80	Blank.	Blank.

3593 ACTIVITY TO RECEIVE MOV REQUESTS

1. GENERAL. MOV requests will be sent to the ship or unit designated by the M&S code in the overaged requisitions (see exception in par. 3593-2.) When a zero is indicated as the M&S code, the MOV requests will be sent to the activity designated by the entry in card column 54, and if card column 54 is blank, the MOV requests will be sent to the requisitioner.

2. MOV REQUESTS FOR TRIDENT SUBMARINES. MOV requests for Trident submarines will be transmitted to the appropriate Trident Refit Facility designated by the entry in card column 54 of the overaged requisitions, regardless of any M&S code that may have been entered in card column 7.

3594 ACKNOWLEDGEMENT OF RECEIPT OF MOV REQUESTS

1. GENERAL. The MOV Control Card (AN9) information must be verified with what has actually been received. If the number of batches and number of AN cards do not match the control card (AN9), follow directions provided in par. 3594-3. Unless par. 3594-3 applies, receipt of MOV request must be acknowledged promptly by transmitting DI AP9 to DAAS by message in the format provided in par. 3592-3.

2. DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS) OFFICE. DAAS will transmit an individual service message to each MOV customer who was sent MOV documents. The DAAS message will cite the following: the routing identifier code (RIC) of the activity originating the MOV documents; the applicable DAAS method of transmission and dates; and the instructions to be followed in the event that MOV data are not received within 18 days of the DAAS transmission date.

3. NON RECEIPT OF MOV CARDS. Each activity receiving a DAAS message will determine if the MOV documents have been received within 18 days of the transmission date cited by DAAS. If batches are not received during this time frame, submit DOC ID APX to DAAS, to request retransmission of individual batches in the following format:

<u>CCs</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	Enter APX.
4-6	Routing Identifier	Routing identifier of the ICP/IM.
7-13	Batch Number And Card Count	(Taken from the DAAS message)
14-29	Blank	Blank.
30-35	Address	DODAAD of activity requesting retransmission
36-39	Cut-Off Date	Prescribed cut-off date of the validation cycle
40-80	Blank	Blank.

4. FOLLOW-UP MOV PACKAGE. Activities in receipt of a follow-up MOV package should pay particular attention to the response due date and, if unable to comply, take action in accordance with par. 3598.

3595 VALIDATION OF OUTSTANDING REQUISITIONS

MOV requests will be compared with the related requisitions in the Outstanding Requisition File to reconcile any differences between data entries in the requisitions and MOV requests. Each outstanding requirement for which an MOV request has been received will then be validated to determine whether the total quantity is still required, or whether the total quantity or a partial quantity can be canceled. Quantities will not be increased nor priorities upgraded in the validation process. In addition, when outstanding requisitions are for DTO maintenance related material and there is no related maintenance action outstanding (i.e., the job has been completed or canceled), the originating work center of the issue request will be requested to justify continuance of the requirement. If justification is not provided, action will be taken to initiate cancellation of the requirement. During the review, the documents should be separated into two (2) categories. Those which may be partially or totally canceled and those for which the original quantity ordered is still required.

3596 SHIP'S RESPONSE TO MOV REQUESTS

1. GENERAL. A response to MOV request must be received by the requesting activity via DAAS by the reply due date entered in card columns 75-77 of the MOV request AN__ documents, except when suspension has been requested in accordance with par. 3598. The reply due date is established as the fifth day of the second month following the cutoff date entered in card columns 71-73 of the MOV request AN__ documents. Only one message should be submitted per MOV cycle.

2. PROCEDURES. Upon completion of the validation of outstanding requisitions, a MOV response will be transmitted to DAAS. For those documents which can be partially or totally canceled, the AP__ response will be prepared. The quantity field, cc 25-29, will indicate the quantity still required, not the quantity being canceled. For example; if the total quantity is being canceled, the quantity in cc 25-29 will be 00000. If the quantity is being reduced from five (5) to two (2), the quantity in cc 25-29 will be 00002. For those requisitions which are still valid for the original quantity shown on the MOV document, there is no individual response required. A single MOV Certification Card (DI "BMV") will be included as the last line of the message to validate all documents not included as AP__ cancellations. The MOV response will be prepared in standard MILSTRIP format as follows:

DI AP__ MOV RESPONSE

<u>CCs</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	Appropriate code in the AP__ series.
4-6	Routing Identifier	Routing identifier of requesting ICP.
7-24	Various	Same as that in the AN__ document.
25-29	Quantity	Enter the quantity still required. If total cancellation is desired, enter "00000".
30-59	Various	Same as that in the AN__ document.
60-61	Priority	Validated priority designator.
62-80	Blank	Blank.

DI BMV MOV RESPONSE

<u>CCs</u>	<u>Data Element</u>	<u>Explanation</u>
1-3	Document Identifier	Enter "BMV"
4-6	Routing Identifier	Enter DAAS RIC "SGA". Do not enter ICP RIC.
7-29	Blank	Leave Blank.
30-35	Requisitioner	Enter service designator (V or R) and unit identification code (UIC). This will also certify all requisitions for "N" service designator for the same UIC.
36-80	Blank	Leave Blank.

3597 OVERAGED REQUISITIONS FOR WHICH MOV REQUESTS NOT RECEIVED

When comparing MOV requests with related requisitions in the MOF (see par. 3590), it may be discovered that MOV requests have not been received for some overaged requisitions which, based on the most recent supply status received, are being held by the MOV originator. In such cases, follow-up or cancellation action (as appropriate) will be initiated in accordance with pars. 3530-3538 or pars. 3565-3571, respectively.

3598 DELAYED SUBMISSION OF MATERIAL OBLIGATION VALIDATION (MOV) RESPONSE CARDS

If operating commitments of fleet units or late receipt of the MOV request cards preclude response by the reply due date, the requisitioner, or the MOV activity if other than the requisitioner, will advise the material obligation holder by message of the estimated date MOV responses will be submitted, and will request suspension of cancellation action on all requisitions involved. To facilitate timely suspension of cancellation action by the supply source, the message also will indicate the activity address code (AAC) of each requisitioner involved. When a requisitioner is authorized more than one AAC, each AAC will be identified. A copy of the message will be sent to the cognizant Type Commander. Consistent with messages received, material obligation holders will suspend actions for cancellation pending receipt of cancellation requests or further advice from the requisitioner or other designated activity.

3599 CANCELLATION OF REQUISITIONS

When the recipient of MOV request documents responds with requests for cancellation of items or reductions in quantities, the material obligation holder will confirm each item or quantity cancellation with a reply to cancellation request indicating status code BR (cancellation authorized in response to a MOV request). Funds will not be de-obligated until confirming cancellations are received from the requisition holder. Material obligation holders automatically will cancel material obligations when no response to MOV requests or no requests for suspension of automatic cancellation action have been received by the response due date, provided that acknowledgment of receipt of MOV requests has been received. In such circumstances, the material obligation holder provides cancellation notification to the appropriate activity (document identifier in the AE__ series) indicating status code BS (canceled - no response to material obligation validation request).

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Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCUREMENT PROCEDURES

Section I: GENERAL

3705 INTRODUCTION

This section describes the policies concerning the material procurement functions which have been automated by the Supply And Financial Management (SFM) System and the Maintenance Data System (MDS) normally run on the Shipboard Non-Tactical ADP (SNAP II/III) hardware or the Relational Supply (RSUPPLY) Unit Level System and the Organizational Maintenance Management System – Next Generation (OMMS-NG) run on the NTCSSII UNIX operating system. The SFM or RSUPPLY and MDS or OMMS-NG functions and output, as related to material procurement are discussed in this section. Detailed procedures for performing these functions are contained in the RSUPPLY Unit Users Manual (NAVSUP P-732), OMMS-NG On-Line Help Files, SFM On-Line Users Manual and the MDS On-Line Users Manual.

3706 OVERVIEW

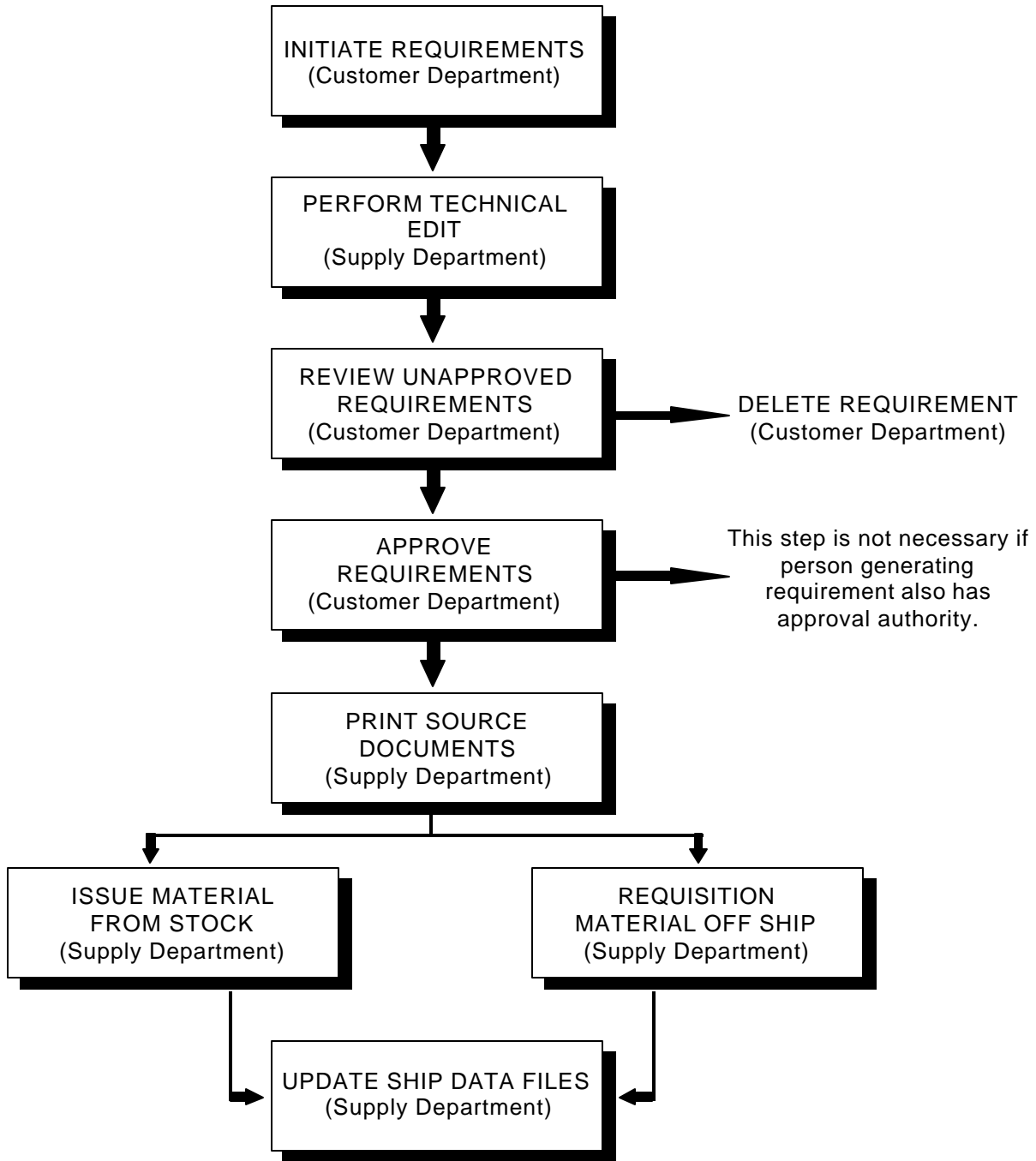
Requirements for shipboard repair parts, other than for stock, are driven by maintenance documentation. Repair parts cannot be requested by work center personnel unless it is in direct support of a maintenance action. Requirements other than repair parts may be generated by users in either the SFM/RSUPPLY or MDS/OMMS-NG subsystems without regard to maintenance documentation. All requirements are individually assigned a request number by SFM/RSUPPLY upon generation. This number will identify the record for the life of the transaction. The request remains a requirement until issued, requisitioned, or deleted. Requirements generated to support a maintenance action will also have a JCN assigned. The request number assigned consists of a work center, a Julian date, and a sequentially assigned serial number (i.e., ER04-6098-001). A request number is not the same as a requisition number. A request number is used to identify and track a requirement internal to the ship. A requisition number is used to identify and track a requirement when requisitioned from an external source of supply. A requisition number assigned to an item allows the transaction to be referenced by the request number and the requisition number.

3708 RESPONSIBILITIES

1. SFM/RSUPPLY USERS. If ships force personnel are provided SFM/RSUPPLY "user" or "customer" access by the Supply Officer, they can initiate material requirements in support of their maintenance actions. Information regarding SFM users and customers is provided in par 1510 and for RSUPPLY in par. 1712.

2. REVIEW OF REQUIREMENTS. Once a requirement record is generated by a customer department, it must be reviewed for technical accuracy by supply department personnel (i.e. tech edit/item verification). In RSUPPLY the requirement will not be reviewed if the following conditions exist: the NSN is already established on a SRC, maintenance requests cite the correct APL/AEL and do not exceed the Quantity Per Application (QPA). After this technical

review, the requirement will be forwarded to the customer's department head or designated representative for review, approval or deletion. Once a request is approved, it is then ready for further processing by supply personnel, either as an issue from stock or as an off-ship requisition for material which is NIS, PNIS, or NC. Delay in processing requirements can be avoided by close cooperation and communication between supply and maintenance personnel. The following flow chart illustrates the SFM/RSUPPLY requirements flow and the responsible department within that flow.



Section II: GENERATING REQUISITIONS**3715 GENERAL**

This section discusses the generation of requisitions through SFM or RSUPPLY from the identification of requirements, the request for material, and the creation of requisitions as necessary.

3716 MATERIAL REQUIREMENTS

1. MAINTENANCE REQUIREMENTS - SFM. Maintenance personnel document equipment maintenance using maintenance document records (OPNAV Form 4790/2K). These records prompt initiation of repair part requirements through the MDS system. In addition, requirements may be generated upon subsequent review and modification of existing maintenance records. Services and consumable requirements may also be generated under the MDS or SFM systems by authorized users. Maintenance personnel with authorized user access create requests which are returned for approval once the tech edit is completed. A department head created request carries automatic approval once it clears the tech edit queue.
2. MAINTENANCE REQUIREMENTS - RSUPPLY. Maintenance personnel document equipment maintenance using maintenance document records (work candidates). These records allow initiation of repair part requirements through OMMS-NG. In addition, requirements may be generated upon subsequent review and modification of existing work candidates. Services and consumable requirements may also be generated through OMMS-NG or RSUPPLY by authorized users.
3. APPROVAL OF REQUIREMENTS. It is recommended that personnel not be granted the authority to both initiate and approve requirements. This will ensure that the approval review will be performed with complete and accurate information after the technical edit or item verification process has been completed by supply department personnel.

3720 SFM TECHNICAL EDITING

1. GENERAL. Technical editing is the process of establishing correct management information and material identification utilizing the publications described in pars 2070-2079. Technical editing is accomplished on Report 045/097 in the following four step method:
 - a. STEP 1: Utilizing procedures contained in the on-line users manual, produce the Tech Edit Listings in Request Number (Report 045) and/or NIIN sequence (Report 097) (see samples Appendix 25). These listings should be produced daily. The data contained in the tech edit listings will be all requests that have not yet been processed.
 - b. STEP 2: Review tech edit listing IAW pars. 2070-2079 standards. It is recommended that Report 045 and Report 097 be printed at the same time. The listing in NIIN sequence, Report 097, can be used to access FEDLOG. Corrections to tech edit records can be annotated on the request number listing, Report 045, to facilitate update/approval of the tech edit records in the same sequence that they are stored in the SFM system.

c. STEP 3: Ensure the Allowance Parts List (APL) is correct for the item being ordered. If quantity requested is greater than one (1), check the "Quantity Per Application" (QPA) for the particular APL. With the exception of lamps and starters, fuses, gaskets, air filters, nuts and bolts, dry cell batteries, etc. the QPA quantity should not be exceeded. Any quantity requested in excess of QPA should be canceled unless it has been proven that COSAL QPA is in error. If the QPA is in error the workcenter must submit a Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.

d. STEP 4: Interactively enter the data into the SFM system.

Upon completion of the technical edit process, the requirement is electronically transferred to the responsible department and queued for review and approval. For audit purposes, a five digit julian date (96256) will be printed next to the "APPROVED BY" of the formatted NAVSUP 1250-1 to show when the requirement was approved. If the requirement can be filled through on board stock it will be issued in accordance with the procedures described in Chapter 6. If the requirement is NIS, PNIS or NC the unissued quantity will be requisitioned off the ship.

3721 RSUPPLY ITEM VERIFICATION

1. GENERAL. Item verification is the process of establishing correct management information and material identification utilizing the publications described in pars 2070-2079. Item verification is accomplished by choosing individual request numbers in the Item Verification menu option and then interactively entering data. Another option and a much more preferred method is to produce an Item Verification Batch Job Listing (JSL 307) in the following 4 step method:

a. STEP 1: Utilizing procedures contained in the NAVSUP P-732 produce the Item Verification Listing in Request Number or NIIN sequence. This listing should be produced daily.

b. STEP 2: After researching in FEDLOG, management data such as UI, Cog, price(s), Advice Codes, and Fund Codes should be annotated on the item verification listing (JSL 307). Circuit Cards should be screened against the Gold Disk for 2M repair capability.

c. STEP 3: Ensure the Allowance Parts List (APL) is correct for the item being ordered. The General Distribution Allowance Parts List (GDAPL) is an excellent tool to validate APL's. Do not allow parts to be ordered against an Allowance Components List (ACL). An ACL is a configuration document that defines a particular electronic system and lists all the subcomponent APL's making up that system. The ACL has no piece part support itself. ACL's are identified by ending with suffix codes from CA - CZ. If the quantity requested is greater than one (1), check the QPA for the particular APL. With the exception of low cost, frequently used items such as lamps and starters, fuses, gaskets, air filters, nuts and bolts, dry cell batteries, etc. the QPA quantity should not be exceeded. Any quantity requested in excess of QPA should be reduced unless it has been proven or suspected that the COSAL QPA is in error.

d. STEP 4: Interactively enter the data into RSUPPLY.

Upon completion of the item verification process, the requirement is electronically transferred to the responsible department and queued for review. The Department Head may approve or delete the requirement.

3724 SFM REQUIREMENTS LISTING

1. DESCRIPTION. The Requirements Listing (Report 074), which is generated through SFM, provides a listing in work center or NIIN sequence of all pending requirements which have been tech edited, but have not yet been issued or requisitioned by the supply department. The listing indicates whether the requirement is approved or unapproved by the cognizant department head. It also shows whether the material is not carried, not in stock, or onboard and available for issue (even in partial quantity) (see sample Appendix 25).

2. PURPOSE. The purpose of the requirements review listing is to enable the ship to identify real time status of requests moving within the ship's on board logistics system. Requirements on this listing may be under the cognizance of either the Supply Officer, requester/initiator, or department approval authority. Requirements remain on this listing until they are either issued, requisitioned, or deleted.

3. PROCEDURES. To be used effectively, production and review of this listing should be accomplished in accordance with the following:
 - a. Division/Department RPP0: Conduct daily review to screen for insufficient data on requests sent by technical edit SK and provide missing identification or technical data.
 - b. Department Approval Authority: Take action to approve or disapprove any requirements appearing on the listing that have not been reviewed.
 - c. Supply Officer: Establish a bi-weekly review frequency for this report and a cancellation policy for overaged requests. Take action to determine in-house status on approved requests over three days old; any unapproved request appearing more than fifteen days on Report 074 should be deleted unless justified in writing by the customer department head.

4. REPORT OPTIONS. The Requirements Report Menu also provides options for listing approved stock reorders ("N" records) and COSAL deficiency requisitions ("P" records) prior to requisition number assignment and release to the Supply System.

3725 RSUPPLY REQUIREMENTS LISTING

1. DESCRIPTION. The Requirements Listing (JSL 308) provides a listing in request number or NIIN sequence of all pending requirements which have either not been issued from the storeroom or requisitioned as DTO. The listing will specify in the Approved column if the requirement remains Unapproved or will reflect the calendar date that it was approved. It will also show if the item is not carried, not in stock, partially not in stock, or onboard and available for issue.

2. PURPOSE. The purpose of the requirements review listing is to enable the ship to identify real time status of requests moving within their logistics system. Requirements remain on this listing until they are either issued, requisitioned, or deleted.

3. PROCEDURES. To be used effectively, production and review of this listing should be accomplished daily in accordance with the following:

a. Department Approval Authority: Take action to approve or disapprove any requirements appearing on the listing that have not been reviewed.

b. Supply Officer/LCPO: Establish a daily review frequency for this report and a cancellation policy for overaged requests. Take action to determine in-house status on approved requests over three days old; any unapproved requests greater than fifteen days on the listing should be deleted unless justified in writing by the customer department head. Annotate the listing with the reasoning for allowing any approved requests over three days and unapproved requests over 15 days to remain on the listing.

4. REPORT OPTIONS. The Requirements Listing also provides options for specifying one department, division, work center, request number, or JCN if all requirements are not desired for review.

3726 SFM REQUISITION CREATION

1. GENERAL. After the technical edit and approval process, NIS/NC and partial requirements will be requisitioned in accordance with MILSTRIP processing procedures. Requisitions are also generated to replenish stock after an issue, transfer of stock, loss by inventory (LBI) or Survey. SFM provides several media options with which to requisition material and/or services. It is the responsibility of the Supply Officer to ensure the proper requisitioning media is used as provided by local directives. These media include:

a. Defense Automated Addressing Systems (DAAS) formatted message;

b. DAAS Stock Number Requisition (Report 072). This report lists all NSN requisitions in defense automatic addressing system (DAAS) format that have been created and reviewed/approved under requirements processing. Only those requisitions created and queued for output are listed. Once this report is generated, MILSTRIP data in SFM cannot be changed. The information may be output on disk, tape, or printed format for into the supply system (see sample Appendix 25);

c. Plain Language MILSTRIP (Report 069). This report lists all part number requisitions that have been created and reviewed/approved under requirements processing. Only those requisitions created and queued for output are listed. Once this report is generated, MILSTRIP data cannot be altered in SFM. The information may be output on disk, tape, or printed format for into the supply system (see sample Appendix 25);

d. NAVSUP Form 1250-1;

e. NAVSUP Form 1250-1 Formatted Plain Paper.

2. DUES RECORDING (DUEREC) PROGRAM. When a partial issue is made and the remaining balance is to be ordered DTO, the user should always take the option to reorder when posting the issue. This will ensure that only one demand is recorded for the total quantity requested (issued plus DTO).

3727 RSUPPLY REQUISITION CREATION

1. GENERAL. After the item verification and approval process, NIS/NC and partial requirements will be requisitioned in accordance with MILSTRIP processing procedures. Requisitions are also generated if required to replenish stock after an issue, transfer of stock, loss by inventory (LBI) or Survey. RSUPPLY provides several media options with which to requisition material and/or services. These media include:

- a. Defense Automated Addressing Systems (DAAS) MILSTRIP formatted A0_ (JSL 319) Output File to be transmitted via SALTS;
- b. Release Requisition Report (JSL 319). This report lists all NSN requisitions in DAAS format that have been created and reviewed/approved under requisition review. Once this report is generated, MILSTRIP data in RSUPPLY cannot be changed. The report lists all outgoing A0_ requisitions, requisitions requiring local procurement action, and an error report
- c. NAVSUP Form DD 1348-1A (Picking Ticket) used for bearer pick-up, OSO transfer, etc.
- d. NAVSUP Form 1250-2 for open purchase requirements and Money Value Only (MVO) requisitions;

2. DUES RECORDING. When a partial issue is made and the remaining balance is to be ordered DTO, the user should always take the option to reorder when posting the issue. This will ensure that only one demand is recorded for the total quantity requested (issued plus DTO).

3728 REQUISITION NUMBER ASSIGNMENT

1. AUTOMATIC REQUISITION NUMBER ASSIGNMENT. The SFM and RSUPPLY systems provide the user with the capability to automatically assign requisition numbers within the parameters set forth in the constants file. More information regarding the constants file is provided in Chapter 1. Detailed constants file update procedures are contained in the SFM On-Line Users Manual and the RSUPPLY Unit User's Manual (NAVSUP P-732). The requisition number parameters established in the constants file must be in accordance with TYCOM directives.

2. MANUAL REQUISITION NUMBER ASSIGNMENT. An off-line option is also available for individual, interactively entered, requisition number assignment. The constants file must be updated with the correct next available serial number after all off-line numbers are assigned.

3729 FALLBACK PROCEDURES

1. GENERAL. In the event the system goes down, the following manual requisitioning procedures will apply.

- a. Each document number used in the interim must be recorded in a manual log. This log will be used to update the system when it becomes operational.
- b. Requirements/requisition documents generated by departments must be built within the system when it becomes operational.
- c. All normally used output reports should be produced once the system is returned to operational status.

Section III: SFM AUTOMATIC REORDER**3730 INTRODUCTION**

1. GENERAL. SFM provides the afloat Supply Officer three options for ordering stock: reorder review, global reorder review, or one-for-one reorder at the time of issue. DLRs for stock will be ordered one for one at the time of issue. The shipboard supply departments objective is to maintain 100 percent of repair allowances on hand or on order. It is understood that many situations exist due to operational schedule or other timing factors, space, or OPTAR funding constraints (chargeable items only) to preclude instantaneous reorder of material in all instances. However, every effort should continually be made to achieve the objective of 100 percent allowed material on hand/on order. A trial reorder review should be run at least monthly for consideration of stock replenishment action. Global level setting should be utilized as an inventory management tool to review stock for SIM qualification.

3731 REORDER REVIEW

1. GENERAL. The Reorder Review Listing (Report 029) (see sample Appendix 25) provides a listing which gives an item by item tally of on board repair parts deficiencies including dollar value. Reorder review selection utilizes several SFM screens to construct the menu describing the specific reorder parameters to be used by the system. To reduce the complexity of the selection, a matrix is provided on the following page to specify commonly used reorder reviews. This does not preclude the Supply Officer from developing specific reorder reviews which are tailored to the ships needs nor does it recognize the varieties of local management codes which may be created to manage specific stock material.

2. PROCEDURES. The reorder review will be processed at least monthly. Before starting a reorder review, the user should be sure that all substitute and superseded NSNs, NICNs, and part numbers have been taken into account (allowance type code 9). All substitutes and superseded numbers must be cross referenced to the allowed NSN in the Tech File update. This will prevent ordering the same item two or three times under substitute or superseded numbers. Upon initiating reorder review, the flag for the dues and subs must be set to "Y", otherwise, the quantities on hand after receiving the reordered items may exceed the allowance and the high and low limit. No one should approve the reorder prior to approval of the Supply Officer or the leading storekeeper as it will clear all the flags for the reorder. All reorder transactions will be reflected on financials and must be reviewed for availability of funds prior to approval.

REORDER SELECTION CRITERIA

Categories/ Notes	Entry Choice	100% Reorder All Stock	DLR Reorder Zero Stock (Note 1)	SIM Reorder All Stock	NON-SIM Reorder Zero Stock (Note 1)	FILL Reorder All Stock
Non Repairable	Y or N	Y	N	Y	Y	Y
Repairable	Y or N	Y	Y	N	N	Y
SIM ONLY	Y, N or Blank	N	Blank	Y	Blank	Blank
ZERO BAL ONLY (Note 2)	Y, N or Blank	N	Y	N	Y	Blank
FILL Reorder	Y, N or Blank	N	Blank	Blank	Blank	Y
COSAL Type (Note 3)	Y, N or Blank	Blank	HME	HME	Blank	Blank
Local Mgmt Code (Note 4)	Y, N or Blank	Blank	User Option	User Option	User Option	User Option
Dues (Note 5)	Y, N or Blank	Y	Y	Y	Y	Y
Excess Subs	Y, N or Blank	Y	Y	Y	Y	Y
High Limit	Func Key	Func Key	Func key	Func key	Func Key	Func Key
Low Limit	Blank	Blank	Blank	Blank	Blank	Blank
<p>Note 1. Use to determine if all stock is processed for re-order and if DLR stock is processed on a one-for-one issue/reorder basis.</p>						
<p>Note 2. This selection limits the reorder review to zero balance only and excludes any other stock which might qualify for reorder because it is less than allowance or high limit but not zero on hand.</p>						
<p>Note 3. Use to focus on specific COSAL Types. Listing of a specific COSAL Type excludes all other COSAL types.</p>						
<p>Note 4. Use to focus on specific categories of stock which the Supply Officer micro manages.</p>						
<p>Note 5. Dues must always be considered, otherwise the system will over order and the ship will accumulate quantities in excess of high limits or allowance quantities.</p>						

3732 GLOBAL REORDER REVIEW

1. GENERAL. Prior to using this reorder option the Supply Officer must ensure that there is adequate funding to support the requisitions output. Global reorder, once selected, identifies all qualifying stock records for reorder. The global reorder option is used when the Supply Officer has a high confidence level in his inventory record accuracy or when a top off of stock is mandated prior to deployment. The specific global reorder categories of items to be reviewed are detailed by the requester.
2. RESTRICTIONS. No other reorder can be resident in the system when a global reorder is requested. This transaction must be completed (canceled or approved) for each item identified before accomplishing another reorder or completing ASI or transaction ledger processing. A Q-COSAL global reorder is designed to review all other COSALs for assets to satisfy deficiencies. However, HME, RSS, or MAM COSALs are not programmed to utilize alternative COSALs to satisfy deficiencies.
3. PROCEDURES. Global reorder automatically reorders stock material when the item meets the criteria established and prepares some MILSTRIP data elements. Interactive input is required during this process to review ordered items, provide approval or cancellation of the reorder, and provide the Julian date for the computer generated requisitions. Global reorder uses the Reorder Review Report (Report 029) (see sample Appendix 25) format for output listings. Global reorder operates in a background mode which excludes all other reorder reviews, but permits continued logistics work in other parts of the SFM subsystem.
4. REVIEW. The Supply Officer must determine through an aggressive review that report 029 accurately reflects the requirements of the ship. It must also be determined that the items ordered are not excessive, duplicate, or managed uniquely within another supply program. A review of the report will include the following areas of concern:
 - a. Fund Code. Fund code errors may be introduced as a result of incorrect ERC coding of the stock record card;
 - b. DLR material. DLR stock should not be indiscriminately ordered off of this report. These items should be under the control of the DLR supply manager to permit coordination of requisition and turn-in requirements;
 - c. High Money Value;
 - d. Medical Cognizance/FSC material. Material assigned to 9L cognizance but authorized in the ship's COSAL for repair will not pick-up the R fund coding. An internal program validation automatically assigns the fund code of __7.
5. PROCESSING OPTIONS. Upon completion of Report 029 review, the Supply Officer has five options for processing the global reorder review as follows:

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<u>Option</u>	<u>Description</u>
1	Allows reviewer to refocus on his stock record file by changing the parameters and printing a new Report 029.
2	Allows reviewer to give blanket approval for the global reorder.
3	Allows reviewer to review and selectively approve or cancel items on the reorder.
4	Allows the reviewer to produce a listing of the reorder after deletion or changes.
5	Allows reviewer to delete all items on the reorder, Report 029.

3733 ONE-FOR-ONE REORDER

1. GENERAL. When posting stock issues from the storeroom the user should reorder for stock using the option "Record Transaction and Reorder" from the SFM "Issue Recording" screen. Another reorder option from the stock record card itself is also available. This option, although time consuming for large numbers of items, should be used in all cases when issuing DLRs.

Section IV: RSUPPLY AUTOMATIC REORDER

3740 INTRODUCTION

1. GENERAL. RSUPPLY provides the afloat Supply Department with two options for ordering stock: Automatic Reorder (JSI 208) or one-for-one reorder at the time of issue. DLRs for stock will be ordered one for one at the time of issue. The shipboard supply departments objective is to maintain 100 percent of repair part allowances on hand or on order. It is understood that many situations may exist due to operational schedule or other timing factors, space, or OPTAR funding constraints to preclude instantaneous reorder of material in all instances. However, every effort should continually be made to achieve the objective of 100 percent allowed material on hand/on order. A trial reorder review should be run as often as required for consideration of stock replenishment action. Level setting should be utilized as an inventory management tool to review stock for SIM/DBI qualification. Stock replenishment will normally be accomplished through the Automatic Reorder Function of the Inventory Subsystem. The program, which runs in batch processing, screens the SIT and computes the reorder quantity based on parameters provided by the user. There are several options available to tailor the reorder. A requisition record, held in the Requisition Release Outgoing Transactions, and a reorder review listing are produced. After management review, the external requisitions are produced via the Release Requisitions function of the Logistics Subsystem.

2. PROCEDURES. Prior to producing a "live" automatic reorder the user should first queue a Trial Reorder. Before starting a "live" reorder review, the user should be sure that all substitute and superseded NSNs been taken into account (ATC 9). All substitutes and superseded NSN'S must be cross referenced to the allowed NSN via Cross Reference Processing in the Inventory Subsystem. Upon initiating reorder review, ensure stock dues and substitutes onhand and due are selected in the computation method otherwise the quantities on hand after receiving the reordered items may exceed the Requisitioning Objective (RO). All reorder transactions will be reflected on financials and must be reviewed for availability of funds prior to approval. Management review should include:

3. FREQUENCY. Stock replenishment on a regular basis is essential to maintaining proper stock levels and an activity's ability to meet Type Commander supply effectiveness standards.
4. REVIEW. The Supply Officer must determine through an aggressive review that the reorder accurately reflects the requirements of the ship. It must also be determined that the items ordered are not excessive, duplicate, or managed uniquely within another supply program. A review of the report will include the following areas of concern:
 - a. Fund Code. Fund code errors may be introduced as a result of incorrect ERC coding of the stock record card. NSA Fund codes on a reorder will be limited to _3, _B, and _R ;
 - b. Unusual Order Quantities: Items with an RO that seem excessive should be researched to determine if the RO should be manually set and a limit flag assigned.
 - c. ATC 4 SIM/DBI: Research must be conducted to ensure demand is expected to continue. Price and storage ability have to be considered.
 - d. Supplementary Address: NSN's with a SUPPADD of "YSTOCK" need to be researched. Perform Transaction Ledger queries to determine if the item was previously cancelled/rejected. If a NAVSEA OPN requisition received "RG" supply status the allowance needs to be disestablished. If a requisition was rejected with "CG", "CJ", "CK", "CU", or "CY" status an ARRC will have to be assigned to prevent subsequent reorders and rejection status. Use the rejection status as the two character ARRC code for later validation of ARRC assignments. Ensure a substitute was not offered with "CJ" status. If so, establish a cross-reference relationship, if required, and reorder the substitute.
 - e. 9Q Cogs: Normally Unit Level RSUPPLY activities will not stock consumable material. Ensure any 9Q cogs are valid repair parts.
 - f. DLR's: Ensure an NRFI is available for any DLR requisitions not citing a 5A advice code.
 - g. ARRC's: ARRC's are normally assigned to prevent obsolete/deactivated allowance items from computing for reorder. These items should be periodically reviewed in FEDLOG for substitutes or if the Acquisition Advice Code (AAC) is no longer "V" or "Y".
5. PROCESSING OPTIONS. There are six options for choosing the type of reorder. One of the following is a mandatory entry on the reorder request screen:
 - a.FILL. Only those SIT records with the FILL indicator set will be selected. This option should be used when replenishment requisitions are to be submitted to CLF ships.
 - b.NON-FILL. All records on the SIT will be considered except those with a FILL indicator set.
 - c. NIS. Only those SIT records that are Not In Stock will be selected.
 - d.DBI. Only those SIT records that are Demand Based Items will be selected.
 - e.Non-DBI. All records on the SIT will be considered except those that are DBI.
 - f. All. All qualifying records on the SIT will be considered.

6. Reorder Computations. The computation options control the method of computing deficient quantities, the use of substitute items, and the method of computing a substitute excess quantity to apply against the computed deficient quantity. One of the following options is a mandatory entry:

a. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

b. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand.

c. RO to (Total O/H Qty + Stk Dues). The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H), minus stock dues.

d. RO to Total O/H Qty. The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H).

e. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of Reorder Point (RP), minus the on-hand (O.H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

f. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of Reorder Point (RP), minus the on-hand (O/H), minus stock dues and minus substitute on-hand (O/H).

g. RP to (Total O/H Qty + Stk Dues). The computed reorder quantity will consist of Reorder Point (RP), minus the on-hand (O/H), minus stock dues.

3741 TRIAL REORDER OPTION

1. GENERAL. The Trial Reorder Option provides management with the capability to review deficient stock records without producing replenishment requisitions. The trial option has the same reorder types and reorder computations available for selection that the "live" reorder has. When the trial option is specified, files are not updated, and the Reorder Review Listing will not have document numbers assigned.

3742 REORDER REVIEW LISTING

1. GENERAL. A Reorder Review Listing (JSI 208) is generated providing supply managers with a means to review the computer-generated requisitions. The listing should be reviewed by supervisors. Each record on the listing should be screened for NSN, quantity, ARRC, LMC, and substitutes. If storage space of bulk materials is limited at the activity, bulk items should be reviewed for the quantities ordered; and the requisition quantity should be modified to accommodate the storage space.

Section V: REQUISITION FILE MAINTENANCE**3750 GENERAL**

1. PROCEDURES. SFM/RSUPPLY units will follow the file maintenance requirements described in Part D of this Chapter. Various requisition and requirement listings are available through the SFM/RSUPPLY system to assist in requisition file maintenance (detailed procedures are contained in the SFM On-Line Users Manual or the RSUPPLY Unit User's Manual . As requisition file maintenance is performed to cancel or follow up on outstanding requisitions off ship, MILSTRIP format reports are generated. These reports must be produced and appropriately submitted in order to accomplish follow up action within the federal supply system.
2. OUTSTANDING REQUISITION LISTING - SFM. The Outstanding Requisition Listing - With Status (Report 073), provides a record of all outstanding requisitions and latest processed supply status. It should be printed monthly by requisition number. Supply personnel must ensure that all requisitions receive follow-up actions to keep requisition status current. The outstanding requisition listing can be used to research requisitions with BF status, no status, or to submit AF/AT follow-ups on requisitions over 60 days old. This report printed by NIIN, can aid in processing receipts and to research gains by inventory for possible receipts. Any documents which appear to match material found in the storeroom should be compared to the status data in the RQF. This listing replaces the manual Material Outstanding File (MOF). In addition, the report can also be printed by JCN sequence monthly to be used as a Material Obligation Validation (MOV) aid for processing internal and external MOVs (see par. 3757).
3. REQUISITION FILE LISTING - SFM. The Requisition File Listing (Report 063) provides a listing of outstanding requisitions, completed requisitions or outstanding and completed requisitions in the selected sequence (requisition number, NIIN, or JCN). This report, by completed requisitions, replaces the manual material completed file (MCF). If formatted in document number sequence, the completed listing provides management with a ready access of completed requisitions in the RQF. It is also useful during AUOL processing and when in NIIN sequence, it is useful for reviewing the activity with SIM identification. When produced as an outstanding listing in JCN sequence, the report is useful in conducting material obligation validations (MOV) on maintenance related requisitions. The listing shows requisitions associated with valid JCNs or closed and non-existent JCNs.
4. REQUISITIONS LISTING - RSUPPLY. The Requisitions Listing (JSL 311) provides a report of either all Outstanding, Completed, or MOV requisitions. When Outstanding is selected the user has an option to produce the report with all previous requisition status or with only the most recent status. It should be reviewed and aggressively worked as often as necessary to ensure all requisitions have valid supply or shipment status. Supply personnel must ensure that all requisitions receive follow-up actions to keep requisition status current. The outstanding requisition listing can be processed to only produce requisitions with no incoming status, shipping status, supply status, those with previously submitted cancellation requests, or those with an expired ESD. This report can be generated in either Doc Nbr or NIIN sequence. When reviewed in NIIN sequence it can aid in processing receipts when material is received without paperwork or to match gains by inventory for possible requisitions with overaged shipping status.

When the report is queued in MOV sequence it is useful in conducting MOVs on maintenance related requisitions. The listing shows requisitions associated with either open or closed JCNs.

3751 SFM REQUISITION STATUS PROCESSING

1. **TYPES OF INPUT.** There are two methods for processing requisition status; manual input and automated input. The automated status update method is most efficiently accomplished when the correct media and status (M&S) code has been entered during the requisitioning process. This code requests the desired media of reporting and levels of supply status. A list of the M&S codes and their definitions are provided in Appendix 16. Use of the automated status update method in performing requisition file maintenance will be dependent upon receipt of supply status. Therefore, while at sea, management attention is needed in selecting the appropriate status update method (i.e., automated or interactive) to ensure timely updates are accomplished.

2. **MANUAL INPUT.** Manual processing is required upon receipt of status in any form which will not allow automated processing to SFM. This status processing method is more labor intensive than the automated method. Therefore, when feasible, the automated requisition status update method is preferred. The interpretation of status documents for SFM requisition file maintenance parallels the file maintenance procedures provided in this chapter. One exception, however, is narrative (NAR) processing. To ensure timely requisition maintenance, management review of outstanding requisition listings will be necessary. Any required corrective action resulting from this review will be performed in accordance with the UMMIPS time standards for requisitioning material (see par. 3049).

3. **AUTOMATED INPUT.** At the completion of each automated status processing session, two reports will be automatically generated; a Status Input Listing (Report 081), and a Status Exception Listing (Report 076)(see samples Appendix 25). The status input listing is a complete record of all status input into SFM during automatic status processing. This listing must be reviewed to ensure all status was properly read. The status exception listing will contain status on substitute NSNs (status code BG), cancellations and rejections (status codes CK, CS, CR, and RK), unit of issue changes (status code BH), requisitions not on file, and incompatible data. Each of these status exceptions poses different management actions and should be handled accordingly.

a. Requisitions with NSN changes must be manually entered into the SFM stock record files. Cross reference data must be constructed in the technical file or COSAL APL data updated to ensure user access to NSN changes.

b. Canceled or rejected requisitions will automatically process to the financial transmittal file (FINXTL) and appear on the next transmittal (Report 026), as "XO__" series documents.

c. Unit of issue conversion changes must be manually entered into SFM stock record files. This process is semi automated only if the conversion data is resident in the SNV/SFM system validation tables. If the specific conversion data is not resident in SFM, the supply personnel must enter conversion factors and data obtained from Appendix 19. Unit of issue conversion may result in misalignment between actual on hand and the new unit of issue quantity. Such

situations may be resolved through either force issuing the excess quantity to the department or transferring the material ashore if the aggregate money value exceeds \$50. See Chapter 6 for detailed unit of issue conversion procedures.

d. Substitute interchangeable data requires manual update of technical cross reference data and creation of a substitute/interchangeable stock record card (AT code 9) to ensure continuity of records.

e. For those status records shown as "no record on file", a review should be conducted to identify requisitions which have been completed. The entries listed under "incompatible data" section will usually be caused by status that was read incorrectly or contains different codes than that of the original requisition. The status will need to be interpreted and entered manually.

3752 RSUPPLY REQUISITION STATUS PROCESSING

1. TYPES OF INPUT. There are two methods for processing requisition status; manual input and automated input. The automated status update method is by far the more efficient method and afloat activities will utilize this option to process the vast majority of their incoming status. Use of the automated status update method in performing requisition file maintenance will be dependent upon receipt of supply status. This is accomplished when the correct Media and Status (M&S) code has been entered during the requisitioning process. This code requests the desired media of reporting and levels of supply status. Normally afloat activities will use M&S code "S" for their A0_ series Document Identifiers. This will request 100% supply and shipment status to the requisitioner (CC 30-35) via electronic methods. A list of the M&S codes and their definitions are provided in Appendix 16.

2. MANUAL INPUT. Manual processing is required upon receipt of status in any form which will not allow automated processing to RSUPPLY. This status processing method is more labor intensive than the automated method. Manual status input is accomplished in the Logistics Subsystem via Requisitioning>Status. To ensure timely requisition maintenance, management review of outstanding requisition listings will be necessary. Any required corrective action resulting from this review will be performed in accordance with the UMMIPS time standards for requisitioning material (see par. 3049).

3. AUTOMATED INPUT. After electronic status has been received, use the Batch File Transfer function to upload status to the RSUPPLY server. The process to choose is "Incoming Status for Supply". Once the status has been successfully transferred to the server it has to be processed. This is accomplished in the Site Subsystem via Management>Site Incoming>Incoming Status>Supply. Select "Request". This action will initiate a Batch Job (JSS 120) to process the status. The user must then select the "Report and Purge" option. This action will generate another JSS 120 Batch Job which will produce the Incoming Status for Supply and Carcass Report. This report will only contain those requisitions which were not successfully processed. This report will contain status on substitute NSNs (status code BH), cancellations and rejections (status codes CK, CS, CR, and RK), unit of issue changes (status code BG), requisitions not on file, and incompatible data. Each of these status exceptions poses different management actions and should be handled accordingly.

a. Requisitions with NSN changes must be manually entered into Maintain Stock Items. Superseded relationships must be built in Cross Reference Processing.

b. Canceled or rejected requisitions will automatically process to the financial transmittal file and appear on the next transmittal (JSF403/404), as "XO__" series documents. Requisitions rejected for obsolete/deactivated NSNs should have an ARRC assigned to the NSN.

c. Unit of issue conversion changes must be manually entered into Maintain Stock Items. This process is semi automated only if the conversion data is resident in the system validation tables. If the specific conversion data is not resident in RSUPPLY, the supply personnel must enter conversion factors and data obtained from Appendix 19. Unit of issue conversion may result in misalignment between actual on hand and the new unit of issue quantity. Such situations may be resolved through an Inventory Adjustment. See Chapter 6 for detailed unit of issue conversion procedures.

d. New substitute/interchangeable data will require manual update via Maintain Stock Items (AT code 9) and creation of a substitute/interchangeable relationships via Cross Reference Processing.

e. For those requisitions shown as "not existing on the RSUPPLY database", a review should be conducted to identify what these requisitions are i.e. ammunition requisitions, LAMPS detachment, etc. The entries listed under "Requisition Mismatch" section may have been caused by status that was read incorrectly or contains different codes than that of the original requisition. The status received will have to be interpreted and entered manually. Annotate the listing with all action taken.

3753 STATUS PROCESSING FOR NAVSEA OPN OUTFITTING ACCOUNT REQUISITIONS

1. BACKGROUND. NAVSEA OPN Outfitting Account requisitions are to be submitted in accordance with the Navy outfitting manual (T9066-AA-MAN-010, Vol 1) and par. 3369.

2. STATUS PROGRAM. SFM/RSUPPLY users may enter status of NAVSEA OPN Outfitting Account funded requisitions either manually or through automated processing. This process writes the NAVSEA OPN Outfitting Account assigned fund code to the requisition which is included in subsequent follow-up requests by the ship.

3. FOLLOW-UPS. An AT document will be used for follow-up of all NAVSEA OPN Outfitting Account requisitions when an "AF__" document has been sent to the last known holding supply activity and "BF__" status is received. When this occurs submit an "AT_" document to NAVICP-M using the same data as submitted in the original requisition. "AT_" follow-ups should be sent to NAVICP-M (RIC – NUV) for all requisitions over 30 days old without supply status.

3754 SFM REQUISITION FOLLOW-UP

1. GENERAL. SFM provides the ability to produce automated requisition follow-ups. The program reviews, in background mode, all requisitions which qualify for follow up action based on the parameters provided by the user. Follow-ups may be generated by stock point, work center, job control number, or the complete file. The user is able to review and release follow-up transactions via Reports 090 and 075 (see samples Appendix 25).

a. Generated Follow-up Listing (Report 090). Requisition follow-ups are generated through Report 090. Follow-ups may be reviewed on line or by printing the Generated Follow-ups Listing. Any required changes or deletions should be accomplished prior to running Report 075.

b. Requisition Status Cancellations/Follow-up Request (Report 075). This report lists requisition status follow-ups, cancellations or material obligation validation (MOV) responses (see par. 3747). The listing includes follow-ups and cancellation requests generated during Report 090 processing. Once the report is printed, the requisition status records are updated with the changes and recorded in the requisition status file. It is therefore important to ensure that these documents are transmitted off-ship. This report can be produced as a tape, disk, and/or printed listing.

3755 RSUPPLY REQUISITION FOLLOW-UP

1. GENERAL. RSUPPLY provides the ability to produce automated requisition follow-ups. The program reviews, in background mode, all requisitions which qualify for follow up action based on the parameters provided by the user. Follow-ups can be selected for DTO, Stock, or all requisitions. Follow-ups can be specified for high or low priority limits, Stock Point Routing Identifier, work center, or Job Control Number. The user is able to review and release follow-up transactions via Release Rqns and Status (JSL319). Follow-ups may also be entered manually for individual requisitions through Logistics>Requisitioning>Status>Supply.

a. Requisition Follow-up Listing (JSL302). Automated requisition follow-ups will generate a JSL302 Batch Job. Follow-ups may be reviewed on line or by printing the JSL302 listing. This listing is for information only.

b. Release Rqns and Status Listing (JSL319). All requisition follow-ups are sent to a release status queue where the user has the options to cancel or approve individual follow-ups or to cancel or approve all follow-ups on file.

3756 SFM REQUISITION MODIFIERS

1. GENERAL. Requisitions will be modified in accordance with pars. 3550-3552. Requisition modifiers (DI AM_) will be created on-line. The Automated Requisition Modifier Listing (Report 031) (see sample Appendix 25) shows the requisitions which have modifiers processed against them. Modifiers are released through the processing of Report 075 (see par. 3743).

3757 RSUPPLY REQUISITION MODIFIERS

1. GENERAL. RSUPPLY provides the ability to produce automated requisition modifiers. The program reviews, in background mode, all requisitions which qualify for modification based on the parameters provided by the user. Modifiers can be selected for DTO, Stock, or all requisitions. Automated requisition modifiers require the user to enter a From and To Julian date and serial number range. Modifications can be made to the Media and Status Code, Supplementary Address, Signal Code, Distribution Code, Advice Code, Issue Priority Designator, Required Delivery Date, and up to three different Project Codes. The user is able to review and release requisition modifiers via Release Rqns and Status (JSL319). Modifiers may also be entered manually for individual requisitions through Logistics>Requisitioning>Status>Supply.

a. Requisition Modifier Listing (JSL301). Automated requisition follow-ups will generate a JSL301 Batch Job. Modifiers may be reviewed on line or by printing the JSL301 listing. This listing is for information only.

b. Release Rqns and Status Listing (JSL319). All requisition modifiers are sent to a release status queue where the user has the options to cancel or approve individual follow-ups/modifiers or to cancel or approve all follow-ups/modifiers on file.

3758 SFM MATERIAL OBLIGATION VALIDATION (MOV) PROCEDURES

1. GENERAL. The SFM system provides an automated capability to process and respond to external and internal MOV requests and generate responses. Validation and processing of the MOV will be conducted in accordance with pars. 3590-3599.

2. PROCEDURES. MOV requests received through DAAS will be entered by automated status input, which will produce Reports 081 and 076 (see par. 3741-3 and Appendix 25). The Supply Officer must initiate the notification of receipt of MOV requests off-line as outlined in par. 3594. Each exception contained in Report 076 will be verified through review of the Requisition File History Listing (Report 071). Normally these exceptions will result from MOV requests being received for requisitions that were previously completed (material received). Individual MOV responses are necessary for total or partial cancellations. MOV responses will be generated through on-line review. Additionally, Report 167, ICP Generated MOV's Requiring Review, may be printed to aid in this process (see sample Appendix 25).

3. MOV RESPONSE. Once the MOV responses have been input, the Requisition Status Cancellations/Follow-up Request (Report 075) will be generated. This report will list the MOV responses generated as a result of processing the external MOV program. Once the report is printed, the requisition status records are updated with the changes and recorded in the requisition status file. It is therefore important to ensure that these documents are transmitted off-ship. This report can be produced as a tape, disk and/or printed listing.

4. INTERNAL MOV. Each month, the Supply Officer will initiate an Outstanding Requisition Listing With Status (Report 073) in JCN sequence (see sample Appendix 25). Action will be taken by the maintenance technician to cancel or generate a supporting valid maintenance action for those requisitions which are identified as "closed" or "JCN not on CSMP". Internal MOV for consumable material requirements must be accomplished through divisional supply petty officer's validation of work center (WC) requisition listings. The listing will be coded with MOV response codes to indicate if requisitions are valid. MOV response codes include "N" for need material, "C" for cancel requisition, and "R" for material has been received. Once reviewed and validated by the cognizant department head, the listing should then be returned to the supply office for appropriate MOV actions. The Internal Validation of All Outstanding Requisitions (Report 165) (see sample Appendix 25) can also be used as an aid in processing internal MOVs.

3759 RSUPPLY MATERIAL OBLIGATION VALIDATION (MOV) PROCEDURES

1. GENERAL. RSUPPLY provides an automated capability to process and respond to external and internal MOV requests and generate responses. Validation and processing of the MOV will be conducted in accordance with pars. 3590-3599.

2. PROCEDURES. MOV requests received through DAMES will be entered via Batch File Transfer (Incoming Status for Supply) which will create an JSS120 Input File. The Supply Department will then process the Incoming Status for MOV in the Site Subsystem. Select Request and specify the cutoff date of the MOV cycle. This will produce a quarterly MOV Batch Job (JSS111). This Batch Job Number will then be entered in Batch File Transfer (Receive From Server) to generate an MOV Receipt Acknowledgement (AP9) and/or Notice of non-receipt of total batch of MOV request (APX) file to transmit via DAMES. Each MOV request (AN1) received then has to be individually entered in Status Supply Search in the Logistics Subsystem. Click in the MOV radio button and it will default to DI AP1, click OK. Enter the quantity to be cancelled. If the entire quantity is still required enter a zero. MOV requests and responses are recorded in the requisition status tables.

3. MOV RESPONSE. Once the MOV responses have been input, return to Incoming Status for MOV and click in the Response radio button. This will generate a JSS111 Report and a JSS111 Output File with any AP1 cancellation requests and will end with BMVSGA and your UIC signifying that all other AN1 requisitions received are still required. The Output File is transmitted off ship.

4. INTERNAL MOV. Each month, the Supply Officer will initiate an MOV Requisition Listing (JSL311). The listing can be queued by COSAL type, JCN's (open or closed), and either by department, division, or work center. Action will be taken by the supply department to submit a cancellation request or obtain in writing a request from the appropriate department head explaining why the material is still required for those requisitions which are identified as "closed". The listing will be coded with MOV response codes to indicate if requisitions are valid. MOV response codes include "N" for need material, "C" for cancel requisition, and "R" for material has been received. Once reviewed and validated by the cognizant department head, the listing should then be returned to the supply office for appropriate MOV actions.

Section VI: REQUISITION HISTORY TAPE (RHT) PROCESSING**3760 SFM RHT PROCESSING**

1. GENERAL. The Supply Officer is responsible for processing an RHT tape each month as part of the normal end of month reporting. This process deletes completed requirements/requisitions from the requirements file (RQF) and the Requisition Status File (RSF), and frees space in the SFM files to allow room for additional requirements and requisitions. Failure to process the RHT on a monthly basis will slow down SFM processing, which can result in program aborts due to lack of disk space. Close coordination between the Supply Officer and the SFM system coordinator is necessary when processing the RHT.
2. PROCEDURES. As a result of processing the RHT, a magnetic tape is automatically produced as well as a Requisition History File Listing, Report 071 (see sample Appendix 25). Report 071 recaps the detailed transactions that have been removed from the SFM real time data base and recorded on magnetic tape storage media. The printed RHT reports are used to validate/support SFOEDL and AUOL processing. It is recommended that the record completion date be set to 120 days in the constants file for completed requisitions and set to 30 days for issues, LBIs, GBIs, and transfers. More information regarding the constants file is provided in par 6410, and in the SFM On-Line Users Manual.

3761 RSUPPLY REQUISITION HISTORY PROCESSING

1. GENERAL. Requisition History Processing is not conducted in RSUPPLY. Completed requisitions can be reviewed in the Query Subsystem.

Part F: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/ RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCUREMENT PROCEDURES

Section I: AUTOMATIC REORDER

3800 INTRODUCTION

1. GENERAL. Stock replenishment is accomplished through the Automatic Reorder Function of the Inventory Management Subsystem. The programs, which run in the batch processing function, screen the BMF/SIT and compute the reorder quantity based on parameters provided by the user. In SUADPS-RT, General Selector capability is provided, whereas in RSUPPLY, there are several options available to tailor the reorder. A requisition record, held in the Requisition Output File/Requisition Release Outgoing Transactions, and a reorder review ledger/listing are produced. After management review, the external requisitions are produced via the Requisition Release/Requisition Release Outgoing Function of the Logistics Subsystem.
2. FREQUENCY. Periodic stock replenishment on a regular basis is essential to maintaining proper stock levels and an activity's ability to meet Type Commander supply effectiveness standards. Factors such as operation schedule, location, personnel, and computer availability will impact on reorder frequency. Every effort must be made to schedule BMF/SIT records for automatic reorder review at least twice monthly. Atlantic fleet USID A ships will schedule stock replenishment in accordance with Fleet and Type Commander directives.
3. EXCLUDED RECORDS. Records in the BMF/SIT that meet one or more of the following conditions will be excluded from automatic reorder processing:
 - a. Cognizance symbol equals 7Z, 9M, 9X, or 0I;
 - b. BMF/SIT inventory indicator is set;
 - c. BMF/SIT offload/reorder indicator is set to 0, indicating the record is included in an offload being processed;
 - d. BMF/SIT records assigned an ARRC and repairable items are excluded from the reorder unless the applicable include option is selected.
4. REPLENISHMENT PROCESSING ACCESS. Access to the Automatic Reorder and Requisition Release functions will be controlled by the SUADPS-RT/RSUPPLY FAS as directed by the Supply Officer. Access will normally be restricted to stock control division officers and work center supervisors. An entry in the User Identification Data File/User Access Table is required for each individual granted access.

3801 SUADPS-RT RECORD SELECTION OPTIONS

1. GENERAL. The automatic reorder request screen provides several options to specify the BMF records to be considered for replenishment. One of the following is a mandatory entry on the reorder request screen:

a. ROUTINE. All records on the BMF will be included.

b. FILL. Only those BMF records with the FILL indicator and the FILL item number set will be selected (not applicable to USID A). This option should be used when replenishment requisitions are to be submitted to CLF ships.

c. NON-FILL. All records on the BMF will be considered except those with a FILL item number assigned.

d. AVCAL/COSAL/LOAD LIST/QCOSAL Increase. Only those BMF records with a nonrecurring quantity greater than zero will be included. This quantity is computed at the time the AVCAL/COSAL/LOAD LIST/QCOSAL allowance tape is processed. Requisitions produced when this option is used will have a demand code of P assigned.

2. AUTOMATIC REORDER RESTRICTION-CODED RECORDS. BMF records with an ARRC may be included by answering "yes" to the Include ARRC Item Question on the automatic reorder screen. This option may be used with any of the record selection options discussed above.

3. DEPOT LEVEL REPAIRABLES. DLR items may be included by answering "yes" to the Include Repairables Question on the automatic reorder screen. This option may be used with any of the record selection options discussed above.

4. GENERAL SELECTOR. The general selector capability allows tailoring the reorder to almost any category of material desired. Procedures for the use of the general selector are contained in the SUADPS-RT Support Procedures, Appendix 19.

3802 RSUPPLY RECORD SELECTION OPTIONS

1. GENERAL. The automatic reorder request screen in RSUPPLY is different, however, the options are similar to SUADPS-RT. It also provides several options to specify the SIT records to be considered for replenishment. One of the following is a mandatory entry on the reorder request screen:

a. ROUTINE. All records on the SIT will be included.

b. FILL. Only those SIT records with the FILL indicator and the FILL item number set will be selected (not applicable to USID A). This option should be used when replenishment requisitions are to be submitted to CLF ships.

c. NON-FILL. All records on the SIT will be considered except those with a FILL item number assigned.

d. AVCAL/COSAL/LOAD LIST/QCOSAL Increase. Only those BMF records with a nonrecurring quantity greater than zero will be included. This quantity is computed at the time the AVCAL/COSAL/LOAD LIST/QCOSAL allowance tape is processed.

2. NON-REPAIRABLES/REPAIRABLES/FIELD LEVEL REPAIRABLES. This option is used to select type of material and can be used in conjunction with whether the record is Non-QCOSAL or QCOSAL. Certain criteria can be specified such as DBIs or HAZMAT which come along with option to select locations, location range, ATCs, LMCs, Cogs, ARRCs, SMCC and budget projects. Records with option to exclude are the LMCs, ARRCs, Cogs and budget project.

3803 SUADPS-RT REORDER QUANTITY COMPUTATIONS

1. GENERAL. The computation options control the method of computing deficient quantities, the use of substitute items, and the method of computing a substitute excess quantity to apply against the computed deficient quantity. One of the options in the following subparagraphs is a mandatory entry with the record include options discussed in paragraph 3801 except for AVCAL/COSAL/LOAD LIST/QCOSAL increase. When the AVCAL/COSAL/LOAD LIST/QCOSAL Increase Record Selection Option is selected, all computation options will be left blank.

a. REGULAR. The computed reorder quantity (RQ) will consist of the high limit/Reorder Objective (RO), minus the on-hand (OH), minus stock dues (SD). If the results are greater than 0 and the on-hand plus stock dues is less than the low limit/Reorder Point (RP), then the item is included. Excess substitutes are considered in the computation.

b. TOPOFF Options. SUADPS-RT provides several stock replenishment top-off options for use in preparation for and during deployments or at other times when it is desired to maintain maximum stock levels on board. Depending on the option chosen, material currently on order or substitute material on hand (or both) will be disregarded during the computation of reorder quantities. These options must be used carefully as they will cause excess material to be ordered which may (depending on demand usage) require offload action at a later date.

(1) TOPOFF Option T. The computed reorder quantity will be the high limit/RO, minus the on-hand, minus the stock dues. If the result is greater than zero, the record will be included. Excess substitutes are considered in the computation.

(2) TOPOFF Option D. The computed reorder quantity will be the high limit/RO, minus the on-hand. If the result is greater than 0, the record will be included. Stock dues and substitutes are not considered.

(3) TOPOFF Option S. The computed reorder quantity will be the high limit/RO, minus the on-hand, minus stock dues. If the result is greater than 0, the record will be included. Substitutes are not considered.

2. FILL RECORD SELECTION OPTION. When using the FILL record selection, the computation options available remain the same, but the actual computation is modified.

a. REGULAR. The computed reorder quantity will be the high limit/RO, minus on-hand, minus stock dues, if the on-hand quantity is less than or equal to low limit/RP.

b. TOPOFF Options S and T. The computed reorder quantity will be the high limit, minus on-hand, minus stock dues, if the on-hand quantity is less than the high limit/RO.

c. TOPOFF Option D. The computed reorder quantity will be the high limit/RO minus on-hand, if the on-hand quantity is less than the high limit/RO.

3804 RSUPPLY REORDER QUANTITY COMPUTATIONS

1. GENERAL. The computation options control the method of computing deficient quantities, the use of substitute items, and the method of computing a substitute excess quantity to apply against the computed deficient quantity. One of the options in the following subparagraphs is a mandatory entry with the record include options discussed in paragraph 3801 except for AVCAL/COSAL/LOAD LIST/QCOSAL increase. When the AVCAL/COSAL/LOAD LIST/QCOSAL Increase Record Selection Option is selected, all computation options will be left blank.

a. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

b. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand.

c. RO to (Total O/H Qty + Stk Dues). The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H), minus stock dues.

d. RO to Total O/H Qty. The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H).

e. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of low limit/Reorder Point (RP), minus the on-hand (O.H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

f. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of low limit/Reorder Point (RP), minus the on-hand (O/H), minus stock dues and minus substitute on-hand (O/H).

3805 DUMMY/TRIAL REORDER OPTION

1. GENERAL. The Dummy (SUADPS-RT), Trial (RSUPPLY) Reorder Option provides management with the capability to review deficient stock records without producing replenishment requisitions. The Dummy Reorder (SUADPS-RT), Trial (RSUPPLY) Option cannot be used with the other record selection options. In SUADPS-RT, general selector may be used and ARRC-coded or repairable items or both may be included. When the dummy option is specified, screen input is not validated, files are not updated, and the Reorder Review Ledger/Listing will not have document numbers assigned.

3806 REORDER REQUEST

1. GENERAL. Upon completion of the request screen, the batch job request screen will be displayed. Procedures for batch job requests are contained the SUADPS-RT Support Procedures, Appendix 20. The batch job request screen also provides the General Selector Option. Detailed procedures for use of the general selector capability are contained in the SUADPS-RT Support Procedures, Appendix 19. The SUADPS-RT FAS must then complete the Batch Job Review Screen and approve running the reorder. In RSUPPLY, the batch job screen will be displayed upon completion of selection criteria. The RSUPPLY FAS must then approve and run the batch job.

3807 SUADPS-RT FILES/RSUPPLY TABLES UPDATED

1. GENERAL. Upon completion of the Automatic Reorder Request, the following SUADPS-RT files/RSUPPLY Tables will be updated:

- a. Basic Material File (BMF)/Stock Item Table (SIT). The stock due quantity field will be increased by the computed reorder quantity.
- b. Basic Requisition File (BRF)/Active Requisition Table (ART). The stock replenishment requisition will be added to the BRF. The record at this point will have the nonreleased indicator set, which identifies a requisition as not having been reviewed and released.
- c. Requisition Output File (ROF)/Requisition Output Table (ROT). Requisition records (DI A0_) generated as a result of the reorder will be added to the file/table. The records will remain in the ROF/ROT until reviewed and released by the External Requisition Release/ Release Outgoing Transactions Function.
- d. Repairable Tracking File (RTF)(USID C & M Activities). Requisitions for DLR's will have an advance response to follow-up (DI BK2) generated and written to the RTF when a matching NSN record is present in the RTF or Nonreordered DLR Carcass File.

3808 REORDER REVIEW LEDGER/LISTING

1. GENERAL. In SUADPS-RT, a Reorder Review Ledger (DI 081) will be generated in the format shown in Appendix 15. In RSUPPLY, a Reorder Review Listing is also generated showing same format except that the summary page breaks it down by recurring and non-recurring within budget project. This listing provides supply managers with a means to review the computer-generated requisitions. The listing should be reviewed by stock control, stores/material, aviation support, and other work center supervisors. Each record on the listing should be screened for NSN, quantity, ARRC, LMC, and substitutes. If storage space of bulk materials is limited at the activity, bulk items should be reviewed for the quantities ordered; and the requisition quantity RO and RP should be modified to accommodate the storage space. Constraint of the RO should be set with the limit flag. Partial or total cancellation of computed requirements should be annotated on the listing and initialed by the supervisor approving the change.

3809 REQUISITION RELEASE PROCESSING

1. GENERAL. After screening of the Reorder Review Ledger/Listing and annotating the changes, the Requisition Output File (ROF)/Requisition Output Table (ROT) must be updated and the requisitions processed for release into the Supply System. This is accomplished through the Requisition Release Processing/Release Outgoing Transactions Function of the Logistics Management Subsystem. Refer to the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem for instructions concerning reviewing, changing, and releasing requisitions.

2. CHANGES ALLOWED. The following data elements in requisition records may be changed via the Requisition Release Processing/Release Outgoing Transactions Function:

SUADPS-RT

- a. Routing Identifier;
- b. M&S code;
- c. Quantity (except USID C & M requisitions for DLR items)
- d. Supplementary address;
- e. Signal code;
- g. Distribution code.

RSUPPLY

- a. Document Identifier
- b. Routing Identifier
- c. M&S Code
- d. Quantity (except USID C & M requisitions for DLR items)
- e. Demand Code
- f. Supplementary address
- g. Signal code
- h. Distribution code
- i. Project code
- j. Priority
- k. RDD
- l. Advice code

Section II: OFF-LINE STOCK PROCUREMENT**3810 REPLENISHMENT PROCEDURES**

1. GENERAL. When stock replenishment is accomplished off-line, the following steps must be completed to ensure proper recording of the procurement action:

- a. Determine items and quantities to be ordered,
- b. Establish BMF/SIT record if none exists,
- c. Determine the source of supply,
- d. Prepare the appropriate procurement document,
- e. Record the procurement action in SUADPS-RT/RSUPPLY using the Requisition Input/Initiate Requisition Function in the Logistics Management Subsystem,
- f. Submit the procurement document to the supply source.

3811 DOCUMENT NUMBERS

1. GENERAL. Document serial numbers for off-line documents will be assigned from a block of numbers reserved for this purpose. Control of document numbers assigned manually is critical to prevent duplicate document numbers from entering the supply system and to allow for proper recording and monitoring of requisitions. An Off-Line Stock Document Number Control Log will be maintained and each document prepared will be entered to prevent duplication. The log will contain the following information as a minimum:

- a. Document number,
- b. Routing identifier,
- c. NSN/LICN/NICN,
- d. Quantity ordered,
- e. Date and method of submission.

3812 SUADPS-RT FILES/RSUPPLY TABLES UPDATED

1. GENERAL. Upon completion of Requisition Input processing (and Requisition Review and Release when appropriate), the following system files will have been updated:

- a. Basic Requisition File (BRF)/Stock Item Table (SIT). The requisition or purchase record will be added to the file,
- b. Basic Material File (BMF)/Active Requisition Table (ART). The stock due field will be increased by the quantity requisitioned.

3813 LONG TERM SYSTEM FAILURE

1. GENERAL. In the event of long term system failure, stock requisitions will be prepared off-line. One copy of each requisition will be held in a SUADPS-RT/RSUPPLY Pending File. DLR items will be ordered on a one-for-one basis each time an expenditure occurs.

Section III: DTO PROCUREMENT

3820 GENERAL

1. **DTO PROCUREMENT AUTHORITY.** The authority and source of information to prepare a DTO procurement document is a customer request for material or service to be provided by a government or commercial source. The material must have been determined to be not-carried (NC) or not-in-stock (NIS). The request may be received by the supply department via the SUADPS-RT/RSUPPLY Material Requirements Function or on a DD Form 1348 or other locally acceptable form.

2. **DTO PROCUREMENT FOR SUPPORTED UNITS.** Direct turn-over requirements for supported units may be processed and recorded in SUADPS-RT files/RSUPPLY tables provided that proper entries are made in the Customer Identification File (CID)/Other Activities Table as follows:

<u>USID</u>	<u>CID Entry</u>	<u>When</u>
C, M, T	Set Supported Unit to S/No financial Accounting	OPTAR accounting for the UIC is performed by NWCF activity.
C, M	Set Supported Unit Code to R/Financial Accounting	The UIC is a squadron or detachment assigned to the supported airwing but for which the OPTAR accounting function is not performed by the NWCF activity.
T	Set Parent Tender Field to UIC of the Assigned Supporting Tender	The UIC is a submarine temporarily supported by an activity other than the assigned supporting tender.

Chapter 1 of the SUADPS-RT Guide for Functional Area Supervisors provides instructions for establishing and updating the CID file.

3821 PROCUREMENT METHODS

1. **PROCUREMENT FROM END-USE AFLOAT ACTIVITIES.** Emergency requisitions for Navy Working Capital Fund (NWCF) material submitted by SAC activities to end-use ships require special handling to ensure proper financial reporting and credit to the transferring ship's Type Commander. The DD Form 1348 6-Part submitted to the issuing ship will contain a statement such as: This issue to be processed as a turn-in to a stores account and should not be included in your A or B summary. Credit for material transferred will be provided to your TYCOM.

2. **PROCUREMENT FROM SHIP'S STORE.** Material to be obtained from ship's store must be requisition using DD Form 1149. Individual document numbers will be assigned to each item listed. The accounting data cited will be appropriate for the cognizance symbol under which the material is carried on the BMF/SIT stock record of the NWCF activity. Requisitions submitted to ship's store officers are, for accounting purposes, the same as those submitted to any other

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NWCF activity and when received should be processed as receipts from other supply officers. The DD Form 1149 will be prepared as shown below.

DD FORM 1149 FOR PROCUREMENT FROM SHIP'S STORE

REQUISITION AND INVOICE / SHIPPING DOCUMENT												Form Approved OMB No. 0704-0246		
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.														
1. FROM (Include ZIP Code) V20635 USS EMORY S. LAND (AS-39)					SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 9 DEC 96		8. REQUISITION NUMBER V20635-6344-A155					
2. TO: (Include ZIP Code) Ship's Store Officer USS EMORY S. LAND (AS-39)					7. DATE MATERIAL REQUIRED (YYMMDD) 9 DEC 96			8. PRIORITY 06						
3. SHIP TO - MARK FOR Legal Officer USS EMORY S. LAND (AS-39) FPO NY 09501					9. AUTHORITY OR PURPOSE NAVSUP P-485 PAR. 3821				10. SIGNATURE I. L. GARNER, LT. SC. USN, Supply Officer					
					11a. VOUCHER NUMBER & DATE (YYMMDD) V20635-6345-8013			12. DATE SHIPPED (YYMMDD)		b.				
					13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER						
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.									
4. APPROPRIATIONS SYMBOL AND SUBHEAD 17X4911.2310			OBJ. CL. 000	BUR. CONT. NO. 28001	SUB-LOT 0	AUTHORIZATION ACCT'G ACTIVITY 000367	TRANS. TYPE 7J	PROPERTY ACCT'G ACTIVITY V20635	COUNTRY 0	COST CODE 006344A155KZ		AMOUNT 7.56		
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)						UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	
1.	TDKD-C60 60 Minute Cassette Tape						EA	00007				1.08	7.56	
	Approved for transfer _____ 9 Dec 96						EA	00007	Retail Price			1.20	8.40	
	ENS S. P. GARVEY													
	Received by _____ 9 Dec 96													
	Legal Officer													
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO										17. SPECIAL HANDLING				
RECAP OF SHIPMENT	18. ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION			TOTAL WEIGHT	TOTAL CUBE	RECAP OF SHIPMENT	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL	
	CHECKED BY									20. QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL	
	PACKED BY									POSTED	DATE (YYMMDD)	BY	20. RECEIVERS VOUCHER NO.	
				TOTAL										
DD Form 1149, DEC 93														
5 1 5 2 5 3 5 4 5 5 5 6 5 7 5 8 5 9 6 0 6 1 6 2 6 3 6 4 6 5 6 6 6 7 6 8 6 9 7 0 7 1 7 2 7 3 7 4 7 5 7 6 7 7 7 8 7 9 8 0 8 1 8 2 8 3 8 4 8 5 8 6 8 7 8 8 8 9 9 0 9 1 9 2 9 3 9 4 9 5 9 6 9 7 9 8 9 9 1 0 0 306/080 Previous editions are obsolete. S/N 0102-LF-017-7900 (Navy Overprint 1994)														

3. BEARER PICK-UP PROCUREMENT. Bearer pick-up documents are requisitions or purchase documents hand-carried by supply or nonsupply department personnel to the supply source for immediate delivery of material. A Bearer Suspense File will be maintained and will contain a copy of the procurement document signed and dated by the person who is to deliver the document. Documents will be filed by date of pick-up and will be reviewed daily to ensure return of receipt or delivery papers. Documents outstanding for more than 24 hours will be cause for follow-up with the person whose signature appears on the retained file copy. Documents outstanding after 48 hours will result in follow-up action to the individuals work center supervisor or division officers. After receiving the receipt or the delivery documentation the receipt transaction will be processed and the suspense copies will be destroyed.

3822 DOCUMENT NUMBER CONTROL

1. GENERAL. Document numbers for DTO requisitions and purchase documents will be assigned by SUADPS-R/RSUPPLY except when one of the following conditions is met:
 - a. The NWCF activity's USID Code is M,
 - b. The NWCF activity's USID Code is T and the requirement is from a supported unit (UIC = UICOWN),
 - c. A requisition or purchase document was processed manually (off-line) and is being recorded using the post-post option of the Requisition Input /Initiate Requisition Function.
2. DOCUMENT NUMBER CONTROL LOG. Document numbers assigned manually must be strictly controlled to prevent duplicate requisition numbers from entering the supply system. Within each serial number series being used, a block of numbers should be reserved for off-line use (for example 6501 to 6590 could be on-line serial numbers and 6591-6599 would be used for off-line documents). A Document Number Control Log (see sample below) must be maintained by each work center, division, or department assigning off-line document numbers.

SAMPLE DOCUMENT NUMBER CONTROL LOG

Julian Date	Serial #	NSN	QTY	RI/Source	Date Submitted

3823 FUND CODE ASSIGNMENTS

1. GENERAL. DTO requisitions are no longer washed through the NWCF. DTO documents will cite an end use fund code or accounting data or both (see pars. 9101-9102), consistent with the activity's Type Commander and category of material/service needed. Procurement documents to obtain a one-time or continuing service will be assigned cognizance symbol 99.

3824 CONTROL AND VALIDATION FILES

1. GENERAL. During SUADPS-RT/RSUPPLY processing, information from the system control and validation files/tables listed (see following page) will be used to validate transaction data. Incorrect data in either of these files/tables or transactions will result in an error message being received. The work center supervisor or the SUADPS-RT/RSUPPLY FAS or both will provide assistance in resolving error conditions caused by missing or erroneous data in control and validation files/tables.

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UICOWN Requirement (SUADPS-RT)

Systems Constant File
User Identification File
Customer Serial File
Fund Code File
Appropriation File
Availability Data File (USID T ROV)
VTN Nonprivileged Reimbursable
OPTAR Control Codes
Supported Squadron UIC To Serial
Number (USIDs C and M)
COG Symbol to Routing Identifier
Engine TEC File (ETC) (USID's C and M)
Aircraft Identification Data File
(USIDs C and M)

Supported Unit Requirement (SUADPS-RT)

Customer Identification File
Fund Code File
Appropriation File
COG Symbol to Routing Identifier
Engine TEC File (USID C and M)
Aircraft Identification Data File (USIDs C and M)

UICOWN Requirement (RSUPPLY)

Activity Control Info Table
Users Access Table
Activity Serial Table
Fund Code Table
Appropriation Table
Availability Data Table (USID T ROV)
VTN Nonprivileged Reimbursable
OPTAR Control Codes
Supported Squadron UIC To Serial
Number (USIDs C and M)
COG Symbol to Routing Identifier
Engine Technical Data Table (ETC) (USID's C and M)
Aircraft Data Table
(USIDs C and M)
Activity Organization Info Table
Hazardous Material Table

Supported Unit Requirement (RSUPPLY)

Other Activities Table
Fund Code Table
Appropriation Table
COG Symbol to Routing Identifier
Engine Technical Data Table (USID C and M)
Aircraft Data Table (USIDs C and M)

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3825 MDS DATA

1. GENERAL. Maintenance-related transactions input via SUADPS-RT MRI/OMMS-NG and Requisition Input Functions require MDS data to complete the processing and recording of the customer request. Material requests received on printed forms will be rejected when MDS data is not included. The following table shows the fund codes which require maintenance data.

<u>USID</u>	<u>Fund Code</u>
C, M	AFM fund codes 7K, 7L, Y6, 9S
T	ROV fund codes _0, _1, _G, _H, Y6
C	TS&E fund codes _3, _B, _R, Y6
C, M, T	Reimbursable fund code _A

See OPNAVINST 4790.2 series and 4790.4 series for additional information concerning aviation and surface maintenance systems. Maintenance data for MDS reporting consists of the following data elements:

<u>Aviation Systems</u>	<u>Surface Systems</u>
Job Control Number	Job Control Number
Type Equipment Code	Equipment Identification Code
Work Unit Code	APL/AEL/CID Number
Organization Code	Reference Symbol Number
Card Code	Failed Part Indicator

3826 OBLIGATION VALUE ADJUSTMENTS

1. GENERAL. The obligated money value of any outstanding DTO requisition may be adjusted when necessary by using the Obligation Adjustment Function in the Financial Management Subsystem of SUADPS-RT/RSUPPLY. Adjustments may be necessary due to inaccurate estimated prices, data entry errors, price changes and discounts, or additional obligation of funds for continuing services. Instructions for using the Obligation Adjustment Function are contained in the SUADPS-RT Support Procedures, Volume III, Chapter 4/RSUPPLY Force Level Procedures, Financial Subsystem.

3827 ON-LINE DTO REQUISITIONS

1. GENERAL. SUADPS-RT/RSUPPLY is programmed to automatically produce DTO requisitions in MILSTRIP format from functions in the Logistics Management Subsystem. Requisitions will be prepared based on data entered by an authorized user via the Material Requirements Internal (MRI) (see SUADPS-RT Support Procedures, Volume II, Chapter 3/RSUPPLY Force Level Procedures, Logistic Subsystem) date entry screen or provided on a locally acceptable form. The applicable functions are as follows:

- a. DTO Requisitions from MRI. DD Form 1348 requisitions will be produced from the MRI function when one of the following conditions is met:

(1) The priority assigned to the requirement is 4-6 or 9-15, the BMF/SIT on-hand and stock-due quantity are less than the requested quantity, and no acceptable substitutes are available;

(2) The priority assigned to the requirement is 4-6 or 9-15, the total of the BMF/SIT on-hand and stock-due quantities is equal to or greater than the quantity requested, but the PICTIC indicator in the BMF/SIT is set to B indicating a warehouse refusal has occurred;

(3) The requested material is not carried, an AT Code 8 record with no on-hand quantity or location exists on the BMF/SIT, and no acceptable substitute or updated stock number is available.

b. DTO Requisitions from Warehouse Processing. A DTO requisition will be prepared from this function when the quantity issued is less than the quantity requested, no acceptable substitute is available, and the balance is required. See the SUADPS-RT Support Procedures, Volume II, Chapter 3/RSUPPLY Force Level Procedures, Logistic Subsystem for warehouse processing instructions.

c. DTO Requisitions from Suspense Processing. DTO requisitions are produced from this function when the condition causing the requirement to suspend is corrected. Usually this will be accomplished by establishing an AT Code 8 BMF/SIT record for the NSN requested. Suspense processing instructions are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

d. DTO Requisitions from the Requisition Input/Initiate Requisition Function. DTO requisitions are produced from this function whenever it is not feasible to enter the requirement via the MRI function. This method should only be used to produce requisitions when it has been determined that the requested stock number is valid, but is NIS or NC, and no acceptable substitute material is available. This function can also be used to record manually prepared requisitions; therefore, care must be exercised to select the proper option. Instructions for use of this function are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

2. REVIEW AND RELEASE OF COMPUTER-GENERATED REQUISITIONS. DTO requisitions produced automatically from any of the functions discussed in par. 3827-1 will be output to the Transaction Holding File (THF)/Release Outgoing Transactions. They will remain in the THF/Release Outgoing Transactions until approved for release by an authorized supervisor (see the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistics Subsystem). Internal procedures must be established to ensure that requisitions are reviewed and released to the supply source in accordance with the following processing time standards:

<u>Priority Designator</u>	<u>Off-Ship Requisition Preparation and Release Time</u>
01-08	2 Hours
09-15	24 Hours

3. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Upon completion of requisition release processing, the following SUADPS-RT/RSUPPLY files will have been updated:

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- a. Basic Material File/Stock Item Table. The DTO Due Field will be increased by the quantity in the DTO requisition, and the applicable demand and frequency fields will be updated.
- b. Basic Requisition File/Active Requisition Table. A record for the DTO requisition document number is established.
- c. Aviation/Surface Maintenance File/Aviation/Surface Maintenance Table. If the DTO requisition is maintenance-related, a record is added to the applicable file. The record will be held until material is received and MDS usage data is included in Reports 91 and 96.
- d. Repairables Tracking File/Repairables Table. If the item requisitioned is a DLR item, a record will be established.
- e. Financial Holding File. The requisition record (DI A0) is added to the file and held until all financial posting and reporting is completed on the monthly reports.
- f. Cumulative Transaction Ledger File/Cumulative Transaction Ledger Table. The requisition record (DI A0) is added to the file.

3828 OFF-LINE DTO PROCUREMENT

1. GENERAL. Off-line DTO Requisitions will be prepared in accordance with pars. 3020-3032. All DTO procurement documents required to be prepared off-line must be record in SUADPS-RT/RSUPPLY using the Requisition Input/Initiate Requisition Function, Post-post Option (see SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem). Some of the situations where this would apply include the following:
 - a. A money-value-only requisition is to be used for procurement from Navy Servmarts;
 - b. Materials or services being obtained require submission of DD Form 1149;
 - c. Material is to be obtained from a commercial source using the Government Purchase Card Program (see NAVSUPINST 4200.85);
 - d. Material or service is to be obtained from a commercial source using the Purchase Order method (DD Form 1155) (see NAVSUPINST 4200.85),
 - e. Material being requisitioned is identified by a part number or NICN requiring use of DD Form 1348-6 or NAVSUP 1250-2;
 - f. SUADPS-RT/RSUPPLY MRI and procurement functions are not available to the user due to system failure or other reason.
2. LONG TERM SYSTEM FAILURE. When long term system failure procedures are in effect, retained copies of the procurement document will be distributed as follows:
 - a. One copy to the SUADPS-RT/RSUPPLY Pending File;
 - b. One copy to the Budget File;
 - c. One copy to the Obligation File
 - d. One copy to the HI-PRI File (if applicable)
 - e. One copy to the DLR File (if applicable)

Section IV: REQUISITION FILE MAINTENANCE**3830 SUPPLY AND SHIPMENT STATUS**

1. GENERAL. Supply and shipment status can be recorded in the SUADPS-RT Requisition Status File and Suffixed Document Status File/RSUPPLY Status Table interactively through the terminal or by use of the Incoming Batch Transaction Subsystem/Batch File Transfer (JSS220) as follows:

a. To record incoming status interactively via the terminal, the user must have access to the BRF/ART Query Function. The user will enter the document number in the requisition query screen and then the applicable status when the BRF/ART data screen is displayed. Instructions for recording requisition status by this method are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

b. A short (62 character) information message (DI YE1) can be entered for any requisition as described in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem. The information entered will remain on file until a subsequent DI YE1 transaction is entered.

c. In SUADPS-RT, instructions for recording status records through use of the Incoming Batch Transaction Subsystem are contained in the SUADPS-RT Support Procedures, Appendix 20. Likewise, in RSUPPLY the instructions for recording status is found in RSUPPLY Force Level Procedures, Logistic Subsystem.

2. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Status processed by either the interactive or batch methods will update the following SUADPS-RT/RSUPPLY system files:

a. Basic Requisition File/Active Requisition Table. The status counter/table will be updated. This counter/table will contain the total number of status entries in the Requisition Status File/table excluding change notice records. The following data elements will be updated if applicable:

- (1) Direct Delivery Group Indicator - if AB _ status received,
- (2) Requisition Completion Date - when total outstanding quantity is canceled,
- (3) Requisition Quantity Outstanding reduced by quantity in cancellation status record,
- (4) Shipment Prepared Date - set to establish shipping date when shipment status is received,
- (5) Suffix Indicator - set when status record assigned a suffix code is received.

b. Requisition Status File/Table. The status record will be added to this file when no suffix code has been assigned to the document number.

c. Suffixed Document Status File/Table. The status record will be added to this file if a suffix code has been assigned to the document number.

d. Basic Material File/Stock Item Table. When cancellation status is received, the stock or DTO due fields will be updated.

- e. Q COSAL File/Table. When cancellation status is received for a Q COSAL item, the due field will be updated.
- f. Stock File/Table. A record will be added to the file/table for inclusion in the stock control reports when cancellation status is received.
- g. Repairable Tracking File/Table. Update the related fields in the file/table if cancellation status is received for DLR items.
- h. Financial Holding File. When cancellation status is received for DTO or DLR (USIDs C & M only) stock requisitions, the record will be added to the file pending completion of required financial processing.
- i. Transaction Ledger Files/Tables. A record will be added to the applicable file when cancellation status is processed.

3831 AUTOMATIC FOLLOW-UP PROCEDURES

1. GENERAL. SUADPS-RT/RSUPPLY provides the capability to screen the Basic Requisition File (BRF)/Active Requisition Table and prepare follow-up requests automatically. The follow-up function is contained in the Logistics Management Subsystem both in SUADPS-RT and RSUPPLY. Access to this function should be restricted to appropriate work center supervisors and selected journeyman users designated by the Supply Officer. The SUADPS-RT/RSUPPLY Functional Area Supervisor will update the User Identification File/User Access Table for authorized users. Instructions for requesting automatic follow-up processing are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.
2. FREQUENCY. The automatic follow-up function should be scheduled to meet follow-up frequency requirements specified in paragraph 3532-1. It is recommended that this function be used to monitor noncritical priority 4-8 and 9-15 requisitions. Priority 1-3 and critical 4-8 requisitions should be monitored in accordance with paragraph 3832.
3. BRF/ART RECORDS EXCLUDED FROM AUTOMATIC FOLLOW-UP. BRF/ART records meeting the following criteria will be excluded from the automatic follow-up process:
 - a. Completed requisitions;
 - b. Money Value Only (MVO) requisitions;
 - c. Requisitions assigned M&S code 0;
 - d. Canceled requisitions;
 - e. Requisitions with shipping status;
 - f. Requisitions with Receipt in Process (RIP) transactions;
 - g. Requisitions which are dated later than the control date parameter.
4. SUADPS-RT PROGRAM OPTIONS. The following program options are available to the user in selecting the requisitions to be reviewed for follow-up action:

- a. Department Selection Option. This option allows the user to tailor the processing to a specific group of requisitions as follows:
 - (1) DTO requisitions (only UICOWN);
 - (2) DTO requisitions for other UICs (USID A and T);
 - (3) Stock requisitions;
 - (4) All requisitions;
 - (5) AFM requisitions (USID C & M);
 - (6) FLTOPS requisitions (USID C & M).
- b. Control Date Option. Only requisitions with an earlier document date and meeting other selection criteria will be included.
- c. Priority Option. Follow-up processing will be restricted to the priority designator range specified in the high and low priority fields.
- d. AF_ /AT_ Indicator Option. This option determines if DI AF_ records are produced or if DI AT_ records are produced for each requisition that has no status or DI AE_, status code BF on file. In either case a DI AK_ record will be produced when the latest status record is in the DI AC_ or AK_ series.
- e. Days Plus Option. This is a specified number of days added to the requisition date or status date and compared to the control date. Only those requisitions with a date earlier than the control date will be included in the processing. The days plus value may be from 001 to 999.
- f. General Selector. The general selector allows the user to tailor the function to only those records meeting specific selection criteria based on data elements in the BRF records. Instructions for the use of the general selector are contained in the SUADPS-RT Support Procedures, Appendix 19.

5. RSUPPLY PROGRAM OPTIONS. The following program options are available to the user in selecting the requisitions to be reviewed for follow-up action:

- a. Designate Material Option. This option allows the user to tailor the processing to a specific type of material (i.e. Non-Repairable, Non-QCOSAL, Repairable, QCOSAL). Other option as follows:
 - (1) DTO requisitions (only UICOWN)
 - (2) DTO requisitions for other UICs (USID A and T)
 - (3) Division
 - (4) All requisitions
 - (5) AFM requisitions (USID C & M)
 - (6) FLTOPS requisitions (USID C & M)
 - (7) Work Center

b. Sort By Option. This option allows the user to sort output by Dept/WC, Document Number, NIIN, Project Code, RI, UIC.

c. Number of Days. This is a specified number of days added to the outstanding requisition julian date or to the latest status date to determine which requisition meet the criteria of the status request.

6. OUTPUT FROM AUTOMATIC FOLLOW-UP. The following output will be produced by automatic follow-up processing.

a. Follow-up Documents (DI AF_ , AT_ , AK_). The follow-up records are held in the Status Output File/Release Outgoing Transactions until they are reviewed and released by the Work Center Supervisor or other authorized user. Instructions for the review and release of follow-up documents are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

b. Automatic Follow-up Ready for Release Processing Report. This is a listing of all follow-up records produced by the process (see sample Appendix 15, SUADPS-RT Procedures). The listing and the BRF/ART Query Function should be used to determine if the follow-up document is correct. Changes will be annotated on the listing or the record lined out if the follow-up is not to be submitted. Upon completion of this review, the External Record Release Function/Release Outgoing Transactions will be used to change, cancel, and release the follow-up documents. Instructions for the BRF/ART query and external record release functions are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

c. Manual Follow-up Listing. This report will contain a listing of all outstanding requisitions that did not qualify for automatic follow-up and require a management decision (see sample Appendix 15, SUADPS-RT Procedures). The report provides data from the basic requisition record and all applicable status. This listing will be reviewed using the BRF/ART query and process status functions. When follow-up action is appropriate, the data will be entered on the screen for generation of the follow-up by SUADPS-RT/RSUPPLY. Documents will be written initially to the Status Output File/Release Outgoing Transactions and must be released in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem. Records with overage shipping status will be processed in accordance with the instructions contained in paragraph 3532-3.

7. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. The following SUADPS-RT/RSUPPLY system files/tables will have been updated upon completion of automatic follow-up processing:

a. Basic Requisition File/Active Requisition Table - the status counter will be updated,

b. Requisition Status File/Table - the follow-up record will be added to the file/table,

c. Suffixed Document Status File/Table - the follow-up record will be added to the file/table if a suffix code has been assigned to the requisition.

3832 INDIVIDUAL DOCUMENT FOLLOW-UP PROCESSING

1. WHEN REQUIRED. Follow-up on individual documents will be necessary for requisitions appearing on the Manual Follow-up Listing, those having a high priority, and for other requisitions as the need arises.
2. PROCEDURE. In SUADPS-RT, individual document follow-up is accomplished using the BRF query and status processing functions, whereas in RSUPPLY it can be accomplished using supply status functions. The document number and data for the follow-up record will be entered at the terminal by authorized users. The appropriate follow-up record will be written to the Status Output File/Release Outgoing Transactions until review and release processing is completed. Follow-up documents generated in this manner may be output in either automated or message format. This method may also be used to record a follow-up document previously prepared manually and submitted to the supply source. Instructions for the BRF/ART query and status processing functions are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

3833 REQUISITION MODIFIERS

1. GENERAL. In SUADPS-RT, requisition modifiers will be prepared via the BRF query and status functions in the same manner as requisition follow-ups prepared in accordance with paragraph 3832, whereas in RSUPPLY it can be accomplished using the supply status functions.
2. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Requisition modifiers will update the following SUADPS-RT/RSUPPLY files/tables:
 - a. Basic Requisition File/Stock Item Table - the status counter will be updated;
 - b. Requisition Status File/Table - the requisition modifier record will be added to the file/table;
 - c. Suffixed Document Number File/Table - the requisition modifier record will be added to the file/table, if a suffixed document is applicable.

3834 CANCELLATION REQUESTS

1. GENERAL. In SUADPS-RT, requests for cancellation of outstanding requisitions for material no longer required can be generated using the BRF query and Status Processing Functions (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 2), whereas in RSUPPLY it can be accomplished using the supply status functions. Cancellation requests may be prepared on-line by SUADPS-RT/RSUPPLY or they may be prepared manually and then recorded in the SUADPS-RT/RSUPPLY files/tables (see par. 3832).

3835 EXTERNAL MATERIAL OBLIGATION VALIDATION

1. GENERAL. MOV requests will be compared with related requisitions in the Basic Requisition File (BRF) using the SUADPS-RT Technical Research and Evaluation Function or Requisition Query in RSUPPLY. Each outstanding requirement for MOV request received will be validated to determine if the total quantity is still required or if the total or partial quantity can be canceled. Quantities cannot be increased or priorities upgraded in the validation process. Requisitions for DTO maintenance-related material must be verified with the applicable work center to justify cancellation or continuing need for the material.

2. SUADPS-RT/RSUPPLY PROCESSING. Instructions for processing MOV control and request records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2 and Appendix 20 or in RSUPPLY they can be loaded via file transfer using a pre-defined parameter batch number JSS220. In SUADPS-RT, MOV requests may be loaded individually at the terminal or in a batch mode via the Incoming Batch Transaction Subsystem. In RSUPPLY, they can be loaded using the supply status functions. SUADPS-RT/RSUPPLY allows the user to review each document and prepare MOV response records to the supply source. In SUADPS-RT, response records (DI AP1 series) are initially written to the Transaction Holding File, whereas in RSUPPLY they are written to the Release Outgoing Transactions and held until they have been reviewed and released by the External Record Release Function or Release Outgoing Transactions Function. Instructions for reviewing and releasing records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

3836 BASIC REQUISITION FILE (BRF)/ACTIVE REQUISITION TABLE RECORD VISIBILITY

1. BRF/ART RECORD QUERY. Records in the BRF/ART may be viewed individually through the On-line Query Function. Instructions for the use of this capability are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

2. BATCH INQUIRIES. The Batch Inquiry Function allows the user to obtain a printout of multiple specific documents. Batch inquiries may be made against the Basic Requisition File or the Requisition History File. The document numbers may be input by screen or magnetic tape. Screen input is restricted to 25 documents. Tape input is not limited, but the tape must be sorted in document number sequence. This function is to be used when the records to be reviewed are known but are not sequential. Instructions for the Batch Inquiry program are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. The Requisition History File Listing will contain each matching record on the file selected (BRF or RHF) in the format illustrated in Appendix 15.

3. BRF/RHF INQUIRY BY DATE. This function allows the user to obtain requisition printouts for a range of records from either the BRF or RHF. It should be used to view all records on the files between specific dates. The date range specified can be used to select records by either record completion date or document date. Instructions for the BRF/RHF inquiry by date are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. The Requisition History File Listing will contain each matching record on the file selected (BRF or RHF) in the format illustrated in Appendix 15.

4. REQUISITION FILE PRINT. In SUADPS-RT, the Requisition File Print (see sample Appendix 15) Function (DI RFP) provides the capability to produce a listing of records in the Basic Requisition File. The listing can include all records on the file, or it can be limited to specific records by use of the general selector capability (see the SUADPS-RT Support Procedures, Appendix 19). In RSUPPLY, the Requisition Listing of the Logistic Subsystem provides a listing of records based on the parameter selection entered. Instructions for requesting the requisition file print are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6/RSUPPLY Force Level Procedures, Logistic Management Subsystem. The listing will contain detail records from the Basic Requisition File/Active Requisition Table and matching records from the following files/tables:

- a. Repairables Tracking File/Table,
- b. Requisition Status File/Table,
- c. Aviation Maintenance Record File/Table (USIDs C & M),
- d. Surface Maintenance Record File/Table,
- e. Repair of Other Vessels File/Table (USIDs B & T).

3837 EXTENDED MONEY VALUE (EMV) OF DTO REQUISITIONS BY FUND CODE

1. GENERAL. The Extended Money Value Of DTO Requisitions by Fund Code Report (DI 065) lists outstanding DTO requisitions in the BRF and provides money value totals by fund code for each division and department (see sample Appendix 15). The report will be produced whenever there is a requirement to report the money value of outstanding DTO requisitions. It can be used to report the obligation value of outstanding DTO requisitions to Fleet or Type Commanders, as an aid in requisition monitoring, for budget reviews or during periods when operating target amounts are inadequate and cancellation action may be necessary on selected requisitions.

2. PROCEDURES. The Extended Money Value Of DTO Requisitions by Fund Code Report (DI 065) will be requested in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 4. The report may be limited to a specific date range and may be further restricted by using the general selector function explained in the SUADPS-RT Support Procedures, Appendix 19.

3838 GROUP CANCELLATION REQUEST

1. GENERAL. The Group Cancellation Request program (DI 093) or Group Cancellation (JSL303) in RSUPPLY is used to produce cancellation request documents for a group of requisitions specified in the request parameters. This report should be processed monthly when the SAMMA/SAL Report reveals there are outstanding requisitions for allowance type codes 6, 7, or 8.

2. PROCEDURES. The group cancellation request will be initiated in accordance with the instructions contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4 or RSUPPLY Force Level Procedures, Logistic Management Subsystem. The program will select only stock requisitions for items that have been assigned allowance type code 6, 7, or 8 unless one of the following options is selected:

a. Unit Identification Code Option. Selects outstanding requisitions for a specific UIC and may be used with the Julian date range option. This report option will be processed whenever there is a requirement to cancel all or a specific block of requisitions for a particular UIC (e.g., supported unit decommissioned, transferred to a different fleet, or deployed and material is not transshipped).

b. Julian Date Range Option. Selects outstanding requisitions falling between a beginning and ending Julian date. This report option may be used in conjunction with the UIC option when it is desired to request only cancellation of requisitions between specific dates. It may also be used alone if the need arises to request cancellation of a block of requisitions that can be identified by document date.

3. REVIEW AND RELEASE. Output from the group cancellation process will consist of AC__ or AK__ cancellation request or follow-up records and a Group Cancellation Listing (see sample Appendix 15). The listing must be reviewed to ensure the proper requisitions were selected and annotated for any records that are to be changed or canceled. The cancellation request or follow-up document (DI AC__ / AK__) will be output to the Status Holding File/Release Outgoing Transactions and must be reviewed and released using the External Record Release/Release Outgoing Transactions Function explained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

4. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Upon completion of the group cancellation process, the following SUADPS-RT/RSUPPLY files/tables will have been updated:

- a. Basic Requisition File/Active Requisition Table - status counter will be increased by one and the cancellation request date or the follow-up date will be set,
- b. Requisition Status File/Table - the AC _ or AK _ record will be added to the file/table,
- c. Suffixed Document Status File/Table - the DI AC _ or AK _ will be added to the file/table if a suffix code has been assigned to the requisition record.

3839 CANCELLATION REQUEST FOR EXCESS STOCK DUE

1. GENERAL. The Cancellation Request for Excess Stock Dues (DI 045) program or Cancel Excess Stock Dues (JSI203) in RSUPPLY is used to screen the BMF/SIT and identify records that have excess material on order. Cancellation will not be requested for requisitions meeting the following conditions:

- a. Shipping status has been recorded in the BRF/ART,
- b. Cognizance symbol is 9X,
- c. Money value only requisition,
- d. Material is NSA with extended money value less than \$20,
- e. Material is Q COSAL-related,
- f. Excess quantity on order is less than requisition quantity (partial cancellations will not be processed).

- g. Documents with suffixed code (applies to RSUPPLY only).
2. PROCEDURES. Instructions for requesting the Cancellation Request for Excess Stock Dues report are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4/RSUPPLY Force Level Procedures, Inventory Management Subsystem. The report should be produced monthly, immediately after demand history processing has been completed. The following options are available to the user when requesting the report:
- a. Julian Date Range Option - when this option is selected, only requisitions with a Julian date within the dates specified will have cancellation requests produced;
 - b. Include Substitutes Option - when this option is used, substitute records will be included in the excess on order computation;
 - c. Supply Retention Factor Option - this option allows the user to specify a quantity of material that will be subtracted from the excess on order quantity computed by the program.
 - d. General Selector Option - this option allows the user to tailor the report to specific categories of material based on data elements in the BMF or BRF/SIT or ART. In RSUPPLY, the user may select either Non-QCOSAL or QCOSAL, however when selecting QCOSAL, the user must have QCOSAL access.
3. REVIEW AND RELEASE. Output from the Cancellation Request for Excess Stock Dues program will consist of cancellation request or follow-up records (AC _ or AK _) and the Excess Stock Cancellation Request Listing (see sample Appendix 15) of requisitions selected for cancellation. The listing should be used by appropriate supervisors to review and verify the request for cancellation. Review each requisition on the report using the BRF/ART query function. Examine the BRF/ART subrecords to verify the last known holder of the requisition (in order to submit the cancellation request to the correct activity). and to screen out requisitions where the supply system will not honor cancellation requests (AE1-BA status; AE1-B7, B8, B9, BV status; AS1/AB1; overage AK1 status). Documents to be deleted from the report should be lined out with an explanation annotated on the report. The DI AC _ or AK _ records will be output to the Status Holding File/Release Outgoing Transactions and must be reviewed and released using the External Record Release/Release Outgoing Transactions Function explained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.
4. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. The following SUADPS-RT/RSUPPLY files will be updated upon completion of the Cancellation Request for Excess Stock Due Function:
- a. Basic Requisition File/Active Requisition Table - the status counter will be updated and the cancellation request date or follow-up date will be set,
 - b. Requisition Status File/Table - the AC _ or AK _ record will be added to the file/table,
 - c. Suffixed Document Status File/Table - the AC _ or AK._ record will be added to this file/table if a suffix code has been assigned to the requisition by the supply system.

3840 SUADPS-RT MATERIAL OBLIGATION VALIDATION (INTERNAL)

1. GENERAL. The Material Obligation Validation (MOV) Function (DI 056) provides supply managers and supervisors the means to review outstanding requisitions and is used to manage a BRF monitoring program. Detail Listing of individual requisition records or matrix summary reports may be obtained for selected categories. There are nine primary selection options and six additional suboptions. In addition, the general selector may be used (see the SUADPS-RT Support Procedures, Appendix 19).
2. PROCEDURES. Instructions for requesting the MOV reports are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4. The following options produce records from the BRF and related files:
 - a. Option 1 - All outstanding requisitions listed in NIIN sequence. This option should be requested periodically as needed to provide storage personnel with a cross-reference of material due by NIIN.
 - b. Option 2 - All outstanding requisitions with overage shipping status. This option should be requested whenever a matrix summary report (Option 8) without detail records indicates that there are requisitions on the BRF with overage shipping status.
 - c. Option 3 - All outstanding requisitions with no status or only AF _ or AT _ follow-up status. This option should be requested monthly to ensure the continuing validity of outstanding requisitions.
 - d. Option 4 - All outstanding requisitions with cancellation request status. This option should be requested whenever a matrix summary report without detail records indicates a need to review requisition records with cancellation requests pending.
 - e. Option 5 - All outstanding DTO requisitions without shipping status. This option should be requested at least quarterly with the sort output by document number option (subpar. j. below) as an aid in verifying the continuing need for outstanding DTO material. For best results, it is suggested that this report be scheduled just prior to scheduled ICP MOV cycles.
 - f. Option 6 - All outstanding requisitions by Julian date range. This option may be used as required when there is a need to list requisitions between specific Julian dates. This capability is also provided by the Requisition File Print Function (par. 3836-4) in a more detailed format. The function to be used will be determined by the needs of the individual user.
 - g. Option 7 - Matrix summary of all outstanding aged requisitions. This option should be requested at least monthly. Preferably, they will be produced at the end of a month prior to the SUADPS-RT scheduling conference. Statistics from the matrix reports can be used to determine which detail reports may be required the following month.
 - h. Option 8 - Matrix summary of all outstanding stock requisitions with shipment status. This option should be requested at least monthly. Preferably, they will be produced at the end of a month prior to the SUADPS-RT scheduling conference. Statistics from the matrix reports can be used to determine which detail reports may be required the following month.
 - i. Option 9 - Matrix summary of all outstanding stock requisitions with cancellation request status. This option should be requested at least monthly. Preferably, they will be produced at the end of a month prior to the SUADPS-RT scheduling conference. Statistics from the matrix

reports can be used to determine which detail reports may be required the following month.

- j. Sort output by document number within division or department code (may be used with options 2, 3, 4, 5, and 6).
- k. Add number of days to estimated shipping date (may be used with options 2, 3, and 4).
- l. Stock/DTO only selection (may be used with option 7 only).
- m. Print Basic BRF record and all related records from associated files (used with option 8 and 9 only).

3. REVIEW. The detail reports produced by the MOV function may be used in conjunction with the BRF query and process status functions to review individual requisitions and prepare appropriate status documents (DI AF_/AT_/AC_/AK_). The NIIN Listing of Outstanding Requisitions should be provided to receiving personnel. It can be especially useful in identifying applicable requisitions when material is received without accompanying receipt invoices. The matrix reports are to be used for obtaining category totals for reporting to applicable Type Commanders, ascertaining the overall condition of the Basic Requisition file, and as an aid in determining other BRF monitoring reports to be produced (see Appendix 15 for sample reports).

3841 RSUPPLY REQUISITIONS LISTING PROCESSING

1. GENERAL. The Requisitions Listing Function provides supply managers and supervisors the means to review outstanding requisitions and is used to manage a SIT monitoring program. Detail Listing of individual requisition records or matrix summary reports may be obtained for selected categories.

2. PROCEDURES. Instructions for requesting the Requisitions Listing are contained in the RSUPPLY Force Level Procedures, Logistic Management Subsystem. The following categories and options may be utilized to tailor the type of output required.

- a. Options.
 - (1) Non-QCOSAL – This option selects transaction other than QCOSAL.
 - (2) QCOSAL – This option selects QCOSAL transaction only.
- b. Type.
 - (1) Outstanding – This option selects all requisitions not completed by receipt or cancellation.
 - (2) Completed – This option selects all requisitions that have been completed.
 - (3) MOV – This option selects all outstanding Material Obligation Validation (MOV) requisitions.
- c. Designate Material.
 - (1) Non-Repairables – This option selects all material without an MCC of D,E,G,H,Q, or X.
 - (2) Repairables – This option selects all material with an MCC of E,G,H,Q or X.

- (3) Field Level Repairables – This option selects all material with an MCC of D.
- d. Specify.
 - (1) DTOs – This selection specify requisitions ordered by an organization other than stock.
 - (2) NAVSEA – This selection specify requisitions for initial outfitting.
 - (3) TYCOM – This selection specify requisitions funded by the Type Commander (that is, non-NWCF and non-initial outfitting).
 - (4) MVOs – This selection specify requisitions for money value only (open purchase).
 - (5) UICs – This selection specify requisitions for specific UIC.
- e. Optional. This box allows you to further refine the type(s) of requisitions to appear in your report. Selection is not mandatory but you can select any combination of the displayed options.
 - (1) JCNs – Displays Open/Closed selections. Open option displays requisition for which the Job Control Number is in open state on CSMP. Closed option displays requisition for which the Job Control Number is closed on the CSMP.
 - (2) Date Serial Range – Displays the Date/Serial Number Range box for additional input. Enter the Date/Serial Number Range.
 - (3) NIIN Range – Displays the selection by NIIN Range. Enter NIIN range.
 - (4) Priority Range – Displays the selection by Priority Range. Enter Priority range.
 - (5) Departments – Displays the selection by Department. Select the Department.
 - (6) Divisions – Displays the selection by Division. Select the Division.
 - (7) Work Centers – Displays the selection by Work Centers. Select the Work Centers.
 - (8) Fund Codes – Displays the selection by Fund Codes. Select the Fund Code.
 - (9) Cogs – Displays the selection by Cog. Select the cog.
 - (10) Project Codes – Displays the selection by Project Codes. Enter the Project Code.
 - (11) Days Plus – Enter number of days to establish cutoff date to determine transaction eligibility.
 - (12) ATCs – Displays the selection by ATC. Select the ATC.
- f. Display.
 - (1) Latest Status – This option selects the latest status only.
 - (2) All Status – This option selects all status.
- g. Status.
 - (1) No Status – Output will display requisitions that have not received supply status.
 - (2) Shipping Status (AS,AB,AU) – Output will display requisitions that AS,AB,AU has been received.

(3) Cancellation Status (AC,AK) – Output will display requisitions where AC or AK has been submitted.

(4) Supply Status (AE) – Displays the selection by Supply Status. Select the status code.

(5) Expired ESD – Output will display requisitions that the Estimated Shipping Date has passed.

h. Sort By.

(1) Doc Nbr – Output will be in document number sequence.

(2) NIIN – Output will be in NIIN sequence.

3. REVIEW. The detail reports produced by the Requisition Listing Function may be used in conjunction with the ART query and process status functions to review individual requisitions and prepare appropriate status documents (DI AF_/AT_/AC_/AK_). The NIIN Listing of Outstanding Requisitions should be provided to receiving personnel. It can be especially useful in identifying applicable requisitions when material is received without accompanying receipt invoices. The matrix reports are to be used for obtaining category totals for reporting to applicable Type Commanders, ascertaining the overall condition of the Active Requisition Table and as an aid in determining other ART monitoring reports to be produced.

3842 REQUISITION HISTORY PROCESSING

1. GENERAL. Requisition history processing is used to move completed requisitions from the BRF to the Requisition History File (RHF) (maintained on magnetic tape) and to delete records from the Requisition History File.

2. PROCEDURES. Instructions for requesting Requisition History File processing are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. Requisition history file processing should be accomplished on a monthly basis in order to prevent the files from becoming overly large. The following options are available:

a. Move BRF records to RHF Option. This option will move requisitions that have been completed for 90 days or more from the BRF to the RHF. If the requisition COG equals 99, the record will only be moved to the RHF if the record is for a prior fiscal year and has been completed for 270 days (all current fiscal year cognizance symbol 99 requisitions will remain on the BRF whether completed or outstanding). Records added to the RHF will be composed of data from the following files:

(1) Basic Requisition File. Records are copied and become the basic record in the RHF. The record is deleted from the BRF.

(2) Requisition Status File/Suffixed Document Status File. Records related to receipts, obligation adjustments, and supply or shipment status are copied to the RHF and deleted from the RSF and SDF.

(3) Repair of Other Vessels File. Records are added to the RHF and deleted from the ROV file.

(4) Repairables Tracking File. Records will be copied and added to the RHF, however, they will also remain in the RTF.

b. Delete RHF Records Option. When this option is selected, RHF records that have been completed for three years or more will be deleted from the file.

c. Restart RHF File Option. Except in unusual circumstances, this option should not be used since all records from previous requisition history files may not be available for SUADPS-RT Processing or will require multiple runs of some functions. It is suggested the RHF only be restarted as directed by SPAWARSCEN.

d. Print Option. A listing of records added to or deleted from the Requisition History File may be produced. It is recommended that the Print Option be used any time records are deleted from the RHF.

e. General Selector Option. This option allows the user to restrict processing to select only specified records based on BRF or RHF data elements. See the SUADPS-RT Support Procedures, Appendix 19 for instructions concerning the use of the General Selector.

3. REVIEW. When a printed report is not requested, the only output from this process is updated computer files. If the Requisition File Print is produced (see sample Appendix 15), it should be reviewed to verify that only those records specified were added to or deleted from the RHF. No other action is necessary by supply personnel.

3843 ORDER AND SHIPPING TIME ANALYSIS REPORT (OSTAR) AND OUTSTANDING REQUISITION ANALYSIS LISTING (ORAL)

1. GENERAL. This function provides the capability to produce a printed report displaying shipping time periods for completed requisitions (OSTAR) or a listing of outstanding requisitions with or without shipping status (ORAL).

2. PROCEDURES. Instructions for requesting the OSTAR and ORAL reports are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4. The general selector may be used with both the OSTAR and ORAL to tailor the reports.

a. OSTAR. The OSTAR option should be requested periodically as desired by the Supply Officer or as directed by other authority. The following options are available:

(1) Routing Identifier Option. This option allows the report to be produced based on the routing identifier specified in the requisition or the receipt transaction. Up to five routing identifiers may be included or excluded.

(2) Stock/DTO Option. The report may be produced for stock only, DTO only, or both stock and DTO.

(3) Sequence Data Element Option. The data element option specifies the BRF data element by which the report will be sequenced. The report may be requested by cognizance symbol, project code, or routing identifier.

(4) Date Option. This option determines whether the report will be based on requisition date or BRF completion date. Also, a specific range of Julian dates may be used to limit the records to be included.

(5) BRF/RHF Option. The report may be based on records in the Basic Requisition File or the Requisition History File.

b. ORAL. The ORAL option (see sample Appendix 15) may be requested monthly as part of the continuing requisition file monitoring program. This report provides information that may be duplicated by other report (e.g., MOV reports, BRF print); therefore, the decision as to which report format is most useful should be decided at the monthly scheduling meeting. The following options are available:

(1) Stock/DTO Option. The report may be produced for stock requisitions, DTO requisitions, or both.

(2) Outstanding/Shipping Status Option. This option determines whether the report will be based on the number of days the requisition has been outstanding, the number of days past the estimated shipping date, or records with a cancellation request recorded.

3. REVIEW.

a. OSTAR. The OSTAR report (see sample Appendix 15) consists of a printed report in two parts. Part one is sequenced by issued group with data element, and part two is sequenced by data element within issue group. Summary totals are provided for data elements and all requisitions included in the report. The OSTAR report should be reviewed with emphasis placed on specific groups or categories of requisitions with long order and shipping times. Individual requisitions and NSNs involved must be identified using the Requisition Print Function. After identification, the BMF file should be updated with an OST factor consistent with past shipping experience.

b. ORAL. Requisitions appearing on the ORAL report will be reviewed using the BRF query and process status functions when there is no overdue status recorded. When the records selected were based on days past estimated shipping date, action will be taken in accordance with paragraph 3532 for overdue receipts.

3844 REQUISITION RESPONSE TIME MANAGEMENT INFORMATION SYSTEM (RRTMIS) REPORT

1. GENERAL. NAVSUP requires that all MFCS activities submit a tape monthly, after the Monthly Financial Report processing has been completed, to the Navy Supply Information Systems Activity (formerly FMSO) containing a record of all requisitions that have had a receipt process. This tape is used as input to the Requisition Response Time Management Information System (RRTMIS) which measures the supply system's ability to respond to the material needs of the fleet.

2. PROCEDURES. Instructions for requesting the RRTMIS Report are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 4. The only output from the RRTMIS report process will be a magnetic tape. The RRTMIS tape will be properly packaged, labeled, and mailed to NAVSISA at the following address:

Commanding Officer,
Navy Supply Information Systems Activity
System Response Division (Code 931)
Mechanicsburg, PA 17055

3845 UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) REPORT

1. GENERAL. The UMMIPS Report (see sample Appendix 15) required by par. 3048-2a(6) will be produced automatically as part of the SUADPS-RT financial reports processing (see SUADPS-RT Support Procedures, Appendix 18). The report will be submitted to the Commanding Officer for review and will be retained on file for a period of one year. The values for this report are obtained from the UMMIPS Statistics File which is updated as part of requisition financial processing.

3846 DELETING BASIC REQUISITION RECORDS

1. GENERAL. The requisition delete function (DI 90R) provides the user with the capability to remove completed requisitions from the BRF and the following associated files:

- a. Requisition Status File,
- b. Suffixed Document Status File,
- c. Aviation Maintenance Record File (USIDs C & M only),
- d. Surface Maintenance Record File,
- e. Repair of Other Vessels File (USIDs B & T only).

Records will normally be deleted in this manner in order to process a duplicated document number or to accomplish corrections recommended by SPAWARSYSCEN or other competent authority. Instructions for requesting the Requisition Delete Function are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4. A Requisition Printout (see sample Appendix 15) will be produced for each record deleted from the BRF and associated files. It should be retained on file for a period of two years or as directed by Type Commander instruction.

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 4

MATERIAL RECEIPT, CUSTODY, AND STOWAGE

Part A: MATERIAL RECEIPT

Section I: INTRODUCTION

4000 GENERAL

The receipt process involves the identification, stowage, issuance, and recording of NSA and APA material previously requisitioned or purchased and sent to the activity. As an integral part of the supply process, received material must be properly identified, stowed (if stock), issued (if DTO), and recorded on the stock records in a timely fashion.

4001 RESPONSIBILITIES

1. **SUPPLY OFFICER.** The Supply Officer is responsible for the receipt, identification, inspection, and distribution of all incoming stores with the exception of medical supplies (except on CLF ships), Marine Corps stores, bulk petroleum products, and ammunition. The Supply Officer also is responsible for the processing of receipt papers and all associated documents. The Supply Officer will delegate the responsibility for physical receipt of incoming stores for which they are held responsible (except for ships store stock and food items) to the leading storeroom storekeeper who should be screened in accordance with par. 1106.
2. **LEADING STOREROOM STOREKEEPER.** The leading storeroom storekeeper will ensure that incoming material is receipted, identified, inspected, sorted, and distributed to the appropriate supply department storerooms or to other departments when the material is marked for direct turnover (DTO). The leading storeroom storekeeper also will ensure that receipt documents are properly annotated and distributed for further processing. If the leading storeroom storekeeper is absent or incapacitated during normal working hours, the next senior storeroom storekeeper will assume their duties. In the performance of their duties, the storekeeper who has been delegated the responsibility for receiving incoming stores will exercise direction over other storekeepers and over working parties handling these stores.
3. **DUTY STOREKEEPER.** The duty storekeeper will ensure that material delivered after normal working hours, on weekends, or on holidays is received, identified, inspected, and placed in the designated receiving section, or turned over to the appropriate department if the receipt document is marked for direct turnover (DTO). The duty storekeeper will ensure that receipt documents are properly annotated and given to the leading storeroom storekeeper the following workday.

4002 REIMBURSEMENT

Receipts with reimbursement are those for which Navy Department funds will be expended to the credit of the department from which the material was received. A receipt, with the signature of the receiving Supply Officer, will be furnished to the transferring department. The invoice, or other document substantiating the receipt, will be priced, extended, totaled, and will show the authority for the transfer. All receipts from government departments will be subject to reimbursement with the exception of receipts from the Army or the Coast Guard, outside the United States, limited to surplus military stores, supplies, and equipment of every character, including real estate.

Section II: METHODS OF DELIVERY

4045 DIRECT DELIVERY

The receipt of material or services from a government or commercial source and acceptance by a ship, squadron, or group representative at either the point of delivery or source of supply is known as direct delivery. After receipt has been acknowledged, material is owned by the Navy Department and services will be considered satisfactory (excluding noted discrepancies). The Supply Officer must establish procedures to ensure that only authorized personnel pick up, receive, or sign for material and services.

4046 FREIGHT

All commercial and government deliveries shipped under a bill of lading will be classified as freight. Material transshipped from a government source will also be classified as freight when deliveries are combined and shipped via the DOD transportation system. Freight can be received in the United States, foreign ports, and during underway replenishment.

4047 MAIL

Small items will often be received via the U.S. Postal Service, including letters and packages sent via the various postal programs (First Class, MOM, etc.). Both government and commercial sources often require a receipt signature, and receiving section personnel will normally be authorized to pick up and sign for postal deliveries. The Supply Officer will be responsible for establishing and maintaining a list of personnel authorized to receive official mail.

4048 MODE OF SHIPMENT CODES

The mode of shipment code is an alphabetic or numeric character which identifies the initial method of movement by the shipper (see Appendix 5). The mode of shipment code will appear in Card Column 77 in shipment status transactions. See par. 3511 for explanation of shipment status formats.

Section III: PREPARATION FOR RECEIPT OF MATERIAL**4065 INTRODUCTION**

1. **GENERAL.** The procedures contained in this section will provide the Supply Officer with the guidelines necessary to prepare to physically receive material. The Supply Officer and receiving personnel must be flexible and adjust to conditions which necessitate changing procedures. The purpose of preparing for receipt is to ensure timely and accurate receipt processing and material distribution.

2. **SAFETY.** The most important part of any supply operation is ensuring the safety of personnel involved. It is the Supply Officer's responsibility to ensure the following is observed:

- a. Personnel will be properly equipped to work (safety shoes, gloves, hard hats, etc.);
- b. Personnel will be qualified to operate equipment;
- c. Personnel will be knowledgeable of emergency procedures.

4066 IN UNITED STATES PORTS

1. **SCHEDULING AND TIMING.** In order to facilitate effective planning of departmental and shipboard work, the Supply Officer will coordinate the scheduling of shipboard receipt between the shipping activity and the inport routine and operating schedule of the ship. Arrangements will be made to receive stores during normal working hours whenever practicable, and well in advance of anticipated ship movement. If working party assistance from other departments will be required to load stores, the Executive Officer must be informed of the Supply Officer's intentions prior to his making a delivery commitment. When the material to be received is considered classified or accountable, the Supply Officer will coordinate the security arrangements necessary for delivery.

2. **TRANSPORTATION.** In scheduling deliveries from a supply activity, arrangements will be made with transportation personnel in the material department of the activity. This department normally will provide transportation to deliver the stores to the ship. In the event that conflicting delivery schedules occur between the ship and the supply activity, other arrangements for delivery of the stores become the responsibility of the Supply Officer of the ship involved. The Supply Officer can elect to use vehicles and/or boats from their ship or they can make arrangements with the base motor pool and/or fleet boat pool for temporary use of their equipment.

3. **LABORSAVING EQUIPMENT.** Special arrangements often can be made with the supporting supply activity to provide the ship with laborsaving equipment, such as mobile cranes, forklift trucks, and skate wheel conveyors when the use of such equipment is warranted by the amount of stores expected or other circumstances.

4. SHIP LEAVING PORT. Before leaving port, the Supply Officer shall make reasonable efforts to have all orders for supplies or services delivered. When purchase is made by a supporting contracting activity ashore, contact that contracting activity for assistance. Do not cancel or otherwise modify orders issued by an ashore contracting office. The following procedures apply to purchases made using the ship's contracting authority. The Contracting Officer generally will either cancel unfilled orders or make firm arrangements with the vendors for shipment; either of which requires a modification as described in NAVSUPINST 4200.85(series), Chapter 6.

a. Purchases While in CONUS. When leaving port without the ordered supplies or services, the ship's Contracting Officer's options are:

(1) Cancel the order. Make contact with the contractor to determine if the Delivery/Task Order, purchase order or BPA call can be canceled at no cost to the Government. If so, cancel the order using the procedures in NAVSUPINST 4200.85(series), Chapter 6.

(2) Mailable Material. If the material is mailable, have the supplier mail the order to the ship. An administrative modification should be issued to change the delivery address to a mailing address.

(3) Material Not Mailable. If the order is not mailable, and there is not sufficient time for delivery, arrange to have the order delivered to the nearest supply activity for transshipment. Instruct the supplier to mark the packages with the following information:

TCN/Req No. _____ TAC _____

IDTC No./PO No./BPA No. _____

DO/Call No. _____ Issue Group _____

b. Purchases in Foreign Ports. Prior to entering into a purchase agreement, the Supply Officer will ensure that the supplier can deliver the supplies or services and bill while the ship is in port. If the supplies or services have been accepted and the bill has not been submitted, the Supply Officer shall:

(1) contact the supplier to request that the bill be submitted.

(2) if the bill is not presented before the ship departs, arrange for a local shore activity, Naval Attaché, Naval Observer, or consular office to make the payment. At least three copies of the delivery/purchase order with evidence of receipt and acceptance must be provided to the paying office.

(3) if local paying arrangements cannot be made, inform the supplier that prompt payment will be made upon receipt of the invoices in the mail.

(4) send contractor an administrative change to modify the "mail invoices to" and/or "payment shall be made by" address, if applicable.

c. Supplies Not Delivered. If supplies will not be delivered by the required delivery date (RDD), cancel the order (see NAVSUPINST 4200.85 (series)).

d. Ship's Early Departure. If the ship departs early (ahead of RDD), make payment, have supplies delivered to the local shore activity and arrange for transshipment.

4067 IN FOREIGN PORTS

Ships at anchor or moored in foreign ports normally are replenished from ships of the Combat Logistics Forces (CLF) and United States military installations. Inport replenishment (INREP) from a CLF ship or military installation in a foreign port involves planning similar to receipt of material when in United States ports except that the receiving ship may be required to provide transportation for the stores requested.

4068 AT SEA

1. GENERAL. When deployed, ships are replenished at sea from ships of the Combat Logistics Forces (CLF) via "underway replenishment" (UNREP). Requisitions to CLF ships are submitted in advance of the replenishment by electronic mail, message, or other specified means. Material is transferred either by highline (CONREP) while the ships involved are steaming on parallel courses or by vertical replenishment (VERTREP) whereby helicopters lift "net loads" of material from the deck of the fleet issue ship and deposit it on the deck of the receiving ship.

2. PROCEDURE. Stores generally are received aboard too rapidly to permit taking a count at the net load drop point. The following procedures are recommended to accomplish a smooth functioning replenishment with an accurate item count:

a. Prior to the replenishment, assign personnel to specific tasks in the replenishment operation; whenever possible, have personnel from other departments work under the supervision of their own petty officers; in successive replenishment, see that personnel assignments are as consistent as practicable.

b. Develop traffic flow patterns in advance of the replenishment to prevent "jam ups" of material and personnel.

c. Station responsible petty officers at various locations in the traffic flow pattern to insure expeditious handling of stores and to minimize the possibility of material loss.

d. Do not attempt to count items received at the "drop point"; instead, record receipts at the last convenient point prior to actual entry into the destination storeroom; use experienced storekeepers to act as "checkers" recording these receipts.

Part B: RECEIPT DOCUMENTATION

Section I: TYPES OF RECEIPTS

4110 INTRODUCTION

1. GENERAL. Material received aboard ship is accompanied with a variety of receipt papers depending upon the manner in which the material was requested, the issuing activity, and the modes of transportation used in delivery. Prior to actual receipt various other documents may be received indicating notice of material procurement, inspection, movement, and billing. Particular circumstances will dictate what documents will be received with a given commodity. The following identifies sources of supply and the type of receipt documentation normally received:

- a. Receipts From Purchase - DD Form 1155 and in most cases a copy of the document used for the procurement.
- b. Receipts From Ashore Supply Activities - three copies of a DD Form 1348-1A.
- c. Receipts From CLF Ships - an ADP list of all the items replenished, as well as a DD Form 1348 for each item.
- d. Receipts From Afloat Units Other Than CLF - three copies of a DD Form 1348-1A for each item furnished, or the white copy of each DD Form 1348 or NAVSUP Form 1250-1 that is submitted as a requisition document.
- e. Receipts From Ships Store Or Retail Clothing - DD Form 1149.
- f. Receipts From the Marine Corps - DD Form 1149 or DD Form 1348-1A.
- g. Receipts From DLA/GSA - DD Form 1348-1A.

2. PUSH MATERIAL. Occasionally, equipment and repair parts will be automatically shipped to an activity in support of configuration and load list changes and TYCOM or ICP identified deficiencies. In these cases, the receiving activity will be sent advance notice of shipments and will establish outstanding requisitions to monitor material receipt and record due-in quantities.

- a. For SUADPS-RT activities, if an outstanding requisition is not established, push material will be processed using a W override Code (see par. 4806-3).
- b. For RSUPPLY activities, if an outstanding requisition is not established, push material will be processed as NAVSEA OPN or New Construction receipt capitalization into Navy Working Capital Fund (NWCF) material.

3. PROCESSING RECEIPTS. Although there are a variety of receipt forms, the general pattern for processing a receipt will be:

- a. Determining which type of receipt inspection is required;
- b. Determining if special handling is required;

Material Receipt, Custody and Stowage

4114

- c. Annotating the receipt document with date and quantity received, receipt signatures, and discrepancies noted during receipt;
- d. Forwarding the receipt for further processing.

4114 ISSUE/RECEIPT RELEASE DOCUMENT (IRRD) (DD FORM 1348-1A)

1. GENERAL. The DD Form 1348-1A supersedes the DD Form 1348-1. The IRRD is designed to be used with Shipboard scanner equipment as described in pars 4900-4903. Receipts from shore activities and automated afloat units may be accomplished on a IRRD and completed as follows (see sample below):

- a. The quantity will be circled unless the quantity received is different from that indicated on the DD Form 1348-1A, then the original quantity will be lined out and the correct quantity entered immediately above the original and circled.
- b. The date received and signature will be entered in blocks 22 and 23.
- c. Security and Material Control Code information is contained in the lower left portion of the IRRD and will be used to ensure proper receipt processing. Receiving personnel will be familiar with both MILSTRIP and local management coding and command instructions for controlled items.

ISSUE/RECEIPT RELEASE DOCUMENT (IRRD) (DD FORM 1348-1A)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
COD	FRM	M	N	U	Q	S	A	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I	C	M	D	P	R	O	C	L	O	D	R	I

4115 MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

1. GENERAL. The DD Form 250 (see sample on following page) will be used to verify material inspection and acceptance for items transported directly from a contractor. The DD Form 250 is a multipurpose document which serves principally to provide evidence of inspection or acceptance at either the material source or its destination, and to substantiate contract payments. Receipts for material received on a DD Form 250 must be processed quickly to ensure application of the discount terms indicated in block 5. This type of material will usually be expensive and expedited processing can result in a reduced cost to the government.

2. ACCEPTANCE AT DESTINATION (CODE D). If acceptance at destination (code D) has been indicated in block 8 and block 21B indicates Contract Quality Assurance (CQA) and Acceptance, receiving personnel will contact a qualified technician from the ordering department. The technician will inspect and certify material acceptability in block 21B (a full inspection may take a few days).

a. Block 17 Quantity ship/rec'd. If the acceptable quantity received is the same as the quantity shipped, a check mark (✓) will be entered in block 17 "Quantity ship/rec'd". If the quantity received is different than the quantity indicated or the material is damaged, the quantity in column 17 must be lined out and the quantity received in good condition entered and circled. An explanation of the differences (i.e. only 1 received, 1 unit broken, etc.) will be written directly below the adjusted quantity.

b. Block 21 Contract Quality Assurance (CQA). The "CQA" and "Acceptance" blocks will be checked and attested in blocks 21A "Origin" and 21B "Destination", in accordance with terms of the contract as follows:

(1) When inspection and acceptance are at origin, block 21A will be completed at origin by the quality assurance representative and block 21B will be left blank.

(2) When inspection is at origin and acceptance is at destination, block 21A "CQA" will be completed at origin, and block 21B "Acceptance" will be completed by the receiving activity.

(3) When inspection and acceptance are at destination, block 21A "Origin" will be blank. Block 21B "CQA" and "Acceptance" will be completed by the receiving activity.

(4) When the contract administration office gives the contractor authorization in writing to inspect and release supplies for shipment, completion of "CQA" in block 21 of the DD Form 250 is not necessary if an appropriate contractor's certification is typed or stamped and signed on each copy of the DD Form 250 to the effect that material was inspected by the contractor or his subcontractor and that it meets prescribed quality standards. However, acceptance must be acknowledged in block 21A or block 21B, as appropriate. When acceptance is at destination, submission of a completed copy of the DD Form 250 to the paying office is required.

c. Block 22 Receivers Use. Signature of the receiver and the actual date of receipt on board will be entered in block 22 "Receivers' use" of the DD Form 250.

3. ACCEPTANCE AT SOURCE (CODE S). If acceptance code S (source) has been indicated in block 8 and block 21A has been completed for CQA and Acceptance, receiving personnel will only need to certify the quantity received in block 22.

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Material Receipt, Custody and Stowage

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MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248	
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</p>							
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO		ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF	8. ACCEPTANCE POINT
GS-00S-56301		N0017105FC124				1 1	D
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L	5. DISCOUNT TERMS				
KW00001	6/15/2005		1/2 OF 1% -20 days				
9. PRIME CONTRACTOR CODE		DISCOUNT APPLICABLE- EXPEDITE ACCEPTANCE AND FORWARDING OF RECEIPTED COPY TO PAYING OFFICE		10. ADMINISTERED BY		ACCEPTANCE POINT D - DESTINATION S - SOURCE	
K.W. BATTERY COMPANY 3555 HOWARD STREET SMOKIE, ILLINOIS 66076				DCASR-CHICAGO O'HARE INT'L AIRPORT P.O. BOX 66475 CHICAGO, ILLINOIS 60666			
11. SHIPPED FROM (if other than 9) CODE				12. PAYMENT WILL BE MADE BY		DISCREPANCY REPORTED BY STANDARD FORM 364 TO CONTRACTING ACTIVITY	
				DCASR-CHICAGO O'HARE INT'L AIRPORT P.O. BOX 66475 CHICAGO, ILLINOIS 60666			
13. SHIPPED TO CODE		N00189		14. MARKED FOR CODE		V20115	
RECEIVING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER NORFOLK VIRGINIA 23511				SUPPLY OFFICER USS JOHN PAUL JONES (DDG-32) FPO AE 09664-8794			
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION		17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
	(Indicate number of shipping containers - type of container - container number.)			SHIP/REC'D*			
00001	MFG P/N A-5685-38 FN-11 BATTERY STORAGE, WET AND CHARGED 1 SKID (2 BOXES) REQN V20115-6200-C317	INDICATES 1 RECEIVED IN GOOD CONDITION; 1 DAMAGED		2	EA	\$214.35	\$428.70
				DISCOUNT-EXPEDITE			
21. CONTRACT QUALITY ASSURANCE				22. RECEIVER'S USE			
a. ORIGIN		b. DESTINATION		Quantities shown in column 17 were received in apparent good condition except as noted.			
<input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		<input checked="" type="checkbox"/> CQA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		2005JUN06 <i>I.M. Good</i> DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
DATE: _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____		DATE: 2005JUN06 SIGNATURE: <i>John C. Smith</i> TYPED NAME: John C. Smith TITLE: EM2 (A), USN MAILING ADDRESS: USS JOHN PAUL JONES (DDG-32) FPO AE 09664-8794 COMMERCIAL TELEPHONE NUMBER: 757-443-0001		MAILING ADDRESS: USS JOHN PAUL JONES (DDG-32) FPO AE 09664-8794 COMMERCIAL TELEPHONE NUMBER: 757-443-1000 RECEIVED BY THE GOVERNMENT IN THE WORK OF THE GOVERNMENT			
23. CONTRACTOR USE ONLY				RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ONBOARD			
COMPLETED BY AUTHORIZED GOVERNMENT REPRESENTATIVE - USUALLY A QUALIFIED TECHNICAL PERSON IN USING DEPARTMENT							

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

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Material Receipt, Custody and Stowage

4116 DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) (DD FORM 1348)

The DD Form 1348 (6 part) generally will be used both as a requisition and receipt document for most materials transferred between nonautomated ships. Receipt for such transfers, when required by the issuing ship, will be acknowledged in the white copy of the DD Form 1348 that accompanies the material (see par. 5037). Receipt acknowledgment is always required in the requisitioners' hardback copy of the DD Form 1348 before it is placed in the material completed file. Receipt in the white copy and/or hardback copy of the DD Form 1348 will be indicated by circling the quantity received and accepted, and by a receipt date and signature in the "Remarks" field (see sample below).

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) (DD FORM 1348)

DOC. IDENT.	ROUT. IDENT.	M & S	FSC	NIN	ADD	UNIT OF ISSUE	QUANTITY	SERV	REQUISITIONER	DATE	SERIAL	D	M	SERV	SUPPLEMENTARY ADDRESS	S	H	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT																																																								
SEND TO: R04462 USS EDSON (DD-946)													REQUISITION IS FROM: R52192 USS JOHN PAUL JONES (DDG-32)																																																																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X																																																								
DOC. IDENT.	ROUT. IDENT.	M & S	FSC	NIN	ADD	UNIT OF ISSUE	QUANTITY	SERV	REQUISITIONER	DATE	SERIAL	D	M	SERV	SUPPLEMENTARY ADDRESS	S	H	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT																																																								
1	2	3	4	5	6	44	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29																																												
TRANSISTOR	A	Ø	A	Ø	Ø	Ø	5	9	6	1	Ø	Ø	Ø	5	4	4	1	4	1	1	E	A	Ø	Ø	Ø	Ø	2																																																				
SERV	REQUISITIONER	DATE	SERIAL	DEM. AND	SERV	SUPPLEMENTARY ADDRESS	SIG	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X																																																							
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51																																																										
R	5	2	1	9	2	6	1	2	Ø	2	7	8	2	R	Y	N	O	E	Ø	1	A																																																										
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	STATUS DATA	DOC. IDENT.	SUFF	EST. AVAIL. DATE	STATUS	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V																																																							
52	53	54	55	56	57	58	59	60	61	62	63	64	65	66																																																																	
N	R	9	N	E	K	5	Ø	6	1	2	3	44	62	63	64	65	66																																																														
ADVICE	RI - TO	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																
5	G	U/P 1.40	T/P 2.80																																																																												
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																
DOC. IDENT.	ROUT. IDENT.	M & S	FSC	NIN	ADD	UNIT OF ISSUE	QUANTITY	SERV	REQUISITIONER	DATE	SERIAL	D	M	SERV	SUPPLEMENTARY ADDRESS	S	H	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT																																																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

4119 REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

The DD Form 1149 normally is used to requisition only the types of material and service specified in par. 3022 or par. 3031. When receiving material on a DD Form 1149, technical inspection by the ordering department will be accomplished if required. After technical acceptance, receiving personnel will complete the receipt by the following actions:

- a. When a DD Form 1149 submitted as a requisition is also used to invoice the material or services requested, the quantity furnished will be entered in column (e). The recipient of the material or services invoiced on a DD Form 1149 will indicate receipt by circling the quantity in column (e). If column (e) indicates no quantity, or an incorrect quantity, the quantity actually received will be entered in column (e) and circled.
- b. Enter the receipt date and signature in the lower portion of the columns (c)-(h), but not over any existing information.

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Material Receipt, Custody and Stowage

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REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

SHIPPING CONTAINER TALLY											
REQUISITION AND INVOICE/SHIPPING DOCUMENT											
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>											
1. FROM: (Include ZIP Code)					SHEET NO.		NO. OF SHEETS		5. REQUISITION DATE	8. REQUISITION NUMBER	
R52192 USS JOHN PAUL JONES (DDG-32)									29 APR 2005	R52192-5120-	
2. TO: (Include ZIP Code)					7. DATE MATERIAL REQUIRED (YYYYMMDD)				8. PRIORITY		
R04462 USS EDSON (DD-946)					29 APR 2005				05		
3. SHIP TO - MARK FOR					9. AUTHORITY OR PURPOSE						
					10. SIGNATURE				11a. VOUCHER NUMBER & DATE (YYYYMMDD)		
					I. L. GARNER, LT, SC, USN				R04462-5120-0023		
					12. DATE SHIPPED (YYYYMMDD)				14. BILL OF LADING NUMBER		
					13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER		
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATIONS DATA										AMOUNT	
FUND CODE NC										\$30.80	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE COM. NUMBER	CON. TAINER NO.	UNIT PRICE	TOTAL COST			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)			
	2783 PENNSALT PENNCLEAN [®] SCULLERY DESCALING COMPOUND	GL	5	(5)			3.50	17.50			
	2784 DEVELOPER, ZEROX 5R55, 2.5 LB PKG.	PG	1	(1)			13.30	13.30			
Approved for transfer:				Recd 4/29/05							
R. A. SCHREPPLE, LT, SC, USN				C. E. Smith, BM3							
10. TRANSPORTATION VIA MATS OR MSES CHARGEABLE TO:										17. SPECIAL FUNDING	
ISSUED BY RECEIVED BY CHECKED BY PAIRED BY	TOTAL COSM. TAINERS	TYPE COSM. TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL		
						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL		
						POSTED	DATE (YYYYMMDD)	BY	ALL RECEIVERS' VOUCHER NO.		
DD FORM 1149, JUN 2003										51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
PREVIOUS EDITION IS OBSOLETE.										Reset	

4120 ORDER FOR SUPPLIES OR SERVICES (DD FORM 1155)

1. GENERAL. Receipts from commercial sources on a DD Form 1155 (see sample on following page) will be completed by circling the quantity in column 20 and entering the date and signature in block 26 (when entire quantity is received and accepted). When the entire quantity is not received or is not accepted, the quantity indicated in block 20 will be lined out and the actual quantity received and accepted will be entered and circled. Proper processing of DD Form 1155 receipts will require familiarization with the terms and concepts discussed in the following subparagraphs.

2. FAST PAYMENT PROCEDURES. The fast payment procedures (commonly called Fast Pay) are designed to allow payment under limited conditions to a contractor prior to official receipt and acceptance of supplies by the Government representative at the destination. Fast payment procedures shall be used for supplies only, not for services and lease/rentals. The procedure provides for provisional payment of a contractor's invoice based on submission of an invoice that constitutes a certification the contractor has:

(a) delivered the supplies to a post office, common carrier, or point of first receipt by the Government; and

(b) agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to the description in the award document.

If the fast payment clause (clause 15), in block 16 of the DD Form 1155 is checked, the fast payment clause indicated in par. 15 on the reverse of the form applies. The ship will not receive a dealer's invoice, nor will it be required to submit any documents indicating receipt and acceptance to the paying office or to the supporting supply activity ashore.

3. ADVANCE NOTIFICATION OF DD FORM 1155 PURCHASE. The ordering activity will receive advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition.

4. REPORT OF NON RECEIPT, DAMAGE, OR NONCONFORMANCE. If material received under contract on a DD Form 1155 was damaged in shipment, not received within 30 days of the specified delivery date, or not technically acceptable (direct shipments only), the ordering activity will complete and forward to the contracting activity, a Report of Nonreceipt, Damage, or Nonconformance card (see sample on page 4-20) or other document that includes similar information to the contracting activity.

5. INDIRECT SHIPMENT. When data blocks 13 and 14 indicate that both the material and the related invoices will be sent to a shore activity, the certification of receipt and inspection required in data block 26 will be accomplished by the designated shore activity. The shore activity will process the dealer's invoice for payment after the quality and quantity inspection has been accomplished. The requesting afloat activity will verify the quantity received, and process the DD Form 1155 in essentially the same manner as other receipt documents.

6. DIRECT SHIPMENT. When data blocks 13 and 14 indicate that both the material and the related invoices will be sent to the afloat requisitioner, the certification of receipt and inspection required in data block 26 will be accomplished by the afloat activity. The afloat activity must inspect the shipment for quality and verify the quantity before the shipment can be accepted or the invoice can be processed for payment (see pars. 4335-4337). After the receipt and inspection certification has been accomplished, the DD Form 1155 will be processed in essentially the same manner as other receipt documents.

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ORDER FOR SUPPLIES OR SERVICES (DD FORM 1155)

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 1	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N00244-05-V-4892		2. DELIVERY ORDER/CALL NO. N00244		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 JUL 12	4. REQUISITION/PURCH REQUEST NO. R52191-5193-A123	
5. PRIORITY 03		6. ISSUED BY Contracting Officer Fleet and Industrial Supply Center San Diego CA 92131		7. ADMINISTERED BY (if other than 6) CODE		
8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule of other)		9. CONTRACTOR NAME AND ADDRESS Westinghouse Corporation 1285 Pacific Coast Highway San Diego, CA 92131		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2005 JUL 29		
11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD-VANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS 2% - 10 Days		13. MAIL INVOICES TO THE ADDRESS IN BLOCK 15		
14. SHIP TO Supply Officer USS John Paul Jones (DDG-32) Naval Station, San Diego CA 92131		15. PAYMENT WILL BE MADE BY Defense Finance and Accounting Service 937 N. Harbor Drive San Diego, CA 92132		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. DELIVERY/ CALL TYPE OF ORDER		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote of 11JUL2005 furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		
<input type="checkbox"/>		If this box is marked, supplier must sign Acceptance and return the following number of copies:				
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE AA 1751804.702D 000 53824 0 060957 2D R52191 005193A123NR						
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES		20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
00001	MOTOR, GENERATOR P/N 546780		1	EA	3,950.00	\$3,950.00
24. UNITED STATES OF AMERICA BY: I. M. SEASICK, LCDR, SC, USN			25. TOTAL \$3,950.00		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE B.M. Jackson			c. DATE (YYYYMMDD) 2005 JUL 28	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE B. M. Jackson, EN1(SW), USN		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE USS John Paul Jones (DDG-32), FPO AP 96672-0001			28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS	
f. TELEPHONE NUMBER DSN 526-7431		g. E-MAIL ADDRESS jacksonbm@pj.navy.mil	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.			31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		35. BILL OF LADING NO.		
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. SIR ACCOUNT NUMBER	42. SIR VOUCHER NO.	

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

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REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE CARD

REPORT OF RECEIPT, NON RECEIPT, OR NONCONFORMANCE		
INSTRUCTION FOR USE		
IMPORTANT: Complete and return this card to: <u>Fleet and Industrial Supply Center Code 200</u>		
(1) Within 10 days after receipt of material, or		
(2) If material not received within 30 days after delivery date specified in the order, or		
(3) If nonconforming material was received		
Purchase Order No. _____		Requisition No. _____
Activity		
<input type="checkbox"/> Partial delivery	<input type="checkbox"/> Final delivery	
The supplies listed in the above purchase order were (check one)		
<input type="checkbox"/>	Received on _____ and conformed to the requirements of the order	
<input type="checkbox"/>	Not received	
<input type="checkbox"/>	Received but rejected - SF 364 Supply Discrepancy Report (SDR/ROD) attached	
Receiving Activity	Date	
Signature official authorized to accept supplies	Title	Phone

NAVY DEPARTMENT OFFICIAL BUSINESS
Commanding Officer Fleet and Industrial Supply Center City, State, Zip Code

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GOVERNMENT BILL OF LADING (GBL) (STANDARD FORM 1103)

U.S. GOVERNMENT BILL OF LADING INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS						B/L NUMBER		
TRANSPORTATION COMPANY TENDERED TO CONSOLIDATED FREIGHTWAYS					SCAC CFWY	DATE B/L PREPARED 07/20/2005		
DESTINATION NAME AND ADDRESS XU DEFENSE DISTRICT BUTTERN REGION WEST DISTRICT BUTTERN DEPOT SAN JOAQUIN CONSOLIDATED & CONTAINMENT PT- B330 LATHROP CA 95330			SPLC (Dest.) 875670250	ORIGIN NAME AND ADDRESS SW 3117 DEFENSE DISTRICT BUTTERN DEPOT 1968 GILBERT ST NORFOLK VA 23512-0001				
CONSIGNEE (Name and full address of installation) XU DEFENSE DISTRICT BUTTERN REGION WEST DISTRICT BUTTERN DEPOT SAN JOAQUIN CONSOLIDATED & CONTAINMENT PT- B330 LATHROP CA 95330			SPLC (Orig.) 261000291	SHIPPER NAME AND ADDRESS SW 3117 DEFENSE DISTRICT BUTTERN DEPOT 1968 GILBERT ST NORFOLK VA 23512-0001				
APPROPRIATION CHARGEABLE 97X493D 5BEO 0160 349.11 22.21 S33181			GBLOC (Cons.) LEAO	BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code) TRANSPORTATION OPERATIONS DEFENSE FINANCE ACCOUNTING SERVICE CENTER INDIANAPOLIS, IN 46249-0611		AGENCY LOC CODE		
MARKS AND ANNOTATIONS REC HRS 0700-1330 M F EH SHIPPER TO LOAD AND CONSIGNEE TO UNLOAD TENDERED LTL SHIPMENT								
PACKAGES		HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	19. WEIGHTS* (Pounds only)	FOR USE OF BILLING CARRIER ONLY			
NO.	KIND				Services	Rate	Charges	
			FREIGHT OF ALL KINDS LOC A027 V21531 5199 A977 XXX FD: AERIALS ANTENNAE TV CU: 23 SILM 1TT - 3PCS	148				
CLASSIFICATION ITEM NO. NMF: 99992120			TOTAL CHARGES					
TARIFF/SPECIAL RATE AUTHORITY CFWY 601033 GUARANTEED TRAFFIC				CARRIER WAY/FREIGHT BILL NO. AND DATE				
STOP THIS SHIPMENT AT		FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS						
FOR		SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
				ORDERED	FURNISHED	ORDERED	FURNISHED	
		APPLIED BY:						
CARRIER'S PICKUP DATE (Year, month, and day)								
MODE BAV3		ESTIMATE \$49.00	NO. OF CLS./TLS	TYPE RATE	PSC	REASON		
This U.S. Government shipment is subject to terms and conditions of 41 CFR 102-117 and CFR 102-118.				CERTIFICATE OF CARRIER BILLING - CONSIGNEE MUST NOT PAY ANY CHARGES DELIVERED ON (Year, month, and day)				
FOR USE OF ISSUING OFFICE								
ISSUING OFFICE (Name and complete address) DEFENSE DISTRICT BUTTERN DEPOT 1968 GILBERT ST NORFOLK VA 23512-0001 FOB POINT NAMED IN CONTRACT			GBLOC	ISSUING OFFICER LCDR T. S. JONES				
			CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY			DATED		
* Show also cubic measurements for shipments via air, truck or water carrier in cases where required.		AUTHORIZED FOR LOCAL REPRODUCTION			STANDARD FORM 1103 (REV. 9/2003) Prescribed by GSA/FMR 102-118			

4121 GOVERNMENT BILLS OF LADING (GBLS) (STANDARD FORMS 1103 AND 1103B)

GBLs (see sample on previous page) serve as transportation contracts between commercial carriers and the U.S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Material delivered by a commercial carrier on a GBL will be consigned to an ashore activity and marked for a ship at a local pier. The ashore activity will receipt for the material but may route the truck to the ship for unloading. In such cases, the ship will be responsible for reporting any material lost or damaged (during shipment) to the receiving officer of the ashore activity for documentation in a claim against the carrier, if appropriate. Deliveries by commercial carriers are not always scheduled. Receiving personnel must be able to react quickly to unexpected deliveries so as to avoid additional charges against the government by the commercial carrier.

4123 DEALER'S INVOICES

A dealer's invoice should be received and processed by the ship for all material or services received directly from a vendor, except when fast pay procedures are used or when receipt and inspection are accomplished by another activity. If a dealer's invoice is not received within thirty days after receipt of material, the ship should request a dealer's invoice from the supplier. The dealer's invoice may accompany the material or services or be forwarded to the ship by mail. It will normally be on business stationary and indicate the order number, description of material, and quantity shipped or delivered. Dealers invoices will be matched with outstanding procurement actions (requisition or purchase). If the invoice does not indicate a requisition or purchase order number, receiving personnel will conduct research similar to that accomplished for a dummy receipt (see par. 4124). If no outstanding order can be identified, the Supply Officer must be notified of a possible unauthorized purchase. Dealer's invoices will be processed for payment in accordance with pars. 4335-4337.

4124 MATERIAL RECEIVED WITHOUT PAPERS

When material is received without a receipt document, receiving personnel will research and prepare a dummy invoice utilizing a DD Form 1348-1A. A DD Form 1149 may be used if the space available in the DD Form 1348-1A is insufficient to include all the information necessary to match the "dummy" invoice with the formal receipt document if subsequently received. A search of activity records (material and outstanding orders) will be made using whatever information is available to obtain the source of supply, stock or part number, item description, document number, fund code, and stock location for stock items. Once this information is obtained, the quantity, date, and receiving signature entries will be made. The dummy will then be processed as a receipt. If a formal receipt document is later received, that receipt document will be compared with the dummy invoice which was used to process the material previously received. If differences exist, the applicable issue document or previously posted records will be corrected or adjusted, as appropriate, and the formal receipt document will be attached to and filed with the related dummy invoice in the material completed file. See instructions in par. 4269 for reporting material received without documentation.

Section II: DOCUMENT FLOW**4130 RECEIPT DOCUMENTS FOR REQUISITIONED MATERIAL**

1. GENERAL. When more than one copy of a receipt document is available, which generally is true of a DD Form 1348-1A or DD Form 1149, one copy may be held in suspense by the stock records storekeeper until material is stowed or issued and the receipt document is returned to further processing.

2. SUADPS-RT ACTIVITIES. One copy of each stock receipt will be placed in the Receipt In Process (RIP) File. This file will provide proof of receipt and serve as a monitor to storeroom (STOW) completion. If the Supply Officer has determined that SUADPS-RT Receipt in Process information will be maintained for DTO material, RIP copies of DTO receipts will also be kept in the RIP File. After STOW or DTO processing, the RIP copy will be destroyed and the STOW/ DTO copy will be placed in the Stock Control History File after SUADPS-RT processing. If the SUADPS-RT Receipt in Process (RIP) Program is not used for DTO receipts, the turnover copy will be placed in the Stock Control History File after entry into SUADPS-RT. Marines refer to USMC Aviation Supply Desk Top Guide.

3. RSUPPLY ACTIVITIES. One copy of each stock receipt will be placed in the Receipt In Process (RIP) File. This file will provide proof of receipt and serve as a monitor to storeroom (STOW) completion. RIP copies of DTO receipts will also be kept in the RIP File. After STOW or DTO processing, the RIP copy will be destroyed and the STOW/DTO copy will be placed in the Stock Control History File after processing.

4131 RECEIPT DOCUMENTS FOR PURCHASED MATERIAL OR SERVICES

1. GENERAL. Upon receipt of materials or services purchased from vendors, the purchase file copies of the DD Form 1155 will be signed in accordance with par. 4120. After the material receipt data has been posted in the activity's Automated Information System (AIS), one receipt copy of the DD Form 1155, along with the obligation source document and a copy of the dealer's invoice (if received) will be placed in the purchase file. The second receipted copy of the DD Form 1155 and the dealer's invoice (if received) will be processed in accordance with par. 4336. If the dealer's invoice has not yet been received, the receipted copy of the DD Form 1155 will be returned to the purchase file. When the dealer's invoice is received, the receipt copy of the DD Form 1155 will be removed from the purchase file, and both documents will be processed in accordance with par. 4336.

2. SUADPS-RT/RSUPPLY ACTIVITIES. Upon receipt, one copy of the DD Form 1155 or delivery ticket/sales slip will be placed in the RIP File (if maintained) for DTO receipts. One copy will be forwarded to the purchasing section. The purchasing section will remove the outstanding order and payment copies (if held), complete the receipt, and place the DD Form 1155 or delivery ticket/sales slip in the Stock Control History File. The RIP copy (if held) can then be destroyed.

4132 RECEIPTS FROM CLF ACTIVITIES (SUADPS-RT/RSUPPLY ACTIVITIES)

When receiving from CLF activities, the immediate distribution of material prohibits the receipt section from performing immediate receipt inspection and establishing a RIP program. To maintain receipt control, a copy of the advance manifest/message/cards forwarded by the CLF ship will be placed in the RIP File to monitor receipt completion. The CLF manifest will advise of requisitions to be filled and freight to be delivered during replenishment. Freight deliveries will be identified by a transportation control number (TCN) and should include a summary of all documents shipped under each TCN. If a summary of the documents contained under each TCN is not received, a copy of each Transportation Control and Movement Document (TCMD) will be obtained and placed in the RIP file. As receipts are completed, RIP documents will be removed from the file. If a copy of the manifest and the TCMDs are used as RIP documents, completed receipts will be lined out until accounting for all items. Storeroom (STOW) and completed DTO documents will be placed in the Stock Control History File.

Section III: FILES USED IN RECEIPT PROCESSING

4145 GENERAL

Files are required to be maintained for holding documents which are applicable to prospective material receipts and which, upon receipt of material, are used to facilitate the receiving process. Files also are required for holding such documents subsequent to processing in order to provide a retained record of proofs of receipt and/or disposition of material.

4146 MATERIAL OUTSTANDING FILE

The material outstanding file contains a copy of all ship originated procurement documents for material and services not yet received. It also includes, as attachments to individual procurement requests, all related documentation such as follow-ups, supply status and shipping status, as well as shipping documents that are specifically applicable to a single item. The manually kept material outstanding file is not required for automated afloat activities. Instead, this file can be produced and summarized by queuing and then printing the outstanding requisitions in the SNAP II Material Outstanding File (Report 073) or RSUPPLY Requisitions Listing (JSL311). Both listings can be sorted in document number or NIIN sequence and both have numerous options available to tailor a very specific type or range of requisitions.

4147 MATERIAL COMPLETED FILE

The material completed file contains a copy of all ship originated procurement documents which have been removed from the material outstanding file upon receipt of or cancellation of a request for material or services, plus a copy of the applicable receipt document (see par. 6188-2). However, such documents will not be filed in the material completed file until receipt procedures prescribed in pars. 4175-4337 and pars. 6250-6252 have been accomplished. The manually kept material completed file is no longer required for automated afloat activities. Instead it will be necessary to print completed requisitions by either producing the Requisition File Listing, SNAP II (Report 063) or RSUPPLY (JSL311). It is also required that receipt documents be signed and dated for all requisition items prior to filing them in the Receipt File.

4148 MULTIPLE ITEM SHIPPING DOCUMENTS

1. **OUTSTANDING FILE.** Shipping memoranda, transportation control movement documents (TCMDs), and other types of shipping papers covering multiple item shipments that have not been received will be maintained in the supply office or main receiving area. Outstanding documents will be filed according to shipment destinations. The Supply Officer should review this file prior to entering port.

2. **COMPLETED FILE.** When the multiple item shipment is received, the outstanding documents will be annotated to indicate date of receipt and any discrepancies noted, and then filed in a separate folder marked "Completed shipping documents".

4149 MISCELLANEOUS RECEIPT FILE

The miscellaneous receipt file contains shipping papers and/or invoices applicable to material consignments not initiated by a ship's procurement document (see par. 6188-13). When such material is received, the related document from the miscellaneous receipt file will be annotated with the receipt date and signed by the responsible material custodian. The document then will be re-filed in a "completed" file if preferred. In addition, a consumption document will be prepared and processed under SEAS for each item that is issued as DTO material.

4150 RECEIPT IN PROCESS (RIP) FILE (SUADPS-RT/R SUPPLY ACTIVITIES)

The RIP file (formerly referred to as the Receipt On Board or ROB file) contains a copy of each stock receipt (DTO may also be included at the discretion of the Supply Officer) awaiting final receipt processing. This file will provide proof of receipt and serve as a monitor to storeroom (STOW) completion.

Part C: RECEIPT PROCEDURES**Section I: GENERAL****4175 SCOPE**

1. GENERAL. Small quantities of stores received on a daily basis through means such as parcel post will generally require no special preparations for receipt. Stores which are delivered to the ship in large quantities will be stacked on the deck or pier and held there until preliminary identification and package count are completed, and the stores, sorted according to departments or storerooms to which they will be distributed. When practicable, a central location below decks will be designated for the final and detailed processing of incoming stores. This location will be as near to the storerooms as possible, accessible to the hatches, and removed from the ordinary course of ship's traffic.
2. TRANSIT-SHEDS. When considered necessary and feasible, shore-based facilities have been constructed to support shipboard supply operations. Commonly referred to as the transit-shed (t-shed) or the butler-hut, these facilities offer additional space and allow some or all of the receiving process to be performed ashore. The Supply Officer will determine which functions are to be performed ashore as well as detailing personnel and equipment that may be required. If a T-shed is available on a full-time basis, all receiving functions will normally be performed ashore when in port.

Section II: INSPECTION AND VERIFICATION**4200 RECEIPTS FROM NAVAL ACTIVITIES, DLA AND GSA**

Receipts of stores from naval activities, DLA, and GSA require a quantity inspection only. Quality inspection is made by an ashore supply activity upon acceptance of the material from the original supplier and will not be duplicated aboard ship. The receiving individual, however, will make inspections to detect any deterioration or breakage that may have occurred since the quality inspection. When stores are received in bales, packages, or cases, they need not be opened to ascertain their contents. The receiving storekeeper will receipt for them according to their external markings and package count. If any package shows evidence of tampering, it will be opened and contents verified by count. The procedures outlined in pars. 4110-4124 will be followed when there is a difference between quantity received and quantity indicated on the shipping document. Acceptance of the entire quantity shipped will be indicated by circling the quantity on the shipping document. The document always will be signed and dated by the receiving individual.

4201 RECEIPTS FROM THE MARINE CORPS AND OTHER GOVERNMENT ACTIVITIES

Receipts of stores from Marine Corps (other than MALS) and other Government activities will be inspected for both quantity and quality upon delivery to the ship. Stores will be inspected by the receiving individual to verify that they are of acceptable quality. If the receiving individual is not qualified to perform this quality inspection (i.e., a storekeeper inspecting technical repair parts for stock), the department head who ultimately will use this material will be requested to provide a technically qualified individual to perform the quality inspection. After performance of quantity and quality inspections, acceptance will be indicated by the receiving individual as outlined in par. 4200. Receipts from Marine Aviation Logistics Squadrons (MALS) will be inspected for quantity only.

4202 RECEIPTS FROM COMMERCIAL SOURCES

When material has been inspected and accepted by an ashore activity, inspection for quality need not be performed afloat; however, a quantity inspection must be performed prior to acceptance. Upon receipt of purchased material which has not been inspected and accepted ashore, the receiving storekeeper, with the assistance of technical personnel, when necessary, will conduct an inspection for quality and quantity. A full and thorough quality inspection will be conducted and all packages will be opened and the contents verified by count. All DTO material will be inspected and accepted by the cognizant department head or his representative, when possible. Deliveries from commercial sources should be accompanied with itemized copies of invoices or delivery papers. Individuals will not receipt for material unless a copy of the receipt document can be retained. Material will not be accepted unless the receiving individual is satisfied that it conforms to the specifications included in the purchase document or contract. When directed by the Commanding Officer, material which contains minor defects may be accepted.

Section III: REPORTING AND RESOLVING MATERIAL DISCREPANCIES**4268 GENERAL**

Material discrepancies are divided into two categories. The first category includes discrepancies, such as overages, shortages, damages, incorrect or non-receipt of material. These discrepancies are normally attributable to the activity that shipped the material or the transportation system. Reporting and resolving shipping and transportation discrepancies is covered in pars. 4268-4273, these discrepancies will be reported as a Supply Discrepancy Report (SDR (Report of Discrepancy)). The second category includes material quality discrepancies. In this second category the material received cannot be used for its intended purpose because it does not meet form, fit, or function requirements. Faulty electron tubes or incorrect valve mounting plates are examples of quality deficiencies. These discrepancies are attributable to the manufacturing or repair activity or, in some cases, incorrect specifications. Product Quality Deficiency Report (PQDR) requirements are covered in par. 4274. The purpose of discrepancy reporting in either category is to identify, correct and prevent further discrepancies (see par. 4269-2 on Reporting Exceptions).

4269 REPORTING DISCREPANCIES

1. GENERAL. Discrepancies attributable to Shippers Shipping discrepancies or the responsibility of the activity that shipped the material (including contractors, manufacturers or vendors) will be reported as Supply Discrepancy Reports (SDR) on Report of Discrepancy (ROD) (Standard Form 364) by the receiving activity. The types of discrepancies required to be reported are described in pars. 4269-3 and 4. Detailed instructions for the preparation and distribution of the SDR (ROD) are contained in par. 4270 (cited in SECNAVINST 4355.18 series). The policies, responsibilities, and procedures for reporting and resolving shipping type discrepant material as well as discrepant type shipments of material are contained in NAVSUP P-723.

2. REPORTING EXCEPTIONS. Discrepancies excluded from the procedures described in par. 4269-3, 4, and 4270 are as follows:

- a. discrepancies found while material is in storage;
- b. discrepancies involving local base or station deliveries to, or return from internal or satellite activities;
- c. discrepancies involving shipments of privately owned vehicles;
- d. discrepancies involving shipments on requisition or purchase orders from person services activities which cite non appropriated funds;
- e. shipping type discrepancies involving personal property shipments (packaging discrepancies relative to personal property shipments are included.);
- f. product quality deficiencies (See par. 4274.);
- g. transportation type discrepancies covered by Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R-Part II.
- h. discrepancies resulting from underway replenishment (see par. 4272).

3. SHIPPING TYPE DISCREPANCIES. For shipments from DOD activities, GSA supply distribution facilities, and contractors/manufacturers or vendors, a SDR (ROD) will be prepared to report any materials with one or more of the following discrepancies:

- a. shortages or overages valued in excess of \$100 per line item, except classified or protected items, which will be reported regardless of dollar value; (Shortages or overages valued at \$100 or less and reported shortages not credited or replaced by the consignor, will be processed in accordance with par. 6250-3f(4) or (6), as appropriate);
- b. when erroneous material, unacceptable substitutes, or duplicate shipments, regardless of dollar value, are received except for erroneously issued material which can be readily reconciled with a local supply activity in accordance with par. 4271;
- c. the material received is valued in excess of \$100 per line item for canceled (confirmed only) requisitions; (A copy of the confirmation of cancellation is required.);
- d. the condition (DOD shipments only) of an item in excess of \$100 per line item in value is found to be other than that shown on the shipping document, or in the case of subsistence, on supporting inspection/test certificates or records;
- e. material received is valued in excess of \$100 per line item on which the shelf life has expired and for subsistence, there is no indication the item has been inspected under shelf life extension procedures;
- f. material, regardless of value, is shipped to the wrong activity;
- g. item technical data markings are missing and/or incomplete. (These markings on or attached to item inside container, when applicable, as for certain items of equipment regardless of dollar value);
- h. supply documentation is missing/improperly prepared regardless of dollar value;

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i. items, valued in excess of \$100 per line item, reported shipped by parcel post are not received or are received in a damaged condition;

j. material received for repair has been stripped of parts or components (cannibalized including Basic Issue Item (BII)) without inventory manager authorization, when the total dollar value is in excess of \$100;

k. repetitive discrepancies, regardless of dollar value are observed or when any other condition of an item, not enumerated herein, unless excluded by par. 4269-2, is detected at time of receipt;

l. product quality deficiencies relative to Grant Aid or FMS shipments, regardless of dollar value;

m. discrepant shipments from contractors/manufacturers or vendors, regardless of dollar value.

4. PACKAGING DISCREPANCIES. Packaging discrepancies are as follows:

a. Any unsatisfactory condition resulting from improper packaging which causes or renders the item, shipment, or package to be vulnerable to any loss, delay, or damage when the estimated or actual cost of correction exceeds \$50. This may include loss or damage to the item, shipment, or package except when a report is otherwise required as prescribed in Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R-Part II.

b. Packaging discrepancies resulting in damaged material which may endanger life, impair combat or deployment operations, or affect other material will be reported immediately to the shipping activity, contracting office, and control point by the quickest communication medium to enable the shipper to take immediate corrective action. The formalized SF 364 will be transmitted by mail within 24 hours of the initial report.

c. Improper identification of containers or items which require opening the container or results in improper storage of the material regardless of the cost.

d. Any packaging discrepancy, regardless of cost, involving hazardous materials, including improper identification markings of items, packs of unitized loads, regardless of whether damage or other unsatisfactory conditions have resulted.

e. Excessive packaging by contractors resulting in additional costs to the Government.

f. Packaging discrepancies involving shipments of personal property not conforming to specifications. (Packaging discrepancy reports on personal property shipments will be prepared at ocean and aerial terminals only.)

g. Packaging discrepancies resulting in delay or additional packaging costs at aerial or water terminals or at consolidation and containerization points (CCPs). The activity responsible for operating the terminal or port of embarkation/debarkation will be responsible for the report preparation of discrepancies noted on shipments moving through the activity.

h. Repetitive packaging discrepancies which impose a significant burden on receiving or transshipment activities.

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SUPPLY DISCREPANCY REPORT (SDR)/REPORT OF DISCREPANCY (ROD) (SF 364) – FRONT

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION 05 JAN 25	2. REPORT NUMBER R07198-05-0001				
<input checked="" type="checkbox"/> SHIPPING		<input type="checkbox"/> PACKAGING		3. TO (Name, address, include Zip Code) COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER SAN DIEGO, CA 92132				4. FROM (Name, address, include Zip Code) COMMANDING OFFICER USS TRIPOLI (LPH-10) FPO AP 96626-5839	
5a. SHIPPER' NAME SAME AS ABOVE				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.) N/A			
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.) N/A		7b. OFFICE ADMINISTERING CONTRACT N/A			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) R07198-4310-2435				
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA				
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (c)	11. ACTION CODE
IH 5999-00-464-6372 ELECTRONIC SUBASSEMBLY		EA	3	0	3	149.00	447.00	S3	1D
12. REMARKS (Continue on separate sheet of paper if necessary) AS1 STATUS INDICATES MATERIAL SHIPPED PARCEL POST ON JULIAN DATE 4339. MATERIAL NOT RECEIVED TO DATE.									
DISCREPANCY CODES					ACTION CODES				
CONDITION OF MATERIAL C1- In condition other than that indicated on release/receipt document C2- Expired shelf life C3- Damaged parcel post shipment SUPPLY DOCUMENTATION D1- Not received D2- Illegible or mutilated D3- Incomplete improper or without authority (only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1- Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1- Quantity in excess of that on receipt document O2- Quantity in excess of that requested (Other than unit of issue pack) O3- Quantity duplicates shipment PACKING DISCREPANCY P1- Improper preservation P2- Improper packing P3- Improper marking P4- Improper utilization			PRODUCT QUALITY DEFICIENCIES Q1- Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1- Quantity less than that on receipt document S2- Quantity less than that requested (Other than unit of issue pack) S3- Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e. Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1- Missing T2- Illegible or mutilated T3- Precautionary operational markings missing T4- Inspection data missing or incomplete T5- Serviceability operating data missing or incomplete T6- Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1- Incorrect item received W2- Unacceptable substitute OTHER DISCREPANCIES Z1- See remarks			1A- Disposition instructions requested (Reply on reverse) 1B- Material being retained (See remarks) 1C- Supporting supply documentation requested 1D- Material still required expedite shipment (not applicable to FMS) 1E- Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F- Replacement shipment requested (Not applicable to FMS) 1G- Reshipment not required. Item to be re-requisitioned 1H- No action required. Information only 1Z- Other action requested (See remarks)			
13. FUNDING AND ACCOUNTING DATA									
14a. TYPED OR PRINTING NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL DSN 526-0111 R. BURGESS, LCDR,SC,USN, Supply Officer					14b SIGNATURE <i>Robert Burgess</i>				
15. DISTRIBUTION ADDRESSEES FOR COPIES									

364-103

7540-00-159-4442

(Previous edition is obsolete.)

STANDARD FORM 364 (REV. 2-80)
Prescribed by GSA FPMR 101-26.8

4270 SUPPLY DISCREPANCY REPORT (SDR)/REPORT OF DISCREPANCY (ROD) (SF 364)

1. PREPARATION OF SDR (ROD) (SF 364) - ORIGIN ACTIVITY. Item and packaging discrepancies will be reported on a Standard Form 364 (SDR (ROD)), which will be prepared in an original and as many copies as required by NAVSUP P-723 for distribution to concerned activities as follows (see sample on previous page):

<u>Data Block</u>	<u>Explanation</u>
	Indicate whether shipping discrepancy or packaging discrepancy or both by placing an X in appropriate box(es) at top of form. Mailing envelopes will be conspicuously marked "SF 364."
1	<u>Date of Preparation.</u> Report is prepared in sequence of year, month, and day. This sequence should also be used in all date entries. March 23, 2005 is written 05 MAR 23 and June 1, 2005 is written 05 JUN 01.
2	<u>Report Number.</u> SDR (ROD) report number will consist of the submitting activity's UIC, followed by the last two digits of the calendar year, followed by a four digit serial number. For example, the first SDR (ROD) written by USS AMERICA (CV-66) in calendar year 2005 would have a report number of V03366-05-0001.
3	<u>To.</u> "In the clear" Name, address, ZIP code, and activity address code or routing identifier code and attention symbol/code of action activity. Provide the DoDAAC of the Government Action Activity when both shipping type (item) discrepancies and packaging discrepancies are reported for the same item, enter "see item 15" and enter address and/or codes of both action activities in item 15.
4	<u>From.</u> Name, address, and ZIP code of the reporting activity (consignee). The "in the clear" address will be entered.
5a	<u>Shippers' Name.</u> Enter name and address of shipper (consignor) when different from item 3.
5b	<u>Number and Date of Invoice.</u> Enter number and date of vendor's invoice or shippers' bill number. Attach copy of invoice to SF 364.
6	<u>Transportation Document Number.</u> Enter the type of transportation document, GBL, CBL, manifest, waybill, insured/certified parcel post number, or transportation control and movement document (TCMD) and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via traceable means, e.g., GBL, CBL. Further, for shipment type (item) discrepancies include the following statement in item 12 -- "Discrepancy has been verified as not being transportation related."
7a	<u>Shippers' Number.</u> Enter contract/document number (e.g., contract, purchase order) and shipment number when more than one shipment is made under a contract or requisition.

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<u>Data Block</u>	<u>Explanation</u>
7b	<u>Office Administering Contract.</u> Name, address, and ZIP code of the Contract Administration Office (CAO) activity which directed/arranged shipment. Provide DoDAAC of the CAO.
8	<u>Requisitioners' Number.</u> Enter the requisitioning activity's number, e.g., requisition, purchase request, including suffix. Entry of the applicable requisition document number (if known) is mandatory in all instances.
9a	<u>NSN/Part Number and Nomenclature.</u> Identify the specific item which is the subject of the SDR (ROD). NSN should be shown if the item is a standard stock item. If the item is nonstandard, the manufacturers' part number should be shown. The name (nomenclature) of the item should be shown for both standard and nonstandard items. In the case of erroneous material, both items should be listed in Block 9a, making a separate entry for each.
9b	<u>Unit of Issue.</u> Enter unit of issue as billed or indicated on shipping document for each item listed in item 9a (not applicable to packaging discrepancies).
9c	<u>Quantity Shipped/Billed.</u> Enter quantity of item shipped or billed. If discrepancy code C1 is applicable, enter the quantity and the supply condition code (see Appendix 10Q) of the item when shipped, e.g., 980A as shown on shipping document (not applicable to packaging discrepancies).
9d	<u>Quantity Received.</u> Enter quantity of item received.
10a	<u>Discrepancy Quantity.</u> Enter the discrepant quantity. If code C1 is applicable, enter the quantity and the supply condition code (see Appendix 10Q) of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code, e.g., 960A, 20F). When overaged material (expired shelf life) is received, and discrepancy code Q1 or C2 is applicable, enter the following information under item 12, remarks: <ol style="list-style-type: none">1. manufacturers' name;2. contract/purchase order number if not shown in item 7a;3. date of manufacture, pack, or expiration;4. lot/batch number;5. location of material;6. name, address, and telephone number (if available) of contact;7. nature of complaint, stating in detail why material is unsatisfactory.
10b	<u>Discrepancy Unit Price.</u> Enter the unit price as billed or shown on shipping document (not applicable to packaging discrepancies).

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<u>Data Block</u>	<u>Explanation</u>
10c	<u>Discrepancy Total Cost.</u> For shipping type (item) discrepancies, enter the total value of material (10a x 10b). For packaging deficiencies, enter cost of corrective action.
10d	<u>Discrepancy Code.</u> Nature of the discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12.
11	<u>Action Code.</u> Enter requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use code 1Z and explain action requested in item 12. Action code 1D or 1F will not be used on reports prepared to cover shipments of DOD stock funded items and from GSA. Material still required must be re-requisitioned. Action code 1E applies only to local purchase items.
12	<u>Remarks.</u> Use for any supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping type (item) discrepancies and packaging discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number, receipt date, and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or non receipt of items shipped by parcel post from GSA, a statement must be included in item 12 to include all packages received that were shown as shipped in item 5 of GSA Form 1348-1. Include telephone number (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in item 14a. If medical material requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet which is included with shipments of such material. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/deficiency.
13	<u>Funding and Accounting Data.</u> For packaging discrepancies, enter the accounting/appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping type (item) discrepancies.
14a	<u>Typed or Printed Name, Title, and Phone Number of Preparing Official.</u> Self-explanatory. When non DOD action activities are involved, include both commercial and DSN numbers when available.
14b	<u>Signature.</u> Self-explanatory.
15	<u>Distribution Addresses for Copies.</u> Enter other addresses receiving copies of the report (See NAVSUP P-723).

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SUPPLY DISCREPANCY REPORT (SDR)/REPORT OF DISCREPANCY (ROD) (SF 364) - BACK

16. FROM COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER SAN DIEGO, CA 92132		17. DISTRIBUTION ADDRESSEES FOR COPIES	
18. TO: COMMANDING OFFICER USS TRIPOLI (LPH-10) FPO AP 96626-5839		Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM			
Fold here	a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED	DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
	c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED	e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
	f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.		
	(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION	
	(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)	
	(b) DOLLOR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2).	(b) CHAP 2 AND/OR 7 OF DOD 4000.25.7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.	
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCE MATERIAL:			
	a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
	c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS
Fold here	e. <input type="checkbox"/> SHIP MATERIAL (Specify location)		
	(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:		
	(2) <input type="checkbox"/> CHARGES COLLECT-VIA <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST \$_____ postage advanced herewith.		
	(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID Note: Please enclose postage. Material cannot be returned Parcel Post collect.		
	f. <input type="checkbox"/> OTHER (Specify)		
	21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE
23. REMARKS (Continue on seperate sheet of paper if necessary)			
PHYSICAL INVENTORY COUNT AND INVESTIGATIVE RESEARCH INDICATES MATERIAL WAS SHIPPED AS REQUISITIONED. NO SHIPMENT OR RESHIPMENT FORTHCOMING.			
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL. John Peters, Quality Assurance		24b. SIGNATURE <i>John Peters</i>	24c. DATE 2/09/05

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2. PREPARATION OF SDR (ROD) (SF 364) - ACTION ACTIVITY. The reverse of SF 364 is to be completed by the action activity (see sample on previous page). Recipients of a SF 364 will immediately investigate the reported deficiencies and take action to prevent their recurrence. All concerned will be advised of corrective action in accordance with NAVSUP P-723.

<u>Data Block</u>	<u>Explanation</u>
16	<u>From</u> . The address of the activity preparing the reply.
17	<u>Distribution Addressees for Copies</u> . Enter addressees receiving copies of the reply in addition to addressee listed in item 18. (To include all addressees listed in item 15).
18	<u>To</u> . Enter address of the activity indicated in item 4 on the face of the form.
19	Enter advice of action taken by responsible action office placing an X in appropriate box(es).
20	Enter disposition instructions by placing an X in appropriate box(es).
21	Enter X to indicate to the reporting activity that a new requisition is required if the material is still needed.
22	Enter an X to indicate if replacement shipment will be made and the approximate date of the shipment.
23	<u>Remarks</u> . Enter any clarification or information necessary for a complete reply. Enter corrective action taken to preclude future packaging discrepancies.
24a	<u>Typed or Printed Name and Phone Number of Preparing Official</u> . Self-explanatory. When item 18 is a non DOD activity, include both commercial and DSN numbers when available.
24b	<u>Signature</u> . Self-explanatory.
24c	<u>Date</u> . Self-explanatory.

3. SUBMISSION OF SF 364 SDR (ROD). The SF 364 will be submitted by receiving activities and/or transshipment activities within the following time standards unless extenuating circumstances are encountered to prevent compliance, in which case reason(s) for delay will be entered in item 12:

- a. From the shipment date:
 - All activities - 90 calendar days (CONUS).
 - All activities - 150 calendar days (Overseas Shipments)
- b. Parcel Post - Lost Shipments from:
 - Government activities - 45 calendar days from date of shipment.
 - Commercial sources - 90 calendar days from date of shipment.

4. **AUTOMATED ROD/SDR SYSTEM.** AutoROD/SDR is an on-line program for recording packaging discrepancies (<http://www.icptarp.net/autorod>). It is designed for recipients of material with deficient packaging to generate informational discrepancy reports to the U.S. Navy packaging policy community. AutoROD/SDR discrepancy reports are used to improve the quality of packaging practices within the U.S. Navy. For discrepancy reports involving a request for financial credit, you must manually file the SF 364 SDR (ROD).
5. **RESPONSE TO SF 364 SDR (ROD) AND FOLLOW-UP.** Navy Action activities are required to reply to customers within 45 days of receipt of the SDR (ROD) providing resolution of the discrepancy or interim status. If the SDR (ROD) is passed to another activity for further action, the customer should be advised. To allow for mailing time each way, the first follow-up should be sent to the action activity 60 days after the submission of the original SDR (ROD). Subsequent follow-ups shall be sent at 30 day intervals. For other than FMS and contractor SDRs (RODs), when no reply has been received within 6 months from submission of the SDR (ROD) or 6 months from the appearance of the SDR (ROD) quantity on the overaged material in transit listing (whichever is later), the submitter is authorized to close the SDR (ROD) and initiate action to clear inventory and financial records. Requests for write off authority should be requested in accordance with NAVCOMPT Manual, Volume 8, Par. 083405 or 085142-3. SDR (ROD) submitters will be responsible for all follow-up action. Cases of persistent non-response to SDRs (RODs) by a specific activity should be reported to NAVSUP by submitting a "Persistent Nonresponding Activity Report", NAVSUP 4440-101 and supporting documentation. This report is submitted when an activity requires NAVSUP assistance in obtaining SDR responses from a Navy, other service or agency activity that has consistently and intentionally failed to respond to initial and Follow-Up SDRs. NAVSUP will initiate action to resolve the continuous lack of response.

4271 ERRONEOUS/OVERAGED MATERIAL ISSUED LOCALLY

1. Any erroneous or overaged material issued by and received from a local Navy stock point may be returned to the customer service branch of the issuing activity for exchange or credit, provided that the material:
 - a. is Navy owned (i.e., the document identifier code in columns 1-3 of the related invoice is other than A5_);
 - b. is returned within 60 days after receipt;
 - c. is in ready for issue (RFI) condition (unless it was NRFI when issued); and
 - d. is accompanied with a copy of the receipt invoice and related requisition.
2. When erroneous or overaged material receipts can be readily reconciled with a local Navy stock point (i.e., a phone call or verbal agreement with customer service to adjust the difference), a SDR (ROD) (see par. 4270) is not required. Erroneously issued material that is not Navy owned will always be reported in accordance with par. 4268.

4272 UNDERWAY REPLENISHMENT RECEIPT DISCREPANCIES

1. GENERAL POLICY. The policies contained in the following subparagraphs apply to discrepancies in receipts from CLF ships.

a. Communications with Issuing Ship. Discrepancies in quantities, unit prices, price extension, or document number between a requisition and receipt document are to be resolved directly with the issuing ship. Such discrepancies should be communicated by the most expeditious means (e.g., message) as soon as possible after the UNREP. If this notification is provided before the issuing ship transmits the expenditure documents to the accounting activity, the issuing ship normally can replace the erroneous documents with correct documents, and thereby preclude the need for credit documents at a later date. Any cancellation of obligations, rejection of charges, or surveys must be based solely on data provided by the issuing ship via issue documents. Any action by a customer ship can be taken only after the issuing ship has corrected issue documents. The accounting activity is not intended to be used as a clearinghouse to resolve matters that the customer ship has failed to take up with the issuing ship. The responsibility for raising questions, when there are apparent discrepancies, lies with the receiving ship, not with the issuing ship.

b. Advice of Action Taken by Issuing Ship. In all cases when customer ship submits a DD Form 200 and requests credits, the issuing ship will promptly advise of action being taken.

c. Differences in Prices or Extensions. When the customer ship discovers apparent or real discrepancies in unit prices or invoice extensions, the receipts will be taken up at the invoice values, and the matter then referred to the issue ship for research and advice.

2. MATERIAL CHARGEABLE TO TYPE COMMANDERS' OPTAR

a. Shortages Less than \$100 per UNREP. When the total value of the shortages is less than \$100 per UNREP, it will be absorbed by the receiving ship. Such shortages will be documented in accordance with par. 6250-3f(6).



b. Shortages \$100 or Over per UNREP. When the total value of the shortages is \$100 or over per UNREP, the Supply Officer of the receiving ship will prepare a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 in accordance with pars. 5127-5133. The document numbers pertaining to the items short will be included on the FLIPL request. Each FLIPL will be approved, but neither the accounting data section will be completed nor an expenditure number assigned. The original and one copy will be forwarded to the issuing ship. The shortage will be investigated and, unless verification of delivery can be furnished, a credit will be granted. The FLIPL will be used as an expenditure document and a credit expenditure (still citing the pertinent document numbers) will be processed to the Defense Finance Accounting Service (DFAS) for the amount of the shortage. The issuing ship will advise the customer ship by letter of the action taken. If a credit is approved, no further action will be taken by the receiving ship. Credit will be granted to the receiving ship's OPTAR on the Summary Filled Order/Expenditure Difference Listing. Depending on the line item amount of the shortage, the credit will appear either as an itemized entry on the Difference Listing or will be included in the summary totals.

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TRANSPORTATION DISCREPANCY REPORT (DISREP) (SF 361) – BACK

PART II – (FOR CLAIMS PURPOSES)		34. THIS IS A SURVEY DOCUMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	35. DATE 4188
36. TO: *** APPROPRIATE FINANCE CENTER/CLAIM OFFICE ***			
37. RESPONSIBILITY <input checked="" type="checkbox"/> CARRIER <input type="checkbox"/> SHIPPER/CONTRACTOR <input type="checkbox"/> TRANS/SHIPPING ACTIVITY <input type="checkbox"/> RECEIVER <input type="checkbox"/> OTHER (Specify)			
38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? (If "NO," explain in Remarks) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		39. DOCUMENTS ATTACHED? (If "YES," list in Remarks) <input type="checkbox"/> YES <input type="checkbox"/> NO	
		40. PHOTOGRAPHS ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
41. INSPECTION DATA <input type="checkbox"/> CARRIER INSPECTED (Report attached) <input type="checkbox"/> INSPECTION WAIVED (Waiver attached) <input type="checkbox"/> ORAL WAIVER (Provide name, title, and date in Remarks) <input type="checkbox"/> GOVERNMENT INSPECTED (Report attached)		42. DISPOSITION DATA <input type="checkbox"/> REJECTED (Receipt attached) <input type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (Bill Attached) <input checked="" type="checkbox"/> OTHER (Explain in Remarks)	
43. REMARKS (See preparation instructions of covering regulation for suggested information) DOCUMENT ATTACHED: 1. CY CBL 2. CY CARRIER'S TENDER 04218 3. CY CARRIER'S DELIVERY RECEIPT 4. PHOTOGRAPHS 5. CY CARRIER'S INSPECTION REPORT 6. CY GOVERNMENT INSPECTION REPORT 7. CY DD FORM 1348-1 8. ACTUAL REPAIR COST STATEMENT CARRIER DROPPED SHIPMENT 6 JULY 2003 WHILE UNLOADING			
44. DISTRIBUTION OF COPIES SDG3-GD-CS FORT HOOD TO FILE TOBYHANNA ARMY DEPOT I.O. FILE CDRMDC/MTSS/MTN DERCEDM/AMSEQ-MMD-DT		45a. NAME OF PREPARER (Type or Print) Bill Gazdagh	
		45b. TITLE TRANSPORTATION OFFICER	45c. TELEPHONE NUMBER 703 428-2294 DSN 328
		45d. SIGNATURE <i>Bill Gazdagh</i>	
46. ACTION BY REVIEWING OFFICIALS			
A. ABOVE ITEMS HAVE BEEN <input type="checkbox"/> EXPENDED <input type="checkbox"/> RECEIVED	B. INVENTORY ACCOUNT		C. CHARGE/TRANSFER TO
D. ACCOUNTING CLASSIFICATION 			
E. APPROVED TO HOLD _____ (Name)		RESPONSIBLE IN THE AMOUNT OF \$ _____	
F. APPROVING OFFICIAL 	NAME (Type or Print)		TITLE
	SIGNATURE		DATE
47. ACTION BY CLAIMS OFFICE			

4273 REPORTING TRANSPORTATION DISCREPANCIES IN SHIPMENTS

1. GENERAL. Transportation discrepancies in shipments sent through the Defense Transportation System (DTS) and shipments within CONUS moving by commercial carrier will be reported via the Discrepancy in Shipments Reports System (DISREPS). DISREPS are reported on a Standard Form 361 (see sample on previous 2 pages). Detailed instructions on DISREPS are contained in Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R-Part II Cargo Movement, Chapter 210 and Appendix I.

2. REPORTING EXCEPTIONS. Discrepancies excluded from these procedures are:

a. reporting of equipment offered by carriers that cannot meet the safety requirements for moving hazardous material, e. g., a tractor fails the spark test;

b. reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, and supply item identification marking; lost or damaged parcel post shipments. These types of discrepancies will be reported on a Supply Discrepancy Report, SF 364 (SDR (ROD)), see par. 4270 and NAVSUP P-723;

c. loss or damage to personal property, unless that loss or damage happened to property consigned to transshipment activities for movement overseas, or the discrepancies resulted from movement by Air Mobility Command (AMC) or Military Sealift Command (MSC);

d. shipments of bulk petroleum via all modes e.g., tank cars, pipeline; (See DODM 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal, Volume II, Chapter 5;

e. any problem with Transportation Control and Movement Documents (TCMDs);

f. discrepancies attributed to foreign carrier (these will be processed according to theater directives or individual military service/agency regulations).

g. reporting discrepancies under the Government Purchase Card. If a discrepancy occurs on an order and/or shipment paid for under the purchase card program, the cardholder must contact the responsible vendor/carrier to resolve the discrepancy;

h. dunnage and lashing gear, e.g., lumber and wood products, wire, wire rope, turnbuckles, clips, chains (other than those items identified as recoverable according to current individual Service policy and procedures), used to fasten cargo to prevent shifting during transportation;

i. discrepancies that occur in the movement of material to or from on-station sites or satellite activities using equipment assigned to a government activity, vendor, or contractor operation.

4274 REPORTING OF PRODUCT QUALITY DEFICIENT MATERIALS OBTAINED THROUGH THE SUPPLY SYSTEM

1. GENERAL. Since the end of 1997, several significant changes have been made to the Product Quality Deficiency Report (PQDR) Program to include changing the name from Quality Deficiency Report (QDR). There are now only three PQDR Screening Points for the entire Navy (see par. 4274-6). Further, the number of PQDR instructions has been reduced from over twenty to just two, which provide all PQDR policy and instruction. These two instructions are SECNAVINST 4855.3 and SECNAVINST 4855.5. In addition to ordering using standard MILSTRIP requisitioning procedures, both instructions are available through the DOD Defense Acquisition Deskbook program and the DOD SSP web page (<http://www.dodssp.daps.mil/>), then follow the link to the Navy Directives Library.

2. PURPOSE. The purpose of initiating a PQDR is to provide feedback to activities responsible for design, development, purchasing, production, supply, maintenance, contract administration and other functions so that action can be taken to determine cause, take corrective action, and prevent recurring deficiencies. Initiating a PQDR also accomplishes several other important issues such as segregating and purging defective material from the supply system, issuing credit to the PQDR originator to balance financial records and to adjust planned overhauls and repairs to carcasses. The reporting of defective material also allows the Navy to record each event in our database for trend analysis and monitoring of failures.

3. SCOPE. All product quality deficiencies shall be reported. This includes deficiencies which may occur in major weapon systems, repairables, repair items, consumables, spares, and Government Furnished Material/Property. This also includes defects in material that is covered by a warranty. Any individual or activity within a Component finding a product quality deficiency is responsible for reporting it to the appropriate Screening Point.

4. ACTION REQUIRED. Upon receipt or discovery of a product quality deficient material the following steps must be taken:

a. Determine which Product Quality Deficiency Category to assign in accordance with the following definitions:

(1) Category I - A report of a critical defect which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; critically restricts the combat readiness capabilities of the using organization; or any defect which would result in production line stoppage.

(2) Category II - A report of a Product Quality Deficiency which does not meet the criteria set forth in Category I. Category II normally is used for reporting major and minor defects.

b. PQDRs will be submitted to one of the three Screening Points (see par. 4274-6) within 1 day after discovery for Category I or within 5 days after discovery for Category II.

c. Maintain a log to ensure that each PQDR is assigned a unique Report Control Number (RCN) and to track replies to each PQDR. The RCN will be constructed beginning with the appropriate Service Code (R, N or V), the activity Unit Identification Code (UIC), followed by a two-digit year and a four-digit sequential serial number (e.g. 0001).

d. Maintain copies of all PQDRs submitted for at least 2 years from date of submittal.

e. Respond to all requests for information from PQDR investigators for additional information that may be necessary in the investigation of the PQDR.

f. All PQDR exhibits are to be maintained in an “as-is” condition. Secure and segregate defective material/PQDR exhibits from all other material and classify defective material/PQDR exhibits in a suspended supply condition. As an exception, if the material is urgently needed, and the user determines that the deficiency does not affect the safe usage of the item; or the material is urgently needed and the user is able to repair the item; the material may be used. However, the deficiency information must still be reported and a PQDR must be initiated giving full details of the defect and the repair performed.

g. Identify the defective material/PQDR exhibits by completing and attaching a DD Form 1575, Suspended Tag, and a DD Form 2332, Product Quality Deficiency Exhibit.

h. Defective material will be held for a minimum of 60 days or until disposition instructions are received from the PQDR Screening or Action Point. Turn-in of the defective material prior to receiving disposition instructions from the Screening or Action Point could result in the PQDR exhibit being lost (losing it’s identity as a PQDR exhibit) or repaired prior to the investigation of the defect.

i. For AVDLR exhibits, hold for 30-days. If disposition instructions have not been received within 30-days, the originating activity (or supply activity holding the exhibit) will initiate a follow-up action to the FST. Aviation activities holding AVDLR PQDR exhibits pending disposition shall conduct timely follow-up actions with appropriate Action Points to avoid delays in shipping that could potentially result in unnecessary carcass charges. If necessary to hold an exhibit in excess of 30-days, fleet activities should initiate an advance carcass tracking reply (DOCID BK2) and cite response code “B”.

5. PREPARATION. The PQDR report may be generated on the SF-368 (NSN 7540-00-133-5541) for submission via internet, SALTS, mail or fax. Additionally, submissions of PQDR reports to activities identified in par. 4274-6 (a & c) may be made using the following website: www.navicp.navy.mil/PQDR/PQDR.htm. Submissions of PQDR reports to activities identified in par. 4274-6 (b) are only to be made using the following website: <https://namdrp.navair.navy.mil>. For hardcopy or fax submissions, the SF 368 will be prepared as follows:

	<u>Data Block</u>	<u>Explanation</u>
1a	From (Originator)	Enter the address of the originating activity.
1b	Name, Telephone No, and Signature	Enter the name/phone/signature of an individual who can serve as a point of contact.
1c	Date	Enter Signature date
2a	To (Screening Point)	Originator will enter the proper Screening Point from par. 4274-6 in block 2a. Leave block 2b blank.
2b	Name, Telephone No, and Signature	Enter Name, phone, activity street address (including zip), and DODAAC of screening point where report is to be sent.
2c	Date	Enter Date when Report is sent.

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<u>Data Block</u>	<u>Explanation</u>
3 Report Control Number (RCN)	Twelve position number made up of the DoDAAC of the originator followed by a two position calendar year and a four digit sequential serial number. To ensure that each RCN is unique, the originating activity will maintain a serial log of PQDR numbers, restarting each calendar year with 0001.
4 Date Deficiency Discovered	Enter the date the defect was discovered.
5 National Stock Number	Enter the NSN of the deficient item. If no NSN is assigned, then the FSC class shall be entered.
6 Nomenclature	Enter the name of the item found defective.
7a Manufacturer/City/State	Enter the name and address of the manufacturer or government activity that repaired/supplied the new or repaired material.
7b Manufacturer's Code	Enter the CAGE code of the manufacturer.
7c Shipper/City/State	Enter shipper/supplier name if different from manufacturer
8 Manufacturers Part No.	Self-explanatory
9 Serial/Lot/ Batch No.	Enter the serial/lot/batch number of the deficient material. Always attempt to identify the serial number of repairable items. In many cases, more than one source provides the same item and the serial number is the only means to identify the actual source.
10 Contract No.	Enter the contract number or purchase order number as shown on the packaging. Example: N00104-98-P-2345.
10c Requisition No.	Enter the original requisition number if known. Otherwise the QDR Screening Point will assign one.
11 Item	Check new or repaired, if known.
12 Date Manufactured or repaired	Enter date if known.
13 Operating time at failure	Enter the time the item had been in operation since new, last repair, modification, or overhaul. Use the appropriate performance element, i.e., miles, hours, cycles, etc.
14 Government Furnished Material	Not applicable to ships. Government furnished material is any material the government owns and is furnished to a contractor in the performance of a contract. Check appropriate block if known
15a Quantity Received	Enter the total number of items received in the lot.
15b Quantity Inspected	Enter the total number of items inspected.
15c Quantity Deficient	Enter the number of items that were determined to be deficient as a result of inspection.

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<u>Data Block</u>	<u>Explanation</u>
16a Deficient Item Works On/With - End Item	Enter the major system the item is used with (SLQ-32, F-18, Mk-46). Enter the type/model/series and serial number for the end item to include Aircraft Bureau Number and Engine Serial.
16b Deficient Item Works On/With - Next Higher Assembly	Enter the NSN, nomenclature, part number and serial number of the next higher assembly the item works with.
17 Unit Cost	Enter the actual unit price of the material being reported as deficient, if known. Refer to FEDLOG for the standard unit price. Use Net Price for Repairable Components (e.g. 7 cog)
18 Estimated Repair Costs	Not applicable to ships. For Aviation applications, enter estimated cost & Man-hours for correcting the deficient material if known.
19 Warranty	Check one of the blocks to indicate if the deficient item is covered by a warranty, if known.
20 WUC/EIC	Insert the applicable WUC/EIC using seven characters, if applicable.
21 Action/Disposition	Enter "indefinite" for the number of days the material is being held unless another block applies. Packaging, packing, and shipping containers are to be held with the exhibit(s) to facilitate the investigation. Blocks "Repaired and Disposed of, and Returned to Stock" should be used infrequently and only to support mission requirements. If necessary, check "other" and describe in block 22.
22 Details	Provide as much details as possible about the deficiency. List actual values, measurements, test results, type of failure, etc. Also attach any applicable documents such as test/acceptance reports and shipping documents (DD-250).
23 Location of Deficient Material	Enter the exact location of the deficient material and where an exhibit is located along with a POC with phone number.

6. SUBMISSION. PQDRs will be forwarded to one of the three applicable Screening Points as follows:

a. AIR-LAUNCHED ORDNANCE: Missiles, bombs, guns, ammunition, and related handling equipment will be submitted to the Naval Air Warfare Center. (8U, 2E, 2T COG Items)

(1) Message PLAD - NAVAIRWARCENWPNDIV PT MUGU CA/327100E//

(2) Email Address - dawn.dempster@navy.mil.

(3) Fax - (805) 484-6344

(4) Activity Address - Naval Air Warfare Center Weapons Div., Attn: Code 327100E, 575 I Ave. Suite1, Pt. Mugu, CA 93042-5001

(5) Telephone - (805) 484-6243, DSN 351-6243

(6) DODAAC - N63126

b. AVIATION ITEMS: Items which are used in aircraft operations includes aircraft, avionics, and related ground support equipment and LAMPS (0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N, and aviation related 9-COG Items) but not air-launched ordnance, will be submitted via the NAMDRP website at <https://namdrp.navair.navy.mil> to the NAVAIR activity identified within that website. Aviation PQDRs submissions via SALTS, letter mail, e-mail or fax will not be accepted. If web access is not available, or impractical, a DMS message will be submitted, regardless of the category and will be forwarded to NAVAIR as follows:

- (1) Message PLAD - COMNAVAIRSYSCOM PATUXENT RIVER MD//DRPO//
- (2) DODAAC - N00019

c. ALL OTHER PQDR REPORTS: Submit PQDR reports not classified above (including material procured/managed by NAVSEA, NAVSUP, NAVFAC, and SPAWAR) to NAVICP Mechanicsburg, who has been designated as a central distribution center with responsibility for routing the report to the proper Screening and Action Point (0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H, 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3N, 3G, 5M, non-aviation 9-COG items):

- (1) Message PLAD - NAVICP MECHANICSBURG PA//M05614//
- (2) Email Address - QDRMECH@.navy.mil
- (3) Fax - 717-605-2372, DSN 430-2372
- (4) Activity Address - Commander, Naval Inventory Control Point-Mechanicsburg, Code 05614, 5450 Carlisle Pike, P.O. Box 2020, Mechanicsburg, PA 17055-0788.
- (5) Telephone - 717-605-2319, DSN 430-2319
- (6) DODAAC - N00104
- (7) SALTS - NAVICP-M Code M05614 "SCE"

7. EXHIBIT SHIPPING PROCEDURE. When requested by the Action Point, the PQDR originator (or applicable supply activity holding the exhibit) shall ship exhibits using a DD Form 1348-1A shipping/turn-in document (DOCID "BQD", Project Code "754") with a statement in bold block letters on the document "DEFECTIVE/SUSPECTED DEFECTIVE MATERIAL RETURNED---PQDR REPORT CONTROL NUMBER_____---PLACE IN CONDITION CODE-L UPON RECEIPT". Exhibits shall be shipped in Condition Code-J pending full implementation of condition code Q.

a. Packing/Packaging, Marking And Shipping. All PQDR exhibits are to be maintained in an "as-is" condition. ASTM 3951-88, entitled Standard Practice for Commercial Packaging, may be used for exhibit packaging guidance. The tagged exhibit (DD Form 2332) along with a copy of the related deficiency report shall be commercially packaged including necessary bracing and cushioning to assure safe delivery to the destination. MIL-STD-129, Marking for Shipment and Storage, should be used for marking exhibits. The outside of the package shall be clearly marked on one side "PQDR EXHIBIT/REPORT CONTROL NUMBER_____ OPEN ONLY IN PRESENCE OF A GOVERNMENT REPRESENTATIVE". Mark two other sides "PQDR EXHIBIT".

b. For AVDLR (7R) Exhibits.

(1) For AVDLR (7R) items, the supply activity holding the exhibit shall ensure the proper packaging and preservation of the PQDR exhibit immediately upon receipt from the originating activity to prevent corrosion, contamination or additional damage. Maintenance activities shall not attempt to repair, make adjustments, disassemble, decontaminate or clean. At the time a PQDR is identified, place a label on the wrapping or container while awaiting disposition instructions from the Action Point. Upon receipt of instructions, place another label on the shipping container, or mark as above.

(2) Ship exhibit using the Fed-Ex shipping tool in the NAMDRP website directly to the address provided in the disposition instructions. In no case will AVDLR exhibits be shipped via the normal retrograde process using the ATAC hub or node. Use DOCID "BQD" Project Code "754" and Condition Code "L".

(3) If a replacement item is required, submit a new requisition, using the appropriate exchange advice code, ensuring the document number on the exhibit BQD turn-in document matches the replacement requisition to ensure proper carcass tracking accountability and crediting action. The replacement will be issued at net price. Credit, if provided, will be to that document number at the net price. (See Para. 8(e) below). If the document number of the replacement requisition happens to be different, then initiate an advance carcass tracking reply (DOCID BK2) and cite response code "B." This advance BK2 should be submitted after the material is turned in.

(4) If disposition instructions have not been received within 30 days, the originating activity (or supply activity holding the exhibit) will initiate a follow-up action to the FST using the NAMDRP web site, e-mail, phone or DMS. However, the exhibit will not be shipped as DOCID "BC1". Condition Code "F" to the depot for repair without the written authorization from the NAVAIR Action Point. Further, the exhibit will not be inducted into the local IMA for repair except as identified above in par. 4274-4F.

c. Priority. Category I exhibits will be shipped using priority designator 03 (TP-1). Category II exhibits will be shipped using priority designator 06 (TP-2). If specific shipping priority instructions are not provided for an exhibit to be returned after completion of an investigation then priority code 09 (TP-3) shall be used. DOD 4140.1-R applies.

d. Transportation Costs. Unless otherwise provided, transportation costs for shipping a PQDR exhibit to the support point will normally be the responsibility of the Government. Transportation costs for return of the exhibit will normally be requested of the contractor or other support point when the exhibit is requested to perform an investigation. Transportation costs for Fed-Ex shipments in the case of AVDLR exhibits will be paid by NAVAIR. Fleet activities are directed to use the NAVAIR Fed-Ex account number found in the website to avoid incurring transportation charges.

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8. CREDIT FOR PRODUCT QUALITY DEFICIENT MATERIAL. Credit for PQDR material will not be automatic. Generally, credit will not be granted for PQDRs with a value under \$100.00, unless the combined value of several PQDRs exceeds \$100.00 for the same item. If a PQDR is received with no requisition number for which the defective material was ordered, the PQDR Screening Point will assign a number using the originators UIC. If that UIC was originally billed for that NSN, credit will most likely be processed. Additional information on credit can be found in the DOD FMR Vol. 11B, Chap. 55, Section P, Para. 3. The following rules apply:

- a. In all cases, if the original bill is found, the original amount billed will be refunded.
- b. If the original bill cannot be found, and the cog is 1H, or 3H, current standard price is refunded.
- c. If the original bill cannot be found, the cog indicates the item is a Depot Level Repairable, and the customer has been directed to dispose of the material, current standard price is refunded.
- d. If the original bill cannot be found, the cog indicates the item is a Depot Level Repairable, and the customer has been directed to return the material, current net price is refunded.
- e. For AVDLR PQDR exhibits (7R) submitted by aviation commands via the NAMDRP website, credits are recommended by the appropriate Screening Point, based on the determination of the Action Point that the product deficiency was not caused by, or was the fault of the reporting activity. This charge reversal recommendation will be forwarded by the Screening Point via the NAMDRP website to NAVICP-P (Code-015), who will process credit back to the applicable afloat activity.

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PRODUCT QUALITY DEFICIENCY REPORT (PQDR) (SF 368)

DO NOT DETACH THIS STUB ON COPIES FORWARDED TO SCREENING AND ACTION POINTS (Carbon paper not required to complete this side.)									
PRODUCT QUALITY DEFICIENCY REPORT					<input type="checkbox"/> CATEGORY I		<input type="checkbox"/> CATEGORY II		
1a. FROM (Originator) USS JOHN PAUL JONES (DDG-32) FPO AP 96672-0001					2a. TO (Screening point) COMMANDER (CODE 05614) NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE, PO BOX 2020 MECHANICSPURG, PA 17055-0788				
1b. NAME, TELEPHONE NO. AND SIGNATURE I.L. Garner LT I.L. GARNER, SC, USN DSN 948-3232			1c. DATE 7/28/2005		2b. NAME, TELEPHONE NO. AND SIGNATURE			2c. DATE	
3. REPORT CONTROL NO. R52192-05-0038		4. DATE DEFICIENCY DISCOVERED 7/13/2005		5. NATIONAL STOCK NO. (NSN) 1H 3120-00-340-3311		6. NOMENCLATURE BEARING, SLEEVE			
7a. MANUFACTURER/CITY/STATE IMO Industries, Inc., Trenton NJ			7b. MFRS. CODE 15330		7c. SHIPPER/CITY/STATE N/A			8. MFRS. PART NO. S2807JA	
9. SERIAL/LOT/BATCH NO.		10a. CONTRACT NO. N00104-02-C-0155		10b. PURCHASE ORDER NO.		10c. REQUISITION NO.		10d. GBL NO.	
11. ITEM <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/ OVERHAULED		12. DATE RECD, MFRD, RE- PAIRED, OR OVERHAULED		13. OPERATING TIME AT FAILURE			14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. QUANTITY		a. RECEIVED 6		b. INSPECTED 6		c. DEFICIENT 6		d. IN STOCK NONE	
16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM (Aircraft, mower, etc.)		(1) TYPE/MODEL/SERIES MAIN FEED BOOSTER PUMP TURBINE				(2) SERIAL NO. N/A		
	b. NEXT HIGHER ASSEMBLY		(1) NATIONAL STOCK NO. (NSN) UNKNOWN		(2) NOMENCLATURE FEEDWATER SYS		(3) PART NO. N/A		(4) SERIAL NO. N/A
17. UNIT COST \$ 126.17 AY		18. ESTIMATED REPAIR COST \$		19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UN KNOWN			19b. EXPIRATION DATE		
20. WORK UNIT CODE/EIC (Navy and Air Force Only.) F30P000									
21. ACTION/DISPOSITION <input type="checkbox"/> HOLDING EXHIBIT FOR ___ DAYS <input type="checkbox"/> RELEASED FOR INVESTIGATION <input type="checkbox"/> RETURNED TO STOCK <input type="checkbox"/> DISPOSED OF <input type="checkbox"/> REPAIRED <input checked="" type="checkbox"/> OTHER (Explain in item 22)									
22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.) Block 21: Material to be held until disposition received. Bearings are scratched and have deep gouges. Use would burn rotor shaft causing shaft to drop out of alignment resulting in possible personnel casualties. Requisition No. R52192- 5181- A720. Point of contact: LTI. L. Garner, SC, USN.									
23. LOCATION OF DEFICIENT MATERIAL									
24a. TO (Action Point) one)					25a. TO (Support Point) (use items 25 and 26 if more than				
24b. NAME, TELEPHONE NO. AND SIGNATURE			24c. DATE		25b. NAME, TELEPHONE NO. AND SIGNATURE			25c. DATE	
26a. TO (Support Point)					27a. TO (Support Point)				
26b. NAME, TELEPHONE NO. AND SIGNATURE			26c. DATE		27b. NAME, TELEPHONE NO. AND SIGNATURE			27c. DATE	
368-102 NSN 7540-00-133-5541					STANDARD FORM 368 (REV. 10-85) GENERAL SERVICES ADMINISTRATION (FPMR 101-26.6)				

4275 LOSS OF MATERIAL IN TRANSIT DUE TO ENEMY ACTION

When shipping papers or invoices indicate that material has been shipped, but it is not received and it is determined subsequently that such non-receipt is due to loss caused by operations of the enemy, the receipt papers will be stamped or otherwise have noted upon them:

"Lost in transit by enemy action. Reference _____.
 Expended without survey." (Authority for statement of loss)

If the loss involves chargeable material, an operating target augmentation may be requested to permit replacement, if necessary.

4276 ENGINEERING INVESTIGATIONS (EI)

NAVAIR operates the Engineering Investigation (EI) program to enhance aircraft safety and reliability. The program identifies design and manufacturing discrepancies in failed, in-service aviation material. Supply personnel assigned to the Aviation Stores Division (S-6) afloat and Aviation Support Division ashore are responsible for short-term storage and shipping of EI exhibits.

1. PROCEDURES. Supply departments supporting aviation activities shall hold EI exhibits until receipt of disposition instructions from the NAVAIR Fleet Support Team (FST). If these instructions are not received within a thirty-day time period, supply personnel will follow up with the FST or other directing authority either by use of the technical dialogue feature in the website listed below, or by message traffic. EI exhibits will not be shipped without express shipping instructions from these activities, nor will they be provided to any ATAC Hub/Node. All EI exhibits will be clearly labeled as such on both the DD 1348-1A and all visible surfaces of the shipping container. Additionally, these exhibits will be shipped separately from any other material (e.g. they will not be commingled with the normal retrograde of DLRs, or with any bulk off-load material).

2. HANDLING. Specific instructions for local handling, marking, and storage of E/I Exhibits are also contained in the Naval Aviation Maintenance Program Instruction (NAMP), OPNAVINST 4790.2. Specific shipping instructions, including the shipping location, are provided by the FST either in the EI website located at <https://namdrp.navair.navy.mil/>, or by message traffic when web access is not available. The EI exhibits shall be shipped via premium commercial shipping, if available, to the location described in the EI Preliminary Report, using the premium commercial shipping application tool embedded on the EI website. When web access is not available, alternative shipping instructions shall be identified by the FST on a case-by-case method. Shipping instructions from the FST will be provided by Naval Message to deployed units and through the EI website for non-deployed units.

3. TRANSACTION ITEM REPORTING FOR EI EXHIBITS. Transactions Item Reporting and material turn-in credit will be provided by customer service at the FST for EI exhibits.

Section IV: DETERMINING WHEN A SHIPMENT IS CONSIDERED COMPLETE

4295 DELIVERIES BY SUPPLY OFFICERS ASHORE

Deliveries by supply officers ashore to afloat activities will be considered complete when stores are turned over to the representative of the afloat activity.

4296 DELIVERIES BY CONTRACTORS

Deliveries by a contractor to afloat activities will be considered complete when stores actually have been delivered to the point specified in the purchase document and a receipt signature has been obtained.

4297 DELIVERIES FREE ALONGSIDE (F.A.S.)

When purchase documents call for delivery free alongside barge or ship, delivery is considered complete when the stores have been inspected, accepted, and delivered alongside such barge or ship or within convenient reach of the ship's tackle or other loading equipment.

4298 DELIVERIES BY COMBAT LOGISTICS FORCE (CLF) SHIPS

Except when replenishing underway, deliveries by CLF ships to a ship will be considered complete when stores have been placed in the conveyance (normally boat or barge) alongside the CLF ship, and a receipt signature is obtained. During underway replenishment, deliveries will be considered complete when the stores have cleared the side of the issuing ship.

Section V: DISPOSITION OF INCOMING MATERIAL

4315 DETERMINING MATERIAL DISPOSITION

1. GENERAL. Proper receipt and distribution practices are basic requirements for maintaining inventory and financial accuracy. Stock, DTO, and materials requiring special handling will be identified by receipt documents and material markings. If necessary, receiving personnel will research material and requisition files to obtain the information required for proper material distribution.

2. DOCUMENT INFORMATION. The following entries on receipt documents will aid in determining material distribution:

Block

Ship To/Mark For

Entry

Purchase documents include a ship to/mark for entry which contains the requisition (document) number.

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<u>Block</u>	<u>Entry</u>
Document Number	The UIC and document serial number will identify stock and DTO requisitions. For SUADPS-RT/RSUPPLY Force Level stock material, the document number will be UICOWN and the serial number will be 0001-1999 (USID C and M serial numbers will be 1800-1999).
Stock Number SMIC	The SMIC indicates if material is in support of a special program (see Appendix 14).
Controlled Item Inventory Code	Indicates special handling based on security classification or hazardous nature of material (see Appendix 9D).
Material Control Code	Indicates special handling based on specific control and/or accounting requirements (see Appendix 9I).
Substitute Data	Advises that the item is an acceptable substitute for the item ordered.
Required Delivery Date	Any entry indicates expeditious handling required.
Priority	Indicates requisitioners priority and therefore the speed of handling required.
Supplementary Address	If stock, contains the first five digits of the storeroom location (for SUADPS-RT/RSUPPLY Force Level the last digit of the project code is the 6th digit of the location). If DTO, normally indicates the work center code. See subpar. 3 below for additional information on 9_ cog items.
Project Code (last digit)	Identifies shipments of material for projects or programs. If stock, contains the last digit of the storeroom location (see Appendix 6).

3. 9_ COG REQUISITIONS REFERRED TO GSA/DLA. If the item is managed under 9_ cog and the requisition was referred to GSA or a DLA activity, the supplementary address field of the receipt document will contain the UIC of the stock point that initially received the requisition. When the UIC of the stock point is entered in the supplementary address field of the receipt document, signal code B and the applicable Navy Working Capital Fund fund code will be indicated in card columns 51-53. These changes are necessary so that the stock point may receive credit for the sale. In such instances, the receiving storekeeper will determine material disposition from the outstanding requisition file/listings.

4. SPECIAL MATERIAL HANDLING. The receiving function will frequently involve the handling of material which requires extensive control due to pilferability. When encountered, gold, alcohol, drugs, and equipment which is easily convertible to personal use will need to be controlled to avoid loss or misuse.

4316 MATERIAL RECEIVED FOR STOCK

Material received for stock will be placed as closely as possible to its final storage location. For multiple piece receipts, the document number will be marked on each piece with 1 of __, 2 of __, 3 of __, etc and the receipt documents will be attached to piece number 1. Prior to stowage of stock material, the storeroom storekeeper will compare the stock number on the material or its container with that in the receipt document. If they differ, research will be conducted to determine the proper identification number; and the receipt document and/or material marking, as appropriate, will be corrected. The material then will be stowed in the location indicated in the supplementary address field of the receipt document (see par. 4315 if the receipt document is a DD Form 1348-1A which includes a UIC in the supplementary address field). If the material cannot be stowed in the previously assigned location, or if none was previously assigned, the new or additional location(s) will be entered in data block 10 of a DD Form 1348-1A. If the receipt document indicates Seamart/Submart as the storeroom location for large quantities, receiving personnel will verify whether all material is to be delivered to Seamart/Submart or if a secondary storeroom location from the BMF/SIT is to be used.

4317 MATERIAL RECEIVED FOR DIRECT TURNOVER (DTO)

1. GENERAL. Items ordered for special or immediate use by departments normally are classified as DTO material. Ordering departments and/or units will be notified of material availability immediately upon receipt for high priority material and at least daily for all others. For multiple piece receipts, the document number will be marked on each piece with 1 of __, 2 of __, 3 of __, etc and the receipt documents will be attached to piece number 1. For SUADPS-RT/RSUPPLY Force Level activities, a RIP document will be created and filed (at the discretion of the Supply Officer) unless the material is turned over to the user in the same space that it is received.

2. OTHER DTO MATERIALS. When material is received, it will be turned over to the requesting department as soon as practicable. A receipt signature will be obtained from the cognizant department head or his representative on the receipt document. A copy of the receipt document will be given to the recipient of the material, and the remaining copies will be forwarded to the stock records storekeeper for processing in accordance with pars. 6250-6253.

4318 UNIDENTIFIED MATERIAL RECEIVED

Unidentified material will be examined for identifying numbers or marks that might lead to its identification. Supply and technical manuals and if necessary, technical personnel from the most probable using department will be utilized. If the material can be identified to an NSN, NICN, or part number, a "dummy" receipt document will be prepared in accordance with par. 4124. When the material in question cannot be identified, it will be returned to the nearest ashore supply activity for disposition.

4319 MATERIAL RETURNED TO THE SUPPLY DEPARTMENT

Consistent with the Ship's 3-M Manual (OPNAVINST 4790.4), excess RFI material in departmental spaces will be turned in to the supply department for return to stock or other appropriate disposition. The material will be returned and processed in accordance with par. 6253. Departmental turn-ins of unserviceable depot level repairable (DLR) items will be accomplished in accordance with par. 8311.

Section VI: PAYMENT OF DEALER'S INVOICES**4335 INVOICE PROCESSING**

1. GENERAL. Under the provisions of the Prompt Payment Act (Public Law 97-177), federal agencies are required to pay interest penalties for the late payment of a proper dealer's invoice. In the interest of better business relationship with suppliers, improved efficiency of the bill paying functions, and reduced cost of goods and services, all activities with procurement or purchase authority are required to certify and forward proper invoices within five working days to the paying office specified in the purchase order, unless specified differently in the contract. The payment due date for most supplies and services is the 30th calendar day after the later of either the receipt date of a proper invoice by the designated payment office or the government acceptance date of supplies delivered or services performed. Special attention should be given to the payment due dates of no later than:

- a. seven calendar days after product delivery of fresh or frozen meat, poultry, fish, or eggs; or perishable food products;
- b. ten calendar days after product delivery of perishable agricultural commodities or dairy products.

2. PRECAUTIONS AGAINST DUPLICATE PAYMENTS. To avoid duplicate payments, dealer's invoices will be processed for payment only if the material has been received and accepted.

3. PROPER INVOICES. Any dealer's invoice that is not proper or erroneously sent to the ship will be returned with a cover letter notifying the vendor of defect(s) on the invoice within 7 calendar days (three days for meat or meat food products, five days for perishable agricultural commodities and dairy products). In order for an invoice to be proper it must include the following as applicable:

- c. name and address of contractor;
- d. invoice date;
- c. purchase order number or contract and Delivery/Task order numbers;
- d. contract line item number, item description, quantity, unit of measure, unit prices, and extended price of supplies delivered or services performed.
- e. prompt payment discount terms, shipment number and date of shipment (bill of lading number and weight of shipment will be shown for shipments on Government bill of lading);
- f. name and address to which payment is to be sent (which must be the same as that in the contract or on a proper notice of assignment);
- g. name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice; and
- h. any other information or documentation required by the terms and conditions stated in the order (such as evidence of shipment). Invoices shall be prepared and submitted in quadruplicate (one copy shall be marked original) unless otherwise specified.

4. **CERTIFICATION AND ACCEPTANCE.** Certification of receipt and acceptance of goods or services by cognizant responsible officials must be displayed on the reverse of the original invoice with the following information:

- a. date material/services received/accepted,
- b. date invoice was received,
- c. dealer's invoice number,
- d. date invoice forwarded for payment, and
- e. name of paying activity.

5. **DISCOUNTS ON DEALER'S INVOICES.** When purchased material is received, dealer's invoices which offer a discount for payment within a specified time frame will be immediately processed and forwarded to the paying activity designated in the related purchase order. To permit ready identification of such vouchers, a "DISCOUNT" label (NAVCOMPT Form 442) will be stapled to the upper left corner of each dealer's invoice in which a discount is offered, whether or not the discount period has expired (see sample below). The discount label will indicate the date of receipt of the invoice or the material, whichever is later, and the discount expiration date. When a dealer's invoice is not forwarded within the discount period for any reason other than late receipt of the invoices or the material, an explanation of the delay will be annotated in a copy of the invoice or the inspection report, whichever is used for certifying receipt and acceptance of the material. Payment terms (e.g., NET 20) offered by the contractor are not required payment dates.

DISCOUNT LABEL (NAVCOMPT FORM 442)

NAVCOMPT FORM 442 (REV. 3-69)	
S/N 0-104-LF-700-7201	
----- FOLD LINE -----	
MTL.SVC/INVOICE	
RECEIVED	<u>10/10/05</u> (SHOW LETTER DATE)
DISCOUNT	
EXPIRES	<u>10/21/05</u>

6. **DEALER'S INVOICES NOT SUBJECT TO DISCOUNT.** Dealer's invoices not subject to discount will be forwarded for receipt by the appropriate Defense Finance Accounting Service (DFAS) (see par. 4336) designated in the purchase document within five days following certification and acceptance of the goods or services, whichever is later. Supply officers will take necessary action to insure that dealers' invoices are forwarded within the prescribed time.

4336 FORWARDING FOR PAYMENT

1. PAYMENT OFFICE. Dealer's invoices will be paid by the office specified in the purchase document. Purchase orders and contracts (including indefinite delivery contracts) issued by an ashore activity generally will specify the payment office that accounts for all or most of the chargeable funds. Domestic purchase orders issued by fleet units will specify the most appropriate of the following payment offices:

<u>Payment office</u>	<u>Fleet units served</u>
DFAS, Norfolk, VA	Atlantic Fleet units (for purchases in CONUS)
DFAS, San Diego, CA	Pacific Fleet units (for purchases in CONUS or Alaska)
DFAS, Pearl Harbor, HI	Pacific Fleet units (for purchases in Hawaii).

2. DOMESTIC PURCHASES (CONUS, ALASKA, OR HAWAII). When a dealer's invoice is received from a vendor located in the continental United States (CONUS), Alaska, or Hawaii, the original and three copies of the invoice, with an attached copy of the receipted purchase document, will be forwarded to the paying office designated in par. 4336-1.

3. OVERSEAS PURCHASES. When a ship has a disbursing officer, the disbursing officer will make payment on dealer's invoices, unless payment by another official is required in accordance with par. 4336-4. To support payments by the ship's disbursing officer, the Supply Officer will provide the original and three copies of each dealer's invoice and receipted copy of each related purchase document. When a ship does not have a disbursing officer assigned, payments will be made by, in order of precedence:

(1) nearest military disbursing officer in the vicinity;

(2) United States disbursing officer (usually assigned to a United States Embassy or naval attaché);

(3) nearest Defense Finance Accounting Service (DFAS). The forwarded dealer's invoices will be accompanied with a receipted copy of each related purchase document.

4. CONSOLIDATED PAYMENTS. When a group of Navy ships are in a foreign port, the Senior Officer Present Afloat (SOPA) may designate the Supply Officer of one ship to consolidate and pay the dealers' invoices of all ships in the group. In this circumstance, all foreign dealer's invoices received by the other ships in the group (whether or not they have Supply Corps officers assigned) will be forwarded to the ship designated by the SOPA. The invoices will be accompanied with a receipted copy of each related purchase document.

5. RETAINED COPY. One copy of the dealer's invoice will be attached to the retained copy of the purchase document in the completed purchase file. Before filing a copy of the purchase document in the purchase file the following information will be typed or stamped on the retained copy of the dealer's invoice:

Date material received _____

Date dealer's bill received _____

Number of dealer's bill _____

Date forwarded for payment _____

Paying activity _____

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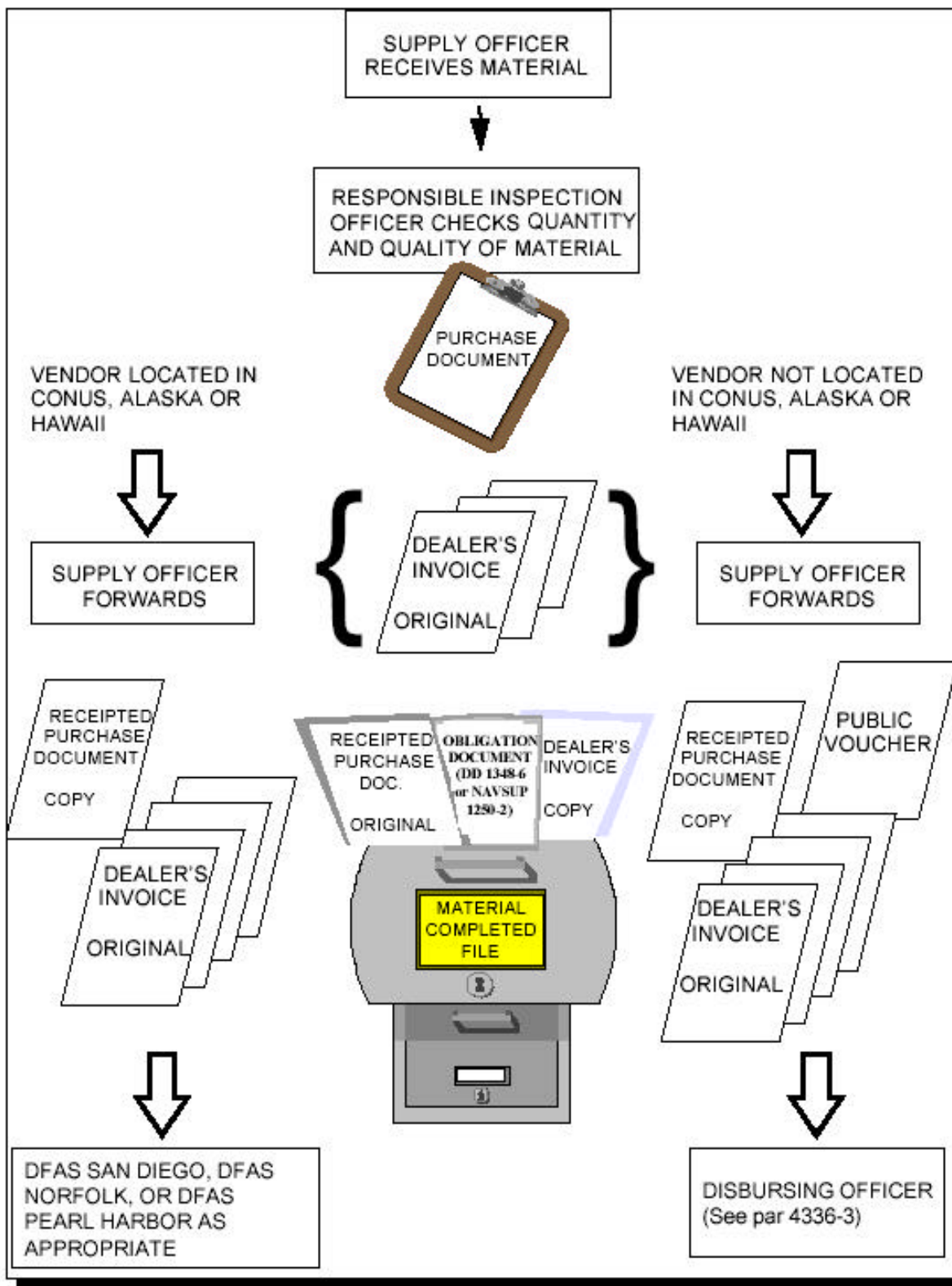
4336

Material Receipt, Custody and Stowage

RETAINED COPY OF DD FORM 1155

ORDER FOR SUPPLIES OR SERVICES <i>(Contractor must submit four copies of invoice.)</i>										Form Approved OMB No. 0704-0187 Expires Aug 31, 1992		PAGE 1 OF 1	
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in item 6.													
1. CONTRACT / PURCH ORDER NO. N05504-94-M-0015		2. DELIVERY ORDER NO.		3. DATE OF ORDER 94 JAN 30		4. REQUISITION / PURCH REQUEST NO. SEE SCHEDULE		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO 00					
6. ISSUED BY USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601 BUYER: LT GARNER 743-7263		CODE R05504		7. ADMINISTERED BY (If other than 6)				8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i>					
9. CONTRACTOR NAME AND ADDRESS MARINE SUPPLIES INC 824 THUNDER ROAD SAN FRANCISCO, CA 96605		CODE		FACILITY CODE		10. DELIVER TO FOB POINT BY (Date) 94 JAN 30		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
						12. DISCOUNT TERMS 2 % 10 NET 30		13. MAIL INVOICES TO SEE BLOCK 6					
14. SHIP TO COMMANDING OFFICER USS DUARTE (DD-901) PIER 11 NAVAL STATION ALAMEDA , CA		CODE R05504		15. PAYMENT WILL BE MADE BY DEFENSE FINANCE ACCOUNTING SERVICE 937 NORTH HARBOR DRIVE SAN DIEGO, CA 92132		CODE N60957		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER					
16. TYPE OF ORDER DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
<input type="checkbox"/>		NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED					
		If this box is marked, supplier must sign Acceptance and return the following number of copies:											
ACCOUNTING AND APPROPRIATION DATA													
17. ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	AUTHN ACCTG ACTY	TRANS. TYPE	PROPERTY ACCT ACTY	COUNTRY	COST CODE	AMOUNT			
	SEE SCHEDULE												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES / SERVICE	20. QUANTITY ORDERED / ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT								
0001	Valve, Fueling, Bronze with std threads CAGE: 56442 P/N: 23155 CATALOG # 23R15 REQN: R05504-4030-1123 ACR: AA	0005	EA	22.00	110.00								
0002	Gasket, Fueling valve, Nylon, for use with fuel valve Catalog #23R15 CAGE: 56442 P/N: 38241 REQN: R05504-4030-1124 ACR: AB	0010	EA	4.00	40.00								
		ACR: AA 1741804.702D 000 53824 0 060957 2D R05504 0040301124NR											
		ACR: AB 1741804.702D 000 53824 0 060957 2D R05504 0040301124NR											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA I. L. Garner BY: I. L. GARNER, LT. SC. USN		25. TOTAL \$150.00									
26. QUANTITY IN COLUMN 20 HAS BEEN <input checked="" type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO.		28. D.O. VOUCHER NO.		29. DIFFERENCES		30. INITIALS					
94 JAN 30 DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE Charles Ham MMC		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER					
36. I certify this account is correct and proper for payment. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		35. BILL OF LADING NO.		37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED			
				40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.					

PROCEDURE FOR RECEIPT OF PURCHASED MATERIAL



Section VII: SPECIFIC COMMODITIES

4376 GENERAL LIBRARY MATERIALS

Library materials are not authorized for stock and will always be considered as DTO. Supply department records will not be maintained except for a copy of the completed receipt which is placed in the Material Completed File (Stock Control History File for SUADPS-RT/RSUPPLY activities). Policy and procedures for the receipt, custody, collection, arrangement, and processing of general library materials (books, periodicals, etc.) are provided in the Naval General Library Manual (NAVEDTRA 38021).

4377 FRESH WATER

When fresh water is received, the medical officer (or his authorized representative) will inspect the water and sign the receipt document for quality. The requesting department head will inspect for quantity received. All receipts will be turned over to the Supply Officer for proper posting and filing. Stock records are not maintained except for a copy of the completed receipt which is retained in the Material Completed/Stock Control History File.

4378 RECREATION PROPERTY AND MATERIAL

Recreational material is not authorized for stock; therefore all receipts using appropriated funds will be processed as DTO. Stock records are not maintained except for a copy of the completed receipt which is retained in the Material Completed/Stock Control History File. Recreational material will be treated as highly pilferable and placed under lock and key until turned over to the ordering department.

4379 PRECIOUS METALS, DRUGS, AND OTHER CONTROLLED ITEMS

Controlled substances will be identified by the Controlled Item Inventory Code (CIIC, see Appendix 9D) and nomenclature and should always be a signature-required delivery. Other controlled items may also be identified by the Material Control Code (MCC, see Appendix 9I) or the Special Material Identification Code (SMIC, see Appendix 14). All controlled items will be immediately placed under lock and key and the ordering department notified. If necessary, drugs and other controlled substances will be kept under refrigeration. To eliminate the possibility of loss, packages identified as pilferable will not be opened until pick-up by the ordering department. At that time, a joint quantity (and quality if applicable) inspection will be conducted and the DTO receipt completed. Discrepancies will be certified by both receiving and ordering department representatives. Items containing a Quality Assurance Special Material Identification Code (SMIC) will only be directly turned over to qualified controlled-material personnel. Upon receipt of presentation silver, the Stores/Material Officer will be immediately notified (see pars 8110-8113 for additional procedures).

4380 SMALL ARMS

Small arms receipts will be left unopened and placed under lock and key until the ordering department is available for receipt inspection. A joint inspection will be conducted to verify the quantity and serial number of each item received. If a discrepancy exists, the receiving and ordering department representatives will document the discrepancy. Both the material and the receipt documents will be returned to the security locker. The Supply Officer and ordering department head will be notified immediately of discrepancies. The Supply Officer should take immediate action to resolve discrepancies with the shipping activity (telephone or message). One copy of the completed receipt will be forwarded to Commander, Crane Division, Code 4086, Naval Surface Warfare Center, 300 Highway 361, Crane, IN 47522-5001.

Section VIII: MATERIAL RECEIPT ACKNOWLEDGMENT**4400 INTRODUCTION**

1. **PURPOSE.** The Material Receipt Acknowledgment (MRA) Program was developed to monitor receipt of shipments of DOD and GSA wholesale stock and DRMS stock which are issued from onhand assets or procured for Direct Vendor Delivery. These procedures interface with MILSTEP for measuring receipt take-up time by requisitioners, and with MILSTRIP for providing 100 percent shipment status. These procedures provide for the following:
 - a. control of due-in records below the wholesale level;
 - b. the interface among the transportation, quality, supply and financial operations/systems below the wholesale level;
 - c. interface between the supply and purchasing operations/systems at the wholesale level;
 - d. proper control over intransit assets and document receipt in the payment files.
2. **APPLICABILITY.** These procedures apply to shipments of DOD and GSA wholesale stocks whether pushed or pulled, delivered or picked up, issued from onhand assets or procured for Direct Vendor Delivery.
3. **EXCLUSIONS.** These procedures are not applicable to the following:
 - a. Material excluded from requisitioning under MILSTRIP (see par. 3022), except that receipt of forms and publications will be acknowledged;
 - b. Inter-Service/Agency lateral redistribution of retail stock;
 - c. Shipments of fresh fruit and vegetables.

4401 PROCEDURES

1. RECEIPTS. Supply and Financial Management (SFM) and Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) / Relational Supply Automated Information System (RSUPPLY AIS) provide for automated Material Receipt Acknowledgement (MRA) processing. Receipts and Receipts in Process scanned into the Integrated Barcode System (IBS) will automatically generate the Document Identifier (DI) "DRA" transaction when downloaded to SUADPS-RT/RSUPPLY. A "MRA" flag will be set in the requisition file and the DI DRA transaction will automatically go to the Status Output File for transmission to DAAS. Receipts entered manually will automatically create a DI DRA transaction when the MRA flag is not set, and the transaction will be sent to the Status Output File.

2. SUPPLY DUE-IN RECORDS. Activities will establish supply due-in records for all outstanding requisitions with DI AS_/AB_/AU_ status (see par. 4400-3 for exclusions). These records will be continually updated and monitored to ensure MRAs are submitted within the time frames outlined in the following paragraph. Batch programs for SFM and SUADPS-RT/RSUPPLY will scan the requisition files and identify the requisitions with overaged shipping status and no previous DRA posted. It will then create the DRA transaction with Discrepancy Indicator "F" (non-receipt), set the MRA flag, and send the DRA to the Status Output File.

3. TIME FRAMES. MRAs will be transmitted within the following time frames:

- a. 5 calendar days from date material received;
- b. 30 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (CONUS destination);
- c. 90 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (Overseas destination).

4. TRANSMISSION. Reporting activities will transmit MRAs to DAAS, who will then forward the MRA to the appropriate activity(s). MRA's will be prepared in the following format:

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
1-3	Document Identifier	Enter DI DRA when submitting receipt acknowledgment. Enter DI DRB when submitting a delinquent MRA in reply to a follow-up.
4-6	Routing Identifier (to)	Enter the appropriate RI from the source document as follows: a. CC 4-6 of the DI AS_ shipment status, DI DRF follow-up, or original requisition (only if no status/follow-up has been received); b. CC 67-69 of the DI AE_ supply status.

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Material Receipt, Custody and Stowage

4401

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
7	Mode of shipment	For security assistance shipments, enter the applicable mode of shipment if available, otherwise leave blank.
8-22	Stock or part number	Enter the stock number or part number of the item being reported. If item received exceeds stock number field, is the wrong item, or cannot be identified, leave cc 8-22 blank and enter Discrepancy Indicator Code "A" in cc 63.
23-24	Unit of Issue	Enter UI of item being reported.
25-29	Quantity	Enter the total quantity received for the document number and suffix code entered in cc 30-44. For total or partial non-receipt, enter the missing quantity and enter Discrepancy Indicator Code "F" in cc 63.
30-43	Document Number	Enter document number of item being reported.
44	Suffix Code	Enter suffix code, if any, from receipt/due-in documentation.
45-50	Supplementary Address	Duplicate from receipt/due-in documentation.
51	Signal Code	Duplicate from receipt/due-in documentation.
52-53	Fund Code	Leave blank.
54-56	Routing Identifier (to)	Enter RI when there is an activity requiring the MRA in addition to the activity indicated in cc 4-6.
57-59	Project Code	Duplicate from receipt/due-in documentation.
60-62	Ordinal Date	Enter date receipt was posted to stock records. If cc 63 is "F", enter the date this transaction is prepared. For security assistance shipments, when mode is entered in cc 7 enter the date shipped, otherwise enter the date this transaction is prepared.
63	Discrepancy Indicator Code	Enter code from Appendix 10 when applicable, otherwise leave blank.

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Material Receipt, Custody and Stowage

(Ashore Units)

64-80 Leave blank.

(Afloat Units)

64-72 Various Leave Blank

73-75 Date Posted to Record Enter the ordinal date that material was posted to the inventory or requisitioners record.

76 Blank Leave Blank

77-80 Tailgate Julian Date If available, enter the julian date received by the requisitioners transportation/receiving element.

4402 DELINQUENT MATERIAL RECEIPT ACKNOWLEDGMENTS

1. GENERAL. When material shipment is confirmed, the issuing activity will monitor for receipt of the MRA. If the MRA is not received, the issuing activity will send a DI DRF follow-up in the following format:

<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>
1-3	Document Identifier	DI DRF.
4-6	Routing Identifier (from)	The RI of the activity preparing the follow-up.
7-24	Various	Duplicated from the DI AS_ transaction.
25-29	Quantity	The quantity of the shipment which has not been acknowledged or reported as not received.
30-50	Various	Duplicated from the DI AS_ transaction.
51	Signal Code	Duplicated from the original requisition.
52-53	Fund Code	Blank.
54-56	Distribution Code	Duplicated from the original requisition.
57-77	Various	Duplicated from the DI AS_ transaction.
78-80	Julian Date	The date the transaction was prepared.

2. RESPONSE TO FOLLOW-UP. When a DI DRF is received, a DI "DRB" response will be prepared and transmitted in the format prescribed in par. 4401-4. If no record of the requisition number exists, cc 8-24 and cc 30-51 will be duplicated from the DI DRF follow-up, and cc 63 will contain Discrepancy Indicator "B". SFM and SUADPS-RT/RSUPPLY allow this process to be completed automatically.

Part D: MATERIAL CUSTODY**Section I: GENERAL****4500 RESPONSIBILITY OF THE SUPPLY OFFICER**

1. MATERIAL IN SUPPLY DEPARTMENT SPACES. When material is stowed in storerooms or other areas assigned to the supply department, the Supply Officer is responsible for the storage, security, and inventory control of such material. The Supply Officer may delegate this responsibility to the person in charge of the storeroom or stowage area. All consumables which cannot be stored in supply department spaces will be procured for Direct Turnover (DTO) to the using department(s).

2. MATERIAL IN CUSTODY OF OTHER DEPARTMENT HEADS. Although supply department stocks of consumables and repair parts should be stored, to the maximum extent practicable, in supply department storerooms, it may be necessary or more expedient to store certain bulky consumables (e.g., lumber, metals, pipes, etc.) or certain technical repair parts (e.g., special navigational components, bulkhead mounted spares, etc.) in spaces under the control of other department heads. In tender ships, stocked repair parts (excluding bulkhead mounted spares) and equipment related consumables in the custody of other departments generally are referred to as "IMA technical stores". When supply department stock material is stored in other departmental spaces, the following applies:

a. The Supply Officer will exercise inventory control of the material.

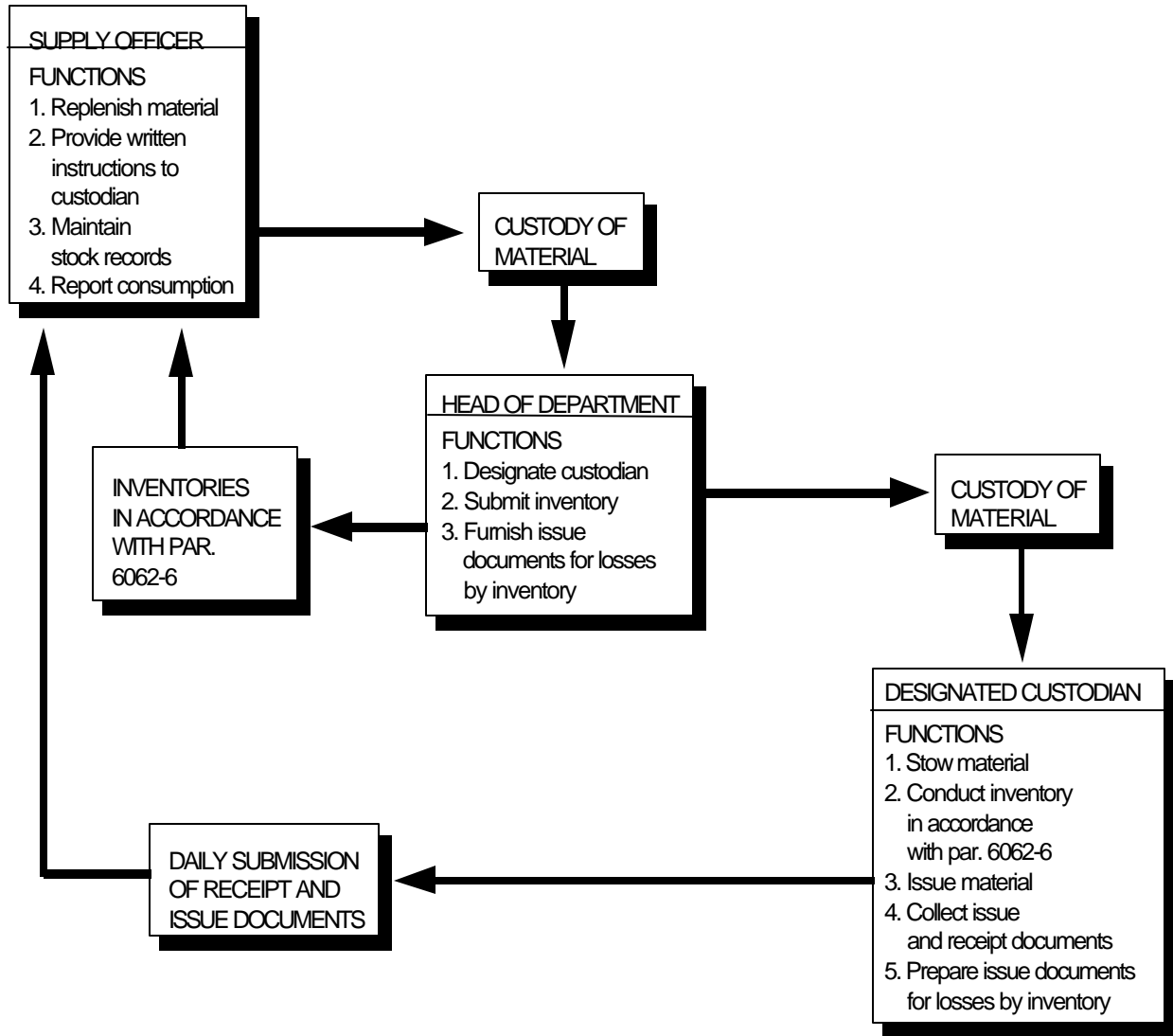
b. The Supply Officer will obtain the Commanding Officers written authorization for storage of materials in other departmental spaces. The authorization will delineate the Supply Officer's responsibilities relative to procedural instructions, stock replenishment, physical inventory, and the maintenance of stock records; and will delineate the custodial department heads' responsibilities relative to storage, security, issues, physical inventory, and the maintenance of stock locator listings.

c. The department head controlling the space in which the material is stored will designate a custodian of the stores. The departmental custodian will be a reliable person whose knowledge, experience, or training qualifies him to perform supply functions normally required of storeroom storekeepers. The Supply Officer will provide departmental custodians with explicitly written instructions for assisting them in the proper performance of assigned functions.

d. The Supply Officer will maintain stock record files for all stocked material stored in other departmental spaces, and will provide each departmental custodian with a stock locator listing applicable to the stocked items in his custody. The departmental custodian need maintain no records, other than locator listings, but is responsible for the prompt submittal of completed transaction documents to the supply department for the update of applicable stock record file.

3. MATERIAL IN SUB CUSTODY OF OTHER DEPARTMENT HEADS. Maintenance assistance modules (which are assigned an Allowance Note Code "N" and appear in the COSAL stock number sequence list segment identified as COSAL Part III, Section CF) will be located in the appropriate operating and maintenance spaces under the sub custody of operating/maintenance personnel. The Supply Officer will maintain records relating to supply transactions as shown below.

STOCK MATERIAL IN CUSTODY/SUB CUSTODY OF OTHER DEPARTMENT HEADS



4501 TRANSFER OF CUSTODY

Custody of supply department stock material in spaces not under the control of the Supply Officer may be transferred from one department to another provided requirements in par. 4500-2 are met.

4502 LOST, DAMAGED, OR DESTROYED MATERIAL

Persons charged with the responsibility for physical custody of stock material will report any damage, deterioration, or shortage to the Supply Officer immediately. The custodian will not be held responsible for material lost, damaged, or destroyed as a result of fire or flooding, provided such emergency does not arise from that person's own negligence and provided that all reasonable steps to prevent the loss or damage were taken.

4503 PRIVATE USE OF MATERIAL FORBIDDEN

No article of public supplies will be appropriated for the private use of any individual except for emergency issues to persons in distress as authorized by the Secretary of the Navy or by order of the Senior Officer Present Afloat (SOPA). All expenditures must be made only on properly prepared issue, transfer, or survey documents. Public property will not be loaned to any state, organization, or individual except by special authority of Congress or the Secretary of the Navy except when such action is deemed advisable and appropriate by SOPA due to public urgency or calamity.

4504 SECURITY OF MATERIAL

1. GENERAL. Material in storerooms will be kept under lock and key in all cases except when the material is of such quantity or dimensions as to make storeroom storage impractical. Storeroom spaces will be locked securely when not in use. Personnel in charge of such spaces will be responsible for insuring that appropriate security is maintained for all stores in their custody. Persons other than the person responsible for stowage spaces, and their designated assistants normally will not be allowed access to stores. When the spaces are open for use, an authorized person always will be present. Other persons will be admitted only when necessary for the stowage and breakout of material and/or emergencies (e.g., fire, battle damage, etc.) or as stated in par. 4504-2, 3, and 4.

2. INSPECTION. Personnel will be allowed access to stowage spaces for purposes of inspection and as directed by the Commanding Officer. However, such personnel will not be given the keys for the spaces but will be escorted by responsible personnel as directed by the Supply Officer.

3. ACCESS FOR DAMAGE CONTROL PURPOSES. Access to stowage spaces will be authorized to damage control personnel in the performance of their duties. Stowage spaces will not be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.

4. PERMISSION FOR ENTRY. Permission for entry of persons not ordinarily authorized access to stowage spaces will be granted only by the Supply Officer or, in his absence, the Commanding Officer, Executive Officer, or Command Duty Officer, as appropriate.

4505 ORDNANCE MATERIAL

Ordnance material including all war reserve nuclear weapons stockpile items obtained through operational channels, ammunition, ammunition containers, and ammunition handling instructions will be retained in the custody of the Weapons Officer. The Supply Officer will maintain stock control over inert nuclear weapons repair parts, ordnance repair parts, and related items. These latter materials may be in the custody of the Supply Officer or the Weapons Officer as circumstances dictate; however, stock control and material management will be the responsibility of the Supply Officer.

4507 RECREATION PROPERTY AND MATERIAL

Upon receipt, the recreation property or material will be turned over to the custody of the Commanding Officer or his designated representative. The receipt document will be dated and signed at the time of the DTO transaction; one copy will be returned to the Supply Officer for inclusion in the material completed file; and one copy will be retained by the Commanding Officer or his designated representative. The Supply Officer will not retain custody of these items, nor will he maintain custody cards.

Section II: TEMPORARY STORAGE OF SHIPBOARD MATERIAL BY SHORE ACTIVITIES

4530 GENERAL

1. ALLOWED ITEMS. Ships will not off-load allowance list items of equipage or equipment for temporary storage ashore in excess of one year without prior approval of the appropriate Type Commander. Consumable material, repair parts, tools, and other items required to support ship's allowed equipage and equipment will not be off-loaded for temporary storage ashore. The provisions of this paragraph, however, do not prohibit the removal of consumable material, repair parts, tools, and other items during shipyard overhaul, conversion, or ILO.
2. TRANSIT SHED OPERATIONS. The Supply Officer may designate shore support facilities (t-shed, butler hut) for use as required to support supply department functions. When a shed is available on a full-time basis, the facility becomes an extension of the Supply Department and will operate under directions and procedures applied to shipboard operations.
3. PIERSIDE TRAILERS. The use of trailers located pierside (or elsewhere) for temporary storage of supply department material will be authorized by the Supply Officer. The type of material and security requirements required will be considered before using pierside trailers.

4531 IDENTIFICATION

When material is off-loaded to shore activities for temporary storage, it will be boxed and tagged with sufficient data to provide ready identification by the storage activity and the ship on whose records the material is carried. Each piece or container to be stored will be numbered consecutively.

4532 DOCUMENTATION

1. GENERAL. Material will be documented on a Requisition and Invoice/Shipping Document (DD Form 1149), which will include the notation "MEMORANDUM INVOICE ONLY" in data block 4. The next number from the expenditure invoice log will be assigned for control only. One copy of the DD Form 1149 will be placed inside each container, and one copy will be placed inside a waterproof envelope securely attached to the outside of each container. The following information will be included on the DD Form 1149 (see sample below):

- a. a general description of the contents of each piece, box, or crate;
- b. quantity of pieces or boxes per line item;
- c. classification of the material;
- d. type of storage required (e.g., covered, uncovered, refrigerated, security);
- e. estimated length of time to be retained in temporary storage.

DD FORM 1149 FOR MATERIAL PLACED IN TEMPORARY STORAGE ASHORE

REQUISITION AND INVOICE/SHIPPING DOCUMENT										
<small>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>									<small>Form Approved OMB No. 0704-0246 Expires Feb 28, 2006</small>	
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.										
1. FROM: (Include ZIP Code) R52192 USS JOHN PAUL JONES (DDG-32)					SHEET NO. 1 TOT OF SHEETS 1	5. REQUISITION DATE	6. REQUISITION NUMBER			
2. TO: (Include ZIP Code) N00224 FISC SAN DIEGO					7. DATE MATERIAL REQUIRED (YYYYMMDD)					8. PRIORITY
3. SHIP TO - MARK FOR					9. AUTHORITY OR PURPOSE					
					10. SIGNATURE I. L. GARNER, LT,SC,USN			11a. VOUCHER NUMBER & DATE (YYYYMMDD)		
					12. DATE SHIPPED (YYYYMMDD)			b.		
					13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER		
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.					
4. APPROPRIATION DATA "MEMORANDUM INVOICE FOR SHIPPING PURPOSES ONLY"									AMOUNT	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CODE (TAJNER)	CON-TAINER NOS.	UNIT PRICE	TOTAL COST		
1.	Forced Draft Blower Ser. No. 452 (f1)	EA	1							
2.	Gun Barrel 5"/38	EA	2							
1. Material unclassified 2. Request covered storage area 3. Temporary storage until 23 June 2005										
16. TRANSPORTATION VIA MATS OR MSTR CHARGEABLE TO					17. SPECIAL HANDLING					
RE S E C I P I S C H E C K E D B Y U S P I S T I O N	ISSUED BY	TOTAL COM TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY						POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
	TOTAL									

DD FORM 1149, JUN 2003

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE.

Reset

4533 RESPONSIBILITY

1. RESPONSIBILITY OF SHIP REQUESTING STORAGE. It will be the responsibility of the ship requesting storage to:

- a. make arrangements for off-loading and return of material,
- b. notify the storage activity of any change in length of storage.

2. RESPONSIBILITY OF STORAGE ACTIVITY. It will be the responsibility of the storage activity to:

- a. provide space for temporary storage, if possible;
- b. request disposition instructions from the ship upon expiration of the requested storage period.

Part E: STOWAGE

Section I: GENERAL

4580 BASIC STOWAGE CRITERIA

1. GENERAL. The criteria and other instructions in this part provide basic guidelines which, if observed with a "common sense" approach, will enable storeroom storekeepers to achieve optimum stowage efficiency (see NAVSUP Pubs. 486 and 487 for specific stowage instructions for subsistence and ships store items respectively). Materials in shipboard storerooms and other stowage areas will be arranged to:

- a. ensure maximum utilization of available space,
- b. provide orderly stowage and ready accessibility,
- c. prevent damage to the ship or injury of personnel,
- d. reduce the possibility of material loss or damage,
- e. facilitate and insure issue of the oldest stock first (i.e., by the first-in first out (FIFO) method),
- f. facilitate inventories

4581 MATERIAL IDENTIFICATION

Material custodians will ensure that all items in stowage are legibly marked, tagged, or labeled with an NSN, NICN, or other appropriate identification number. When necessary, technical assistance from other departments will be requested to determine proper identification numbers of unmarked or illegibly marked materials. Items which cannot be identified will be turned-in ashore for disposition (see par. 4318).

4582 MATERIAL PROTECTION LEVELS

1. GENERAL. Material procured for the Navy is provided the degree of preservation packaging and packing which the cognizant inventory manager deems necessary to protect the material from deterioration and damage during shipment, handling, and stowage. The protection levels specified to be code marked on unit packages and exterior shipping containers are described in par. 4582. Shipboard responsibilities for maintaining these protection levels are described in par. 4582-5.

2. LEVEL A. Level A is the degree of preservation packaging and packing required for protection against the most severe conditions known or anticipated to be encountered during shipment, handling, and stowage. It is designed for direct exposure to all extremes of climatic, operational, and transportation environments without protection other than that provided by the package and pack.

3. LEVEL B. Level B is the degree of preservation packaging and packing required for protection under conditions less severe than level A. It is designated for multiple handling and ocean transport excluding deck loading and underway replenishment operations.

4. LEVEL C. Level C is the degree of preservation packaging and packing required for protection under known favorable conditions during shipment, handling, and stowage.

5. SHIPBOARD RESPONSIBILITIES. Since most materials received by afloat units were adequately packaged and packed prior to shipment, the ship's responsibilities for such protective measures generally will be limited to:

- a. retaining repair parts in their original packaging until issued;
- b. repackaging and repacking of items which were inadequately or improperly protected when received, or which have had their packaging damaged or removed while in stowage;
- c. reporting materials received in an unsatisfactory condition due to inadequate or improper preservation, packaging, or marking (see par. 4269);
- d. providing adequate protection of RFI materials and unserviceable depot level repairables to be transferred to another activity (see pars. 8324-8325, and Navy Packaging Data (NAVSUP P-700). NAVSUP P-700 is available online at <http://www.icptarp.net/p700> .

4583 LOCATOR SYSTEM

The location of each item in stock will be recorded in the related stock record file. Each location will be designated by a five character alphanumeric (e.g., B0168), as prescribed in the ILO Policy and Procedures Manual, Vol 6, except when the configuration of the stowage area(s) or physical characteristics of the material dictate an alternate system. See par. 6009-2 for instructions applicable to locator records for stock material in other departmental spaces.

4584 RELOCATION OF MATERIAL IN STOWAGE

1. GENERAL. Transfers of material between storerooms or to different locations in the same storeroom will be supervised by the leading storeroom storekeeper, who will ensure that:
 - a. material is protected from loss or damage during the move,
 - b. material is properly stowed in the new location, and that
 - c. new locations are promptly and accurately recorded in related stock record files and locator listings.

4585 PROHIBITED MATERIALS

Hazardous materials which are prohibited from use or stowage aboard ship are listed in the Introduction of the Hazardous Material Information System (HMIS) DOD 6050.5-LR. When ordering hazardous material (in FSC 68, in particular) for stock or DTO, the Shipboard Hazardous Material List (SHML) (see par. 8213) will be reviewed to ensure that prohibited items are not procured.

Section II: SPACE ALLOCATION AND LAYOUT

4600 TYPES AND QUANTITIES OF MATERIAL

In allocating available stowage space, consideration will be given to the categories of material which must be stowed separately (e.g., ship's store stock, food, clothing, bulky consumables, repair parts, etc.), and the volume of stowage space needed for the required quantities in each category.

4601 MATERIAL CHARACTERISTICS

In allocating stowage space, due consideration must be given to the physical characteristics of the material to be stowed (i.e., weight and size, fragility, perishability, flammability, susceptibility to theft or to damage from heat or moisture, and other properties which may affect the safety of the ship or the crew).

4602 STOREROOM CHARACTERISTICS

The number, locations, shapes, and sizes of supply department storerooms vary significantly in each type of ship. Therefore, each Supply Officer must carefully study the configuration and capacities of all available stowage spaces when determining the types and quantities of material to be stowed in each. The location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structural aspects also must be considered in planning the stowage layout. Architectural "obstructions" will be studied and altered, when possible and as necessary, to create additional stowage space.

4603 SPACE LAYOUT FACTORS

1. GENERAL. To the maximum extent that available space permits, stowage of general stores will adhere to the following guidelines:

a. Locate heavy bulk materials in areas most convenient to ship's hatches and materials handling equipment (to minimize the physical effort required for loading, stowage, and breakouts).

b. Locate light, bulky material in storerooms with high overhead clearance (to maximize the use of available space).

c. Segregate materials which are dissimilar in type or classification (e.g., hazardous/nonhazardous, classified/unclassified, large/small, SIM/DBI/non-SIM/non-DBI (see subpar. d), shelf-life/non shelf-life (see subpar. e), etc.).

d. Locate frequently requested material (SIM/DBI items) as close as possible to the point of issue, in a storeroom that is most convenient to maintenance personnel (see par. 6168-1).

e. Locate shelf-life items in a readily accessible area to facilitate periodic screening (see par. 4664).

f. Install appropriate stowage aids (see par. 4604) in spaces in which they can be effectively used.

g. Provide for aisles at least 30 inches wide between bins, racks, and/or cabinets.

h. Arrange materials with identification labels facing outward to facilitate issues and inventory.

i. Avoid multiple locations for the same item, especially non-SIM/non-DBI items.

4604 STOWAGE AIDS

Consistent with the stowage criteria and layout factors in par. 4580 and par. 4603, storerooms will be outfitted with bins, racks, shelving, lockers, drawer cabinets, deck gratings, battens, and/or other stowage aids best suited for the types and quantities of materials to be stowed (diagrams of different types of bins, racks, and cabinet drawers are illustrated on pages 4-75 and 4-76). When installed stowage aids need to be modified or relocated, or when additionally required stowage aids must be manufactured by a repair ship or shipyard, the Supply Officer will submit an appropriate work request to the ship's engineering officer in accordance with the Ship's Maintenance and Material Management (3-M) Manual (OPNAVINST 4790.4 series).

Section III: TYPES OF STOREROOMS

4620 MAIN ISSUE STOREROOM

The main issue storeroom is that storeroom which the Supply Officer designates as the centralized distribution point for most SIM/DBI and shelf-life items, and generally is the most readily accessible of all stock material stowage spaces when watertight integrity restrictions are in effect. It also may serve as the ship's Customer Service Division, if established; and if so, it will contain the stock records and those publications, files, and other records which the Supply Officer considers necessary for effective operation. If it does not function as Customer Service, it will contain stock locator listings, and any publications or files which the Supply Officer may prescribe. All receipt and expenditure documents normally are channeled through the main issue storeroom, whether or not it is Customer Service.

4621 OTHER ISSUE STOREROOMS

In some ships, particularly the large ships, more than one storeroom may be required to be manned and maintained as issue storerooms. In such case, the personnel and materials assigned to each issue storeroom will be determined by the Supply Officer.

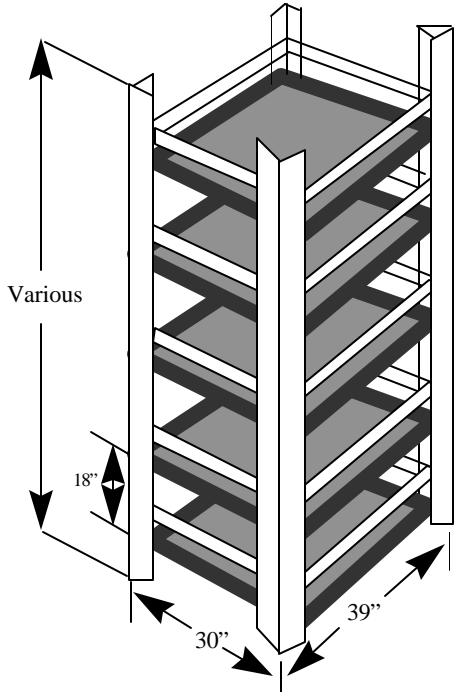
4622 BULK STOREROOMS

Bulk storerooms (for general stores) are spaces which are used for stowage of case lots of certain frequently demanded items maintained (in smaller quantities) in an issue storeroom, or for items that are too bulky and cumbersome for stowage in an issue storeroom. Storekeepers assigned to bulk storerooms are responsible to the leading storeroom storekeeper, who normally will be assigned to the main issue storeroom (see NAVSUP Pubs. 486 and 487 for information relative to bulk storerooms for subsistence and ship's store stock).

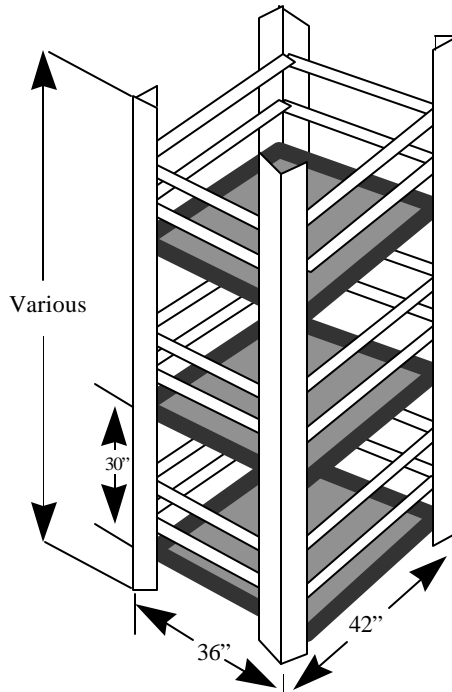
4623 REPAIR PARTS STOREROOMS

Supply department storerooms will be used for the stowage of all repair parts, except bulkhead mounted spares and certain other materials authorized to be stowed in other departmental spaces in accordance with par. 6009-2. Although SIM/DBI, shelf-life, and certain other repair parts generally are stowed in the main issue storeroom, most repair parts in supply department custody normally will be located in spaces designated as repair parts storerooms, which will be outfitted with bins, drawer cabinets, and other stowage aids considered most appropriate for the types of materials to be stowed. When required, or when available near the operating spaces to be supported, separate storerooms will be used for stowage of electronic repair parts, hull/mechanical/electrical (HMEO&E) and ordnance repair parts, nuclear weapons repair parts, reactor plant repair parts, etc. Requirements for DLR storerooms are contained in par. 8306.

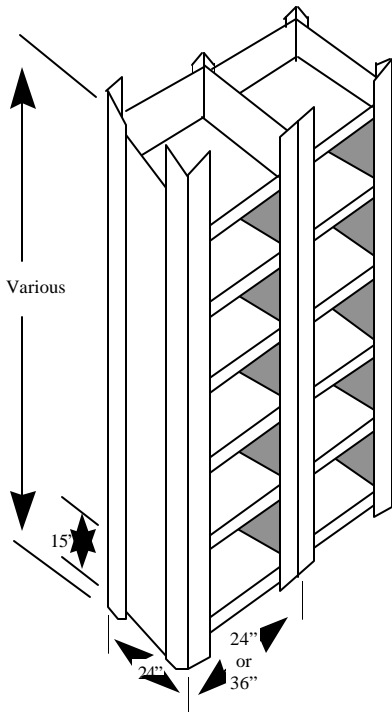
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(NAVSEASYSKOM DWG NO 804-4563099)



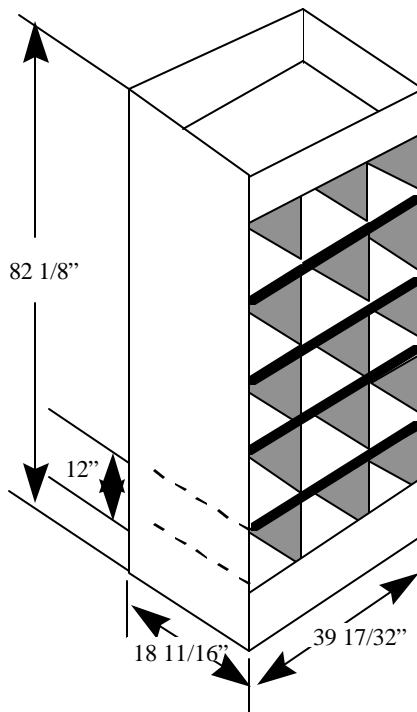
TYPE "K" RACK
(NAVSEASYSKOM DWG NO 804-4563099)



TYPE "B" BIN
(NAVSEASYSKOM DWG NO 804-4563098)



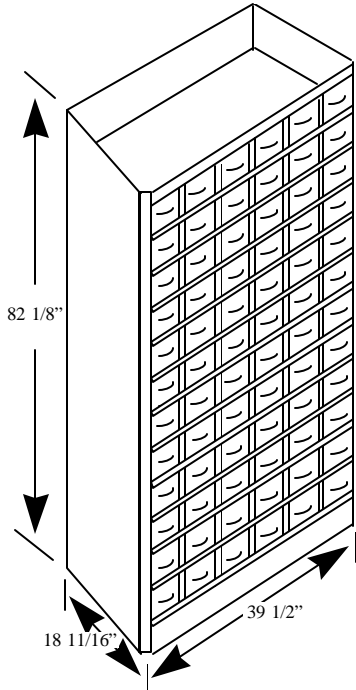
TYPE "S" BIN
(NAVSEASYSKOM DWG NO S3000-921862)



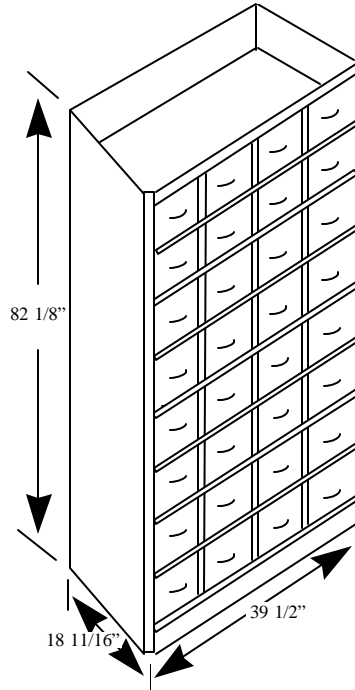
4623

Material Receipt, Custody and Stowage

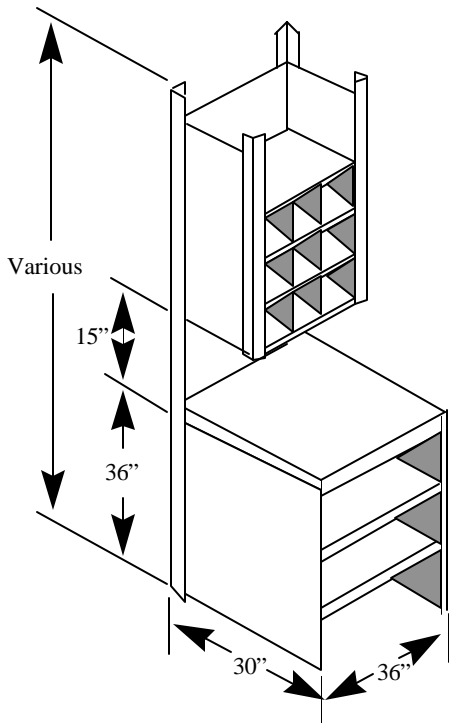
TYPE "A" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



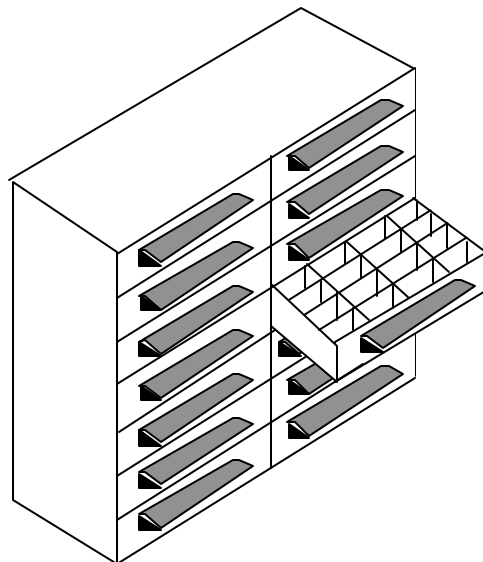
TYPE "B" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



TYPE "A" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



TYPE "B" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



4626 SEAMART/SUBMART

A Seamart/Submart is a walk-through, self-service storeroom designed to offer simplified procedures for obtaining low-cost, high-use items in a Ship's Store type of environment. Facilities will be constructed to allow display of items carried and stocked to meet high demand requirements. Par. 6836 provides the guidelines for selecting and stocking Seamart/Submart items.

Section IV: MATERIALS REQUIRING SPECIAL HANDLING OR STOWAGE**4654 HAZARDOUS MATERIAL**

Certain materials with inherent hazardous properties require special stowage and handling procedures. Procedures for hazardous materials are contained in Chapter 8, Part C.

4655 CHRONOMETERS

When temporary stowage ashore is required, such as during periods of extended ship repair, or during deperming or flashing operations, chronometers will be turned-in ashore for safekeeping.

4656 CLASSIFIED MATERIAL

Classified material will be stowed and handled in accordance with the Department of the Navy Supplement to the DOD Information Security Program Regulation (OPNAVINST 5510.1 (series)).

4657 DELICATE INSTRUMENTS

Delicate instruments, which usually are expensive and easily damaged, require especially careful handling and protective stowage. Delicate instruments will be kept in a dry atmosphere, away from magnetron tubes or other magnetic devices; and (when possible), the storeroom temperature should be 70 degrees F or below.

4658 DRUMMED PRODUCTS

Whether drummed products on board are flammable liquids (see par. 8221) or nonflammable material, the drums will be stowed on end with the bung end up; an adequate identification of their content will be legibly indicated on the side of each drum; and if stowed on the weather deck, they will be covered with a tarpaulin (when practicable). Drummed products will be inspected at least weekly to ensure that the bungs are tight and that there are no leaks or corrosion.

4659 ELECTRON TUBES

1. **PROTECTIVE PACKAGING.** Electron tubes are very easily broken and therefore, must be carefully handled and adequately packaged when being stowed or issued. Electron tubes susceptible to damage from moisture normally are packed in moisture proof barriers, frequently with desiccant (a dehydrating agent). Humidity indicator cards or plugs are provided for inspecting the effectiveness of the desiccant. Such indicators turn from blue to pink as moisture is absorbed; and when they become pink, the desiccant must be replaced. The cartons, cushioning, and other protective packing/package in which electron tubes were received will not be removed in stowage unless it is absolutely necessary because of space limitations. When an electron tube container must be reduced in size, positive identity of the tube and as much of the packaging as possible will be retained. When space is not a factor, the original pack and packaging of an electron tube will be opened only if it is reasonably certain that the packaged tube is not the one identified by the stock number on the container. Electron tubes that are broken (or otherwise damaged) will be disposed of in accordance with the Naval Sea Technical Manual, Chapter 9670.

2. **RADIOACTIVE ELECTRON TUBES.** Instructions for the stowage and handling of radioactive material, including radioactive electron tubes, are provided in par. 8236.

3. **MAGNETRONS.** Magnetrons are diode vacuum tubes in which the flow of electrons is controlled by an externally applied magnetic field. Special precautions will be taken to prevent magnetrons with permanently attached magnets from damaging magnetically sensitive instruments, such as compasses (electronic or mechanical) and wristwatches. (Wristwatches should not be worn when handling magnetrons). Unshielded magnetrons with permanently attached magnets must be kept at least 50 feet away from aircraft or other vehicles with electronic compasses installed.

4. **REPACKAGING.** Electron tubes unpacked for any reason except space limitation or use will be repacked in the original carton when possible. The tubes will be repacked with the same packaging and in the same position as that in the original carton. When repacking magnetrons or other tubes with attached magnets, there must be at least four inches between the center of the magnetic field and the outside of the container.

4660 METALS

1. **STOWAGE.** Bar stock, sheet metal, angle iron, tubing, pipe, and other metals will be kept in racks specifically designed for the stowage of such metals. The racks should be installed fore and aft to minimize shifting of the stowed material when the ship is underway. Polished sheet metal and aluminum tubing are easily scratched and dented and therefore, must be carefully handled and secured in the rack. Gloves should always be worn when handling metals to protect the hands from injury and to protect certain metals (with polished surfaces) from acid stains, which can be caused by perspiration. When practicable, non-corrosive greaseproof material will be used to separate dissimilar metals required to be stowed together, inasmuch as direct contact between different metals may cause corrosion due to electrolysis.

2. IDENTIFICATION. Since any required reidentification of metals by chemical analysis is often impracticable or too costly, many metals that lose their identification markings are likely to become unusable assets and, in effect, lost to the supply system. Positive identification of metals to be used in high pressure steam systems (or other critical shipboard systems) is absolutely necessary. Therefore, it is essential that the correct NSN, specification markings, and the manufacturers markings (when appropriate), are legibly indicated on each piece of metal in stowage, and on each piece of metal issued for use.

4661 MOTORS AND GENERATORS

Motors and generators will be stowed in their original containers, if available. If the original containers are not available, motors and generators will be protected from dust and humidity by enclosing them in a crate or plastic wrap which includes an ample amount of desiccant; or (as a minimum), by coating their exposed shafts with grease and then wrapping the shafts with grease proof paper.

4662 LIQUID DIELECTRIC CAPACITORS

Most liquid dielectric capacitors (especially "pyranol" types) are supplied with a piece of fine bus wire, which is attached for the purpose of grounding the capacitor prior to its use in a de-energized or disconnected circuit. This wire must not become detached in stowage, nor will it be removed by anyone other than the technician (when the capacitor is ready for use).

4663 RECREATION MATERIALS

The stowage of all items of recreation materials is subject to the regulations and orders of the Commanding Officer.

4664 SHELF-LIFE MATERIAL

1. GENERAL. Consistent with established Department of Defense policy concerning the identification, control, and utilization of shelf-life items, procedures for the proper management of such material are prescribed in the following subparagraphs. These procedures are prescribed:

- a. to reduce the large financial losses experienced throughout the supply system incident to non utilization of deteriorative items prior to their shelf-life expiration dates; and
- b. to better ensure that overaged materials (which may be ineffective and/or unsafe) are not installed in shipboard equipment. Effective attainment of shelf-life material control depends primarily on the efforts of storeroom personnel.

2. STOCK RECORDS AND INVENTORY LOCATOR RECORDS. To facilitate periodic screening of shelf-life items (see par. 6062-5), applicable stock record files will be annotated or otherwise identified to indicate the proper shelf-life code. Shelf-life codes currently assigned to applicable NSNs in FEDLOG are listed in Appendix 9S.

3. MARKING OF STOCK

a. Shelf Life Determinable. In accordance with established supply distribution systems procedures, shelf-life issued by ashore supply activities or delivered direct by contractors will be marked (on the unit package, exterior container, or material itself) as follows:

TYPE I SHELF-LIFE ITEM
 DATE(MANUFACTURE/CURE/ASSEMBLY) _____
 DATE _____

or

TYPE II SHELF-LIFE ITEM
 DATE (MANUFACTURE/CURE/ASSEMBLY) _____
 INSPECTION/TEST DATE _____
 EXTENDED EXPIRATION TEST DATE _____

TYPE I (non extendible shelf-life) items are those for which shelf-life action code UU is indicated (see Appendix 9R). All other shelf-life action codes except 00 (non deteriorative) apply to type II (extendible shelf-life) items. Current on board stocks of shelf-life material will be screened and, insofar as practicable and necessary, each item will be marked to show the type I or type II shelf-life data described herein.

b. Shelf-Life Uncertain. Shelf-life items that are not marked with any date from which shelf-life can be determined and which have an extended cost of \$50 or more will be reported by letter to the cognizant inventory manager, via the Type Commander, with a request for disposition instructions. For each item, the report will contain the NSN or part number, item description, quantity, unit of issue, unit price, extended unit cost, supply source (if known), estimated date of receipt on board, and all external markings obtainable from each unit package or container.

4. CONTROL AND UTILIZATION. In addition to the proper identification of shelf-life stock in applicable inventory locator records, the following procedures are prescribed for effective control and maximum utilization of shelf-life items prior to their expiration dates:

Material Receipt, Custody and Stowage

4664

a. Packaging, Preservation, and Stowage. Shelf-life material will be inspected upon receipt (if overaged on receipt see pars. 4268-4273 to ensure that it is packaged and preserved adequately, and will be stowed in spaces that are least likely to cause its deterioration. The coolest and driest space(s) available will be used for the more deteriorative materials such as dry cell batteries, aluminum electrolytic capacitors, chemicals, rubber products, etc. Stowage will be arranged to facilitate and ensure issue of the oldest stock first (i.e., by the first-in first-out (FIFO)) method based on shelf life expiration rather than date of receipt). To facilitate periodic screening, shelf-life items should be consolidated in a readily accessible area whenever possible.

b. Periodic Inspection. Shelf-life material will be inspected periodically (as frequently as necessary, according to shelf-life codes) for condition and expiration dates. When a multiple quantity item is inspected, units with different expiration dates will be rearranged, if necessary, to place units with the earliest expiration date in front of the others (i.e., to facilitate issue of the oldest stock first).

c. Expired Type II Shelf-Life Items. Expired Type II shelf-life items will be restored (when within the ships capability) in accordance with applicable shelf-life action codes in FEDLOG and/or the cognizant inventory managers instructions. Technical assistance will be obtained from other departments, as required. The expiration dates on the stock labels of restored items will then be extended, as appropriate. Expired type II shelf-life items which are not within the ships capability to restore will be turned in to the nearest ashore supply activity.

d. Expired Type I Shelf-Life Items. Expired type I shelf-life items normally will be disposed of by removal from stock and destruction, unless the overaged items can be utilized safely for secondary purposes not requiring material in ready for issue condition.

e. Inventory Review. The shelf-life item inventory will be reviewed systematically in comparison with anticipated requirements to ensure timely turn-in of those items which the ship is unable to restore or to utilize, by or prior to, the material expiration dates. The newer rather than the older stock of an item always will be turned in unless extenuating circumstances are involved (e.g., deployment schedules) which render such action impracticable. Type I shelf-life material will not be turned in to supply activities in the United States including Hawaii if the extended cost of the item is less than \$50, or the remaining storage life is less than three months. Type I shelf-life material will not be turned in to supply activities in Alaska or overseas bases if the extended cost of the item is less than \$100 or the remaining storage life is less than six months. Such material will be retained on board and used, if possible, prior to its shelf-life expiration date.

5. CRITICAL SHELF-LIFE ITEMS. Instructions in par. 4664-4 do not supersede existing directives for disposition of critical items. Disposition of shelf-life items designated as critical will continue to be effected in accordance with pertinent directives issued by the cognizant inventory manager.

4665 REACTOR PLANT SUPPORT MATERIAL

Reactor plant support material will be stowed separately from other stock material. Access to storage areas will be limited to a designated custodian. Items common to both reactor plant support and other allowances will require a minimum of two locations and stock will not be mixed.

Section V: STOREROOM MAINTENANCE AND SECURITY

4685 RESPONSIBILITY

The storekeeper in charge of a storeroom (or group of storerooms) is responsible for the cleanliness, orderliness, material condition, and security of his assigned space(s). The Supply Officer, the stores officer (if assigned), and the leading storeroom storekeeper (if designated) are responsible for ensuring that all required storeroom maintenance and security tasks are regularly and properly performed.

4686 CLEANLINESS AND ORDERLINESS

Cleanliness and orderliness are essential to proper storeroom maintenance, the efficient stowage and issue of materials, and the safety of personnel. The Supply Officer will ensure that storeroom storekeepers are instructed in good housekeeping practices, and that (as a minimum) they conduct a "field day" in their respective spaces prior to each scheduled "zone inspection". Particular attention will be given to bins, shelves, ventilation outlets, and overhead ledges, as well as deck areas partially obscured by stores, bins, or racks. Before storerooms are secured at the end of each workday, the decks will be cleanly swept; all cleaning materials, tools, and loose gear will be put away; the lights will be turned off; and all trash will be removed and disposed of.

4687 MATERIAL CONDITION OF SPACES AND FIXTURES

The material condition of stowage spaces (and of any installed electrical fixtures, ventilation ducts, steam or water pipes, valves, watertight fittings, bins, racks, etc.) will be checked daily by storekeepers in charge, and weekly by the Supply Officer or his designated representative. Stowage spaces also will be regularly inspected (at intervals specified by the engineering officer or his damage control assistant) by the designated supply department damage control petty officer (DCPO), who will be responsible primarily for checking watertight integrity and damage control equipment such as battle lanterns, fire extinguishers, fire hose, etc. Deficiencies (e.g., anything loose, deteriorated, damaged, defective, leaking, rusty, etc.) noted by the storekeeper in charge or the DCPO will be promptly reported to the Supply Officer, who will request the appropriate department head (usually the engineering officer) to have the deficiencies inspected and corrected. Storekeepers in charge will be present during inspections and repairs in their respective storerooms; and will promptly notify the Supply Officer when jobs are finished so that he can personally inspect the completed work.

4688 IMPROVEMENTS OF SPACES OR EQUIPMENT

When the storekeeper in charge of a storeroom considers that structural alterations or the installation/modification of stowage aids (see par. 4604) are necessary or desirable, he will submit his recommendation and supporting rationale to the Supply Officer (via the leading storeroom storekeeper and stores officer, if assigned). If the recommended change(s) will substantially increase efficiency, material protection, or safety, the Supply Officer will initiate a work request or such other actions as may be necessary to effect the improvement.

4689 STOWAGE OF PERSONAL GEAR

No personal gear (regardless of whose it is) will be stowed in supply department storerooms without written approval of the Commanding Officer.

4690 DAILY REPORT OF SECURITY

Each day after storerooms have been secured, the duty storekeeper will report their security (see par. 1118) to the supply duty officer (or to the command duty officer if the duty storekeeper is also the supply duty officer). Departmental security reports to the command duty officer will be made at the time specified in the ships plan of the day (POD). If storerooms are not secured by the time departmental reports are made, the command duty officer will be advised the reason therefore, and the estimated time when they will be secured.

4691 SECURING FOR SEA

Upon notification that the ship is preparing to get underway, storeroom personnel immediately will brace, batten, wedge, board up, tie-down, or otherwise secure storeroom stock and equipment to the extent necessary to prevent shifting (and possible damage) when the ship is in motion. When all supply department storerooms have been properly secured, and so reported by the leading storeroom storekeeper(s) and/or the respective division officers, the Supply Officer will make his departmental readiness for sea report to the officer of the deck.

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/ RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCEDURES

4700 INTRODUCTION

This section discusses automated afloat supply policy for material receipt, custody, and stowage procedures. Many of these procedures have been automated as a result of the implementation of the SNAP II SFM subsystem, RSUPPLY Unit Level, and the Integrated Barcode System (IBS).

4705 RECEIPT PROCESSING

1. **GENERAL.** The receipt processing functions of SNAP II SFM and RSUPPLY allow processing of material receipts for both stock and direct turnover (DTO) material. The SNAP II SFM subsystem and RSUPPLY allows the user to modify data when material received has different management information or document identification than the original requisition. Additional information regarding procedures for performing receipt processing functions are provided in the SNAP II SFM Users Manual and the Relational Supply Unit Level User's Manual (NAVSUP P-732).

2. **RECEIPT CATEGORIES.** Storekeepers processing receipt documents into the SNAP II/RSUPPLY system will encounter the following categories of receipt documents:

- | | |
|-------------------|---|
| a. DTO Receipt: | Exact quantity and exact NSN received as originally ordered |
| b. DTO Receipt: | Exact quantity with substitute NSN received |
| c. DTO Receipt: | Partial quantity and exact NSN received |
| d. DTO Receipt: | Partial quantity with substitute NSN received |
| e. Stock Receipt: | Exact quantity and exact NSN received as originally ordered |
| f. Stock Receipt: | Exact quantity with substitute NSN received |
| g. Stock Receipt: | Partial quantity and exact NSN received |
| h. Stock Receipt: | Partial quantity with substitute NSN received. |

3. **STOCK RECEIPTS.** Stock receipts are differentiated from DTO receipts due to the significance of the NSN and partial quantity differences. Whereas a DTO receipt may be processed without regard for the NSN differences, a stock receipt with NSN differences will be automatically entered into the ships technical records to establish a proper cross reference if the user indicates it is a valid substitute. Incorrect quantity processing of stock receipts reduces the quality of inventory.

4. **PROCEDURES.** The procedure for receipt processing in SNAP II or RSUPPLY is to validate the NSN and quantity on the receipt document with the receipt processing screen. If the NSN and quantity are not in agreement, enter the substitute NSN and/or actual quantity received.

5. **FRUSTRATED RECEIPTS.** Frustrated receipts occur infrequently in the form of parts received with a partial quantity, a substitute NSN, or other unusual circumstances. Any stock receipt document with deviations in quantity, NSN, or Unit of Issue (UI) should be categorized as frustrated receipt and processed by experienced storekeeper personnel because they require additional management consideration. Errors in posting frustrated receipts directly affect the inventory validity and must be avoided.

4710 PREPARATION FOR RECEIPT PROCESSING

1. **GENERAL.** When preparing for processing material receipts, the Receipt Control Log, SNAP II (Report 120) or RSUPPLY (JSL315), can be used as a receipt processing tool. This report, printed in requisition number sequence, is used when receiving material in an area which does not have direct access to the Automated Information System (AIS). The listing provides the capability to print the requisitioned material information as a report and then annotate the list once the material is received. The receipt data is then entered into the AIS to update or create the appropriate files. The report provides correlation data between the document number and the requesting department. It can also be used as a Receipts In Process (RIP) listing to verify that all pierside receipts are processed into the ships material completed file, SNAP II (Report 073) or RSUPPLY (JSL311), for both stock and DTO. This report may be produced as needed to speed receipt processing and should be retained for at least one quarter. This report also provides an audit trail for managers. An illustration of these reports are provided in Appendix 25.

2. **CONTROLLED MATERIAL.** DLRs and other controlled material will be retained for signature custody. When items of this type are picked up, the item on Report 120 or JSL315 should be circled, initialed, and dated. Material receipt documents should also still be retained, accumulated, and filed in receipt date sequence. Receipt records should be maintained in accordance with TYCOM policy.

4716 MATERIAL OUTSTANDING FILE

1. **GENERAL.** The manually kept material outstanding file will not be required following SNAP II SFM or RSUPPLY implementation. Instead, this file can be produced and summarized by queuing and then printing the outstanding requisitions in the SNAP II Material Outstanding File (Report 073) or RSUPPLY Requisitions Listing (JSL311). Both listings can be sorted in document number or NIIN sequence and both have numerous options available to tailor a very specific type or range of requisitions.

2. **REPORTS.** The range of requisitions appearing on each report will be determined by the access capabilities of the user producing the report. For example, the supply user will get a different report than a work center supervisor. The work center supervisor report will only produce requisitions based upon the access level and assigned work center. This report should be produced at least monthly and is illustrated and further described in Appendix 25.

4717 MATERIAL COMPLETED FILE

Upon implementing the SNAP II SFM subsystem or RSUPPLY, this file will no longer be needed. Instead it will be necessary to print completed requisitions by either producing the Requisition File Listing, SNAP II (Report 063) or RSUPPLY (JSL311). It is also required that receipt documents be signed and dated for all requisition items.

4719 MISCELLANEOUS RECEIPT FILE

This file will continue to be kept after AIS implementation aboard ship.

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: MATERIAL RECEIPT

4800 RECEIPT OPTIONS

1. GENERAL. SUADPS-RT/RSUPPLY receipt processing functions (except MVO) are accessed through the Logistics Subsystem (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5). The receipt function menu provides the options detailed in the following subparagraphs. Each SUADPS-RT/RSUPPLY receipt transaction is converted to a document identifier (DI) to allow proper internal processing and record (file) posting. For reference, a list of SUADPS-RT document identifiers is contained in Appendix 4.
2. RECEIPT IN PROCESS (RIP) (DI X72). RIP programming will automatically track receipts processed from Receipt In Process (RIP) documents until stock stow or DTO receipt processing has been completed. Outstanding requisitions (except for MVO documents), receipts-not-from-due (stock-only carried items with no outstanding record in the BRF (SUADPS-RT)/Active Requisition Table/ART (RSUPPLY), and RIP documents which contain quantity differences can be processed through the RIP program. RIP entries for all requisitions with no matching BRF (SUADPS-RT)/Active Requisition Table (ART)(RSUPPLY) record will suspend for further review. Additionally, RIPs for stock that reflects a not-carried AT code in the BMF (SUADPS-RT)/Stock Item Table (SIT) (RSUPPLY) will also suspend.
3. RECEIPT PROCESSING. Receipt Processing allows posting of stock and DTO receipts, as well as adjusting material and financial files based on the type of receipt. All outstanding requisitions, receipts-not-from-due, receipt differences, and receipts for aviation fuel are posted under this option.
4. RECEIPT PROCESSING-DTO/RECEIPT IN PROCESS STOCK. This option allows concurrent posting of RIP and Receipt Processing transactions using the same program.
5. MATERIAL TURNED IN TO SUPPLY DEPARTMENT STOCK. This option (excluding repairables) records the return of RFI material to supply department stock. Returned material is automatically posted to material and financial files according to an activity's USID and type of OPTAR funds involved (S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD).

Note: In RSUPPLY: MATERIAL TURNED IN TO SUPPLY DEPARTMENT STOCK (DI X75). This option records the return of RFI material to supply department stock. Returned material is automatically posted to material and financial files according to an activity's USID and type of OPTAR funds involved (S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD).

6. STOCK CONTROL RECEIPT PROCESSING AND REVERSALS. This option allows for additional processing of receipts which are incorrect at the time of receipt or are contained in the Suspense File. The receipt reversal process will allow completed transactions to be reversed having the same effect as if they had never been processed, and exception processing is allowed by the use of override codes. This option will not normally be available to receiving personnel.

7. BATCH PROCESSING. This option allows batch processing of receiving data collected with IBS electronic scanning devices. This option is only available to the IBS Coordinator.

RSUPPLY IBS RECEIPTS (JSS205) BATCH PROCESSING. This option allows batch processing of receiving data collected with IBS electronic scanning devices. This option is only available to the IBS Coordinator.

8. CARCASS PROCESSING allows for monitoring of NRFI DLR repairables from the end-user to the designated overhaul point (DOP) and shipment of NRFI carcasses received from nonsupported units. In addition, it can monitor the receipt of RFI or NRFI carcasses from AIMD (USIDs C and M), based upon material control code and requisition advice code. SUADPS-RT/RSUPPLY carcass tracking does not apply to APA (fund code of 2, 4, 6, 8) repairables. APA carcass tracking is accomplished by shore-based activities. Only DLR items will be carcass-tracked by SUADPS-RT/RSUPPLY.

9. MONEY VALUE ONLY (MVO) TRANSACTIONS. Money value only receipts will be required to record OPTAR charges from Servmart purchases and to expend funds for one-time or continuing services.

4801 RECEIPT IN PROCESS (RIP)

1. GENERAL. Selection of the Receipt in Process Option (DI X72) from the main receiving menu provides access to the RIP transaction screen. RIP processing is accomplished by input of RIP document data for both stock and DTO receipts. If the Supply Officer has determined that RIP processing is not required for DTO receipts, selection of the Receipt Processing DTO/Receipt in Process (Stock) Option will allow input of DTO receipts and stock RIPs from the same transaction screen.

2. PROCESSING. RIP processing is initiated by entering the document number and suffix code (if applicable) from the RIP document. Scanning and processing of barcoded 1348-1 receipts in process (RIP) using the IBS RIP module is preferred.

a. If an outstanding requisition is contained on the BRF/ART, the BRF/ART the recorded MILSTRIP information will appear on the screen. Processing consists of matching the RIP document information with the information contained on the BRF/ART. Changes will be made to the BRF/ART stock number, material control code, unit of issue, quantity, and routing identifier as required by RIP document information.

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b. If the BRF/ART requisition does not contain a matching outstanding document, a RIP will be established after input of basic data from the RIP document. A RIP will be established as follows for requisitions which are not outstanding of the BRF:

- (1) DTO receipts in process will be posted to the Suspense File,
- (2) Stock receipts in process will have an RIP established,
- (3) Stock receipts in process for Q COSAL material and those containing management data different than that contained on the BMF / Stock Item Table (SIT) will post to the STK file for stock control review.

c. After RIP data entry, it may be necessary to answer the questions at the bottom of the RIP transaction screen (see par. 4805).

4802 RECEIPTS FOR STOCK

1. GENERAL. To process stock receipts in the interactive mode, storeroom personnel will choose the Receipt Processing Option (DI X71) from the receiving main menu. Processing requirements will depend on the status of the BRF/ART.

2. PROCEDURES. After accessing the receipt processing screen, storeroom personnel will enter the document number and suffix code (if applicable).

a. Record Outstanding. If the BRF/ART contains a record of the outstanding requisition, requisition data will appear on the screen. Stock requisitions will indicate a department code of 1 or 3 as well as the stock requisition number. Storeroom personnel will enter the location, compare the requisition data on the screen with the receipt document, and make corrections as necessary. If the Receipt on Board field is blank, the date will be entered.

b. No Record Outstanding. If the BRF/ART does not contain an outstanding requisition, basic information must be entered from the STOW document to create a receipt transaction. Stock receipts which have no outstanding documents on the BRF/ART will be posted to the Suspense File for review (except aviation fuel).

c. After data entry, the questions appearing at the bottom of the screen will be answered (see par. 4805).

3. EFFECT ON FILES. The receipt will be completed for the quantity indicated on the receipt document. If the quantity actually received is less than the quantity on the receipt document, a survey transaction will be created and posted to the Suspense File for review. If the quantity actually received is greater than the quantity indicated on the receipt document, a gain by inventory will be automatically processed and posted to the Stock Control (STK) File for information.

4803 RECEIPTS FOR DIRECT TURNOVER (DTO)

1. PROCEDURES. DTO receipt transactions will be processed by selecting the Receipt Processing Option from the main receiving menu. Receipt completion will be the same as for stock (par. 4802) except that the department, division, and work center codes on the screen will be generated based on the requisition serial number. Also, if there is no record of an outstanding requisition, additional data will need to be input. All DTO receipts without an outstanding requisition on the BRF/ART will be posted to the Suspense File for further review and processing. When it is determined that material ordered as DTO will actually be placed in stock (diverted), the DTO receipt will be processed, and a turn-in to stock (see par. 4808) for the quantity received will be input immediately using the same document number.

2. EFFECT ON FILES. The receipt will be completed for the quantity indicated on the receipt document. If the quantity actually received is less than the quantity indicated on the receipt document, a turn-in to stock transaction and a survey transaction will be automatically generated and posted to the Suspense File for review. When processed through suspense processing, the turn-in and survey transactions will result in proper OPTAR changes and an accurate BMF/SIT on-hand balance. If the quantity actually received is greater than the quantity indicated on the receipt document and the additional quantity is to be placed in stock, the DTO receipt will be processed for the quantity indicated on the receipt document and a gain by inventory will automatically be generated and posted to the Stock Control File for information. If the additional material is to be turned over to the ordering department, a gain by inventory and an issue to the user will be automatically processed.

4804 RECEIPTS FOR AVIATION FUEL (USID C AND M ONLY)

Aviation fuel receipts will be processed in accordance with par 4802. When no outstanding requisition exists on the BRF/ART, SUADPS-RT/RSUPPLY will complete the receipt (DI X70) as stock requisition not from due.

4805 VERIFICATION OF DATA

1. GENERAL. During RIP and receipt processing, questions appear at the bottom of the screen which may need to be answered. Do not answer questions unless they apply to the document being processed. Answer questions as follows:

a. Question 1: "If quantity differs from the receipt document, enter actual count quantity". If the quantity actually received is different from the quantity indicated on the receipt document, enter the quantity actually received.

b. Question 2: "If actual count quantity is in excess, enter S for stock and R if DTO and sent to requester". If the quantity actually received is more than the quantity on the DTO receipt document, you will need to enter the disposition of the excess material. If the ordering department keeps the excess quantity, enter R. If the excess material is placed in stock, enter S. If the quantity actually received agrees with the receipt document, leave blank.

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c. Question 3: "If the stock number changed, does the document indicate a substitute?" If the stock number for the item received is different from the stock number in the BRF/ART as shown on the screen, this question must be answered. The receiving document will be reviewed for substitute information (block T of the DD Form 1348-1A). If the receipt document indicates that the material is an acceptable substitute, answer this question with a "Y". If not, enter an "N". When a yes response is given to the substitute receipt question, SUADPS-RT/RSUPPLY will verify the substitute information contained in the BMF/SIT. Substitute information will be created if not already contained in the BMF/SIT .

4806 RECEIPT ADJUSTMENTS AND EXCEPTIONS

1. STOCK CONTROL RECEIPT PROCESSING. The process of ordering, receiving, storing, and accounting for material is a multiple-step, sometimes long-term procedure. The overall process is subject to management changes, lack of communication, special circumstances, and human error. These conditions demand that receiving activities have the capability and flexibility to adjust and sometimes correct receipt processing actions. These features have been built into SUADPS-RT/RSUPPLY under the Stock Control Receipt Processing Function -and separated into two functions (i.e., Receipt Reversal and Receipt Data). Entries through this function should only be made by experienced personnel, knowledgeable of each transaction's impact on all automated files and reports.

2. RECEIPT REVERSAL. The Receipt Reversal Function is accessed via the Receipt Reversal Option from the Stock Control Receipt Processing Menu and should be used whenever a receipt which has already been processed needs to be negated. This transaction being reversed must be on the BRF. This transaction screen will cause the original receipt document to have a credit entry processed for the same quantity and money value as the original receipt. A query is made of affected files. If the input requisition (and suffix) is located, a reversal transaction will be posted to the applicable files. In addition, the STK (information entry), RTL, or QTL files will be updated. After data entry, SUADPS-RT/RSUPPLY offers the options of completing or canceling the transaction, or completing the transaction and searching for another receipt with the same document number and suffix. If the transaction is not on the BRF/ART, a money-value-only reversal will be processed. After a reversal entry, any supporting documentation will be retained.

3. RECEIPT DATA. The Receipt Data Function is accessed via the Stock Control Receipt Data Option of the Stock Control Receipt Processing Menu (SUADPS-RT)/RSUPPLY Receipts menu path (Receipt not from due). After processing, the source document will be retained in the Stock Control History File.

a. Override codes will be used to process the following:

<u>Override Code</u>	<u>Condition</u>
D	Duplicate document number (stock receipt); stock number received different than stock number requisitioned. Stock number received is carried and not a substitute.

<u>Override Code</u>	<u>Condition</u>
E	Duplicate document number (stock receipt); stock number received different than stock number requisitioned. Stock number received is not carried and not a substitute. SUADPS-RT will establish an Allowance Type code (AT) 6 BMF record if none exists.
G	Stock receipt for which there is no matching requisition on file. SUADPS-RT will establish and complete the requisition and establish an AT 6 BMF record if none exists.
M	Duplicate document number and stock number (stock receipt).
R	Duplicate document number (stock receipt). Stock number received different than stock number requisitioned. Stock number received is a substitute. SUADPS-RT will establish an AT 9 BMF record if none exists.
S	Stock number received different than stock number requisitioned. Stock number received is a substitute. SUADPS-RT will establish an AT 9 BMF record if none exists.
T	Initial outfitting material. Material is capitalized into Navy Stock Account.
W	Special fund push material. W will prevent financial processing. SUADPS-RT will establish an AT 8 BMF record if none exists.

b. After entering the override code, three questions may need to be answered as follows:

(1) End-Use Fund Code. If the receipt is to be charged to an end-use fund code (i.e., receipt is DTO and requisitioner will accept material), the applicable fund code must be entered.

(2) If Material Received Differs from Receipt Document. If the NSN on the material is different from the NSN on the document, the NSN (or part number) received and the unit of issue must be entered.

(3) Actual Count Quantity Equals Zero. If no material was received, a yes answer to this question will complete the receipt and generate a survey for stock requisitions or a turn-in to stock and survey for DTO requisitions. These transactions will be posted to the Suspense List for review and further processing.

4807 RELATED PROCESSING FILES

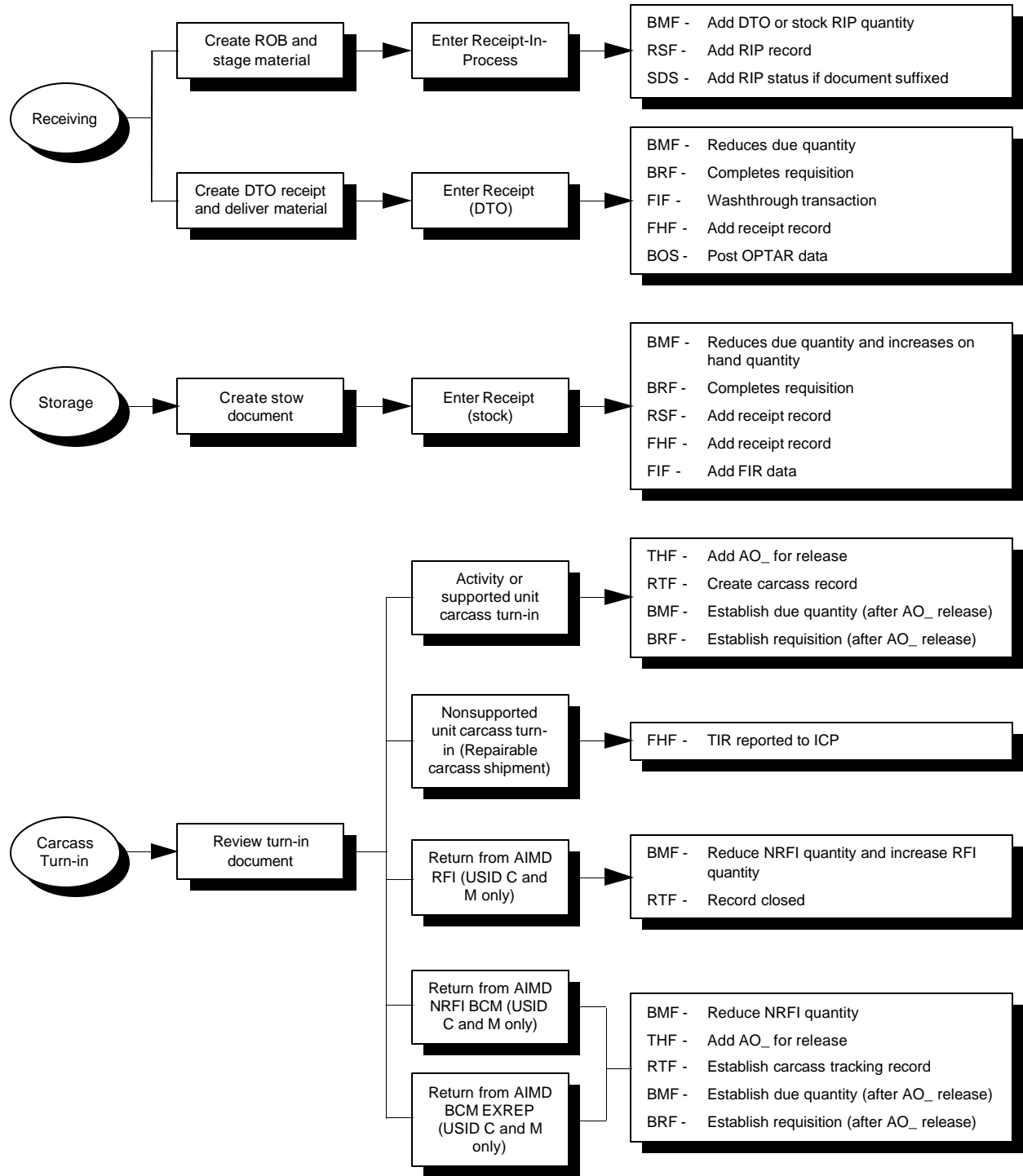
1. GENERAL. The processing of receipt transactions affects both material and financial files and eventually appears on internal and external reports. A list of primary SUADPS-RT files is contained in the SUADPS-RT Computer Operations Manual. The following provides a list of the primary files affected by receipt transaction processing (see illustration on following page):

a. Stock Item Table (SIT) Basic Material File (BMF) - maintains a record of RIP and on-hand quantity and other material-related data for each item of stock,

b. Budget OPTAR Summary (BOS) File and OPTAR History Tables - accumulates financial data in S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD OPTAR accounts,

c. Basic Requisition File (BRF) - maintains a record of all requisitions released for Supply System or purchase action,

EFFECTS OF RECEIPT PROCESSING TRANSACTIONS ON SUADPS-RT FILES



- d. Financial Holding File (FHF) - retains a detailed record of transactions for financial purposes,
- e. Financial Inventory File (FIF) - accumulates data to support Navy Stock Account (NSA) Financial Inventory Reports (FIR),
- f. Requisition Status File (RSF) Table- accumulates status data on requisitions including receipts,
- g. Repairable Carcass Tracking File (RTF) Table - maintains records for all DLR transactions for carcass tracking purposes,
- h. Transaction Holding File (THF) - contains a record for each requisition awaiting release,
- i. Suspense File (SSP) Suspended Transactions Table - receipt transactions which do not process will post to this table Suspense File for further review,
- j. Suffix Document (SDS) File - contains a record of all suffixed receipt or status documents.

RSUPPLY ACTIVITIES. The processing of receipt transactions affects both material and financial files and eventually appears on internal and external reports. The following provides a list of the primary files affected by receipt transaction processing:

- a. Stock Item Table (SIT) - maintains a record of RIP and on-hand quantity and other material-related data for each item of stock,
- b. Budget OPTAR - accumulates financial data in S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD OPTAR accounts,
- c. Active Requisition Table (ART)) - maintains a record of all requisitions released for Supply System or purchase action.

4808 MATERIAL TURNED IN TO STOCK

Material which is turned-in by an activity's departments and supported or non-supported units will be placed in stock as described in par 4319. Any excess NWCF material will be turned-in to shore activities during scheduled offload programs. Selecting the Material Turn-in Option on the main receiving menu accesses turn-in transaction processing. Validation tables must contain current data for both supported and non-supported units for turn-in transactions to process properly. Carcass processing and tracking of repairable items turned in to supply are discussed in Chapter 8, Part D.

SUADPS-RT processing provides transaction screens for material turn-in (DI X32) based on the activity USID as follows:

- USID A TAFS material turn-in. The TAFS material turn-in screen allows processing for material returned from UNREP/VERTREP/INREP customers (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5) as well as activity end-users.

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USID T RFI material will be returned to stock by entering all the data required on the material turn-in screen. SUADPS-RT Support Procedures, Volume II, Chapter 5 provides detailed entry requirements. If required by internal records, the screen will prompt for maintenance data related to the turn-in.

For RSUPPLY activities, process through the Material Turn-Ins (MTI) window under Logistics Subsystem. The new document identifier for material returned to NWCF Stock is **DI X75. Material Turn-Ins are processed using the Site's own UIC, and the Department-Division Serial Number of the work center returning the items back to NWCF Stock.**

MTI/X75 transactions will produce the external documents "D6A" that posts to the NTCSS server file "TO MFCS" for transmission to Material Financial Control Systems (MFCS) via the RSUPPLY Transaction Item Reporting (TIR) batch processing. RSUPPLY will not post any OPTAR credit for MTI/X75 transactions because OPTAR credit will be determined by off-ship higher authority through MFCS.

4809 DELAYED RECEIPT REPORT

1. GENERAL. Automated tracking of RIP entries to completion is provided by the SUADPS-RT Delayed Receipt Report (DI 094)/RSUPPLY Delayed Receipt Listing (JSL323). The report contains a list of receipts which have not been completed within a specified number of days after RIP processing. The time frame to be reviewed will be based on parameters established by the Supply Officer or in accordance with higher authority. Detailed procedures are contained in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 6. The options available are as follows (see samples Appendix 15):

- (1) Storeroom Action List, preposted RIP with no posted receipt;
- (2) Stock Control Information/Action List, list of deleted preposted receipts;
- (3) Receipt in Process Report, master list of preposted receipts for follow-up and deletion;
- (4) Spot Inventory Cards, a spot inventory record for each item which appears on the Receipt In Process Report marked with the message "Follow-up".

4810 LONG TERM SYSTEM FAILURE

1. RECEIPT-IN-PROCESS (RIP) PROCESSING. Scanning of RIP documents is not affected by NTCSS RSUPPLY system failure because the IBS desktop computer and scanners are still outside the box and can be set-up as stand alone application. Continue to utilize the IBS system and scanners to record receipts in process. Then, as soon as RSUPPLY is available, extract and transfer RIP data from IBS computer to RSUPPLY for processing via pre-defined parameters (JSS220) .

When SUADPS-RT is not operational RIP documents will be accumulated as part of the SUADPS-RT Pending File until such time as the system is available for processing.

2. RECEIPT PROCESSING - STOCK. The physical receipt of stock material will be accomplished using existing procedures whenever possible. Receipt documents will be

forwarded to stock control daily, and the receipt quantity posted to the MSSLL by increasing the on-hand quantity and reducing the stock-due quantity fields. Receipt documents recorded with IBS equipment will be filed in the Stock Control History File. Receipt documents not recorded with IBS equipment will be filed in the SUADPS-RT Pending File until the system becomes available for processing.

Scanning of receipt documents is not affected by NTCSS system failure because the IBS desktop computer and scanners are still outside the box and can be set-up as stand alone application. Continue to utilize the IBS system and scanners to record stowed stock receipts. Then, as soon as RSUPPLY is available, extract and transfer receipts data from IBS computer to RSUPPLY for processing via pre-defined parameters (JSS205).

3. RECEIPT PROCESSING - DTO. The receipt and turnover of DTO material will be accomplished in accordance with normal receipt procedures. Signed receipt documents will be forwarded to stock control daily and distributed to the following files:

- a. SUADPS-RT Pending File,
- b. Budget File,
- c. Expenditure File,
- d. DTO Receipt File.

The DLR file will be reviewed whenever a DLR item is received to determine if a remain-in-place DLR carcass is due from the user. Follow-up action must be taken if the NRFI carcass is not received within 24 hours.

Scanning of DTO receipts is not affected by NTCSS system failure because the IBS desktop computer and scanners are still outside the box and can be set-up as stand alone application. Continue to utilize the IBS system and scanners to record DTO receipts. Then, as soon as RSUPPLY is available, extract and transfer receipts data from IBS computer to RSUPPLY for processing via pre-defined parameters (JSS220/JSS205).

Part H: SCANNER PROGRAM

Section I: INTRODUCTION

4900 SHIPBOARD RECEIPT/STOW PROGRAM

The Integrated Barcode System, a Shipboard Receipt/Stow program which utilize a laser scanner and a portable computer to read and store data from bar codes on unit pack labels, bins, or documents is still in use in the Fleet. IBS is more accurate, faster, and more efficient than the manual system for performing logistics functions. Information is stored in the portable computer and later batch uploaded at a remote computer terminal to the RSUPPLY computer for further processing. This data is used to update appropriate requisition and stock item tables and reports.

4901 HARDWARE

1. GENERAL. In addition to the installed hardware, IBS utilize the following pieces of equipment:
 - a. A laser scanner to read coded information;
 - b. An IBM compatible personal computer to store and transfer data to RSUPPLY;
 - c. A printer to produce bar-coded labels.

A complete description of each piece of equipment, data transfer method, and maintenance requirements are contained in the IBS User's Manual.

4902 BAR CODES




1. GENERAL. IBS uses five lines of bar codes to complete the receiving and storage process.
 - a. Three bar-codes appear on the Issue/ Receipt Release Document (IRRD), DD Form 1348-1A, which will replace the manual DD Form 1348-1 (see sample on following page). The first line of the DD 1348-1A contains the document number, and suffix code if any. The second line contains the NSN and SMIC, if applicable. The third line contains the routing identifier, unit of issue, quantity, condition code, cognizance symbol, and unit price.
 - b. One set is on the storeroom bin containing the location.
 - c. One set is attached to the material (not necessary to complete the transaction).
2. LOCATION PLACEMENT STANDARDS. All storerooms on new construction, recently overhauled, and any other IBS Shipboard equipped SNAP ships will have bar code location labels for every storage location. Bar code location labels will be placed to the right of the standard location identification number where possible. Bar code labels for VIDMAR cabinets should be placed on the white paper strip located in the drawer handle, when possible. Location labels for bulk storage locations should be placed as close to the item as possible. The requirements and specifications for production of new and replacement location labels are contained in Military Standard (MIL-STD) 1189B. Replacement or additional labels may be obtained via TYCOM directed means.

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Material Receipt, Custody and Stowage

ISSUE/RECEIPT RELEASE DOCUMENT (IRRD), DD FORM 1348-1A

1 COD FROM	2 RI FROM	3 M OSR	4 U INS IT	5 QUANTITY	6 SUPPLY MENTARY ADDRESS	7 DIS- TRI- BU- TION	8 PRO- JECT	9 PR	10 REF L	11 ADV	12 RI	13 O P IND	14 M G T	15 DOLLARS	16 CTS	17 DOLLARS	18 CTS	19 1. TOTAL PRICE	20 2. SHIP FROM	21 3. SHIP TO											
A4A NDZS EA 00010 N00244 AY6 2R JK5 06 240 2C N32 A ACH															0030000		0300000		N00244		R03361		4. MARK FOR								
24. DOCUMENT NUMBER & SUFFIX (30-44)  R03361 6230 E318 E 25. INVENTORY & ADD (8-22)  6620 00 6637724 L1 26. RIC (4-6) QTY (24-29) CON CODE (71) DIST (64-66) UP (74-80)  NDZ EA 00010 A 2R 0030000															5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL	16. FREIGHT CLASSIFICATION NOMENCLATURE			17. ITEM NOMENCLATURE		
															6235	194120 x	LT0000.0	Z9Z	U	000	00000.03	000.00		G	18. TY CONT			19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE	22. RECEIVED BY

3. MATERIAL PLACEMENT STANDARDS. DOD requires all items with standard NSNs arriving aboard IBS Shipboard equipped or soon to be equipped ships, be bar coded to the unit pack level. If items arrive without bar coded unit packs, it is the responsibility of the supply department to produce and apply bar codes. Guidelines and regulations for item bar coding and label placement are contained in MIL-STD 129, Appendices E-H.

4903 SCANNER OPERATIONS.

1. SAFETY REQUIREMENTS. Before operating the IBS scanner, personnel will be advised to observe the following safety precautions:

a. The laser scanner uses a low power laser beam. Do not operate near the eyes or look directly or indirectly into the beam. Reflections from any mirror-like surface can cause the same eye damage as looking directly into the beam.

b. Do not attempt to repair. Improper repair procedures can cause injury. Inoperative units will be replaced.

These warnings will appear on the custody card, log book, or other control documents to serve as daily safety reminders.

2. PROCEDURES. When using the scanner in scan mode, it will be held between one and four inches above the label's surface (depending on its condition) to scan the label. The trigger is held until both the scanner and decoder lights go off, indicating a completed scan. A beep will be heard, indicating that the decoder is receiving a signal, but the scan is not complete until both the lights go out. Throughout IBS processing, the scanner will display various prompts to identify input requirements such as department and division names, RIP date, and manual input processing prompts for damaged IRRDs (see the IBS User's Manual). IBS allows information to be entered into the scanner via a keyboard similar to a calculator, if:

- a. Bar-coded documents/labels are missing;
- b. Bar-coded documents/labels are damaged;
- c. Discrepancies are uncovered during the receiving process.

3. SCANNER SAFEGUARDS. The scanner has built-in protection against loss of operation as follows:

- a. Low Power Prompt - tells user that battery power is low,
- b. Reserve Power - maintains memory,
- c. Rejection of Input - if primary power is exhausted,
- d. No Loss of Memory - if accidentally switched off.

Section II: SUADPS-RT PROCESSING

4920 UPLOAD PROCEDURES

Upload is accomplished by selecting the Receipt Processing Batch Option (see SUADPS-RT Support Procedures, Volume II, Chapter 5) from the SUADPS-RT receipt processing menu by the IBS Coordinator and updating SUADPS-RT with the data collected with the scanners. This method of processing receipt information is designed to expedite receipt processing by eliminating the need for inputting individual transactions via the interactive mode. The SUADPS-RT FAS and the IBS Coordinator must establish and adhere to a schedule of frequent uploading (at least daily) to ensure the integrity of BMF quantities, reduce NIS situations, and provide increased supply effectiveness.

4921 RECEIPTS IN PROCESS (RIP)

Upon completion of receipt inspection, receiving personnel will use IBS procedures to scan the three receipt document labels and the material label prior to staging for delivery. At scanner start-up, the R selection will be made. When processing is completed, the "end" key will be pressed. IBS RIP data will be uploaded to SUADPS-RT daily (as a minimum). TYCOM directives will determine whether an RIP Document File is required after IBS receiving is implemented.

4922 RECEIPTS FOR STOCK

Storeroom personnel will initiate IBS using the S selection at start-up and scan the three lines of bar-code data, material label, and location label of bin, drawer, or rack in which material is being stowed. When processing is complete, press the "end" key. Storeroom data will be uploaded to SUADPS-RT daily (as a minimum).

4923 RECEIPTS FOR DIRECT TURNOVER (DTO)

Receiving personnel processing DTO documents will initiate IBS using the D option and scan the three document bar-codes and the material label. When processing is complete, press the "end" key. DTO transactions will be uploaded to SUADPS-RT daily (as a minimum).

4924 EFFECTS ON SUADPS-RT FILES

1. GENERAL. During the upload process, information gathered via IBS is converted to SUADPS-RT transactions as follows:

<u>Information Gathered</u>	<u>Conversion to</u>
In R mode	Receipt in process (X72)
In D mode	DTO receipt (X71)
In S mode	Stock receipt (X71)

When processed, these transactions have the same effect on SUADPS-RT files as the interactive transactions discussed in par. 4807.

4925 REPORTS

The reports produced during IBS processing are described in the IBS User's Manual. These reports are produced during SUADPS-RT upload and provide details of transactions processed via IBS since the last upload.

Section III: RSUPPLY ACTIVITIES

4930 UPLOAD PROCEDURES

In the IBS computer, the IBS Coordinator must extract current receipts and upload to RSUPPLY for processing. After receipts data are extracted and uploaded, the IBS Coordinator must log-in to RSUPPLY to execute the file transfer protocol via Utilities Batch File Transfer option and then run the pre-defined parameter JSS220 (RIP) or JSS205 (Stow) batch processing accordingly. This method of processing receipt information is designed to expedite receipt processing by eliminating the need for inputting individual transactions via the interactive mode. The Functional Area Supervisor (FAS) and IBS Coordinator must establish and adhere to a schedule of frequent uploading and RSUPPLY batch processing (at least daily) to ensure the integrity of Stock Item quantities, reduce NIS situations, and provide increased supply effectiveness.

AFLOAT SUPPLY PROCEDURES

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CHAPTER 5

MATERIAL EXPENDITURE AND SHIPMENT

Part A: MATERIAL EXPENDITURES

Section I: GENERAL

5000 INTRODUCTION

1. GENERAL. The expenditure of material is the act of removing from the activity's stock records a specific quantity of an item that was passed to another user/activity or disposed of in accordance with directives from higher authority. Expenditure also occurs when stock material is lost or no longer usable or Non-Ready For Issue (NRFI) due to shelf-life restrictions or damage. This chapter will discuss the various types of expenditures and the procedures applicable to each.

2. TYPES OF EXPENDITURES. Expenditures of material are classified into four types as follows:

a. ISSUES. An issue is the physical act of turning over material by the supply department (either immediately upon receipt onboard or from supply department stocks) to the using shipboard department or supported unit as the result of a customer request. The term "issues" will not be used interchangeably with the term "transfers". Detailed issue procedures are prescribed in pars. 6205-6213.

b. TRANSFERS. A transfer is the movement of material from the custody and records of a ship to the custody and records of another ship or shore activity. This includes transfer of RFI material to Other Supply Officers (OSO Transfer), transfer of RFI that is no longer desired to be stocked onboard to a shore activity (also known as Material Turned into Store or MTIS) and RFI and NRFI material that is transferred to a Defense Reutilization and Marketing Office (DRMO). Extended Money Value (EMV) will determine if RFI material is transferred to MTIS or DRMO.

c. SURVEY. Survey is the expenditure of material when it is lost, damaged, unserviceable, or Non-Ready For Issue (NRFI) and is not economically repairable. Surveys are accomplished on a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). When a FLIPL is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.

d. CASH SALES. Material expended to the following will be processed as a cash sale:

- (1) U.S. Air Force, Coast Guard and Army activities;
- (2) Military Sealift Command ships (APA and IQ cognizance material only);
- (3) Merchant vessels and nonmilitary aircraft;
- (4) Other U.S. government agencies;
- (5) Foreign naval vessels and military aircraft;
- (6) Foreign merchant ships and non-military aircraft

5001 EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four digit Julian date, and a four digit serial number (i.e. R52192-4013-7016). Expenditure document numbers will not be duplicated and will run consecutively throughout the fiscal year.

5002 AUTOMATED EXPENDITURE LOG

1. GENERAL. The automated expenditure log is used to record expenditure document number assignments and to provide a record of all expenditures or transfers of RFI and NRFI material from an activity's Stock Item Table (SIT) with the exception of issues to the activity's works centers and supported units. Each Automated Information System (AIS) including RSUPPLY Force and Unit Level, SUADPS-RT, Ported SNAP II and Micro SNAP, have automated Expenditure Logs.

2. EXPENDITURES LOGS. Expenditure Log entries will be made for each occurrence for transfers, cash sales and surveys. Batch entries will be made for transfers generated by automated offload processing. The following information will be recorded in the automated Expenditure Log for each expenditure:

- a. Expenditure Document Number;
- b. Ship To UIC;
- c. Advice Code;
- d. Cog;
- e. Material Condition Code (MCC);
- f. National Item Identification Number (NIIN);
- g. Nomenclature
- h. Unit of Issue (UI);
- i. Quantity;
- j. Remarks;
- k. Unit Price;
- l. Extended Money Value (EMV).

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Material Expenditure and Shipment

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AUTOMATED EXPENDITURE LOG

The sample Expenditure Log listing was generated from Relational Supply (RSUPPLY). Expenditure Log listing may appear slightly different depending on the AIS you are currently utilizing.

Expenditure Log Listing												
Batch Rqst Nbr: JSL3064238223			VIC: 22222						25 Aug 2004			
Report I. D.: SL36202R									09:02:56			
User I. D.: rsupaa									Page: 1			
			Beginning Date			: 10/01/2003						
			Ending Date			: 08/25/2004						
			ALL			: ALL						
			OSO Transfer			:						
			MTIS			:						
			Offload			:						
			Survey			:						
			Miscellaneous			:						
Batch Rqst Nbr: JSL3064238223			VIC: 22222			Expenditure Log			25 Aug 2004			Page: 1
Report I. D.: SL36202R						Document Number Sequence			09:02:56			
User I. D.: rsupaa						Begin Date : 10/01/2003			End Date : 08/25/2004			
						**			ALL			**
Document Number	Ship To	Adv Code	Cog	MCC	MIIN/Ref Nbr	Nomenclature	UI	Qty	Remarks	UP	Emv	
2222232807001	00189		LH		6130014730882	PWR SUPPLY	EA	2	Misc Expenditure	1528.00	3056.00	
2222233037002	68620		7H		V2222-3303-7	CIRCUIT CARD ASSY	EA	1	Misc Expenditure	3985.00	3985.00	
2222233087003	36418		9E		5830014122012	AM/P IQ-5 PUBLIC ADDRESS	EA	1	Misc Expenditure	1276.21	1276.21	
2222233087004	00189		LH	M	012161555	CASE, SPRING	EA	1	OFFLOAD	2442.00	2442.00	
2222233247005	00189		3N	D	012148626	ELECTRONIC MODULE,S	EA	1	OFFLOAD	1065.72	1065.72	
2222233247006	00189		9G		012225527	POWER SUPPLY	EA	13	OFFLOAD	147.29	1914.77	
2222233247007	00189		9C		011515541	PUMP UNIT, RECIPROCATING	EA	1	OFFLOAD	636.16	636.16	
2222233257008	20635		9Q			CELL PHONES	EA	3	Misc Expenditure	100.00	300.00	
2222233277009	49399		9Q		002402559	SPONGE	EA	4	OFFLOAD	1.14	4.56	
2222233277010	49399		9Q		014138296	FLASH LIGHT	EA	2	OFFLOAD	12.40	24.80	
2222233457012	49399		9Q		EDU TROUSERS	EDU TROUSERS	EX	5	Misc Expenditure	1.00	5.00	
2222233457013	20635		9G		6850014450557	CATALYST CARBON MONOXIDE	CN	3	Misc Expenditure	570.15	1710.45	

5003 EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original, or a copy when the original is required elsewhere, of each expenditure invoice prepared by the ship. Expenditure invoices will be filed by expenditure document number; however, expenditure invoices for DLR items will be placed in a separate file from other expenditure invoices. Forms used as expenditure invoices can be DD 1348-1A, or the DD 1149. The expenditure invoice file will be retained for three years after completion of expenditure action.

Section II: TRANSFER AND SALES**Subsection 1: AUTHORITY AND RESPONSIBILITY FOR TRANSFERS****5020 SUPPLY OFFICER'S RESPONSIBILITY**

As prescribed in OPNAVINST 3120.32 series (Standard Organization and Regulations of the U.S. Navy par. 328), material transfer is one of the general duties of the Supply Officer. Therefore, unless otherwise directed by the Commanding Officer, the Supply Officer or designated assistant Supply Officers will be responsible for approving proper transfers of: consumables; equipage; repair parts; inert nuclear weapons material and associated test and handling equipment, tools and consumables; ships store and retail clothing stock; food items; and medical and dental supplies (on ships where Supply holds AMAL/ADAL material only). Although such responsibility need not be delegated in a Commanding Officer's letter, it should be specified in the Ship's Organization and Regulations Manual (SORM). Prior to transfer of material (other than unserviceable or excess items) to another activity, the Supply Officer or his designated assistants will ensure that it is not currently needed by the department(s) that normally uses it. In the absence of the Supply Officer or his designated assistants, material transfers may be approved by the Duty Supply Officer or the Command Duty Officer, as prescribed in the SORM.

5021 OTHER DEPARTMENT HEADS

Department heads, other than the Supply Officer, are not authorized to transfer stock or operating space material in their custody. When transfer of such material is appropriate (e.g., it is excess, unserviceable, or required by another activity), the custodial department head is responsible for turning it in to the Supply Department for documentation and transfer. Upon request, other department heads also are responsible for advising the Supply Officer of any existing or prospective need they may have for RFI material being considered for transfer.

5022 AUTHORITY FOR TRANSFER OF REQUESTED MATERIAL

1. GENERAL. Transfer of material requested by another activity will be made only upon receipt of an official request document (e.g., requisition, letter, message).
2. MAINTENANCE ASSISTANCE MODULE (MAMs). MAMs may only be transferred upon approval of the cognizant Type Commander.

Subsection 2: TRANSFER TO FORCES AFLOAT

5035 TRANSFER PROCEDURE FOR END USE MATERIAL

1. NSA TYPE MATERIAL. Transfers between ships of the same Type Commander are nonchargeable transactions; however, the value of such transactions will be included in the "B" summary of the transferring ship. Transfers between ships of different Type Commanders are chargeable transactions and the value of such transactions will be included in the "A" summary of the transferring ship. All inter ship transfers will be documented in accordance with par. 5036. Whether transfers are between ships of the same or different Type Commanders, the OPTAR of the transferring ship will not be credited; however the value of such transfers may be used to support a request for an OPTAR augmentation from the Type Commander.
2. APA TYPE MATERIAL. Inter ship transfers of APA type material are nonchargeable transactions which are not required to be summarized; however, such transactions are required to be documented in accordance with par. 5036.
3. MARINE CORPS. Transfers of material to Marine Corps organizations ashore, other than those submitting NSA stores return, will be covered by a DD Form 1348-1A and will be included in the "A" summary of the transferring ship.

5036 DOCUMENT PREPARATION

1. GENERAL. Transfers between forces afloat normally are made on the DD Form 1348 prepared and submitted by the requesting ship in accordance with par. 3024, with additional entries made by the transferring ship as shown in the following subparagraph. When the requesting ship submits a request by a method other than a DD Form 1348, the transferring ship will prepare a DD Form 1348-1A in accordance with par. 5036-3.
2. DD FORM 1348. When a DD Form 1348 is used to request an inter ship transfer it will be prepared in accordance with par. 3024; However, the transferring ship must add the following data (see sample on following page):

<u>Data Block</u>	<u>Entry</u>
L-S	1. "Approved for transfer"; and the name, rank/grade, and signature of the person authorized to approve the transfer. 2. Expenditure invoice number.
T	Current Unit Price (on hard back copy).
U	Total Price (on hard back copy).
V	"COST CHARGE ONLY" if applicable to APA type material.

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EXAMPLE OF DD FORM 1348 FOR INTER SHIP TRANSFER

DOC. IDENT.	ROUT. IDENT.	M & S	FSC	NIN	ADD	UNIT OF ISSUE	QUANTITY	REQ. REQUISITIONER	DATE	SERIAL	D E M	SUPPLEMENTARY ADDRESS	SIG	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ. DEL. DATE	ADV. STAT.					
SEND TO: R52192 USS JOHN PAUL JONES (DDG-32)										REQUISITION IS FROM: R04402 USS EDSON (DD-946)														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T					
WASHER	A Ø A	Ø	5	3	3	Ø	Ø	Ø	Ø	1	Ø	4	9	6	Ø	X	3	E	A	Ø	Ø	Ø	Ø	1
R Ø 4 4 6 2 6 1 9 6 1 6 6 6	R	Y	N	W	G	Ø	1	A	I	A	L	O	P	S	T	U	V	W	X	Y	Z	AA	AB	AC
N R	1	H	E	K	5	Ø	6	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
EXP. INV.. R52192-6196-0031	I. L. Garner	I. L. GARNER, LT, SC, USN	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP

3. DD FORM 1348-1A. When a DD Form 1348-1A is used to document an intership transfer, it will be prepared as follows (see sample on following page):

Card Columns Entry

- 23-29 Unit of issue, and quantity of item transferred
- 45-66 Duplicated from the requisition
- 71 Supply del condition code
- 74-80 Current unit price

Data Blocks Entry

- 1 Total price (unit prices times quantity)
- 2 Service designator code and UIC of transferring ship
- 3 Service designator code and UIC of requisitioning ship
- 17 Item nomenclature
- 24 Duplicated from the requisition
- 25 Stock number
- 26 RIC (from cc 4-6), Unit of Issue, quantity of item transferred, supply condition code, cognizance symbol and unit price

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Data Blocks Entry

- 27 Service designator code, UIC, name and hull number of transferring ship and service designator code, UIC, name and hull number of requisitioning ship
- 27 Expenditure invoice number, plus "(COST CHARGE ONLY)" if fund code "Y6" is entered in cc 52-53
- 27 "Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020).
- 27 Additional information as necessary. If classified enter "C" for confidential; "S" for secret; "T" for top secret. When a security code is used, all the consignees' copies of the DD Form 1348-1A will be placed inside the container.

EXAMPLE OF DD FORM 1348-1A FOR INTER SHIP TRANSFER

OSO TRANSFER															PRINTED: 04327 1412									
SHIP FROM										SHIP TO					TOTAL PRICE									
D6KR2Y EA00010 V21412 KZ 9ZEE005 R2G A										V21247 V21412					0000079 790									
2A DOCUMENT NO. (05-41)  V 21412 4327 0999										3. DDC DATE: 4327					4. UNIT PRICE: 0000079					5. UNIT WEIGHT: 790				
2B NATIONAL ADDRESS  6250 00 224 4828										6. FREIGHT CLASSIFICATION: 0					7. ITEM NOMENCLATURE: STARTER, FLUORESCENT					8. TR CONT: 9. NO CONT: 10. TOTAL WEIGHT: 11. TOTAL CUBE:				
2C ADDITIONAL DATA R2Y EA 00010 A 9Z 0000079										12. RECEIVED BY:					13. DATE RECEIVED:									
Ship From: V21247 USS THEODORE ROOSEVELT FPO, AE 095992871										Ship To: V21412 USS GEORGE WASHINGTON CVN-73 PIER-12 NEW YORK, NY 095992871					Approved For Transfer:									
Locations 050195										SMC: DEMIL: A Substitute NIINs Locations														
Remarks:										Approved By:					Date: 04327 Issue By: Date:									

5037 DOCUMENT DISTRIBUTION

1. DD FORM 1348. When the requesting ship submits a DD Form 1348 for an inter ship transfer of material, the copies received will be distributed as follows:

<u>Copy</u>	<u>Disposition</u>
Original	Retained by transferring ship. Filed in expenditure invoice file after required posting has been accomplished.
White	Returned to requesting ship if receipt (see par. 4116) signature is required.
Hardback	Retained by requesting ship, or discarded, if not required.

2. DD FORM 1348-1A. Upon receipt of a DD Form 1348 or DD Form 1348-1A from another ship, the transferring ship will prepare a DD Form 1348-1A to document an inter ship transfer of material. Distribution of the copies will be as follows (see par. 8323-3 for distribution pertaining to DLR items):

<u>Copy</u>	<u>Disposition</u>
Original	Retained by transferring ship. Filed in expenditure invoice file after required receipt signature and posting has been accomplished.
Duplicate	Turned over to the requesting ship for use as a material receipt document.

Subsection 3: CASH SALES**5040 AUTHORITY FOR CASH SALES**

The authority to transfer material by cash sale method is provided by Navy Regulations, DOD 7000.14R Financial Management Regulation (FMR), and NAVCOMPT Manual (NAVSO P-1000), Volume 8. These publications should be consulted whenever questions arise concerning the cash sale of material.

5041 SALES TO U.S. GOVERNMENT ACTIVITIES AND ORGANIZATIONS.

1. GENERAL. With the approval of the Commanding Officer, transfers of material may be made to the Army, Air Force, Coast Guard (except cog F and S material requests will be forwarded to NAVSEA), Military Sealift Command commissioned ships (APA and 1Q cognizance material only), and other U.S. government agencies. Prior to transfer of material, an official order or requisition signed by proper authority must be received from the requesting activity. The order or requisition will provide the appropriation of the department to be charged and the fiscal office from which reimbursement is to be obtained.

2. FUELS AND LUBRICANTS. Navy and Marine Corps activities issuing aviation fuel and lubricants to other government department's aircraft will use the DD Form 1348-1A and will include the following information:

- a. aircraft type, model, and serial number;
- b. major command to which the plane is assigned;
- c. grade, quantity, standard price, total value, and date the product was issued;
- d. name, rank, serial number, and signature of the pilot, co-pilot, or crew-chief.

5042 SALES TO MERCHANT VESSELS

Sales to merchant vessels in distress may be made when naval supplies can be spared. Written approval by the Commanding Officer of the selling ship is required on the requisition with a certification of circumstances that require the transfer. The invoice will show the name and address of the firm owning and operating the vessel, and the Navy appropriation, subhead and operating budget creditable with the proceeds of the sale. A receipt in duplicate will be obtained from the master or purser of the ship on the invoice.

5043 SALES TO FOREIGN NAVAL VESSELS AND MILITARY AIRCRAFT

1. GENERAL. Navy Regulations Article 0835 authorizes the sale of supplies or services to naval vessels and military aircraft of friendly foreign governments. The Commanding Officer of the selling activity must approve the sale in writing and certify the circumstances that required the sale. The following material and services are authorized to be sold or furnished on a reimbursable basis (without an advance of funds) when in the best interest of the United States:

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Material Expenditure and Shipment

- a. routine port services in territorial waters of the United States or in waters under United States control including pilotage, tugs, garbage removal, line handling, and utilities;
- b. routine airport services including landing and take off assistance, use of runways, parking and servicing;
- c. miscellaneous supplies including fuel, subsistence, repair parts, and general stores but not including ammunition (subject to approval of the cognizant Fleet or Force Commander when provided overseas);
- d. subject to the approval of the Chief of Naval Operations in each instance, overhauls, repairs and alterations together with necessary equipment and its installation required in connection therewith.

5044 SALES TO FOREIGN MERCHANT SHIPS AND NON-MILITARY AIRCRAFT

Navy Regulations Article 0925 authorizes the senior officer present to furnish assistance and repairs to distressed ships and aircraft of foreign states at peace with the United States. The sale of fuel, oil, equipment, mechanical services and other assistance to any aircraft by reason of an emergency is authorized. Additionally, the services authorized in par. 5043 may be issued in an emergency.

5045 NATO STANDARDIZED AGREEMENT

The Procedures for Logistic Support Between NATO Navies and Naval Port Information, Allied Logistics Publication (ALP-1(D) (Navy)), Chapter 15 describes the provisions for providing material and/or services between the Naval Forces of NATO Nations. The agreement is effective for transactions entered into under the authority of the NATO Mutual Support Act and other legislative authority that provides for reciprocal exchange of material and services.

5046 CASH COLLECTED LOCALLY

1. GENERAL. Cash will be collected locally when possible and a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared. The DD Form 1149 will contain the following information without exception:

- a. a complete Line of Accounting (LOA);
- b. one of the following cash sale customer codes (for additional information refer to NAVCOMPT Manual (NAVSO P-1000), paragraph 028302-3):

<u>Source</u>	<u>Code</u>
Foreign Governments	1003
Nonappropriated Fund Activities	1004
Private Parties	1005
Commissary Stores (Cash Sales)	1006
Ships' Stores (Cash Sales)	1007
Department of Interior	1400
Department of State	1900
Department of Army	2100

Material Expenditure and Shipment

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<u>Source</u>	<u>Code</u>
General Services Administration	4700
Department of Air Force	5700
Department of Transportation	6900
Department of Health, Education, and Welfare	7500
Department of Defense	9700
Other Non-Department of Defense Agencies	9900

- c. operating budget holder;
 - d. organization to which the material is sold and a receipt signature;
 - e. document number in the units expenditure series;
 - f. name, ship and symbol number, and signature of the Disbursing Officer acknowledging receipt of the cash;
 - g. accounting period in which the collection will be reported by the Disbursing Officer.
2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:
- a. the original and three copies of the DD Form 1149 will be sent to the Disbursing Officer;
 - b. one copy of the DD Form 1149 will be filed with the retained monthly financial reports;
 - c. one copy will be placed in the Expenditure Invoice File;
 - d. one copy will be provided to the customer;
 - e. for SUADPS-RT/RSUPPLY activities - one copy will be processed through SUADPS-RT/RSUPPLY and placed in the Stock Control History File.

5047 CASH NOT COLLECTED LOCALLY

1. GENERAL. When it is not possible to collect cash locally, a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared and will contain the following information without exception:
- a. name of the department, bureau, office, or branch, and specific activity to which the material was sold;
 - b. name and address of the fiscal office or commercial firm from which reimbursement is to be obtained;
 - c. date and number of the request placed by the ordering activity;
 - d. appropriation symbol data of the department which will bear the cost (not required for sales to foreign governments and commercial or private organizations);
 - e. receipt signature of a responsible representative from the receiving activity/organization;
 - f. Navy appropriation, subhead, operating budget, unit identification, and fund code to be credited (cite issuing ship's locally assigned document number and accounting data).

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Material Expenditure and Shipment

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

- a. the original and three copies (original and one copy signed by consignee or person receiving merchandise) will be mailed to DFAS Norfolk, Attn: Code NIBMB, 1837 Morris St, Suite 1401, Norfolk, VA 23511-3431 on the day the sale is completed; each DD Form 1149 will be listed separately on a letter of transmittal showing the invoice/requisition number and amount;
- b. one copy of the DD Form 1149 will be filed with the retained monthly financial reports;
- c. one copy will be placed in the Expenditure Invoice File or Proof of Delivery File;
- d. one copy will be provided to the customer;
- e. for SUADPS-RT/RSUPPLY activities - one copy will be processed through SUADPS-RT/RSUPPLY and placed in the Stock Control History File.

5048 CASH SALE SHIPMENTS

When receipt signatures cannot be obtained due to geographic limitations, material will be shipped by certified mail with return receipt requested. The certified mail number will be indicated in block 2 of the DD Form 1149. Copies of all outstanding and completed certified mail shipments will be retained in the Expenditure Invoice File as documentation for challenged billings.

5049 SERVICES NOT CHARGEABLE

Routine port and airport services may be furnished at no cost to the foreign government concerned where such services are provided by the United States Naval personnel and equipment without direct civilian labor or material costs to the Navy. When furnishing routine port services to naval vessels of an allied country, such services may be furnished without reimbursement if such services are provided under a cross-servicing agreement that provides for the reciprocal furnishing by such country of routine port services to naval vessels of the United States without reimbursement. Confirmation as to whether a foreign country has a reciprocal port services agreement can be obtained from the references cited in par. 5045.

Subsection 4: EXCEPTIONS FOR SPECIAL MATERIALS

5051 CHRONOMETERS

The turn-in of chronometers will be documented in accordance with procedures set forth in pars. 8320-8325.

5052 SPECIAL CLOTHING

1. TRANSFERS TO OTHER SHIPS. Special clothing will not be transferred to other ships without the approval of the Commanding Officer. The transfer will be documented on a DD Form 1348-1A or DD Form 1149.

2. TRANSFERS TO STORE ASHORE. Special clothing will be turned in ashore when articles or quantities of articles are on hand which are in excess of the ship's authorized allowance. The turn-in/shipment will be documented on a DD Form 1348-1A.

5053 CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) CLOTHING

1. DEFECTIVE CBR CLOTHING. CBR clothing determined to be defective upon receipt or upon subsequent inspection prior to expiration of normal shelf life (10 years from impregnation date) will be reported as defective material in accordance with par. 4274.

2. EXCESS CBR CLOTHING. When new or unused clothing is discovered to be in excess of allowance, it will be turned into the nearest supply activity ashore. A DD Form 1348-1A memorandum (no price) invoice will be prepared to document the turn-in/shipment. The following statement will be placed in the "Remarks" section: "NEW OR UNUSED IMPREGNATED CLOTHING IN EXCESS OF ALLOWANCE."

3. OVERAGE CLOTHING. CBR clothing over 10 years old will be considered for use in training operations or turned in to the nearest supply activity ashore for disposal. The clothing should not be burned. Residual material from combustion of the impregnated clothing includes zinc chloride, a defoliant which could destroy plant life in adjacent areas.

5056 PRECIOUS METALS RECOVERY PROGRAM

1. COLLECTION, RECOVERY, AND PROCESSING OF PRECIOUS METALS. Under the Defense Logistics Agency, the Defense Reutilization Marketing Service (DRMS) is responsible for programs associated with the collection, recovery, and processing of precious metals.

2. GENERATING ACTIVITIES. Generating activities are required to turn-in all excess fine precious metals and precious metal-bearing material to their servicing DRMO. There may be times, however, when a generating activity desires and may be authorized to ship precious metal bearing materials; such as, electrolytic flake, film ash or electronics, directly to a commercial contractor. For precious metal-bearing material that requires special handling as a part of the turn in process, refer to the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, Property Requiring Special Processing. Generating activities shall:

a. turn in excess usable precious metal-bearing property, scrap, and waste material, in accordance with uniform turn in procedures contained in DOD 4160.21-M, Chapter 3, Receipt, Handling and Accounting.

b. include on the DD Form 1348-1A or attached documentation, any available information pertaining to the precious metals content; such as, metal type, quantity, location, PMIC, and any known/suspected hazardous components.

c. properly segregate precious metal-bearing scrap and waste material before turn in to the DRMO.

Subsection 5: MATERIAL TURNED INTO STORE**5066 TRANSFER PROCEDURE AND CREDIT POLICY**

1. GENERAL. Supply support in a changing environment creates the need of a process by which consumer returns of unneeded material can be screened for further use. Turn-in of material from consumers to Navy stock points requires that activities turning in material be given credit for turn-ins as appropriate. Navy material returns to stock points have traditionally been called Material Turned into Store (MTIS) since stock points carry material in stores accounts. MTIS primarily exists to take RFI turn-ins from customer activities and return them to stock to meet other Navy requirements. Each transfer will be approved by the Supply Officer and entered in the expenditure record log. MTIS transactions do not include transfer of material to disposal or the transfer of DLR items in NRFI condition since such items must be expeditiously shipped to the nearest Advanced Traceability and Control (ATAC) Hub or Node as specified in pars. 8320-8325. MTIS is primarily for the return of excess RFI material to stock. It may also be used to return erroneous issues by the stock point (see par. 4271) or to obtain needed repackaging/represervation with prior arrangement with the stock point (normally with Customer Services). Large numbers of turn-ins should be coordinated in advance to permit automated pre-interrogation and reduce workload.

2. CREDIT. Credit for turn-ins is given to the Type Commander allotment indicated by the fund code on the expenditure/transfer document in accordance with the inventory managers' authorized stocking levels. Credit cannot be given for the following:

- a. Appropriation Purchase Account (APA) - Free Issue Items.
- b. Material transferred to MTIS without being identified to a NSN including NICN (see par. 2033) and Commercial And Government Entity (CAGE) (see par. 2073)/Part Number.
- c. Material transferred (turned-in) to MTIS with an extended money value of \$100 or less due to the cost of processing such credits.
- d. Material bought using BP 28 funds such as NWCF inventory. These BP 28 funded inventories will be processed directly into FISC inventory by the Navy's MTIS processing agent.

5067 PREPARATION OF TURN-IN DOCUMENT

Except as otherwise provided in par. 4271, turn-ins of RFI material turned into MTIS will be accomplished by use of the Issue Release/Receipt Document (DD Form 1348-1A). DD Form 1348-1A for inert nuclear weapons material shall be prepared in accordance with Navy Special Weapons Ordnance Publication (SWOP) 100-1A. The following format is used for preparation of DD Form 1348-1A:

Material Expenditure and Shipment

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<u>Card columns</u>	<u>Entry</u>
1-3	Document Identifier (blank for 7 COG).
23-29	Unit of Issue and quantity.
52-53	Fund code normally used to requisition the same type of material. For SUADPS-RT/RSUPPLY applicable MFCS fund code or if the material is not carried on the BMF/SIT, the applicable end-use fund code.
55-56	Applicable cognizance symbol.
62	Precious metals indicator (disposal only).
63	ADP equipment code (disposal only).
71	Appropriate Supply Condition Code (see Appendix 10Q)
72	Enter "C" if a credit is being requested and enter "MTIS Credit (enter specific TYCOM) as appropriate" in block 27 for DLRs.
73	Material control code.
74-80	Current unit price listed in FEDLOG or for SUADPS-RT/RSUPPLY unit price from BMF/SIT.

<u>Data Block</u>	<u>Entry</u>
1	Total price (quantity x unit price).
2	Ship's service designator code and UIC.
3	Service designator code and UIC of the activity to which the material is being transferred.
17	Noun name of the item. Also the CAGE and part number if no NSNs or NICN is indicated in cc 8-20. Serial number should be cited for reactor plant components with 2S Cog/X1 SMIC NSN's (see par. 5079).
24	Ship's service designator code and UIC; Julian date of the turn-in; and a serial number from the ship's expenditure record log.
25	NSN, including SMIC, if applicable (see par. 2033 for items identified by a NICN).
26	RIC (from cc 4-6), Unit of Issue, quantity, supply condition code, cognizance symbol and unit price.
27	Ship's service designator code, UIC, name, hull number and address.
27	Service designator code, UIC, name and address of the activity to which the material is being transferred.
27	Demilitarization code.
27	Shelf-life code and shelf-life action code.
27	Storeroom locations.

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Data Block

Entry

- 27 Additional data as required. If classified, enter "C" for confidential; "S" for secret; "T" for top secret. (When a security code is used, all the consignees' copies of the DD Form 1348-1A will be placed inside the container, except when large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.)
- 27 "Credit Requested" when material being turned-in qualifies for credit as outlined in par. 5066.
- 27 MTIS credit (7 _ COG only).
- 27 "Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020).

TURN-IN DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
D6KR2Y	BX00005	SW3117	KZ	9Z	9Z	0012	SDF	A	0001752	0008760	4327	U	0	LAMP	00005	SW3117																																																																																			
OFFLOAD TO SHORE	PRINTED: 04327 1425	24. DOCUMENT	25. NATIONAL	26. SUPPLY	27. DATE	28. QUANTITY	29. UNIT	30. PRICE	31. TOTAL PRICE	32. SHIP FROM	33. SHIP TO	34. OFFICE	35. TYPE	36. CLASS	37. WEIGHT	38. VOLUME	39. DATE	40. BY	41. RECEIVED	42. DATE	43. BY	44. RECEIVED	45. DATE	46. BY	47. RECEIVED	48. DATE	49. BY	50. RECEIVED	51. DATE	52. BY	53. RECEIVED	54. DATE	55. BY	56. RECEIVED	57. DATE	58. BY	59. RECEIVED	60. DATE	61. BY	62. RECEIVED	63. DATE	64. BY	65. RECEIVED	66. DATE	67. BY	68. RECEIVED	69. DATE	70. BY	71. RECEIVED	72. DATE	73. BY	74. RECEIVED	75. DATE	76. BY	77. RECEIVED	78. DATE	79. BY	80. RECEIVED	81. DATE	82. BY	83. RECEIVED	84. DATE	85. BY	86. RECEIVED	87. DATE	88. BY	89. RECEIVED	90. DATE	91. BY	92. RECEIVED	93. DATE	94. BY	95. RECEIVED	96. DATE	97. BY	98. RECEIVED	99. DATE	100. BY																					
DD FORM 1348-1A, NOV 87	ISSUE RELEASE RECEIPT DOCUMENT	24. DOCUMENT	25. NATIONAL	26. SUPPLY	27. DATE	28. QUANTITY	29. UNIT	30. PRICE	31. TOTAL PRICE	32. SHIP FROM	33. SHIP TO	34. OFFICE	35. TYPE	36. CLASS	37. WEIGHT	38. VOLUME	39. DATE	40. BY	41. RECEIVED	42. DATE	43. BY	44. RECEIVED	45. DATE	46. BY	47. RECEIVED	48. DATE	49. BY	50. RECEIVED	51. DATE	52. BY	53. RECEIVED	54. DATE	55. BY	56. RECEIVED	57. DATE	58. BY	59. RECEIVED	60. DATE	61. BY	62. RECEIVED	63. DATE	64. BY	65. RECEIVED	66. DATE	67. BY	68. RECEIVED	69. DATE	70. BY	71. RECEIVED	72. DATE	73. BY	74. RECEIVED	75. DATE	76. BY	77. RECEIVED	78. DATE	79. BY	80. RECEIVED	81. DATE	82. BY	83. RECEIVED	84. DATE	85. BY	86. RECEIVED	87. DATE	88. BY	89. RECEIVED	90. DATE	91. BY	92. RECEIVED	93. DATE	94. BY	95. RECEIVED	96. DATE	97. BY	98. RECEIVED	99. DATE	100. BY																					
R2Y BX 00005 A 9Z 0001752	Ship To:	SW3117 DDNV NORFOLK	BLDG W 143	NORFOLK, VA 23511	Approved For Transfer:	Locations	5993E1	OFF/Qty	00005	RTN/Qty	00000	SMC:	Substitute NIINS	DEMIL:	A	Locations	00005	SW3117																																																																																	

5068 DISTRIBUTION OF TURN IN DOCUMENTS

1. GENERAL. Copies of the DD Form 1348-1A will be distributed as follows:

<u>Copy No.</u>	<u>Use</u>
Original	Retain for proof of shipment or turn-in. File in ship's expenditure invoice file. When proof of receipt signature is required, it will be obtained at the time the material is turned in (e.g., transfer of small arms).
Duplicates	<p>Consignee - place two copies inside container with material. In the event material is shipped in its original storage container which never has been opened, the container will not be opened for the sole purpose of inserting the consignee copies. In this instance, three copies will be placed in a waterproof envelope.</p> <p>Consignee. For unclassified material, place one copy in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container, or mail to the consignee if the document applies to small arms, major ordnance equipment, or 2S/X1 reactor plant components. For classified material, place three copies inside the container with the material. (When large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to the receiving personnel at their destination.)</p> <p>(a) If shipment of small arms is involved, forward one copy to Commander, Crane Division, Code 4086, Naval Surface Warfare Center, 300 Highway 361, Crane, IN 47522-5001. See par. 5075 for required entries and par. 7107 for shipping guidance.</p> <p>(b) When major ordnance equipment is turned in, forward one copy to Director, Naval Surface Warfare Center, Port Hueneme Det Louisville, 160 Rochester Drive, Louisville, KY 40214-2681, Attn: Code G30 (see par. 5077).</p> <p>(c) When 2S/X1 reactor plant components are turned in, forward one copy to Commander, Naval Sea Systems Command, Code 08H, 1240 Isaac Hull Ave SE, Stop 8022, Washington Navy Yard DC 20376-8022 (see par. 5079).</p>

5069 INTERNAL RECORD PROCEDURES

The activity receiving the transferred material will initiate appropriate allotment and accounting action; therefore, no reporting (summarizing) is required by the transferring ship. The transfer will not be recorded in the ship's OPTAR record; however, the Type Commander will receive any credit allowed by the stock point. Although transfers have no impact on the transferring ship's OPTAR, large dollar value transfers may be used as a basis for requesting an OPTAR augmentation from the Type Commander.

5070 PREPARATION OF MATERIAL FOR TURN-IN

1. GENERAL. Material Turned into Store (MTIS) must be identified, tagged, and marked accurately to permit the receiving activity to process and grant credit, when applicable, to the Type Commanders' operating budget. Ships will observe the following rules when turning in material:

a. Copies of the turn-in document will be distributed as prescribed in par. 5068 (If more than one container is used for the material listed on the turn-in documents, the turn-in documents will be attached to container number 1);

b. Material classified as Depot Level Repairable (DLR) or cryptographic will not be packed with other items;

c. Radioactive material will be plainly marked with proper labels and segregated from other material being turned-in;

d. NRFI repairables (other than DLRs) will be turned in accordance with pars. 8320-8325;

e. Unserviceable DLR material will be turned in accordance with pars. 8320-8325;

f. Material fit for reissue, but not identified with a national stock number, will be separated physically from other material being turned-in;

g. Material having scrap value (determined by survey) will be segregated from other material and documented in accordance with par. 5105. Material containing reclaimable precious metals shall be directed to the servicing DRMO as authorized in par. 5056;

h. Heavy items will not be packed with delicate or small items;

i. Material with an extended line item value of \$100 or less will be turned into the servicing DRMO vice MTIS;

j. Containers with only one item included will be marked with the stock number of the item;

k. All narcotics (morphine) and pyrotechnics (flares) will be removed from life rafts prior to shipment or turn-in;

l. All dry cell batteries will be removed from battery powered equipment prior to shipment or turn-in;

m. No GSA material will be turned-in directly to a General Services Administration (GSA) store or GSA depot. All GSA material will be processed under MILSTRIP material returns procedures. GSA managed items will be identified as 9Q COG and turned-in to the designated MTIS location such as the local FISC or Defense Depot. Credit, if applicable, will be given per paragraph 5066.

2. SAFES AND SAFE LOCKERS WITH COMBINATION LOCKS. When safes or safe lockers with combination locks are turned in to store or transferred to another ship, the combination for each item being transferred will be reset to 50-25-50. A tag containing the combination will be affixed to each item, or the combination will be marked on the exterior.

5071 TURN-IN OF EXPENDABLE ORDNANCE (AMMUNITION AND EXPLOSIVES)

1. TURN-IN DOCUMENT. A DD Form 1348-1A is used to document the turn-in of ammunition and ammunition details. A separate DD Form 1348-1A is required for the transfer of each item of ammunition National Item Identification Number (NIIN), Activity Classification Code (ACC), and Condition Code (CC) including ammunition details. Almost all activities have a ROLMS system that will print the DD Form 1348-1A. Hand-written DD Form 1348-1As are strongly discouraged due to many accountability and identification problems. In addition to the DD Form 1348-1A, ships with ROLMS will provide a floppy disk with information on all the ordnance being transferred. When using the DD Form 1348-1A for this purpose, it will be prepared as described below, using only those spaces and blocks indicated and leaving all others blank (see sample on following page).

Card columns

Entry

- 23-29 Unit of Issue and quantity
- 55-56 Applicable cognizance symbol.
- 57-59 Project code (see Appendix 6) when directed by higher authority, otherwise blank.
- 71 Appropriate Supply Condition Code (see Appendix 10Q)
- 74-80 Current unit price listed in FEDLOG or for SUADPS-RT/RSUPPLY unit price from BMF/SIT.

Data Block

Entry

- 1 Total price (quantity x unit price).
- 2 Service designator code and UIC of ship turning in material.
- 3 Service designator code and UIC of the activity to receive material.
- 17 Noun name and amplifying nomenclature, such as mark and modification.
- 24 Document number constructed as described in par 5001.
- 25 National stock number.
- 26 RIC (from cc 4-6), Unit of Issue, quantity, supply condition code, cognizance symbol and unit price
- 27 Service designator code, UIC, name, hull number and address of ship turning in material.
- 27 Service designator code, UIC, name and address of the activity to receive material.
- 27 Department of Defense Identification Code (DODIC) or Navy Ammunition Logistics Code (NALC).
- 27 Lot and serial numbers of ammunition, if required. Lot or serial number and quantity by lot will be shown on all copies. Locator information of shipper will be annotated on last two copies only, leaving copies to be forwarded to receiving activity free for annotation of location information at that activity.

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Data Block

Entry

- 27 UIC of activity to be credited (if applicable) and appropriate fund code (if applicable).
- 27 May be used in addition to blocks V and Y for list of serial number information and amplifying instructions or remarks, such as security restrictions on shipments.
- 27 Additional data as required. Blank if material is unclassified. If classified, enter "C" for confidential; "S" for secret; "T": for top secret. When a security code is used, all the consignee copies of the DD Form 1348-1A will be placed inside the container.
- 27 "Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020.)

AMMUNITION TURN-IN DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23											
COD T	FRM	M	UN	QUANTITY	RIMS	SUPPLY	DISTR	PROJ	P	D	C	M	G	T	U	P	R	I	C	L	O	S											
E A 00500															2T		H					0000022		0011000		V20001		N00109					
V20001 4204 8115															1305 00 034 8468		EA 00500 H 2T 0000022					5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS			
24. DOCUMENT NUMBER & SUFFIX (30-44)															25. NATIONAL STOCK & ADD (6-22)		26. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS			
27. ADDITIONAL DATA															28. NATIONAL STOCK & ADD (6-22)		29. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					10. QTY. REC'D		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UFC		15. SL	
27. ADDITIONAL DATA															28. NATIONAL STOCK & ADD (6-22)		29. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					16. FREIGHT CLASSIFICATION NOMENCLATURE		17. ITEM NOMENCLATURE AMMUNITION, 30 CAL., BALL, MAGNUM									
27. ADDITIONAL DATA															28. NATIONAL STOCK & ADD (6-22)		29. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					18. TY CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE					
27. ADDITIONAL DATA															28. NATIONAL STOCK & ADD (6-22)		29. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					22. RECEIVED BY				23. DATE RECEIVED							
27. ADDITIONAL DATA															28. NATIONAL STOCK & ADD (6-22)		29. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					Ship From: V20001 USS MOUNT WHITNEY (LCC-20) FPO AE 01234-5678				Ship To: N00109 NAVAL WEAPONS STATION YORKTOWN VA 12345				Approved For Transfer: I. L. Garner I.L. GARNER, CDR, SC, USN SUPPLY OFFICER			
27. ADDITIONAL DATA															28. NATIONAL STOCK & ADD (6-22)		29. PIC (4-6) QTY (2-5-29) CON CODE (7) DIST (64-66) UP (74-80)					Remarks: DODIC: A250 LOT #: CR-4972 REPACKED IN WATERPROOF CAN, MARKED ON ALL SIDES "HANDLE WITH CARE" DISPOSAL IS RECOMMENDED DUE TO OVERAGE AND DETERIORATED CONDITION											

2. DISTRIBUTION OF TURN-IN DOCUMENTS. The original copy of the DD Form 1348-1A should be retained by the turn-in activity. All other copies should accompany the material being turned-in. On ships where the Weapons Officer is authorized to requisition and turn-in ammunition, expenditure files will be maintained by the Weapons Officer rather than the Supply Officer.

5072 TURN-IN OF RADIOACTIVE MATERIAL

1. RADIOACTIVE INSTRUMENTS AND COMPONENTS. When radioactive instruments and other radioactive material are unserviceable or no longer needed, they will be turned into the nearest shore supply activity for proper packaging and further shipment for disposition through a commercial company or government agency licensed by the United States Nuclear Regulatory Commission (USNRC) to accept the material for disposal. Documents and material will be marked and handled as required for hazardous materials (see NAVSUPINST 4030.55 series for additional disposal guidance and NAVSUPINST 4000.34 series for guidance in handling radioactive materials). Items lost through accidental means, or otherwise, will be reported by message or letter to NAVICP MECH or NAVICP PHIL for items related to aircraft. Complete details concerning the circumstances surrounding the loss will be supplied to that command. A copy of the report will be furnished to NAVSUP (SUP 09H2). When the loss is considered to present a serious hazard if personnel come into contact with the material, immediate notification will be made to the nearest USNRC Regional Office. Addresses of the USNRC Inspection and Enforcement Regional Offices follow:

UNITED STATES NUCLEAR REGULATORY COMMISSION REGIONAL OFFICES

Region	Address	Telephone (24 hour)	E-Mail
NRC Headquarters Operations Center	USNRC, Division of Incident Response Operations, Washington, DC 20555-0001	(301) 816-5100 (301) 951-0550 (301) 816-5151 (fax)	<i>H001@nrc.gov</i>
Region I: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.	USNRC, Region I, 475 Allendale Road, King of Prussia, PA 19406-1415.	(610) 337-5000, (800) 432-1156 TDD: (301) 415-5575	<i>RidsRgn1MailCenter@nrc.gov</i>
Region II: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and West Virginia.	USNRC, Region II, Sam Nunn Atlanta Federal Center, Suite 23T85, 61 Forsyth Street, SW, Atlanta, GA 30303-8931.	(404) 562-4400, (800) 877-8510 TDD: (301) 415-5575	<i>RidsRgn2MailCenter@nrc.gov</i>
Region III: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.	USNRC, Region III, 801 Warrenville Road, Lisle, IL 60532-4351.	(630) 829-9500 (800) 522-3025 TDD: (301) 415-5575	<i>RidsRgn3MailCenter@nrc.gov</i>
Region IV: Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Kansas, Louisiana, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, and the U.S. territories and possessions in the Pacific.	USNRC, Region IV, 611 Ryan Plaza Drive, Suite 400, Arlington, TX 76011-4005.	(817) 860-8100 (800) 952-9677 TDD: (301) 415-5575	<i>RidsRgn4MailCenter@nrc.gov</i>

2. RADIOACTIVE BY PRODUCT MATERIAL. Items containing radioactive by product material will not be transferred or turned-in from the activities which they have been issued unless authorized by NAVICP MECH or PHIL, see NAVAIR Instruction 3400.1 series, or NAVSEA Technical Manual S9213-45-MAN-000/(N) as appropriate).

5073 TURN-IN OF AVIATION MATERIAL

Turn-in documents for ready for issue aviation material will be prepared in accordance with par. 5067. Turn-in documents for unserviceable DLR items will be prepared in accordance with par. 8323.

5074 REMOVAL OF MACHINERY OR EQUIPMENT

When installed machinery or equipment is removed from a ship, all repair parts peculiar to that machinery or equipment also will be turned-in. However, Supply Officers will check their allowance lists carefully to ascertain that repair parts listed for that machinery or equipment are not required to be stocked for other machinery or equipment that remains aboard.

5075 SMALL ARMS

1. GENERAL. The DD Form 1348-1A will be used for the turn-in or shipment of small arms. Activities transferring small arms will ensure that the weapons and their shipping container(s) are free of ammunition; and that the empty clips or magazines are removed from and security taped to the weapons being transferred. Packages containing small arms being turned-in or shipped will bear no external markings indicating the nature of their contents. A receipt signature will be obtained for all transferred small arms which are not mailed; and if the small arms are mailed, the registered mail slip provided by the post office will serve as a temporary receipt until a receipted document is returned by the consignee. Small arms allowance, requisitioning, and turn-in procedures is contained in the Small Arms and Weapons Management Policy and Guidance Manual, NAVSEAINST 8370.2 (series). The DD Form 1348-1A will include the data entries prescribed in par. 5067, and the following additional information:

- a. the item nomenclature, including manufacturer, model, caliber, and serial number(s);
- b. the certification "No ammunition is contained in this shipment."; will be entered in the remarks section;
- c. the certification will include the inspectors' signature, his grade/rank and title, and the date of the inspection;
- d. the notation "REQUEST RETURN OF A RECEIPTED COPY" will be conspicuously entered in the bottom margin of the form.

5076 TURN-IN OF CLASSIFIED MATERIAL

Turn-in of classified material will be handled in accordance with the Department of the Navy Information Security Program (ISP) Regulation (SECNAV Instruction 5510.36). Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top secret and secret material will be turned in under a continuous chain of receipts. Receipts for confidential material may be required at the discretion of the transferring activity. Receipts for hand delivered materials will be obtained on the original copy of the DD Form 1348-1A which will be returned to the ship and filed in the expenditure invoice file. When classified material is mailed or shipped, the special packaging, addressing shipment, and receipt procedures contained in SECNAV Instruction 5510.36, Chapter 9, will be followed. In such cases, a duplicate copy of the DD Form 1348-1A (see par. 5068) will be stamped or annotated "Consignee sign and return this copy." When the receipted copy is returned, it will be filed (with the retained original) in the expenditure invoice file.

5077 REPLACEMENT AND TURN-IN OF MAJOR ORDNANCE EQUIPMENT

The Naval Sea Systems Command (NAVSEA) replaces gun mounts, rocket launchers, and gun fire control systems in accordance with the Type Commanders' request and the availability of new or overhauled equipment. Supply officers of ships from which equipment is being replaced or removed will prepare a DD Form 1348-1A in accordance with par. 8323.

5079 TURN-IN OF NAVSEA 08 CONTROLLED REACTOR PLANT COMPONENTS (EITHER IN EXCESS OR UNSERVICEABLE)

1. GENERAL. NAVSEA 08 controlled spare reactor plant components, identified by 2S Cognizance symbol and X1 Special Material Identification Code (SMIC), which are unserviceable, not used or in excess will be turned into the nearest Naval Shipyard, not the nearest ATAC HUB or NODE, which is listed in FEDLOG as a Designated Overhaul Point (DOP). NAVSEA Form 9210/23 and turn-in documents for unserviceable, not used or excess 2S/X1 components should be prepared in accordance with pars. 5067, 5080 or 8323, as appropriate. The turn-in document should list the reactor plant component serial number. Components under each (NSN) are uniquely identified by these serial numbers. NAVSEA Technical Manual S9213-45-MAN-000/(N) provides specific guidance on the turn-in of 2S/X1 reactor plant components.

2. DOCUMENTATION. As the inventory control point for 2S/X1 reactor plant components, NAVSEA 08 requires a copy of NAVSEA Form 9210/23 from the requisitioning activity, requesting specific information including serial numbers of components; placed in on board spares, installed, and turned-in. NAVSEA uses the information obtained from these forms to:

- a. Track turn-in of unserviceable, not used or excess components; and
- b. Maintain up-to-date reactor plant component configuration data by serial number for all nuclear powered ships, land-based prototypes, moored-training ships, and tenders designated to carry 2S/X1 load list spares.

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NAVSEA Form 9210/23 is required to ensure current logistics information is available. Therefore, the turn-in should be processed without delay. Pending actual component turn-in, the NAVSEA Form 9210/23 should be filed along with the skeletonized DD 1348-1A turn-in document in the DLR suspense file. When the turn-in is made, the original NAVSEA Form 9210/23 should be promptly completed and returned, along with a copy of the turn-in document, to NAVSEA 08H (see par. 5068).

REACTOR PLANT COMPONENT INSTALLATION/CARCASS TRACKING REPORT

1. PREPARING ACTIVITY		2. REQUISITION NUMBER	
3. END USER	5. CHECK BOX	<input type="checkbox"/> NOT USED	<input type="checkbox"/> EXCESS
4. PLANT	IF THE COMPONENT IS BEING RETURNED NOT USED OR EXCESS, CHECK BLOCK 5 AND CONTINUE TO BLOCK 9.		
THE FOLLOWING IS INFORMATION PROVIDED CONCERNING THE DISPOSITION OF REACTOR PLANT COMPONENTS RECEIVED, INSTALLED, TURNED-IN, AND/OR EXCESS.			
6. COMPONENT(S) PLACED IN ON BOARD SPARES:			
a. NSN		b. SERIAL NUMBER(S)	
7. INSTALLED COMPONENT(S):			
a. NSN		b. SERIAL NUMBER(S)	
8. SYSTEM LOCATION/VALVE MARK			
9. REMOVED/EXCESS COMPONENT(S):			
a. NSN		b. SERIAL NUMBER(S)	
10. RADIOACTIVE CONTAMINATED COMPONENTS: ROOM TAG NUMBER:			
11. TURN-IN DOCUMENT NUMBER		12. DESTINATION	
<p>13. SHIP THE REMOVED, UNUSED, EXCESS COMPONENT UNDER MOVEMENT PRIORITY DESIGNATOR '03' RED STRIPE TO: NORFOLK NAVAL SHIPYARD IF UNIT IS HOMEPORTED ON EAST COAST OR PUGET SOUND NAVAL SHIPYARD IF UNIT IS HOMEPORTED ON WEST COAST. COMPONENTS SHOULD BE MARKED FOR "RPA STOCK". BY SEPARATE CORRESPONDENCE, PROVIDE A COPY OF THE TURN-IN DOCUMENT (ANNOTATED WITH THE CARCASS SERIAL NUMBER) AND A COPY OF THE MACHINERY HISTORY CARD (IF THE COMPONENT FAILED IN-USE) TO THE APPLICABLE NAVAL SHIPYARD, ATTENTION: CODE 500N. UPON COMPLETION, RETURN THIS FORM TO THE FOLLOWING ADDRESS:</p> <p style="text-align: center;">COMMANDER NAVAL SEA SYSTEMS COMMAND (CODE 08H) 1240 ISSAC HULL AVE SE STOP 8022 WASHINGTON NAVY YARD WASHINGTON DC 20376-8022</p> <p>FOR QUESTIONS REGARDING THE COMPLETION OF THIS FORM, CALL DSN 326-5893 OR 5899; COMM: (202) 781-5893/5899/5926; FAX (202) 781-6416/15/14</p>			
14. INDIVIDUAL COMPLETING FORM:			
a. TYPED OR PRINTED NAME AND TITLE		b. SIGNATURE	c. DATE
NAVSUP P-485 (4-93)		NO FORM (When Filled In)	

5080 PREPARATION OF NAVSEA FORM 9210/23 FOR REACTOR PLANT COMPONENTS

1. GENERAL. The NAVSEA Form 9210/23 will be prepared as follows:

<u>Data Block</u>	<u>Explanation</u>
1 Preparing Activity	Name of the activity completing the form
2 Requisition Number	Requisition number that the 2S COG/X1 SMIC component(s) was requisitioned
3 End user	Hull number the 2S COG/X1 SMIC component(s) was requisitioned for or is in excess from
4 Plant	Plant number the 2S COG/X1 SMIC component(s) was installed in (Surface ships only).
5 Not Used/Excess	If the requisitioned 2S COG/X1 SMIC component(s) is either not used or excess check the box and proceed to block 9 to continue completing the form
6 Component(s) Placed In On Board Spares	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) placed in the end-user's stock, if applicable
7 Installed Component(s)	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) installed on the end-user
8 System Location/ Valve Mark	Specific system location or valve mark the 2S COG/X1 SMIC component(s) was installed
9 Removed/Excess Component(s)	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) removed from the end-user
10 Radioactive Contaminated Component(s)	If the removed 2S COG/X1 SMIC component(s) is radioactive/contaminated, annotate the RAM TAG number and location of the temporarily stored component(s)
11 Turn-In Document Number	Document number on which the removed, not used or excess 2S COG/X1 SMIC component(s) was turned-in to the Navy Supply System
12 Destination	Specific Naval Shipyard the removed, not used, excess 2S COG/X1 SMIC component(s) was turned-in to. If the removed, not used, or excess 2S COG/X1 SMIC component(s) was turned-in to an Intermediate activity also annotate the activity, as well)
13 Information	See example on previous page
14 Individual Completing Form	Type or print the name and title of accountable individual, signature and date the form was completed
15 Distribution	Original to NAVSEA 08H. Copy with the DD 1348-1A turn-in document. Copy for ship's files.

Subsection 6: TRANSFER TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

5105 TRANSFER PROCEDURE

1. GENERAL. Material turned into DRMO fall into one of three categories: items that need inventory manager disposal authority; items that do not need inventory manager disposal authority; or scrap and waste. Materials shipped/transferred to DRMO shall be accomplished with an Issue Release/Receipt document (DD Form 1348-1A). Activities should not prepare a shipment status document for items going to disposal until proper demilitarization is accomplished. Exception to this rule would occur if the DRMO has existing contracts for demilitarization of the item prior to sale.

2. DISPOSAL AUTHORITY CODES. Department of Defense imposed controls over material turned-in to DRMOs require the use of disposal authority codes (see Appendix 8M). Failure to include the disposal authority code on the Issue Release/Receipt document (DD Form 1348-1A) will result in rejection of the material by the DRMO. Since many DRMOs will accept turn-ins by appointment only, prior contact is encouraged. Fleet material turned into Navy shore activities will be exempt from this requirement.

3. DOCUMENT PREPARATION. Material will be turned into the DRMO by use of the DD Form 1348-1A prepared in the following format (see illustration on following page):

<u>Card Columns</u>	<u>Entry</u>
23-29	Unit of issue and quantity.
45-50	Enter DoDAAD (Equivalent of Navy UIC) of DRMO to receive material ("S" codes listed in Appendix 7).
64	Disposal authority code, as listed in Appendix 8M (see par. 5105-2).
71	Supply condition code, as listed in Appendix 10Q.
74-80	Enter the unit price for the NSN or part number shown in cc 8-22.

<u>Data Block</u>	<u>Entry</u>
1	Total price (unit price x quantity).
2	Service designator code and UIC of the unit turning in material.
3	DoDAAC of the DRMO to receive material.
4	Insert HM for Hazardous Material or HW for Hazardous Waste.
24	Expenditure document number (See pars. 5001-5003).
25	National Stock Number
26	RIC (from cc 4-6), Unit of issue, quantity, supply condition code, cognizance symbol and unit price.
27	Demilitarization (DEMIL) Code from FEDLOG (par. 2070).

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Data Block	Entry
27	Navy NICN (par. 2033) or CAGE (par. 2073) and Part Number if they are the only identification available.
27	Service designator code, UIC, name, hull number and address of the unit turning in material.
27	DoDAAC, name and address of the Defense Reutilization and Marketing Office (DRMO) to receive material.
27	The category identifying the property as requiring special handling by disposal including, but not limited to, radioactive material (see par. 5072) or shelf-life material.
27	"Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020).

DRMO TURN-IN DOCUMENT

OFFLOAD TO SHORE	PRINTED: 04327 1426
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00	TOTAL PRICE 3 SHIP FROM 4 SHIP TO
D6KR2Y EA00010 SX1493 KZ 9ZEE012 ST1 A	V21247 SX1493
0000079 0000790	MARK FOR
4327	U
V 21247 4327 0631	0
6250 00 224 4828	STARTER, FLUORESCENT
R2Y EA 00010 A 9Z 0000079	Ship To: SX1493 DRMO DODAAD MARKETING OFFICE BLDG SDA 224 SOUTH ANNEX NORPOLK, VA 23511 US
Ship From: V21247 USS THEODORE ROOSEVELT FPO, AE 095992871	Approved For Transfer:
Locations 050195	SMIC: Substitute NIINs
OFF/Qty 00010	DEMIL: A Locations
RTN/Qty 00000	00010 SX1493

4. DISTRIBUTION OF TURN IN DOCUMENTS. The original and three copies of the DD Form 1348-1A will be forwarded or turned in with the material to the DRMO. A duplicate copy will be retained for internal use. After DRMO receipts for the material, the receipted copy will be filed in the ship's expenditure invoice file.

5106 INTRANSIT CONTROL OF PROPERTY SHIPPED/TRANSFERRED TO DRMO

1. GENERAL. The intransit procedures will be used when Material Turned Into Store (MTIS) facilities are neither available nor practical in order to provide control and accountability for materials shipped direct to DRMO. The procedures in this subsection should be adhered to.

2. SHIPPING ACTIVITY. At the time the material (excluding scrap and waste) is physically shipped/transferred to DRMO, and accountability is acknowledged by the DRMO showing the quantity actually received in the DD 1348-1A, shipment status (DI AS3) with distribution code 9 in cc 54, will be prepared in accordance with par. 5107, and submitted to Defense Reutilization and Marketing Services (DRMS) via DAAS. Shipment status (DI AS3) will be submitted on all shipments of \$100 or more and on all shipments of pilferable or sensitive items regardless of dollar value. The shipment status (DI AS3) will initiate the suspense file at DRMS.

3. DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO). Within 10 days after the material (excluding scrap and waste) is received and accepted, DRMO will acknowledge receipt of material to DRMS utilizing DRMS procedures.

4. DEFENSE REUTILIZATION AND MARKETING SERVICE. DRMS will match the receipt reported by DRMO with the shipment status (DI AS3), reported by the shipping activity held in the suspense file. The suspense file will remain open when the receipt card submitted by DRMO does not match a shipment status (DI AS3) and the discrepancy noted is more than \$100 or the item is pilferable/sensitive. The following conditions will close the record in the suspense file:

- a. When there is no discrepancy,
- b. When the discrepancy is less than \$100 and the material is not pilferable/sensitive,
- c. When the material is scrap/waste, or
- d. When the receipt card is for a "batch" of items and the item is not pilferable/sensitive.

DRMOs will not include items with greater than \$100 in line item value in batches.

5. DRMS SHIPMENT FOLLOW-UP. DRMS will send a Shipment Confirmation follow-up (DI AFX/AFZ) via DAAS to the activity in cc 30-35 of the receipt reported by DRMO, or the activity in cc 30-35 of the shipment status (DI AS3). Activities in receipt of DRMS Shipment Confirmation Follow-up card (AFX) will reply with a Shipment Confirmation (DI ASZ) in accordance with par. 5108 within 10 working days. Non response to an AFX will result in a second DRMS Shipment Confirmation Follow-up (AFZ). Continued non response of document identifier AFZ will close the suspense file but non response will be recorded and retained for two years for activities involved.

5107 SHIPMENT STATUS (DI AS3)

1. GENERAL. Shipment status (DI AS3) will be sent to DRMS via DAAS at the time the material is shipped/transferred direct to DRMO. The following format will be followed (see sample on following page):

<u>Card Column</u>	<u>Field Legend</u>	<u>Entry</u>
1-3	Document Identifier	AS3.
4-6	Routing Identifier	The Routing Identifier of the shipping activity or blank if none.
7	Media and Status Code	Blank.
8-22	NSN or Part No.	Enter the stock or part number of the material shipped/transferred.
23-24	Unit of Issue	Enter Unit of Issue.
25-29	Quantity	Enter Quantity.
30-43	Document Number	Enter document number used in the DD Form 1348-1A.
44	Demand Code	Blank.
45-50	Supplementary Address	Enter DoDAAC of predesignated DRMO as listed in Appendix 7.
51	Shipment Hold Code	Enter when applicable.
52-53	Fund Code	Blank.
54	Distribution Code	Enter "9".
55-56	Blank	Blank
57-59	Date Shipped	Enter three digit Julian date when material was shipped.
60-61	Priority	Enter Priority 11.
62-76	TCN, GBL or other shipment unit number	For other than local shipment/transfer: (a) When a Transportation Control Number (TCN) applies, the requisition Document Number (minus service code) is entered in cc 62-74. (b) When a Government Bill of Lading (GBL) applies, the shippers' Service Designator Code and UIC is entered in cc 62-67, the letter "B" in cc 68 and the GBL Number in cc 69-76. (c) For certified mail, enter the consignor, the letter "C" and the certified mail number.

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<u>Card Column</u>	<u>Field Legend</u>	<u>Entry</u>
		(d) For registered parcel post shipments, the shipment unit number will consist of the shippers' service designator and UIC in cc 62-67 followed by the letter "R" in cc 68. The registration number will be contained in cc 69-76. If there are less than eight digits in the registration number, the significant digits will be preceded by zeros.
		(e) For insured parcel post, enter the consignor, the letter "I" and the insured number.
77	Mode of shipment	Enter applicable code (see Appendix 5).
78-80		Blank.

COMPLETED DISPOSAL SHIPMENT STATUS (DI AS3)

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AS3      5930006871431  EA00200R5219203080805  SX1493    9    308
115219203080805XXU
BT
```

5108 DRMS SHIPMENT CONFIRMATION (DI ASZ)

1. GENERAL. DI ASZ will be prepared by shipping activity when responding to DRMS follow-up (DI AFX/AFZ) utilizing the following format (see sample on following page):

<u>Card Column</u>	<u>Field Legend</u>	<u>Entry</u>
1-3	Document Identifier	Enter ASZ.
4-6	Routing Identifier	Code of the Supply Source from which the Material Release or DRO document was received.
7	Media and Status	Blank.
8-22	Stock or Part Number	Data as shown in the AFX/AFZ.
23-24	Unit of Issue	Enter U/I as shown in the AFX/AFZ.
25-29	Quantity	Quantity receipted for by DRMO.
30-43	Document Number	As in the AFX/AFZ.
44	Suffix	Data as shown in the AFX/AFZ.
45-53	Various	Leave Blank.
54	Distribution Code	Enter "9".
55-80	Various	Leave Blank.

COMPLETED SHIPMENT CONFIRMATION (DI ASZ)

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
ASZST1 5930006871431 EA00200R5219203080805          9
BT
```

5109 SUPPLY STATUS (DI AE3)

1. GENERAL. Supply status DI AE3 with status code "BF" in cc 65-66 will be sent to DRMS in lieu of disposal confirmation DI ASZ when the following conditions exist:

- a. when there is no record either of the shipment or the shipment status card (AS3);
- b. when it is determined that a shipment status card (AS3) has been sent but no record of shipment was made.

2. PREPARATION. Supply Status (DI AE3) will be prepared as follows:

<u>Card Column</u>	<u>Field Legend</u>	<u>Explanation and Instruction</u>
1-3	Document Identifier	AE3.
4-6	Routing Identifier	Enter routing identifier of supply source furnishing status. Blank if none.
7	Media and Status	Blank.
8-22	Stock or Part Number	Enter the Stock or Part Number to which status is applicable.
23-24	Unit of Issue	Enter unit of issue applicable to the number.
25-29	Quantity	Enter quantity applicable to item being supplied
30-43	Document Number	Enter data as shown in the AFX/AFZ.
44-53	Various	Blank.
54	Distribution Code	Enter "9".
55-61	Various	Blank.
62-64	Transaction Date	The Julian Date that corresponds to this reply.
65-66	Status Code	Enter "BF".
67-69	Routing Identifier	RI if assigned or blank if none.
70-80	Various	Blank.

COMPLETED SUPPLY STATUS (DI AE3)

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AE3      5930006871431 EA00200R5219203080805          9      325BF
BT
```

Section III: SURVEYS**5125 INTRODUCTION**

1. GENERAL. Despite the physical security and quality control safeguards established by Navy activities in their stewardship of government property, discrepancies may occur between stock or property book balances and the physical status of material in storage. These discrepancies will be subjected to review/approval thresholds as described by their applicable category (i.e., Supply System Stock or Property Book Material). NAVSUP policy and procedures for physical inventory management, including detailed guidance for processing the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, are provided in NAVSUP P-723. All items are subject to FLIPL Procedures, with the exception of incoming shipment discrepancies that can be attributed to shipper or carrier liability and the item discrepancy is reported per applicable regulations (see NAVSUP P-723).

2. DEFINITIONS. The following definitions apply to the survey process:

a. Accountable Officer. An individual appointed by proper authority who maintains item and/or financial records in connection with Government property, (irrespective of whether the property is in his own possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping) and may entail "Financial Liability" for failure to exercise his obligation.

b. Appointing Authority. An individual designated in writing by the Approving Authority. The Approving Authority may act as the Appointing Authority. The Appointing Authority appoints Financial Liability Officers, if required; approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority, or Financial Liability Officers; and recommends actions to the Approving Authority. The Appointing Authority is normally senior to the Responsible Officer, Reviewing Authority, Accountable Officer, and Financial Liability Officer.

c. Approving Authority. The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The Approving Authority may act as the Appointing Authority or designate an Appointing Authority in writing. The Approving Authority is normally senior to the Appointing Authority. The Approving Authority will be the Commanding Officer, except as specified in par. 5127-6.

d. Causative Research. An in-depth investigation of specific physical inventory discrepancies to determine why they occurred so corrective action can be taken. This consists of a complete review of all transactions to include supporting documentation: receipts, issues, catalog change actions (i.e., quantity per unit pack), location updates, unprocessed or rejected documentation occurring since the last completed inventory; the last location reconciliation; or within one year, whichever occurs first. This review begins with the analysis of transactions posted to the Cumulative Transaction Ledger (CTL) and concludes with the validation of source or supporting documentation processing. Causative research ends when the cause of the discrepancy has been discovered, or when after review of paperwork and database entries, an unresolved discrepancy exists (no conclusive findings are possible).

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e. Financial Liability. The statutory obligation of an individual to reimburse the government for lost, damage, or destroyed government property as a result of negligence or abuse.

f. Financial Liability Board. Members of the financial liability board may be appointed by the appointing authority for the specific purpose of conducting the investigation. The primary purpose of financial liability board is to provide the appointing and approving authorities with the adequate information upon which to assess liability or relieve the involved individual from liability for the loss, damage, or destruction of government property. A board provides more resources to investigate losses that are large, complex, or unique. The board is administrative and not judicial, therefore, their reports are purely advisory; their opinions do not constitute final determinations or legal judgments, and their recommendations are not binding upon appointing and approving authorities. Financial liability boards shall be composed of commissioned officers, warrant officers, enlisted members in grades E-7, E-8, or E-9; or civilian employees GS-09 or above.

g. Financial Liability Officer. An individual who is appointed in writing by the Appointing Official to conduct an investigation to determine responsibility for gain, loss, damage, or destruction of government property. An individual so appointed shall not be either the Accountable or Responsible Officer or have any direct interest in the property being surveyed. The individual shall be a commissioned officer, warrant officer, or enlisted member in grades E-7, E-8, or E-9 or civilian employee GS-09 or above. The Financial Liability Officer's findings and recommendations are administrative and not judicial, therefore, their reports are purely advisory; their opinions do not constitute final determinations or legal judgments; and their recommendations are not binding upon appointing and approving authorities. The Appointing Authority may act as the Financial Liability Officer.

h. Preliminary Research. An investigation of potential discrepancies or pre-adjustment research which involves the consideration of recent transactions, unprocessed or rejected documentation, search of adjacent or temporary location areas, and certification of catalog data. The purpose of preliminary research is to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.

i. Property Book Material. All Government Property other than Supply System Stock, such as:

(1) Classified Equipment. The term "classified equipment" is defined as equipment which requires protection and control in the interest of national security.

(2) Inventory Held In Industrial Funds. Property of the Department of Defense consisting of raw materials, supplies, or work in process held in all Industrial Funds for production or services furnished to customer activities.

(3) Military Real Property. This category covers land, buildings, structures, utility systems, improvements, and appurtenances thereto. Includes equipment attached to and made part of the buildings and structures (such as heating systems) but not movable equipment (such as plant equipment). In addition, includes installed equipment such as fixed overhead crane runways, elevators, lavatories, plumbing, and electrical systems.

(4) Minor Property. Personnel property acquired for immediate use and having a unit cost between \$2,500 and \$100,000. This category includes, but is not limited to, furniture, fixtures, office or industrial equipment and personnel support equipment. Subcategories within minor property include classified, sensitive and pilferable equipment. All Navy commands are required to have internal controls to manage minor property.

(5) Pilferable Equipment. The term "pilferable equipment" is defined as equipment which is easily transportable or concealable, having a ready resale value or application for personal use and which is therefore especially subject to theft.

(6) Plant Property. Property with a unit cost of \$100,000 or more and useful life over two years. This term includes all Navy-owned real property and that realty not owned, but for which accountability is the responsibility of the Navy; personal property of a capital nature located in activities of the Naval shore establishment or used by shore-based units of the operating forces under specified circumstances; such real or personal property out-granted to other entities not under Navy Department command, provided that title remains with, or reverts to, the Department of the Navy when the out-grant is canceled. It does not include equipment designated as minor property, special tooling or special test equipment, or personal property of a capital nature that is reported in a financial inventory account.

(7) Sensitive Equipment. The term "sensitive equipment" is defined as equipment which requires a high degree of protection and control due to statutory, regulatory, or mission requirements such as highly technical devices or gifts of silver and other valuable objects presented to U.S. ships/stations.

(8) Weapons And Other Military Equipment In Use. Items of material assigned to using units and includes all major weapons and supporting equipment (e.g., aircraft, missiles, tanks, combat vessels, communications, and electronics systems, heavy support equipment, ships, service craft, boats, floating derricks, harbor tugs, and ammunition)

j. Property Record. General term referring to any record of property. It is inclusive not only of stock record accounts, but also of organization and installation property books, clothing and equipment records, hand receipt records, or any system of files for property records. Also, called, "property account".

k. Resolved Discrepancy. If through preliminary or causative research, it is determined that a discrepancy is due to paperwork or bookkeeping failure the proper accounting adjustment will be made to correct the stock or custody records and the discrepancy will be considered resolved. No Financial Liability Investigation of Property Loss (DD Form 200) support documentation is required.

l. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping of Property Book Material.

m. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

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n. Supply System Stock. Material for which a stock record reflecting such data as receipts, issues, expenditures, and on hand balance is maintained. This includes end-use and stock funded repair parts and consumables held in a storeroom of the supply department, provisions, and ships store merchandise.

o. Survey. A procedure for determining the cause of gain, lost, damaged, or destroyed to Navy property (Supply System Stock or Property Book Material), establishing personal responsibility (if any) and documenting necessary inventory adjustments to stock records.

p. Unresolved Discrepancy. If, after preliminary and causative research, no evidence of paperwork or erroneous database entries is found, a discrepancy between the Supply System Stock or Property Book Material Record and the physical status of material in storage is considered to be an unresolved discrepancy.

q. Voluntary Payment. Individual may chose to voluntarily pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. Individuals offering the payment, do so on their own volition. The government does not seek any advantage or forgo any rights by accepting a voluntary payment. An individual must not be coerced or threatened with adverse action if payment is not voluntarily made. Individuals must be made aware that a voluntary payment may not be later withdrawn, avenues for relief will no longer be available, and that voluntary payment does not preclude other administrative or disciplinary action contemplated by an individual's Commanding Officer. Voluntary payment may be made in cash or by payroll deduction.

3. ASSIGNMENT OF ROLES IN THE SURVEY PROCESS. The following chart illustrates the roles in the survey process.

	<u>MATERIAL CATEGORY</u>			
	STORES INVENTORY	PROVISIONS INVENTORY	SHIP'S STORE INVENTORY	OTHER PROPERTY INVENTORY
Accountable Officer	SUPPO or Stores Officer	Food Service Officer	Sales Officer	Department Head
Responsible Officer	Division Officer or LCPO/LPO	Division Officer or LCPO/LPO	Division Officer or LCPO/LPO	Department Head or Division Officer
Reviewing Authority	SUPPO/ASUPPO (if not accountable)	SUPPO/ASUPPO (if not accountable)	SUPPO/ASUPPO (if not accountable)	XO
Appointing Authority	CO, XO, or SUPPO (if not accountable)	CO, XO, or SUPPO (if not accountable)	CO, XO, or SUPPO (if not accountable)	CO, XO
Approving Authority	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)

5126 REQUIREMENTS

1. GENERAL. If through research it is determined that supply systems stock or property book material records do not agree with the physical status of the material due to specific paperwork errors or erroneous database entries, the proper accounting transaction will be made to the stock/ property book record to bring those records into balance (i.e., duplicate receipt/expenditure document, an unprocessed receipt/expenditure document or an unprocessed location update, etc.). Care should be taken to process the transaction properly (i.e., an issue posted twice should be corrected by a issue reversal, not a gain by physical inventory adjustment). These types of discrepancies are referred to as resolved discrepancies and do not require a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, regardless of dollar value or category.

2. SURVEY CRITERIA. For unresolved discrepancies which do not meet the criteria requiring a FLIPL, adjustment of the stock/custody record to the inventory on hand will be accomplished by means of a physical inventory adjustment. It is not required to substantiate these adjustments with a DD Form 200 to provide relief from Property Book Material or Supply System Stock accountability. The stock record will be adjusted with a physical inventory gain or loss when the discrepancy cannot be resolved after preliminary research. Contingent upon the extended dollar value of the adjustment and/or type of item involved, causative research (see par. 5125-2) will be conducted to determine the cause of the physical inventory adjustment. If the cause of the discrepancy is unresolved, a DD Form 200 will be initiated immediately for the following:

a. Criteria for Supply System Stock

(1) Sensitive items (i.e., narcotics and drug abuse items, precious metals, items which are highly technical or of a hazardous nature, ethyl alcohol) when any discrepancy exists, regardless of dollar value.

(2) Classified items regardless of dollar value.

(3) Arms, ammunition, explosives and demolition material regardless of dollar value.

(4) Pilferable items, valuable and attractive items which are easily convertible to personal use (i.e., hand tools, individual clothing, office machines, photographic equipment, etc.) when the extended dollar value of a line item discrepancy is \$750.00 or more.

(5) Any discrepancy or repetitive loss when there is an indication or suspicion of fraud, theft or negligence.

(6) Bulk petroleum when the loss exceeds stated allowances. For example: On receipts for volatile fuel (i.e., AV-GAS, Motor Gasoline) one half of one percentage, and for less volatile fuel (i.e., JP-5, F-76) one quarter of one percent (see DOD Manual 4140.25-M and OPNAVINST 4020.25 series).

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(7) Non-controlled items, when the extended dollar value of a line item physical inventory adjustment is equal to or greater than the causative research threshold of \$2,500. This includes both Depot Level Repairables and CLF CARGO food items, including DLRs under the NAVICP automatic adjustment thresholds for in-transit material as discussed in paragraph 9514. Commanding Officers have authority to establish local causative research thresholds at less than \$2,500.

b. Criteria for Property Book Material. This category consists of all accountable government property other than Supply System Stock. It includes Military Real Property, Military Personal Property, Inventories held in Industrial Funds, Weapons and other Military Equipment in use, Plant Equipment, GPETE. When Property Book Material is lost, the Commanding Officer will determine if a FLIPL (DD Form 200) is required to assign responsibility, to adjust records for such property and to provide relief from accountability. As a rule, all items are subject to survey procedures, with the following exceptions:

(1) Items of nominal value, and extended dollar value not exceeding \$750 per incident, unless there is suspicion of fraud, theft or personal negligence.

(2) Motor vehicle accident investigation reports may be used instead of the DD Form 200 when the investigation clearly indicates that there is no negligence, no personal injury and there is no claim against the government.

(3) Property lost during combat operations. These losses are accounted for in other regulations and are not subject to FLIPL.

(4) Discrepancies in quantities transferred to DRMO, provided that the value of the loss is less than \$300 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid preparing turn-in documents.

(5) Special Tooling and Special Test Equipment reporting procedures will be provided by the cognizant laboratory or hardware systems command.

3. ADDITIONAL REPORTS. In addition to the above procedures, OPNAVINST 3100.6 series should be consulted with respect to the policy of OPREP3 reporting requirements. An initial OPREP3 NAVY BLUE message report is required for adjustments of sensitive or classified items such as arms, ammunition, and explosives. A FLIPL (DD Form 200) is required if a sensitive item is in inventory. A Supply Discrepancy Report (SF-364) will be submitted for discrepant shipments from contractors/manufacturers or vendors regardless of dollar value.

4. **RESPONSIBILITY.** All DOD components are accountable for Supply System Stocks and other Government owned property under their control. Efficient management of the Navy's assets is a matter of top priority to all personnel. It is Navy policy that all shore and afloat activities will comply with Survey requirements. Individual responsibility will be clearly designated for the purposes of initiating, evaluating and approving the FLIPL (DD Form 200) to determine the liability for the lost, damaged or destroyed property and to relieve responsibility when there is no evidence of negligence, abuse or personal responsibility.

5. **FORMS.** The FLIPL, DD Form 200 will be used to document all surveys. The DD Form 200 may be obtained through the Navy Supply System under NSN 0102-LF-011-9100.

5127 PROCEDURES

1. **PURPOSE:** This section prescribes general procedures on how to account for lost, damage, or destroyed government property. Detailed guidance, policies regarding the qualifications, duties, and responsibilities are contained in DOD 7000.14R, Vol. 12, Chap. 7. Specific guidance for preparation of the DD Form 200 is contained in par. 5128. Requirements for retaining the DD Form 200 and related documentation are summarized in par. 1184.

2. **INITIATION OF INQUIRIES.** An inquiry shall be initiated immediately after the gain, loss, damage, or destruction is discovered. This inquiry shall be an informal proceeding designed to determine the facts and circumstances leading to the gain, loss, damage, or destruction. The person conducting the inquiry shall be responsible for completing blocks 1 through 11 of the DD Form 200. At a minimum, this inquiry should identify:

- a. What happened;
- b. How it happened;
- c. Where it happened;
- d. Who was involved;
- e. When it happened;
- f. Is there any evidence of negligence, willful misconduct, deliberate unauthorized use or disposition of the property.

3. EVIDENCE OF NEGLIGENCE.

a. When inquiring into the loss, damage, or destruction of government property, the first matter to be determined is whether there is evidence of negligence. Some questions to be asked are: "Would a reasonably prudent individual have acted in this manner?" "Were there procedures governing the use of the property, and were they followed?" "What were the circumstances that existed when the loss actually occurred?" "Was the individual on the job?". For example, when the ship is underway and experiencing "heavy seas", a computer monitor that is sitting on top of the desk is not properly secured, a reasonable person would be expected to tie down the computer monitor on the desk, or place it on the deck under the desk not allowing it to move, before leaving the work center. If the person failed to properly secure

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the computer monitor and it was damaged, this could be considered evidence of negligence. A reasonably prudent person would be expected to take precautions.

b. Evidence of simple or gross negligence depends on the conduct of the individual. If the individual failed to exercise precautions or good judgment, then simple negligence applies. If the individual's conduct was characterized by reckless, deliberate, or disregard of foreseeable consequences, then gross negligence applies. Evidence of whether simple or gross negligence was the proximate cause of the loss or damage is based on the facts and circumstances and shall be documented during the inquiry process.

4. REVIEW. After accountable and/or responsible officers have completed their inquiry, the DD Form 200 shall be sent to the appointing authority for review. The appointing authority shall determine if a financial liability officer or financial liability board is needed to conduct an investigation. Legal officials and the member's Commanding Officer must be consulted before statements are taken from anyone if suspected of a violation of the UCMJ (Title 10 U.S.C., Chap 47). Criteria for appointment of financial liability officer or financial liability board to conduct formal investigation is when:

- a. Recommended by the responsible officer (Property Book Items) or reviewing authority (Supply System Stock);
- b. Directed by higher authority;
- c. Deemed appropriate by the appointing authority (i.e., repetitive losses, evidence of negligence or abuse, large dollar losses, etc.).

5. UNRESOLVED DISCREPANCIES WHICH INDICATE NO PERSONAL RESPONSIBILITY. The research conducted during the financial liability investigation is an extremely critical phase. The evidence and data presented in the causative research package and the impartial review by the Appointing Authority develop the actual facts and circumstances. For unresolved differences which meet the criteria set forth in par. 5126 for survey, the DD Form 200 is utilized to relieve Accountable/Responsible Officers from accountability:

- a. The Financial Liability Investigation of Property Loss (DD Form 200) will be used to substantiate the physical inventory adjustment of the accountable record with the physical inventory on hand.
- b. The Appointing Authority's review will include as a minimum the following actions:
 - (1) Review and evaluate existing property protection procedures.
 - (2) Determine procedural compliance with prescribed regulations.
 - (3) Determine involvement and responsibilities assigned.
 - (4) Determine whether negligence or abuse is evident.
 - (5) Review causative research performed.
 - (6) Determine cause or probable cause of discrepancy.
 - (7) Recommend actions to minimize recurrence.

c. The Appointing Authority may agree or disagree with the findings and recommendations as presented. If he agrees and there is no personal liability noted or recommended, the Appointing Authority will sign block 13 and forward to the Approving Authority. If he does not agree or if he suspects personal liability, he will make separate recommendations to the Approving Authority.

6. UNRESOLVED DISCREPANCIES WHICH INDICATE EVIDENCE OF PERSONAL RESPONSIBILITY. Criminal investigations must be initiated when research reveals evidence of theft. The Naval Criminal Investigative Service (NCIS) will be notified and criminal proceedings initiated. When research indicates evidence of negligence or abuse and the alleged individual responsible does not admit responsibility, a Financial Liability Officer will be appointed and will work with the Accountable and Responsible Officers to obtain and document the facts and circumstances of the gain or loss. The Financial Liability Officer will document all facts in a report for the Commanding Officer on whether or not an individual should be held responsible for the loss.

a. Legal counsel and the activity's Commanding Officer must be consulted before statements are taken from anyone, whether subject or witness.

b. If the individual involved is a military member, guidance should be obtained from the local Navy legal counsel or the Command's Staff Judge Advocate General.

c. If the individual involved is civilian, the cognizant civilian personnel office (in concert with the legal counsel) will provide guidance to determine the appropriate disciplinary action.

d. When the loss is determined to be due to a theft, the original adjustment (LBI) should be reversed and the approved Financial Liability Investigation of Property Loss (DD Form 200) is processed to update the stock records.

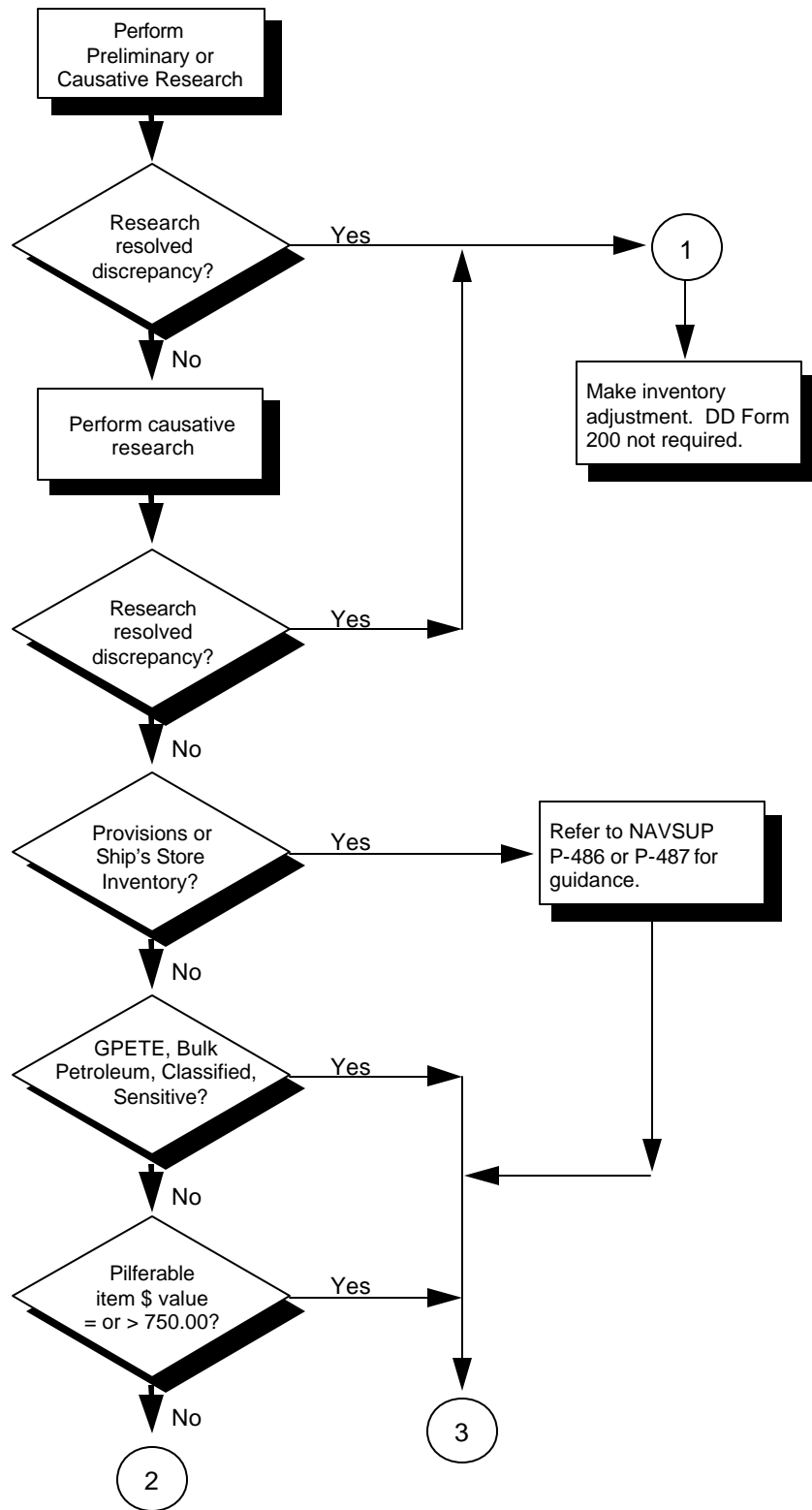
7. APPROVAL LEVELS. Approved FLIPLs are valid supply documents and will support entries made to accountable records for adjusting discrepancies which were disclosed during causative research. The Commanding Officer has full responsibility for all FLIPLs. He may authorize the Supply Officer to approve surveys of NWCF material valued at less than \$10,000. subject to the following restrictions:

a. The Approving Authority may not be directly accountable or responsible for the property being surveyed.

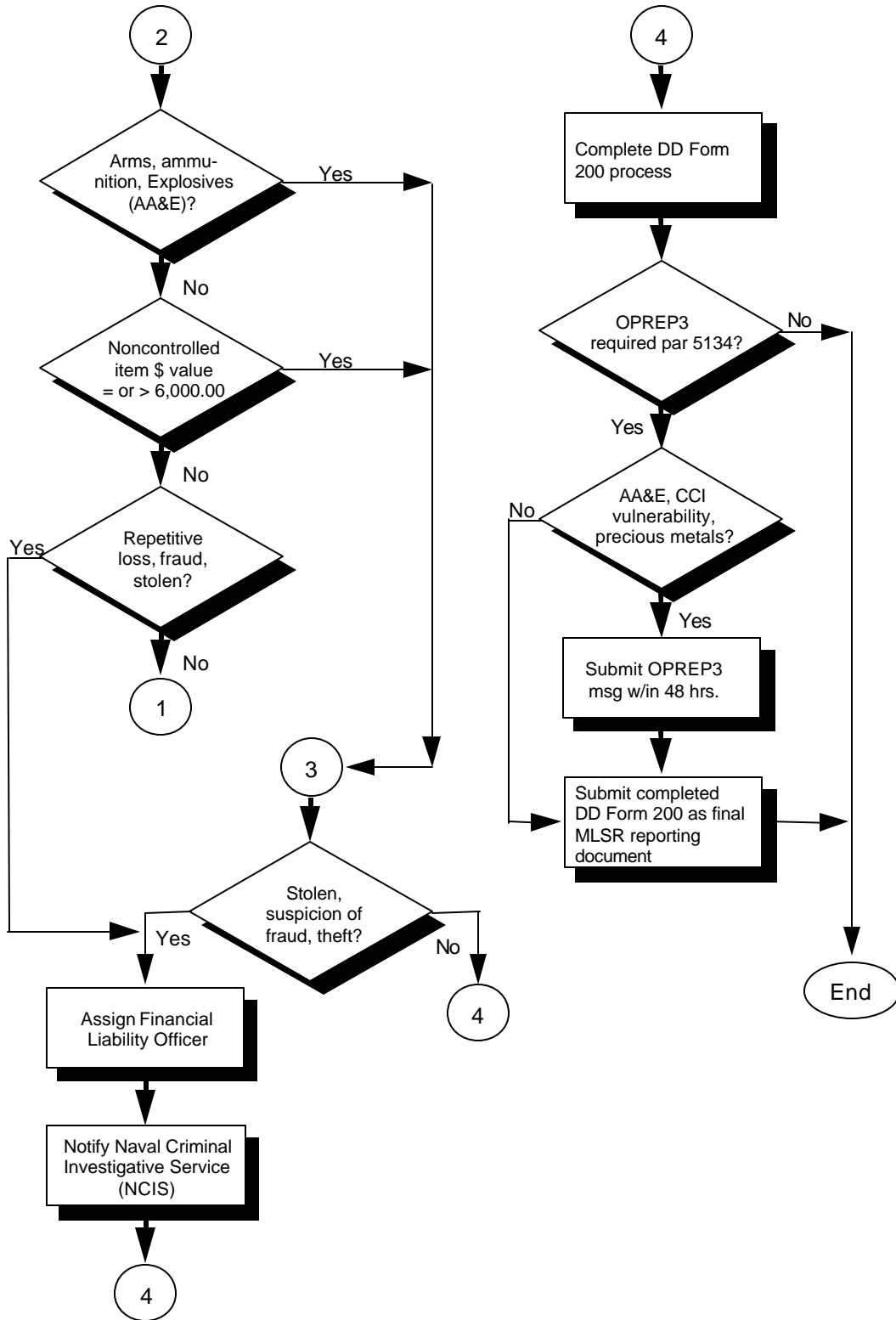
b. The Commanding Officer must approve surveys when there is evidence of personal responsibility or when the adjustment involves classified or sensitive material or arms, ammunition, or explosive items.

8. CONTROLLED SUBSTANCES. For losses of controlled substances, a separate report will be made to the Drug Enforcement Administration in accordance with NAVSUPINST 4440.146 (series), "Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply".

→ SURVEY PROCESS FLOWCHART



SURVEY PROCESS FLOWCHART (CONT.)



5128 PREPARATION OF DD FORM 200

1. GENERAL. The Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, is used to document the report of survey and certify the survey process when government property is lost, gained, damaged, or destroyed. This form is the official document to support establishment of debts, relief from accountability, and adjustment to accountable records for Supply System Stock and Property Book Material. Preparation of the form may vary slightly depending on the nature of the asset (Property Book Material or Supply System Stock). Preparation instructions for the DD Form 200 are as follows (see sample pages 5-49 and 5-50).

<u>Block</u>	<u>Field Legend</u>	<u>Instructions For Preparation</u>
1	Date Initiated	Self-explanatory.
2	Inquiry/Investigation No.	Enter NCIS Inquiry/Investigation Number or Not Applicable, as appropriate.
3	Date Loss Discovered	Enter actual date loss discovered. Line out word loss and insert gain when applicable.
4	National Stock Nos. (NSNs), include COG	Enter the NSNs(s) or Part Number(s). More than one line item may be included only if each is being surveyed for the same reason.
5	Item description	Enter the nomenclature. If known include serial number(s), security code(s), and model number(s). For nonstandard material, provide appropriate identifications or descriptions. Use a continuation sheet if necessary.
6	Quantity	Enter number of items and unit of issue. Examples: 1EA, 2DZ, 5PR.
7	Unit Cost	Enter cost per unit in FEDLOG, supply bulletins, etc.
8	Total Cost	Multiply block 6 by block 7 and enter the amount in this block.
9	Circumstances under which property was lost/damaged/destroyed	Check the appropriate block. Add additional block for gain when applicable. Provide complete statement of facts including the date, and place of the incident. Include the name and grade of all persons directly involved. The statement must answer the five basic questions of who, what, when, where, and how. Identify any appropriate contract(s), transaction number(s), control number(s), etc.
10	Actions taken to correct circumstances reported in block 9 and prevent future occurrences	Provide corrective actions and describe measures to prevent future occurrences.

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<u>Block</u>	<u>Field Legend</u>	<u>Instructions For Preparation</u>
11	Individual completing blocks 1 through 10	Causative research validator - Supervisor of the individual(s) performing research documented in blocks 9-10 signs this block.
12	Responsible Officer and/or Reviewing Authority	For Property Records Items: Check Responsible Officer block. See par. 5125-3. For Supply System Stock: Check Reviewing Authority block. See par. 5125-3.
13	Appointing Authority	See par. 5125-3.
14	Approving Authority	See par. 5125-3.
15	Financial Liability Officer	This block will only be completed when personal responsibility is evident. 15a Findings and Recommendations - Based on the facts established through research. 15b Dollar Amount of Loss - The Financial Liability Officer will consider the standard price of the lost property. 15c Not applicable. 15d Recommended Financial Liability - The Financial Liability Officer should compute the financial loss to the government. 15e-k Financial Liability Officer - Enter name of the appointed to perform the investigation.
16	Individual Charged	This block will only be completed if personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.
17	Accountable Officer	17a Enter the assigned expenditure number after the survey is approved. 17b See par. 5125-3.

➔ FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (FRONT)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 920301		2. INQUIRY / INVESTIGATION NUMBER NOT APPLICABLE			3. DATE LOSS DISCOVERED(YYMMDD) 920301		
4. NATIONAL STOCK NO. 7G 5955-00-478-6339		5. ITEM DESCRIPTION OSCILLATOR, CRYSTAL S/N 00124H			6. QUANTITY 1 EA	7. UNIT COST \$6,422.00	8. TOTAL COST \$6,422.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) During the ship's pre-overseas movement period, the S-1 division of the supply department was conducting a validity inventory of H-storeroom, which is the storage area for all DLR items, on JD 92063. During the inventory, the Oscillator could not be located (see attached details).							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Re-emphasize the importance of proper receipt, storage, and issue of DLR items in accordance with current directives and instructions. Also, stress the importance of personal accountability for items lost, damage, or destroyed as a result of improper storage and/or inventory procedures. Material will be expended from stock records and reordered.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155				b. TYPED NAME (Last, First, Middle Initial) Martinez, Richard, SKC, LCPO		c. AUTOVON / DSN NUMBER 564-3580	
				d. SIGNATURE		e. DATE SIGNED 3/06/92	
12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS / RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155				d. TYPED NAME (Last, First, Middle Initial) Davis, Larry C. ENS, SC, USN		e. AUTOVON / DSN NUMBER 564-3581	
				f. SIGNATURE		g. DATE SIGNED 3/06/92	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155				e. TYPED NAME (Last, First, Middle Initial) Landers, Coleman, CDR, SC, USN		f. AUTOVON / DSN NUMBER 564-3600	
				g. SIGNATURE		h. DATE SIGNED 3/08/92	
14. APPROVING AUTHORITY							
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155				e. TYPED NAME (Last, First, Middle Initial) Johnson, Charles B. CAPT., USN		f. AUTOVON / DSN NUMBER 564-3601	
				g. SIGNATURE		h. DATE SIGNED 3/10/92	

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Previous editions are obsolete.

S/N 01021E-011-9100

➔ FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (BACK)

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
<p>The lack of proper custody controls led to the loss of the oscillator. Not all S-1 division personnel have been trained on the proper procedures relating to receipt/storage/issue of DLR items. In addition, a formal training plan had not been developed by LCPO/LPO, and approved by the division officer for the proper security procedures for DLR items.</p> <p>The stock record storekeeper is to incorporate a DLR check list to be supervised by the Leading Petty Officer (LPO) conducting receipt, storage, and issue of DLR items into division training programs. Furthermore, the storeroom storekeeper will insure that DLR items received are accounted for daily, and once a month as operational commitments permit, a complete inventory of H-Storeroom will be conducted in addition to annual inventory requirements for those such items. Also personnel accountability should be stressed both to the storeroom storekeepers and to all S-1 division personnel who may be entrusted with such material.</p> <p>It is further recommended that SK2 Gleason and SK2 Benson be relieved of financial liability.</p>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	f. TYPED NAME <i>(Last, First, Middle initial)</i> Harris, J. T. LCDR, USN	g. AUTOVON/ DSN NUMBER 564-1110
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i> 920308	i. DATE APPOINTED <i>(YYMMDD)</i> 920306
	j. SIGNATURE	k. DATE SIGNED 92 MAR 08
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)		
<input type="checkbox"/> (1) Submit the attached statement of objection.	<input checked="" type="checkbox"/> (2) Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	d. TYPED NAME <i>(Last, First, Middle initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. AUTOVON/ DSN NUMBER		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD R52707-2069-8130		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	c. TYPED NAME <i>(Last, First, Middle initial)</i> Hunter, M. L. LT, SC, USN	d. AUTOVON/DSN NUMBER 564-1386
	e. SIGNATURE	f. DATE SIGNED 3/10/92
DD Form 200 (Back), FEB 91		

2. DISTRIBUTION OF FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) AFTER FINAL ACTION.

- a. Original. Original with all attachments will be retained at the activity (if not required by higher authority - refer to par. 5133).
- b. Duplicate. Duplicate is returned to the appropriate property officer to replace quadruplicate copy which may then be destroyed (if not required by higher authority - refer to par. 5133).
- c. Triplicate. Triplicate copy is destroyed if pecuniary liability is not assessed. If pecuniary liability is assessed, send a copy to the disbursing officer who will:
 - (1) Prepare a DD Form 139 "Pay Adjustment Authorization" for charging naval personnel. (See par. 5132.)
 - (2) File the document in the financial folder of officers pending collection.
 - (3) The remaining copies will be retained by the person who initiated the survey for local use.
 - (4) If material is to be repaired, send a copy to the activity performing repair.
- d. Other. Copies of Reports of Survey exceeding \$100,000 will be forwarded to the TYCOM.

5132 STATUTORY REQUIREMENTS AND LIMITATIONS REGARDING WITHHOLDING THE PAY OF PERSONNEL

1. STATUTORY AUTHORITY. There is no statutory authority for the withholding of pay of non-accountable persons for the loss of or damage to government property. It is the policy of the Department of the Navy that, in the absence of statutory authority, an individual's pay may not be withheld for loss of or damage to government property unless the individual voluntarily consents to the withholding. However, under the provisions of Title 31, United States Code 3531, the Commander, Naval Supply Systems Command is authorized to make determinations relating to the responsibility of accountable officers for the loss of property entrusted to them, which occurred through the negligence of the accountable officers. Determinations by the Commander, Naval Supply Systems Command are made on the basis of technical and legal review of evidence contained in investigations conducted in accordance with the provisions of the JAG Manual, JAGINST 5800.7 (series), Section 0249. The indebtedness of an accountable officer is established when the commander or director certifies charges to the General Accounting Office; and this is considered sufficient to permit withholding of current pay, as well as final pay, as prescribed in the DOD 7000.14R, Vol. 7A, Ch 50. For non-accountable persons, indebtedness may be established pursuant to the provisions of the JAG Manual, Section 0167 and DOD 7000.14R Vol. 5.

2. REIMBURSEMENT TO THE GOVERNMENT. Collection or checkage of pay for loss or damage to government property by naval personnel is not authorized unless the member concerned voluntarily consents, in writing, to such action (refer to DOD 7000.14R, Vol. 12, Chap. 7). If the responsible individual voluntarily agrees, the following procedures apply.

a. Collections from Enlisted Personnel. The Commanding Officer, officer in charge, or designee advises the enlisted personnel of:

- (1) right to legal counsel,
- (2) right to rebut the findings,
- (3) right to make remittance direct to the disbursing officer, and
- (4) right to appeal the finding of FLIPL.

b. Collections from an Officer or Warrant Officer. When an officer or warrant officer is held pecuniary liable, the Commanding Officer, officer in charge, or designee performs the following:

(1) notifies the responsible individual of their rights and requests that they:

(a) remit the amount to the local disbursing officer and furnish a copy of the receipt to accompany the FLIPL (DD Form 200),

(b) authorize preparation of a DD Form 139 "Pay Adjustment Authorization" as provided in the DOD 7000.14R.

(2) sends a copy of the DD Form 200 to the disbursing officer for collection.

c. Evidence of Negligence - Reimbursement. If the results of the research are positive, and the responsible individual admits pecuniary liability for a loss, damage, or destruction not exceeding \$500, the responsible individual may agree to reimburse the Government in one of two ways:

(1) the responsible individual may pay in cash, in which case a Cash Collection Voucher (DD Form 1131) will be processed.

(2) the responsible individual may authorize preparation of a DD Form 139 "Pay Adjustment Authorization" authorizing a deduction from their pay as provided in the DOD 7000.14R.

If the amount exceeds \$500, a FLIPL (DD Form 200) will be processed.

5133 REVIEW OF THE SURVEY REPORTS BY BUREAUS, COMMANDS, AND INVENTORY CONTROL POINTS

The original of the FLIPL (DD Form 200) will be forwarded to the cognizant bureau, command, or inventory control point for approval, and a copy sent as follows:

<u>Type of material surveyed</u>	<u>Survey sent to</u>	<u>Number of copies sent</u>
Aviation fuel under SUADPS-RT/ RSUPPLY	NAVICP MECH (Code 7231)	One
	Appropriate DFAS	One
Boats	NAVSEA	Original

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<u>Type of material surveyed</u>	<u>Survey sent to</u>	<u>Number of copies sent</u>
Bulk fuels and bulk lubricating oil in Navy tankers	NAVICP MECH (Code 7231)	Original
Bulk fuels and bulk lubricating oil in all ships	NOLSC Petroleum Fort Belvoir, VA 22060-6224	One
Cognizance symbol 2S/ Special Material Identification Code (SMIC) X1 reactor plant components which cannot be located.	NAVSEA (Code 08H)	One
Cognizance symbol 2F/6D portable Radiac equipment which is missing or beyond repair	NAVICP MECH (Code 05835)	One copy, attached to the DD Form 1348 when requisitioning a replacement item (see par. 3280).
Cognizance symbol 7Z GPETE which is missing or beyond repair	NAVICP MECH (Code 05835)	One copy, attached to the DD Form 1348 for the replacement item, if requisitioned (see par. 3279-3).
Destruction of ammunition or explosives which has occurred without prior NAVSEA authorization	NAVSEA (Code 66)	Original
Lost, damaged, or destroyed United States Nuclear Regulatory Commission (USNRC) produced war reserve stockpile nuclear weapons, major assemblies and major components	see Navy Special Weapons Ordnance Publication 56 for additional details and distribution of survey report	
Lost or stolen small arms, ammunition, and explosives	Naval Surface Warfare Center, Crane, IN and NAVICP MECH	One copy, annotated NAVSEA Report 8370-1 One copy, annotated NAVSEA Report 8370-1
Presentation Silver (see par. 8133)	NAVSUP (SUP 51)	Original
Valuable gifts, other than presentation silver	Curator for the Navy Historical Center, Washington, DC 20374-0571	One

5134 MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY (OPNAV REPORT 5500-1)

1. GENERAL. The CNO eliminated the Missing, Lost, Stolen or Recovered (MLSR) program (via NAVOP message DTG 211534Z Jan 00). The only portion of the program remaining is the requirement to report the loss of high risk Arms, Ammunition and Explosives (AA&E) within 48 hours via a OPREP3 NAVY BLUE message. OPNAVINST 3100.6 (series) should be consulted for policy and procedures to complete the report.

Part B: TRANSSHIPMENT

Section I: FREIGHT CARRIED BY NAVAL SHIPS

5176 POLICY

1. GENERAL. Freight is defined as material received aboard naval ships, as cargo, for shipment to a specified consignee at another location. It is established Navy policy to stringently avoid any competition or resemblance of competition in the transportation of cargo and mail not under control, or not owned by, and not of direct interest to the Department of Defense. Consequently, without prior approval, ships may accept only the following material for transportation:

- a. valuables, under the unusual circumstances cited in Art. 0763, Navy. Regs.,
- b. material received from other naval ships for delivery to fleet and/or shore commands of the Navy;
- c. subject to regulations of the Type Commander, any material offered by shore activities which are authorized to make shipments of Department of Defense sponsored cargo.

5177 CARGO SHIPPING DOCUMENTS

When a shore activity tenders material to a naval ship for transportation, it will be identified in the ocean manifest furnished by the loading activity. The ocean manifest consists of a Cargo Manifest (DD Form 1365) and a CARGO Manifest Recapitulation (Water) (DD Form 1386-1) generated from the Transportation Control and Movement Document (TCMD) (DD Form 1384) used to identify each piece of material loaded for transport..

5178 CARGO LOADING PLAN

A cargo loading plan will be prepared by the loading activity showing the location of all items of freight aboard. Stowage plans are subject to the approval of the ship's Master and/or Commanding Officer.

5179 RECEIVING OF FREIGHT

Supply officers are required to sign receipts for material accepted as freight. Such receipts will indicate only the identification and number of containers or pieces accepted as freight. Supply officers are not required to verify the contents of such containers with items and quantities listed on related invoices or similar material accounting documents; however, all containers or pieces will be visually inspected for evidence of damage or pilferage and exceptions recorded on the receipts.

5180 STOWAGE

Freight will be stowed in spaces under the custody of the Supply Officer unless the size or characteristics of the material being carried makes stowage by another department advisable, in which case the Master and/or Commanding Officer will direct stowage under the supervision and custody of such other department.

5181 FREIGHT RECORDS

Regardless of the department in whose custody freight is stowed, the Supply Officer will maintain a record of all freight received aboard, retain the shipping papers accompanying the material, and be responsible for its discharge upon arrival at the point of consignment. The record will in all instances indicate the consignor, the consignee, and the stowage location of the material.

5182 DELIVERY OF FREIGHT

When the point to which freight has been consigned is reached, the Supply Officer will notify the consignee or other receiving activity and will forward the shipping papers with the material. Supply officers are required to obtain signatures for receipt of freight.

5183 RELATIONSHIP OF SUPPLY OFFICERS TO CARGO OFFICERS

On ships which are primarily assigned to carrying freight, a cargo officer, who may or may not be in the supply department, will be assigned and will assume all responsibility for the receipt, custody, and delivery of freight.

5184 COMPLETE AIRCRAFT

1. RESPONSIBILITY OF THE COMMANDING OFFICER. When complete aircraft are aboard for ferrying, the Commanding Officer will transfer them to the activity to which they are consigned by the use of the Aircraft Inventory Record (OPNAV 4790/111). OPNAVINST 5442.2 (series) and OPNAVINST 4790.2 provide guidance and procedures for aircraft ferrying. The AIR consists of the following:

- a. Binder, OPNAV 4790/109,
- b. Title Page and Sectional Breakdown Diagram, OPNAV 4790/110,
- c. Equipment List, OPNAV 4790/111,
- d. Shortages List, OPNAV 4790/112,
- e. Certification and Record of Transfer, OPNAV 4790/104.

2. AIRCRAFT INVENTORY RECORD (AIR). Complete aircraft will not be invoiced. Transfer will be made by use of the AIR, which is prepared by the aircraft manufacturer and approved by NAVAIRSYSCOM for each model of aircraft. The AIR contains lists of material to be inventoried at the time of transfer and a report of the inventory. The AIR is to be filled in jointly by both parties to the transfer. When completed, it will indicate in detail the items transferred and missing upon inventory. It provides a rapid and accurate method for the inventory of aircraft and is required as a record of the transfer of complete aircraft between naval activities and will remain with the aircraft in the same manner as other records pertaining to the aircraft. AIRs are furnished automatically with new aircraft. Air officers of activities handling aircraft which do not contain the AIR will reconstruct the AIR using a copy of the Master Aircraft

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Inventory Record (MAIR) provided by the Naval Air Systems Command (NAVAIRSYSCOM) and a physical inventory. Upon the "striking" of the aircraft, disposition instructions for the AIR will be provided by NAVAIRSYSCOM. The AIR will list the following types of material:

- a. Items essential to the execution of the designated function of the airplane, excluding items which are riveted, bolted, or rigidly fixed to the airplane;
- b. items essential to the safety of the crew, excluding items which are personal issue;
- c. items essential for maintenance purpose (usually none for carrier types);
- d. items subject to pilferage.

3. MATERIAL MISSING ON INVENTORY. At the time of the inventory of an aircraft which is being transferred, it will be the responsibility of the Commanding Officer of the transferring activity to insure the completeness of the aircraft being transferred. It will be the responsibility of the transferring activity to supply any items which are found to be missing. If it is impossible for the transferring activity to supply the missing items, an appropriate entry will be made on the AIR in accordance with the guidance contained in OPNAVINST 4790.2 series.

4. SPECIAL EQUIPMENT. Special equipment is installed from time to time in order to fit aircraft for special missions or to meet peculiar operation conditions. Such additional equipment will be listed in the Aircraft Inventory Record on the blank pages headed "Force command Addenda". Appropriate note will be made on such pages, referencing the order which required the addition of the equipment. As long as the order remains in effect, the equipment thus added will be transferred and inventoried in the same manner as other equipment indicated by the AIR. If the order is revoked or terminated or if the aircraft containing the installation is transferred outside the area in which the order is effective, the transferring activity will remove the special equipment prior to transfer, and a notation to the effect will be made on the addenda. A report of such action will be forwarded to the authority who originally required installation, requesting orders concerning disposal of the equipment. If equipment listed in the AIR is removed pursuant to an order effective throughout a fleet or force command, a record of such removal will be made on the blank pages headed "Force command deletions". The order will be referenced, and a receipt covering temporary custody of the material will be entered on such blank pages. As long as the aircraft remains within the command issuing the order, it will be transferred without the material in question. If the aircraft is transferred to another command, the equipment will be reinstalled by the transferring activity prior to transfer.

5. SHIPMENT OF DAMAGED AIRCRAFT. When it becomes necessary to ship a damaged aircraft to a base or station, the pilot will report to the Commanding Officer of the ship or station to which the aircraft is assigned for information and to the commander of naval air bases in whose district the aircraft is located for assistance in dismantling the aircraft, preparation for shipment, and protection of classified equipment.

**Part C: SUPPLY AND FINANCIAL MANAGEMENT
(SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL
PROCEDURES**

5202 MATERIAL EXPENDITURE

Users may enter the expenditure number of a survey document for stocked material as an MTIS transaction and avoid the LBI transaction (e.g. damaged DLR, expired shelf life material), thus promoting system data accuracy.

5205 MATERIAL TRANSFER IDENTIFICATION AND RECORDING

The SFM subsystem and RSUPPLY Unit Level allows users to identify and record material transfer from stock, either to another ship (OSO transfer) or to a supply activity (MTIS). The material being transferred can be identified by stock number or part number/CAGE. To record an OSO transfer of material, the receiving unit's requisition number, fund code and the quantity being transferred is recorded in the SFM subsystem to decrement the on hand balance of the applicable SRF record and to generate the appropriate "A" or "B" Summary. For RSUPPLY Unit Level, the OSO document number of the requesting activity is entered via the Material Requirements External (MRE) option. RSUPPLY Unit Level will not decrement the quantity from the Stock Item Table (SIT) of the the OSO transfer until the actual issue is posted via the Storeroom Issues process. To record an expenditure by MTIS, the expenditure number of the transferring unit, the routing identifier of the receiving supply activity and the quantity turned in will be recorded in the SFM subsystem to decrement the on hand balance of the applicable SRF record. For RSUPPLY Unit Level, the MTIS is entered via the Material Requirements External (MRE) option. RSUPPLY Unit Level will not decrement the quantity from the Stock Item Table (SIT) of the the MTIS transfer until the actual issue is posted via the Storeroom Issues process. Neither the transfer or turn-in of material will affect the ship's financial OPTAR balance. More information concerning Reports 021, 043 and 064 is provided in Appendix 25.

Part D: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: TRANSFERS, SALES AND SURVEYS

5300 INTRODUCTION

1. GENERAL. All transfers and cash sales of material from a MFCS activity to a non-supported activity (except excess offloads) will be processed using the SUADPS-RT/ RSUPPLY Material Requirements External (MRE) Function except USID A activities which will use UNREP. Transfers are classified into the following types:

a. Transfers To End-Use Operating Forces (DI X34). The service designator code assigned to the activity will normally be R or V and the fund or accounting code will indicate that DFAS will be the authorized accounting activity (AAA).

b. Transfers To End-Use Shore Activities (DI X38). The activity's service designator code is N, fund code or accounting data cited is not NWCF and the AAA is other than DFAS.

c. Transfers To NWCF Activities (Other Supply Officers) (DI X37). The accounting data cited or applicable to the fund code on the transfer document must contain the NWCF appropriation 97X4930. This category includes MFCS ships, MALS, and NWCF facilities ashore (FISC, NSY, or NAS).

d. Offload Of Excess Material (DI X37). See pars. 5320-5330.

e. Cash Sales (DI X35). See pars. 5040-5049.

5301 TRANSFERS TO MARINE CORPS, SHIP'S STORE, AND MSC ACTIVITIES

1. TRANSFERS TO MARINE CORPS UNITS. Transfers from any MFCS activity to Marine Corps units whose request cites Operations and Maintenance, Marine Corps funds will be processed using the MRE function transfer to end-use option via SUADPS-RT. RSUPPLY units will process the issue via the "Transfer to USA, USAF, USCG, USMC, Foreign Govt" option. Entries in the validation and control files are the same as for Navy afloat activities, except that service designator code M is used.

2. TRANSFERS TO SHIP'S STORES. When material is transferred from MFCS stock to either the activity's own ship's store or another activity's ship's store, the request must cite a ship's store serial number, fund code NZ, and cognizance symbol 1Q (regardless of the cognizance symbol assigned to the BMF/SIT record). The transfer will be processed using the MRE function, OSO transfer option via SUADPS-RT. RSUPPLY units will utilize the "Transfer to Ship's Store" option.

3. TRANSFERS TO MILITARY SEALIFT COMMAND (MSC) SHIPS. Transfers of material (other than APA material and 1Q COG material) to MSC ships will be processed as a transfer to end-use operating forces (except that transfers to MSC T-AFS ships will be processed as OSO transfers in accordance with SUADPS-RT Support Procedures, Volume II/RSUPPLY transfer will be processed using the MRE option. Transfers of APA and 1Q COG material will be processed as cash sales in accordance with pars. 5040-5049.

5302 CONTROL AND VALIDATION FILES/TABLES

1. GENERAL. Entries in the following Control and Validation Files/Tables are required in order to process transfer/cash sale transactions in SUADPS-RT/RSUPPLY:

- a. Customer Identification File(SUADPS-RT)/Other Activities Table (RSUPPLY) (this will include all supported and non-supported activity UICs and supported activities' serial numbers for assignment on the expenditure document),
- b. Fund Code Data File (SUADPS-RT)/Fund Code Table (RSUPPLY),
- c. Appropriation File/Table.

Instructions for establishing control and validation file records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. RSUPPLY control and validation tables are discussed in detail in the NAVSUP P-731 Force User's Guide.

5303 PROCESSING PROCEDURES

1. GENERAL. The customer request will be submitted to the Customer Service Division for entry into SUADPS-RT/RSUPPLY for manual processing. Normally, transfers/cash sales will be accomplished on a Fill or Kill basis with quantities canceled that are not available.

2. TRANSFER/CASH SALE PROCESSING IN INTERACTIVE MODE. When online processing is used, the MRE data entry screen will be completed using data taken from the customer's request document. SUADPS-RT/RSUPPLY will validate the data, determine availability of the requested material or substitute, and produce a picking ticket. A record for each picking ticket produced will be established in the Issue Pending File. Storage personnel will locate and deliver the material to the customer using the computer-produced picking ticket. Picking tickets will be annotated and distributed according to pars. 6832-6833. The transfer/cash sale will be recorded using the Warehouse Processing Function described in Chapter 3 of the SUADPS-RT Support Procedures, Volume II or the Issuing function (Logistics>Issuing>Storeroom Issues) in RSUPPLY.

3. MANUAL TRANSFER/CASH SALE PROCESSING. The customer request will be compared to the MSSLL/Stock Item Query and the location of the material annotated on the document. If a substitute or updated stock number is to be issued, the original stock number will be lined out and the new number entered. One copy of the request document will be placed in the Issues Pending File (Manual). The annotated and approved issue document will be used to locate and deliver the material to the customer. The document will be processed in the same manner as off-line issue documents, except that all unfilled quantities will be canceled. After the material is delivered and the receipt signatures are obtained, the request document will be

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returned to the customer service division for post-issue processing. The customer service division will remove (and destroy) the suspense copy of the request document from the Issues Pending File (Manual). The completed transfer/cash sale document will be placed in the Post-post Transaction Holding File until the transfer/cash sale can be recorded in SUADPS-RT/RSUPPLY. When SUADPS-RT/RSUPPLY becomes available, the transactions in the Post-post Transaction Holding File will be recorded using the Post-post Option of the MRE function (see Chapter 3 of the SUADPS-RT Support Procedures, Volume II) or the MRE function (Logistics>Material Requirements>External Requests) in RSUPPLY.

5304 FILES UPDATED

1. BASIC MATERIAL FILE. Upon completion of a transfer/cash sale, the on-hand quantity will be reduced by the quantity transferred/sold to reconcile the BMF with storeroom quantities.
2. FINANCIAL HOLDING FILE. Upon completion of a transfer/cash sale, the transfer record (DIs X34, X35, X37, or X38) will be added to the file and held until all financial posting and reporting has been completed by the end of the month's financial processing.
3. MATERIAL TRANSACTION LEDGER FILE. Upon completion of a transfer/cash sale, this file will reflect the transfer image for subsequent research through the CTL.

5310 SURVEYS

Upon completion of the survey process, the approved DD Form 200 will be used to expend the material from the Basic Material File. If an inventory adjustment has been previously processed, the inventory adjustment must be reversed prior to processing the survey. Surveyed material will be expended from SUADPS-RT stock and financial files by the SUADPS-RT Survey Adjustment Function (DI X43). Instructions are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

Section II: MECHANIZED OFFLOAD**5320 INTRODUCTION**

1. GENERAL. The SUADPS-RT mechanized offload (DI 083) program provides the Supply Officer with the capability to identify stock items with excess material on hand. Offload listings in NIIN and descending money value sequence will be produced to assist in the management of the offload evolution. Access to the mechanized offload programs should be granted only to appropriate personnel trained in offload updating procedures. SUADPS-RT will process offload transactions as other supply officer (OSO) transfers by batch MRE processing of records in the Offload File.
2. FREQUENCY. The mechanized offload programs should be requested at least once each month as part of the normal supply work load and whenever the SAMMA/SAL Report (DI 008, par. 6857) indicates excess material on hand exceeds established Fleet and Type Commander standards. Monthly offloads should not be processed until Demand History Processing and SAMMA/SAL reports have been produced and required corrective action has been accomplished. The offload of excess material will also normally be required after major changes to allowance or load lists are processed.

3. COORDINATION WITH SHORE ACTIVITY. A meeting with the activity's customer services officer should be arranged prior to commencing major offload evolution's. This meeting should be used to determine the procedures to be used during the offload and what assistance will be provided by the shore activity.
4. PROGRAMMED EXCLUSIONS. The SUADPS-RT mechanized offload is programmed to exclude BMF records meeting the following criteria:
 - a. cognizance symbol equals 9M (subsistence items), 9X (petroleum products), or 7Z (GPETE);
 - b. BMF offload-reorder indicator is set indicating a previous offload or reorder is in process in which the item is included.
5. EXCESS STOCK MATERIAL DEFINITIONS. The terms Unauthorized Long Supply (ULS) and Redistributable Assets Onboard (RAB) are used to describe that portion of stock material above the requisitioning objective (RO) and authorized retention levels. The quantity of material identified as excess by the mechanized offload program will vary according to the allowance type code assigned to the individual item. The formulas for SUADPS-RT computation of excess and offload quantities are defined in the SUADPS-RT Support Procedures, Volume I, Chapter 4.
 - a. For AT codes 1 - 5, excess material is that quantity greater than the requisitioning objective plus the authorized retention quantity for NSA material and all material over the requisitioning objective for APA/DLR material.
 - b. For AT codes 6 and 8, all material on hand is considered excess.
 - c. All AT code 7 material is excess, but because of it's relatively low money value it will only be offloaded from ships during Integrated Logistics Overhauls (ILO) or as part of ReAVCAL evolution's performed ashore. Other activities will offload AT code 7 material as workload or other circumstances permit.
 - d. All AT code 9 material on hand in quantities greater than that required to satisfy deficiencies of the primary stock number is considered excess.

5321 MATERIAL TURNED INTO STORE EXCESS AND DISPOSAL VISIBILITY PROGRAM (MEDVIS)

1. GENERAL. MEDVIS, which was developed to improve MTIS processing, is a front-end screen for MFCS Navy consumer level assets returning to the supply system. It provides the Navy with an automated means for offering MTIS assets to activities where shortages exist before offering those assets to DLA ICPs. The ship sends a tape of excess assets (DI 083, see par. 5320 or RSUPPLY offload output file) to the FISC. The FISC will then provide the ship with bar-coded pick tickets for all items.

5322 OFFLOAD PROCESSING

1. GENERAL. The offload process requires interactive and batch processing by SUADPS-RT/RSUPPLY and manual processing by storage and stock control personnel. The complete offload process is accomplished in phases as follows:

- a. Select offload candidates and produce a tape/output file from RSUPPLY for delivery to the MEDVIS activity.
- b. Locate, pick and stage material (using offload documents received from the MEDVIS activity).
- c. Update offload records.
- d. Release offload records for Material Requirements External (MRE) processing.
- e. Deliver material.

5323 SELECT OFFLOAD CANDIDATES

1. GENERAL. The offload process is initiated by completing the mechanized offload select and batch processing request screens in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 4. When the job has been approved and processed, the Basic Material File (BMF) or Stock Item Query will be screened and those records in an excess position matching the request parameters will be selected for offload consideration and a record will be established in the Offload File (OFF). In RSUPPLY, offload processing is initiated under Inventory>Management>Inventory Actions>Offload Processing>Regular and DRMO. The following options are available:

- a. Money Value One (MV1). A monetary value must be specified and only those records with an excess value greater than specified will be included. The value may be 0000 if all excess records are to be reviewed or included in the offload, but should be set to \$100.00 to facilitate turn-in to MTIS. Material with an EMV of less than \$100.00 should be turned into DRMO. This option allows selection of the fewest items with greatest impact on the total value of excess material on hand.
- b. Money Value Two (MV2). This value is applicable to AT Code 6 records only and further constrains the records selected. When a value is specified, it must be greater than MV1. AT Code 6 material with an extended money value greater than MV2 will be selected for offload. Records with an extended money value less than MV2 but greater than MV1 will be retained as

AT code 6 material. When the extended money value of the AT Code 6 record on hand is less than MV1, the AT Code will be changed to 7 and the material retained onboard. MV2 will be set to the default value specified in the SUADPS-RT constants file (should be set to \$100.00) if a money value is not specified by the requester. In RSUPPLY, offload values are set under Site>Activity Controls>Constants>Requisition/Offload Values.

c. POS/DBI Factor. This option allows the user to establish the authorized retention level of NSA POS material at a specified number of months usage. The BMF/SIT average monthly demand is multiplied by the factor selected and the result is added to the RO in the computation of the offload quantity. The number of months specified must be between 01 and 18.

2. OUTPUT OPTIONS. The offload select screen requires the user to specify the type of output desired. The option for DD Form 1348-1A will be used, then the FAS must coordinate with the ADP division to ensure a tape is produced for delivery to the MEDVIS activity. Listings may also be produced as follows:

a. Offload Stock Control Report. This report will list, in NIIN sequence, all items selected for offload (see sample Appendix 15). Items with more than four locations will have the fourth location field set to the notation "ADDLOC". Stock control must query the BMF/Stock Item Query in RSUPPLY to determine the additional locations and write them on the documents forwarded to storage (DD Form 1348-1A). The report will be used by stock control to monitor the return of documents sent to stores division.

b. Offload Report by Extended Money Value (EMV). This report will list, in descending EMV sequence, all items selected for offload consideration (see sample Appendix 15). The report provides management the means to identify those items with a high money value that will have the greatest impact on reducing the total value of excess material onboard. These items should be offloaded first when workload precludes the offload of all items selected. In RSUPPLY, the Offload Report by Extended Money Value (EMV) maybe requested as an option during the initial input of offload processing.

c. General Selector. The general selector capability allows tailoring of the offload to almost any category of material identifiable by data elements in the BMF. Instructions for use of the general selector capability are contained in the SUADPS-RT Support Procedures, Appendix 19. In RSUPPLY, specific criteria maybe used to tailor offloads based upon need during the initial request of offload processing.

3. SUADPS-RT FILES UPDATED. The following SUADPS-RT files will be updated upon completing the mechanized offload select and batch processing request screens:

a. Basic Material File (BMF). The offload reorder indicator will be set to "O" on records selected for offload to prevent inclusion in subsequent stock reorders or offloads.

b. Offload File. A record in OSO Transfer format will be added to the file for each item to be included in the offload. This file will be used to update BMF stock and financial records.

4. RSUPPLY TABLES UPDATED. The following RSUPPLY tables are updated upon completion of offload Release/Cancel Processing:

a. Stock Item Table: The total on-hand quantity of a particular NSN is reduced based on the total quantity offloaded,

b. Offload Table: The offload table is updated either as released or canceled. The file will ultimately update the Stock Item (SIT) Table, Transaction Ledger, and the financial records.

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3. TOTAL QUANTITY IN STOCK LESS THAN RETAIN QUANTITY. When the total quantity in stock is less than the retain quantity shown on the offload document, no offload will be made. This action will require an inventory adjustment to be made (see par. 6802). The transaction will be processed as follows:

- a. the offload quantity will be lined out and a zero will be entered and circled;
- b. the retain quantity will be lined out and the actual quantity on hand will be entered and circled;
- c. the DD Form 1348-1A will be initialed and dated (see sample below);
- d. the DD Form 1348-1A will be returned to stock control for updating of SUADPS-RT files.

DD FORM 1348-1A WHEN QUANTITY IN STOCK IS LESS THAN RETAIN QUANTITY

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3
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5325 UPDATE OFFLOAD RECORDS

As the offload documents are received from the storeroom, they will be checked off on the Offload Stock Control Report. If changes have been made to the offload and/or retain quantity, the offload file records must be updated (see SUADPS-RT Support Procedures, Volume I, Chapter 4).

5326 RELEASE OFFLOAD RECORDS FOR MRE PROCESSING

1. GENERAL. Upon completion of the updating process, the updated offload records must be released for MRE batch processing (see SUADPS-RT Support Procedures, Volume I, Chapter 4).
2. INVENTORY ADJUSTMENT. When the actual offload quantity is less than or equal to the BMF on-hand quantity, the offload will be processed. If the actual offload quantity is greater than the BMF on hand, the offload will suspend. The retained and offload quantities on the DD Form 1348-1A must be reviewed by appropriate personnel to determine if adjustment is required.
3. RELEASE PROCESSING OUTPUT. Output from the Offload Release Processing Function will consist of an Offload Documents Released Listing and an Offload Actions Canceled Listing (see samples Appendix 15). These listings will be retained in stock control for historical purposes and together will account for each record appearing on the Offload Stock Control Report. The Supply Officer or designated assistant will sign the Offload Documents Released Listing indicating approval to transfer the material to the shore activity.
4. FILES UPDATED. Upon completion of offload release and MRE processing, the following SUADPS-RT files will be updated:
 - a. Basic Material File (BMF) - the on hand quantity will be reduced by the offload quantity and the offload reorder indicator will be cleared;
 - b. Financial History File (FHF) - the OSO transfer record will be added to the file and held until all financial posting and reporting have been completed by the monthly financial process;
 - c. Material Transaction Ledger (MTL) - the OSO transfer will be added to the file for historical and auditing purposes.

Section III: MANUAL OFFLOAD**5330 INTRODUCTION**

1. GENERAL. When the volume of material does not warrant using mechanized offload procedures, the transfer may be accomplished manually and records adjusted using the SUADPS-RT MRE function. Material offload in this manner must be identified and the excess quantity determined prior to recording the transaction in SUADPS-RT using either the post-post or pre-post method. Any required inventory adjustments will be made in accordance with par. 6802.

2. POST-POST METHOD. When using the post-post method of offload, identification of items and quantities, documentation, and physical movement of material will all be accomplished prior to recording the transfer in SUADPS-RT. Documentation will be a DD Form 1348-1A prepared and distributed in accordance with pars. 5067-5068. The processing steps for the post-post method are as follows:

- a. Stock control or other work centers will identify or recommend the items and quantities to be offloaded, then a DD Form 1348-1A will be prepared and forwarded to the stores division. The 6th copy of the DD Form 1348-1A will be retained by stock control as a suspense copy to monitor the progress of the offload and ensure return of all documents.
- b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material.
- c. The material will be delivered to the shore activity and receipt signatures will be obtained as required. The original and remaining copies of the DD Form 1348-1A will be returned to stock control and matched with the suspense copy.
- d. Stock control will record the transfer of the material using the Offload Option of the SUADPS-RT MRE function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.
- e. The completed DD Form 1348-1A turn-in document will be filed in the Expenditure Invoice File for historical and auditing purposes.

3. PRE-POST METHOD. The material to be offloaded will be pre-determined by stock control or other supply work centers and the offload transaction initiated via the MRE function. SUADPS-RT will generate the DD Form 1348-1A and establish a record in the Issue Pending File (IPF). After the material has been removed from the storage location and staged for turn-in, the transaction will be completed via the SUADPS-RT Warehouse Processing function. The processing steps for the pre-post method are as follows:

- a. Stock control will determine the items to be offloaded and initiate the offload transaction using the SUADPS-RT MRE function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.

- b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material.
- c. Storage personnel will complete the transfer and update SUADPS-RT files using the Warehouse Processing function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.
- d. The material will be delivered to the shore activity and receipt signatures will be obtained as required.
- e. The completed DD Form 1348-1A turn-in document will be forwarded to stock control for filing in the Expenditure Invoice File.

AFLOAT SUPPLY PROCEDURES

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CHAPTER 6

INVENTORY MANAGEMENT

Part A: GENERAL INSTRUCTIONS

Section I: INTRODUCTION

6000 SCOPE

Instructions contained herein have general application to all ships and are designed to provide optimum uniformity in afloat inventory management procedures. Effective inventory management cannot be the responsibility of any single functional area. It depends on the effective performance of receipt, procurement, expenditure, and inventory personnel in their respective areas.

6001 INVENTORY MANAGEMENT SEGMENT

1. GENERAL. Shipboard material inventories are divided into segments for management purposes as follows:

- a. Reactor plant support material in nuclear powered ships (see par. 6009-3),
- b. Operating Space Items (OSI) are those items in the custody and under the management of the department heads.
- c. Repair parts are in the custody of the Supply Officer when supply department stowage space permits and always are under their management.
- d. Consumables are in the custody of the Supply Officer when supply department stowage space permits. Stocked consumables (i.e., consumable items "carried" as supply department stock) are managed by the Supply Officer whether such items are stored in supply department spaces or in other departmental spaces. Non-stocked consumables (i.e., consumable items "not carried" as supply department stock) are in the custody and under the management of other department heads.
- e. Maintenance Assistance Modules (MAMs) are in the custody of the cognizant department head and will be located in the appropriate operating and maintenance spaces under the sub custody of operating/maintenance personnel. Although MAMs are in the custody of other departments, the Supply Officer is accountable for the inventory and management of MAMs.

6002 OBJECTIVES

1. GENERAL. Adherence to established inventory control procedures and accurate documentation of valid usage data are essential to the maintenance of prescribed endurance levels of stock required to sustain shipboard operations and to insure maximum material readiness of the ship. Inventory control procedures prescribed in this chapter are designed to:

6002

Inventory Management

- a. focus attention on the relatively few items that will satisfy the majority of on board demands for material;
- b. provide for the accumulation of accurate consumption data required for the 3-M program and for maintaining adequate supply levels;
- c. establish a historical demand file for accumulating usage data for not carried (NC) material;
- d. ensure that there is COSAL support for the parent equipment of each requested NC repair part;
- e. reduce physical inventory requirements and prescribe standard physical inventory procedures;
- f. ensure inventory validity and data accuracy of the stock records and reduce the number of stock record data changes required to be made.

6003 SHIPBOARD STOCK LEVELS

The basic Navy policy governing the range and depth of stock material which each ship is required to carry for self-support is stated in OPNAV Instruction 4441.12 series. In essence, the range and depth of non-demand based items will be limited to COSAL items and quantities, and the range and depth of demand based items will be determined from usage and prescribed average endurance levels. To the extent of available stowage space, ships that are assigned missions involving extended deployment (in excess of 60 days) and which are not normally supported by Combat Logistic Forces (CLF) will provide endurance commensurate with the period of deployment required by their missions. The average endurance levels of demand based repair parts and consumables to be carried by each ship for self-support are as follows:

<u>Ship types</u>	<u>Repair parts and equipment related consumables (days endurance)</u>	<u>Non equipment related consumables (days endurance)</u>
Aircraft carriers and CLF ships	75	60
Cruisers	75	45
DD/DDG/FF/FFG and small combatant ships (excluding submarines) of at least 1,000 ton displacement	75	30
AS/Submarines (excluding FBM tenders and submarines which are governed by OPNAVINST 4000.57 series)	75	75
Amphibious ships		
No embarked troops	75	60
Embarked troops	75	45
Non self sustaining ships (landing craft, patrol gunboats, etc., of less than 1,000 ton displacement)	As required to accomplish assigned mission	

6004 FUNDING PRIORITIES

Type commanders will promulgate funding priority instructions to their forces when available operating funds are not adequate to maintain full range and depth of allowances.

6006 RELATIONSHIP TO THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM (3M)

Reporting of supply support and parts usage for maintenance actions is required by the 3M system and the Ships' 3M Manual (OPNAVINST 4790.4 series). Reporting is accomplished using the automated 3-M Up-Line Report generated by the automated maintenance systems.

6009 RESPONSIBILITY

1. **STOCK MATERIAL IN SUPPLY DEPARTMENT SPACES.** The Supply Officer is responsible for the storage, security, and inventory control of all stock material in their custody. The supply levels to be maintained will be based on authorized allowance lists or demands and the cognizant Type Commanders' funding authorizations (and procurement restrictions, when applied). Normally, the replenishment of frequently demanded items (SIM/DBI) will be assigned a high priority in the utilization of funds authorized by the Type Commander in the quarterly operating target (OPTAR).
2. **STOCK MATERIAL IN OTHER DEPARTMENTAL SPACES.** When supply department stock material is stored in other departmental spaces (see par. 4500), the Supply Officer will maintain stock records for all stocked material, and will exercise inventory control of such material.
3. **REACTOR PLANT SUPPORT MATERIAL.** In nuclear powered ships, all reactor plant support material is managed as stock material. Any stocked "Q" COSAL SNSL items (i.e., consumables, repair parts, or operating space items) that generally are required to be "in use" or readily available for use in operating spaces may be designated for departmental custody when so authorized by the Commanding Officer. When stocked "Q" COSAL SNSL items are intended to be stored in other departmental spaces, the procedures in par. 4500-2 will be followed. When stocked "Q" COSAL SNSL items are required to be "in use" in other departmental spaces, a list of such items will be prepared jointly by the Supply Officer and the "using" department head. The list will indicate the NSN (or other identification number), description, and allowance quantity of each "in use" item, as well as the name of the individual who normally is in charge of the operating space in which the item is generally used. The list will be included in a ship's instruction which will clearly delineate the Supply Officer's and custodial department heads' responsibilities for the proper management of stock material "in use". The custodial department head will be responsible for the security and physical inventory of "in use" items in their custody, and for the prompt submittal of issue request to the Supply Officer for replacement of "in use" items which are unserviceable or missing (see par. 6062-6).
4. **NON-STOCKED MATERIAL.** Allowed material (see Glossary) that is not stocked (i.e. not carried), but which is procured for direct turnover (DTO) to using departments, is managed by the department heads having custody of the material. However, the Supply Officer is required to maintain stock records to accumulate usage data for all DTO items.

Section II: APPLICABLE FORMS AND PUBLICATIONS

6040 REQUIRED FORMS

The following is a list of forms which may be required for supply management of general stores:

<u>DD Forms</u>	<u>Title</u>
200	Financial Liability Investigation of Property Loss
1149 (6c)	Requisition and Invoice/Shipping Document
1155-(8c)	Order For Supplies Or Services
1348 (6 PT)	DOD Single Line Item Requisition System Document (Manual)
1348-1A	DOD Issue Release/Receipt Document
1348-6	NON-NSN Requisition (Manual)
<u>NAVSUP Forms</u>	<u>Title</u>
306	Controlled Equipage Custody Record
1176-1	Julian Date Calendar Perpetual/Leap Year
1220-2	Allowance Change Request
1250-2(7 PT)	NON-NSN Requisition Document

6041 PERTINENT PUBLICATIONS AND INSTRUCTIONS

The following is a list of publications considered to be pertinent to inventory management of general stores in afloat units:

- Afloat Shopping Guide (ASG) - NAVSUP P-4400 ¹
- COMPACFLT Requisitioning Guide COMPACFLTINST 4235.3 Series (Not required in the United States except Alaska and Hawaii, except for preparation for overseas movement.)
- Consolidated Afloat Requisitioning Guide Overseas (CARGO) - NAVSUP P-4998
- Coordinated Shipboard Allowance List (COSAL)
- COSAL Use And Maintenance Manual, NAVICPINST 4441.170A
- Depot Level Repairable Requisitioning, Turn-in and Carcass Tracking Procedures, NAVSUP P-545 ¹
- Federal Logistics Data (FEDLOG) CD-ROM
- Fleet Ballistic Missile Weapons System Master Repairable Listing (FBM MRL) (for FBM ASs and selected AGs)
- General Services Administration (GSA) Stock Catalog

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Integrated Logistics Overhaul Policy and Procedures Manual (SL-AA-PRO-010 thru 070, Vols I-VII)

Integrated Stock List (ISL) (developed during ILO)

Micro SNAP Desktop Guide

MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409 ¹

Navy Comptroller Manual, Volume 2 (except for ASR type ships)

Navy Index of Publications and Forms, NAVSUP P-2002 ¹

Navy Packaging Data, NAVSUP P-700

RSUPPLY Support Procedures User's Manual (RS-SPUM), NAVSUP P-731 (Force Level Activities)

RSUPPLY Unit User's Guide, NAVSUP P-732, (Unit Level Activities)

Ship's Maintenance and Material Management (3M) Manual OPNAVINST 4790.4 series

Servmart Shopping Guide (of supporting supply activity with a Servmart facility)

Surface Force Supply Procedures (SURFSUP) , COMNAVSURFLANT/COMNAVSURFPAC-INST 4400.1J

SNAP II Desktop Guides

SUADPS-RT Support Procedures Manual

Submarine Supply Procedures Manual, COMSUBLANT/COMSUBPACINT 4406.1(Series)

Supply Operations Manual, COMNAVAIRLANT/COMNAVAIRPACINST 4440.1(Series)

¹ Available on the Naval Logistics Library (NLL) CD-ROM, NAVSUP P-600.

Section III: PHYSICAL INVENTORY**6060 PURPOSE**

1. GENERAL. Physical inventory is a prerequisite to efficient inventory control. The primary objective of a physical inventory is to ensure that the inventory balances as reflected in stock or custody records agree with the actual physical quantities on hand. Other objectives are to:

- a. determine stock deficiencies that require replenishment;
- b. determine and reconcile all differences between physical counts and stock record balances;
- c. determine and implement controls needed to preclude recurrence of significant discrepancies;
- d. ensure that material is correctly identified, properly stowed and in apparent good condition, and that material subject to deterioration or breakage is adequately packaged and/or preserved;
- e. update location and other management data on stock records;
- f. consolidate stock items with the same stock number in one location or storeroom, where possible.

6061 TYPES OF PHYSICAL INVENTORY

1. BULKHEAD TO BULKHEAD INVENTORY. A bulkhead to bulkhead inventory requires a physical count of all stock material within the ship or within a specific storeroom or other storage area. A bulkhead to bulkhead inventory of the ship's entire stock of repair parts usually is taken during an Integrated Logistics Overhaul (ILO). A bulkhead to bulkhead inventory of a specific storeroom or other storage area is taken when a random sampling inventory of a particular storeroom or storage area fails to meet the inventory accuracy rate of 95% as prescribed in par. 6061-6c; when directed by the cognizant Type Commander incident to a Supply Management Inspection (SMI); when directed by the Commanding Officer; or when circumstances clearly indicate that it is essential to effective inventory control. Prior knowledge of specific stock numbers or individual item locations is not required for a bulkhead to bulkhead inventory of specified storerooms or other storage areas.

2. SPECIFIC COMMODITY INVENTORY. A specific commodity inventory requires the physical count of all items comprising a generic segment of material, i.e., items stocked under the same cognizance symbol or federal supply class or which support the same operational function (e.g., boat spares, electron tubes, copier repair parts, plastic waste processor spares, etc.). A complete physical inventory of stock material comprising a generic segment is taken under the same conditions as those described in par. 6061-1 for bulkhead to bulkhead inventories. Prior knowledge of specific stock numbers and item locations is required to conduct a specific commodity inventory.

3. **SPECIAL MATERIAL INVENTORY.** A special material inventory requires the physical count of all items which, because of their physical characteristics, cost, mission essentiality, criticality or other reasons, are specifically designated for separate identification and inventory control. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Physical inventory of such material is required on a scheduled basis, in accordance with the frequency criteria prescribed in par. 6062-5 for each of the special material categories. Items comprising each special category can be related to a particular element of supply management data normally entered in stock records. For example, hazardous items to be inventoried may be determined from stock records that contain a hazardous SMCC. Prior knowledge of specific stock numbers (or other material identification) and item locations is required to conduct a special material inventory.
4. **SPOT (SPECIFIC ITEM) INVENTORY.** A spot inventory is an unscheduled type of physical inventory which is taken to verify the existence, nonexistence or actual physical quantity of a specific stock item. Normally, a spot inventory is conducted when the remaining inventory quantity on the issue request document disagrees with the remaining balance on the stock record. A spot inventory also is taken to determine the on hand quantity of a particular item when requested by the Commanding Officer, a Fleet or Type Commander, a cognizant inventory manager, or other competent authority. For example, the Commanding Officer may request the physical inventory of any item that he considers to be highly essential to upcoming operations; a Fleet or Type Commander may need to have total asset visibility of a particularly critical item; or an inventory manager may request physical inventory, disposition, and report of certain items which, after distribution within the supply system, are found to be defective.
5. **VELOCITY INVENTORY.** A velocity inventory is based on the premise that inaccuracies of stock record balances for any given items increase proportionately with issue frequency, and consequently, that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory, therefore requires a periodic physical count of all stock items that experience relatively frequent demands (i.e., "fast movers"), and a physical count of items that experience infrequent or no demands (i.e., "slow movers") only when such items are issued. Periodic inventories of SIM/DBI items and post issue inventories of non-SIM/non-DBI items, as prescribed in par. 6062-2 and 4, respectively, are examples of velocity inventories.
6. **RANDOM (STATISTICAL) SAMPLING INVENTORY.** The large number of items stocked by ships and the limited availability of physical inventory personnel dictate the need for a selective type of inventory for the greater majority of stock items which are infrequently demanded (i.e., non-SIM/non-DBI). Except for the small percentage of stock items which require complete and periodic inventories (see par. 6062-2, 5 and 6), an acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count of an inventory segment is the random (statistical) sampling technique. The random sampling inventory will be used by NWCF ships only. Random sampling is normally accomplished in conjunction with SMIs or relief of the Supply Officer. A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. The sampling technique fulfills most inventory requirements and provides for selective attention to sampled stock segments that require it. Guidelines for conducting a physical inventory by the random sampling technique are as follows:

a. Size of Sample Inventory. The percentage of stock items to be inventoried annually by the random sampling technique is five percent of the total range of items carried, less the number of items that are completely and periodically inventoried, such as SIM/DBI and special category materials. For example, if a ship carries 40,000 items of which 2,000 are SIM/DBI and 600 are special category materials (e.g., classified, hazardous, etc.), the number of items to be scheduled for annual inventory by the statistical sampling techniques will be 1,870 items ($40,000 - 2,600 = 37,400 \times 5\% = 1,870$).

b. Selection of Items. All current automated information systems (e.g. SUADPS, RSUPPLY Force Level) designed for NWCF ships have the capability to produce inventory listings and inventory aids for a specified percentage of carried stock.

c. Accuracy Rate. The minimum acceptable inventory accuracy rate is 95% for the physical count. If the inventory accuracy rate is less than acceptable, and if an audit of stock records or review of unposted documents does not reconcile sufficient differences to meet the minimum accuracy rate, another sample, twice the size of the first will be selected and inventoried. If the first and second samplings collectively fail to meet the minimum accuracy rates, a total item inventory of the segment will be scheduled and completed not later than 90 days following the month in which the random sampling inventory was completed.

However, the requirement for a total item inventory of the segment may be waived when an ILO is scheduled to occur within 120 days of the date on which the second unsatisfactory random sampling inventory was completed, provided that the items comprising the segment will be included in the ILO inventory.

7. LOCATION AUDITS. The purpose of a Location Audit is to physically verify that material in storage locations agrees with location data recorded on the stock record. A well-managed Location Audit Program will improve supply effectiveness, reduce inventory effort, and improve inventory accuracy and utilization of available storage space. A location audit should be scheduled so that it is accomplished just prior to the scheduled inventory of a particular storage area. The following data will be verified during the location audit:

- a. NIIN
- b. Location,
- c. Unit of issue,
- d. Shelf-life expiration date.

8. VALIDITY INVENTORY. Similar to a Random (Statistical) Sampling Inventory, Validity inventories can be conducted on non-NWCF (end use) activities to determine the overall inventory condition. Validity inventories are not considered part of the Annual Physical Inventory Program and are normally conducted during Supply Management Inspections (SMIs) and upon the relief of a Supply Officer.

6062 SCHEDULED INVENTORY REQUIREMENTS

1. GENERAL. Although a complete physical inventory of all stocked repair parts usually is conducted during Integrated Logistics Overhauls (ILOs) periodically scheduled for most ships, there is a continuing need in every ship (whether or not it undergoes an ILO) to conduct physical inventories to the extent necessary to ensure effective control of those materials normally required to perform its mission or which, because of certain characteristics, require special management attention. The scheduled inventory requirements prescribed in the following subparagraphs are considered to be minimal for effective inventory control of stock material. Items which can be included in more than one category will be inventoried in accordance with the criteria of the category that requires the greater inventory frequency. For example, if hazardous items are inventoried annually and SIM/DBI items are inventoried semiannually, then any hazardous item that is designated as SIM/DBI will be inventoried semiannually.
2. SIM/DBI ITEMS. SIM/DBI is comprised of those stock items which experience relatively frequent demands. SIM/DBI items will be scheduled for complete physical inventory, preferably prior to a major replenishment, in accordance with the following criteria:
 - a. All ships except NWCF ships, and except for load material in NWCF ships -Semiannually (inventory to be completed within two weeks after commencement)
 - b. NWCF ships except for aeronautical material on CV, CVN, LHA, LHD - Annually. All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the United States except Alaska and Hawaii from an extended overseas deployment, in accordance with the cognizant Type Commanders instructions.
 - c. NWCF ships (load material) - During or immediately upon return to the United States except Alaska and Hawaii from each overseas deployment
3. NON-SIM/NON-DBI. Non-SIM/non-DBI material is comprised of all stock items which do not meet the frequency of demand criteria for SIM/DBI in ships. Except for items designated as special material, or unless warranted under conditions described in par. 6061-1, no complete inventory of any segment of non-SIM or non-DBI material is required. However, to provide sufficient stock record accuracy for effective inventory control, non-SIM/non-DBI material will be physically inventoried as follows:
 - a. Inventory the remaining balance of each item after each issue. If the same item is stored in multiple locations, inventory the quantity remaining in the storage location from which issued; inventory the quantities in the other locations only when the sum of the quantities indicated in the "Location" data block do not agree with the stock record balance.
 - b. All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the United States except Alaska and Hawaii from an extended overseas deployment, in accordance with the cognizant Type Commanders instructions; all other material annually, consistent with the planned inventory schedule, conduct a random sampling inventory of each segment of material in accordance with par. 6061-6.

5. SPECIAL MATERIALS. Special materials consist of those items which because of their physical characteristics, cost, mission essentiality, or other reasons, are specifically designated for separate identification and inventory control. Complete physical inventories of stocked items of special materials are required as follows:

- a. Classified items will be inventoried annually and upon each change of custodial responsibility.
- b. Security type medical supplies, such as narcotics, precious metals, alcohol, and alcoholic beverages (coded "R" in the "Notes" column of the Federal Supply Catalog, Sections C65--IL) will be inventoried quarterly and upon each change of custodial responsibility. Other controlled medical items, such as barbiturates, antibiotics, nonalcoholic/non-narcotic excitant or stupeficient drugs, surgical and dental instruments, and drugs or other substances (coded "Q" in the "Notes" column of the Federal Supply Catalog, Sections C65--IL) will be inventoried semiannually.
- c. Depot level repairables will be inventoried annually and immediately upon return to the United States (except Alaska and Hawaii) from an overseas deployment. All repairables identified as excess will be turned in to the nearest ashore supporting activity or as directed by the Type Commander.
- d. Presentation silver sets appraised at \$90,000 or more will be inventoried annually. Sets appraised below \$90,000 will be inventoried during each odd numbered year (see par. 8131) and upon change of custodian.
- e. Flight clothing will be inventoried quarterly and upon change of custodian.
- f. Deteriorative shelf-life items, other than those included in items 1-4, are not required to be periodically inventoried, but will be screened as often as necessary to ensure timely utilization or transfer prior to their shelf-life expiration dates (see par. 4664).
- g. Organizational issue material and special clothing will be inventoried in accordance with Type Commander directives.
- h. Material identified as Q-in-use will be inventoried quarterly.

6. STOCK MATERIAL IN DEPARTMENTAL CUSTODY. When supply department stocks of consumables and/or repair parts are stored in spaces controlled by other department heads, such material will be inventoried in accordance with par. 6062-2, 4 and 5. The inventory will be conducted jointly by supply department personnel and departmental custodians.

6063 NONSCHEDULED INVENTORIES

Nonscheduled inventories are those that are unexpectedly required incident to significant stock record inaccuracies discovered during an issue process, a random sampling inventory, or a Supply Management Inspection (SMI). Nonscheduled inventories also include those that are occasionally required of certain items when and as requested by an inventory manager, a Fleet or Type Commander, the Commanding Officer, or other authority. Spot inventories (see par. 6061-4) are examples of unscheduled inventories. Bulkhead to bulkhead inventories of specified storerooms and specific commodity inventories (see par. 6061-1 and 2) also are examples of unscheduled inventories when required as the result of an unsatisfactory random sampling inventory or Supply Management Inspection. Although unscheduled inventories cannot be planned nor included in fiscal year inventory schedules, the estimated effort required for such inventories must be considered in the fiscal year inventory program and in the assignment of supply department resources.

6064 PHYSICAL INVENTORY SCHEDULES

1. GENERAL. Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule will be prepared by the Supply Officer prior to the commencement of each fiscal year and will conform to the material categories and applicable inventory frequency criteria described in par. 6062. For each segment of items listed, the physical inventory schedule (see sample on following page) will indicate the number of items to be inventoried, the applicable storeroom(s) or other storage area(s), and the inclusive dates between which the inventory of each segment is to be accomplished. Also, it will include a column for recording the stock records accuracy rate for each completed inventory (see par. 6072).

2. SCHEDULING. Physical inventories should be scheduled to permit accurate and timely physical counts, preliminary and causative research, and posting of records. Frequent inventories of a small range of items are preferable to less frequent inventories of a large range of items. Physical inventories should be conducted at a time when storeroom transactions can be frozen, except for emergency issues. For stock material in departmental custody, the inventory schedule will reflect the time frames jointly determined by the Supply Officer and the respective department heads. The Supply Officer will exercise maximum controls to adhere, as closely as possible, to the inventory schedule. If an inventory is accomplished during inclusive dates which differ from those indicated in the inventory schedule, line out the scheduled inventory date(s), and write in the actual inventory date(s). Following the physical inventory, controls should be implemented to preclude recurrence of significant discrepancies.

SAMPLE PHYSICAL INVENTORY SCHEDULE

PHYSICAL INVENTORY SCHEDULE FY 2005				
INVENTORY SEGMENT	NO. OF ITEMS	STOREROOM(S)/ OTHER SPACES	INCLUSIVE DATES	ACCURACY RATE %
SIM/DBI	322	C, D	10/1-10/7/04	
BULKHEAD MOUNTED SPARES	4	MER1, AUX2	11/1/04	
CLASSIFIED MATERIAL	2	A	1/5/05	
PRESENTATION SILVER	95	WARDROOM	2/15-2/25/05	
ORGANIZATIONAL CLOTHING	25	C	3/1-3/5/05	
SIM/DBI	322	C, D	4/15-4/22/05	
BULKHEAD MOUNTED SPARES	4	MER1, AUX2	5/1/05	
DEPOT LEVEL REPAIRABLES	1189	A, D	6/10-6/20/05	
ORGANIZATIONAL CLOTHING	25	C	9/1-9/5/05	
				<i>M. J. Burr</i>
				M. J. Burr, LCDR,SC,USN Supply Officer

6065 INVENTORY PERSONNEL

1. GENERAL. The Supply Officer is responsible for the proper physical inventory of stock material in supply department custody and will provide advisory assistance relative to the physical inventory of stock material and presentation silver in the custody of other departments. Materials in supply department custody will be inventoried by qualified personnel assigned by the Supply Officer. Such assignments will be based on consideration of the knowledge and experience or training of individuals in relation to the size and/or complexity of the task to be accomplished in conformance with the inventory schedule. Unless personnel resources permit adequate training and constant utilization of selected inventory teams, inventories normally will be taken by the material custodians, provided they are considered to be properly qualified and provided the nature of the material does not require inventory by the Supply Officer personally or by a specifically designated person (e.g., certain classified material, precious metals, alcohol, narcotics, and other sensitive or highly pilferable items). Other department heads will assign inventory tasks of their respective departments to reliable personnel who will discharge their assignments consistent with supply department inventory procedures and/or guidance from the Supply Officer.

2. QUALITY ASSURANCE. A quality assurance team may be established consisting of a permanent group of trained personnel who will verify the accuracy of physical inventories and location audits after they are performed. The team will sample five percent of the inventoried material. The accuracy of the physical count should be 95 percent and 98 percent for the location audit. If these goals are not reached, the physical inventory should be repeated.

6066 PREPARATION FOR INVENTORY

1. STOCK RECORDS. Before performing an inventory, all outstanding receipt and issue transactions, suspense items, overdue receipts, and pending issues must be processed. Additionally, overaged stock requisitions should be reviewed and reconciled.

2. STOCK ARRANGEMENT. Prior to a physical inventory, materials comprising the stock segment to be inventoried should, when practicable, be inspected and arranged by supply department storekeepers or departmental custodians to ensure that:

- a. loose units of small items are packaged in standard bulk lots;
- b. all items are properly marked, labeled, tagged, or otherwise clearly identified;
- c. cartons and other containers are stowed with labels or other identifying information plainly visible;
- d. uniformly sized packages of identical units are stacked in rows and tiers to expedite counting (e.g., boxes of screws, nuts, bolts, padlocks, etc.);
- e. containers with broken seals and full counts of originally packaged quantities are resealed;
- f. multiple locations are reduced.

3. INVENTORY LISTINGS. Inventory listings authorized for conducting inventory counts of stock material include automated or manually prepared listings. As a minimum, inventory listings will contain the following information for each item:

- a. national item identification number (NIIN) or part number;
- b. brief item description
- c. unit of issue;
- d. all storage locations
- e. space to record inventory counts

When conducting scheduled inventories using an AIS, the Storeroom listing and Supervisor's listing should be produced. The Storeroom listing will contain a blank space to record the actual quantity inventoried by inventory personnel. The Supervisor's listing will contain the stock record quantity.

4. ADVANCE NOTICE. At least one week prior to a scheduled inventory of stock material, the Supply Officer will publish an official notice of the particular segment of stock to be inventoried and the inclusive dates between which the inventory will be taken. The notice also should include a statement to the effect that while the prospective inventory is in progress, issues of items included in the material segment under inventory will be restricted to emergency requirements.

5. EMERGENT ISSUES. When emergent issues occur during a scheduled inventory, the issue request document will be annotated to show "Issue made during inventory" in order to assist in reconciling quantity mismatches.

6067 COUNT PROCEDURE

1. GENERAL. All inventories (with the exception of spot inventories) will be conducted using the "Count/Recount" method. Complete and correct item counts are basic to the physical inventory which, in turn, results in greater stock record accuracy, better inventory control, and increased supply effectiveness. Therefore, to preclude avoidable recounts or research, inventory personnel will ensure that the total quantity of each item is determined as accurately as possible during the initial count of a scheduled inventory. Inventory aids such as tape measures, scales, equivalency tables, and wire/rope/cable measuring devices will be used when available. Inventory personnel are authorized to open sealed containers when necessary for item identification and/or quantity verification, except that preservation packaging will not be broken without approval of the Supply Officer. All opened containers will be resealed after the identification and count have been determined and externally marked on each container. Each container so marked will be dated and initialed by the person who verified its contents. In conducting the inventory, inventory personnel will proceed from location to location in predetermined sequence, and will ensure that:

- a. each item is legibly identified by an appropriate stock number or part number, and that each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning, as appropriate;

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- b. each unit of each item is inspected for material condition, and that any quantity apparently unfit for issue or in need of repackaging is recorded as such;
- c. each item is carefully counted, weighted or measured, as appropriate, and that the quantity inventoried is legibly recorded in the inventory listing. (If the same item is stored in multiple locations, the quantities in all locations will be recorded; however, consolidated storage of such items will be achieved when possible);
- d. quantities and units of issue recorded in inventory listings are compatible (e.g., if 100 bearings are counted, record 50, not 100, if the unit of issue is PR);
- e. a tag, label, or card, annotated with the inventory quantity and date, is attached to each reel or container from which an item is issued in a unit of measure (e.g., foot, pound, gallon, etc.) in order that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container;
- f. a zero (0) is recorded as the on hand quantity inventoried for stock items not located in designated storage locations or the immediate vicinity;
- g. the prerecorded location is lined through and the actual physical location and inventoried quantity is entered for stock items located in a storage location other than the prerecorded location (If it is impracticable to restow it in the prerecorded location);
- h. when deemed advisable by the Supply Officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been taken and verified.

6068 REVIEW OF INVENTORY LISTINGS

- 1. GENERAL. Promptly upon completion of the physical inventory of a material segment, and prior to posting the inventory to the Automated Information System (AIS), the storeroom inventory listings will be reviewed by inventory personnel to ensure that:
 - a. all items scheduled for inventory either have been counted or have been verified as nonexistent;
 - b. quantities counted are legibly recorded and compatible with related units of issue;
 - c. "added" items are adequately identified and legibly recorded;
 - d. any remarks are legibly entered and explicitly stated;
 - e. inventory listings are dated and initialed.

6069 RECONCILIATION OF INVENTORY LISTINGS AND STOCK RECORDS

- 1. POSTING INVENTORY COUNTS. Upon receipt of inventory listings from inventory personnel, the leading storekeeper will insure that:
 - a. all manual entries are legible;
 - b. all annotated remarks are clearly understood;
 - c. any obvious omissions or inconsistencies are reconciled immediately by the responsible inventory personnel.

2. **POSTING INVENTORY FIRST COUNTS.** Once the physical inventory has been conducted and the inventory listings reviewed for accuracy, the inventory will be posted to the AIS to reconcile the inventory counts and stock records. If the physical inventory count and the stock record are in agreement, the inventory flag is cleared and the date item inventoried (date posted) is recorded to the stock record. If the physical inventory count and the stock record do not match, a second count inventory listing will be created to aid in inventory reconciliation.

3. **RECONCILING QUANTITY DIFFERENCES.** All items on the second count inventory listing should be reviewed and the following action taken prior to conducting the physical second count:

a. review all issue documents for emergent issues during a scheduled inventory. If the emergent issue is determined to be the cause of the quantity mismatch, add the emergent issue quantity to the initial count quantity and record this amount for the second count. All emergent issues made during a scheduled inventory should not be posted until the scheduled inventory is complete.

b. review all unposted receipts for material that was received and stowed in a recorded location creating a quantity mismatch.

c. review the outstanding requisitions listing (NIIN sequence) for stock dues with overaged shipping status for all gains by inventory (GBI). If the outstanding requisition with overaged shipping status quantity matches the GBI quantity, prepare a dummy receipt and post the receipt.

4. **POSTING INVENTORY SECOND COUNTS.** After the above actions have been taken and a quantity mismatch still exist, conduct the inventory second counts in the following manner:

a. have an inventory person other than the person who conducted the initial count perform the second count, if possible;

b. check all stowage locations above, beside and below the indicated stowage location.

Once the second counts are complete, post the second count results. All quantity mismatches that still exist will result in a Loss by Inventory (LBI) or Gain by Inventory (GBI). The inventory flag will be cleared and date item inventoried is recorded to the stock record.

6070 GAINS AND LOSSES AND PENDING SURVEYS

1. **GAIN OR LOSS BY INVENTORY.** Gains by Inventory (GBI) and Losses by Inventory (LBI) will be recorded on the GBI/LBI listing produced by each AIS. These listings are required to be printed on a monthly basis and signed by the Supply Officer.

2. **PENDING SURVEYS.** Inventory gains and losses that meet the criteria for survey will be recorded on the pending stock survey listing for each AIS. Gains and losses meeting the survey criteria (see par. 5126) will use an approved DD Form 200 as supporting documentation for the gain or loss. An expenditure number must be assigned to the DD Form 200. The DD Form 200 will be distributed in accordance with par. 5128-2. Once the expenditure number has been assigned, the gain or loss will be removed from the pending stock survey listing.

6072 STOCK RECORDS ACCURACY RATE

1. GENERAL. Upon completion of a scheduled inventory and after the stock records have been reconciled, the inventory listings will be reviewed to determine the number of items inventoried and the number of errors which had to be corrected or adjusted in the related stock records. The stock records accuracy rate then will be computed in accordance with par. 2. As a minimum, an accuracy rate of 95 percent is considered to be acceptable.

2. COMPUTATION OF ACCURACY RATE.

(1) Determination of Errors. All quantity and location differences determined from physical inventory will be adjusted in stock records. However, the differences to be considered as errors in computing the inventory accuracy rate are as follows:

- (a) each location difference,
- (b) each quantity difference.

As inventory differences are related to individual stock records, a location error and a quantity error in the same stock record will be counted as only one error in computing the inventory accuracy rate. Changes in cognizance symbols, stock numbers, units of issue, unit prices, management codes, etc., determined to be required as the result of physical inventory, are not to be considered as errors in computing the inventory accuracy rate.

(2) Mathematical Computation. To compute the inventory accuracy rate, subtract the number of inventory errors from the number of items inventoried; then divide the difference by the number of items inventoried. For example, if the number of items inventoried is 375 and the number of inventory errors is 18, the accuracy rate is determined as follows:

$$375 - 18 = 357$$

$$357 \div 375 = .9520 \text{ which} = 95.2\% \text{ accuracy rate}$$

3. RECORDING OF ACCURACY RATE. The accuracy rate percentage will be recorded in the "Accuracy Rate Percentage" column of the physical inventory schedule. If the accuracy rate is less than the acceptable minimum of 95 percent, the Supply Officer immediately will initiate such remedial actions as are necessary to ensure more effective maintenance of the stock records.

6073 DISTRIBUTION OF INVENTORY LISTINGS

1. INVENTORY LISTINGS. After the stock records have been reconciled and the stock records accuracy rate (for scheduled inventories) has been determined and recorded in accordance with par. 6072, inventory listings will be placed in an appropriately labeled folder or binder and filed in a location which the Supply Officer considers to be most convenient for ready reference (listings will be retained until completion of the next scheduled Supply Management Inspection (SMI)).

6074 DISPOSITION OF NRFI MATERIAL

When on hand NRFI stock material is expended as a loss by inventory, the damaged, deteriorated, or overaged material will be removed from its storage locations and disposed of as directed by the Supply Officer. If the material is a DLR item that is not completely destroyed, the disposition instructions in the DD Form 200 should be "Transfer to the nearest ATAC HUB or NODE in accordance with par. 8323".

Section IV: MINIATURE/MICROMINIATURE (2M) FIELD AND DEPOT LEVEL REPAIRABLE ITEMS**6138 CONTROL OF MINIATURE/MICROMINIATURE (2M) FIELD AND DEPOT LEVEL REPAIRABLE ITEMS**

1. MATERIAL IDENTIFICATION. Future SM&R Codes will designate progressive Depot Level Repairables (DLRs) on allowance documents by use of a sixth digit. These codes should not be interpreted as prohibiting repair attempts by ships force, BFIMA or Regional Maintenance Center(RMC)/Fleet Maintenance Activity (FMA). The progressive repair concept requires SM&R codes to be viewed as guides, not lack of authorization. For identification of FLR's, see par. 3262-2. 2M items will be repaired in accordance with the Joint Fleet Maintenance Manual (COMLANTFLT/COMPACFLTINST 4790.3 series).

2. Supply Officers are authorized to delay issue, requisitioning, or NRFI carcass turn-in for up to 72 hours for items that are attempting to be repaired by the 2M work center, RMC or Fleet Maintenance Activity (FMA).

a. Storeroom Item non-emergent requirement. Material request for storeroom items, where the NRFI carcass is a 2M candidate and the requirement for the storeroom item is not emergent for mission essential equipment, the issue will be delayed for 72 hours while the 2M work center or FMA attempts to repair the NRFI carcass. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to effect the repair of the equipment.

b. Storeroom Item emergent requirement. Material request for storeroom items, where the NRFI carcass is a 2M candidate and the requirement for the RFI storeroom item is emergent for mission essential equipment, the issue will be made and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is able to repair the item, the 2M work center or FMA will certify the item as RFI and the item will be placed in stock to fill the storeroom deficiency created by the issue. The original issue will be reversed. This will reconcile the physical on-hand quantity and the stock record, and credit the requesting department the original cost of the stock item.

c. Not Carried (NC)/Not-in-Stock (NIS) Item non-emergent requirement. Material request for NC/NIS items, where the NRFI carcass is a 2M candidate and the requirement for the NC/NIS item is not emergent for mission essential equipment, requisitioning will be delayed for 72 hours while the 2M work center or FMA attempts to repair the NRFI carcass. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to effect the repair of the equipment. The material request will be cancelled.

d. Not Carried (NC)/Not-in-Stock (NIS) Item emergent requirement. Material request for NC/NIS items, where the NRFI carcass is a 2M candidate and the requirement for the RFI item is emergent for mission essential equipment, the item will be requisitioned and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to effect the repair of the equipment. Every attempt will be made to cancel the outstanding DTO requisition.

2. RFI and NRFI TURN-IN PROCEDURES. Items certified RFI per the policy delineated in this manual will be returned to stock and the material requirement/issue canceled in supply records. If stock replenishment has already been initiated or the direct turnover requisition is still outstanding then attempts will be made to cancel the outstanding requisition. If the requisition cannot be canceled and stock is increased over allowances, then the following specific procedures apply:

a. DLRs returned NRFI from 2M stations will be turned in using document identifier BC1, the document number of the replacement requisition and the OPNAV 4790.2K documenting the failure.

b. EXCESS RFI DLRs will be turned into MTIS as "A" condition. Carcass tracking will be cleared by turn-in documentation with DD Form 1348-1A using a D6A Document Identifier with a designation of "C" in Card Column 72.

c. FLRs returned NRFI from 2M stations will be disposed of in accordance with SM&R Codes.

d. FLRs returned RFI from 2M stations will be packaged and labeled per par. 3263 and returned to stock per shipboard allowance if a stock issue was made and the original NRFI was repaired by the 2M work center.

3. 2M USAGE REPORTING. Failed CCAs/EMs returned to operating systems as a result of 2M repair rather than by supply issue/requisitioning constitute usage and will be documented by submission of Document Identifier (DI) DHA.

Section V: TOTAL ASSET VISIBILITY REPORTING PROCEDURES

6145 PROCEDURES FOR SUBMITTING INVENTORY REPORTS FOR CENTRALIZED CONSOLIDATION

1. TOTAL ASSET VISIBILITY (TAV). NAVSUP Headquarters maintains a centralized database providing total asset visibility of retail and end-use material onhand at afloat activities. Afloat TAV databases, including the Force Inventory Management Analysis Reporting System (FIMARS) application, is available through NAVSUP's 'One Touch' support system. One Touch provides on-line inventory visibility by NIIN and access to FIMARS WEB ATAV (through the real time Stock Check option). This visibility is crucial to supply system responsiveness by ensuring that high priority requirements can be sourced under limited stockage conditions. Accordingly, this database must be regularly maintained by all activities by processing Force Inventory Transmission System (FITS) downloads. The FITS process varies between AISs (e.g. Force Inventory Transmissions, Force Inventory Drawdowns, Auto FITs). Regardless of the AIS or naming conventions, all AISs process FITS data the same. Regular updates help to ensure visibility of inventory range and depth of all Fleet activities. FIMARS WEB ATAV can be queried by material expeditors and all fleet activities in their attempts to fill outstanding material requirements which are not sourced locally.

2. INVENTORY REPORTING POLICY. All afloat units, all NWCF units and MALS will submit updates to FIMARS twice monthly (on the 10th and 25th) via procedures outlined below. Type Commanders may direct more frequent reporting to improve data integrity; or, under extenuating circumstances (e.g., special deployment, ship out of reporting status), may direct a minimum of monthly update reporting.

3. INVENTORY REPORTING PROCEDURES. As required, activities will engage the Force Inventory Transmission System (FITS) to draw down and process their material inventory update reports. Subsequently, FITS updates will be transmitted into FIMARS via WINSALTS software following the FITS file menu (or other automated submission procedures in use at the time by the activity).

Part B: INVENTORY CONTROL

Section I: INTRODUCTION

6165 SCOPE

Instructions herein are applicable to all ships, including provisions stores ships (T-AFS) (except for load material under NWCF). The instructions are designed and organized to provide for effective inventory management of maintenance assistance modules, repair parts and consumables required for the support of shipboard spaces and hull, mechanical, electrical, ordnance, and electronic equipment (installed or portable). Material commodities specifically excluded from these instructions are ships store stock, subsistence, ammunition, medical stores, publications, nuclear weapons support material, aeronautical, photographic, and meteorological material, and bulk fuels and bulk lubricating oil. Instructions applicable to the inventory management of Hazardous Material, Presentation Silver, Depot Level Repairables, and Fuel are contained in Chapter 8.

6167 RESPONSE TIMES

The following chart shows the maximum response times for processing issues or requisitioning material and will be adhered to as closely as possible:

Material on board

<u>Urgency of need designator (UND)</u>	<u>Process and issue time</u>
A	1 hour
B	2 hours
C	24 hours

Material not on board

<u>Priority designator (PD)</u>	<u>Requisition preparation time</u>
01-08	2 hours
09-15	24 hours

6168 SELECTED ITEM MANAGEMENT (SIM)/DEMAND BASED ITEM (DBI)

1. SIM/DBI CONCEPT. Selected Item Management (SIM)/Demand Based Item (DBI) is an inventory control principle which focuses management attention on the small percentage of items that experience the majority of demand. Inventory management of items designated as SIM/DBI requires:

- a. close and continuing attention;
- b. semiannual inventory;
- c. verification or update of pertinent management data in stock records upon receipt of a new FEDLOG and/or processing of monthly change notices;
- d. stock replenishment based on demand and in accordance with TYCOM policy.

2. FREQUENCY AND DEMAND. Under the SIM/DBI concept, action points (High Limit/Requisitioning Objective and Low Limit/Reorder Point) are set based on the frequency and demand. Frequency is defined as the number of times an item is requested. Demand is defined as the quantity of items requested with each frequency.

3. LEVEL SETTING. Initial stock levels (High Limit/Requisitioning Objective and Low Limit/Reorder Point) are based on applicable allowance quantities (see paragraph 6003). Level Setting is an automated process that reviews all stock records and computes an Average Monthly Demand (AMD) based on recorded frequency and demand information. Based on the frequency and demand, and the TYCOM established Demand Parameters, the Level Setting program will designate qualifying items as SIM/DBI and sets the action points accordingly. SIM/BDI items that no longer meet the criteria for SIM/DBI will be converted to Non-SIM/DBI by the Level Setting process. Level Setting will be processed periodically in accordance with TYCOM directives.

4. REGISTERING DEMAND. Since frequency of demand relates to a specific time frame, it is necessary to consider when each demand is registered. To facilitate reviews of demand frequency, demands for stock items and demands for not carried (NC) items are registered differently, as explained in the following subparagraphs.

- a. Stock Items. Demand for a stock item is registered when the requested item is issued and the issue has been posted in the stock record. When the requested quantity is totally NIS, the demand is not registered until the item has been requisitioned.

When the requested item is partially NIS, the demand is registered when the partial quantity is issued, the issue is posted and the remaining quantity is requisitioned for DTO. Whenever partial quantities are involved, all issues applicable to the same requirement are collectively considered as one demand (see par. 6211-5b).

- b. NC Items. Demand for an NC item is registered when the requested item is requisitioned. If the requested item is requisitioned and the total quantity requisitioned is subsequently canceled because the requirement no longer exists, the previously registered demand is nullified.

5. DESIGNATION OF SIM/DBI ITEMS. SIM/DBI items are items which have experienced a frequency of demand two or more times within the past six months. Not carried (NC) items and items initially designated as NON-SIM/DBI items will be designated as SIM/DBI items by the Level Setting process after the second demand of a recurring nature within the required time frame. Depot Level Repairable (DLR) items are fixed allowance items and therefore not authorized to be stocked as SIM/DBI, regardless of the frequency of demand. Therefore, when the currently allowed quantities of such items need to be revised incident to increased/decreased demand, authorization for the required changes must be requested in accordance with par. 2105.

6. ITEMS THAT NO LONGER QUALIFY AS NON-SIM/DBI ITEMS. When an item no longer meets the frequency of demand criteria for a SIM/DBI item (see par. 6168.6), it will be converted to a NON-SIM/DBI item. At the time Level Setting is processed, any SIM/DBI item which has had no demand during the TYCOM prescribed Retention Period will be redesignated as a NON-SIM/DBI item.

6169 STOCKING POLICY - REPAIR PARTS

1. RECORDS. The Supply Officer will maintain a stock record for each stocked repair part on board. The supply department will exercise control of stocked repair parts in the custody of other departments through custodians appointed by the department heads controlling the spaces in which the repair parts are stored. Demand data will be maintained for all NC repair parts ordered for DTO. All the above are normally accomplished by an Automated Information System (e.g. SNAP, RSUPPLY, Micro SNAP).

2. SIM/DBI ITEMS. Repair parts designated as SIM/DBI items will be stocked to achieve an average endurance level of 75 days, as prescribed in par. 6003.

3. NON-SIM/DBI ITEMS. Repair parts designated as NON-SIM/DBI items will be stocked to the allowance quantity except when otherwise prescribed by the TYCOM.

4. NC ITEMS. Each request for an NC repair part will be verified to ensure that the item is identified properly and that the parent equipment is supported in the COSAL. If the parent equipment is not supported in the COSAL, the equipment must be validated. All requests for NC items are automatically reported to the cognizant In-Service Engineering Activity (ISEA)/Technical Support Activity (TSA) for technical review and resolution via the 3M Up-Line Report. NC items having no allowance will not be ordered for stock except under the following conditions:

a. When an NC item receives two or more demands of a recurring nature within a six month period, the item may be procured, stocked, and managed as a SIM/DBI item in accordance with par. 6168.

b. When an NC item does not meet the frequency criteria to qualify as SIM/DBI in par. 6069.a, the item may be procured for stock only after submission and approval of an Allowance Change Request (NAVSUP Form 1220-2) in accordance with par. 2105. However, if the item is required to be stocked prior to approval of the NAVSUP Form 1220-2, a request for a minimum quantity (usually one) may be forwarded to the TYCOM for approval.

5. NUCLEAR PROPELLED SUBMARINES (SSN) AND NUCLEAR PROPELLED FLEET BALLISTIC MISSILE (FBM) SUBMARINES (SSBN/SSGN). The Supply Officer will maintain stock records for all FBM weapons and navigation systems repair parts and for SSN navigation system repair parts, including any operating space items (COSAL Part III Section B) that are of a repair part nature, even though such items may be held by cognizant department heads. Replenishment by department heads will be through the Supply Officer on a one for one basis.

6. REACTOR PLANT SUPPORT MATERIAL. The Supply Officer is responsible for all Reactor Plant support material (Q COSAL) except controlled equipment items. Stock levels for this material will be maintained at 100% of the allowance on hand or on order at all times.

6170 STOCKING POLICY - CONSUMABLES

1. GENERAL. Only certain afloat activities will stock consumable items. Except for bulky items which must be replenished frequently due to inadequate shipboard storage space, consumables will be procured to maintain the average endurance levels prescribed in par. 6003; i.e., 75 days average endurance for equipment related consumables, and 30, 45, 60, or 75 days average endurance (as designated for each ship type) for non equipment related (general use) consumables. Normally, only consumables that qualify for SIM/DBI designation, and for which supply department storage space is adequate will be considered for stocking. Consumables generally will be ordered for DTO, but may be stocked if justified on the basis of mission essentiality or health and comfort. In small ships having extremely limited supply department storage space, all consumables normally will be ordered for DTO, rather than for stock.

6171 STOCKING POLICY - PRE-EXPENDED BIN (PEB) MATERIAL

1. CRITERIA. PEB material consists of low cost, frequently used maintenance related items which are pre-expended from supply department stock and stored in departmental work centers for ready accessibility to maintenance personnel. Normally, only NWCF activities will maintain PEB material. Department heads will designate the work center(s) in which the PEB(s) will be located. The Supply Officer and department heads jointly will develop a list of the items and quantities to be pre-expended. The Supply Officer will set the PEB indicator on all stock records for items maintained as PEB. PEB material will be replenished by the petty officer designated by the department head in whose space the PEB is located. To ensure that only authorized items and minimum quantities are pre-expended from supply department stock, the following criteria are prescribed:

a. Only maintenance related SIM/DBI items will be pre-expended; non maintenance related SIM/DBI items and non-SIM/DBI items will not be pre-expended.

b. The item must have three demand frequencies per month in the work center to qualify for PEB. (Demand frequency, in this case, does not necessarily refer to the number of times that an item is requested from the supply department, but rather to the number of times that an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the supply department but may represent several applications to different maintenance jobs.

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c. Quantities will be limited to one month usage, except for items such as frequently used bolts, nuts, and screws when the standard unit of issue (e.g., gross) may exceed maintenance requirements for one month.

d. The unit price will be limited to \$50 or less. However, Type Commanders may increase the PEB unit price limit to \$150.

e. Repairables (DLRs/FLRs) or "critical" items (see Glossary), will not be pre-expended.

f. Supply department stock in the custody of other departments will not be pre-expended.

g. Items with Controlled Item Inventory Codes (CIIC) will not be pre-expended.

h. Items with assigned Issue Restriction Codes for which issue approval must be provided by the Cognizant ICP, Systems Command or higher Navy authority will not be pre-expended.

i. Items with assigned Storage Codes indicating a requirement for specialized storage facilities (e.g., hazardous/flammable items) will not be pre-expended.

j. Items with assigned Special Material Content Codes will not be pre-expended.

2. QUARTERLY REVIEWS. On a quarterly basis, the Supply Officer will review the list of PEB items. When the PEB item no longer qualifies as SIM/DBI or meets the criteria in par. 6171.1, the Supply Officer will request the department head concerned to delete the unqualified item from their duplicate list, and to return any on hand quantity of the item to supply department stock. Conversely, if a not listed SIM/DBI repair part has experienced sufficient frequency of demand to qualify as PEB material, the item will be brought to the attention of the using department head(s) so that, if desired, it may be added to the duplicate list and requested as PEB material. The Supply Officer's list of PEB items will be revised, as necessary, to reflect all changes made in duplicate lists.

6172 STOCKING POLICY - MAINTENANCE ASSISTANCE MODULES (MAMS)

1. GENERAL. MAMs consist of those items identified in the COSAL by assignment of Allowance Note Code "N". The Supply Officer will maintain a stock record for each MAM authorized on board. Replenishment by department heads will be through the Supply Officer on a one for one basis. When necessary, cognizant departments will initiate maintenance actions/work candidates to report consumption and/or to initiate replenishment of missing items for which replacements were not requested.

6173 EXCESS STOCK

1. GENERAL. In the current era of rising costs and funding constraints, the identification and purging of excess stock has become an increasingly more important inventory control function. Excess repair parts should be identified and purged from shipboard stock in accordance with TYCOM directives. In all instances of excess stock dues, the Supply Officer will initiate immediate action to cancel or reduce the quantities in any applicable outstanding requisitions for which shipping status has not been received.

Section II: RECORDS AND FILES

6186 STOCK RECORDS

1. STOCK RECORDS. All AIS have the capability to maintain electronic stock records. Stock records will be maintained for all NIINs with COSAL allowances; all NIINs with on-hand quantities and/or stock dues; and all NIINs without on-hand quantities and/or stock dues will be maintained until the Level Setting process removes the stock record due to insufficient demand. All stock records will contain all allowance quantities for all allowance types, all storage locations and on-hand quantities and all management data required to maintain inventory control.

2. DATA ELEMENTS. Minimum mandatory data elements for the electronic stock record cards will include:

<u>Data Elements</u>	<u>Explanation</u>
NSN/PN	National Stock Number and/or part number
SMIC	Special Material Identification Code (if applicable)
Cog	Cognizance Symbol (See appendix 18)
MCC	Material Control Code (Mandatory entry for repairables. See appendix 9I)
UI	Unit of Issue (See appendix 19)
Nomenclature	Noun name of item
UP	Unit Price
NUP	Net Unit Price (Mandatory entry for MCC E, G, H, Q and X)
Locations	Each location in which item is stored
OH Qty	Total number of items on-hand
Allowance Type	Allowance type of the item
Allowance Qty	Allowance quantity for each allowance type
HL/RO	High Limit or Requisitioning Objective
LL/RP	Low Limit or Reorder Point
LMC	Local Management Code (if applicable)
TSC	Type Storage Indicator (if applicable)
SLC	Shelf Life Code (if applicable)

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<u>Data Elements</u>	<u>Explanation</u>
ERC	Equipment Repair Code E – Equipage R – Repair Parts C – Consumables S – Equipage (signature required)
ARRC	Automatic Reorder Restriction Code (if applicable)
SLAC	Shelf Life Action Code (if applicable)
PMIC	Precious Metal Indicator Code (if applicable)
SMCC	Special Material Content Code (if applicable)
Demil	Demilitarization Code (if applicable)
IRC	Issue Restriction Code (if applicable)
RIP	Remain In Place (if applicable)
CIIC	Controlled Item Inventory Code (if applicable)
FILL	Checked if the item is available on the Fleet Issue Load List
Limit	Checked to limit movement of the action points (RO/RP) during the Level Setting process
PEB	Checked if the items is a Pre-Expended Bin item
MSP	Checked if the item is a Maintenance Support Package item
No Drop	Checked if the stock record is not to be removed by the Level Setting process regardless of recorded demand
Round Ind	Checked to round a requisition quantity to the nearest case quantity
SEAMART	Checked if the item is an available SEAMART item
DIE	Date Item Established
DINV	Date Item Inventoried
DLP	Date Last Processed
Note:	<i>Stock records and stock record data will vary depending on the AIS in use.</i>

6187 INVENTORY LOCAT OR LISTINGS

1. GENERAL. Stock Locator Listings are used in the event of system failure to allow storeroom personnel to locate and issue stock items. These listings will be produced at least quarterly and placed in the storeroom(s). Each AIS has the capability to produce a Stock Locator Listing in NIIN or Location sequence.

6188 DOCUMENT FILES

1. GENERAL. The document files described in the following paragraphs are prescribed as minimum for effective inventory control. These document files refer to the hard copy files retained to support electronic records on the AIS. These files can be used for causative research, or to aid in database restoration in case of system failure or data loss.

2. MATERIAL RECEIPT FILE. The Material Receipt file provides a record of completed procurement actions. Copies of all receipt documents (1348-1A, or other receipt documents) will be retained for the current and prior two fiscal years in Julian Date and Document Number sequence.

3. ISSUE FILE. The Issue file provides a hard copy of each picking ticket (DD1348-1A) or plain paper issue document (NAVSUP Form 1250-1) with signature receipt for issues made from onboard stock. The Issue file will be kept in Julian Date sequence and can be discarded after printing the monthly automated Issue Listing.

4. EXPENDITURE FILE. The Expenditure file provides a record of all expenditure documents other than issue documents. The original (or copy, if other disposition of the original is required in accordance with Chapter 5) of each DD Form 1348-1A, DD Form 1149, DD Form 200, or other expenditure document used for the transfer or survey of material. Expenditure documents will be filed in Julian Date and Expenditure number order and will be retained for the current and two prior fiscal years.

5. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File provides a record of material receipt documents for material that was not requisitioned by the activity. These miscellaneous receipts will be filed in Julian Date order and retained for the current and two prior fiscal years.

6. DEPOT LEVEL REPAIRABLES (DLR) SUSPENSE FILE. The DLR Suspense File is used as a "tickler file" to ensure that departmental turn-ins of Remain-in-Place (RIP) NRFI DLR items are promptly received and shipped to the nearest ATAC HUB or NODE. At a minimum, the DLR Suspense File will contain a skeletonized DD Form 1348-1A and a copy of the work center 2 Kilo for each RIP requisition. The DLR Suspense file will be maintained by Julian date/ document number sequence and processed in accordance with par. 8323 when the NRFI RIP carcass is turned in to the supply department for shipment to the ATAC HUB or Node.

Section III: ISSUE CONTROL**6205 SCOPE**

Paragraphs 6206-6212 prescribe procedures for preparing, processing, and distributing issue documents. Detailed instructions relative to expenditure documents for inventory losses of stock material are contained in pars. 6070-6071. Detailed instructions relative to transfers are contained in Chapter 5, except for related stock record posting procedures that are described in par. 6213.

6206 ISSUE DOCUMENT

1. **GENERAL.** All issues of stock material requisitioned as DTO and all chargeable services will be recorded on a picking ticket (DD Form 1348-1A), or plain paper issue document (NAVSUP Form 1250-1). Regardless of the actual form used, all documents will be referred to in this section simply as issue documents.
2. **DISTRIBUTION.** Distribution of the issue document is determined by the type of transaction or circumstance to which it applies.
 - a. **Storeroom Issue document:** File completed storeroom issue document in the Issue file in accordance with par. 6188.
 - b. **DTO Requisition document:** Discard the issue request document upon completion of assigning document number.
3. **ISSUE DOCUMENT APPROVAL.** The department head or their designated representative of the requesting department is required to approve all requests for stock material, NC repair parts, consumables and services. Requests which indicate urgency of need designator of "A" will be approved by the Commanding Officer (the Commanding Officer may delegate to the Supply Officer), or in their absence their designated representative, normally the Command Duty Officer.
4. **REPAIR PARTS PETTY OFFICER.** Each department will designate a Repair Parts Petty Officer (RPPO) and one alternate RPPO in writing to the Supply Officer for each division or work center as required. RPPOs will act as the liaison between their department, division or work center and the supply department. The RPPO will be responsible for:
 - a. picking up stock issues and DTO material from Supply;
 - b. tracking departmental, divisional or work center outstanding requisitions;
 - c. coordinating with supply personnel on all matters of supply for their assigned department, division or work center.

6207 PREPARATION OF THE ISSUE DOCUMENT

1. **ISSUE DOCUMENT PREPARATION.** Issue documents for all material requests will normally be automatically generated by the AIS installed at the activity. All material requests for repair part items (Equipage, Repair, Consumable Code of "R") must be as a result of a maintenance action with a valid Job Sequence Number (JCN) entered in the AIS maintenance application. All material request for consumable items (Equipage, Repair, Consumable Code of "C") can be requested in the AIS supply application. All material requests will be processed through the AIS and the appropriate document will be generated by the AIS for all stock issues and NC repair parts or consumable DTO requisitions.

2. **STOREROOM STOREKEEPER.** Upon issue of stock material, the storeroom storekeeper will circle the quantity issued, annotate the remaining inventory quantity and have the RPPO sign and date the issue document.

6208 ISSUE OF PRE-EXPENDED BIN (PEB) MATERIAL

1. **GENERAL.** Replenishment of PEB material (See par. 6171) is the responsibility of the department head controlling the space in which the PEB is located. Replenishment of PEB material will be made by generating a material request as described in par. 6207. The requesting department will open a maintenance action and cite the following information:

- a. **APL:** Activities should build a configuration item for PEB and assign a local APL that will be used to replenish all PEB material.
- b. **JSN:** Z000
- c. **EIC:** X000000

6209 POSTING ISSUES TO STOCK RECORDS

1. **GENERAL.** All storeroom issues will be posted to the AIS daily. Issues will not be pre-posted (i.e., posted prior to issue of material). Ensure that all receipts for stock and any previous storeroom issue or expenditure documents have been posted prior to posting storeroom issues. Failure to post receipts for stock and/or previous storeroom issue or expenditure documents may result in a quantity mismatch when the issue is posted.

2. **ISSUE DATA.** The issue date on most AISs will default to the date the issue is posted. The issue quantity and remaining inventory quantity will be posted to the AIS. All current AISs will automatically compare the remaining inventory quantity and the remaining balance on the stock record and alert the user of any quantity mismatches. All storeroom issues resulting in a quantity mismatch will set the inventory flag on the stock record and the item must be spot inventoried and the spot inventory posted to the AIS to clear the inventory flag.

3. **REVIEW OF STOCK ASSETS.** Each AIS has an automated process to review the on hand quantity, stock dues and any available substitutes and compare these quantities against the stock item's HL/RO and/or LL/RP and generate an automated reorder to replenish storeroom deficiencies in accordance with TYCOM's stocking policies.

6211 MATERIAL REQUEST FOR NOT IN STOCK (NIS) OR NOT CARRIED (NC) MATERIAL**1. NOT IN STOCK (NIS) MATERIAL**

a. Partial Quantity NIS. When the total quantity of a requested item is not available and a partial quantity is issued, the storeroom storekeeper will annotate the actual quantity issued and annotate "0" (zero) for the remaining inventory quantity. When posting the partial issue the AIS, the user will be prompted to order the unfilled quantity as a DTO requisition if still required. The unfilled quantity can be ordered citing a higher priority than the stock replenishment requisition.

b. Total Quantity NIS. If a requested item is NIS (i.e., not on hand in any quantity), and no acceptable substitute is available, a DTO requisition will be created.

2. NOT CARRIED (NC) MATERIAL. If a requested item is not carried, and no acceptable substitute is available, the storekeeper will verify the requester's data and then will take action necessary to initiate a DTO requisition. The COSAL, FEDLOG, or other pertinent publications listed in par. 6041 will be used to determine or verify management data for NC material.

6213 MATERIAL TRANSFER

1. GENERAL. Instructions relative to the documentation and handling of material transferred from one ship to another ship (intership transfer), or from a ship to an ashore activity, are contained in pars. 5020-5037 and 5066-5080 respectively. When stock material is transferred, the transfer will be posted to the applicable stock record of the transferring ship.

Section IV: STOCK CONTROL**6229 LOAD OUT FOR EXTENDED DEPLOYMENT**

1. TOP OFF. At least 90 days prior to the scheduled commencement of an extended deployment (i.e., for more than 30 days), a ship will:
 - a. revise Demand Parameters in accordance with TYCOM guidance.
 - b. submit requisitions for material required to bring on hand quantities of all SIM/DBI items up to authorized high limits/RO prior to deployment.
 - c. If directed, submit requisitions for the first scheduled underway replenishment (UNREP) or Combat logistics force (CLF) replenishment (i.e., for replacement of materials expected to be consumed between the deployment commencement date and the first UNREP or CLF replenishment).
2. IN EXCESS LOADING. When a ship is scheduled for an extended deployment of more than 30 days, and when its mission precludes resupply opportunities within 30 day intervals, the Type Commander has the authority to authorize in excess loading to meet anticipated requirements during the period of unsupported deployment. The Type Commander will furnish the appropriate service group commander with copies of all correspondence relative to authorizations for loading in excess of prescribed average endurance levels.

6234 ITEM IDENTIFICATION IN ISSUE REQUEST DOCUMENTS USED TO INITIATE REQUISITIONS

1. GENERAL. When an issue request document is used to initiate a requisition for an item required for the support of on board equipment, and the NSN or part number of the item is uncertain or unknown, the procedures in the following subparagraphs will be followed.
2. ITEM IDENTIFIED BY NATIONAL STOCK NUMBER (NSN). When an item is identified by an NSN, the NSN will be verified with FEDLOG and, if necessary, revised to indicate the correct NSN (and SMIC, if applicable).
3. ITEM IDENTIFIED IN COSAL. The COSAL in the AIS Maintenance application (MDS, OMMS, OMMS-NG) will be checked to find the related APL number. The APL will be examined to determine the NSN, NICN, or part number of the requested item. If the APL identifies the item by an NSN, the NSN will be verified with FEDLOG. If the APL identifies the item by an NICN, the NICN to NSN cross reference feature included in FEDLOG will be reviewed to determine the NSN. If the APL identifies the item only by a manufacturer's part number, FEDLOG will be used to try to cross the part number to an NSN.
4. ITEM NOT LISTED ON APL. If a part numbered item is not listed on the APL, and cannot be cross referenced to an NSN in FEDLOG, or if the item is not identified by an NSN, NICN, or part number, the procedures in par. 6234-6 will be followed.

5. ITEM IDENTIFIED BY PART NUMBER ONLY

a. GENERAL. When a requested item can be identified only by a part number (or other reference number) which is not listed in FEDLOG, and the manufacturer of the item is known, the applicable CAGE code and part number will be entered in the "Identification Data" section of the NAVSUP Form 1250-2 in accordance with par. 6234-2 or 3. Whether the requested item is equipment related or non equipment related, additional documentation is required in accordance with subparagraph d or e, as appropriate.

b. Part Number of 10 Digits or less. When the manufacturer's part number consists of 10 digits or less (including intervening dashes, slants, and spaces), the part number will begin in card column 13 and may continue through card column 22 (unused spaces, if any, will be left blank) and the applicable 5 digit CAGE Code, if known, will be entered in card columns 8 through 12 of the DD Form 1348-6. The CAGE Code and part number will be entered in the "Identification Data" section of the NAVSUP Form 1250-2.

c. Part Number of more than 10 Digits. When the manufacturer's part number exceeds 10 digits, the entire part number, preceded by the applicable 5 digit CAGE Code, if known, will be entered in the "Identification Data" section of the DD Form 1348-6 and NAVSUP Form 1250-2.

d. Equipment Related Items. When an equipment related item can be identified by a part number only, a detailed description of the parent equipment and other pertinent information will be provided in the "Identification Data" section of a Non-NSN Requisition (Manual) (DD Form 1348-6 or NAVSUP Form 1250-2) in accordance with par. 3026 (see sample on following page).

e. Non equipment Related Items. When a non equipment related item can be identified by a part number only, a detailed description of the requested item, reference to the specific publication in which the item is adequately identified, a suggested source of supply, and any other information considered pertinent will be entered in appropriate data blocks of the "Identification Data" section of a DD Form 1348-6 or NAVSUP Form 1250-2. It should be noted that the NAVSUP Form 1250-2 may only be submitted to Navy supply activities for processing.

6. ITEM NOT IDENTIFIED BY AN NSN, NICN, OR PART NUMBER. When a requested item cannot be identified by an NSN, NICN, or a manufacturer's part number (or other reference number), as much pertinent information as is available will be provided in the "Identification Data" section of a DD Form 1348-6 or NAVSUP Form 1250-2 in accordance with par. 6234-5d or 5e, as appropriate. If information included in the DD Form 1348-6 or NAVSUP Form 1250-2 is considered to be inadequate to provide positive item identification, a copy of an applicable blueprint, photograph, drawing, or sketch will be attached to the DD Form 1348-6 or NAVSUP Form 1250-2.

DD FORM 1348-6 FOR ITEM IDENTIFIED BY PART NUMBER ONLY

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)															UNIT OF ISSUE	QUANTITY		DOCUMENT NUMBER								
								FSCM					PART NUMBER													REQUISITIONER								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
DOCUMENT NO. (Cont.)			DATE		SERIAL		D I M A N D	SUPPLEMENTARY ADDRESS					S I G N A L	FUND CODE	DISTRI BUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK														
36	37	38	39	40	41	42		43	44	45	46	47		48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																						
										65		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																						
										66		2. MANUFACTURER'S NAME BABCOCK & WILCOX CO., NEW YORK NY																						
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																			
6. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351-0048										7. NAME OF ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A																								
8. DESCRIPTION OF ITEM REQUESTED															8a. COLOR					8b. SIZE														
9. END ITEM APPLICATION BABCOCK & WILCOX NEW YORK, NY BOILER, STM, MAIN, 634 PSI, 4617 CU FT 1393TB															9a. SOURCE OF SUPPLY																			
9b. MAKE					9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																			
10. REQUISITIONER (Clear text name and address)										11. REMARKS ADDL EQUIP DATA: APL 0212000007 MFR DWG. # MX253001 EQUIP PATTERN: # 12 EQUIP SPEC: MIL-B-18381 SHIPS LAPL 02-001																								

6235 STOCK RECORD UPDATE

1. GENERAL. Stock records must be periodically updated with the latest management data and pricing information to ensure accuracy in requisitioning and reduce financial differences. Various methods exist for updating stock records based on the AIS in use.

a. SNAP II activities will update stock records during the Technical Edit process, status processing, receipt processing or any time a change in management data or pricing information is realized.

b. SNAP I and RSUPPLY activities will process Monthly Change Notice and Annual Price Changes. Monthly Change Notices are distributed by the Navy Supply Information Systems Activity (NAVSISA) and are downloaded and processed monthly via WinSALTS. The Annual Price Change is distributed by NAVICP Mechanicsburg and is available to be downloaded and processed annually, normally in conjunction with the End of Year Closeout procedures.

c. Micro SNAP activities can update stock records during the Technical Edit process, status processing, receipt processing or any time a change in management data or pricing information is realized. In addition, Micro SNAP activities can download Management List Navy (MLN) data from SPAWARSCEN Norfolk and update all stock record data in Micro SFM.

6236 SUPPLY EFFECTIVENESS

1. GENERAL. Supply Effectiveness provides the Supply Officer and higher authority a trend analysis on the effectiveness and readiness of the supply operation. Supply effectiveness measures the ability of the supply department to satisfy material requests from storeroom stock.

2. MEASURES OF SUPPLY EFFECTIVENESS. Supply Effectiveness is divided into three measurements:

a. Gross Effectiveness. Gross Effectiveness is the measurement of the percentage of storeroom issues against total monthly demand (e.x. out of 100 total demands, 70 were satisfied from storeroom stock. The Gross Effectiveness would be 70%). Gross Effectiveness should be no less than 65%.

b. Net Effectiveness. Net Effectiveness is the measurement of the percentage of storeroom issues against total demand of storeroom allowance items (e.x. of the 100 total demands, 80 were storeroom allowance items. Of the 80 allowance items, 70 were satisfied from storeroom stock. The Net Effectiveness would be 88%). Net Effectiveness is an indicator of timely stock replenishment practices. Net Effectiveness should be no less than 85%.

c. Net SIM/ DBI Effectiveness (SNAP II, Micro SFM and Unit Level RSupply only). Net SIM/DBI Effectiveness is the measurement of the percentage of SIM/DBI issues against the total demand for SIM/DBI items. (e.x. of the 100 total demand, 50 were SIM/DBI. Of the 50 SIM/DBI demands, 45 were satisfied from storeroom stock. Net SIM/DBI Effectiveness would be 90%). Net SIM/DBI Effectiveness is an indicator of timely stock replenishment and effective SIM/DBI management practices. SIM/DBI Net Effectiveness should be no less than 90%.

d. Not Carried Rate. The Not Carried Rate is the measurement of the percentage of the total demand that was not carried. This is a measurement of the effectiveness and validity of the COSAL to support installed equipment. The Not Carried Rate should not exceed 30%.

Section V: RECEIPT CONTROL**6250 POSTING RECEIPTS OF STOCK MATERIAL**

1. GENERAL. Receipt documents (see pars. 4114-4124) for stock replenishment material will be posted, to the stock records or AIS promptly upon receipt and stowage of the material. The following stock record data must be compared with those in the receipt document, and any differences will be reconciled in accordance with par 6250-3 prior to posting the receipt to the stock record:

- a. cognizance symbol,
- b. national stock number,
- c. unit of issue,
- d. unit price,
- e. quantity requisitioned,
- f. storage location.

2. DATA IN AGREEMENT

a. Stock Record Entries. If the data listed in par. 6250-1 is the same in the receipt document and in the stock record, the following entries may be made depending on the AIS in use:

- (1) receipt date (may default to the current date)
- (2) receipt quantity in the "Receipts" column;
- (3) stowage quantity
- (4) Routing Identifier (RI) of the shipping activity (may default to the last known holding activity)

b. DTO Requisitions Outstanding When Stock Replenishment Material is Received. RSupply platforms have a batch process to review outstanding DTO dues (Outstanding DTO Due with Stock On-hand JSL305) to identify any DTO dues that can now be filled from onboard stock. This process should be run periodically in accordance with Type Commander guidance. Onboard stock should not be used to fill DTO dues when the status of the DTO requisition indicates it cannot be cancelled (AE1 BA or AS1 status). If the DTO due can be cancelled, submit a cancellation request on the outstanding DTO due and have the requesting department submit a new material request, which will be filled from onboard stock. Follow normal stock replenishment procedures to replenish stock as required.

3. DATA DIFFERENCES. Any differences determined from a comparison of receipt document and stock record data will be reconciled in accordance with the following prior to posting the receipt to the stock record:

a. Cognizance Symbol. When the cognizance symbol in the receipt document differs from that in the stock record, the cognizance symbol in the stock record will be changed to agree with that in the receipt document. In a DD Form 1348-1A, the cognizance symbol applicable to the material supplied always entered in data block ; the cognizance symbol entered in columns 55-56 is the cognizance was included in the requisition.

b. New or Superseding National Item Identification Number (NIIN). Normally when there is a new or superseding NIIN, supply status (BG) will be provided prior to receiving the material indicating a new or superseding NIIN is being provided. A new or superseding NIIN cross-reference relationship should be established at that time. In the event no prior BG status is received, a new or superseding cross-reference relationship must be established prior to posting the receipt. Any on-hand stock must be annotated with the new or superseding NIIN.

c. Substitute National Item Identification Number (NIIN). When a requisitioned item is not readily available from system stock and advice code 2B was not entered in the requisition, stock points occasionally may furnish a substitute item in lieu of the requested item. Normally when there is a substitute NIIN, supply status (BH) will be provided prior to receiving the material indicating a substitute NIIN is being provided. A substitute NIIN cross-reference relationship should be established at that time. In the event no prior BH status is received, a substitute cross-reference relationship will be established by the receipt posting process.

d. Unit of Issue. When the unit of issue in the receipt document differs from that in the stock record, the unit of issue in the stock record will be changed to agree with that in the receipt document. In addition, the allowance quantity, the HL/LL/SL or RO/RP quantities (if a SIM/DBI item), and the on hand balance in the stock record will be adjusted for compatibility with the new unit of issue, if required.

e. Unit Price. When the unit price in the receipt document differs from that in the stock record, the unit price in the stock record will be changed to agree with that in the receipt document. Significant price changes will be verified with FEDLOG, and if the price indicated in FEDLOG or receipt document is unrealistic, a price inquiry should be submitted to the Price Fighters (see par 6251).

f. Quantity

(1) Partial Quantity Received, Balance Due. When the total quantity requisitioned is not received, and a suffix code is indicated in column 44 of the receipt document, the quantity received will be posted to the stock record

(2) Partial Quantity Received, Balance Canceled. When the total quantity requisitioned is not received, and no suffix code is indicated in column 44 of the receipt document, the requisition should be considered to be complete. Occasionally the supply system will fill a partial quantity and cancel the remaining balance. When this occurs, the item manager should provide AE1 CS cancellation status for the unfilled quantity. The actual quantity received will be posted to the stock record. If the unfurnished balance of the requisitioned quantity is required, a stock replenishment requisition will be prepared to fill the deficiency (see par. 6231-1).

(3) Receipt Overages in Excess of \$100. A receipt overage exists if the receipt quantity is more than the requisitioned quantity. When a receipt overage exceeds \$100 per line item, or it involves controlled material (see par. 4269-3a), the excess quantity will be reported as a receipt discrepancy in accordance with par. 4268; and only the requisitioned quantity will be posted to the stock record as a receipt. The excess quantity, with a copy of the SDR (ROD) attached, will be set aside pending disposition instructions from the action addressee of the SDR (ROD).

(4) Receipt Overages of \$100 or Less. When a receipt overage does not exceed \$100 or involve controlled material, the total quantity received will be stored and posted to the stock record. However, if retention of the excess quantity is not desired and the ship is in the vicinity of the issuing activity, the excess material will be returned in accordance with par. 4271; and only the retained quantity will be posted to the stock record as a receipt. If retention of a receipt overage is not desired when the ship is not in the vicinity of the issuing activity, the total quantity received will be posted to the stock record; and the excess quantity will be transferred to an ashore supply activity in accordance with par. 5067 at the earliest opportunity.

(5) Receipt Shortages in Excess of \$100. A receipt shortage exists if the receipt quantity is less than the quantity requisitioned. When a receipt shortage exceeds \$100 per line item, or it involves controlled material (see par. 4269-3), the actual receipt quantity will be posted to the stock record in accordance with par. 6250-1, and the deficient quantity will be reported as a receipt discrepancy in accordance with par. 4268. A copy of the SDR (ROD) and the applicable receipt document then will be held in the SDR (ROD) File until replacement material or a credit is received. If the reply to the SDR (ROD) is negative, the shortage will be processed in accordance with subparagraph 6 below.

(6) Receipt Shortages of \$100 or Less. When a receipt shortage, which does not exceed \$100 or involve controlled material, cannot be readily reconciled with the issuing activity, only the quantity actually received will be posted to the stock record and the requisition should be considered complete.

g. Storage Location

(1) New Location. When the receipted copy of the receipt document from the storeroom storekeeper indicates that material was stored in a location different from that indicated in the stock record, the location shown in the stock record will be updated to include the new location.

(2) Additional Locations. When the receipted copy of the receipt document received from the storeroom storekeeper indicates that an item is stored in multiple locations, the additional location(s) will be entered in the stock record (see par. 6186-3).

4. DISPOSITION OF POSTED RECEIPT DOCUMENTS. After a receipt has been posted to the stock record, the receipt document will be placed in the material receipt file (see par. 6188-2).

6251 PRICE CHALLENGES

1. GENERAL. The Price Challenge Hotline provides pricing validation support by acting as the Navy's focal point for all pricing inquiries related to spare parts and consumables used in support of Navy weapon systems. New and forthcoming budget restraints makes it imperative that spare parts and consumables are procured at the most economical price possible without impacting fleet readiness. Price challenges includes pricing inquiries relating to service contracts, open purchases, or non-standard items. Any employee of the Department of Defense (DOD) or other government agencies can question the price of DOD managed items by submitting a price inquiry to the Price Challenge Hotline.

2. TYPES OF PRICE INQUIRES. The types of price inquires range from price verification (validating by applying the correct Navy Working Capital Fund (NWCF) or Defense Logistics Agency (DLA) Cost Recovery Rate (CRR)) to serious pricing concerns, requests for additional data, offered alternate sources, suggested alternate manufacturing processes or material, changes in Unit of Issue (UI), or recommending repair actions versus purchase of new items. Each inquiry is evaluated on it's own merit.

3. SUBMISSION OF PRICE INQUIRES. Challengers may submit inquiries to the Price Challenge Hotline by use of the Price Challenge Hotline Suspected Overcharging Notification form (see sample on following page). Maximum reproduction of the form is recommended and should be used when additional information such as sketches, drawings, blue prints, receipts, photographs, or specifications are available to assist the investigation process. Locally prepared versions of this form are acceptable. Price inquiries may be submitted by:

- (1) Mail to – Naval Inventory Control Point, Code 078, P.O. Box 15129, Norfolk, Virginia 23511-0129;
- (2) Telephone - DSN 646-2006, Commercial (757) 443-2006, or toll free (800) NAV-CHAL;
- (3) FAX – DSN 646-2019 or Commercial (757) 443-2019;
- (4) Email: Price.Fighters@navy.mil.

 DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

PRICING INQUIRY

COMMANDING OFFICER
 NAVICP CODE 078
 ATTN: PRICE CHALLENGE HOTLINE
 P.O. BOX 15129
 NORFOLK, VA 23511-0129

SUSPECTED OVERCHARGING NOTIFICATION FORM

FORM 4265/1 (03-95)

**PRICE CHALLENGE HOTLINE
SUSPECTED OVERCHARGING
NOTIFICATION**

Date _____
Month/day/year

I think the Government is being over-charged on this item. Please look into it, and let me know what you find.

Describe the item you think is over-priced:

NSN or Part Number _____

Contract Number _____
(Mandatory if only part number is provided)

Description or name of item _____

Price you think is wrong _____

Source for the suspect incorrect or excessive price _____

Why do you think this item is over-priced?

Is there another NSN you can USE IN PLACE of this item (at a lower price)? YES NO

NSN _____ Price _____

How did you learn about the Price Challenge Hotline Program?

<input type="checkbox"/> Poster	<input type="checkbox"/> Magazine/Journal Article	<input type="checkbox"/> Videotape
<input type="checkbox"/> Co-Worker	<input type="checkbox"/> Navy and Marine Corps News	<input type="checkbox"/> Other

Please provide your complete message or mailing address so we can tell you the results of our review.
(PLEASE PRINT)

Rank/Rate/Name _____

Command _____

Message Address _____

DSN Phone Number _____

6252 DTO MATERIAL RECEIPT DOCUMENTS

1. DTO MATERIAL RECEIPTS. Post DTO receipts in the same manner as posting stock receipts with the exception of the stowage quantity (See par. 6250).

6253 RETURN OF MATERIAL TO SUPPLY DEPARTMENT

1. GENERAL. Returned RFI items, which are authorized to be stocked will be placed in stock and posted to the stock records. Returned RFI items that are not stocked (i.e., not carried), or which are stocked in excess quantities, will be transferred to the nearest ashore supply activity in accordance with pars. 5066-5080. Department turn-ins of unserviceable depot level repairable (DLR) items will be accomplished in accordance with par. 8311. RFI items that were issued from stock can be returned to stock using the Issue Reversal option (this option cannot be used in Force Level RSUPPLY after 90 days). RFI items that were not issued from stock, or items that were issued over 90 days in Force Level RSUPPLY, must be returned using the Material Turn-in option.

Part C: SNAP II AND MICRO SUPPLY FINANCIAL MANAGEMENT (SFM) AND RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCEDURES

Section I: PHYSICAL INVENTORY

6300 PHYSICAL INVENTORY MODULE - SFM

1. **GENERAL.** A complete physical inventory of all stocked materials is required periodically for most ships. The purpose of a physical inventory is to ensure effective inventory control of materials which, due to certain characteristics, require special management attention in order for the ship to perform its mission. The SFM physical inventory functions are either scheduled or spot.

2. **SCHEDULED INVENTORY.** Scheduled inventory requirements are prescribed in par. 6062. The SFM scheduled inventory option allows the user to select an inventory by NIIN, Part number, or location. If location is selected, the user may enter a single location or range of locations. Other specific commodity data may be included to define precisely the range of materials to be inventoried. The following are specific commodity criteria, which may be included in a scheduled inventory by location:

- a. Hazardous Material
- b. Q COSAL Material
- c. Security Code
- d. Local Management Code
- e. COSAL Type Code
- f. Specific Cognizance Symbol
- g. Shelf Life Code
- h. Allowance Type Code
- i. Items Processed Since DDMMYY
- j. Items Last Inventoried Prior to DDMMYY
- k. Selected Item Management (SIM)

3. SCHEDULED INVENTORY PROCEDURES.

a. The inventory scheduling program runs in background mode inhibiting access to other inventory functions until processing is complete. A flag may be set to generate recount records (second count) of any first count inventories that did not match the applicable SRF record. This is strongly recommended. During the scheduling process, the user will receive mail that repeats the location inventory parameters selected and recaps the number of SRF records read, IHF records written, and exceptions (requested records not found, etc.). All SRF records selected for inventory are flagged to prevent specific transactions from processing that could affect the validity of the inventory. However, in order to minimize the opportunity for error, the inventory process (from scheduling thru posting) should be conducted swiftly using more senior and experienced supply personnel.

b. When posting records queued by location parameter selection, a quantity mismatch will automatically cancel the location inventory record and schedule a new inventory by NIIN, ensuring that all locations for that NIIN are considered in the total on hand count. After this count, the inventory will be posted to the SRF record. If applicable, entries will be made to the Losses and Gains By Inventory Reports as well as to the Transaction Ledger. All such records must be researched carefully to ensure that there were no receipts or issues awaiting posting when the inventory was conducted.

4. SCHEDULED INVENTORY LISTINGS. The following listings are available to aid in the physical inventory process (see samples Appendix 25):

a. Storeroom Listing - Inventory Sheet by Location (Report 149) or by NIIN/Part Number (Report 150)

b. Supervisor Listing - Inventory Sheet by Location (Report 147) or by NIIN/Part Number (Report 148)

c. Scheduled Inventory Exceptions (Report 142)

d. Scheduled Inventory Supervisor Report by Location (Report 143) or by NIIN/Part Number (Report 145)

e. Scheduled Inventory Storeroom Listing by Location (Report 144) or by NIIN/Part Number (Report 146)

f. Scheduled NIIN Inventory Location Quantity Supervisor Listing (Report 157)

g. Second Count Supervisor Listing by Location (Report 172) or by NIIN/Part Number (Report 170)

h. Second Count Storeroom Listing by Location (Report 173) or by NIIN/Part Number (Report 171)

i. Inventory Sheets for Locations (Report 182)

j. Inventory Sheets by Location Pct Selected NIINs (Report 183)

5. SPOT INVENTORY. When an issue is recorded in SFM and the inventory at the time of issue differs from the inventory previously recorded in the Stock Record File (SRF), a record of the transaction is created in the Inventory Holding File (IHF). Spot Inventories are divided into two categories as follows:

a. Category I - Quantity Mismatch. In this category, the program reads the SRF record to verify that the records on hand quantity after the issue matches the inventory count entered by the Storeroom Storekeeper in block 11 of the NAVSUP Form 1250-1 issue document (Non-SIM standard stock only). An inventory quantity mismatch will automatically queue the SRF record for spot inventory after posting the issue.

b. Category II - Insufficient Quantity. In this category, the total quantity physically issued as per NAVSUP Form 1250-1 exceeds the SRF record on hand balance. The issue record cannot be posted and the requirement remains outstanding. The user has the option to queue the SRF record for spot inventory and to research the inventory difference before returning to issue recording to post the issue.

6. SPOT INVENTORY LISTINGS. Spot inventory listings can be printed any time there are records in the IHF waiting to be processed. The following listings are available (see samples Appendix 25):

a. Supervisor Listing, Category 1 (Report 153) or Category 2 (Report 155). These listings show stock records requiring spot inventory and the SRF inventory quantity as it is currently recorded. They should be retained by the supervisor and compared to the storeroom listing when it is returned by the spot inventory teams.

b. Storeroom Listing, Category 1 (Report 154) or Category 2 (Report 156). These listings are used by the spot inventory teams to conduct the inventory. They do not list the SRF inventory quantity.

c. Second Record Counts Only For Spot Inventory, Supervisor Listing (Report 168) or Storeroom Listing (Report 169).

d. Storeroom Listing, Spot Inventory Listing By Location (Report 158).

6301 PHYSICAL INVENTORY - RSUPPLY

1. GENERAL. The RSUPPLY physical inventory functions are either scheduled or spot.

2. SCHEDULED INVENTORY. Scheduled inventory requirements are prescribed in par. 6062. The RSUPPLY scheduled inventory option allows the user to select an inventory for All (bulkhead to bulkhead), location(s), location range, NIIN(s), NIIN range, or by material category. If material category is selected, the user must designate at least one of the following for inventory: Repairables, Non-Repairables, DBI, or HAZMAT. In addition, the user may select the following specific criteria:

a. COSAL Type Code(s)

b. Allowance Type Code(s)

- c. Specific Cognizance Symbol (s)
- d. Special Material Content Code(s) – Only available when HAZMAT has been designated
- e. Special Material Identification Code(s)
- f. Shelf Life Code(s)
- g. Shelf Life Action Code(s)
- h. Local Management Code(s)
- i. Controlled Item Indicator Code(s)
- j. Allowance Part List(s)

3. SCHEDULED INVENTORY PROCEDURES.

a. When scheduling an inventory the user must select either Parameters or with Management Reports. With Parameters selected the user is given the option to indicate whether the inventory will have 1st and 2nd counts (Count/Re-count) or 1st count only (Count Only), however it is strongly recommended to always inventory with a 2nd count. With Parameters selected the system defaults to automatically provide a storeroom inventory listing (quantities are blank) and a supervisor inventory listing (with onhand quantities). With Management Reports selected the system defaults to 1st and 2nd counts and will automatically select storeroom and supervisor inventory listings although the user may deselect these listings if desired. In addition, two other inventory management reports are available for selection. The Potential Gains/Losses Report produces an itemized listing of potential gains and losses in inventory from the 1st counts, compete with aggregate dollar values and record counts, based upon the differences between the storeroom quantities recorded in the database and the quantities actually inventoried. The Progress Report identifies the number of inventory records pending initial count and/or re-count. All Stock Item Table (SIT) records selected for inventory are flagged to prevent specific transactions from processing that could affect the validity of the inventory. However, in order to minimize the opportunity for error, the inventory process (from scheduling thru posting) should be conducted swiftly using more senior and experienced supply personnel.

b. To post scheduled inventory records go to Inventory Posting and select the specific JSI200 Inventory Processing Batch Job. The system will default to First Count. When posting scheduled inventory records with count/re-count, a quantity mismatch will not be indicated on the 1st count, but will automatically generate a 2nd count record. If the 1st count was accurate the date item inventoried (DINV) will be set. Once all 1st count entries are made the user must return to Inventory Posting, select Final Count, and select the specific JSI200 Inventory Processing Batch Job. After this count, the user will receive a message prompt if the inventory entered will create an LBI or GBI and the inventory will be posted to the SRF record and the DINV will be set. If an LBI or GBI is posted, entries will be made to the LBI/GBI Reports (JSI221) and if applicable to the Pending Stock Survey Report (JSI222) as well as to the Transaction Ledger. All such records must be researched carefully to ensure that there were no receipts or issues awaiting posting when the inventory was conducted.

4. SPOT INVENTORY. When an issue is recorded in RSUPPLY the remaining inventory quantity is not a required entry. However, if it is entered and disagrees with the inventory quantity recorded in the Stock Item Table (SIT), an inventory code is recorded on the SIT.

a. Category I - Quantity Mismatch. In this category, the program reads the SIT record to verify that the records on hand quantity after the issue matches the inventory count entered by the Storekeeper. The user will receive a quantity mismatch warning message and an inventory code of "A" will be recorded on the SIT.

b. Category II - Insufficient Quantity. In this category, the total quantity physically issued as entered in the Storeroom Issue function exceeds the SRF record on hand balance. The user will receive a storeroom issue message informing them of this condition and will inform them that either a GBI or receipt for this NSN must be processed. If the user continues the issue transaction the issue record will not be posted, the requirement will remain in Storeroom Issues, and inventory code of "B" will be recorded on the SIT.

Section II: RECORDS AND FILES**6400 STOCK LOCATOR LISTING - SFM**

Stock Locator Listings may be produced in NIIN sequence (Report 048) or location sequence (Report 107). These reports (see samples Appendix 25) list all items which have a stock record file.

6401 STOCK STATUS AND MASTER STOCK STATUS LOCATOR LISTINGS - RSUPPLY

RSUPPLY has two types of Stock Locator Listings. The Stock Status Locator (JSI216) can be produced in NIIN or location sequence for any or all COSAL types. This listing reflects the COSAL Type, SMCC if applicable, NSN/Part Number, locations, and onhand quantities. The Master Stock Status Locator Listing (JSL322), located in the Logistics Subsystem, can be produced in NIIN, location, or Cog sequence for any or all COSAL types. This listing has numerous options available to produce a very specific listing of stock material. In addition to the NSN, location, and onhand quantities this listing also shows all other stock item management data.

6410 CONSTANTS FILES - SFM

1. GENERAL. The constants files are accessed through the SNAP II SFM subsystem. These files act as the resource center for the SFM logistics functions to validate the cost centers chargeable fund sources, MILSTRIP data tables, benefiting UICs, and statistically collect reportable financial data. Several constants files operate in more than one internal program area because of processing sequences and utilization of common validation data. Also, not all constants file data is 100 percent applicable to all ships.
2. CONTROL. The senior storekeeper, financial storekeeper, and the Supply Officer must be in complete control of the accuracy of these constants files. Incomplete, deleted, or inaccurate tables will result in inaccurate or incomplete output data for requisitions, inventory transactions, issues, and financial system reports. In order to ensure that the information in the constant file is accurate, the Supply Officer should review all files at least quarterly or when the ship's status changes. The constants files will also be reviewed for possible change with each software version of the SFM subsystem.

3. FILES. There are currently 16 constants files of which all but #3 and #7 are operational. The constants files are as follows:

<u>File Number</u>	<u>Description</u>
1	Appropriation Record
2	Demand Processing Parameters
3	"Unspecified"
4	Local Management Codes and Local Management Code Parameters
5	Requisition Defaults
6	Requisition Number Assignments and Serial Number Assignments
7	"Unspecified"
8	Fund Code Repairable Parameters
9	Fund Code and Fund Code Parameters
10	Budget Record
11	Restore Reorder Indicator for Restart
12	Completion Dates Record
13	Ships Status Record
14	Type COSAL File Management
15	Effectiveness Goals
16	Financial Counters Update

6413 COMPLETION DATES - CONSTANTS FILE #12

1. GENERAL. The requisition completion dates record will be set to reflect TYCOM guidance for processing the Requisition History Tape (RHT). Specifics concerning the RHT are described in par. 3754. The issues completion due date listing should be set at 30 days with a 120 day constant set to remove completed requisitions over 120 days. By following these guidelines, the Supply Officer can be sure that data processing workloads will be manageable. Passing completed records to history tapes will free computer memory to accommodate the storage of the most recent supply data, and in turn improve processing.

6414 LOCAL MANAGEMENT CODES - CONSTANTS FILE #4

1. GENERAL. Constants file #4 permits the Supply Officer to establish and regulate critical items of inventory as directed by the TYCOM and other higher authority. The basic codes are established as local management codes (LMCs) through SFM menus. It is particularly important that the Supply Officer print a list of LMCs used to avoid the use of LMC variants whose identity is lost when the person establishing the LMC is transferred. Two LMC code positions are available for use in the SNAP II system. LMC coded items are retrievable through Report 042, stock status listing processing on a regular cycle established by the Supply Officer. The cycle will be similar to those inventory cycles established for a manual system. The following LMCs are recommended as the minimum for effective stock control.

<u>LMC Code</u>	<u>Description</u>
BH	Boat Haven
BM	Bulkhead Mounted Spares
CA	Corrosive Acids
CC	Corrosion Control (LAMPS)
CL	Classified
CN	COSAL Never Out Items
CP	Oxygen Clean
CW	Close In Weapons System (CIWS)
C1	Oxygen/Nitrogen Service Level 1
EW	Electronic Warfare Spares
FL	Flammable Materials
GF	Gunfire Control
HZ	Hazardous Material
L1	Level 1
MA	MAMs Back up Stock (SRI)
NO	Never Out Items
PL	Pilferable
QA	Quality Assurance Material
RA	Radioactive Material
RR	Automatic Reorder Restriction Code (ARRC) Set
SB	Oxygen Clean/Subsafe
SL	Shelf Life
SS	Subsafe
S1	Surface Ships Level 1
T1	Use when designating an AT Code 1 SIM
T5	Use when designating an AT Code 5 SIM

<u>LMC Code</u>	<u>Description</u>
T7	Use when designating an AT Code 7 SIM
T8	Use when designating an AT Code 8 SIM
T9	Use when designating an AT Code 9 SIM
X1	Nuclear Propulsion Plant Level 1
X2	Nuclear Propulsion Plant Target Material
X3	Nuclear Propulsion Plant Quality Assurance
X4	Nuclear Propulsion Plant Valves
32	SLQ-32
92	MK 92 Fire Control

6424 REQUISITION DEFAULTS - CONSTANTS FILE #5

1. GENERAL. Constants file #5 sets the data necessary for the system to output MILSTRIP requisitions in one of the format options available to the user. As a variable data file, it is necessary to validate data housed in this table each time requisitions are submitted. Any data block left blank on this table will require updating individually when the MILSTRIP data block appears on an SFM requisition screen. The following data is provided to assist in the preparation of this file:

<u>Data</u>	<u>Entry Required</u>
Overseas Indicator	If the user is currently overseas, answer "Y" otherwise the answer is "N". This presets the Document Identifier
Media & Status Code	As directed by TYCOM
Unit of Issue	Leave this blank. Any specific unit of issue entered in this area will cause all requisitions to carry that unit of issue, regardless of the actually assigned unit of issue in FEDLOG
Demand Code	"R" for Recurring, "N" for Non Recurring
Signal Code	A = Ship to/Bill to Requisitioner B = Ship to requisitioner/Bill to Supplementary address D = Ship to requisitioner - No Billing Required (Free Issue) Normally used for OI Cog material J = Ship to Supplementary Address, Bill to Requisitioner M = Ship to Supplementary Address. No Billing required (Free Issue)
Maintenance Fund Code	"R" (2nd Position)
Consumable Fund Code	"C" (2nd Position)
MVO Fund Code	"C" (2nd Position)

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<u>Data</u>	<u>Entry Required</u>
Distribution Code	As directed by TYCOM (CC-54)
Requisition Number Level	Leave blank - for future use
Routing Identifier	Enter RI of supporting supply activity
DTO Project Code	EK5 = Combat Ships (see Appendix 6). Entry of data here will cause the project code to appear on all requisitions requiring a change to EP5 if the item is consumable.
Stock Project Code	EE5 = Combats Ships (see Appendix 6)
Project Code CASREP	As directed by TYCOM
Force Activity Designator	Change as information relative to ships operating schedule is promulgated by TYCOM.
Maintenance Urgency of Need Designator	"B"
Non Maintenance Urgency of Need Designator	"C"
Required Delivery Date	Fill in as required or appropriate to expedite requisitions or leave blank for routine processing
Advice Code	Mandatory for DLR material. Optional on all other types of material.
Unit Price	Leave blank; this data is obtained elsewhere
Fund Code First Position	As directed by TYCOM
Routing Identifier DLR	Enter RI of supporting activity or leave blank
Routing Identifier AVDLR	Enter RI of supporting activity or leave blank (not applicable to activities using AIMS/LAMPS programs)

6434 DEMAND PROCESSING PARAMETERS - CONSTANTS FILE #2

1. GENERAL. This file provides the using ship with the capability to perform an automated review of demand and frequency accumulated by the ship over a given period of time. The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules. Stock record high and low limits, monthly demand POS flags, allowance type code, insufficient demand, zero quantity on hand, no dues, and changes to depth of load contingent on day to day processing (RO set between 10% and 90% sensitivity factor) are evaluated through data formulated from entries through the SFM subsystem.

2. DATA PARAMETERS. Data parameters must be adjusted each time demand is computed to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section. In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

<u>Data</u>	<u>Example</u>	<u>Construction/Comment</u>
Starting YEAR/MO*	9501	Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
Ending YEAR/MO*	9701	Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
O&ST-FILL**	1.0	30 days = 1.0 60 days = 2.0 90 days = 3.0 45 days = 1.5 75 days = 2.5
O&ST NON-FILL	0.0	0 days = 0.0 45 days = 1.5 90 days = 3.0 15 days = 0.5 60 days = 2.0 30 days = 1.0 75 days = 2.5
SIM QUAL- IFICATION PERIOD	06	The data block is 2 positions and right justified, i.e. the 6 months is entered in at the right side of the data field and zero filled in the unused field. If this number is adjusted, it cannot be greater than the period specified in the beginning/ending year and month entry.
SIM QUAL- IFICATION FREQUENCY	2	Two hits are required to establish an item as SIM within the six month qualification period.
SIM RETENTION PERIOD	12	The data is right justified, zero filled, and cannot exceed the time period specified in the time period specified in the beginning/ending year and month.
SIM RETENTION FREQUENCY	1	This is the number of hits that the item must experience in the next 6 month period after the initial qualification period.
ECONOMIC DOLLAR RETENTION	000	Enter 3 zeros in the field (data is not currently on-line).
RECOMPU- TATION TEST FACTOR	This is a TYCOM directed figure.	This data represents the variance in Average Monthly Demand (AMD) comprised of the Reorder Objective (RO) and the Reorder Point (RP) which qualify a stock item for review by the automated systems during demand processing. The data field is two positions with the number to the right of the decimal representing the percentage of change that the system will measure before

<u>Data</u>	<u>Example</u>	<u>Construction/Comment</u>										
		<p>reacting to computed demand. The following table is provided to delineate the possible sensitivity levels:</p> <ul style="list-style-type: none"> 1.0 100% sensitive to any change. 1.1 sensitive to greater than 10% change. 1.2 sensitive to greater than 20% change. 1.3 sensitive to greater than 30% change. 1.4 sensitive to greater than 40% change. 1.5 sensitive to greater than 50% change. 1.6 sensitive to greater than 60% change. 1.7 sensitive to greater than 70% change. 1.8 sensitive to greater than 80% change. 1.9 sensitive to greater than 90% change. 										
SAFETY LEVEL FACTOR		<p>Enter the data from the schedule provided after consulting the appropriate fleet directive to determine ships prescribed operational status. The safety level factor is established in conjunction with the endurance level prescribed since this controls the safety level and low limit functions of demand processing:</p> <table border="1"> <thead> <tr> <th><u>Endurance</u></th> <th><u>Safety Level Factor</u></th> </tr> </thead> <tbody> <tr> <td>30 days</td> <td>0.5</td> </tr> <tr> <td>45 days</td> <td>1.0</td> </tr> <tr> <td>60 days</td> <td>1.5</td> </tr> <tr> <td>75 days</td> <td>2.0</td> </tr> </tbody> </table>	<u>Endurance</u>	<u>Safety Level Factor</u>	30 days	0.5	45 days	1.0	60 days	1.5	75 days	2.0
<u>Endurance</u>	<u>Safety Level Factor</u>											
30 days	0.5											
45 days	1.0											
60 days	1.5											
75 days	2.0											
ENDURANCE LEVEL**		<p>Enter the endurance level factor from the table provided after consulting fleet directives to determine prescribed operational endurance level for the ship's current operational status levels. This level is used to compute the quantity of material normally required on hand to sustain operations for a prescribed period.</p> <table border="1"> <thead> <tr> <th><u>Endurance</u></th> <th><u>Endurance Level Factor</u></th> </tr> </thead> <tbody> <tr> <td>30 days</td> <td>1.0</td> </tr> <tr> <td>45 days</td> <td>1.5</td> </tr> <tr> <td>60 days</td> <td>2.0</td> </tr> <tr> <td>75 days</td> <td>2.5</td> </tr> </tbody> </table>	<u>Endurance</u>	<u>Endurance Level Factor</u>	30 days	1.0	45 days	1.5	60 days	2.0	75 days	2.5
<u>Endurance</u>	<u>Endurance Level Factor</u>											
30 days	1.0											
45 days	1.5											
60 days	2.0											
75 days	2.5											
RANGE DEMAND EXCLUDED**	9608 9611	<p>Data entry is provided to allow the ability to exclude certain periods from automated demand processing. Normally excluded periods are shipyard are shipyard ILO, SRA, or other periods when ships repair parts are used to effect repairs outside own ship's planned maintenance. Including such data would skew the result and cause excessive use of OPTAR funds. This data may be left off if no qualifying periods exist.</p>										

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<u>Data</u>	<u>Example</u>	<u>Construction/Comment</u>
RECORDS INCLUDE		Consumables Entry: "Y" or "N", Repair Parts (NSA) Entry: "Y" or "N". This entry is at the discretion of the Supply Officer. Each time the system processes a request, the NIIN data is captured for the ship and kept available on the "Demand Data Screen" for each stock record card item or as a transaction record for NC material. It is possible to process both SIM and SIM/DTO consumables during any demand processing by answering Yes to both categories.

6440 SERIAL NUMBER ASSIGNMENT - CONSTANTS FILE #6

1. GENERAL. The computer will generate requisition serial number assignments on the basis of data established in the following material categories. Requisition Serial Number assignment will be directed by TYCOM.

Material Categories

- Consumables & Other OPTAR
- COSAL Maintenance (NAVSEA Funded)
- LAMPS - Chargeable to Ship's OPTAR
- EMRM
- DLR Repairables
- OI Cog (No Cost) Publications
- CASREPs
- Non-Mission Capable Supply (NMCS)

6441 FUND CODE AND FUND CODE PARAMETERS - CONSTANTS FILE #9

The fund code and fund code parameters work together to complete the SFM subsystem information on fund code processing. This file links the fund code to the specific budget which will be charged for the material ordered. This constants file will accept two position fund codes designated in Appendix 30 or TYCOM directives.

6442 BUDGET RECORD - CONSTANTS FILE #10

This constants file prints maintenance related budgets as entities if the budget for maintenance is split into two categories. The selection parameters are "Y" and "N" for Repairables Budget Flag and Maintenance Budget Flag.

6443 EFFECTIVENESS GOALS - CONSTANTS FILE #15

Effectiveness parameters entered into this constants file allows the system to accumulate and calculate supply effectiveness. Parameters entered into the SFM subsystem are modifiable as goals are changed. The changes are of the counter type which means that goal changes cause recomputation of all data including prior data held in the counters. All data blocks for the effectiveness goals must be filled in if the program is to function. Effectiveness parameters are in par. 6236

6445 CONSTANTS FILES - RSUPPLY

1. GENERAL. The constants files are accessed in the Site Subsystem. These files act as the resource center for the RSUPPLY logistics functions to establish COSAL types, MILSTRIP data tables, Supply Effectiveness goals, set default values for Level Setting computations, and designates where picking tickets (DD Form 1348-1A) will print. Several constants files operate in more than one internal program area because of processing sequences and utilization of common validation data.

2. CONTROL. The senior storekeeper and the Supply Officer must be in complete control of the accuracy of these constants files. Incomplete or inaccurate tables will result in inaccurate or incomplete output data for requisitions and could result in inaccurate results from Level Setting if Demand Parameters are not set correctly. In order to ensure that the information in the constants file is accurate, the Supply Officer or senior storekeeper should review all files at least quarterly or when the ship's status changes. The constants files will also be reviewed for possible change with each new software version of RSUPPLY.

6446 ALLOWANCES AND LOADS

This RSUPPLY Constants File enables the Supply Officer to designate allowances and loads (COSAL types) carried at an activity as active, or as in-active, when the allowance or load is no longer applicable to that activity. HME will be indicated as active, for all activities and may not be deactivated. All other allowances, with the exception of DBI, are available for activation, or deactivation, at the supply officers' discretion.

6447 REQUISITION/OFFLOAD VALUES

This Constants File enables the Supply Officer to update initial field values for Requisition and Offload Processing. As a variable data file, it is necessary to validate data hosed in this table during requisitioning and offload processing. The following data is provided to assist in the preparation of this file:

<u>Data</u>	<u>Entry Required</u>
Maintenance Fund Code	"R" (2nd Character)
Consumable Fund Code	"C" (2nd Character)
MVO Fund Code	"C" (2nd Character)

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<u>Data</u>	<u>Entry Required</u>
NAVSEA Fund Code	VO
Stock Project Code	_E5 (see Appendix 6)
CASREP Project Code	Dependent on CASREP category and fleet assignment or ability to utilize a unique special operation code (see Appendix 6)
QCOSAL Stock Project Code	_E5 (see Appendix 6)
QCOSAL DTO Project Code	_K5 (see Appendix 6)
DTO Consumable Project Code	_P5 (see Appendix 6)
DTO Maintenance Project Code	_K5 (see Appendix 6)
NAVSEA Standard Project Code	Normally ZH9 (see Appendix 6)
NAVSEA QCOSAL Project Code	Normally ZN2 (see Appendix 6)
NAVSEA MAM Project Code	Normally ZH9 (see Appendix 6)
OSI General Project Code	Normally Z93 (see Appendix 6)
OSI Medical Project Code	Normally Z94 (see Appendix 6)
Routing Identifier (RI)	RI of your supporting FISC i.e. NNZ
DLR RI	RI of your supporting FISC
TAFS RI	RI of the TAFS used during deployment
NAVSEA RI	RI of activity for initial outfitting requisitions. Normally NUV
Ship To	UIC of your supporting FISC i.e. 00189
Standard Distribution Code	(see Appendix 3) consult TYCOM guidance for use of
CASREP Distribution Code	(see Appendix 3) consult TYCOM guidance for use of
Maintenance Urgency of Need Designator	"B"
Non Maintenance Urgency of Need Designator	"C"
NAVSEA Service Code	"N"
NAVSEA Demand Code	"N"
NAVSEA Signal Code	"C"
NAVSEA Advice Code	5D
NAVSEA Supplementary Address	N48096
NAVSEA Media & Status Code	Normally "S" (see Appendix 16)
Overseas Indicator	If deployed, click in the box, otherwise leave blank. This presets the Document Identifier

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Standard Demand Code	“R”
Standard Signal Code	“A”
Standard Advice Code	Leave blank. Assign to requisitions as required
Standard RDD	Leave blank. Assign to requisitions as required
Force Activity Designator (FAD)	Change as information relative to ships operating schedule is promulgated by TYCOM.
Standard Media & Status Code	Normally “S” (see Appendix 16)
Media & Status Code Hi-Pri	Normally “S” (see Appendix 16)
Offload EMV Range (From)	Consult TYCOM guidance
Offload EMV Range (To)	Consult TYCOM guidance
Offload Receiving Activity UIC	UIC of your supporting FISC i.e. 00189
Offload DRMO UIC	UIC of your nearest DRMO
Offload DRMO Maximum EMV	Consult TYCOM guidance

6448 SUPPLY EFFECTIVENESS GOALS

Effectiveness parameters entered in this constants file allows the system to accumulate and calculate supply effectiveness data. Parameters entered into RSUPPLY are modifiable as goals are changed. Unit Level activities will only record supply effectiveness parameters for repair parts. Effectiveness parameters are in par. 6236.

6449 DEMAND PARAMETERS

1. GENERAL. This file provides the activity with the capability to modify default demand processing parameters in accordance with TYCOM directives. It is used to set and adjust the default values used during the Level Setting process. The Level Setting process computes an Average Monthly Demand (AMD) based on recorded demand and frequency information and sets action points (Requisition Objective (RO) and Reorder Point (RP)). The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules.

2. DATA PARAMETERS. Data parameters must be adjusted each month to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section. In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

<u>Data</u>	<u>Example</u>	<u>Remarks</u>
Date Range From*	AUG 2003	Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.

<u>Data</u>	<u>Example</u>	<u>Remarks</u>
Date Range To*	JUL 2004	Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
O&ST-FILL**	3.0	30 days = 1.0 60 days = 2.0 90 days = 3.0 45 days = 1.5 75 days = 2.5
O&ST NON-FILL	3.0	0 days = 0.0 45 days = 1.5 90 days = 3.0 15 days = 0.5 60 days = 2.0 30 days = 1.0 75 days = 2.5
DBI QUAL- IFICATION PERIOD	6	The number of months to be considered for an item to receive the required frequency of demand to become a demand based item. The field can contain one or two digits and cannot be greater than the period specified in the from/to date range entry.
DBI QUAL- IFICATION FREQUENCY	2	The number of demands needed for the item to compute as DBI during the qualification period. Two demands are currently required.
DBI RETENTION PERIOD	12	The number of months to be reviewed to determine if a record previously identified as DBI should continue to be considered DBI. The field can contain one or two digits and cannot be greater than the period specified in the from/to date range entry.
DBI RETENTION FREQUENCY	1	This is the number of demands that the item must experience in the next 6 month period after the initial DBI qualification period.
RECOMPU- TATION TEST FACTOR	20	This data represents the variance in Average Monthly Demand (AMD) comprised of the Reorder Objective (RO) and the Reorder Point (RP) which qualify a stock item for review by the AIS during demand processing. The data field is two positions with the number to the right of the decimal representing the percentage of change that the system will measure before reacting to computed demand. The following table is provided to delineate the possible sensitivity levels:

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<u>Data</u>	<u>Example</u>	<u>Remarks</u>												
		0 100% sensitive to any change. 10 sensitive to greater than 10% change. 20 sensitive to greater than 20% change. 30 sensitive to greater than 30% change. 40 sensitive to greater than 40% change. 50 sensitive to greater than 50% change. 60 sensitive to greater than 60% change. 70 sensitive to greater than 70% change. 80 sensitive to greater than 80% change. 90 sensitive to greater than 90% change.												
SAFETY LEVEL FACTOR	2.0	Enter the data from the schedule provided after consulting the appropriate fleet directive to determine ships prescribed operational status. The safety level factor is established in conjunction with the endurance level prescribed since this controls the safety level and reorder point functions of demand processing: <table border="1"> <thead> <tr> <th><u>Endurance</u></th> <th><u>Safety Level Factor</u></th> </tr> </thead> <tbody> <tr> <td>30 days</td> <td>0.5</td> </tr> <tr> <td>45 days</td> <td>1.0</td> </tr> <tr> <td>60 days</td> <td>1.5</td> </tr> <tr> <td>75 days</td> <td>2.0</td> </tr> </tbody> </table>	<u>Endurance</u>	<u>Safety Level Factor</u>	30 days	0.5	45 days	1.0	60 days	1.5	75 days	2.0		
<u>Endurance</u>	<u>Safety Level Factor</u>													
30 days	0.5													
45 days	1.0													
60 days	1.5													
75 days	2.0													
ENDURANCE LEVEL**	3.0	Enter the endurance level factor from the table provided after consulting fleet directives to determine prescribed operational endurance level for the ship's current operational status levels. This level is used to compute the quantity of repair parts normally required on hand to sustain operations for a prescribed period. <table border="1"> <thead> <tr> <th><u>Endurance</u></th> <th><u>Endurance Level Factor</u></th> </tr> </thead> <tbody> <tr> <td>30 days</td> <td>1.0</td> </tr> <tr> <td>45 days</td> <td>1.5</td> </tr> <tr> <td>60 days</td> <td>2.0</td> </tr> <tr> <td>75 days</td> <td>2.5</td> </tr> <tr> <td>90 days</td> <td>3.0</td> </tr> </tbody> </table>	<u>Endurance</u>	<u>Endurance Level Factor</u>	30 days	1.0	45 days	1.5	60 days	2.0	75 days	2.5	90 days	3.0
<u>Endurance</u>	<u>Endurance Level Factor</u>													
30 days	1.0													
45 days	1.5													
60 days	2.0													
75 days	2.5													
90 days	3.0													
SELECTION		Ensure Repair Parts is selected. Unit Level activities do not stock consumable material and therefore demand is not recorded.												

6450 PRINTER IDENTIFICATION

Used to identify printers to utilize when printing Document Identifier X31, X37, and BC1 Picking Tickets (DD 1348-1A).

Section III: INVENTORY CONTROL**6620 ISSUE CONTROL - SFM**

1. GENERAL. SFM automates the stock record file (NAVSUP 1114s) discussed in par. 6209 and therefore manual posting of issues is not required. Upon issue from the storeroom, all transactions will be posted to the SFM subsystem. A cumulative listing of issues, Report 064 (see sample Appendix 25), must be requested through SFM prior to RHT processing. This report, prepared monthly in request number or NIIN sequence should be retained and used by the Supply Officer to monitor storeroom issues during the current fiscal year.
2. NON-SIM ISSUES. When processing issues for Non-SIM items, the Tech Edit listing, SFM Report 097, NIIN sequence, and SFM Report 045, request number sequence, should be reviewed to ensure the accuracy of data. The data on Report 097, Tech Edit listing in NIIN sequence, is compared with the most recent FEDLOG logistics management data. The correct tech edit information should be written on Report 045. Any discrepancy in FEDLOG data must be corrected in the stock record file. This will ensure all reorder reviews produced will contain accurate data. SIM (AT4) and DLR records should be validated quarterly or upon receipt of a new FEDLOG.

6625 ISSUE CONTROL - RSUPPLY

1. GENERAL. Upon issue from the storeroom, all transactions will be posted to RSUPPLY via Storeroom Issues in the Logistics subsystem. Once a Requirement has been approved, RSUPPLY will automatically generate a Picking Ticket (the Predefined Parameter – DD1348 Queue must be on) and print to the pre-determined printer. A cumulative listing of issues, JSL314, is available for either completed or pending issues and can be sorted in either NIIN or request number sequence. The pending issue listing displays all approved requirements whether they are carried onboard or not.

6650 LEVEL SETTING - SFM

1. GENERAL. The global level setting program within SFM automatically brings qualifying items into SIM and will adjust high/low limits for current SIM items and reverts no longer qualifying SIM items to NON-SIM. Global level setting is documented by the following record transactions:

- a. New high limit and low limit set into qualifying stock records.
 - b. AT 1: NSN qualifying for SIM will have the SIM Item Indicator set to "Y".
 - c. AT 4: Material which no longer qualifies as SIM will be reset to AT 6.
 - d. AT 5, 6, 8: NSN qualifying for SIM will have the SIM Item Indicator set to "Y" and the AT Code reset to AT Code 4.
 - e. AT 8: Records with no dues will be deleted after 24 months from the last demand period.
 - f. AT 9: No on hand quantity will cause these records to be deleted.
2. REVIEW. A global level exception listing, Report 131 (see Appendix 25), will be output from global level setting indicating the number of records affected by this program. The Transaction Ledger (Report 095) and the Stock Status Listing (Report 042) with demand processing (changes only) set to "Y" should be reviewed after global level setting:
3. RECOMPUTATION TEST FACTOR. This constant, which can be pre-set before executing global level setting, represents the variance in average monthly demand (AMD) which qualifies a stock item for review by the automated system during demand processing. This factor must be set in accordance with TYCOM directives.

6655 LEVEL SETTING - RSUPPLY

1. GENERAL. Level Setting is a management function that provides systematic review of Demand and Frequency information accumulated against Stock Items. Each request for material (issue/requisition) is considered one frequency and the amount of the request is the demand. Initial stock levels (RO and RP) are established based on applicable allowance quantities. The Level Setting process will then adjust these initial stock levels to reflect an activity's actual demand history. The proper setting of stock levels will determine to a large extent an activity's ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by Fleet and Type Commanders. Level Setting should be run IAW TYCOM guidance and after Monthly Change Notice processing. Level Setting is processed in the Inventory subsystem of RSUPPLY. DLR's, all QCOSAL material, and stock records with limit flags set are excluded from level setting. The Basic Parameters tab is used to set and/or adjust the current values used in Level Setting. The Exclude Demand Records tab is used to exclude specific months from the demand base period. By selecting the month and year to be excluded from demand processing, the month and year are compared to the month and year within the appropriate base period. Demand and frequency information from these months is not used in the processing. This feature should only be utilized for that period of time when demand for repair parts was unusually high or low. If demand is excluded the "From To" month and year should be backed up the same amount of months to capture demand over the entire review period dictated by the TYCOM's. Up to 18 months can be excluded. Contact your TYCOM for their demand exclusion policies. Level Setting has a Trial option that should be run and reviewed prior to processing a "live" levels. Level setting performs the following record transactions:
- a. Adjusts RO and RP for items that already qualify as DBI unless a Limit Flag has been set.

b. AT Codes 1 and 5 material qualifying for DBI will have an X placed in the DBI box on the Management Data tab of the Maintain Stock Item screen and RO and RP limits will be adjusted based on demand.

c. AT Codes 1 and 5 DBI's with no demand during the retention period will have the RO reset to the initial allowance quantity and the DBI Indicator will be cleared unless a Limit Flag is set.

d. AT Codes 6 and 8 material qualifying for DBI will have an X placed in the DBI box on the Management Data tab of the Maintain Stock Item screen , the AT Code will change to 4 and the RO and RP will be adjusted.

e. AT Code 4 material that has experienced zero demand during the Retention Period established in the Demand Parameters will no longer qualify as DBI and the AT Code will be reset to AT Code 6.

f. Deletes AT Code 6, 8, and 9 stock records when no demand is recorded during the Retention Period, there is zero on hand, there are no dues and the "No drop" indicator is not set.

2. REVIEW. The Level Setting Summary Report (JSI205) provides a summary of records that were read, changed and deleted during the Levels process. The reports are automatically generated as part of the Levels Process.

a. Part 1: Summary of Changes. Provides summary totals by money value of the RO and RP before and after processing. Net money value change in stock levels is also shown. Record counts are provided for the following Stock Item records:

- (1) RO changes
- (2) Additions and deletions from the DBI category
- (3) ATC 4, 6, 8, or 9 assignments
- (4) Deletions from stock

b. Part 2: Detail Ledger Code. Provides by ledger code and ATC (1,4 & 5), a summary by money value and record count changes made to Stock Item records. Report will be used in conjunction with Part 1 to isolate questionable changes to RO or RP to a particular ledger and ATC. Except when Level Setting is run after an ASI, record counts for individual ATC's should remain consistent from month to month.

c. Part 3: DBI Qualified Records Less Than Six Months Old. Contains detailed information for Stock Item records in the DBI category that have a date item established of less than six months. The AMD computations for these items have been subjected to special considerations. Each record and the demand information shown must be reviewed and a determination made as to the adequacy of the computed RO and RP.

d. Part 4: Records Changed To ATC 4. Lists records added to the DBI category due to demand experienced during period specified in the request parameters. Each item should be reviewed to determine if the item should actually be stocked. If a decision is made not to stock an item as AT Code 4, then appropriate action should be taken to code the item with a Limit Flag if warranted and delete or reduce the RO/RP for the item based on TYCOM guidance.

e. Part 5: Records Changed To ATC 6. Lists records assigned to the excess category due to lack of demand during the period specified in the request parameters. Each item should be reviewed to determine why the material is no longer being utilized. Material on this listing will be subject to offload processing if the ATC is not changed.

f. Part 6: Records Changed To ATC 8. Lists records that have experienced demand, but not enough demand to become a demand based item.

g. Part 7: Records Changed To ATC 9. Lists records that are substitutes for a prime NSN stock record.

h. Part 8: Records Dropped From Stock. Lists records dropped from stock. Each item should be reviewed to determine if a record was dropped because legitimate demand information was not properly recorded. In particular, a spot inventory should be conducted for any item listed with a storeroom location just in case material is still on hand but no longer reflected in the Stock Item Table. Records will remain on the Item Table designated as inactive.

3. RECOMPUTATION TEST FACTOR. This constant, which can be pre-set before executing global level setting, represents the variance in average monthly demand (AMD) which qualifies a stock item for review by the automated system during demand processing. This factor must be set in accordance with TYCOM directives.

6665 ITEM IDENTIFICATION FOR INITIATING REQUISITIONS - SFM

1. GENERAL. When initiating requisitions on SFM ships, with unknown NSN or part numbers, the correct data will be entered into the MDS subsystem instead of onto NAVSUP Form 1250-1. Correct data can be found in FEDLOG, the COSAL, and other sources. Part numbers not listed on the APL will be forwarded to the Configuration Data Manager (CDM) with the 3M Up-Line Report (See par. 6667-1)

2. NON-STANDARD REQUIREMENTS. All non standard requirements must be submitted on a DD Form 1348-6, a NAVSUP 1250-2 or a SFM created plain language message (PLM) to the supporting ashore supply point. A money value only (MVO) 1250-1 must be entered into the SFM subsystem for OPTAR accounting purposes.

3. REPAIR PARTS. Repair parts requirements are initiated by maintenance personnel through the maintenance data subsystem (MDS). MDS requires the assignment of a job control number (JCN) to properly document the ships Consolidated Ships Maintenance Project (CSMP). Repair parts on order for jobs no longer on the CSMP must be validated by the work center or canceled.

6667 ITEM IDENTIFICATION FOR INITIATING REQUISITIONS - RSUPPLY

1. GENERAL. When initiating requisitions in OMMS-NG and the NSN is not on the correct APL, the item will be ordered as "Part Not Listed on APL". The item will be validated by an SK in Item Verification/Tech Edit utilizing FEDLOG or similar means. NAVSEA's Automated COSAL Improvement Program (ACIP) will identify NSN's or part numbers not listed on the APL by a "G" source code after 3-M upline reporting has been submitted. There is no longer a requirement to submit a Fleet COSAL Feedback Report (FCFBR) for this scenario.
2. NON-STANDARD REQUIREMENTS. All maintenance related nonstandard requirements must be submitted in OMMS-NG along with generating a NAVSUP Form 1250-2. After the requirement has been through Item Verification/Tech Edit and been approved, a requisition number will be assigned. A plain language message must be submitted to NAVICP to initiate procurement.
3. REPAIR PARTS. Repair parts requirements are initiated by maintenance personnel through OMMS-NG. OMMS-NG assigns Job Control Number's (JCN's) to uniquely identify maintenance actions on the Current Ship's Maintenance Project (CSMP). Repair parts on order for jobs no longer on the CSMP must be validated in writing by the work center as still required or cancellation action should be initiated.

6670 RECEIPT CONTROL

Processing receipts in SFM and RSUPPLY accurately is crucial to an effective operation. Incorrect processing of receipts affects the accuracy of the data base and can affect the entire supply operation by adversely affecting inventory validity, require additional time correcting errors, and could result in needless spending of OPTAR funds. Receipts should be batch filed by the date processed (also see par. 4705). Organizing receipt documents as described in the following paragraph will significantly reduce storeroom inventory losses attributable to improper posting.

6685 PROCESSING STOCK RECEIPTS

1. GENERAL. Cognizant supply personnel should verify each receipt document for completeness, i.e., receipt signature, receipt date, quantity circled to indicate quantity accepted, card column 44 (suffix code) checked, and storage location clearly marked. Once receipts are posted, they will be filed in Julian Date and Document Number sequence in the Material Receipt File.
2. EXACT QUANTITY AND EXACT NSN RECEIVED AS ORDERED. Exact quantity and exact NSN receipt documents which match the original requisition document should be batched together and processed directly into SFM and RSUPPLY.
3. EXACT QUANTITY AND SUBSTITUTE NSN RECEIVED. Exact quantity and substitute NSN receipt documents must be batched together to be processed. As the requisition is completed, cross reference records will automatically be built for valid substitutes in SFM. RSUPPLY users must build the cross reference relationship using the Cross Reference

Processing option in the Inventory Subsystem. Frustrated receipt documents containing substitute/interchangeable or alternate stock numbers require additional processing time to ensure proper cross reference data is applied to all supply records.

4. PARTIAL QUANTITY AND EXACT NSN RECEIVED. Partial receipts for stock are a type of frustrated receipt. A partial receipt requires the preparation of a suffix coded requisition record equal to the remaining outstanding quantity due. The partial receipt will be identified by the suffix code (i.e., R52192-7031-2055E) while the original requisition remains identifiable for all further status or receipt in the original document submission format (i.e., R52192-7031-2055). The partial quantity is processed through the following SFM and RSUPPLY sequence consisting of two steps:

- a. Step 1: Create the suffix coded receipt record and update the original requisition.
- b. Step 2: Post the partial receipt document to the newly created requisition record.

5. PARTIAL QUANTITY WITH SUBSTITUTE NSN RECEIVED. Frustrated receipts, partial quantity situations, are further complicated by the receipt of a substitute NSN. Failure to effectively post these receipt types and establish the correct cross reference relationship can affect stock record files significantly, particularly in the area of storeroom validity, demand processing, and financial expenditures. This receipt type is accomplished in two steps:

- a. STEP 1: Create the partial receipt record and update the original outstanding requisition document.
- b. STEP 2: Post the partial receipt document to the ship's stock records.

6695 PROCESSING RECEIPTS NOT FROM DUE

1. GENERAL. A receipt with no existing requisition in the requisition file (RQF) may exist as a result of incomplete data base building, or a requisition established by an external activity to "push" material to your activity. For whatever reason, the material arrives and the receipt must be processed. The receipt document is entered in SFM using the Receipt Not From Due processing option and the Stock Control option for receipt processing in RSUPPLY.

2. PARTIAL RECEIPTS. The Receipt Not From Due in SFM and the Stock Control option in RSUPPLY is frequently abused when used to process suffix coded receipts which error on "this requisition is already complete." This message indicates that a partial has been previously processed in error as a final receipt. The error becomes compounded when the Receipt Not From Due or Stock Control options are used to force the next partial receipt quantity into the ship's records. Proper procedure requires reversal of the first erroneous receipt entry and processing of all partial receipts as indicated in par. 6685-4.

6705 RECEIPT REVERSAL PROCEDURES

Receipt reversal may be required at times to correct erroneous data entry. Receipt reversal backs out any financial processing that has occurred and returns the requisition to an outstanding status. Both SFM and RSUPPLY have receipt reversal capability.

6710 STOCK NUMBER CHANGE

1. GENERAL. Both SFM and RSUPPLY allow the user to change the NIIN or part number for a stock item to reflect a replacement number. To accomplish this change, the user must perform two basic steps.

a. Step 1: Enter the new stock number in the "New NIIN" block appearing on the stock record. If the item is a part number, the new part number is in the "New Part Number" block on the stock record card. For RSUPPLY users, step two is performed automatically. RSUPPLY will create a Cross Reference relationship making the new NIIN or Part number the AT1 and the old (or superceded) NIIN or Part Number the AT9. It is always wise to review the cross reference relationship whenever a new or superceding NIIN or part number is added.

b. Step 2: For SFM, create a cross reference between the old stock number and the new stock number. When using the SN/PN change capability of the SFM subsystem, the system replaces the new stock number on the stock record card of the old stock number. The old stock number disappears until the user makes a stock record card for the old stock number and identifies it as an AT code 9. NICN numbers cause a certain amount of confusion in this regard. NICN cross references must be built by creating stock records for the NICN and the NIIN. The NIIN becomes the AT1 item and the NICN becomes the AT9 item. Both stock record cards are retained because it is possible to receive material under the NICN number or the NIIN at any point in time. This stock record card method will preclude carrying the same item under two different numbers, both as AT1. During reorder review such conditions would lead to a reorder of both items since the AT1 directs the material to be on hand.

6720 UNIT OF ISSUE CHANGE

1. GENERAL. Unit of issue changes must be processed whenever a change is received during status processing, receipt posting, or stock update functions. Status processing and stock update require approaching the unit of issue change through the SFM inventory functions of SFM and the Maintain Stock Items function of RSUPPLY, while receipt processing unit of issue changes are accomplished through the SFM requisition action functions and Receipt Processing functions in RSUPPLY. If processing receipts, the SFM subsystem identifies the difference between the ordered unit of issue and the received unit of issue. If processing status the unit of issue change is discovered by reviewing the status exception listing, Report 076 for SFM and the JSS120 Incoming Report for Supply and Carcass for RSUPPLY.

2. PROCESSING Unit of Issue Changes in SFM. Unit of issue conversion is an interactive process. Two different processing situations may occur and options are exercised with each process by the user.

a. Option 1 occurs when preloaded conversion data is extracted from the SFM validation files. Processing is semi automatic and all screens are protected from user change.

b. Option 2 occurs when the user must provide all conversion data because that information is not resident in the SFM program. The user must calculate the conversion factor and process the unit of issue change through additional steps requiring data entry.

3. **CONVERSION.** Conversion factors are listed in Appendix 19. If the conversion factor is unlisted, it must be computed. The formula for computing the conversion factor is on hand quantity (old unit of issue) divided by numeric value of new unit of issue.

Example: 96 each on hand	96/12 = 8
New U/I is dozen (12)	Conversion factor is 8

4. **REMAINDERS.** It is possible to have units of issue which leave remainders. The SFM stock record card will show even quantities in the locations because the conversion considers the unit of issue only, no quantity relationships to unit of issue. Broken units of issue, resulting from conversion may be removed and delivered to the user department for use.

5. **Processing Unit of Issue Changes in RSUPPLY.** Much like SFM, Unit of Issue Changes can be processed in RSUPPLY due to incoming status using the Maintain Stock Item screen or during the receipt processing. For incoming status, review the Incoming Status for Supply and Carcass (JSS120) listing for all Unit of Issue changes. On the Maintain Stock Item screen, input the new Unit of Issue. The system will automatically convert the on-hand quantity to conform to the new Unit of Issue using conversion data available in the system. During receipt processing, the system will alert the user that the unit of issue being received is different from the unit of issue currently on the Stock Item Table (SIT) and allow the user to process the unit of issue conversion. Unit of Issues can also be changed automatically during Monthly Change Notice processing.

6730 MAINTENANCE ASSISTANCE MODULES (MAM S)

1. **GENERAL.** Maintenance assistance modules (MAMs) are defined as test modules required to execute an approved maintenance plan that calls for the identification of a fault through a progressive sequence of module substitution. MAMs are the joint responsibility of the Supply Officer and the cognizant department head who maintains custody of the items.

2. **MAMS COSAL.** MAMs are identified with note code "N" (MAM item) in the APL. Ships with a MAMs COSAL should restrict access to the COSAL to those departments which actually have MAMs. Restricting use access will preclude consumable material ordering against the MAMs COSAL and the development of erroneous demand data by departmental supply petty officers who are unfamiliar with MAMs concepts. It is the Supply Officer's responsibility to ensure all supply petty officers are trained on the requirements of par. 6172.

Section IV: INVENTORY MANAGEMENT REPORTS**6750 STOCK STATUS LISTING**

1. COMPLETE LISTING. For SFM, the Stock Status Listing (Report 042, see sample Appendix 25) lists all items in the stock record file (SRF) by category. For RSUPPLY, the Master Stock Status and Locator Listing (JSL322) lists all stock items and management data for stock items in the Stock Item Table (SIT). For SFM and RSUPPLY, the complete listing will be printed quarterly and will be used as back up during system downtime. The report should be reviewed for any records with a missing cognizance symbol (COG), unit of issue (UI), unit price, storage code, etc.

2. SUPPLEMENTAL LISTING. (SFM Only) The supplemental only listing contains stock records which were updated since the last complete SRF listing. The following are examples of supplemental listings which can be produced:

a. The selected item management (SIM) status report should be carefully reviewed and all SIM items ordered.

b. Local Management Code listing. This can be used to review categories of material requiring special management such as:

(1) Type I shelf life. These items should be inspected often to determine expiration.

(2) Hazardous items. These items should be inspected often to see that they are properly stored and handled.

c. AT6 excess material. This should be reviewed for stock records which can be deleted (zero on hand and zero due in) and for excess material that can be offloaded.

d. Multiple location listing which can be used to identify material stored in more than one location for consolidation.

6751 AUTOMATED STOCK REPORT (REPORT 091)/PEN AND INK TRANSACTION REPORT (JSS117)

1. GENERAL. The Automated Stock Report (Report 091) for SFM and the Pen and Ink Transaction Report (JSS117), is produced each time an ASI product containing stock record or NIIN cross reference file (XRF) transactions is processed. The Automated Stock Report (Report 091) and the Pen and Ink Transaction Report (JSS117) are similar and contain the same information. The reports are divided into 4 sections as follows (see sample Appendix 25 for a sample of the Automated Stock Report):

a. Part I - E1 Transaction Error Report. Lists errors which occurred while processing stock record or allowance data. These transactions must be individually processed on-line based on the error message displayed on the report.

b. Part II - E1 Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock record or allowance data updates. Any shortages that resulted will automatically create requirements which must be reviewed.

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c. Part III - G1 Transaction Error Report. Lists errors which occurred while processing stock number changes (old NIIN to new NIIN). These transactions must be individually processed on-line based on the error message displayed on the report.

d. Part IV - G1 Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock number changes (old NIIN to new NIIN). Any shortages that resulted will automatically create requirements which must be reviewed.

6752 LOSS BY INVENTORY (LBI)

The LBI Report, SFM Report (Report 068, see sample Appendix 25) and RSUPPLY LBI Report (JSI221) shows all inventory losses during the month. All LBIs must be investigated to determine their cause. Results of investigations should be made directly on or attached to the LBI report. Research should include at least a file search to make sure all issues have been posted. If an item was previously gained by error then a LBI should be made to correct it. For SFM activities, the LBI report must be run prior to Requisition History Tape processing. The LBI reports must be reviewed, signed and dated by the Supply Officer.

6753 GAIN BY INVENTORY (GBI)

The GBI Report, SFM Report (Report 067, see sample Appendix 25) and RSUPPLY GBI Report (JSI221) shows all inventory gains during the month. All GBIs must be investigated to identify why they occurred. Results of investigations should be made directly on or attached to the GBI report. GBIs must also be validated against the Outstanding Requisitions Listing, SFM Report 073, and RSUPPLY Report (JSL311) in NIIN sequence to ensure material was not received without proper posting of receipt documents. This investigation may also identify the completion of possible requisitions which have overaged shipping status. Trend analysis of GBIs will be useful in analyzing receipt processing effectiveness. For SFM activities, the GBI Report must be run before Requisition History Tape (RHT) processing.

6754 STOCK RECORD FILE VALIDATION - SFM

The Stock Record File Validation program analyzes selected data elements in the stock records and reports those records containing invalid or missing data. The SRF Validation Exceptions Listing (Report 141, see sample Appendix 25) should be used as a research tool, with corrected data obtained from FEDLOG for subsequent on-line stock record update.

6755 MONTHLY EFFECTIVENESS REPORT

The Monthly Effectiveness Report, SFM Report (Report 132, see sample Appendix 25) and RSUPPLY Report (JSI233) provides an overview of the supply departments efficiency in fulfilling material requests. The Report shows the total demands received for the month and a break down (with percentages) of the demands issued, NIS and NC. Problems with inventory management, configuration, and tech edit procedures can be found by analyzing this report.

6756 INVENTORY TRANSACTION LEDGER

For SFM activities, the Inventory Transaction Ledger (Report 095, see sample Appendix 25) summarizes transactions that affect inventory records. It provides a record of all transactions of shipboard stock items of a period as well as each transaction requirement number and financial impact. Since running the live transaction ledger clears all records in the Transaction Ledger File (TLF), a trial transaction ledger should first be run. A live transaction ledger should be produced on the fifteenth and last day of the month to coincide with the generation of financial transmittals, and before and after an Automated Shore Interface tape update. This report is an accountable document and should be used to audit inventory transactions. RSUPPLY uses a Cumulative Transaction Ledger (CTL) for Material, Money Value Only and Financial transactions, maintains records of all transactions. The CTL is never cleared of transactions. The CTL is accessed through the Query Subsystem in RSUPPLY.

6757 COSAL PERCENTAGE REPORT

The COSAL Percentage Report, SFM report (Report 161, see sample Appendix 25) and RSUPPLY Report (JSI220) computes percentages by APL, calculated upon user parameters. This report can be used to access overall readiness by selecting APLs for a system.

6758 COSAL DEFICIENCY REPORTS - SFM

1. GENERAL. When processing an Automated Shore Interface (ASI) tape or performing interactive COSAL changes the following reports are produced (see samples Appendix 25):

- a. COSAL Deficiency Requisition Listing (Report 104) - lists deficiency requisitions that result from COSAL processing and is used to submit COSAL deficiency requisitions;
- b. COSAL Deficiency Requisition Letter (Report 105) - a letter which is used to request funding for NAVSEA requisitions resulting from COSAL deficiencies;
- c. Selected COSAL Deficiency Listing (Report 130) - lists all high dollar value COSAL deficiencies grouped by NIIN and then by requisition number. These selected requisitions represent those NAVSEA funded COSAL deficiencies that will be screened by NAVSEALOGSUPENGACT, Mechanicsburg, PA prior to funding due to their high dollar value.

6759 APL ANALYSIS REPORT

The APL Analysis Report, SFM report (Report 160, see sample Appendix 25) and RSUPPLY Report (JSI220) provides stock status for each NSN in the record file (AT1, 4, 5, or 9) under a specific AEL/APL. This report is a valuable tool for selecting specific equipment in order to requisition deficiencies up to high limits for deployments, system certifications and audits.

6760 STOCK RECORD/STOCK DUE RECONCILIATION REPORT - SFM

The Stock Record/Stock Due Reconciliation program insures that the stock due quantities in the stock records accurately reflect the outstanding quantities recorded in the Requirements File (RQF). The Stock Record/Stock Due Reconciliation Report (Report 100, see sample Appendix 25) shows action which needs to be taken to correct any discrepancies found.

Part D: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: PHYSICAL INVENTORY

6800 INTRODUCTION

1. GENERAL. SUADPS-RT provides the capability to select the items to be inventoried and to produce inventory aids when a scheduled inventory is to be conducted. Scheduled inventories conducted using SUADPS-RT functions will be accomplished in several phases as follows:

- a. Initiating the inventory through selection of items, production of inventory aids, and establishing the SUADPS-RT inventory file records;
- b. Physically counting and recording the quantity (see par. 6067);
- c. Updating the SUADPS-RT inventory file, computing inventory adjustments, and updating of BMF records;
- d. Conducting preliminary and causative research investigations (see pars. 5125-5127);
- e. Preparing surveys (see par 5128);
- f. Recording survey expenditure.

6801 INITIATING THE INVENTORY

1. GENERAL. The initial step in the scheduled inventory process is to request an inventory by completing the Inventory Scheduling/Aids (DI 084) Data Screen (see SUADPS-RT Support Procedures, Volume I, Chapter 2). This SUADPS-RT function will select the items specified by the user for inventory, establish inventory file records, produce inventory aids, and flag the BMF records for items included in the inventory. To request an inventory of Q COSAL material, the user must be Q COSAL-authorized in the User Identification File. The following options are available when requesting a scheduled inventory:

- a. ILO Option. Used only to schedule a complete wall-to-wall inventory during an integrated logistics overhaul (see par. 2304 for ILO inventory requirements).
- b. Inventory Control Date. This option allows the inventory to be restricted to only those items that have not been inventoried since a specified date.
- c. Storeroom Selection. This option allows the inventory of material within a specific storeroom.
- d. Inventory Aids Option. This option determines the sequence of the output inventory listing (NIIN or location) and type of inventory records that will be produced (count, recount, or ILO).

e. General Selector. The general selector allows the inventory to be restricted to any category of material that can be identified by one or more data elements in the BMF or associated files.

2. INVENTORY OUTPUT. Output from the Inventory Scheduling/Aids Function will consist of a Scheduled Inventory Listing (see sample Appendix 15) in NIIN or location sequence and inventory count or recount cards (one card for each location will be produced). When the ILO inventory option is selected, a magnetic tape will be produced in place of cards. The tape must be delivered to the ILO site where inventory records will be produced in accordance with local requirements. Except for ILO inventories, the inventory count cards and a copy of the Scheduled Inventory Listing will be forwarded to the person who will be supervising the inventory effort. A copy of the Scheduled Inventory Listing will be retained in stock control for the purpose of monitoring and controlling the return of inventory count records.

3. FILES UPDATED. The Inventory Scheduling/Aids Function will update the following SUADPS-RT system files:

a. Basic Material Files. The BMF inventory code is set to C for a scheduled inventory or D if the ILO Inventory Option was selected. When the ILO option is selected, all location data for the included items will be cleared. Receipt and expenditure transactions will not process while the inventory code is set.

b. Inventory File. A record for each item selected for inventory will be established and used to record the actual physical count of the material by location.

6802 UPDATING RECORDS AND FILES

1. RECORDING INVENTORY RESULTS. The results of the physical inventory will be recorded using the SUADPS-RT Process Scheduled Inventory Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). Inventory counts should be received from the stores or material sections daily and recorded as received to prevent loss of documents. When the inventory for a particular item has been completed, SUADPS-RT will compare the total inventory count to the BMF on hand and, if necessary, an inventory adjustment record will be created and processed. After recording, inventory count records should be filed in the Stock Control History File in NIIN sequence and retained until the next inventory of the item is conducted.

2. INVENTORY ADJUSTMENTS. If the inventory results in a loss and the item is a Depot Level Repairable, a survey record will be established in the Suspense File. The cause of the adjustment must be researched and a survey record completed in accordance with pars 5125-5128. Inventory adjustments generated as a result of the completed inventory will be displayed to the user at the terminal. All adjustments over \$500 per line item will be subjected to preliminary research (see par. 5125) to determine the correct material/record balance. Adjustments exceeding the causative research threshold value (see par. 5126) will be entered in a causative research log for action in accordance with par. 5127. All inventory adjustments will appear on the Inventory Adjustments Report described in par. 6859. Inventory adjustments may not be taken for the following file maintenance actions without performing a spot inventory:

- a. Requisition File and Requisition History File maintenance;
- b. Unmatched Listings for Captions C&H and A&G;
- c. Suspended and Error Listing processing.

3. **ADJUSTMENT REVERSAL.** In the case where causative research reveals that an inventory discrepancy was caused by a previous adjustment, the previous adjustment will be reversed using the SUADPS-RT Gain/Loss Reversal Adjustment Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). Adjustment reversals may only be processed against an adjustment within the allowable look-back period. Reversals should be based on research which documents that a previous adjustment was erroneous. Offsetting gains and losses found posted in a previous fiscal year may not be reversed without evidence of a corresponding inventory transaction in the current year. A reversal will be processed against the original transaction (where the original adjustment cannot be identified, a reversal will not be permitted).

4. **SUPPORTING DOCUMENTATION.** Appropriate supporting documentation will be developed and maintained for three years for all adjustment reversals greater than \$100 and in all cases where causative research is required. This documentation checklist will be signed by the person responsible for performing the research; it will demonstrate a clear and reasonable cause and effect relationship in justification of a specific inventory adjustment or reversal. Supporting documentation will vary by circumstance but will consist of copies of the following documents (as applicable):

- a. For adjustments or reversals requiring preliminary research, a check list of actions taken during preliminary research (e.g., search of adjacent locations, research of unposted or erroneous transactions, verification of catalog data);
- b. For adjustments on reversals requiring causative research;
 - (1) A checklist of actions taken during preliminary research;
 - (2) Receipt, issue, or transfer documents relating to the imbalance under investigation;
 - (3) Cumulative Transaction Ledger (CTL), master stock record probes;
 - (4) Survey documents;
 - (5) Unmatched listings (i.e., C&H, OSO, A&G);
 - (6) Repair Parts Petty Officer (RPPO) or Aviation Intermediate Maintenance Department (AIMD) logs;
 - (7) Mandatory turn-in repairable (MTR) or carcass tracking documents (for aviation units include BCM Log);
 - (8) Detail list of depot level repairables (SUADPS-RT DLR Print Function);
 - (9) Other supporting documentation.

6803 SPOT INVENTORIES

1. GENERAL. SUADPS-RT will produce two reports on a daily basis which will alert supply managers to the need for spot inventory action as follows:

a. Suspense Report. The Suspense Report (see par. 6866) will contain issue or other expenditure transactions that could not be processed because the BMF on-hand was less than the expenditure quantity.

b. Spot Inventory Aids Report. The Spot Inventory Aids Report (see par. 6867-1b) will list NIINs for which a partial or complete NIS MRI or MRE transaction was processed or for which the transaction was suspended for insufficient quantity.

2. PROCEDURES. Stock control or other designated work centers will prepare spot inventory requests and forward them to the appropriate storage work center supervisor on a daily basis. The spot inventory will be completed within 24 hours using the count procedure described in par. 6067. The spot inventory records will be returned to stock control for updating of the BMF records. Spot inventory results will be recorded using the SUADPS-RT Spot Inventory Function described in the SUADPS-RT Support Procedures, Volume I, Chapter 2. Prior to recording the inventory, pending transactions must be collected and processed if they occurred prior to the inventory count. Inventory adjustments will be generated for spot inventories and each adjustment will be reviewed and action taken as required by par. 6802.

6804 PREDETERMINED INVENTORY GAINS AND LOSSES

1. GENERAL. When the gain or loss of material is discovered during the course of routine supply operations (i.e., an inventory is not being conducted), the BMF will be adjusted using the On-hand Quantity Adjustment Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). This function requires that the adjustment quantity be predetermined and validated in accordance with par. 6802 prior to entering the transaction to SUADPS-RT. Predetermined inventory adjustments may be required for the following reasons (as well as others):

- a. Damaged material discovered in stock,
- b. Expired shelf-life material discovered in stock,
- c. Material shortages or overages not recorded at time of receipt,
- d. Material discovered in storage areas not previously recorded in the BMF.

6805 LOCATION AUDITS

1. DESCRIPTION. SUADPS-RT provides a location validation/audit function (DI 051) that will assist supply managers in accomplishing location validations. This function, in addition to selecting records for validation, may be used to identify material on hand with no location and records having excessive locations. For USID C & M activities, it will identify MSP/MSM items stowed in locations other than those designated for MSP/MSM items.

2. PROCEDURES. 100% of all storage areas will be audited on an annual basis with a 98% accuracy rate maintained for location records. Instructions for requesting and completing the data entry screen are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2. The following options are available:

a. Location Validation. The Location Validation Report (see sample Appendix 15) consists of a listing of all BMF records with an on-hand quantity and no location, a listing of BMF records with excessive locations established, and USID C & M activities may also receive a listing of MSP/MSM items with locations established that are other than those designated as MSP/MSM storage areas.

b. Storeroom Audit. The Storeroom Audit option provides the capability to select up to 999 storage locations for validation and up to 999 BMF records for quantity validation. Records with multiple locations or zero on-hand quantity will not be selected by the Storeroom Audit Program. The Storeroom Audit Report (see sample Appendix 15) consists of a Quantity Validation Listing (Part 1 in location sequence, Part 2 in NIIN sequence) which contains stock numbers to be counted or verified for location validity, and a Location Audit Listing which contains stock numbers for location validation.

3. REVIEW AND ACTION. Processing of the listings produced by the Location Validation/ Audit Function will be accomplished as follows:

a. Material On-Hand With No Location. Every effort will be made using the Material Transaction Ledger File, Query Function, Stock Control History File, and other retained documents or listings to determine the location of the material. If a location is determined and verified, it will be added to the BMF record using either the update storeroom data or change BMF record functions. Material for which a location cannot be determined will be lost by inventory or surveyed and reordered if necessary to fill any allowance deficiency.

b. Excessive Locations. The listing will be used to consolidate material into as few locations in the same storeroom as possible. Existing locations which do not contain the item will be deleted. Location changes will be recorded using the Update Storeroom Data or Change BMF Record functions.

c. MSP/MSM Material with Erroneous Locations. MSP/MSM material in non-MSP/non-MSM locations will be consolidated into an existing location or a new location in the designated area will be selected. The movement of material must be recorded in the BMF using either the Update Storeroom Data or the Change BMF Record functions.

d. Quantity Validation. The Quantity Validation Listing can be used to verify both the quantity and location of an item. When it is used to verify location data only, the applicable location will be checked for the NSN shown. If no material is found, the entry will be annotated as an error and the item scheduled for spot inventory and research. When material is found, the record on the listing will be checked as being valid. When the listing is being used to verify both quantity and location, the quantity of material must be counted and recorded on Part 1 of the listing. The data will then be transferred to Part 2 of the listing and compared to the BMF on-hand using the BMF Query Function. Differences will be annotated on the listing and scheduled for spot inventory action.

e. Location Audit. The Location Audit Listing will be used to verify location data recorded in the BMF. It will be processed in the same manner as a quantity validation listing used to audit locations only. Instructions for conducting the audit and recording the quantity or location validations (or both) are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

4. LOCATION VALIDITY STANDARDS. The location validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. The rate will be computed by auditing 5% of the locations involved and dividing the number of erroneous locations by the total number of locations audited. The result will be multiplied by 100 and the resulting percentage subtracted from 100. As an example, for 850 locations validated with 17 errors, the following applies:

$$17 : 850 = .02$$

$$.02 \times 100 = 2.00\% \text{ Error rate}$$

$$100\% - 2\% = 98\% \text{ Accuracy rate}$$

An accuracy rate of less than 98% for a particular storage area will be considered unsatisfactory and will be reason to conduct additional validations or a random sampling inventory of the area. The Supply Officer may require additional corrective action or training (or both) depending on the severity of the location or inventory accuracy problem. This may require a complete review of current supply practices, the use of SUADPS-RT, and assistance from Type Commander or SPAWARSSYSCEN supply management teams.

Section II: RECORDS AND FILES

6810 SYSTEM FILES

1. GENERAL. SUADPS-RT consists of a large number of system files used to store program instructions, supply records, validation data, and transaction information. To ensure validity of the SUADPS-RT files and the accuracy of supply records and reports, the data processing division must implement and follow proper file save and restore procedures. These procedures are contained in the SUADPS-RT Computer Operation Manual. The SUADPS-RT files that are updated by transactions processed through the system can be classified into one of the following groups:

- a. Material files (see par. 6811)
- b. Requisition files (see par. 6812)
- c. Financial and statistical files (see par. 9507)
- d. Transaction files (see par. 6813)
- e. Validation and control files (see par. 6814)

f. Output files - These files contain data records from which SUADPS-RT reports will be produced and are mainly of interest to ADP operations personnel. Complete descriptions of the files are contained in the SUADPS- RT Computer Operation Manual.

g. History files (see par 6819)

h. Transaction ledger files (see par 6820)

6811 MATERIAL FILES

1. GENERAL. The material files in SUADPS-RT/RSUPPLY are those that are maintained to manage carried stock items or to record demand data for Not Carried (NC) material. The primary material file is the Basic Material File (BMF)/Stock Item Table (SIT), all other files provide additional or supporting data for records in the BMF/SIT. Individual data elements which make up each record are defined in Appendix 17 of the SUADPS-RT Support Procedures and RSUPPLY Support Procedures Manual. The following files are maintained as part of the stock record database:

a. Basic Material File (BMF)/Stock Item Table (SIT). The BMF/SIT will contain a record for each carried item in storeroom stock and for not-carried material that has experienced usage during the past twelve months. The BMF/SIT is maintained in NIIN, NICN, and LICN sequence.

b. Allowance Parts List File (APL). The APL file contains a record for each NSN with a COSAL allowance established in the BMF/SIT and the allowance parts lists or allowance equipage lists to which it is applicable. Records are established as a result of COSAL processing and may be updated by the user (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

c. Aviation Demand File (ADF). The ADF file is used to record historical demand and frequency of demand data. Records are established automatically as a result of processing material requirements received from the activity's work centers and supported units. Records may also be established, updated, or deleted by use of the demand recording function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual).

d. Aviation Repairable Demand File (ARD) (USIDs C & M only). The ARD is used to record historical demand data for repairable items issued on an exchange basis when the NRFI carcass is repaired by the activity's maintenance department and returned to stock.

e. Deleted/Superseded NIIN File (DSN). The DSN provides a cross-reference file of deleted and superseded stock numbers to current stock numbers. Records are established in the file as a result of change notice actions received from NAVSISA or other ICPs (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

f. Material Location Files (MLF). The MLF provides the capability to record up to sixteen storage locations in addition to the four locations recorded in the BMF/SIT (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

g. NRFI Repair Quantity File (NRQ) (USIDs C & M only). The NRQ is used to monitor the return of repairable items from AIMD. Records are established when exchange-coded issues are processed and the NRFI item is to be repaired locally. Records are updated by the Returned From AIMD Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5 and RSUPPLY Support Procedures Manual).

h. Pack-Up Item File (PUI) (USID C and M only). The PUI will contain a record for each NSN included in a particular contingency support package (CSP). Records are established, updated, and deleted using the Pack-Up Data Function contained in the Inventory Management subsystem (see SUADPS-RT Support Procedures, Volume I, Chapter 5 and RSUPPLY Support Procedures Manual).

i. Part Number File (PNF). The Part Number File provides a cross-reference from manufacturer's part number to NSN or LICN. Records are established in the file as a result of allowance list processing or by the user via the Part Number File function (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual). A BMF/SIT record must exist before records may be established in the Part Number File.

j. Pre-Expended Bin File (PEB). The PEB contains a record for each NSN on the BMF/SIT with the PEB indicator set. Items to be included in the PEB program are determined in accordance with par 6171 using the PEB Review Report Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5). The BMF/SIT and PEB records for the items selected will be updated in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual.

k. Q COSAL File (QCF). Q COSAL records contain data applicable specifically to the Q COSAL allowance quantity (USIDs C, and T). Those individuals authorized in the User Identification (UID) File may review, process against, and update records in the file. Records are established by Q COSAL allowance processing and as necessary by authorized users (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

l. Q COSAL Demand File (QCD). The QCD file is used to record historical demand and frequency of demand data for records in the Q COSAL File (QCF). Records are established automatically as a result of processing issues and DTO requisitions of Q COSAL material. Records may be established, updated, or deleted using the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual).

m. Repairable Item Code File (RIC) (USIDs C & M only). The RIC file provides repairable item codes for each AVCAL allowance item established in the BMF/SIT. Records are established during processing of the AVCAL allowance data tapes received from NAVICP PHIL (see par. 2301). Records also may be updated by users via the APL/RIC file function (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

n. Repairable Material File (RMF). The RMF records contain additional data for records on the BMF/SIT with an MCC of D, E, G, H, Q, or X. The data maintained varies by USID code and is explained in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual.

o. Substitute File (SUB). The SUB file contains records for items on the BMF/SIT for which substitute or interchangeable items are available in the supply system. Records are established by the user activity or as a result of change notice or allowance list processing (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

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p. Surface Demand File (SDF) (USIDs A, C, and T only). The SDF is used to record historical demand and frequency of demand data. Records are established automatically when material requirements are processed by SUADPS-RT programs. Records may also be established, updated, or deleted using the demand recording function (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

2. MATERIAL FILE QUERY. Records in the BMF/SIT and most of the supporting material files may be reviewed individually through the on-line query functions (see SUADPS-RT Support Procedures, Volume II, Chapter 2 material requirements are processed by SUADPS-RT programs. Records may also be established, updated, or deleted using the demand recording function (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual). Queries are used to perform stock checks, determine requirements, perform file maintenance, etc.

6812 REQUISITION FILES

1. GENERAL. The requisition files are maintained to record and monitor all requisitions for material or services submitted by or for the SUADPS-RT/RSUPPLY activity and supported units (USIDs C, M, and T). The major file is the Basic Requisition File (BRF)/Active Requisition Table (ART) and is supported by the requisition status file and suffixed document status file to record requisitions.

2. BASIC REQUISITION FILE (BRF)/Active Requisition Table (ART). The BRF/ART will contain a record for each requisition submitted into the supply system. Records may be established before (pre-post) or after (post-post) the requisition is actually released to the supplying activity. See par. 3836 for information on viewing and printing BRF/ART records.

3. REQUISITION STATUS FILE. This file contains all status information received or sent concerning the basic requisition record. This contains all MILSTRIP status documents such as AS, AE, AU, etc. This file also contains receipts in process, receipts, and receipt reversals.

4. SUFFIXED DOCUMENT STATUS FILE. This file is used to accumulate status and receipt information for each requisition assigned a suffix code by a supplying activity. If a MILSTRIP receipt document is received with a suffix code in block 44 then input to SUADPS-RT, the receipt record (DI X71) will appear in this file.

6813 TRANSACTION FILES

1. GENERAL. Transaction files are used by the system to hold transaction records for further processing by the user or until a specific system report is requested. The transaction files are as follows:

a. Aviation Maintenance File (USID C and M). Contains records used to record aviation maintenance information (DI X92). Data is held until Report 96, MDS reporting, is requested.

b. Batch Input File - This file contains records to be processed via the batch processing function described in Appendix 20 of the SUADPS-RT Support Procedures.

c. Financial Holding File - Used to hold transactions until monthly financial processing is complete.

- d. Inventory File - Contains records selected for physical inventory. A count by location is maintained until the inventory is complete.
- e. Issue Pending File - Contains MRI and MRE records pending issue of the material Also used by USIDs C and M to monitor return of NRFI DLR items from AIMD.
- f. Nonreordered-DLR Carcass (USID C and M) - Contains a record for each AVDLR File expenditure for which a stock replenishment was not submitted at the time of carcass turn-in.
- g. Offload File - Contains records for material to be offloaded. OSO transfers (DI X37) are held until material is removed from storeroom location and quantity offloaded is recorded.
- h. Requisition Output File - Used to hold procurement requisitions until the external document and user notification reports are produced by ADP.
- i. Status Output File - The file will contain all status records initiated by the user and not yet processed for release to the activity holding the applicable requisition.
- j. Surface Maintenance File - Used to hold maintenance data records (DI X91) for inclusion in Report 91, MDS reporting.
- k. Suspense File - Used to store transactions that could not be processed by the system for various reasons. Used to produce the daily Suspense Report.
- l. Transaction Holding File - Contains MRI PNIS, NIS, or NC requests pending release of a DTO requisition.

6814 VALIDATION AND CONTROL FILES/TABLES

1. GENERAL. Validation and control files/tables are used in SUADPS-RT/RSUPPLY to validate input into the system, obtain definitions for coded entries, controlling some aspects of transaction and report processing, and provide data for system-generated reports. Access to the control and validation files/tables will be restricted to the Functional Area Supervisor (FAS) and designated Work Center Supervisors (WCSs). Validation and control files/tables are divided into the following groups:

- a. Customer data (see par. 6815)
- b. Supplier data (see par. 6816)
- c. Technical data (see par. 6817)
- d. Financial data (see par. 6818)

2. VALIDATION AND CONTROL FILE REVIEWS. Each validation and control file update screen has a Locate a Record Option which allows review of individual records within a file. This option should be used before and after entering new records to ensure that it is not already on the file and that it processed successfully. SUADPS-RT provides the capability to request a listing of the Appropriation File (APP), the Fund Code File (FC), and the Validation Table Files (VTP and VTN). To obtain a complete listing of other system validation and control files, a request for ADP services will be submitted. ADP will produce the requested listing using Honeywell command level programs. The SUADPS-RT Functional Area Supervisor will review, validate, and have the control files printed at least weekly to ensure that any changes made were valid and available for use in case of system failure.

6815 CUSTOMER DATA

1. GENERAL. The files applicable to this group contain key identification and access data necessary for the supply department to operate in the SUADPS-RT environment. The files are the sole responsibility of the SUADPS-RT FAS, and this responsibility will not be delegated to any other user. Procedures for maintenance of the files are contained in the SUADPS-RT Guide for Functional Area Supervisors.
2. USER IDENTIFICATION FILE (UID) (UIA for USID A activities). The UID/UIA file contains a record for each authorized user or group of users and defines their security and authority level. The key to this file is the LOGON ID which controls the SUADPS-RT functions users are authorized to access. Every user must have a LOGON ID before processing transactions in SUADPS-RT. This file will be updated when SUADPS-RT users transfer, new users report onboard, and LOGON IDs become known by other users. Also this is used to limit authorized dollars for expenditures and can be changed to limit spending while monitoring departmental OPTARs.
3. SYSTEM CONSTANT FILE (SCF). The SCF contains information of a recurring nature peculiar to each SUADPS-RT activity. It includes activity name, UIC, service code, USID code, and other data elements which control system processing options. This should be updated when the Supply Officer is relieved (for reporting authorization), when ships deploy, and at the beginning of each fiscal year.
4. CUSTOMER IDENTIFICATION DATA FILE (CID) (CIA for USID A activities). The CID/CIA file contains a record for each customer activity to which OSO transfers or end-use issues will be made. It identifies the customer by UIC and whether financial accounting support is provided by the SUADPS-RT activity. An example of when to update this file would be when a submarine tender (AS) supports a new customer (submarine) or when squadrons attach to carriers or MALS.
5. CUSTOMER SERIAL DATA FILE (CSR). The CSR contains a record for each squadron, division, or work center in the SUADPS-RT activity assigned a supply identification code. Each record contains serial number data and other identifying information and is used to assign and validate document numbers, department codes, and fund codes. After established, this file should be updated when new squadrons report to ships or MALS and when they depart.

6816 SUPPLIER DATA

1. ACTIVITY ADDRESS FILE (ADD). The Activity Address File is used to print in-the-clear addresses on supply documents produced by SUADPS-RT. Each activity may add or delete records in the file according to local requirements. Updating of these files will be accomplished by the SUADPS-RT Functional Area Supervisor or designated work center supervisor.

6817 TECHNICAL DATA

1. GENERAL. The technical data function includes eight files which are used to verify transaction data elements and codes entered into the system. Access to these files may be granted to work center supervisors by the FAS through appropriate entries in the User Identification File. The technical data files are described in the following subparagraphs and additional information is contained in the SUADPS-RT Support Procedures, Volume II.
2. AIRCRAFT IDENTIFICATION DATA FILE (AID) (USID C and M activities only). The AID file contains identifying data concerning each aircraft supported by the SUADPS-RT activity. This should be updated when squadrons change or when aircraft are replaced. A record in the file will contain the following data elements:
 - a. Bureau Number a unique six-character number assigned by the manufacturer to a specific aircraft;
 - b. Unit Identification Code (UIC) - identifies a specific service activity for supply and accounting purposes;
 - c. Type Equipment Code (TEC) - identifies type, model, and series for aircraft and the major system for type of GSE (see NAMS0 4790.A721001 for TECs);
 - d. MODEX - a three-character code locally assigned to aircraft within a squadron or MALS;
 - e. Weapons Systems Designator - identifies type and model of aircraft (see Appendix 24), used in place of the SMIC on NMCS or PMCS requisitions;
 - f. Aircraft Type - identifies the aircraft by primary mission and model number.
3. DEPARTMENT/DIVISION MAILBOX DATA FILE (MIF). The MIF provides a cross-reference of electronic mailbox names to the actual activity department and division. A record in the file will contain the Department/Division Code (a three-character code that identifies the department or division) and the Mailbox Name.
4. ORGANIZATION CODE FILE (ORG) (USID C and M activities only). This file contains a cross-reference between the organization code, UIC, and applicable type equipment codes.
5. ENGINE TYPE EQUIPMENT CODE FILE (ETC) (USID C and M activities only). The ETC provides a cross-reference between the engine type equipment codes and the aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated. The engine type equipment code will be entered on the appropriate screen and will appear in the maintenance record (DI X92). The applicable aircraft TEC will be obtained from this file and will be cited in supply transaction (DIs A0A, X31, X76, etc.).
6. PRINTER IDENTIFICATION DATA FILE (PID). The PID provides information relative to the location and identifying printer name. Records in this file will control where picking tickets for material issues will be printed. A record in the PID will contain the PRI/LOC Code (WT - walk-through transaction, OT - others).

7. AVAILABILITY DATA FILE (AVB) (USID T activities only). This file contains data elements critical to the proper preparation of the Availability Cost Report and ROV Summaries. Extreme care must be exercised when updating this file and access should be granted only to the appropriate work center supervisors (WCSs). The WCS must become familiar with all ROV supply and financial procedures. The AVB file is common to both SUADPS-RT and IMMS-RT. When both systems are implemented with full interface capabilities, updating of the file will be accomplished through the SUADPS-RT/IMMS-RT Interface Function. Until full interface capability is received, the file will be updated through the logistics subsystem Maintaining Currency of Technical Data function. A record in the AVB will contain the following data elements:

- a. Tended Ship UIC (Benefiting UIC) - identifies the specific ship to be scheduled;
- b. Availability Category and Number - identifies the type of availability;
- c. Scheduled Start Date - identifies start date for the availability period;
- d. Scheduled Completion Date identifies completion date for the availability period;
- e. Available Total Man-hours - identifies total man-hours available;
- f. Limit Total Man-hours - identifies any man-hour limits;
- g. Available Total Material Cost - identifies total material cost for availability;
- h. Limit Total Material Cost - identifies any material cost limits;
- i. True Service Code - identifies the Service code of the tended ship;
- j. Appropriation Indicator Charges - identifies the TYCOM designator of the tended ship (first position of the fund code);
- k. Appropriation Indicator Credits - identifies the TYCOM designator of the tender or repair ship (first position of the fund code);
- l. Appropriation Indicator (Benefiting UIC) - identifies the indicator that is used as part of the key to the Appropriation (APP) File (see SUADPS-RT Support Procedures, Volume III, Chapter 3);
- m. ROV Summary Indicator - identifies the Type of Summary (A or B) that will be used for transactions during the availability period;
- n. Effectiveness Exclude Code - prevents demands of DTO requisitions for the benefiting UIC from being reflected in the Supply Effectiveness Report;
- o. Print Availability Data - provides the option to print a listing of the Availability File.

8. FUND CODE DATA (FC). The fund code data is recorded in the Fund Code Validation Table. The file should contain all end-use fund codes (internal and external) which will be used by customers of the SUADPS-RT activity. Each fund code will be assigned an appropriation indicator and TYCOM designator. These codes have been standardized and are defined in the SUADPS-RT Support Procedures, Volume III, Chapter 3. Each appropriation indicator assigned to a fund code record must have an entry in the Appropriation File for every applicable fiscal year. The file will be used to validate the fund codes in transactions and to cross-reference the fund code to complete accounting data elements in the Appropriation File. Records in the Fund Code Validation Table will also contain Validation Start and Stop Dates (date the fund code becomes effective and last effective date).

9. MASTER VALIDATION DATA. Data is contained in the Validation Tables Nonprivileged (VTN), and Validation Tables Privileged (VTP) files. Each of these files is made up of several tables used to validate input data elements or to provide data for system output or other processing programs. The privileged tables are made up of data elements common to all SUADPS-RT users and are established and updated by SPAWARSCEN (see SUADPS-RT Support Procedures, Volume II, Chapter 6). The Nonprivileged tables will be maintained by the SUADPS-RT activity. When adding, changing, or deleting records in this file, the computer will only update the files on the Host computer. The files on the RPS computer will not be updated. To avoid mistakes caused by erroneous data entering the system, the FAS must ensure that all changes to the VTN files are downloaded from the Host to the RPSs. The SUADPS-RT FAS must prepare a request for ADP services to accomplish this download whenever a change is made. The VTN tables are as follows:

<u>Table Code</u>	<u>Name</u>	<u>Purpose/Description</u>
ASC	Advice/Status Code	Provides a cross-reference from code to short description. Used to define codes on output reports and queries.
CRI	Cognizance Symbol to	Contains a record of all COG Routing Identifier symbols the activity expects to use and the routing identifier of the activity to which system-generated requisitions for that Cog symbol will be submitted.
DEP	Department Code to Name	Provides the complete department name for department codes established in the CSR File. Used to provide department names on output reports.
DIV	Division Code to Name	Provides the complete division name for division codes established in the CSR file. Used to provide division names on output reports.
DLA	Defense Logistics Agency Codes (USID C & M only)	Contains the routing identifiers and UIC of any DLA activity to which fuel is offloaded. Used to validate offload document identifier and assignment of proper FIR codes on financial reports.

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<u>Table Code</u>	<u>Name</u>	<u>Purpose/Description</u>
LMC	Local Management Codes	Contains all the BMF local management codes being used and a definition of each code. Used to validate LMCs entered on the system.
RCC	Reimbursable OPTAR Control Codes	Provides a cross-reference for each RCC to a unique department code and serial number established in the CSR file. Used to validate transactions citing ___A fund code and identify the specific reimbursable work order on system produced reports.
RI	Routing Identifier	Provides a cross-reference from RI code to name of the activity. Used to define RI codes on system produced reports.
SUI	Supported Squadron UIC to Serial Number (USID C & M only)	Used to assign squadron UIC to transactions citing AFM fund codes. Unique serial number series will be assigned to each squadron in the CSR file.
TEC	Type of Equipment Code to Description (USID C & M only)	Provides a cross-reference between the type equipment code and a description of the code. Validates aircraft TECs established in the ETC file.

6818 FINANCIAL DATA

1. APPROPRIATION FILE (APP). The Appropriation File provides complete accounting data for end-use fund codes cited on supply transactions and contained in the Fund Code File (FC). This cross-reference between FC and APP is accomplished through the appropriation indicator which is a mandatory data element in both files. Appropriation indicators have been standardized and are listed in the SUADPS-RT Support Procedures, Volume III, Chapter 3. The appropriation data is also used by system programs to add appropriate data elements to output financial reports. Access to the financial data files should be restricted to the SUADPS-RT Functional Area Supervisor and appropriate financial work center supervisor (normally a stock control or financial supervisor). Specific data elements and procedures to update the APP File are located in SUADPS-RT Support Procedures, Volume III, Chapter 3 and RSUPPLY Support Procedures Manual.

6819 HISTORY FILES

1. GENERAL. To provide a complete history of supply processing yet limit the size of some active system files, records are periodically retired to history. These files are normally maintained offline and the records will not be available to the user via SUADPS-RT on-line programs. The following files are maintained for historical purposes:

a. Cumulative Transaction Ledger (CTL). Provides a history of transactions transferred from the active files to archive. A printout of the records added to the history file can be produced.

b. OPTAR History File (OHF). Provides a complete record of all transactions that had an effect on one of the OPTARs maintained by the SUADPS-RT/RSUPPLY activity. See par. 9409 for further information.

c. Cumulative OSO File. Provides a cumulative, fiscal year-to-date record for each OSO transfer (DIs X37, X38, X39) processed through SUADPS-RT/RSUPPLY.

d. Receipt History File (RFH). Provides a cumulative, fiscal year-to-date, record of all stock and DTO receipts (DIs X71, X73, X77) processed through SUADPS-RT/RSUPPLY.

e. Requisition History File (RHF). Provides a record of all completed requisitions that have been retired from the BRF/ART.

6820 TRANSACTION LEDGER FILES

1. GENERAL. The transaction ledger files provide an audit trail of transactions successfully processed through any of the SUADPS-RT/RSUPPLY subsystems. Records in these files may be viewed individually, or a listing may be produced for all or part of a file. Query procedures for these files are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2 and RSUPPLY Support Procedures Manual. The four transaction ledger files are as follows:

a. Material Transaction Ledger File. Contains non-Q COSAL transactions that affect inventory data in the Basic Material File (BMF). Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions.

b. Q COSAL Transaction Ledger File. Contains transactions made to Q COSAL inventory data in the Q COSAL File and BMF. Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions for Q COSAL records.

c. Requisition Transaction Ledger File. Contains MVO transactions that establish or update records in the Basic Requisition File such as requisitions (AO), and status documents (AS, AU, AE).

d. Financial Transaction Ledger File. Contains transactions that were of significance to the financial files only (DIs X39, X49, X50, X51, X52, or X76).

6821 MANUAL FILES

1. GENERAL. Manual files are required to provide control of supply transactions which require further manual or automated processing, and provide history or reference data on completed transactions. In order for the SUADPS-RT/RSUPPLY system to function properly, the files detailed in the following subparagraphs will be maintained (additional files may be necessary due to individual requirements).
2. BATCH PROCESSING INPUT FILE. The Batch Processing Input File will contain the data that is to be processed via the Incoming Batch Transaction subsystem of SUADPS-RT/RSUPPLY. The input will be held by the SUADPS-RT/RSUPPLY Functional Area Supervisor until the scheduled processing date and then forwarded to the data processing division. A printed request for data processing services will accompany the input and a receipt signature will be obtained when the input records are turned over
3. BEARER SUSPENSE FILE. The Bearer Suspense File will contain copies of requisitions prepared manually for bearer pick-up or Servmart purchases. The file serves as a tickler file to ensure return of the invoices covering the material. Upon receipt of the invoice, the control copies may be destroyed. The file will be maintained in Julian date sequence. In place of the Bearer Suspense File, a log containing appropriate information may be used to control return and SUADPS-RT input of the document. For USID M activities refer to Aviation Supply Desk Top Procedures (ASDTP).
4. DATA PROCESSING HISTORY FILE. The Data Processing History File contains all input processed through the Incoming Batch Transaction subsystem. The data will normally be maintained for a period of ninety days. The file will be maintained by data processing.
5. DLR CARCASS SHIPPING FILE. The DLR Carcass Shipping File will contain a copy of all shipping documents for DLR items shipped to ATAC HUB or the designated overhaul points. The DLR Storekeeper will maintain the file in document number sequence. The file will be retained for three years after completion of transfer or survey action.
6. EXPENDITURE INVOICE FILE. The Expenditure Invoice File will contain the original, or a copy when the original is required elsewhere, of each expenditure document (MRI and MRE completed picking tickets will not be included) prepared by the SUADPS-RT/RSUPPLY activity. The file will be maintained in document number sequence and will be retained for three fiscal years. For USID M activities refer to ASDTP
7. ISSUES PENDING FILE (MANUAL). This file will contain a copy of each customer material request forwarded to storage or procurement sections for off-line processing. The file will be maintained in Julian date and serial number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and to protect against lost documents. For USID M activities refer to ASDTP.

8. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File will contain copies of receipt documents for material not related to a SUADPS-RT/RSUPPLY user's procurement document. The file will be maintained in julian date/document number sequence by the receiving section for a period of one year.

9. MISCELLANEOUS SHIPPING PAPERS FILE. The Miscellaneous Shipping Papers File will contain the original or a copy of invoices and related documentation covering material shipped by the supply department but not carried on the activity's records. This could include personal effects, transshipments for other activities, technical publications, and others. This file will be maintained in the shipping section for three years.

10. POST-POST TRANSACTION HOLDING FILE. The Post-Post Transaction Holding File will contain documentation covering completed transactions processed off-line. The documents will be held in the file until access to SUADPS-RT/RSUPPLY is possible and then will be used to record the transaction and update the SUADPS-RT/RSUPPLY files. Files will be maintained in stock control, supply/logistics support center/repairables management division, and storerooms. The documents will be transferred to the Stock Control History File after processing in SUADPS-RT/RSUPPLY. For USID M activities refer to ASDTP.

11. PROOF OF DELIVERY FILE. This file (USID M activities only) will contain the signed copy of all documents for material issued. Refer to ASDTP.

12. PURCHASE ACTION FILE. The Purchase Action File will contain copies of all outstanding purchase documents for supplies and services. Procurement will be considered to be outstanding until the material and dealers invoice are received. Upon completion of the purchase, the invoice will be certified for payment and forwarded to the paying activity. The retained documents will be transferred to the Purchase Payment File. For USID M activities refer to ASDTP.

13. PURCHASE PAYMENT FILE. The Purchase Payment File will contain the documents related to a completed purchase order. The file will contain a copy of the activity's purchase order, receipt invoice, and the certified dealers invoice forwarded for payment. The file will be maintained in stock control or supply/logistics support center and retained for a period of three years. For USID M activities refer to ASDTP.

14. REQUEST FOR DATA PROCESSING SERVICES FILE. This file will be maintained by the SUADPS-RT/RSUPPLY Functional Area Supervisor (FAS) and will be divided into an outstanding and a completed section. It will be used by the FAS to determine the status of requested processing and as a control for batch input data submitted to the data processing center. The file will consist of a form similar the sample shown on the following page.

15. STOCK CONTROL HISTORY FILE. The Stock Control History File will contain all source documents used as input or completion of transactions through SUADPS-RT/RSUPPLY. Included in this file are picking tickets for completed MRI and MRE issues, off-line procurement documents, local change notices, spot inventories, and copies of receipt documents. The file will be maintained in Julian date and serial number or NIIN sequence for records with no document number assigned. Documents in the file will be retained for a period of three fiscal years. Typically, this file is maintained separately according to type of document (i.e., issues, offloads, receipts, etc.) in appropriate sequence by the work center that is responsible for processing SUADPS-RT/RSUPPLY input.

16. SYSTEM OUTPUT FILES. The System Output Files will consist of reports generated by the system automatically or upon request. Each of the reports will be filed separately in appropriate binder or cabinet, except that related reports (such as the Financial Inventory Report and substantiating detail reports) may be filed together as a unit. Retention periods for the files will vary and will be discussed in the sections of this publication applicable to specific reports.

6822 MASTER STOCK STATUS AND LOCATOR LISTING (MSSLL)

The MSSLL (DI 080) is a listing of the BMF/SIT records and additional data from the Part Number, Substitute, and Pack-Up Item files (see sample Appendix 15). The MSSLL can be a complete list of all BMF/SIT records or it can be limited to specific records by using the general selector capability (see SUADPS-RT Support Procedures, Appendix 19). Chapter 6 of the SUADPS-RT Support Procedures, Volume II contains complete information for requesting the MSSLL. The MSSLL of all BMF/SIT records should be printed periodically (at least monthly) to ensure capability for processing when the SUADPS-RT GEN is down temporarily or for an extended period of time. Copies of the MSSLL should be distributed to all supply work centers (customer service division, stock control, and storerooms).

6823 MASTER LOCATOR LISTING

The Master Locator Listing (DI 095, see sample Appendix 15) provides storage personnel with a listing in NIIN sequence of all location data for records on the BMF. Instructions for completing the data entry request screen are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The general selector may be used when requesting the locator listing.

Section III: ISSUE CONTROL**6830 REQUESTING MATERIAL**

1. GENERAL. This section provides instructions for the issue of general use consumables and repair parts material. For issues of Aviation fuel see Chapter 8, Part E, for issues of DLRs see par. 8310. The authority for the supply department to issue material will be a customer request submitted on-line via the SUADPS-RT MRI data entry screen or off-line on a DD Form 1348 or other locally acceptable form.
2. ON-LINE SUBMISSION. Customers will submit material requirements (DI X31) on-line via the MRI function of the SUADPS-RT Logistics Management Subsystem (see SUADPS-RT Support Procedures, Volume II, Chapter 3). Access to the MRI function and processing limitations will be controlled by entries in the customer identification and user identification files.
3. OFF-LINE SUBMISSION. Off-line requests for material will be submitted by the customer to the Customer Service section and will be prepared in accordance with par. 6206. Requests received in this manner will be entered in SUADPS-RT by customer service personnel or processed completely off-line if necessary. At the first opportunity, issues processed off-line must be recorded in SUADPS-RT using the post-post option of the MRI function.

6831 DOCUMENT NUMBERS

During the MRI process, issue's to the activity's work centers will be automatically assigned document numbers based on established SUADPS-RT logon profiles (except USID M activities which will assign document numbers manually). Issues to supported units and issues processed as post-post will be assigned document numbers manually. Document numbers assigned manually will be controlled and recorded in accordance with par. 3822.

6832 ISSUE PROCESSING IN INTERACTIVE (ON-LINE) MODE

1. GENERAL. On-line processing of material requests will consist of four processing steps as follows:
 - a. interactive MRI processing;
 - b. manual storeroom/warehouse processing;
 - c. customer delivery;
 - d. SUADPS-RT warehouse processing.

2. INTERACTIVE MRI PROCESSING. Material requests entered via the MRI data entry screen either by the customer or the supply department will be automatically compared to the SUADPS-RT control and validation files to ensure only valid data has entered the system. Validation errors will cause an error message to be displayed, and the condition must be corrected before processing can continue. Upon completion of the data validation, the availability of material or acceptable substitutes will be determined, and picking tickets will be produced. A record for each picking ticket will be established in the Issue Pending File. Material determined to be not-carried or not-in-stock will be procured as discussed in par. 3827 (on-line DTO requisitions).

3. STOREROOM/WAREHOUSE PROCESSING. Storeroom or warehouse personnel will use the computer-generated picking ticket (DD Form 1348-1A) to locate material, pick it from assigned locations, and physically move it to a designated issue staging area. Stores/Material personnel will process the picking ticket as follows:

a. General Processing Requirements:

(1) All locations indicated on the DD Form 1348-1A picking ticket, will be searched for sufficient quantity to fill the requirement. If material cannot be located, a search of surrounding locations should be made for erroneously stowed material. If the picking ticket shows four locations, then additional locations may be contained in the Material Location File (MLF) and the storeroom location screen must be checked (see SUADPS-RT Support Procedures, Volume II, Chapter 2).

(2) When necessary to adjust the issue quantity to coincide with the standard pack of the item, the quantity requested will be lined out and the quantity actually issued will be entered and circled. The picking ticket will be annotated STANDARD PACK ADJUSTMENT in the remarks block.

(3) It must be determined by using the BMF Query Function if there is substitute material available to satisfy the requirements. Based on local policy, a substitute may be issued to satisfy the requirement. When a substitute item is issued, the original stock number will be lined out and the actual stock number issued will be written above it.

b. Complete Issue:

(1) When the full quantity requested is available, the quantity requested will be circled and the material moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be initialed, dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample on following page).

(2) One copy of the picking ticket will be attached to the material and the remaining copies will be delivered to the customer service division.

PICKING TICKET FOR COMPLETE ISSUE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27				
CO	CD	FR	RM	OR	UN	QU	SI	DI	PR	PR	OR	AD	RI	CO	MI	UN	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO			
X31 S EA 0001 A 0336 NR 1H EK5 06											000999		000999		000999		000999		000999		000999		000999		000999		000999		000999	
V09224 7137 7103											5960 00 080 1718		EA 00001 1H 0009999		SMIC: UND: DBI: COSAL Sup: FPR: COSAL TYPE: Avail: DMD:		CAGE: P/N:		JCN: EIC: APL:		Locations Issue QTY Inventory QTY Substitute NIINs: Locations Issue QTY Inventory Qty		MLN402 ABC123		Remarks: <i> Holding Area #6</i>		Approved By: Date: Issue By: <i> R. E. Jones REJ</i> Date: 7137			

c. Partial Issue:

(1) When all locations have been thoroughly checked and only a partial quantity can be issued, material is said to be partially not-in-stock (PNIS). The quantity requested will be lined out, and the quantity actually issued will be entered and circled. The material will be moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be initialed, dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample on following page).

(2) One copy of the picking ticket will be attached to the material and one copy will be delivered to the customer service division.

d. Total Not-in-stock:

(1) When all locations have been thoroughly checked and no material is available for issue, material is said to be not-in-stock (NIS). The DD Form 1348-1A picking ticket will be annotated TOTAL NIS or WAREHOUSE REFUSAL. The picking ticket will be initialed and dated.

(2) The picking ticket will be delivered to the customer service division.

(3) The picking ticket will be annotated Substitute issue, Requisition DTO, or Cancel as appropriate, and then delivered to the SUADPS-RT processing point for the particular storage area.

7. FILES UPDATED. Upon completion of warehouse action processing, the following SUADPS-RT files will have been updated as a result of the issue transaction:

a. Basic Material File - the on-hand quantity will be reduced by the quantity issued to reflect the quantity remaining in storeroom/warehouse locations;

b. Aviation/Surface Maintenance File - if the issue was maintenance-related, a Maintenance Data Collection (MDC) record (i.e., JCN, APL, document number, etc.) will be added to the applicable file. The record will be held until Reports 91 and 96 are produced by SUADPS-RT processing (see par. 6863);

c. Repairable Tracking File,

(1) For issue at USID A and T activities, this will contain an image of the issue document (see Chapter 8, Part D for additional information),

(2) For issues at USID C and M activities, this will contain the requisition generated to replenish stock (see Chapter 8, Part D for additional information);

d. Financial Holding File - the issue transaction record will be added to the file and held until financial posting and reporting are completed by the end of the month's financial processing;

e. Material Transaction Ledger File - the issue transaction will be added to the file for later review on the CTL and subsequent research requirements;

f. Basic Requisition File (if PNIS/NIS) - the DTO requisition for the NIS quantity will be established in the file;

g. Transaction Holding File (if PNIS/NIS) - the A0 _ record for the NIS requirement will be added to the file pending requisition release processing.

6833 ISSUE PROCESSING IN OFF-LINE MODE

1. GENERAL. Off-line processing of material requests will consist of four processing steps as follows:

- a. Customer Service Division processing;
- b. manual storeroom/warehouse processing;
- c. customer delivery;
- d. post-post processing.

2. CUSTOMER SERVICE DIVISION PROCESSING. The Customer Service Division will act as the central entry point for issues to be processed off-line. Upon receipt of the customer's DD Form 1348 or other locally acceptable form, the following will be completed:

- a. auditing the request to ensure data is complete and accurate (requests requiring MDS data will be rejected if necessary information is not provided, see par. 3825);
- b. determining the availability of the requested material or substitutes by using the MSSLL;

- c. annotating the locations of the material to be issued on the back of the form;
 - d. lining out the requested stock number and entering the updated/substitute stock number if such is to be issued;
 - e. annotating the stock numbers and locations (BMF and MLF) of all available substitute material on the back of the form;
 - f. ensuring the equipment is included in the applicable allowance list if the requested material is COSAL or AVCAL maintenance-related. If not, a request must be forwarded to the allowance list maintenance section for appropriate action (see pars. 2100 and 2104);
 - g. preparing of a DTO requisition when requested material is not carried and no substitute is available (see par. 3828);
 - h. pulling and placing one copy of the issue document in the Issue Pending File (manual).
3. **STOREROOM/WAREHOUSE PROCESSING.** Storeroom personnel will use the annotated DD Form 1348 (or other form) to locate the material and physically move it to the issue staging area. Stores personnel will process the issue document in accordance with par. 6832-3.
4. **CUSTOMER DELIVERY.** When the material is picked up or delivered to the customer, the customer's signature will be obtained and the current date entered on the issue document. The signed issue document will be forwarded to the Customer Service Division.
5. **POST-POST ISSUE PROCESSING.** Upon receipt of an issue document, the Customer Service Division will update SUADPS-RT as follows:
- a. Upon receipt of the signed, completed issue document, the copy will be removed from the Issues Pending File (Manual) and destroyed.
 - b. The completed issue document will be filed in the Post-Post Transaction Holding File until the issue can be recorded in SUADPS-RT.
 - c. When SUADPS-RT is available, the completed issue will be recorded in SUADPS-RT using the post-post option of the Material Requirements Internal Function (see SUADPS-RT Support Procedures, Volume II, Chapter 3).
 - d. After the issue is recorded in SUADPS-RT, the issue documents will be annotated "Recorded in SUADPS-RT and forwarded to stock control for filing in the Stock Control History File. A picking ticket will not be produced.
6. **FILES UPDATED.** Off-line issues processed via the post-post MRI function will update the files listed in par. 6832-7.

6834 MAINTENANCE SUPPORT PACKAGE (MSP)/MAINTENANCE SUPPORT MATERIAL (MSM)

1. GENERAL. Maintenance Support Package (MSP) material in USID C activities and Maintenance Support Material (MSM) in USID M activities consists of small, low cost, AVCAL allowance stock material. Items included in an MSP/MSM are designated by the Supply Officer/Aviation Supply Officer and are identified on the BMF by setting the MSP/MSM indicator. MSPs/MSMs will be centrally located in or near AIMD facilities to provide accessibility to maintenance personnel. MSP/MSM issues will be limited to immediate maintenance requirements; stockpiling by work centers will not be permitted. USID M activities will refer to USMC Aviation Supply Desk Top Procedures and to OPNAVINST 4790.2, Naval Aviation Maintenance Program.
2. ISSUE PROCEDURES. MSP/MSM issues may be accomplished in accordance with the procedures described in pars. 6832-6833 or they may be accomplished off-line using a locally developed Drop Sheet form. When the drop sheet is used, issues will be made upon presentation of a properly completed VIDS/MAF (OPNAV 4790/60) prepared in accordance with OPNAVINST 4790.2 (series). A separate line entry will be made on the drop sheet for each item issued. Daily MSP/MSM issues will be recorded in SUADPS-RT using the MRI post-post option (see SUADPS-RT Support Procedures, Volume II, Chapter 3). Document numbers will be assigned manually in accordance with par. 3822.
3. MSP/MSM DROP SHEET FORMAT. The locally developed drop sheet will include the following minimum information necessary to record the issue in SUADPS-RT:
 - a. NSN, NICN, LICN;
 - b. Unit of issue;
 - c. Quantity issued;
 - d. Julian date;
 - e. Serial number;
 - f. Job control number;
 - g. Type equipment code;
 - h. Work unit code;
 - i. Project code;
 - j. Priority;
 - k. Receipt signatures;
 - l. Fund code.
4. MSP/MSM LISTINGS. A listing of MSP or MSM material can be produced using the Master Stock Status and Locator Listing (MSSLL) and general selector functions of SUADPS-RT (refer to par. 6822).

6835 AVIATION SUPPORT PACKAGES (USID C AND M ACTIVITIES)

1. CONTINGENCY SUPPORT PACKAGE (CSP). A CSP is a tailored intermediate level support package that identifies the personnel, repair parts, test equipment, and facilities required to provide logistical support to aircraft when deployed for extended periods from their supporting MALS. CSP assets will be drawn from existing parent MALS, IMRL, SE, AVCAL, COSAL and MF allowances that have been supplemented to meet the CSP requirement.

2. LOCALLY DEVELOPED SUPPORT PACKAGES. Aviation activities may develop support packages (packups) for aircraft temporarily operating away from the supporting activity. Material to be included in a locally developed packup will be identified jointly by the aircraft squadron and the supporting activity's supply and maintenance personnel. Allowances will not be increased for items included in locally developed support packages. Material included in locally developed packups will remain on the records of the supporting activity. The material will be subcustodied to the deploying squadron and receipt signatures obtained. Squadron personnel will record parts usage and will, in accordance with locally developed procedures, provide issue documentation to the parent activity for MRI processing on a post-post basis. Upon completion of the deployment, all packup material will be inventoried and any items not accounted for will be charged to the appropriate end-use OPTAR account. Special controls must be established to ensure that NRFI DLR items are accounted for and inducted into the repair cycle.

3. RELATED SUADPS-RT FILES AND FUNCTIONS. CSP or packup items will be identified on the BMF by the packup indicator being set as a result of data established in the Packup Item File (PUI) and Packup File (PUF). Each CSP or packup established will be assigned a locally developed serial number identifying a particular aircraft or squadron. The Establish Support Package Record function will be used to establish and update CSP information in the BMF, PUF, and PUI files (see SUADPS-RT Support Procedures, Volume I, Chapter 5).

4. PACKUP AIDS. The Allowance Support Package Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5) provides support package listings, either for an individual packup or a consolidated listing for all packups, and may, at the user's request, produce issue documents (DD 1348-1A). Issue documents and a Packup Listing will be provided to supply personnel of the deploying squadron. Items and quantities included in the CSP or packup will be verified and receipt signatures obtained for material listed on the Packup Listing. Output from the packup aids function will vary depending on the options selected.

6836 SEAMART/SUBMART MATERIAL

1. GENERAL. A Seamart, or Submart, is a self-service store (storeroom) customarily stocked with low cost consumables frequently required by the activity's work centers and supported units. Seamarts and Submarts will be established in accordance with policy and direction provided by the Type Commander. To qualify for stocking or retention in Seamart, an item must have a BMF unit price equal to or less than a pre-set dollar value. It also must have a computed AMF equal to or greater than a pre-set average monthly frequency. All qualifying

items must be assigned a Seamart location in the BMF. When assigned, the Seamart location must be established as the primary location. This allows for requisitioned material to be received directly into the Seamart storeroom. In addition, the movement of material into and from Seamart will be kept to a minimum. The establishment of Seamart and the criteria for items to be carried in the Seamart are the joint responsibility of the Type Commander and the ship's Supply Officer.

2. **ISSUE PROCEDURES.** Issues from Seamart or Submart will be processed using the SUADPS-RT Seamart Issue Function described in the SUADPS-RT Support Procedures, Volume II, Chapter 3.

3. **SEAMART/PEB REVIEW REPORT.** The Seamart/PEB Review Report (DI 068, see sample Appendix 15) function provides the supply manager with the means to identify items that are prospective adds or deletes to the selected category (SEAMART or PEB). It is suggested that a review of SEAMART and PEB material be conducted at least once each quarter. The report function provides the option to produce either a SEAMART report, a PEB report (USID C & M activities only), or both. Instructions for completing the SEAMART/PEB Review Report Request Screen are contained in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 5 (general selector which may be used to limit the report to specific categories of material). The review listings are produced in two parts, a list of prospective additions to the SEAMART/PEB category, and a list of prospective deletions. Each item listed on the report will be reviewed and action will be taken to add or remove material from the applicable SEAMART/PEB storage area. BMF records will be updated to reflect new storage locations and PEB Flag settings in accordance with instructions in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2.

4. **SEAMART CATALOG/PEB LISTING.** The SEAMART Catalog and PEB Listing (DI 069, see samples Appendix 15) provide supply and customer personnel with a reference for items included in each category. The catalog and listings should be requested whenever significant changes have been made to the range of items carried in SEAMART and PEB. Instructions for requesting the SEAMART Catalog or PEB Listing or both are provided in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 5 (general selector which may be used to limit the report to specific categories of material). The report will consist of a printed listing produced in NIIN sequence or in both NIIN and nomenclature sequence. When applicable, substitute NIINs will be printed below the primary item. The SEAMART Catalog and PEB Listing will be distributed to interested work centers in accordance with local requirements.

6837 PRE-EXPENDED BIN (PEB) MATERIAL

1. **GENERAL.** Issues of material from stock to replenish pre-expended bins will be initiated using the SUADPS-RT Material Requirements Internal Function as described in par 6832. Maintenance data for PEB replenishment requirements will be entered per instructions in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 3. See par. 6836 for information on the PEB Review Report and PEB Listing.

6838 ISSUE CONTROL

1. GENERAL. To ensure that all customer requirements are processed within prescribed time frames, preserve the highest possible inventory accuracy, and assure the integrity of SUADPS-RT files, supply managers must establish internal procedures to monitor all pending issue requests through completion.

2. ISSUES PROCESSED ON-LINE. SUADPS-RT assists the monitoring of customer requirements through the Issue Pending File Report (see sample Appendix 15). The IPF Report will be received and processed daily. It provides information on material requirements for which processing is not yet complete. The report consists of two parts as follows:

a. Unprocessed Picking Tickets (all USID Codes). This report will list, in document number sequence, all picking tickets that have been printed, but for which material issue has not been recorded. Outstanding high priority (1-8) requirements older than 24 hours and routine requirements older than 72 hours should be reviewed. The Customer Service or Storeroom Work Center Supervisor will ensure that each requirement is researched and appropriate action recorded via the SUADPS- RT Warehouse Action Function.

b. Repairables Awaiting Return from AIMD (USIDs C & M only). This part of the report will contain a listing of completed DLR items issued for which a repaired replacement item has not been returned. BMF records for NSNs on this report will reflect the quantity awaiting repair in the NRFI quantity field. Stock control and repairables management work center supervisors will review this report daily and reconcile the NRFI items with AIMD supervisors at least weekly. Items found to have been returned by AIMD will be completed using the Carcass Processing>Returns from AIMD Function in accordance with the SUADPS-RT Support Procedures, Volume II.

3. OFF-LINE ISSUES. Issue requests processed off-line will be monitored using copies of issue documents retained in the Issues Pending File (Manual). This file must be reviewed daily, and follow-up action must be taken for all documents not returned within the 72-hour time frame.

6839 LONG TERM SYSTEM FAILURE

1. PROCESSING MATERIAL REQUIREMENTS. When SUADPS-RT is not available for an extended period of time, material requirements will be processed in accordance with par. 6833 and the following instructions:

a. Each issue or transfer transaction will be recorded in the MSSLL by reducing the on-hand quantity by the transaction quantity.

b. Upon receipt of the completed issue or transfer document from storage, the Issues Pending File copy will be removed, attached to the other copies, and distributed as follows:

(1) Original to the SUADPS-RT Pending File.

(2) Copy to the Budget File.

(3) Copy to the Expenditure File.

(4) Copy to the DLR File (required if 7 _ COG or APA repairable item was issued on exchange advice-coded requisitions).

(5) Copy to Stock Replenishment File (required if on-hand quantity is equal to or less than MSSLL reorder point quantity).

c. Once SUADPS-RT is again operational, all transactions in the SUADPS-RT Pending File must be processed using the post-post option. Receipt transactions will be input before expenditures from stock are processed.

Section IV: STOCK CONTROL

6840 MATERIAL FILE MAINTENANCE

1. ESTABLISHING AND UPDATING FILES. The procedures for establishing and updating records in the BMF/SIT and other material files are contained in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual. SUADPS-RT/RSUPPLY records are also established or updated through the batch processing functions as follows:

a. Basic Material File (BMF) Utility Program - provides management data change capabilities (par. 6841),

b. Change Notice Action - allows updating of BMF/SIT management data (par. 6842),

c. Basic Material File (BMF)/Stock Item Table (SIT) Data Reconciliation (E38) - allows reconciliation of BMF/SIT data with NAVSISA records (par. 6843),

d. Substitute/Interchangeable Data allows updating of substitute/interchangeable records in the Substitute File (par. 6844),

e. Annual Price Changes - allows automated updating of BMF/SIT prices based on NAVSISA files (par. 6845),

f. Demand Data - allows recording, transferring, deleting demand data and processing Demand Transfer Tapes (par. 6846),

2. DELETING/DEACTIVATING BMF/SIT RECORDS. Records in the BMF/SIT and all related material files may be deleted/deactivated providing specific conditions listed in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual are met. A BMF Record Delete Report will be produced for each record processed and will notify the user that the record was deleted or will provide the reason why the record could not be deleted. The BMF delete reports should be filed separately and retained for a minimum period of one year.

6841 BMF UTILITY PROGRAM

1. GENERAL. This program provides a means of accomplishing mass changes to certain BMF/SIT data elements in a batch mode (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual). The general selector may be used to restrict the change action to a specific set of records. The following changes may be made using the BMF utility:

- a. clear or set order-and-shipping-time values on all records;
- b. change AT codes 6, 7, and 8 to 9, if a substitute or interchangeable relationship is established;
- c. clear the nonrecurring quantity field;
- d. clear the limit flag;
- e. clear the local management field;
- f. clear the FILL item indicator;
- g. clear the MSP indicator (USIDs C&M only);
- h. clear the pre-expended bin indicator.

6842 CHANGE NOTICE ACTION

1. BATCH PROCESSING. Each month NAVSISA forwards to all NWCF activities change notice actions in magnetic tape record format. This tape along with any other change notice actions received from ICPs will be input on the effective date to SUADPS-RT/RSUPPLY. Processing of the change notice actions is to be accomplished in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2 and Appendix 20 and RSUPPLY Support Procedures Manual. The SUADPS-RT/RSUPPLY FAS is responsible for ensuring that the change notice is processed in a timely manner.

2. INTERACTIVE PROCESSING. When change notice actions are received in other than tape format (e.g., letter or message) or are initiated locally, the Local Change Notice Action Function will be used to update the applicable BMF/SIT records via the data entry screen (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

3. CHANGE NOTICE REPORTS. Upon completion of change notice processing, storage and stock control reports will be produced automatically by SUADPS-RT/RSUPPLY. These reports must be carefully reviewed, and proper processing action must be taken promptly to ensure that the accuracy of BMF/SIT records and conformity between the stock records and material in storage is maintained. The SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual provides instructions for processing the following reports:

- a. Change Notice Information/Action Listing. All change notice actions which do not process will appear on the Change Notice Information/Action Listing. Each record must be reviewed, corrected, and reprocessed to ensure that management data changes are not lost. NAVSISA will be requested to provide a revised change notice if correct data cannot be determined locally.

b. **Storeroom Action Listing.** The Storeroom Action Listing is produced in five sections. A separate report will be produced for records having the Q COSAL indicator set. The items in each section will be processed in accordance with items (1) through (5) below to ensure compatibility with BMF/SIT data. The listings should be annotated upon completion of required action and retained on file for a minimum of one year.

(1) **Stock Number Change.** The new stock number will be marked on each item of stock.

(2) **Unit of Issue Change.** The new unit of issue will be marked on each item of stock. If necessary, storeroom/warehouse personnel will repack items (i.e., bag, box) in quantities to agree with the new unit of issue.

(3) **Controlled Inventory Item Code (CIIC).** Each item will be verified as to compatibility between the storage location and the new CIIC (see Appendix 9D). If necessary, material will be relocated and the location change processed.

(4) **Shelf-Life and Shelf-Life Action Code Changes.** Each item will be marked with the new codes (see par. 4664). If the new codes indicate that the material is now expired, the material will be processed in accordance with par. 4664.

(5) **Exhausted, Deleted, Superseded, or Condemned Stock.** These items will be marked and/or processed based on the condition identified. All items, except those identified as use until exhausted, will be offloaded via the MRE function or the mechanized offload process.

c. **Repairable Material Control Code Decision Listing.** All items which have experienced a change in material control code which results in a reclassification from MTR to non-MTR, or from non-MTR to MTR, will be listed for storeroom relocation purposes. If necessary, items will be relocated and the location change posted.

d. **Stock Control Decision Listing.** The Stock Control Decision Listing contains items which will normally require establishing or adding data to BMF records due to the reversal of previous change notice actions. Stock control personnel will research each item and add the required BMF data.

6843 BMF MANAGEMENT DATA RECONCILIATION (E-38)

1. **GENERAL.** At least yearly, each activity will reconcile its BMF records with the Navy Management Data File (otherwise known as E-38 processing) maintained by NAVSISA. Instructions for scheduling the reconciliation are contained in NAVSISAINST 4410.2 (series) which must be followed carefully to ensure that the process is accomplished in a timely manner. The reconciliation is accomplished in three processing steps as follows:

a. An E-38 reconciliation tape is produced from the BMF and submitted to Commanding Officer, NAVSISA (Code 99211), Mechanicsburg, PA 17055. Instructions for producing this tape are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

b. NAVSISA will match the activity's BMF data elements against the Navy Management Data File and generate change notice records for data elements requiring correction. The change notice records will be returned to the activity in magnetic tape format for updating SUADPS-RT files.

c. The change notice records will be processed in SUADPS-RT against the BMF and associated material files in the same manner as monthly change notice tapes (see par. 6842).

3. SUBMARINE TENDERS. The above reconciliation procedures are not applicable to submarine tenders. Arrangements must be made with the Strategic Systems Project Office (SSPO) Code SP-206 for reconciliation's.

6844 SUBSTITUTE/INTERCHANGEABLE DATA

1. GENERAL. The Substitute File is used in SUADPS-RT/RSUPPLY to record substitute or interchangeable stock numbers available in the supply system for stocked items. When a substitute or interchangeable record is established in the Substitute File, the BMF record for the primary stock number will have the substitute indicator set. This indicator is used by SUADPS-RT/RSUPPLY programs to indicate the availability of substitute or interchangeable material. Instructions for updating the Substitute File are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual.

2. ESTABLISHING RECORDS. Records may be established in the Substitute File by any of the following methods:

- a. Batch processing of an AVCAL substitute/interchangeable tape from NAVICP PHIL;
- b. Interactive processing of receipts when substitute material is provided by the issuing activity;
- c. Batch processing of change notice tapes received from NAVSISA each month or as a result of a BMF/SIT record reconciliation;
- d. Batch processing of a Substitute or Interchangeable Stock Number Reconciliation tape from NAVSISA;
- e. Interactive processing by an authorized user of the SUADPS-RT/RSUPPLY Substitute File Processing Function.

3. DELETING RECORDS. Records may be deleted from the Substitute File in one of the following ways:

- a. Interactive processing by an authorized user of the SUADPS-RT/RSUPPLY Substitute File Processing Function.
- b. Batch processing of the SUADPS-RT/RSUPPLY Substitute/Interchangeable Stock Number Reconciliation Function.

When the function is used, all records in the substitute file are deleted and reestablished by batch processing of a substitute/ interchangeable tape from NAVSISA (see par. 6844).

4. SUBSTITUTE OR INTERCHANGEABLE STOCK NUMBER RECONCILIATION. This program provides the capability to clear all existing substitute or interchangeable data from the SUADPS-RT/RSUPPLY files, in preparation for processing a complete substitute/interchangeable tape. Access to this function should be restricted to stock control officers and supervisors. Use of this program must be carefully considered as all existing substitute or interchangeable data will be cleared from the files and may or may not be reestablished by the NAVSISA data tape. This program will be processed as desired by the Supply Officer based on a review of existing substitute or interchangeable data recorded in the SUADPS-RT/RSUPPLY files. Processing will be conducted as follows:

a. Processing should not be requested until the substitute/interchangeable tape has been received from NAVSISA and verified as readable to avoid complete loss of substitute/interchangeable information. The tape may be requested from NAVSISA by letter or message and will normally be delivered in approximately two weeks. The request will be forwarded to:

Submarine tenders:
 Commanding Officer
 Strategic Systems Project Office
 Code SP 206
 Washington, DC 20376

All others:
 Commanding Officer
 Navy Supply Information Systems Activity
 Code 9112
 Mechanicsburg, PA 17055

b. Request a listing of all BMF/SIT records with the substitute indicator set. This listing will be used for old-to-new comparison. It can be produced using the Master Stock Status and Locator List Print function and the general selector (see the SUADPS-RT Support Procedures, Volume II, Chapter 6 and Appendix 19 and RSUPPLY Support Procedures Manual).

c. Request that ADP save the existing Substitute File to magnetic tape.

d. Request processing of the Substitute Or Interchangeable Stock Number Reconciliation (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

e. Upon completion of clearing the Substitute File and processing the substitute/interchangeable tape, print another listing of BMF/SIT records with the substitute indicator set.

f. Compare the data on the before and after printed listings to determine if any major loss of data has occurred. Records for which valid data was deleted and not reestablished should be investigated. The original Substitute File saved to tape (and the printed listing) can be used to obtain data necessary to reestablish valid substitute interchangeable data which may not be recognized Navy-wide, but which may have a legitimate substitute capability at the activity.

6845 ANNUAL PRICE CHANGES

1. GENERAL. In September of each year, the Navy Supply Information Systems Activity (formerly FMSO) will forward a price change tape to all activities. This tape will contain the latest or anticipated procurement costs experienced by the inventory managers. Unit price data must be compatible with these costs to ensure that end-use expenditures of material generate sufficient funds to finance the cost of replenishing supply system stock. This tape normally has an effective date of 1 October and will be processed in accordance with Appendix 20 of the SUADPS-RT Support Procedures and RSUPPLY Support Procedures Manual. In addition to adjusting the price in the BMF/SIT, financial adjustment records will be written to the Financial Holding File to update the Financial Inventory File. Upon completion of processing the price changes, the following reports should be requested as aids in identifying erroneous price changes:

- a. Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL) (see par. 6857),
- b. Stock Asset Dollar Value Extension (SADVE) (see SUADPS-RT, Support Procedures, Volume III, Chapter 3 and RSUPPLY Support Procedures Manual).

6846 DEMAND DATA

1. RECORDING DEMAND DATA. Recording of material usage in the BMF/SIT and related demand is essential to the proper computation of requisitioning objectives and reorder points by the Demand History Processing Function (see par. 6853). Demand data recorded in SUADPS-RT/RSUPPLY files is also used by the Fixed Allowance Management Review Function which is a valuable and necessary tool in the management of fixed allowance repairable items (see par. 6855). Demand data will normally be recorded when processing material requirements via MRE, MRI, or requisitioning functions of SUADPS-RT/RSUPPLY. There are, however, instances when DTO material is obtained by money-value-only requisitions and purchase actions or by other than normal procurement methods. The demand in these cases must be recorded directly to the files by the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual).

2. DEMAND FILE UPDATES. SUADPS-RT/RSUPPLY initially records the current month's demand in the appropriate demand fields of the BMF/SIT record. At the end of the month, as a by-product of monthly financial processing, demand data is transferred from the BMF/SIT to the applicable demand history files. The transfer of demand data requires specific batch job processing by data processing personnel. The FAS must ensure that the demand transfer is accomplished immediately after end-of-month financial processing. Instructions are provided in SUADPS-RT Support Procedures, Volume III, Chapter 5 and RSUPPLY Support Procedures Manual.

3. TRANSFERRING DEMAND DATA. SUADPS-RT/RSUPPLY provides the capability of transferring demand data between ships and activities. This capability can be especially useful to ships and MALS preparing for deployments to operations in unusual or special operating environments in which another activity has been or will be operating. When requested or directed to provide demand data, a demand transfer tape will be prepared (see SUADPS-RT

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Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual). When a demand transfer tape is received from another SUADPS-RT activity, it will be input to SUADPS-RT via the Incoming Batch Transaction subsystem (see SUADPS-RT Support Procedures, Appendix 20 and RSUPPLY Support Procedures Manual).

4. DELETING DEMAND DATA. Demand data may be deleted from individual NSN records by use of the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual). This function should be used when the demand data recorded is verified to be erroneous or represents a one - time-only requirement that is not appropriate for use in the computation of stock levels. Demand data may also be deleted from all or selected records by use of the Deletion/Transfer Demand Data Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual). Use of the delete option of this function should be restricted to supply and stock control managers and only used with the approval of the Supply Officer.

5. DEMAND REPORTING OF LOCALLY PURCHASED ITEMS. If procurement was processed in SUADPS-RT/RSUPPLY via a money-value-only requisition or purchase order, a report of locally purchased or manufactured NSN items will be prepared in accordance with par. 3057. The DHA and BHJ cards will be held in a Manual Suspense File until the end of the month when they will be submitted to NAVICP MECH or PHIL as appropriate.

Section V: INVENTORY MANAGEMENT REPORTS

6850 ASSET REPORTS

1. DESCRIPTION. The SUADPS-RT Asset Report Function (DI 064) produces selected data from the BMF records. Either a Quarterly Asset Report for submission to the Navy Supply Information Systems Activity (NAVSISA) or a Type Commander Report may be produced. Both reports cannot be produced at the same time. The reports will be produced by all SAC 207 activities and are used to determine the availability of selected items.

2. PROCEDURES. Instructions for completing the data entry request screen for either of the asset reports are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2. A batch job request described in Appendix 20 of the SUADPS-RT Support Procedures must also be completed. The following options are available:

a. Quarterly Assets Report. This option will produce a report of all BMF records except those assigned local stock numbers or cognizance symbol 9 _ , _ I, or 1Q. The report will be produced for submission to NAVSISA on the 15th day of March, June, September, and December. This process is not required during ILO periods or for ReAVCALs provided that the Type Commander has notified NAVSISA. NAVSISA uses this data to determine system-wide assets.

b. Type Commander Asset Report. This report will contain all BMF records except those assigned local stock numbers and cognizance symbols 9M, 9Q, or 1Q. Reports produced for USID C & M activities will also exclude all Allowance Type Code 2 (AVCAL) records. This report will be produced and submitted as directed by the Type Commander or other authority.

3. REVIEW AND ACTION. The TYCOM Asset Report tape will be submitted in accordance with instructions from the Type Commander or higher authority. The Quarterly Asset Report tape will be labeled "ASSET STATUS", packaged properly, and submitted to: Commanding Officer, Navy Supply Information Systems Activity, Code 99211, Mechanicsburg, PA 17055.

6851 AVCAL/COSAL ANALYSIS REPORT

1. DESCRIPTION. The AVCAL/COSAL Analysis Report (DI 009) provides data from the BMF/SIT necessary to determine the status of material support for a single APL or RIC. The report lists all NIINs supporting the APL or RIC (see sample Appendix 15) and is useful in determining the cause of inadequate levels of support identified by the AVCAL/COSAL Percentage Report. The report may also be used to verify, on an individual APL or RIC basis, data applied to the SUADPS-RT/RSUPPLY files by processing COSAL or AVCAL data tapes received from the ICP.

2. PROCEDURES. Instructions for requesting the report are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual. An analysis report should be produced whenever the AVCAL/COSAL Percentage Report reveals a low level of material support for a particular APL or RIC or at other times when there is a need to verify or review BMF/SIT records supporting an individual APL or RIC.

3. REVIEW AND ACTION. When the analysis report is produced as a result of low-material support percentages, the report will be reviewed to identify the BMF/SIT records with on-hand or on-hand-plus dues quantity below the reorder point. Individual NSNs will then be reviewed using the BMF/SIT and BRF/ART query functions to determine why the item is not on order (Automatic Reorder Restriction Code may be set). If on order, review the status of requisitions for possible expediting action. The BRF/ART query may also reveal that the material was shipped but never received and should be completed in accordance with par. 3532-3 and reordered.

6852 AVCAL/COSAL PERCENTAGE REPORT

1. DESCRIPTION. The AVCAL/COSAL Percentage Report (DI 009) provides supply managers a means to measure, by individual APL or RIC, the availability of material on - board to support shipboard and aircraft systems. The report will be produced from data in the BMF/SIT and APL or RIC files as appropriate. The report will list all (or selected) APLs and RICs, the total number of BMF/SIT records supporting the APL or RIC, and the percentage of BMF/SIT records meeting the following conditions:

- a. Records with an on-hand quantity greater than zero,
- b. Records with an on-hand quantity equal to or greater than the reorder point,
- c. Records with an on-hand quantity plus stock due quantity equal to or greater than the reorder point.

2. PROCEDURES. Instructions for requesting the report are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. The report should be produced monthly after demand history processing and a stock reorder have been completed. Type commanders may require ships preparing for deployment to produce the report more frequently as an aid in monitoring load-out progress. Activities should also produce the report after processing major changes to the AVCAL or COSAL allowances (e.g., ILOs, Re-AVCALs). The general selector may be used to restrict the report from one to twenty specific APLs or RICs.

3. REVIEW AND ACTION. The report will be reviewed to identify specific APLs or RICs for which the displayed percentages indicate that material onboard or on order is not sufficient to properly support the applicable equipment or system. Individual Type Commanders have established minimum acceptable percentages for the various users and their instructions should be consulted when reviewing this report. Upon completion of the review, an AVCAL/COSAL Analysis Report should be requested for any APL or RIC with low percentages requiring detailed record research and possible corrective action. The report may also prove useful after processing COSAL or AVCAL data from the ICP to verify that all APLs or RICs included in the allowance document are applied to the SUADPS-RT files.

6853 DEMAND HISTORY PROCESSING

1. INTRODUCTION. Demand history processing (DI 073) is the automated SUADPS-RT management function used to maintain the range and depth of stock material at levels consistent with the policy established by OPNAVINST 4441.12 (series). Initial stock levels (requisitioning objective and reorder point) are established based on applicable allowance and load list quantities. These initial stock levels will then be adjusted so that they reflect an activity's actual demand experience. The proper setting of stock levels will determine to a large extent an activity's ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by Fleet and Type Commanders. Demand history processing will compute the BMF Average Monthly Demand (AMD), requisitioning objective and reorder point (high and low limits) from data recorded in the historical demand files (see par. 6846), and the demand-based-item (POS) criteria specified by the Type Commander. In addition, the following file maintenance actions will be accomplished.

a. Allowance type codes will be updated, as necessary, based on the allowance quantity fields that are set, the frequency of demand recorded, or the fact that a substitute or interchangeable relationship with an allowed item has been established in the basic material and substitute files.

b. BMF records will be deleted when a record for a nonallowed item has no on-hand or due quantity, no demand recorded in the past twelve months, and the BMF No Drop Indicator is not set.

c. Historical demand file records over 24 months old will be deleted.

2. RECORDS EXCLUDED.

a. BMF records in the following categories will be automatically excluded from demand history processing except that historical demand file records over 24 months old will be deleted:

- (1) Q COSAL records;
- (2) Cognizance symbol 9X, 8A, or 0I;
- (3) Records that have the limit indicator set by the user.

b. The General Selector Function may be used to exclude any other records desired by the Supply Officer. Use of the general selector is explained in the SUADPS-RT Support Procedures, Appendix 19.

c. Historical demand file records for months in which demand experience is not considered normal may be excluded using the Exclusion of Months Function explained in of the SUADPS-RT Support Procedures, Volume I, Chapter 3. Periods to be excluded may include but are not limited to post deployment standdown periods, overhaul periods, or months in which flight operations were limited or not conducted. The decision to exclude specific months of demand data must be made by the Supply Officer or other responsible supply manager.

3. PROCEDURES. Instructions for requesting demand history processing are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. Access to the function will be granted only to officers and senior enlisted personnel designated by the Supply Officer. The Demand History Processing Function will be scheduled in accordance with instructions issued by the appropriate Type Commander. Normally, this will be on a monthly basis to maintain realistic stock levels which reflect the activity's current demand experience. USID A and T activities are required to accomplish demand history processing immediately after load list processing is completed. Activities undergoing ILO or ReAVCAL evolution's will normally not adjust stock levels until the applicable allowance list processing is completed and normal supply operations are resumed.

4. OPTIONS. The Demand History Processing Function is one of the most complex SUADPS-RT programs. The management options, variable data elements, and computation formulas used by the programs are explained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. Type commander inventory management instructions provide specific guidance concerning the demand history processing parameters to be used by individual activities.

5. REVIEW AND ACTION. In addition to updating the BMF to reflect changes in allowance type codes, average monthly demand, requisitioning objective, and reorder points, a nine part Demand History Processing Report will be produced (see sample Appendix 15). Page 1 of the report is a Glossary, showing the request parameters. The reports will provide summary and detailed information that correspond to changes made to BMF records. These reports must be reviewed by responsible supply managers and supervisors to detect erroneous data and initiate corrective action as necessary prior to scheduling other supply evolution's which are based on BMF stock levels (e.g., stock replenishment, offloads).

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a. Part 1 - Summary of Changes. The report will provide summary totals, by money value, of the requisitioning objective and reorder point before and after processing. The net money value change in stock levels will also be shown. Record counts will be displayed for BMF records that had the requisitioning objective changed, were added to or deleted from the demand based item (POS) category, were assigned allowance type code 4, 6, 7, 8, or 9, or were dropped from the BMF. The Summary of Changes will be reviewed and compared to previous reports to determine if the overall changes to the BMF were consistent with past experience. It will also be reviewed to ensure that there are no changes which are indicative of erroneous processing or improper request parameters. Examples of this would be a large increase or decrease to RO/RP, excessive number of records added to or deleted from the DBI (POS) category, or a specific AT code.

b. Part 2 - Detail Report of Changes. The report will provide, by ledger code and allowance type codes (1-5), a summary by money value and record count of changes made to the BMF. The Detail Report of Changes will be used in conjunction with Part 1 to isolate questionable changes to RO or RP to a particular ledger and allowance type code. Except when demand history processing is run by USID A and T activities as a result of load list processing, record counts for individual allowance type codes should remain fairly consistent; and monetary changes should be consistent with increases or decreases to the DBI (POS) category of the SAMMA/SAL Report.

c. Part 3 - Inadequate Demand History. This listing contains detail records for BMF records in the DBI (POS) category that have a demand history of less than six months. The average monthly demand computation for these items has been subjected to special considerations explained in the SUADPS-RT Support Procedures, Volume I. Each record, and the demand data displayed, must be reviewed and a determination made as to the adequacy of the computed RO and RP. Stock levels will be adjusted as necessary using the Change BMF Record Function in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2. This report is optional and will only be received when specified in the request parameters.

d. Part 4 - High Demand Listing. This listing contains those BMF records for which the newly computed average monthly demand (AMD) is significantly greater than the old AMD. The records selected will be determined by the demand trend test percentage specified in the request parameters. The High Demand Listing will be reviewed to determine the validity and cause of the increased demand data displayed. Demand that is obviously erroneous or can be attributed to one-time-only special projects should be deleted using the Demand Recording Function explained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. The RO/RP should be adjusted using the Change BMF Function to prevent requisitioning excess material. This report is optional and will not be produced if the demand trend test percentage is not specified.

e. Part 5 - Low Demand Listing. This part of the report will list those BMF records for which the newly computed average monthly demand (AMD) is significantly lower than the old AMD. The records selected will be determined by the demand trend test percentage specified in the request parameters. The Low Demand List will require research and discussion with previous users to determine the reasons causing the decrease in usage. For items determined to be

seasonal or deployment material, adjustments to BMF stock levels will be made using the Change BMF Function in accordance with the SUADPS-RT Support Procedures, Volume I. Consideration should also be given to assigning a local management code and setting the limit flag indicator in the record. If research reveals that material is being obtained by money-value-only procurement documents from Servmart facilities or commercial sources, then procedures must be changed to ensure that demand data is recorded upon receipt of material. This will also be required if material is being obtained by customers from sources outside the supply system.

f. Part 6 - Records Changed From AT Code 4 To AT Code 6. This report will list those BMF records assigned to the excess category due to lack of demand during the period specified in the request parameters. This report must be reviewed and research conducted to determine why the material is no longer being used. If research reveals that material is being obtained by money-value-only procurement documents from Servmart facilities or commercial sources, then procedures must be changed to ensure that demand data is recorded upon receipt of material. This will also be required if material is being obtained by customers from sources outside the supply system. Material on this listing will be subject to offload processing, if adjustments to the AT code cannot be justified.

g. Part 7 - Records Changed To AT Code 4. This report will list those BMF records added to the demand-based category due to demand experienced during the period specified in the request parameters. Each item should be reviewed to determine if the item should actually be stocked. Items such as furniture, bedding, operating space material, publications, special clothing, and other material normally obtained as needed will not be stocked. BMF records for these items will be changed to AT Code 8 and the limit indicator will be set to prevent the item from migrating to AT Code 4 in the future. Depot level repairable items appearing on this report will require submission of an allowance change request in accordance with par. 2105 (except Allowance Type Code 2 and 3 items for USIDs A and T) prior to the item being stocked.

h. Part 8 - Error Listing. This is a listing of those records in the BMF that could not be included in the demand history processing because of an error condition in the unit price field. Records appearing on the Error Listing must be reviewed and corrective action taken as necessary dependent on the error condition specified on the listing. In most instances, this will require assignment of a unit price to the BMF record via the Local Change Notice Action Function described in of the SUADPS-RT Support Procedures, Volume I, Chapter 2.

i. Part 9 - Records Dropped From The BMF. The Listing of Records Dropped from the BMF will be reviewed to determine if a record may have been dropped because legitimate demand data was not being recorded properly. This is most likely to occur for items readily available from Servmarts and commercial sources when money-value-only documents are used. When appropriate, the record will be established on the BMF with the no-drop indicator set. Previous demands will be recorded and procurement procedures modified to ensure that demand is properly recorded in the future. This is an optional report and will only be produced if requested by the user.

6854 DTO DUE WITH MATERIAL ON-HAND REPORT

1. DESCRIPTION. This report (DI 071) will provide supply managers with a listing of outstanding DTO requisitions for which the BMF indicates material may be available in stock. The output from this report will consist of a printed listing (see sample Appendix 15) of BMF records with an on-hand quantity greater than zero and outstanding DTO requisitions. The report is produced in NIIN sequence and will include selected data elements from the BMF and DTO requisition records.

2. PROCEDURES. Instructions for completing the data entry screen are provided in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. A batch job request screen must be completed as described in Appendix 20 of the SUADPS-RT Support Procedures. The DTO Due With Stock On-Hand Report should be requested on a weekly basis for priority indicators 1 through 6, and at least once each month for other requirements. The following options are available to the requester of the report and control the requisition records that will be included in the report.

a. Requisition Priority. This option allows selecting only those requisitions with specific priorities for inclusion in the report and may be used to produce separate reports for high priority (01-08) and routine requirements (09-15).

b. Canceled Requisitions. Selection of this option will cause DTO requisition records with a previously processed cancellation request to be included. These records are normally excluded from the report on the assumption that the requirement no longer exists and issue from stock would not be desired.

c. General Selector. The general selector provides the capability to tailor the report to specific elements in the Basic Requisition File (BRF). Instructions for use of the general selector are provided in Appendix 19 of the SUADPS-RT Support Procedures.

3. REVIEW AND ACTION. Each item on the report will be researched to determine if the BMF on-hand quantity is valid and material is actually available to partially or fully satisfy the existing requirement. The necessary research and processing steps are as follows:

a. Review prior reports to determine if the record has been previously researched and resolved.

b. Review the Material Transaction Ledger to determine if the BMF on-hand quantity has been increased subsequent to processing of the DTO requisition.

c. Review the BMF record using the query function to determine if the PICTIC field is set to B indicating that a warehouse refusal has occurred and corrective action has not been processed. A spot inventory of the item should be requested and processed in accordance with par. 6803.

d. When the on-hand quantity is verified, the applicable work centers will be notified that material is available to partially or fully satisfy an existing DTO requirement.

e. The customer work center must initiate a new material request with a new document number if the available material is to be issued.

f. The outstanding DTO requisition will be canceled in accordance with par. 3834. Should the material be received, it will be diverted or returned to stock in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 5.

g. The results of the research conducted and actions taken will be annotated on the listing retained in a separate file. The retained copies provide a history of research accomplished and may prevent the duplication of effort.

6855 FIXED ALLOWANCE MANAGEMENT REVIEW (FAMR) REPORT

1. DESCRIPTION. The Fixed Asset Management Program (DI 101) specifies that allowance quantities for MTR items will not be adjusted based on levels processing and that all allowance changes must be approved by the ICP. The Fixed Allowance Management Review Report (FAMR) (see sample Appendix 15) provides management with a summary listing of NSNs which may require changes in allowance quantities based on demand history processing. The report is produced in NIIN and part number sequence and will be titled based on the selection criteria (i.e., Aviation-Increase, Aviation-Decrease, Surface-Increase, Surface-Decrease). The FAMR contains a number of data elements, the most significant being the proposed change in allowance quantity as indicated by the allow (current allowance) and the prop (proposed allowance) data fields. The FAMR will be used to substantiate submission of Allowance Change Requests - Fixed (ACR-F) NAVSUP Form 1375 for either an increase or decrease in repairable allowance quantities (see par. 2105 and the SUADPS-RT Support Procedures Manual, Volume I, Chapter 3).

2. PROCEDURES. The FAMR is produced via batch processing requests as described in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 3. The FAMR will be produced monthly and reviewed immediately after the completion of levels computation (demand history processing). All options which apply to the activity USID (i.e., Increase/Surface, Increase/Aviation, Decrease/Surface, Decrease/Aviation) will be produced and reviewed monthly. To ensure compatibility with non-repairable demand processing, the level of stock (months) and base period parameters should be the same as those used during the previous levels computation program. The variable percentage parameter will be assigned by the Supply Officer based on experience and TYCOM policy.

3. REVIEW AND ACTION. The FAMR will be reviewed and marked to designate possible ACR-F candidates based on the variable percentage parameter established by the Supply Officer. After marking, the following steps are recommended:

a. Review the demand for designated items (see Demand Query Function, SUADPS-RT Support Procedures Manual, Volume II, Chapter 2) for unusual and possible one-time demands which may have inaccurately inflated proposed allowance computations. If demand is in fact true and constant, mark the FAMR Good Demand.

b. For items marked Good Demand, the ordering department/unit will be contacted to verify why the repairable was ordered. For those items ordered to support own ship's equipment, the COSAL will be reviewed to ensure APL support for such a piece of equipment. If equipment is not supported, see par. 2104.

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- c. Review outstanding ACR-Fs to eliminate submission of duplicate requests.
- d. Prepare and submit ACR-Fs (see par. 2105) to support allowance quantity changes in accordance with TYCOM directives (see par. 2100). A copy of each ACR-F will be retained for monthly review and to monitor ICP response.
- e. The FAMR will use the same demand data (except for the current and earliest month) as the FAMR for the previous month. If dramatic or excessive allowance quantity changes are reflected, the parameters input to request the report should be re-verified for accuracy before further review.

6856 MASTER STOCK STATUS REPORT (MSSR)

1. **DESCRIPTION.** The MSSR (DI 011, see sample Appendix 15) is a management aid that provides a statistical analysis by range and depth of an activities current stock status. The report may be used to monitor the progress of a major loadout or to identify categories of material with low stock availability. The report will display, by cognizance symbol and allowance type code (1 through 4), a record count and percentage of BMF/SIT records with zero on hand (NIS), with on hand greater than zero (range), and with on hand equal to or greater than the requisitioning objective (depth).
2. **REPORT REQUEST PROCEDURES.** Instructions for requesting the MSSR are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4 and RSUPPLY Support Procedures Manual. The MSSR is produced as desired by the Supply Officer or other authority. It is recommended that the report be scheduled weekly during major stock replenishment evolutions, such as deployment loadouts, ReAVCAL, or ILO shortage processing to monitor the progress of the receiving process. The General Selector Function explained in the SUADPS-RT Support Procedures, Appendix 19 and RSUPPLY Support Procedures Manual may be used to produce the report for selected categories of material that can be identified by one or more BMF/SIT data elements.
3. **REVIEW AND ACTION.** The MSSR will be reviewed to identify any report category of material with low stock availability. Before corrective action can be accomplished, it will be necessary to identify the applicable BMF/SIT records using the MSSLL print and general selector functions (see par. 6822). After identification, the records will be reviewed to ensure that the item is on order and that status indicates the requirement is active in the supply system. Expediting or follow-up action will be accomplished if necessary. Procurement action will be initiated for material shortages not on order. During periods when a large volume of material is being received, it may also be necessary to determine if a backlog of unprocessed stock receipts exists or is present on the Suspense File and actual material on hand is not included in report totals.

6857 STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZED LEVELS (SAMMA/SAL)

1. DESCRIPTION. The SAMMA/SAL (DI 008) is an important management report for inventory managers. It is designed to provide the data necessary to evaluate an activities overall inventory position based on data recorded in the Basic Material File/Stock Item Table. Information provided by the report will alert supply managers of the need to either review stock replenishment policies, initiate requisition cancellation requests, perform stock offloads, or review and correct erroneous conditions in BMF/SIT records. Formulas used in the computation of SAMMA/SAL captions are explained in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The SAMMA/SAL Report (see sample Appendix 15) consists of a glossary section and five report parts in matrix format by stores account (NSA/APA), NWCF budget project, or cognizance symbol and allowance type code for predetermined categories. A complete description of each of the report parts is provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4 and RSUPPLY Support Procedures Manual.

2. PROCEDURES. The report will be requested in accordance with instructions provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4 and RSUPPLY Support Procedures Manual. SAMMA/SAL processing will produce a magnetic tape file that is used as input to SUNOOR (SUADPS-RT Only) processing which should be requested immediately after running the SAMMA/SAL. The tape will include data from each BMF/SIT record that was included in the unauthorized on order (UOO) caption (equivalent of RAO). The SAMMA/SAL Report will be produced in accordance with policies established by the Type Commander but no less than once each month. Normally, the report will be produced after the monthly change notice and demand history processing have been accomplished. The report should also be produced prior to, and immediately after, major processing evolution's that result in large scale changes to the BMF/SIT (new COSAL, ReAVCAL, major offload evolution, annual price change tape, etc.). Access to the SAMMA/SAL functions will normally be restricted to stock control supervisors, officers, and superiors in the supply department organization. When requesting the SAMMA/SAL reports, the following options are available which affect report computations and records used by the programs:

a. Order and Shipping Time Factor. This value, specified in number of months, is used by the computer in the computation of the SAL (shipboard authorized level) value. It should be the same as the OST value specified in the demand history processing parameters. Use of different OST values can distort the SAL computation and will result in misleading values being reported. OST values to be used are specified in applicable Type Commander instructions.

b. True Assets Option. When the option to produce a True Assets Report is selected, excess assets from BMF/SIT records are applied to shortages in other records when a substitute/interchangeable relationship has been established. Use of this option is normally required by Type Commanders since it provides a more accurate evaluation of the activity's stock posture and true ability to support the supply mission.

c. Economic Retention Variable. This mandatory value determines the level of material that will be included in the economic retention category of the report. This material, although in excess, is not required to be included in routine offload evolutions due to its low monetary value. When the user does not specify a value, SUADPS-RT/RSUPPLY has been programmed to use the value identified in the "constants file". This value is only used during program computations for records having the DBI indicator set and should be the same as that used in demand history processing parameters.

d. General Selector. The general selector allows supply managers to tailor the SAMMA/SAL Report to any category of material (i.e., specific Cogs requiring more visibility based on previous SAMMA/SAL reports) that can be identified by one or more data elements in the BMF/SIT. The general selector will normally not be used when producing reports to be submitted to the Type Commander or other authority. Instructions for the use of the general selector are provided in the SUADPS-RT Support Procedures, Appendix 19 and RSUPPLY Support Procedures Manual.

3. REVIEW AND ACTION. As the single most valuable material management report available in the SUADPS-RT/RSUPPLY program inventory, the SAMMA/SAL must receive top-level management review. The report will identify problem areas and can be used to plan, monitor, and evaluate management evolution's such as allowance list processing, stock reorders and offloads, change notices, and other BMF/SIT maintenance actions to ensure maximum support in the supply mission. The Automated SNAP I Management Procedures (NAVSUP P-568) provides a detailed discussion of suggested SAMMA/SAL review and corrective action procedures. The SAMMA/SAL report will be submitted to external activities in accordance with the applicable Fleet or Type Commander instructions.

6858 SUMMARY OF UNAUTHORIZED ON ORDER REPORT (SUNOOR)

1. DESCRIPTION. SUNOOR (DI SUN) is a SUADPS-RT management function designed to provide the data necessary to evaluate the status of a unit's excess stock on order caused by change notice action, demand history processing, or frequent stock reorders using the top-off option. Data for the report is obtained from the SAMMA/SAL output tape (see par. 6857-2) and the basic requisition and status files. The output from the SUNOOR process will consist of a matrix report and two detailed listings (see samples Appendix 15) as follows:

a. The matrix report titled Summarization of Unauthorized on Order Report provides a breakdown by money value and requisition record count for specific AT codes within APA Cogs or NSA budget projects. The data is shown for five major categories as follows:

- (1) Requisitions with AC/AK/AP status recorded.
- (2) Requisition candidates for partial cancellation.
- (3) Requisition candidates for full cancellation.
- (4) Requisitions with BA/AS.

(5) Requisitions with AC/AK/AP status recorded, over XX days with no supply response (XX equals the days specified or the 30 days' default).

b. Detailed Listing.

(1) Candidates for Full or Partial Cancellation Listing. This provides a detailed listing of stock requisitions requiring submittal of cancellation requests based on the current BMF AT code, reorder objective, and on-hand quantity. Each item will be reviewed and a cancellation request submitted via interactive mode or on a Batch Request for Cancellation of Stock Dues Function explained in par 3839.

(2) Canceled Stock Items Over XX Days Without Supply Response. This listing will contain requisitions for which cancellation requests were submitted (over XX days) and for which cancellation or shipping status has not been received. The list will be received and actions taken to either submit additional cancellation requests, input administrative cancellation transactions, or review and survey material based on supply department instructions.

2. PROCEDURES. The SUNOOR Request Function is contained in the SUADPS-RT Inventory Management Subsystem. The request will be completed in accordance with the instructions provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. In addition, a batch job request must be initiated as outlined in Appendix 20 of the SUADPS-RT Support Procedures. SUNOOR should be requested each month, immediately following the request for the SAMMA/SAL Report. The only option available when requesting the SUNOOR is to specify a number of days between 01 and 99 to be used in the computation of overdue responses to previous cancellation requests. SUADPS-RT is programmed to use 30 days if the user does not specify a value.

3. ACTION AND REVIEW. The matrix report provides supply managers with the data necessary to determine the overall status of requisitions for unauthorized stock material. Based on the data presented, the Cancellation Request for Excess Stock Dues Function (see par 3839) may be requested or the detailed listings may be used to selectively cancel or follow-up on previous cancellation requests (see par 3834 for individual cancellation requests). The SUNOOR should be reviewed prior to, and after, the monthly demand history process to identify changes in allowance type codes that affect the unauthorized condition (i.e., AT 4 moved to 6). The Automated SNAP I Management Procedures (NAVSUP P-568) provides detailed procedures for reviewing the SUNOOR.

6859 INVENTORY ADJUSTMENT REPORT

1. GENERAL. The Inventory Adjustment Report (Report 34, see sample Appendix 15) is produced automatically as part of the monthly financial process (see SUADPS-RT Support Procedures, Appendix 18). The report will list all inventory gains, losses, and surveys processed during the month. The report will be reviewed and compared to the causative research records to ensure that all adjustments have been researched in accordance with the requirements of pars 5125-5134. Survey transactions appearing on the report will be compared to approved survey documents (DD Form 200) to ensure that all processed survey transactions are properly documented. Financial personnel will compare the monetary value of the report to the value of inventory adjustments and surveys included in the monthly Financial Inventory Report (FIR).

2. USID C AVIATION FUEL. When an inventory adjustment or survey is posted for aviation fuel, a separate fuel report will be produced. A copy of the report will be mailed to the appropriate Type Commander and a copy of the summary page of Report 34 will be mailed to Naval Inventory Control Point, Code 01424, Mechanicsburg PA 17055-0788. Negative reports are required and will be submitted by message.

6860 SUPPLY EFFECTIVENESS REPORT

1. DESCRIPTION. The Supply Effectiveness Report (Report 10) provides the Supply Officer with an overview of the supply department's efficiency in fulfilling material requests from end-users. The report (see sample Appendix 15) will provide, for each applicable category by cognizance symbol in a matrix format, the number of demands received, issued, not-carried (NC), and not-in-stock (NIS). Percentages will be computed for net and gross supply effectiveness using formulas defined in the SUADPS-RT Support Procedures, Appendix 18.

2. PROCEDURES. A Supply Effectiveness Report will be automatically produced each time financial processing (DI 100, see par. 9520) is accomplished. Each Type Commander will establish minimum acceptable supply effectiveness standards for the demand categories applicable to subordinate activities.

3. ACTION AND REVIEW. The report will be reviewed by the Supply Officer and other appropriate supply managers to ensure that performance standards are being met and, if necessary, to initiate corrective action. Supply effectiveness may be adversely affected by any of the following (a complete review of supply operations may be necessary to determine problem areas):

- a. Incomplete or inaccurate allowance lists will result in a lack of support for installed equipment or weapons systems and will be reflected by low gross supply effectiveness;
- b. Infrequent stock replenishment will lead to increased NIS demands and low net supply effectiveness;
- c. Failure to process transactions from the suspense and issue pending files will affect the report by lowering the demands received and issued captions and net effectiveness percentage;
- d. Failure to record issues processed off-line using post-post procedures;
- e. Failure to consider substitutes in the issue process;
- f. Improper Tech Edit processing, failure to verify APL data (Quantity Per Application) to ensure that quantity requested does not exceed the quantity per application;
- g. Failure to perform inventories and location audit programs;
- h. Poor Requisition File maintenance, overaged shipping status/ESD/BM status/BD status without follow up action;
- i. Demand Processing Parameters not properly set.

4. DISTRIBUTION. The Supply Effectiveness Report will be submitted, in accordance with the Type Commander's directives, to the following external activities:

- a. NAVICP MECH (0331) (Surface Only)
- b. NAVICP PHIL (03431) (Aviation Only)
- c. Combat Logistics Force Commander, if appropriate.

6861 DLR CARCASS TRACKING REPORT

This report provides NAVICP MECH and PHIL with DLR issue and turn-in dates for input to carcass tracking systems. It is produced automatically as a by-product of SUADPS-RT financial processing. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. Additional information concerning this report is contained in par. 8330-3.

6862 MONTHLY REPORT OF ISSUES OF CONTROLLED DRUG SUBSTANCES (USID A AND T ACTIVITIES)

The Monthly Report of Issues of Controlled Drug Substances (Report 34) is used to report the issue, transfer, or cash sale of controlled substance items to the Naval Medical Command. Items with an FSC of 65 and a security code of R or Q will be included in the report. The report consists of a printed listing for each UIC involved (see sample Appendix 15) and will be produced automatically each time monthly or yearly financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. The printed report will be submitted in duplicate to:

NAVAL MEDICAL LOGISTICS COMMAND
Fort Detrick
Frederick, MD 21702-5015
Attn: Code 31-3.

In addition, a copy of the applicable section of the report should be forwarded to the Controlled Substance Officer for each UIC included in the report.

6863 MAINTENANCE DATA SYSTEM (MDS) REPORTING

1. DESCRIPTION. The maintenance data system requires the reporting of material consumed in the performance of maintenance actions on shipboard and aircraft systems. SUADPS-RT satisfies this reporting requirement by accumulating supply and maintenance information in the Aviation Maintenance File (AMR) and Surface Maintenance File (SMR). Each of the MDS reports (Report 91 - Surface MDS, Report 96 - Aviation MDS) will consist a magnetic tape (labeled RAS001 for aviation and TDA091 for surface) and two printed listings (see samples Appendix 15) as follows:

Inventory Management

6864

(1) The MDS Local Stock Number Listing will be produced for maintenance material identified by local stock numbers.

(2) The MDS Consumption Report Listing provides summary totals of the records on the magnetic tape.

2. PROCEDURES. During SUADPS-RT financial processing, data in the AMR and SMR will be used to produce the aviation (Report 96) and surface (Report 91) MDS consumption reports. The MDS reports will be automatically produced each time (daily, weekly, monthly, or yearly) financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III.

3. REVIEW AND ACTION. The Local Stock Number Listing must be reviewed and a description of the item identified by the local stock number must be added to each record. The annotated listing will be submitted with the magnetic tape to the appropriate maintenance system functional area supervisor.

6864 DEMAND REPORTING (USID A AND T ACTIVITIES)

1. DESCRIPTION. The Demand Report (Report 57, see sample Appendix 15) is used to provide NAVICP MECH and the Navy Resale Systems Office with demand data experienced by combat logistics force ships. The information provided is a primary source of data for developing effective tender and fleet issue load lists. The report consists of a magnetic tape, cards (USID A only), and record image printed listing.

2. PROCEDURES. The report is submitted monthly and is automatically produced each time monthly or yearly financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. Distribution is as follows:

a. The magnetic tape will be labeled DEMAND REPT - BCM TAPE - NAVICP MECH and mailed to the following address:

Commanding Officer
Naval Inventory Control Point (Code 0331)
P.O. Box 2020
Mechanicsburg, PA 17055

b. USID A ships will mail the 1Q cognizance symbol cards to:

Commanding Officer
Navy Resale and Services Support Office
Fort Wadsworth
Staten Island, NY 10305

6865 MISCELLANEOUS REPORTING REQUIREMENTS FOR SUBMARINE TENDERS

1. TRANSACTION ITEM REPORTING. Transaction item reporting is required by submarine tenders for material with cognizance symbol 2P, 8P, 8X, and Cognizance Symbol 2S with a SMIC of X1. The Strategic Systems Project Office (SSPO) may designate other items for reporting. Items designated by SSPO must have a serial number control indicator (SNCI) of 1 set in the Repairable Material File. Instructions for setting the SNCI are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2. Transactions designated for reporting are accumulated in the Submarine Transaction File. Periodically, as directed by Type Commander instructions, the report will be produced and forwarded to the SSPO. The report is provided via the External Record Release Function explained in Chapter 4 of the SUADPS-RT Support Procedures, Volume II.

2. PMO BMF REPORT (ATLANTIC FLEET USID T ACTIVITIES). Atlantic Fleet Submarine Tenders (USID T) are required to submit to the Polaris Material Office Atlantic a modified copy of the BMF on magnetic tape. USID T submarine tenders will submit the tape quarterly (March, June, September, and December) in accordance with Type Commander instructions. The PMO BMF Tape is created by the PMO Report Function explained in Chapter 6 of the SUADPS-RT Support Procedures, Volume II.

6866 SUSPENSE REPORT

1. DESCRIPTION. The Suspense Report (see sample Appendix 15) is a listing of all transactions in the Suspense File that could not be processed by SUADPS-RT programs, whether entered into the system at a terminal or via the Batch Processing Function. Transactions will be listed by suspense and error code and then in document number sequence and each transaction will be assigned a suspense or error code and a brief description to indicate the reason the transaction could not be processed. If the suspense transaction is maintenance-related, the matching maintenance data records (DIs X91, X92) will also be displayed. An asterisk (*) in the note column to the right on the report indicates that the record was displayed for information purposes only and has been deleted from the Suspense File. All other transactions remain in the Suspense File until corrective action is taken.

2. PROCEDURES. The report, in addition to being produced automatically on a daily basis, may also be initiated by the user through the Produce Suspense Report Function (see SUADPS-RT Support Procedures, Volumes II, Chapter 2).

3. REVIEW AND ACTION. All transactions appearing on the Suspense Report may be reviewed and cleared on-line by the Suspense Processing Function (see SUADPS-RT Support Procedures, Volume II, Chapter 2). Supply officers must ensure that the suspended transactions are reviewed and corrective action is taken on a daily basis. Expenditure transactions suspended for insufficient quantity must be spot inventoried and the inventory adjusted, or, if applicable, a receipt record must be input to increase the on-hand quantity in the BMF record.

6867 STOCK CONTROL REVIEW LISTINGS

1. GENERAL. The purpose of the Stock Control Review Listing is to provide notification of transactions which could not be processed and may require corrective action. The listing must be reviewed on a daily basis by appropriate personnel and action taken to correct erroneous transactions or records. Some examples of listing headers are as follows (see SUADPS-RT Support Procedures, Appendix 23 for complete listing of headers):

a. Unit of Issue Difference Report. This report provides a listing of all items for which the storeroom storekeeper indicated a difference between units of issue on the picking ticket and on the material or bin tag. The correct unit of issue must be determined and either the material or the BMF changed with local change notice (see sample Appendix 15).

b. Spot Inventory Aids Report. This report provides a listing of all items which experienced either a partial or total warehouse refusal during the issue process. The items must be spot inventoried and appropriate adjustments made to the BMF record (see sample Appendix 15).

c. Information/Action Listings. This portion of the report will list transactions which meet programmed criteria for review by supply managers and supervisors. Each record will be identified with a message stating the reason it was selected. Transactions will be grouped by type of message and include high money value transactions, receipt reversals processed, surveys processed, DLR transactions, and new BMF records established. The report must be reviewed and action initiated in SUADPS-RT to correct any erroneous transactions previously processed (see sample Appendix 15).

6868 ABORT REPORT

The Abort Report will be produced daily and provide information as to why a SUADPS-RT function was unable to process to completion. The report will identify the function in process, the user, and the condition that caused the abort. The abort condition will be identified by the abort and input/output (I/O) status codes. These codes are defined in the SUADPS-RT Guide for Functional Area Supervisors. The report must be reviewed by the SUADPS-RT FAS, and recurring abort conditions should be discussed with the SNAP Systems Coordinator. If a recurring problem cannot be resolved locally, assistance should be requested from SPAWARSYSCEN.

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 7

PACKAGING AND TRANSPORTATION

Part A: PACKAGING AND LABELING GUIDE FOR 2M REPAIRED ELECTRONIC COMPONENTS

7000 INTRODUCTION

The purpose of this Part is to provide the basic requirements for packaging Circuit Card Assemblies (CCAs) and Electronic Modules (EMs) for return from 2M repair station to the Naval Supply System as Ready For Issue (RFI) items. CCAs and EMs packaged by Fleet units will be packaged to meet the minimum standards in the following paragraphs.

7001 GENERAL REQUIREMENTS

- 1. **PACKAGING OVERVIEW.** Electrostatic Discharge Sensitive (ESDS) CCAs and EMs being returned to the supply system as RFI material must be packaged per the minimum standards described in this guide. NAVSUP P-700, Navy Packaging Data is the official Navy packaging guidance for RFI and Non-RFI assets. NAVSUP P700 is available online at: <http://www.icptarp.net/p700>". The minimum standard ESDS environment, handling precautions, cleaning, packaging and labeling requirements are specified herein. Reuse of original packaging materials is encouraged. Packaging must be free of holes and tears in the body of the material. Unless otherwise specified, quantity per unit pack will be one each. Military Standards, Handbooks and Specifications listed in this guide may be requested by letter from the Document Automation and Production Service (DAPS), 700 Robbins Avenue, Bldg 4 Sect D, Philadelphia, PA 19111-5094. Phone numbers are DSN 442-2179 or Commercial (215) 697-2179, or online at <http://www.dodssp.daps.mil> . For recommended ESDS tools and packaging materials for 2M workstations see par. 7003.
2. **NOT READY FOR ISSUE ITEMS.** CCAs and EMs found to be not ready for issue (NRFI) should be repackaged using these same parameters to ensure against further degradation during transit to an IMA or a repair depot.
3. **CLASSIFIED MATTER.** Classified CCAs and EMs must be packed in containers which completely conceal the contents. Containers will be sealed to prevent tampering or premature opening, and in a manner that contents cannot be inspected without displaying visual evidence of forcible opening.

7002 DETAILED REQUIREMENTS

1. REPAIR ENVIRONMENT. All CCAs and EMs shall be considered ESD sensitive and therefore must be handled, prepared and packaged at certified 2M stations or other sites authorized as ESD safe. The Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, DOD-HDBK-263, and Electrostatic Discharge Control Program, MIL-STD 1686A, contains detailed ESDS packaging procedures. Personnel certified as 2M repair technicians will be trained in repair procedures and approved methods for effective protection of ESDS components during inspection, test, repair, packaging, storage and transport.

2. HANDLING PROVISIONS. Handling of CCAs and EMs must conform to specific ESD precautionary provisions as detailed in these guidelines and standards. The following overall policies apply:

a. Certified 2M repair personnel will be trained in ESDS handling to include proper utilization of workstations, clothing/habitat requirements and related environmental controls. Only authorized and properly grounded personnel are permitted in the work area.

b. Repair personnel should avoid all activities and materials which create static electricity.

c. Packaging should not be opened, removed or applied unless within the confines of the ESD work station.

d. In transporting ESDS items to and from the work area, appropriate conductive trays/covers and static free liner materials should be used; items should not be transferred by hand within the workstation unless completely ESD protected or when both operators are properly grounded.

→ 3. CLEANING. Items shall be cleaned by any process which will not cause damage. Use of dry filtered air available at the 2M workstation is recommended. Disassembly to ensure proper cleaning or preservative treatment will be restricted to the minimum degree necessary unless specifically authorized. Cleaning will not be conducted in a manner that would infringe or default the manufacturer's implied or expressed warranty. Further information regarding cleaning techniques and specifications are available in Methods of Preservation, MIL-P-116, available from DAPS.

4. REPAIR UNIT IDENTIFICATION LABEL. A Repair Unit Identification Label shall be affixed to the body of each repaired unit. The label must specify command/activity performing repair, date repaired, and name of the 2M technician. The label shall be applied to an area which does not interfere with circuit operation and shall not be placed on terminals, components, leads, or contacts. A Repair Unit Identification Label will also be placed on the outside of the vapor barrier bag.

- 5. **PRESERVATION AND PACKAGING.** Recommended ESD packaging materials and tools are identified in par. 7003. CCAs must be considered ESD sensitive unless otherwise specified. The illustration on page 7-6 demonstrates a basic method of packaging ESD items. Additional information is available in NAVSUP Publication 700, Navy Packaging Data. The following minimum packing standards are required:
- a. Ensure the item is labeled with a Repair Unit Identification Label as described in par. 7002-4.
- b. Apply ESD free, non-corrosive conductive material to exposed leads and connector pins to ensure a common potential.
- c. Completely wrap in electrostatic free vapor barrier material as indicated in par. 7003. This material meets MIL-B-81705, Type I. Use original packaging if available and free of holes.
- d. Wrap the item in ESD free cushioning as indicated in par. 7003. This material meets PPP-C-1842, Type III. Reclosable cushioned pouches conforming to MIL-P-81997, Type I or II, may be used in lieu of the initial wrap or cushioning. NSNs for a selection of these pouches are provided in par. 7003.
- e. The cushioned unit will be packaged in a heat sealed water vapor-proof barrier bag fabricated from barrier material, as listed in par. 7003. This material conforms to MIL-B-81705, Type I.
- f. Label the barrier bag as described in par. 7002-7.
6. **REUSABLE CONTAINERS.** After packaging and labeling, the item shall be placed in a molded reusable container or a reusable weather resistant fire retardant fiberboard container. A selection of representative containers is listed in par. 7003. Closure of the molded reusable container shall be waterproof pressure sensitive tape. Closure of the fiberboard container shall be strippable tape. A label as specified in par. 7002-8 will either be attached to the fiberboard container or placed in the reusable container label holder (as appropriate).
7. **MARKING.** Unit, intermediate, and exterior packs containing sensitive electronic devices susceptible to damage from environmental field forces such as electrostatic, electromagnetic, magnetic or radioactive fields shall be marked per MIL-STD-129 as follows:
- a. **Unit Packs.** Unit packs shall be marked with the Sensitive Electronic Device Label as specified in par. 7003. This label may be either locally procured or reproduced if required. If unavailable, unit packs may be manually marked with the Sensitive Electronic Device Symbol and the Statement: "DO NOT OPEN EXCEPT AT APPROVED FIELD FORCE PROTECTIVE WORK STATION".
- b. **Intermediate and/or Shipping Containers.** A sensitive electronic device caution label per par. 7003 will be placed on one side of each intermediate container. Two larger labels (NSN 7690-01-077-1156) shall be placed on each exterior container (one on the identification marked side and one on the opposite), provided the container exceeds one-half cubic foot. Smaller exterior containers will be marked in the same manner.

"HOW TO PACKAGE ELECTROSTATIC SENSITIVE ELECTRONIC DEVICES"

Practically all circuit boards and electronic modules contain electrostatic sensitive components. The Equipment Technician should wrap these items in the conductive wraps in which they came. If "pink poly bubble wrap" is not available, (NSN 9Q 8135-01-057-3605 and 9Q 8135-01-057-3607) plain aluminum foil may be used.

1. Completely wrap item in original cushioning/wrapping material and secure with pressure sensitive tape.

2. Insert cushioned item in original bag and secure bag openings with pressure sensitive tape.

3. Place cushioned and bagged item in original box and close box with pressure sensitive tape.

← NSN 9Z7690-01-077-4894

CAUTION
SENSITIVE ELECTRONIC DEVICES
DO NOT SHIP OR STORE NEAR STRONG ELECTROSTATIC, ELECTROMAGNETIC, MAGNETIC OR RADIOACTIVE FIELDS

ATTENTION: EQUIPMENT TECHNICIAN

- A. If packaging materials from the replacement item are not available, completely wrap (layers as required to protect item) item in electrostatic free cushioning material conforming to PPP-C-1842, Type III or other available cushioning or wrapping material known to be electrostatic free.
- B. If box packaging and marking is not available, place tag or label on exterior of cushioning or wrap indicating "CAUTION ELECTROSTATIC SENSITIVE ITEM".
- C. **DO NOT** move, handle, stow, ship or turn-over ESDS item to items to supply personnel until the aforementioned electrostatic free packaging and caution marking has been completed.

8. LABELING. Labeling of unit packs is per MIL-STD-129 and will consist of the following:
 - a. Identification as "2M Repaired", date of repair, repair activity, name of repair technician;
 - b. NSN/NATO stock number;
 - c. CAGE Code and manufacturer's part number;
 - d. Item identification;
 - e. Quantity and Unit of Issue (U/I).

7003 MATERIAL RECOMMENDATIONS

1. MATERIALS AND SPECIAL TOOLS. The following is a list of materials and special tools recommended for ESD free workstations. Repair tools listed are designed to eliminate ESD if used properly. A complete list of tools/materials required for 2M stations is contained in NAVSEA TE000-AA-HBK-010/2M.

Electrostatic Free Packaging Materials And Special Tools

<u>Item</u>	<u>Model Number</u>	<u>NSN</u>
→ Indicator, Electrical Potential	300	9N 6625-01-220-1514
Solder Removal Tool	AS196	9G 3439-01-064-1811
Soldering Iron, Electrical	1102-0004	9G 3439-00-134-9202
Static Eliminator	APMB	9G 3694-01-240-4630
→ Wrist Strap, Ground	30113	9N 5920-01-134-9623
VERTROD Heat Sealing Machine	13A	9Q 3540-00-299-9811

2. STOCKING LEVELS. The following is a list of recommended initial stocking levels for repackaging materials on a small combatant ship. An ample supply of these materials is recommended for the 2M work center to facilitate ESD packaging for components being returned to shipboard stocks or the Navy Supply System. A more comprehensive list of applicable National Stock Numbered repackaging materials is provided in NAVSUP Publication P-700, Navy Packaging Data.

Recommended Repackaging Material Stocking Levels

<u>Item</u>	<u>NSN</u>	<u>U/I</u>	<u>QTY</u>
Barrier Material MIL-B-81705, Type I	9Q 8135-00-092-3220	RO	1
Cushioning, Pink PPP-C-1842, Type III	9Q 8135-01-057-3605	BD	1

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<u>Item</u>	<u>NSN</u>	<u>U/I</u>	<u>QTY</u>
→ ESDS Caution Label 2" x 2"	9Z 7690-01-077-4894	RO	1
→ ESDS Caution Label 4" x 4"	9Z 7690-01-077-1156	RO	1
→ Cushioned Plastic Pouch MIL-P-81997, Type I ASO SPI 80132-12261			
4" x 6"	9Q 8105-00-137-9132	PG	1
6" x 8"	9Q 8105-00-137-9133	PG	1
8" x 12"	9Q 8105-00-137-9135	PG	1
10" x 12"	9Q 8105-00-137-9136	PG	1
12" x 12"	9Q 8105-00-137-9131	PG	1

Molded Reusable Containers (2).

These are larger containers than what might be used in many cases, but the selection reduces the number and types of containers stocked.

8" x 6" x 3"	1RM 8145-00-260-9556	EA	10
12" x 10" x 5"	1RM 8145-00-260-9562	EA	10
14" x 12" x 5"	1RM 8145-01-014-0440	EA	10

Part B: GENERAL TRANSPORTATION GUIDANCE

Section I: INTRODUCTION

7100 SCOPE

Parts B and C of this chapter explain how an afloat Supply Officer makes outgoing shipments of General Cargo, Hazardous Material and Unaccompanied Baggage, with special emphasis on Depot Level Repairables (DLRs) being returned under the Advanced Traceability and Control (ATAC) program to Designated Overhaul Points (DOPs) for repairs. It is important for afloat Supply Officers to become knowledgeable about shipping. The shortage of repairables coupled with the increased emphasis on repairables management place more responsibilities on afloat Supply Officers to ensure that these items are shipped without complications. The preferred method of shipping mailable DLRs is by certified mail. Detailed instructions for shipping ATAC DLRs are found in par. 8322 and NAVSUPINST 4421.20 series.

7101 SHIPMENT PLANNING

Shipment planning is a necessary element in ensuring a successful shipment. Answers to the following three basic questions are required to make the transportation system work: (1) What is the item? (2) Where is it going (final destination)? (3) When must it arrive at destination? Without this information, the shipment may be delayed enroute or never arrive at the destination. The initial documentation, i.e DD Form 1348-1A or other source documents, must provide the shipper with enough information to answer the three basic questions above. If it doesn't, the shipment should not be made until this information is available. As indicated in Part B, Section II of this chapter, mail is the preferred means of moving material to or from ships. However, mail must not be used for shipments with project codes ZR5, ZV2, ZV6, or for FBM/TRIDENT material.

7102 SHIPMENT PREPARATION

1. GENERAL. Material must be prepared and packaged to minimize damage during shipment. NAVSUP PUB 700 illustrates basic packing and labeling methods and explains how to prepare reusable containers for shipment. This publication provides actual do-it-yourself packaging procedures designed for ships or stations having limited packaging material. See par. 8324 for further guidance on packaging of repairables. Important points to remember when preparing material for shipment are as follows:

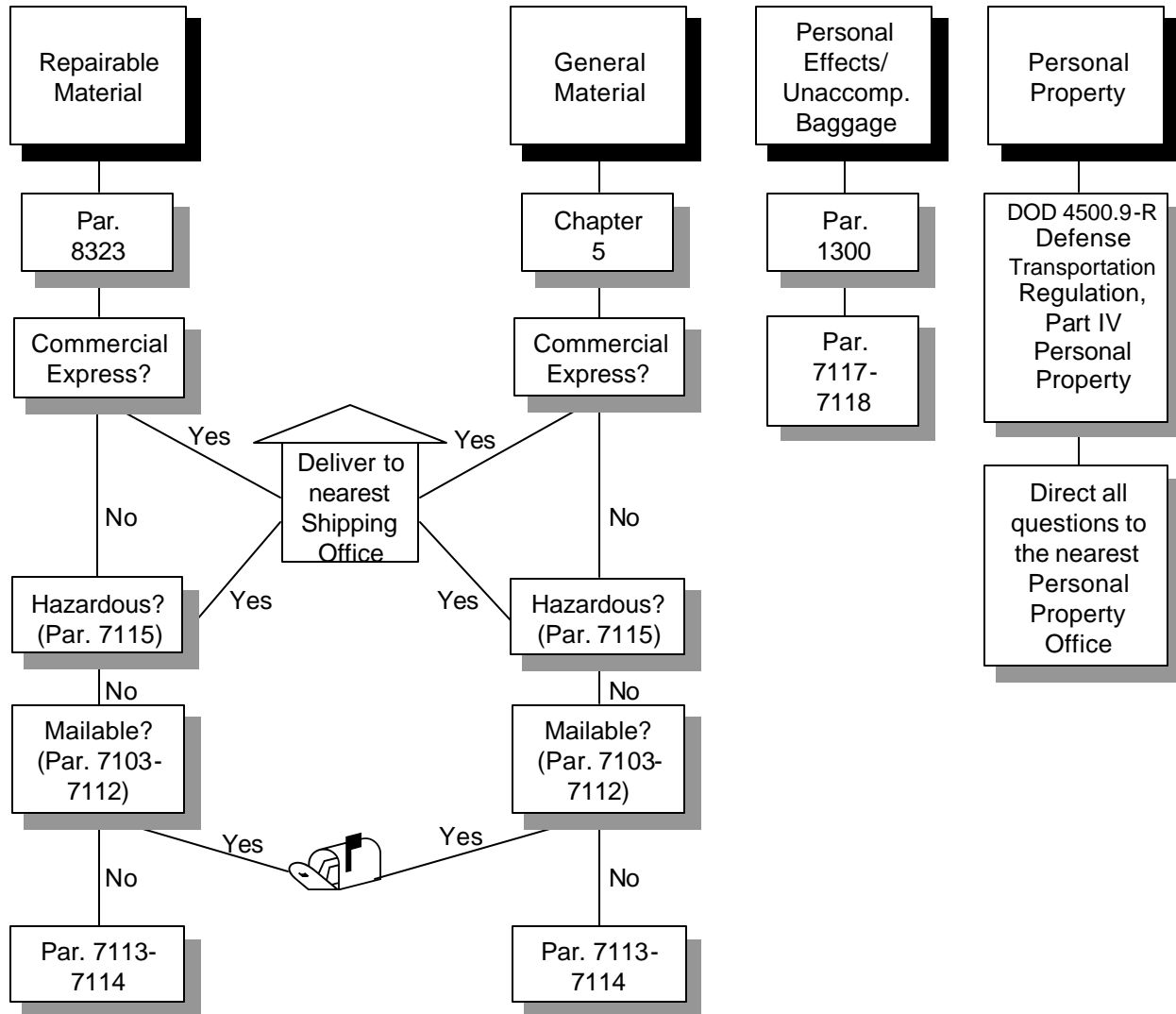
- a. Remove or obliterate all previous transportation and/or shipping markings on reusable containers. Item nomenclature markings should not be removed from reusable containers.
- b. Over-pack materials only when necessary to prevent damage in transit. Over-packing is not necessary when a reusable container is available or when an item is turned into an ashore activity for shipment. Over-packing should be held to a minimum in order to avoid additional Second Destination Transportation (SDT) charges.

c. Deliver shipments to the fleet unit designated to handle transshipment material or the nearest ashore supply/shipping activity when adequate packaging facilities are not available. Mail is the primary means of moving material to and from ships except where restricted by size/weight (see par. 7104). All items not eligible for mail will be forwarded for movement within the Defense Transportation System (DTS) in accordance with procedures in Part B, Section III.

d. When shipping via multipack, ensure that all items in the multipack are destined for a single consignee under the same priority. Particular attention must be given to the method of packing to ensure heavy items are at the bottom of the multipack.

2. MATERIAL CATEGORIES. The following decision diagram identifies various references to be used when shipping different categories of material.

➔ **DECISION DIAGRAM FOR SUPPLY AFLOAT MATERIAL TRANSPORTATION**



Section II: MAIL

7103 GENERAL

- ➔ 1. GENERAL. Mail is the primary and preferred means of moving material to and from ships. Mailable material includes any papers or materials which meet U.S. Postal Service standards relative to weight, size and physical properties. Materials specifically not authorized to be mailed are listed in par. 7112. Special instructions for mailing unaccompanied baggage (UB) by individual service members, controlled drugs, small arms and classified matter are addressed in this section. The different types of special mail services and mailing procedures authorized include Registered Mail, Certified Mail, and Military Ordinary Mail (see par. 7111).

7104 WEIGHT AND SIZE LIMITATIONS

- ➔ 1. GENERAL. Postal Service standards relative to weight, size, and physical properties are contained in U.S. Postal Service Regulations. Compute length and girth as follows: measure the longest side of the parcel to get the length, measure around the thickest part of the parcel to get the girth, add the length and girth. GSA Express Small Package contract (FEDEX) should be used whenever possible for shipments over 13 ounces or containing Issue Group I and II material. The weight limitations for each type of shipment and class of mail to use are as follows:

<u>Weight</u>	<u>Type of Shipment</u>	<u>Class Of Mail</u>
0-13 ounces	All mailable material	First Class Mail
over 13 ounces	NMCS, PMCS, CASREP, SEEREP, MICAP, 999, 777, and material critical to flying or marine safety	Priority Mail
over 13 ounces	Issue Group I or II (TP1 or 2) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) ; i.e, activities served by FPOs.	Priority Mail
over 13 ounces	Issue Group III (TP3) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) ; i.e, activities served by FPOs.	Package Services (Parcel Post)
over 13 ounces	Issue Group I, II or III (TP1, 2 or 3) shipments consigned to activities within CONUS, consignee located within 300 miles of shipper	Package Services (Parcel Post)
over 13 ounces	Issue Group I or II (TP1 or 2) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Priority Mail
over 13 ounces	Issue Group III (TP3) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Package Services (Parcel Post)

7105 EXTERNAL MARKINGS

- All items presented for mailing will have the command's address entered in the upper left hand corner of the envelope, label, tag, or mailing container. The words "Department of the Navy" must be imprinted on the envelope, label, tag, or mailing container directly above the sender's return address, with the words "Official Business" entered below the return address (see example below). Markings indicating the mail classification and/or type of special service, when appropriate, must be placed on the address side of the parcel directly above the address. Ensure that the City, State and Zip Code are on the last line of the address and that no other information appears below it. For additional information and guidance see OPNAVINST 5218.7 series. The consignee's address will be entered as indicated in Appendix 7 (Routing Identifiers), the Standard Navy Distribution List (SNDL), NAVSUPINST 4421.20 series for repairables, or other applicable directives.

<p style="text-align: center;">DEPARTMENT OF THE NAVY</p> <p>{SPACE FOR COMMAND NAME AND ADDRESS}</p> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;">Official Business</p>	<p style="text-align: center;">COMMANDER SUP 54 COMNAVSUPSYSCOM PO BOX 2050 MECHANICSBURG PA 17055-0791</p>
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→ 7106 UNACCOMPANIED BAGGAGE SENT BY INDIVIDUALS

Service members are authorized to ship Unaccompanied Baggage (UB) through military and civilian post offices if the member pays for the postage. Mailing of UB by service members is authorized when there is no personal property office, or upon approval of the Personal Property Officer, when it is the most cost-effective method. Service members are NOT authorized to use the Navy official mail programs to mail their UB. For mailing of lost, abandoned or unclaimed personal effects and personal effects of persons verified to be deceased or missing, using OPTAR funds, refer to NAVSUP PUB 490, Chapter 6.

To receive reimbursement from the government for mailing costs, the member must submit a receipt from the post office showing proof of weight and cost of mailing, a copy of orders, and a completed DD Form 1351-2 to Fleet and Industrial Supply Center (FISC), Norfolk, VA. The mailing address for FISC Norfolk is:

FISC
Customer Service Division (Code 42)
Suite 600
1968 Gilbert Street
Norfolk, VA 23511-3392

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Cost of mailing cannot exceed the cost the government would have paid to ship the material as household goods.

If the member desires to insure the UB, the cost for insurance coverage is not reimbursable to the member, but payment of insurance does provide the service member with indemnity in the event of loss or damage.

When a service member presents UB for mailing at a military post office overseas, or aboard a deployed ship, they must enclose a copy of their orders in the shipment. They must also complete a customs declaration form, either PS Form 2976 or 2976-A, itemizing in detail the contents of the UB. To avoid customs charges on UB, the service member should ask the accepting clerk to endorse the UB "Returned Personal Effects-Orders Enclosed".

→ 7107 SMALL ARMS

Parcels containing unloaded small arms for official use are mailable under conditions specified by postal regulations. These regulations state that small (less truckload) shipments of arms will be made via the U.S. Postal Service (USPS) when economically advantageous to do so. Such parcels, when properly packaged and addressed for delivery to military activities or individuals for use in connection with their official duty, are acceptable for mailing when offered by an authorized agent of the Federal Government. Full information may be obtained from postal authorities. Packages containing small arms, whether mailed or shipped, will bear no external markings indicating the nature of their contents. Small arms forwarded by the U.S. Postal Service will be sent as registered mail (return receipt requested) and the registry slip furnished the sender will be attached to the ship's retained original DD Form 1348-1A. When a receipted copy of the DD Form 1348-1A is returned from the consignee, it also will be filed in the expenditure file with the retained original. Personally owned weapons will NOT be mailed.

→ 7108 CLASSIFIED MATERIAL

1. GENERAL. Material classified TOP SECRET will be transmitted as prescribed in Chapter 9, paragraph 9-2 of the Department of the Navy Information Security Program (ISP) Regulation (OPNAVINST 5510.36 series). Material classified as SECRET and lower may be sent via mail in accordance with paragraphs 9-3 and 9-4 of OPNAVINST 5510.36. All classified material must remain under U.S. custody and control at all times. Material classified as SECRET or CONFIDENTIAL will be transmitted by one of the following means:

a. Registered mail shall be used for the transmission of all SECRET material, NATO CONFIDENTIAL, and all other CONFIDENTIAL material mailed to an FPO/APO address located outside the U.S. and its territories, and when the originator is uncertain whether the address is located within U.S. boundaries.

b. Certified mail shall be used for the transmission of CONFIDENTIAL (other than NATO CONFIDENTIAL) material addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any Non-DOD agency of the Executive Branch.

c. Regular First Class or Priority Mail shall be used for the transmission of CONFIDENTIAL (other than NATO CONFIDENTIAL) material addressed to DOD activities located anywhere in the United States and its territories.

→ **7109 NARCOTIC AND DRUG ABUSE CONTROL ITEMS**

The U.S. Postal Service will accept and forward parcels containing narcotics and drug abuse control items which meet the weight and size limitations prescribed in par. 7104; each parcel, however, must be consigned as registered mail to the medical officer of the activity to receive the material. The actual value of the shipment will be declared at the time it is tendered to the U.S. Postal Service. In no instance will parcels be marked as to disclose their contents or value.

→ **7110 SPECIAL HANDLING**

The use of special handling is not authorized for use by the Department of the Navy.

→ **7111 MILITARY ORDINARY MAIL (MOM)**

MOM is a special procedure approved by the U.S. Postal Service for providing air transportation of official mail sent at Package Service rates, which are considerably cheaper than those of Priority Mail. MOM may also be used for official periodicals if considered essential to timely delivery. However, MOM only provides air transportation between a CONUS gateway terminal (e.g., San Francisco, CA; New York, NY; or Miami, FL) and overseas Military Post Offices (MPOs). Within CONUS and between civilian addresses in CONUS (any address which does not indicate an FPO or APO number), Alaska, and Hawaii, mailed marked "MOM" is moved by surface transportation. MOM is not authorized for mailing IG 3 parcels.

→ **7112 NON-MAILABLE MATERIAL**

1. GENERAL. Non-mailable material includes all material which, by statute, regulation or treaty stipulation, is prohibited from being sent through the U.S. Postal System. Such non-mailable matter includes:

- a. Poisons, caustics, acids and alkalis;
- b. Oxidizing materials, flammable liquids and flammable solids;
- c. Materials that, while being transported, are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes or heat retained from manufacturing or processing;
- d. Ammunition and explosives;
- e. Containers previously used for shipping highly-explosive material such as dynamite;
- f. Intoxicating liquors;
- g. Materials subject to damage from freezing and permanently magnetic materials with unconfirmed fields, unless such materials are moved by surface transportation;
- h. Radioactive, combustible, gaseous, liquid and perishable materials, and items subject to plant quarantines are either unmailable or subject to special mailing conditions. Further information may be obtained from local postal authorities, the USPS Domestic Mail Manual and USPS PUB 52, (Hazardous, Restricted, and Perishable Mail). Additional information is available in the Hazardous Material Information System (DOD 6050.5-LR) (see par. 8221).

Section III. FREIGHT SHIPMENTS**→ 7113 COMMERCIAL AND FLEET TRANSSHIPMENT PROCEDURES**

For other than mailable material requiring shipment, the material and copies of the invoice DD Form 1149, DD 1348-1A, DD Form 1384, or other shipping authority will be delivered to the fleet unit designated to handle the transshipment of material or the nearest Supply Officer of a shore based supply/shipping activity for forwarding to destination as specified in pars. 7114-7118. The Supply Officer must refer to NAVTRANS for guidance. When such action is impossible, Supply Officers afloat will make required shipments in accordance with instructions obtained from either the nearest shore based naval activity (United States Naval attaches included), other military service commands or United States consular officials, in the order listed. In an emergency, when this procedure cannot be employed and shipment must be made on commercial bills of lading, transportation charges of carriers will be paid by the cognizant Disbursing Officer. Commercial bills of lading will be prepared and furnished to the carrier. When material is turned over to a United States Navy ship for transshipment to a third ship, a fleet unit designated to handle transshipment material or a shore based supply/shipping activity, it will be covered only by an invoice, DD Form 1149 or DD Form 1348-1A, issued to the final consignee activity.

→ 7114 DEFENSE TRANSPORTATION SYSTEM (DTS)

1. GENERAL. The DTS is that portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. The DTS consists of those military and commercial assets, services, and systems organic to, contracted for or controlled by the Department of Defense, except for those that are service unique or theater assigned.
2. PROCEDURES. CONUS shipments generally move by a commercial carrier on GBL/CBL and do not use Transportation Control Movement Document (TCMD), DD Form 1384. The TCMD is normally used to ship material in the DTS (i.e., shipments originating from an overseas point). When a TCMD is not available, a DD Form 1348-1A may be used if the essential transportation data are included. The TCMD/DD Form 1348-1A must be turned in to the fleet unit designated to handle transshipment of material to its final destination. Shipment may also be directly inserted into the transportation system by obtaining a clearance from the nearest Air Clearance Authority (see par. 7119).
3. DOCUMENT PREPARATION. Most of the data elements needed to prepare transportation documentation are available from supply (MILSTRIP) documentation. Extensive information on DTS shipping paperwork may be found in the Defense Transportation Regulation, DOD 4500.9.R Part II, Cargo Movement. The DD Form 1348-1A or the DD Form 1149 is used as the primary source document. This paragraph provides the basic information needed to prepare a shipping document (see sample TCMD and DD Form 1348-1A on pages 7-18 & 7-19).

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<u>TCMD</u>	<u>1348-1A</u>	
<u>Block</u>	<u>Block</u>	<u>Data Elements/Description</u>
1	cc 1-3	Document Identifier. Enter TX1 for general cargo, TJ1 for hazardous or TE1 for ammunition. All hazardous shipments must also be identified with "hazardous" in the clear.
3	2	Consignor. Include UIC.
4	17	Commodity and Special Handling. This defines the type of cargo to be moved. Enter the nomenclature and the following codes as applicable: AD - Supplies and equipment for aircraft, hazardous AZ - Supplies and equipment for aircraft ND - Ships parts, hazardous NZ - Ships parts HD - Electrical items, hazardous HZ - Electrical items
5		Air Dimension. Use "A" unless any single dimension (L, W, or H) exceeds 72". Use "Z" if greater than "72" and include the dimensions as an additional entry.
8	cc 77	Mode of shipment. See Appendix 5.
9	18	Type pack. Enter appropriate code as follows: BX - Box CO - Container CT - Carton DB - Duffle Bag FK - Foot Locker PC - Piece
10	cc 30-44	Transportation Control Number. A TCN has 17 positions. If, in response to a MILSTRIP requisition, a TCN is being constructed, the first 14 positions are the MILSTRIP Document Number. If card column 44 (Suffix) of the DD Form 1348-1A is blank, the 15th position of the TCN will be "X". If card column 44 (Suffix) is coded, then the 15th position of the TCN will contain the Suffix Code. The 16th position of the TCN is a partial shipment code. If all of the shipment unit (the basic entity for documentation, movement clearance and marking) will be shipped together on one vehicle, place an "X" in the 16th position of the TCN. "X" indicates that the entire shipment is given to the carrier at one time or as a complete shipment. In the event that more than one vehicle is required to move the shipment unit (partial shipments), prepare a TCMD for each vehicle or increment on which the shipment is moved and assign a TCN to each document. The 16th position will be different for each partial shipment; "A" will be assigned to the 16th position of the first partial shipment. The second and remaining shipments, if required, will have a "B" through "Z" (omitting "I", "O" and "X") in the 16th position. The 17th position is the split shipment code and is reserved for use by the transshipment activity. The shipper always assigns an "X" to the 17th position of the TCN. If a shipment (complete or partial) must be split at a transshipment activity (e.g., a port of embarkation), the transshipment activity will change the 17th position of the TCN.

BASIC INFORMATION REQUIRED ON A DD 1348-1A TO COMPLETE THE TCMD

1. COC 2. IZM 3. 3 4. R 5. 5 6. M 7. 7 8. 3 9. 4 10. 2 11. 2 12. 2 13. 2 14. 4 15. 4 16. 4 17. 4 18. 4 19. 4 20. 5 21. 5 22. 5 23. 5 24. 6 25. 6 26. 1 27. 1 28. 6 29. 1 30. 1 31. 2 32. 2 33. 2 34. 2 35. 2 36. 2 37. 2 38. 2 39. 2 40. 2 41. 2 42. 2 43. 2 44. 2 45. 2 46. 2 47. 2 48. 2 49. 2 50. 2 51. 2 52. 2 53. 2 54. 2 55. 2 56. 2 57. 2 58. 2 59. 2 60. 2 61. 2 62. 2 63. 2 64. 2 65. 2 66. 2 67. 2 68. 2 69. 2 70. 2 71. 2 72. 2 73. 2 74. 2 75. 2 76. 2 77. 2 78. 2 79. 2 80. 2 81. 2 82. 2 83. 2 84. 2 85. 2 86. 2 87. 2 88. 2 89. 2 90. 2 91. 2 92. 2 93. 2 94. 2 95. 2 96. 2 97. 2 98. 2 99. 2 100. 2	QUANTITY	SHIP FROM	SHIP TO	UNIT PRICE	TOTAL PRICE	SHIP FROM	SHIP TO
BC1	EA 00001	RXX	7N 715 03	60000.00	60000.00	V03367	N00189
24. DOCUMENT NUMBER & SUFFIX (30-44)	V03367 7159 4778		5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
25. NATIONAL STOCK & ADD (8-22)	5960 00 6818036 FE		10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC
26. RIC (4-6) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80)	EA 00001 A 7N 6000000		16. FREIGHT CLASSIFICATION NOMENCLATURE TAC N504				
27. ADDITIONAL DATA							
Ship From: V03367 USS J.F. KENNEDY (CV-67) FPO AE 01234-5678 Next Dest UIC: ()				Ship To: N00189 FISC Norfolk Norfolk, VA 23512 Issue Doc Num#:		Approved For Transfer: I.M. Simple I.M. Simple, LT, SC, USN	
FGC:				JCN:		22. RECEIVED BY R.L. Evans	
P/N:				S/N:		23. DATE RECEIVED 6/8/97	
Remarks:							

→ 7115 HAZARDOUS MATERIAL

1. GENERAL. Hazardous material refers to any material (specified by the Department of Transportation, Federal Aviation Agency, United States Coast Guard, federal or military agency) which under conditions incident to transportation is liable to cause fires, create serious damage by chemical action, or create a serious transportation hazard. It includes materials classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic, and radioactive.

2. CERTIFICATION. DOT/Coast Guard/FAA regulations require that hazardous shipments be certified for shipment by the shipper. Certification can be accomplished by a graduate of an appropriate DOD hazardous shipment course. Due to potential risk of legal liability to the shipper, it is recommended that afloat units turn in hazardous material to an ashore activity for shipment.

3. PACKAGING. Packaging of hazardous materials requires specified procedures. Close adherence to required instructions, publications, and manuals is required and assistance should be obtained from packaging and transportation personnel at supporting activities. All hazardous materials shall be accompanied with a DD Form 1348-1A indicating that it is dangerous and may require further packaging consideration. DOD 6050.5LR identifies hazardous materials and data needed for marking, labeling and preparing shipping documents.

→ **7116 MAGNETIC SHIPMENTS BY AIR**

Certain types of cognizance symbol "N" material, such as magnetrons, require magnetic shielding prior to air shipment. Refer to NAVSUP PUB 700 for basic instructions, then obtain assistance from the supporting activity.

Section IV: PERSONAL EFFECTS AND UNACCOMPANIED BAGGAGE

→ **7117 GENERAL**

Upon receipt of personal effects from inventory boards, supply officers afloat will be responsible for the custody, storage, security, shipment and disposition of personal effects, including maintenance of adequate records. Personal effects include property belonging to absentees, deserters, legal next of kin of missing or deceased personnel, personnel declared to be mentally or physically incapacitated, and personnel transferred under orders. Unaccompanied shipment of personal effects originating from deployed ships and overseas locations must have copies of the individual's orders and a proper customs certification attached. Further information on absentees, deserters, deceased, and incapacitated personnel is provided in pars. 1300-1303.

→ **7118 TRANSFER UNDER ORDERS**

1. GENERAL. Crew members with transfer orders should be instructed to contact the nearest Personal Property Transportation Officer to arrange for packing and pick-up of their effects. The member should take at least eight copies of his/her transfer orders. When a member transfers while at sea, the Supply Officer or his designated representative should expeditiously deliver the member's property to the nearest Navy Personal Property Office at the first opportunity (world-wide Personal Property Transportation Offices (PPTOS) are listed in Appendix 21). The representative should be careful to obtain the member's written desires about the shipment of their effects, if possible.

2. DOCUMENTATION. Copies of the member's Application or Shipment and/or Storage of Personal Property (DD Form 1299) and original inventory should be mailed to the member at their leave or temporary duty address, as necessary (see sample DD Form 1384 on page 7-21). Use TF1 in Block 32 for unaccompanied baggage and JZ in Block 4. The entries to be made in the remaining blocks are based on the information in the person's orders.

Part C: AIRLIFT AND TRACING**Section I: AIRLIFT****→ 7119 AIRLIFT CLEARANCE AUTHORITY (ACA)**

The ACA controls the movement of air-eligible material. All shipments originating overseas, moving by commercial air and weighing over 150 pounds must be cleared/routed by the overseas ACA. Shipments originating in CONUS with overseas destination moving by Air Mobility Command (AMC) or commercial air, regardless of the weight, must be cleared/routed by NOLSC (Code N432), Norfolk, VA. ACAs are geographically located throughout the world, mainly at major naval installations and within CONUS at NOLSC Norfolk, VA. ACAs will challenge shipments based on certain criteria, as shown in par. 7121. The Defense Transportation Regulation, Part II, Cargo Movement, Appendix R, provides a complete listing of all overseas ACAs.

→ 7120 AIRLIFT CLEARANCE PROCEDURES

Obtaining a clearance/routing from an ACA is accomplished by submitting (via telephone, electrically transmitted message, etc.) the complete information contained in the Transportation Control and Movement Document (TCMD) to the appropriate ACA prior to shipping. The shipper will release the shipment identified in the advance TCMD if the ACA does not challenge the shipment. If the shipment is challenged, the ACA will advise the shipper when to release the shipment and the method of transportation to be used, whether air or surface.

→ 7121 AIRLIFT CHALLENGE

1. **GENERAL.** The philosophy of the challenge program is to question the requisitioner/consignee at the time material is available for shipment as to whether air transportation or surface shipment will meet the end user's requirements. The objective of the program is to ensure that the needs of the user are met while minimizing the expenditure of transportation funds. Should a unit receive a challenge message on high-priority material, a rapid response to the message will ensure rapid movement of the cargo. All air shipment challenges for Submarine Force units will be addressed to the monitoring activity identified by the first digit of the Distribution Field (MILSTRIP Record Position 54).

2. **CHALLENGES.** Except when specifically exempted, all shipments of Navy funded/sponsored material offered for airlift are subject to challenge. The ACA will challenge the requirement to airlift cargo based on the following criteria:

- a. weight exceeds 150 pounds;
- b. shipment volume exceeds 15 cubic feet;
- c. requisition date is greater than 90 days old;
- d. transportation costs exceeds \$4000.

3. EXEMPTIONS. The following shipments are exempt from the challenge criteria in subparagraph 2 above:

- a. Requisitions containing RDD "999";
- b. "W" or "G" series requisitions with transportations costs less than \$4000.

➔ **7122 GREENSHEET, COURIER AND SPECIAL HANDLING**

1. GENERAL. Activities may advise the ACA of shipments in one or more of the following categories:

- a. Shipments requiring expediting (i.e, Greensheet) action. Greensheet is a procedure in which specifically identified Navy cargo in the AMC system gains movement precedence over other priority Navy cargo, including RDD "999" shipments. Requests for this service are closely screened and must be kept to a minimum.
- b. Shipments accompanied by couriers or monitors.
- c. Shipments that require special handling (e.g., environmental control, hand-to-hand receipt, RESHIP, hazardous/dangerous cargo, etc.). Extreme care shall be used to ensure that proper consignment and routing instructions are used for shipments consigned to ships and mobile units as location of these activities may change.

Section II: EXPEDITING AND TRACING

➔ **7123 VENDOR RECEIPT EXPEDITING PROGRAM (VREP) SHIPMENTS**

Information, tracing, and expediting requests for Vendor Receipt Expediting Program (VREP) shipments shall be directed to ISSOT Region 1/VREP, 1860 Leutze Blvd., Bldg SDA, 216 South Annex, Norfolk, VA 23511-4506. Telephone (757) 444-0758/0885.

➔ **7124 PROCEDURES**

1. GENERAL. Tracing is the method used to determine the status of an item in the transportation system. These procedures are contained in the DTR, Part II, Appendix T. DTR tracing procedures enable the requisitioner to go directly from the supply pipeline into the transportation pipeline to trace a shipment. This is accomplished after the mode of shipment status is received from the shipping activity. Before initiating tracer action, the responsible activity or shipper must ensure that:

- a. The normal transit time or specified RDD has elapsed and undue delay has occurred.
- b. Data necessary to initiate tracer action has been received (i.e., TCN, date of shipment lift and POE/APOE). The tracer request with Document Identifier Code "TM1" will be forwarded, based on shipment origin, to the appropriate activities as follows:

WHERE TO SEND TRACER REQUEST

<u>Shipment Origin:</u>	<u>Forward Tracer To:</u>
CONUS Outbound air & ocean	FISC Norfolk, VA//101// To reach the Navy Integrated Call Center (NICC) via phone use 1-877-4-1-TOUCH or DSN 510-4-2-TOUCH
CONUS Surface	CDRMTMC OPERATIONS CENTER FT EUSTIS VA//MTDC-OPCC// To reach the MTMC OPS CTR via phone, use 1-800-526-1465
From Overseas	Contract shipper or last known holder of material

Note: Trident Refit Facility (TRF), Kings Bay, GA (Code 500, Routing Identifier Q6R), is responsible for tracing all FBM Program shipments for Atlantic Fleet units and all applicable tracer requests should be directed to TRF vice the transportation activity noted above. Priority Material Office (PMO) Pacific, Bremerton WA, is responsible for tracing all Issue Group I FBM Program shipments for Pacific Fleet Units and all applicable tracer requests should be directed to PMO vice the transportation activity noted above.

AFLOAT SUPPLY PROCEDURES

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CHAPTER 8

SPECIAL MATERIAL

Part A: CONTROLLED EQUIPAGE

→ As per Chief of Naval Operations message 112209Z MAY 99, NAVOP 004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled. Owing to the impact on readiness and/or the financial implications of replacing material formally designated Controlled Equipage, it is still incumbent upon all hands to maintain positive control of such items. Identification of material requiring such control and appropriate procedures for safeguarding same rest with the Commanding Officer. Survey reports for types of material formerly designated as Controlled Equipage will be submitted only when material meets other survey criteria as per pars. 5125-5133. NAVSUP remains the technical authority for development and implementation of methods to maintain accountability of government property.

It is recommended that issues of Palm Pilots, personal assistant computers, be documented with the completion of a "Page 13" entry in service record. These Palm Pilots remain government property and should be retained by the government upon an individual's termination of Naval Service.

→ Part B: PRESENTATION SILVER AND OTHER VALUABLE GIFTS**Section I: GENERAL****8100 INTRODUCTION**

Presentation silver and gold presents us with a vast number of time capsules, each representing a unique exchange and many with a fascinating tale to tell. The circumstances surrounding each presentation piece piques our curiosity and raises questions about specific people, places and events that beg to be answered.

Presentation silver is considered to be “priceless”, and many of the skills used in creating it are a “lost art” and of irreplaceable artistic expression.

Title 10 U.S. Code, Section 7221 authorizes the Secretary of the Navy to accept and care for gifts of silver and other valuable articles presented to United States ships by states, municipalities, organizations, individuals, or other sources, and is the basic authority to expend operational funds to care for such gifts. Presentation silver may consist of a single item (e.g., a bowl, tray, candelabra) or a group of items (e.g., punch bowl set, tea set, dinner service). Other valuable articles may consist of paintings, portraits, original historical documents, engraved clocks or chronometers, and other such items which the Commanding Officer considers to warrant continuing accountability. The historical value and intrinsic worth of such material, the continuing high level Navy and public interest it holds, and the numerous inquiries of donors concerning its status require the maintenance of detailed, current, and accurate records for all items of presentation silver and other valuable gifts. Presentation silver is the property of the U.S. Navy and cannot be authorized by assigned ship/activity Commanding Officer to be loaned or returned to anyone without prior NAVSUP and/or UNSECNAV approval (see par 8140).

8101 ACCEPTANCE OF GIFTS

1. APPROVAL AUTHORITY. In line with Secretary of the Navy policy set forth in SECNAVINST 4001.1 series on the management of presentation silver, proper reporting, inventory and care of this signature required equipment is essential. In accordance with SECNAVINST 4001.2 and OPNAVINST 4001.1 Series, the following officials are delegated gift acceptance authority for gifts of silver made to vessels of the Navy under 10 U.S.C. 7221.

- a. Only the Secretary of the Navy can accept gifts of a value in excess of \$50,000.
- b. Gifts of a value from \$10,000 to less than \$50,000: the Vice-Chief of Naval Operations.
- c. Gifts of a value at less than \$10,000: the Commander, Naval Supply Systems Command.

A letter, to the appropriate level of authority, must be submitted requesting approval to accept the gift (see sample on following page). Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (ATTN: SUP 51) will be provided copies of all related correspondence. These gifts become the property of the U.S. Navy and must be maintained intact as originally presented and safeguarded against damage and loss.

SAMPLE ACCEPTANCE LETTER

4001
DRAFTER/DOC
DATE

From: Commanding Officer, SHIP (XXX 1000)
To: APPROPRIATE LEVEL (see par. 8101.1)

Subj: GIFTS¹ TO (SHIP) FROM (DONOR)

Ref: (a) NAVSUP P-485, Afloat Supply Procedures

1. To accept a gift in accordance with reference (a), (DONOR) have/has made unsolicited offers of gifts for (SHIP). The following is a list of presentation silver items and their appraised value.

<u>Gift</u>	<u>Cost, if Known</u>	<u>Appraised Value²</u>
1. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
2. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
3. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
TOTAL		\$xxx,xxx.xx \$xxx,xxx.xx

2. In the interest of crew morale and development of closer ties between (SHIP) and (DONOR), recommend approval of acceptance of the gift(s) specified as gift(s) to the Navy.

(COMMANDING OFFICER)

Copy to:
(TYCOM LEVEL)
NAVSUP (IF NOT ADDRESSEE)

¹ Gifts other than presentation silver fall under the cognizance of the Curator of the Navy.

² Appraised Value (Reproduction Cost) is defined as: "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property."

8102 REQUESTS FOR PRESENTATION SILVER

Previously assigned sets of presentation silver which have been turned-in to a stock point in accordance with par. 8140 may be reassigned by the Naval Supply Systems Command (on a loan basis) to active Fleet ships that submit justified requests. When a ship has a particular need for a set of such silver, a request will be submitted in a letter from the Commanding Officer or the prospective Commanding Officer to the COMNAVSUPSYSCOM (ATTN: SUP 51), Food Service Division. The letter will state the purpose for which the silver is required and will indicate the size and quantity of the items desired (e.g., one set of silver service consisting of: 1 large tray, 1 large punch bowl, 1 ladle, and 12 punch cups). If the requested silver is unavailable, the requesting ship will be advised of any available items which most nearly correspond to the specific items requested or be placed on the waiting list until appropriate items are available. It is recommended that only 2 or 3 items, or a small coffee and tea service, be assigned to submarines or ships with limited storage and security.

8103 CLASSIFICATION FOR REASSIGNMENT PURPOSES

Presentation silver received by a ship as a gift is classified as namesake silver. Namesake silver is assigned to a ship for as long as that ship remains in commission. Unless unusual circumstances exist, requests to turn-in namesake silver will not be honored. Presentation silver obtained from NAVSUP is transferred on a loan basis. Presentation silver on loan may be turned-in to the supporting FISC at any time provided prior approval is obtained from NAVSUP (SUP 51) as set forth in par. 8140. On rare occasions, presentation silver on loan to a Fleet unit may become namesake silver when a new ship by the same name is commissioned. In such instances, the new ship will have first priority to any or all of such silver set as determined by NAVSUP.

Section II: RECEIPT**8110 APPRAISAL**

Promptly after receipt of silver an appraisal must be obtained to determine the value of the silver. Assistance in obtaining the appraisal may be obtained through FISC contracting or pierside procurement. If appraisal services are performed aboard ship, the contractor must be accompanied by a crew member at all times. The contractor must provide an appraisal of the reproduction cost of the silver as opposed to the fair market value. Reproduction cost is defined as "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property." For each appraisal conducted, the contractor must provide an appraisal report (see sample page 8-10) for each ship or activity to include the following information:

- a. Quantity of each unique item
- b. Description, dimensions and markings of each unique item
- c. Weight of each unique item

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- d. Metallic content
- e. Manufacturer (if available)
- f. Name of ship (include hull #) silver set originally donated to (as determined by inscription)
- g. Appraised value of each unique item
- h. Appraised value of total number of each item (e.g., twelve punch cups), if available
- i. Narrative justification of appraised value assigned
- j. Appraised value of each complete silver set
- k. Date of appraisal
- l. Name of ship or station silver appraisal performed for.

The original of each completed appraisal and a legible copy of the invoice will be submitted within 15 days to:

Naval Supply Systems Command
 P.O. Box 2050, Code SUP 51
 5450 Carlisle Pike
 Mechanicsburg, PA 17055-0791

8111 REPORT OF RECEIPT

Within 60 days of receipt of presentation silver a complete inventory, prepared in accordance with par 8131, of the donated items will be sent to: Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. A cover letter will be submitted with the inventory report giving the date and place of presentation, the name, address and phone number of the donor, and the name and address of the silversmith, if known. For gifts other than presentation silver, the report will be sent to:

Naval Historical Center
 Curator Branch
 Washington Navy Yard
 901 M Street, Southeast
 Washington, DC 20374-5060

A retained copy of the initial inventory report will be used to post receipts of new gifts to the custody records in accordance with par 8121.

SAMPLE APPRAISAL FORMAT

USS CARL VINSON (CVN 70)		page 7
SANDWICH TRAY		
DESCRIPTION:	A sterling silver SANDWICH TRAY of circular outline, the perfectly plain center engraved with armorials.	
INVENTORY NO:	19	
INVENTORY TITLE:	SANDWICH TRAY	
QUANTITY:	3 units	
ORIGINAL OWNER:	USS SAN FRANCISCO (Protected Cruiser No. 5)	
DONOR:	City of San Francisco, CA	
METALLIC CONTENT:	Sterling Silver	
MANUFACTURER:	Wallace International	
DESIGN NO.:	Not indicated	
INSCRIPTION:	"SAN FRANCISCO" in Old English letters	
DIMENSIONS:	Diameter: 19 inches Height: 1/2 inches	
WEIGHT:	33 troy ounces each	
CONDITION:	Good	
VALUE FOR UNIT:	\$1,500.00	
VALUE FOR SET:	\$4,500.00	

8112 PHOTOGRAPHS

Proper management of Presentation Silver dictates that a system must be in effect which enables the holder of Presentation Silver to adequately identify to the appropriate investigative body a complete description of the item(s) should it/they become lost or destroyed. Accordingly, a photograph of each unique item shall be taken using a ruler in the photograph to indicate actual size as shown below. For example: for a punch service consisting of a punch bowl, ladle, a tray and twelve cups, four separate photographs are required, one each of the punch bowl, the ladle, the tray and one group photograph of the punch cups. The photographs are to be 8" x 10" black and white (color photographs are unacceptable due to distortion of silver and tendency to "cover" true condition of silver). One copy of the entire set will be forwarded promptly, after receipt of the silver, to NAVSUP (SUP 51). Two prints of each photograph will be retained by the ship as an additional means of inventory control. These prints will accompany the gift if and when it is transferred (see par. 8144).

SAMPLE PHOTOGRAPH OF UNIQUE PIECE OF A SILVER SERVICE SET



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8113 REASSIGNED SILVER

1. REPORT OF RECEIPT. Within 30 days of receipt of presentation silver which formerly belonged to a ship that has been inactivated or otherwise disposed of, the recipient command will forward a receipted copy of the itemized DD Form 1149 (or DD Form 1348-1A with an itemized inventory attached) by letter of transmittal to Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. A receipted copy of the DD Form 1149 will be used to post receipts of reassigned silver to custody records in accordance with par. 8121. If reassigned silver is received without documentation, contact NAVSUP (SUP 51) and prepare a dummy receipt invoice (DD Form 1149) as illustrated below.

SAMPLE DD FORM 1149 DUMMY RECEIPT INVOICE

REQUISITION AND INVOICE / SHIPPING DOCUMENT											
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC										Form Approved OMB No. 0704-0246	
1. FROM (Include ZIP Code) (N00189) FISC Norfolk, VA (Code 301A)				SHEET NO. 1 NO. OF SHEETS 1		5. REQUISITION DATE 26 Nov		6. REQUISITION NUMBER N00189-6330-			
2. TO: (Include ZIP Code) (R52704) USS JOUETT (CG-29)				7. DATE MATERIAL REQUIRED (YYMMDD)				8. PRIORITY			
3. SHIP TO - MARK FOR PRESENTATION SILVER CUSTODIAN				9. AUTHORITY OR PURPOSE COMNAVSUPSYSCOM ltr dtd 10 Nov 95							
				10. SIGNATURE <i>M Jones</i>				11a. VOUCHER NUMBER & DATE (YYMMDD)			
				12. DATE SHIPPED (YYMMDD)				b.			
				13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER			
				15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
4. APPROPRIATIONS SYMBOL AND SUBHEAD		OBJ. CL.	BUR. CONT. NO.	SUBAL. LOT	AUTHORIZATION ACCT G ACTIVITY	TRANS. TYPE	PROPERTY ACCT. ACTIVITY	COUNTRY	COST CODE	AMOUNT	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR (b)				UNIT OF ISSUE (g)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON. TAINER (f)	CON. TAINER NOS. (h)	UNIT PRICE (i)	TOTAL COST (j)
1.	Punch Bowl, 15" Diameter				1EA						
2.	Serving Tray, 24" Diameter				1EA						
3.	Punch Cups				12EA						
Date Recv'd: 28 Dec 95 by Withdraw I.T.T.G N. N Withdraw. SC. USS JOUETT (CG-29)											
16. TRANSPORTATION VIA MATS. OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING					
FOUR-CLASIFIED	18. ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL	
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL	
	PACKED BY						POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.	
	TOTAL										

DD Form 1149, DEC 93 S/N 0102-LF-017-7900 (Navy Overprint 1994)

Previous editions are obsolete

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a. If reassigned silver is received without a photograph, contact NAVSUP (SUP 51). An 8 x 10 inch black and white photograph of each unique piece received will be made for use as an additional means of inventory control. Photographs of reassigned silver are not normally required by NAVSUP unless there is no photograph on file.

b. If reassigned silver is received without an appraisal, contact NAVSUP (SUP 51) to check for NAVSUP file copy. If an appraisal is required, contact FISC contracting or pierside procurement for assistance. Upon receipt of appraisal, forward a copy to NAVSUP (SUP 51) for file.

Section III: CUSTODY AND STOWAGE

8120 GENERAL

Adequate protection and strict accountability of presentation silver is required to guard against damage or loss, which, if occurring, may cause public criticism of the ship's Commanding Officer and embarrassment to the Secretary of the Navy. The custody of presentation silver, therefore, will be entrusted to a responsible individual designated in writing by the Commanding Officer. The designated custodian will be responsible for adequate security, proper display, care, and preservation of all presentation silver items in his custody. When utilizing presentation silver for command functions where the designated custodian will not have immediate direct control of the items, subcustody records will be utilized.

8121 CUSTODY

1. RECORDS. The custodian of presentation silver is responsible for maintaining records, conducting physical inventories, and submitting required reports. Records to be maintained are as follows:

a. Custody Records will be maintained for presentation silver or other valuable gifts (a presentation may consist of one item or a number of items). If all items included in a presentation cannot be listed and properly identified in a single custody record, separate custody records will be prepared for individual items or groups of items. Each custody record will include:

- (1) A card number (to be consecutively assigned if more than one record is maintained);
- (2) Complete description, including the engraving and dimensions, of each item;
- (3) The name, address, and phone number of the donor; if known,
- (4) The name of the ship and hull number to which originally presented;
- (5) The quantity of each item;
- (6) The condition of each item;
- (7) The date of receipt;
- (8) Place of presentation;

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(9) The receipt document number, for reassigned silver; or the accession number for gifts other than silver. (The accession number is the numeric or alphanumeric identification number that is assigned by the Curator for the Navy upon receipt of the initial inventory report required by par. 8111.);

(10) For presentation silver, photographs of each unique piece as addressed in par, 8112;

(11) Appraised value and date of appraisal (par. 8110).

b. Copy of inventories submitted to NAVSUP covering the most recent two year reporting periods.

c. Copy of Financial Liability Investigation of Property Loss (DD Form 200) if applicable, submitted/prepared during the most recent two year period.

d. Copy of correspondence submitted to or received from NAVSUP for the most recent two year period.

e. Copy of appraisal report. See appraisal requirements and format sample par 8110.

2. REFERENCE DATA. The designated custodian is provided the following list for use in the performance of duties:

Title 10, U.S. Code, Section 7221 - Acceptance and care of gifts to vessel.

Title 10, U.S. Code, Section 7546 - Loan or gift of articles to ships' sponsors and donors.

SECNAVINST 4001.1 Series - Delegation of responsibility for and inventory control of Presentation Silver Service.

SECNAVINST 4001.2 Series - Acceptance of Gifts.

NAVSUPINST 4441.20 Series - Fitting Out Guide for Prospective Supply Officers.

JAG Manual, Para. 0217-0220 - Report of Investigation, Distribution.

OPNAVINST 4440.4 Series - Declassification, Demilitarization and Stripping Procedures for Ships Programmed for Disposal.

NAVSUP MANUAL P-485, VOLUME III (Supply Ashore), Para. 23189 - Strip Ship Material.

3. SECURITY. The following excerpt from SECNAVINST 4001.1 Series is provided for appropriate information and action: "In addition to the historical value and intrinsic worth of presentation silver, the continuing high level Navy and public interest in this material requires that these gifts be maintained intact as originally presented, and safeguarded against damage or loss." Commands with a presentation silver inventory valued at \$90,000 or more should carefully evaluate their security procedures. Consideration should be given to including display on Sounding and Security Watch/CDO rounds, installation of electronic sensors, and any other security devices deemed necessary.

8122 STOWAGE

1. PREPARATION FOR STOWAGE. Prior to placing presentation silver in storage, all items will be carefully cleaned, wrapped in anti-tarnish tissue and protected with an outer layer of bubble wrap cushioning material. It is extremely important to wrap silver in anti-tarnish tissue paper before bubble wrap. The bubble wrap causes the silver to sweat and will ultimately damage the silver if placed directly against the silver piece. Soft flannel can be used as a substitute for the anti-tarnish tissue paper. Once the items are carefully wrapped they will be labeled to identify the item and placed in a sturdy container. Sufficient packing material will be utilized to prevent damage of items from the motion of the ship.

2. STORAGE CONTAINER. The authorized storage container for presentation silver service is manufactured under federal specification: Class 5 Cabinet-AA-F-363B (GSA-FSS) and is covered under Federal Supply Schedule 71 III E (FSC Group 71 Part III Section E Miscellaneous Furniture Insulated and Un-insulated Security Filing Cabinets, Safes, Vault Doors, and Map and Plan Files) Special Item (S.I.). National Stock Numbers are assigned to the basic container while special numbers are assigned to associated drawers or shelves. The dimensions of the safe currently available from Mosler are: Inside - 25 3/4" high, 19 1/4" wide, 19 3/8" deep; Outside - 29" high, 22 5/8" wide and 24 1/4" deep. The basic container will weigh in excess of 500 pounds, therefore, weight and movement compensation will be required on most combatants as well as other type ships.

Section IV: INVENTORY**8130 GENERAL**

Physical inventories of presentation silver and other valuable gifts are required to ensure that all items received are actually on hand and in good condition.

8131 INVENTORY REPORTS

1. PRESENTATION SILVER. Each Command having custody of presentation silver will submit an itemized inventory report of such material to the Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. An annual report is required for all sets appraised at \$90,000 or more; a biennial report, to be submitted in each odd numbered year, is required for all sets appraised below \$90,000. The report is to be submitted by letter no later than 20 March. The report will include the nomenclature (with dimensions), custodial department, and the following information (see sample page 8-17):

- a. Inscription
- b. Name of Donor

- c. Name of ship originally donated to
- d. Condition, good or poor, with detailed description (i.e. bent, scratched, part missing)
- e. Manufacturer, if known
- f. Appraisal date
- g. Appraised value

Attach DD Form 200 when applicable (see par. 8133).

2. OTHER VALUABLE GIFTS. Inventories of gifts other than presentation silver are required to be taken upon relief of the custodian, upon change of command, and upon inactivation of the ship. Upon completion of the inventory, both the custodian being relieved and the relieving custodian (if applicable) will report to the Commanding Officer that the inventory has been completed, with an itemization of any missing or damaged items. For inventories incident to change of command or inactivation of the ship, an itemized inventory will be submitted to the Naval Historical Center, Curator Branch, Washington Navy Yard, 901 M Street, Southeast, Washington, DC 20374-5060. The inventory will be submitted by letter, identified by NAVHISTCEN report symbol 4001-1, as soon as practicable after completion of the inventory. The report will include the following:

- a. Description (including inscriptions) and quantity of each item;
- b. Name of the donor;
- c. Accession number assigned by the Curator for the Navy;
- d. Identification and explanation of any damaged items;
- e. Copy of a completed DD Form 200 for any item which, incident to inventory, is determined to be missing or destroyed (see par. 8133).

8132 CARE AND MAINTENANCE

1. GENERAL. Presentation silver is a part of America's history and Navy tradition and requires correct handling to prevent damages. White cotton gloves should always be worn. Bare hands will leave fingerprints or other marks which may be hard to remove. Silver should be handled one piece at a time using both hands. When setting silver down, place the piece down gently and by itself. Ask for assistance with bulky or heavy pieces.

2. ROUTINE CARE. Maintenance of presentation silver can be an easy matter if a regular program is established. It is recommended that presentation silver be cleaned every three months. All surfaces should be lightly wiped down using a polishing mitt or polish-saturated soft cloth. A mild dishwashing liquid in hot water may be used to wash pieces by hands. Silver should be immediately and thoroughly dried with a soft cotton or linen cloth.

NAVSUP REPORT 4001-1

15 March 2000

USS SOUTH WIND (FFG-001)
PRESENTATION SILVER INVENTORY

Certification: I hereby certify that the following inventory is accurate to the best of my knowledge. I further certify that any change(s) from the prior year inventory report is (are) properly documented and supported in accordance with NAVSUP P485, Afloat Supply Procedures.

A B Jonah

A. B. JONAH, CDR, SC, USN
Responsible Officer

William Still

WILLIAM STILL, LT, SC, USN
Assigned Custodian

<u>ITEM NO.</u>	<u>QTY</u>	<u>U/I</u>	<u>ITEM</u>	<u>DEPT/DIV</u>
# 01			COFFEE POT w/lid, handle. 11.5" high, 8.5" wide (spout tip to handle) sterling silver	SUP/S5
	01	EA	a. USS SOUTH WIND crest (front) Presented to the USS SOUTH WIND (FFG-001) by her sponsor, Mrs. Jeremy Slatter on the occasion of her commissioning August 14, 1985. (back) b. Mrs. Jeremy Slatter c. USS SOUTH WIND (FFG-001) d. Good e. Wallace International f. September 7, 1985 g. \$460.00	
# 02			TRAY, COFFEE/TEA SERVICE, oval, w/handles. 13" wide, 18" long, 1.5" deep - sterling silver	SUP/S5
	01	EA	a. Scene of customs house, Water Street Somewhere, Ohio (center) Seal of Ohio (upper rim) Seal of Navy Department (lower rim) b. Mrs. Jeremy Slatter c. USS SOUTH WIND (FFG-001) d. Good e. Wallace International f. September 7, 1985 g. \$585.00	

3. POLISHING. Polishing requires special care and consideration. Presentation silver may be cleaned professionally or by using polishing kits available from Fleet Industrial Supply Center, Norfolk, Code 100S, 757-443-1165 (DSN 646-1165) or Fleet Industrial Supply Center San Diego, Code 112, 619-556-4965 (DSN 526-4965). Instant or dip type commercial cleaners are not approved for cleaning presentation silver. Pieces with unique engravings or details require extra time and thought during polishing. Allow enough space to move freely and cover the workspace with plastic to protect the surface. The following procedures should be used to clean the silver:

a. Using a container with hot water and a mild dishwashing liquid, gently clean all sides with a thin damp sponge. With the same sponge, rinse the piece with water from another container.

b. Using a small quantity of polish on a clean sponge, put a thin coating of polish all over the silver and allow drying briefly and then rinsing off.

c. With a circular motion, lightly rub a little polish over one area at a time. When one area has become bright, move to a new area. Never press hard or scrub while polishing.

d. Wash off polish with a clean sponge being sure to clean out any carved or engraved areas. Cotton tipped applicators can help in these areas. These can be hard to polish and an attempt should not be made to remove all tarnish from these areas, especially in those places where oxidation is used as accent.

e. Use a wet soft toothbrush or a "Tampico" brush to remove old polish that has dried in engravings and crevices by gently rubbing the surface to lift the polish out.

f. When polishing is completed, rinse carefully to remove all traces of polish. Dry thoroughly before returning to display cabinet or packing for storage.

4. SPECIAL CONSIDERATIONS.

a. Acid Etching. This is a process by which an engraving or detailed design is painted on a silver item with warm wax. After the wax hardened, the object is placed in acid that eats away a layer of silver around the wax. Due to the delicate nature of these designs, use a specially made polishing mitt and be sure keep fingers straight when lightly wiping the surface. Do not put any pressure on the engraving or design.

b. Engraving/Flat Chasing. Engraving is one of the most common ways to decorate silver and is performed by using a sharp point to cut lines, detailed patterns and create three-dimensional patterns. Flat chasing is made by a tool pressing into the object making a design that leaves its pattern on the inside surface. Clean these areas by wiping gently, without pressure, use a specially treated polishing cloth or mitt. Be sure to thoroughly wash out all traces of polish from the fine lines or it will dry, detracting from the piece's appearance.

c. Oxidation. This term is used to describe dark areas which are recessed or sunken in a decorative pattern. Never try to polish out these places as they have been specially designed to create shade or accent parts of the design. Oxidation creates contrasts of color and texture which is important to the appearance. Polish only the upper surface and lightly wipe the recessed or sunken areas. Wait for the polish to dry before removing using a soft-bristled toothbrush to gently brush and lift away particles of polish. A cotton-tipped applicator is also useful.

d. Repousse. This decoration appears to have been carved in the silver or stands away from the body of the object giving it a three-dimensional look. Clean with a polishing mitt or treated cloth to keep polish from settling in the details. The appearance and treatment are similar to those for oxidized silver.

e. Weighted Silver. Lightweight silver objects, particularly candlesticks and footed shallow dishes, often have filled or "weighted" bases. These pieces are filled with plaster, resin or cement to prevent them from falling over. They are usually marked on the under side of the base "cement filled," "weighted" or "weighted base" to warn the user that they have been filled and are not solid. These pieces should never be placed directly into water, which can cause the filling to either melt or shift and the object become unbalanced.

f. Lacquered Surfaces. This is when a thin coating of chemical substance is put on the silver object to protect from tarnish and chemicals. However, these substances become yellowed and brittle over time leaving the exposed silver tarnished and hard to polish. When the lacquer has become chipped, exposing the silver, it is best cleaned with a polishing mitt or treated cloth to prevent unsightly tarnish.

g. Gilt/Gold Wash. Gilding is a coating of gold to enrich the decoration with its gold appearance or to protect certain surfaces from acids and chemicals in food. It is easily recognized by its yellow color. Polish should not be used on these surfaces, as the coating will easily come off. Instead, use a mild soap and water and wipe gently to dry. Do not rub these areas.

h. Candle Wax. Whenever candles have been used in table decorating, it is almost certain that the melted wax will drip where it is not wanted. Allow the wax to become cold and harden before trying to remove it from any surface. When the wax is hard, many times it can be gently chipped or picked away from the object. If some of it remains on the silver, place a cloth soaked in hot water on the area to melt it slightly and carefully rub or ease away the wax with a cotton tipped applicator. After the wax has been removed, polish the area again lightly to protect the surface.

i. Wood Surfaces. Occasionally silver pieces have handles, carved finials or other parts made of wood. These should never be placed in water. Keep the wooden parts looking attractive by rubbing a light coating of an oil-based furniture polish into the wood. Do not allow silver polish to dry on wooden parts or in areas where they join the body, such as hinges.

5. SILVER CARE PRODUCTS. Both FISC Norfolk (Code 100S) and FISC San Diego (Code 112) stock a supply of anti-tarnish tissue paper, flannel cloth storage bags, and silver cleaning kits for your use. To obtain these products contact FISC NV (757-443-1165 or DSN 646-1165) or FISC SD (619-556-4965 or DSN 526-4965) or contact your ship's LSR.

8133 MISSING, DAMAGED OR DESTROYED ITEMS

1. DAMAGED ITEMS. If a presentation item or other valuable gift is damaged, and repair is possible, it will be repaired even though the cost to do so may not be considered economical. The costs of such repairs are properly chargeable to the ship's OPTAR. If an item is damaged to such an extent that it cannot possibly be repaired (i.e., destroyed) it will be surveyed as prescribed in subpar. 2 below.

2. MISSING OR DESTROYED ITEMS. Presentation silver items and other valuable gifts, which have been lost, stolen or destroyed, must be expended by means of survey (see par. 5127-5133). The survey action will be initiated as soon as the loss or irreparable damage is discovered. A detailed description of the circumstances relative to the loss or damage will be included in the DD Form 200 or in attachments thereto. If the survey pertains to a missing item and it is suspected that the missing item may have been stolen, the loss will be reported in accordance with OPNAVINST 3100.6 series to the Naval Criminal Investigative Service Headquarters (NCISH), Washington, DC 20388-5380.

a. All surveys of presentation silver determined to be missing or destroyed must be approved by NAVSUP, not by the ship's Commanding Officer. Missing or destroyed silver must be reported to NAVSUP (SUP 51) within 48 hours after discovery via naval message, or saltsgam (COMNAVSUPSYSCOM NFS). After the initial notification of the missing or destroyed item(s), a letter report will be promptly submitted to the Naval Supply Systems Command (ATTN: SUP 51) briefly outlining the known facts surrounding the loss or destruction. The letter will include, as a minimum:

- (1) A brief description and quantity of the item or items lost or destroyed,
- (2) The name of the designated custodian,
- (3) A telephone number, if available,
- (4) A statement regarding the feasibility of replacement.

After the issuance of the report, the submission of a DD Form 200 is required in all cases where loss of presentation silver is involved. Ensure the current edition of DD 200 is used. When a missing or destroyed item of presentation silver is surveyed, the original and one copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 for approval. Only NAVSUP (SUP 51) is authorized to approve the form DD 200. When a missing presentation silver item that has been reported to the NCISH results in the issuance of a Report of Findings, forward a copy to NAVSUP (SUP 51) for file. Since loss of presentation silver is a potential embarrassment to the Secretary of the Navy, action will be taken to replace missing items with exact duplicates. If the manufacturer

of the missing item cannot be determined or contacted, NAVSUP (SUP 51) may be able to assist in locating silver replacement sources. A copy of all correspondence concerning replacement of missing presentation silver will be provided to NAVSUP (SUP 51).

b. When a missing or destroyed item other than presentation silver is surveyed, a copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Curator for the Navy. However, if the loss or damage is discovered during an inventory incident to change of command or inactivation of the ship, the copy of the completed DD Form 200 will be included with the inventory report prescribed in par. 8131. When a missing item that has been reported to the NCISH results in the issuance of a Report of Findings, the Curator for the Navy will be advised in order that a copy may be requested as required.

8134 RECOVERY OF MISSING ITEMS

In the event that a presentation silver item or other valuable gift which was surveyed as missing is subsequently found, written notification of the recovery will be promptly sent to the Naval Criminal Investigative Service Headquarters (if notified of the loss) and either Naval Supply Systems Command (Food Service Division, SUP 51), if a presentation silver item, or to the Curator for the Navy, if other than a presentation silver item. The “receipt” of the recovered item will be posted to the custody record by reversing the previous survey entry.

Section V: TURN-IN

8140 GENERAL

Except for the circumstances mentioned in pars. 8141-8143, presentation silver will not be transferred, loaned or removed from the ship without prior approval and disposition instructions from NAVSUP. Except for the circumstances mentioned in pars. 8141-8143, valuable gifts, other than presentation silver, may not be transferred without prior approval and disposition instructions from the Curator for the Navy. Presentation silver is the property of the U.S. Navy and cannot be authorized by the assigned ship or activity Commanding Officer to be loaned or returned to anyone without requesting in writing via NAVSUP to UNSECNAV for approval. Direct any loan or return inquiries to COMNAVSUPSYSCOM (SUP 51). Do not include presentations of the silver at decommissioning ceremonies unless the loan or return has been approved. Any movement of silver (transfer, temporary storage, etc.) must be reported to NAVSUP Code 51.

8141 STRIP SHIP

1. GENERAL. When directed by competent authority to remove “strip ship material,” any presentation silver or other valuable gifts on board will be transferred subject to the restrictions indicated in the following paragraphs.

2. PRESENTATION SILVER. Presentation silver, together with 8" x 10" black and white photographs, appraisal, and copy of most recent inventory report submitted to NAVSUP, will be turned in for temporary vault storage at the nearest FISC or Supply Department of the Naval Shipyard for safekeeping. To ensure proper turn-in procedures are in place, it is recommended that the custodian of the silver contact the storage point and/or NAVSUP for specific disposition instructions. Broken or visibly damaged items will not be accepted for turn-in. Holders are expected to repair or survey broken/damaged items prior to turn-in. All DD Form 200's for presentation silver require NAVSUP approval in accordance with par. 8133 prior to turn-in. A legible copy of the transfer document (DD 1149 or DD 1348-1A) will be provided to Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 within 30 days of transfer. A legible copy of the receipt document (DD 1149 or DD 1348-1A) including the name (printed and signed), command code, phone number of the new holding custodian, and date received will be forwarded to NAVSUP (SUP 51).

3. OTHER VALUABLE GIFTS. Gifts other than presentation silver will be shipped directly to the Curator for the Navy, Naval Historical Center, Washington, DC 20374-0571.

8142 TEMPORARY VAULT STORAGE

When scheduled for a period of extended maintenance such as regular overhaul, restricted availability, or post shakedown availability, and, in the opinion of the Commanding Officer, the level of industrial activity will create a significant security risk, presentation silver or other valuable gifts must be transferred for temporary vault storage to the nearest FISC, or Naval Shipyard. In all such instances, NAVSUP (SUP 51) or the Curator for the Navy, as appropriate, will be advised by letter when the presentation silver or other valuable gifts are transferred. As a minimum, the letter will include the date of transfer, transfer document number, activity to which transferred, and expected date of return. Upon return of the presentation silver or other valuable gifts, a letter report will be made to NAVSUP (SUP 51) or the Curator for the Navy, as appropriate. Inventory reports are still required by March 20. NAVSUP will accept letter and transfer document as your report if silver is still in storage during the reporting cycle. It is required that tamper-evident serialized seals be used on the storage containers for silver to be temporarily stored at the FISC's. Ensure silver is prepared for stowage in accordance with par. 8122. The silver remains under the custody of the transferring activity and FISC signs only for the containers, not its contents. Presentation silver in storage containers without serialized seals **will not** be accepted by the FISC.

8143 REPAIR

It is the obligation of each ship with presentation silver to provide responsible care and upkeep of its service. The Pierside Procurement Specialist (PPS) should be contacted for assistance in obtaining repairs. Presentation Silver in need of repair will be released only to a commercial silversmith. The DD 1149 will be annotated with the name, address and phone number of the silversmith. Upon delivery of the presentation silver to the silversmith, the name

of the recipient will be printed below his or her signature and the date of turnover will be indicated. First line in the description block will be: "Presentation silver, described as follows:" A copy of the itemized/receipt DD Form 1149 will be provided to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791, promptly upon release of the silver to the silversmith. Upon return of the silver, a copy of the dealer's invoice will be attached to the DD 1149 and forwarded to NAVSUP (SUP 51). In either the transmittal of the DD 1149 or the DD 1149 with copy of the dealer's invoice, a forwarding letter is not required.

8144 TURN-IN PROCEDURES

1. TURN-IN APPROVAL. Presentation Silver on loan to a Fleet unit may be permanently turned in provided prior written approval has been obtained from NAVSUP (SUP 51). The request for turn-in shall include a statement indicating:

- a. All silver is in good condition (no damaged items),
- b. There is no Financial Liability Investigation of Property Loss (DD Form 200) outstanding,
- c. Two individual 8" x 10" black and white photographs are on file for each item assigned,
- d. The silver held has been appraised and a copy of the appraisal report is available,
- e. Location of supporting FISC.

Turn-in of presentation silver or other valuable gifts will be accomplished by an itemized DD Form 1149 with photograph(s) attached and must cite specific NAVSUP authority. Multiple sets of silver will be packed separately and the outside of the container appropriately marked with set name. Shipment of presentation silver covered by this paragraph is not authorized; turn-in shall be made during a routine inport visit. For presentation silver, a copy of the itemized DD Form 1149 and copy of most recent itemized inventory report submitted to NAVSUP, will be forwarded by a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. DO NOT SEND SILVER TO NAVSUP.

2. SHIPMENT. When authorized by proper authority, material will be properly cleaned, wrapped with in flannel bags or anti-tarnish tissue paper, then wrapped with bubble wrap and packaged prior to delivery of the material to the supporting FISC or Naval Shipyard for shipment. An itemized DD 1149 will accompany shipment. In the absence of a supporting activity to prepare the material for shipment, every effort must be made to protect the contents during shipment. The use of cardboard carton(s) as the external shipping container(s) is prohibited. "Constant Surveillance, Signature Service Required" will be used in the shipment of presentation silver. Prior to shipping, a declared value equaled to the appraised value, will be made for insurance purpose.

PART C: HAZARDOUS MATERIAL

Section I: GENERAL

8200 INTRODUCTION

1. GENERAL. The Navy has operational requirements for Hazardous Materials (HAZMAT) that have a direct impact on the health of personnel and the well being of the environment. Recent legislation and executive orders require Department of Defense (DOD) compliance with existing laws governing use and disposal of HAZMAT. It is therefore essential that the Department of the Navy (DON) incorporate environmental responsibilities into all facets of planning and executing its missions. It is clear that current environmental awareness requires complete accountability of HAZMAT use and used/excess HAZMAT. The basic tenets are:

- a. Provide what the customer needs when he needs it.
- b. Minimize customer effort to return used/excess HAZMAT.
- c. Cradle to grave tracking of HAZMAT.
- d. Consolidate HAZMAT waste streams.
- e. Eliminate unnecessary stowage of HAZMAT in Work Centers.
- f. Maximize customer access to HAZMAT.

2. NON-COMPLIANCE. Costs for disposal of used/excess HAZMAT and fines levied for regulatory non-compliance are continually rising. These costs directly compete for scarce operating resources. This factor coupled with ever increasing legislative oversight requires total control of HAZMAT use and disposal. The following references provide key direction applicable to HAZMAT:

- a. OPNAVINST 5100.19D
- b. OPNAVINST 5090.1B
- c. OP-45-110-96 Hazardous Material User's Guide (HMUG)
- d. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP Manual)
- e. Hazardous Inventory Control System for Windows (HICSWIN) Afloat Manual

8201 HAZARDOUS MATERIAL MINIMIZATION (HAZMIN)

1. GENERAL. HAZMIN consists of three parts:
- a. Avoiding excessive used HAZMAT generation by minimizing and controlling HAZMAT acquisition and use, and by applying best management, engineering, and equipment to Navy processes and procedures.
 - b. Recycling HAZMAT to return it to a ready-for-use state.
 - c. Treating or collecting HAZMAT to reduce the volume and recycle as much as possible.

8202 RESPONSIBILITIES

1. SUPPLY OFFICER. The Supply Officer is responsible for the following:

a. Will be the HAZMAT Afloat Program Coordinator. On ships, Frigate and larger he will establish and operate the HAZMAT Division. This includes establishing “centralized” control of all aspects of HAZMAT management to include: minimizing HAZMAT stock levels, requisitioning, stowage, issuing and reuse of HAZMAT; collection of used or excess HAZMAT; and proper disposal of non-recyclable used HAZMAT. On other ships, he will establish and operate an HAZMAT Division and centralized control of HAZMAT as conditions permit (or as directed by Type Commander).

b. Identify the locations and quantities of all HAZMAT stored aboard ship and provide the list to the Gas free Engineer/Damage Control Assistant, Safety Officer, and Medical Department Representative.

c. Coordinate a shipwide physical inventory of all HAZMAT on an annual basis. Compare this inventory to the Ships Hazardous Material List (SHML) and take appropriate action on all differences.

d. Centrally manage and forward all SHML Feedback Reports (SFRs) for any HAZMAT not listed in the SHML to the Naval Inventory Control Point, Mechanicsburg (NAVICP-M) Code 0772.

e. Maintain the Hazardous Inventory Control System for Windows (HICSWin) PC based program and provide hard copy Material Safety Data Sheets (MSDS) upon request.

f. Ensure that management of shipboard HAZMAT follows procedures outlined in this chapter and in reference (a), chapters B3 and C23 or B3 and D15 for submarines.

g. Ensure that supervisors are trained annually in proper marking, handling, stowage (as appropriate), usage, reutilization, spill response, and disposal procedures relative to HAZMAT and in the use of MSDSs.

h. Retain the Hazardous Material Information Resource System (HMIRS), which contains MSDS information. Retain hard copy MSDSs for locally purchased material and for materials not covered in HMIRS. Ensure that hard copy MSDSs are available to personnel or their supervisors upon request. Forward copies of MSDSs, which are not on the HMIRS CD-ROM disks to:

Naval Inventory Control Point-Mechanicsburg (NAVICP-M)
 ATTN Code 0772
 5450 Carlisle Pike, PO Box 2020
 Mechanicsburg, PA 17055-0788
 DSN 430-8686, Commercial 717-605-8686
 FAX 717-605-3480

i. Ensure that all HAZMAT containers are properly labeled before acceptance as specified in reference (a).

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST

ADMINISTRATIVE

1. Are the following instructions/manuals on-hand and available for Departmental use:
 - a. OPNAVINST 5100.19D
 - b. OPNAVINST 5100.23E
 - c. OPNAVINST 5090.1B
 - d. DODINST 6050.5
 - e. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual
 - f. Hazardous Inventory Control System for Windows (HICSWIN) Afloat Manual
 - g. Ships Hazardous Material List (SHML)
2. Is a commissioned officer appointed, in writing by the Commanding Officer, as the HAZMAT Coordinator ?
3. Is CHRIMP in effect?
4. Is the latest version of HICSWIN software program, version 1.1 in use?
5. Is the HAZMAT Coordinator a graduate of the Forces Afloat HAZMAT Coordinators Course, and other courses specified in OPNAVINST 5100.19D?
6. Does the Commanding Officer or designated O-5 authorize and sign all open market purchase requests for HAZMAT?
7. Is used or excess HAZMAT properly turned over to the Supply Department for offload and disposal ashore?
8. Does the HAZMAT Coordinator ensure that management of shipboard HAZMAT follows procedures outlined in Chap B3 and C23 or B3 and D15 for submarines of OPNAVINST 5100.19D?
9. Is annual training provided to supervisors concerning proper handling, stowage, usage, disposal and labeling procedures relative to HAZMAT including the use of Material Safety Data Sheet (MSDS)?
10. Is the Safety Officer, Gas Free Engineer, Damage Control Assistant and Medical Department representative provided with a list of HAZMAT storage locations?

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST (CONT)

11. Is the annual physical inventory conducted on all Hazardous Material (HAZMAT) and compared to the Ships Hazardous Material List (SHML)/Type Ships Hazardous Material List (T-SHML) to insure that all HAZMAT is on the SHML/T-SHML?
12. Have SHML Feedback Reports (SFRs) been submitted for all HAZMAT identified and not on the SHML/T-SHML?
13. Does the HAZMAT Coordinator maintain and does all HAZMAT have an MSDS? Are they readily available to all shipboard personnel?
14. When transferring HAZMAT, are containers properly marked?
15. Prior to assignment and annually thereafter, are those personnel responsible for requisitioning, receipt, transfer and stowage of HAZMAT; and in the collection and transfer of used or excess HAZMAT, trained on proper handling procedures?

HAZARDOUS MATERIAL (HAZMAT) STORAGE AND SAFETY

1. Are HAZMAT storage locations regularly inspected, (Weekly for flammable liquids, quarterly for all other HAZMAT? Are containers checked for?
 - a. Tightness of closure
 - b. Corrosion
 - c. Leakage
 - d. Improper or inadequate labeling
 - e. Expired shelf life
2. Are authorized lockers and cabinets for in-use flammable and combustible liquids properly marked? Are liquids with flashpoints below 200F stored properly? Are solids that readily emit vapors stored properly?
3. Is adequate ventilation available in HAZMAT stowage areas? Have they been evaluated as adequate?
4. Are incompatible HAZMAT stowed in separate compartments (i.e. flammables, gases, oxidizers, acids, etc.)? If unable to separate due to space constraints, are there at least 3 feet between them?

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST (CONT)

5. Is HAZMAT stowed only in containers, which are compatible to the HAZMAT? Are containers stacked improperly?
6. Are storage compartments (locations) marked to identify the type of HAZMAT stored?
7. Are only authorized personnel permitted access to HAZMAT spaces? Is smoking, eating, drinking, spark producing devices prohibited? Are signs posted accordingly?
8. Are explosion proof fixtures installed in HAZMAT areas, and are they properly maintained?
9. Are fire extinguishers available? Are storerooms under fixed firefighting systems?
10. Are eye wash stations installed in all HAZMAT storage areas and are they inspected regularly?
11. Is personal protective equipment (eye protection, respirators, gloves, eye wash stations, etc.) readily available and in good operating condition?
12. Is the Hazardous Material User's Guide (HMUG) available and in use?

CONTROL OF HAZARDOUS MATERIAL (HAZMAT)

1. When HAZMAT is ordered, are checks performed to ensure valid requirements exist (SHML, COSAL, SPMIG, MRC's, etc.)?
2. When HAZMAT containers are received, are they checked for manufacturers label? If open purchased, are they accompanied by MSDS?
3. When HAZMAT is dispensed from original container, is it properly marked?
4. Are restrictions placed on open purchase of HAZMAT to only those items for which a stock numbered product has been determined to be inferior, or due to the urgency of need when the material cannot be satisfied from stock?

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST (CONT)

5. When submitting an open purchase for HAZMAT, are copies of the MSDS and SHML Feedback Report (SFR) attached to the open purchase form? Is a copy of the SHML SFR forwarded to the Naval Inventory Control Point-Mechanicsburg (NAVICP-M), Code 0772?
6. Does the annual inventory of HAZMAT include?
 - a. Name of Material (trade or generic)
 - b. NSN, Local NSN and or Manufacturer's Part Number
 - c. Special Material Content Code (SMCC)
 - d. Location of Material
 - e. Quantity of Material
 - f. Shelf-Life Expiration
 - g. Manufacturer's Name
 - h. Manufacturer's Date

COLLECTION AND DISPOSAL OF HAZARDOUS MATERIAL (HAZMAT)

1. Does the ship exhaust all beneficial uses (including the extension of shelf-life and continued use) from a HAZMAT prior to transfer or disposal action?
2. Is used HAZMAT collected, segregated and placed in original or impervious containers, labeled accordingly and then stowed in appropriate locations prior to offload? Are overpack containers utilized to offload potentially leaking containers?
3. Are synthetic lube oils collected separately from other lube oils?
4. Are containers of used HAZMAT labeled properly IAW OPNAVINST 5100.19D or local instruction? Are they accompanied by a DD Form 1348-1A? Is a hard copy of MSDS provided?
5. Prior to ship-to-ship transfer of used HAZMAT, are the items palletized, banded, etc? Are they certified for offload or transfer by signature on DD Form 1348-1A?
6. Are only flammable and combustible materials, and compressed gases transferred to another ship at sea?

EMERGENCY RESPONSE

1. Does the ship have a Spill Contingency Plan for possible HAZMAT releases to the environment?

8203 TRAINING

1. GENERAL. All Hazardous Material (HAZMAT) Division personnel must be trained in all aspects of handling. Extensive routine shipboard training must be conducted in order to maintain and improve command awareness and compliance. Department Heads and all supervisors should be thoroughly briefed on the program and its implications annually. Several schools are available:

- a. HAZMAT Coordinator Course (A-8B-0008)
- b. Afloat Hazardous Material for the Supervisor (A-322-0010)
- c. Transportation and Storage of Hazardous Material Course (A-822-0012)
- d. Hazardous Materials Control and Management (HMC&M) (A-322-2600)
- e. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP)/Hazardous Inventory Control System for Windows (HICSWin) program management (A-493-0049/532D)
- f. Safety Programs Afloat Course (A-493-2099)

Section II: IDENTIFICATION**8210 GENERAL**

1. INTRODUCTION. Hazardous Material (HAZMAT) is identified by Special Material Content Code (SMCC) B, C, D, F, G, J, P, R, S, T, U, V, W, X, Z, 5, 6, 7, and 8. HAZMAT is any material that is regulated as Hazardous, requires a Material Safety Data Sheet (MSDS), and during use, handling, packaging, storage, transportation, or disposal meets or has components which meet or have potential to meet the definition of Hazardous Waste (HW).

2. ADDITIONAL MATERIALS. Designation of a material by this definition, when separately regulated or controlled by other instructions or directives, does not eliminate the need for adherence to that hazard-specific guidance provided. Such materials include ammunition, weapons, explosives, propellants, pyrotechnics, medical and pharmaceutical supplies, medical waste and infectious material, bulk fuels, radioactive materials, and other materials such as asbestos and mercury.

8211 CHARACTERISTICS

1. GENERAL. For the purpose of preparing the MSDS, Hazardous Material (HAZMAT) is defined as a material having one or more of the following characteristics:

- a. A flash point below 200 F (93 C closed cup) or subject to spontaneous heating or polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control;
- b. A Threshold Limit Value equal to or below 1,000 ppm for gasses and vapor below 500 mg/m³ for fumes, and equal to or less than 30 mppcf or 10 mg/m³ for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous material);

- c. A single oral dose that will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weights;
- d. A flammable solid as defined in 49 CFR 173.150, an oxidizer as defined in 49 CFR 173.151, or a strong oxidizing or reducing agent with a half-cell potential in acid solution of greater than + 1.0 volt as specified in Latimer's table on the oxidation-reduction potential;
- e. Potential to cause first degree burns to skin in short-time exposure or systemic toxicity by skin contact;
- f. Dusts, gasses, fumes, vapors, mists, or smoke that may be produced in the course of normal operations with one or more of the above characteristics;
- g. Potential to produce sensitizing or irritating effects;
- h. Radioactive properties;
- i. Special characteristics, which in the opinion of the manufacturer could cause harm to personnel if used or stored improperly;
- j. Hazardous properties in accordance with 29 CFR, part 1910;
- k. Hazardous properties in accordance with 49 CFR, parts 171-179 of the International Maritime Dangerous Goods Code of the Inter-Governmental Maritime Consultative Organization (IMCO) or the Dangerous Goods Regulations of the International Air Transport Association (IATA);
- l. Material covered by regulations established by the Environmental Protection Agency under 40 CFR.

8212 HAZARDOUS MATERIAL INFORMATION RESOURCE SYSTEM (HMIRS)

1. GENERAL. HMIRS provides MSDS information to assist users in managing Hazardous Materials (HAZMAT) so that the risk involved in the performance of various jobs is minimized. HMIRS contains both non-proprietary and proprietary information. There is a wide range of data in the system related to safety, health, packaging, labeling, transportation and disposal of hazardous materials.
2. POINTS OF CONTACT. Questions regarding distribution of the HMIRS CD-ROM, questions of a technical nature and instructions regarding accessing information on the CD-ROM for Naval Activities Afloat should be referred to:

Naval Inventory Control Point-Mechanicsburg (NAVICP-M)
 ATTN Code 0772
 5450 Carlisle Pike, PO Box 2020
 Mechanicsburg, PA 17055-0788
 DSN 430-8686, Commercial 717-605-8686
 FAX 717-605-3480

8213 SHIPS HAZARDOUS MATERIAL LIST (SHML)

1. GENERAL. The Ships Hazardous Material List (SHML) /Type Ships Hazardous Material List (T-SHML) are provided via the Standard Automated Logistics Tool Set (SALTS) for download to the ship's Hazardous Inventory Control System for Windows (HICSWIN) program. The SHML contains information on potentially dangerous chemicals and substances controlled and managed under the Hazardous Material Afloat Program. These materials include items such as greases, paints, lubricants, etc. which are required for equipment maintenance and ship upkeep. Hazardous Materials (HAZMAT) controlled and managed under other programs include ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical, biological and nuclear warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, sewage, garbage, bulk fuels (including nuclear fuels), and the Asbestos Removal Program.

2. PURPOSE. The primary purpose of the SHML is to identify approved HAZMAT authorized for use aboard ship to preclude stocking HAZMAT for which the ships have no need. The SHML is also intended to aid SYSCOMS in the selection of HAZMAT during the ship/system design, acquisition and logistical support processes.

3. BACKGROUND. Navy allowance lists, maintenance requirements and technical manuals identify HAZMAT needed to fulfill mission requirements. OPNAVINST 5100.19 identifies the SHML as the authorized list of HAZMAT carried aboard Navy ships. All items listed on the SHML contain National Stock Numbers and can be identified as HAZMAT by the Special Material Content Code (SMCC) and the Hazardous Characteristics Code (HCC). In addition to the Master, there are ten ship Type-Ships Hazardous Material Lists (T-SHMLs) to enhance the visibility of authorized HAZMAT across the classes of Navy ships that are issued monthly.

8214 SHIPS HAZARDOUS MATERIAL LIST (SHML) FEEDBACK REPORT (SFR)

1. GENERAL. The following provides Navy policies and procedures to maintain and update the SHML. As the authorized list of Hazardous Material (HAZMAT) allowed aboard Navy afloat units, if a HAZMAT item is not listed on the SHML, it is not allowed onboard under normal operating conditions. Changing maintenance or supply requirements may require changes to the SHML. The following sets forth the procedures and responsibilities to accomplish those changes while still maintaining necessary control over HAZMAT.

2. PROCEDURES. The SHML SFR process has been revised to permit paperless transmission of SFRs between Fleet units, Naval Inventory Control Point (NAVICP), Hardware System Command (HSC) Technical Authorities (TA), Type Commanders (TYCOM) and Fleet Industrial Supply Centers (FISCs) via Streamlined Automated Logistics Tool Set (SALTS), as well as, hardcopy. Ships that identify requirements for undetermined HAZMAT shall verify the materials authorization on the SHML.

a. If the material is authorized for shipboard use, (SHML Allowed On-Board (AOB) code "A" or "R"), the requestor shall proceed with the requisition.

b. If material is not authorized on the SHML, Prohibited (P), Not Determined (N), Obsolete (O), a non-standard item (non-NSN), or other item and a legitimate justification for the item is identified (a MIP, MRC, APL, AEL, TM, etc) an SFR shall be generated and submitted. The Commanding Officer (CO) must sign all SFRs for prohibited, non-standard, and other items. If there is no justification for material, cancel requisition or submit an SFR.

3. SUBMISSION OF SFR. Automated SFR generation may be accomplished by use of SALTS. Selecting the SFR menu in SALTS enables afloat units to generate new SFRs, store, copy and reuse previously developed SFRs and electronically submit them to a tailored list of addresses as required. Hardcopy SFR forms (NAVSUP Form 4400) may be obtained from the Naval Publications and Forms Directorate. Instructions for the completion of the SFR forms can be found within the SALTS program, accompanying the hardcopy form or in this instruction (see par. 8215). The following applies to both automated and manual submission:

a. At a minimum, SFRs shall be sent to NAVICP-M Code 0772 (SALTS address SP3). SFRs submitted through SALTS will also be transmitted to NSWCCD-SSES Code 635 (SALTS address JCB), and NADEP Jacksonville Code 4.3.4.4 (SALTS address PED), and the cognizant Type Commander. NAVICP-M Code 0772 shall screen the item against the SHML and add it to the SFR Tracking System. If the item is authorized on the SHML (AOB "A" or "R"), Code 0772 shall inform the HSC TA, for informational purposes, and the ship, by SALTS GRAM, that the item is approved and the material can be requisitioned. SFRs requiring approval (AOB code "P", "N", "O", non-standard item, or other item) shall be forwarded to the appropriate HSC TA (see below) for review for final disposition.

b. Upon completion of the SFR review, the TA shall respond to NAVICP via SALTS or letter format. NAVICP officially notifies the ship, the TYCOM, and updates SHML and SFR tracking system as required. If the SFR is not approved, an alternate or substitute NSN shall be provided if available.

4. APPROVAL REVIEW PROCESS. NAVICP shall screen all SFRs for accuracy and completeness. All mandatory fields must be filled out or the SFR shall be returned.

a. Completed SFRs shall be logged into the SFR tracking system and the item will be screened against the SHML and Defense Logistics Information System (DLIS) for current logistical data. If the item is already in the SHML and designated as "Allowed on Board" (AOB code "A" or "R"), Code 0772 shall inform the ship by SALTS GRAM that the item is approved and the material can be requisitioned. SFRs requiring approval (AOB code "P", "N", "O", non-standard item, or other item) shall be forwarded to the appropriate HSC TA.

b. HSC TAs shall perform an administrative review to either approve/disapprove the requested material or determined if additional research is warranted. If additional research is warranted, the SFR will be forwarded to the appropriate specialized technical activity for the review of application/maintenance action of the item. The technical activity provides their findings to the TA. The TA determines validity of material being requested. If the material is the only product available for a specific application and determined to be acceptable by the TA, the item is approved and added to SHML. If the material is not acceptable to the TA, the item is prohibited on the SHML and an alternate will be provided if available.

c. HSC TAs shall forward SFRs to the Naval Environmental Health Center (NEHC) for an industrial hygiene review to determine if the material is hazardous to the environment or to the safety and health of ship's crew. TAs shall coordinate all review actions and issue final disposition of each SFR in letter format.

5. PRIORITIES AND CASREPS. In an effort to maintain timely and consistent communication between afloat units and SHML management activities, SFRs shall be assigned a priority designator (in accordance with par 3048) by the requester at the time of SFR generation. In the event of a CASREP action, the annotation of CASREP shall be applied to the SFR. The TA will respond to SFRs within 2 working days after notification from NAVICP.

6. ORDERING OF MATERIAL. Once an SFR has been submitted for material not on the SHML/T-SHML or for Prohibited (P), Not Determined (N), Obsolete (O), a non-standard item (non-NSN), or other item and a legitimate justification for the item is identified (a MIP, MRC, APL, AEL, TM, etc) material may be order if urgently needed otherwise, wait for approval of SFR per paragraph 8220.3.

8215 SHIPS HAZARDOUS MATERIAL LIST (SHML) FEEDBACK REPORT (SFR) PREPARATION

1. The SFR will be completed in accordance with the following instructions. See the following pages for samples of hard copy and Streamlined Automated Logistics Tool Set (SALTS) SFR formats.

INSTRUCTIONS FOR THE SFR

<u>Data Block</u>	<u>Description</u>
Activity Information	
Ship/Air Wing/Activity Name	Enter Ship/aircraft/shore name and number.
UIC	Enter the reporting activity's Service Designator and Unit Identification Code.
Recommended Action Add/Delete/Other	Check appropriate box for item Addition, Deletion or Other, such as substitution or alternate product.
TYCOM	Enter the reporting activity's Type Commander
Priority	Enter the appropriate priority designator.
Manufacturer Data	
NSN	Enter the National Stock Number for the item listed on the SFR request.
Trade Name/Nomenclature	Enter the item's Trade Name or Nomenclature such as detergent, general purpose window cleaner, etc.
Part Number or SPEC	Enter the manufacturer's Product Number/Designator or the Military/Federal Specification Number (if applicable).
Manufacturer Name	Enter the name of the item's manufacturer/supplier.
Address	Enter the manufacturer/supplier's address as shown on the product and phone number, if available.
CAGE	Enter the Commercial and Government Entity identifier, a 5-digit number used to identify the item's manufacturer/supplier. CAGE numbers are found in DLA Handbook H4/H8.
Technical Data	
Is MSDS sheet available in HMIRS, MSDS Serial Number	Check the appropriate box. If yes, list the item's 5-digit serial number, found in HMIRS. If the item is not found in HMIRS, attach a copy of the original MSDS to the SFR (if available).
Maintenance Index Page (MIP)	Enter the appropriate MIP number that requires use of this item.

<u>Data Block</u>	<u>Description</u>
Technical Data (cont)	
Maintenance Requirement Card (MRC) Number	Enter the appropriate MRC number that requires use of this item.
APL/AEL	Enter appropriate Allowance Parts List (APL) or Allowance Equipage List (AEL) number that authorizes this item.
Tech Manual & Rev	Enter the technical manual name, number and revision that requires this item.
Estimated Yearly Requirement	Enter the estimated quantity (i.e., pounds, gallons, etc.) of the product that will be used in one year.
UI	Enter the unit of issue for the hazardous material.
Aircraft Application	Enter yes or no as appropriate.
Mat'l's application/ equipment or use	Mandatory. Enter materials intended application or use if not indicated in the technical section of this SFR.
Other pertinent data	Enter other technical data pertinent to the SFR action, including message traffic from SYSCOM/TYCOM regarding use of the hazardous material. Provide copy if available.
Currently used NSN/ product to be replaced	Mandatory. Enter currently used NSN or product to be replaced by this SFR request.
Why is this product preferred/justification/ comments	Enter other justification or comments deemed necessary.
Certification	
Requestor Point Of Contact Information	Provide signature of the SFR generator in addition to the printed name, title and phone number.
TYCOM/HSC Only Recommended Action	FOR TYCOM/HSC USE ONLY - Check applicable box and provide the printed name, title and phone number. Provide alternate NSN when applicable.
Endorsements	
**Commanding Officer's Name and Title	Required for hazardous material not listed in the SHML. Provide signature as well as printed name, rank and phone number. Electronic submission of SHML feedback reports constitutes CO's approval.

SALTS SFR SCREENS

Submit/Edit/View SHML Report X

SHIP'S HAZARDOUS MATERIAL LIST FEEDBACK REPORT

Ship/Airwing/Activity: UIC Route: UIC: Action:

Tycom: ▼ PRI: NSN: Trade Name/Nomen:

P/N or SPEC:

Manufacturer Name:

Manufacturer Address:

City: State: Zip Code:

Phone: Cage: MSDS Number:

APL/AEL: Technical Manual:

Revision: Estimated Yearly REQ: - U/I:

MAINT Index Page (MIP) #: MAINT Req Card (MRC) #:

MATL APPL/Equipment or Use:

Other Pertinent Data:

CASREP? Yes No

MSDS Avail? Yes No

Aircraft Appl? Yes No

NEXT SCREEN

CANCEL

HELP

Submit/Edit/View SHML Report X

Currently Used NSN/Product to be Replaced:

Why is this Product Preferred/Justification/Comments:

Finished

Cancel

Prev Screen

Print

Help

** If a NAVAL Message, provide DTG/SUBJ/POC Listed **

** Provide Copies of any Available Justification if Mailed or Faxed **

Ship POC Name: Ship POC Phone:

CO's Name: CO's Phone:

** NOTE: Electronic Submission of SFR Constitutes CO's Approval **

Date/Time: Hardware SYS COM:

TYCOM: Use Alternate:

TYCOM Name: TYCOM Phone:

TYCOM App? Yes No

THIS FORM IS AUTOMATICALLY SENT TO NAVICP-M, NAVAIR AND NSWG

Section III: MANAGEMENT AND CONTROL**8220 MATERIAL REQUESTS**

1. PROCEDURES. All requests for Hazardous Materials (HAZMAT) must be processed through the Hazardous Inventory Control System for Windows (HICSWIN) Coordinator or HAZMIN Supervisor. The requester must provide name, J-dial, Division and Work Center (as appropriate) and the type and quantity of HAZMAT required. Providing the National Stock Number (NSN) facilitates the ordering process. However, the HICSWIN program is capable of searching its internal inventory database by nomenclature and military specification (MILSPEC) number. Multiple items may be ordered on a single request. The HICSWIN program will print an issue document and bar-code tracking label which the customer then takes to the appropriate "issue" point.

2. ISSUES. All HAZMAT issues will be processed as a customer walk-thru at the Re-Use area. The goal is to provide the material to the customer as soon as possible. If the requested HAZMAT is not available in the Re-Use facility, the HICSWIN coordinator shall take immediate action to meet the requirement through Supply Department stock. Validation will take place via the Ships Hazardous Material List (SHML) if the item requested is not carried.

3. REQUISITIONS. Afloat units are authorized to requisition only hazardous materials (HAZMAT) that are listed on the SHML/Type Ships Hazardous Material List (T-SHML). It is imperative that new or non-SHML items be evaluated for health, safety, environmental impact and effective performance, prior to procurement and use. If the requested item is determined to be unauthorized for afloat use, the requisitioner must generate and submit a SHML Feedback Report (SFR) in accordance with par. 8214 prior to initiating the requisitioning action. The SFR must be completed in its entirety, including valid justification for requisitioning the material. The Commanding Officer's approval is required for all non-SHML requirements. An electronic SFR submission constitutes the Commanding Officer's approval. After the SFR is reviewed and processed, NAVICP-M Code 0772 will notify the ship via SALTS or phone whether or not they are allowed to order the material. NAVICP-M Code 0772 will update the SHML and the appropriate T-SHMLs. If the SFR is approved, the ship can requisition the material. If the SFR is disapproved, the HSC-TA will make every effort to provide either an alternate or substitute NSN to fulfill the requirement. If a requisition containing an unapproved HAZMAT is initiated, the requisition will be rejected with a 'CQ' reject code.

8221 PROCUREMENT FROM COMMERCIAL SOURCES

1. GENERAL. Prior to approving an open purchase for an item of supply, the ship must determine if the material being purchased is hazardous. Hazardous Material (HAZMAT) cannot be procured until it is authorized on board per returned SFR and/or SHML. The Commanding Officer, or the Supply Officer, when he/she is a Supply Corps Officer in the grade of Commander or above, will approve all HAZMAT open purchase requests. Approval authority will not be delegated below this level. The purchase of HAZMAT using the Government Wide Commercial Purchase Card shall not be done except for those items defined in NAVSUPINST 4200.85C and which are procured using, at a minimum, the following procedures:

a. The end users/cardholder must comply with established local procedures for procurement and use of HAZMAT. The material must be screened against the afloat activity's SHML and the designated HAZMAT official must approve the appropriate vendor-provided Material Safety Data Sheet (MSDS).

b. Pre-award approval will be obtained by submitting a copy of a current vendor-provided MSDS along with the purchase request to the designated HAZMAT official.

c. If the HAZMAT official approves the purchase, instruct the vendor that:

(1) A change in material approved under this purchase is not permitted.

(2) The shipping container must be labeled in accordance with direction in the Hazard Communication Standard (29 CFR 1910.1200 et. seq.)

→ 2. MSDS. DOD HMIRS requires that an MSDS be completed for all HAZMAT purchased from commercial sources. MSDS information will be supplied by the vendor or obtained from the HMIRS CD-ROM. Afloat units are responsible for ensuring that HAZMAT purchased directly from commercial sources is controlled in accordance with OPNAVINST 5090.1B and other directives.

3. FEDERAL SUPPLY CLASSIFICATION (FSC) AND HAZMAT. To ensure adequate identification of all HAZMAT purchased from commercial sources, an MSDS will be completed for all purchases of specific FSCs and of specific items within other FSCs. The following provide basic guidance and are not to be considered as the only factor for MSDS preparation.

a. All commercial purchases for items in the following FSCs require MSDS documentation:

<u>FSC</u>	<u>Title</u>
6810	Chemicals
6820	Dyes
6830	Gasses: compressed and liquefied
6840	Pest control agents and disinfectants
6850	Miscellaneous chemical specialties
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes, and related products
8030	Preservative and sealing compounds
8040	Adhesives
Group 91 (Packaged Products Only)	
9110	Fuels, solid
9130	Liquid propellants and fuels, petroleum base
9135	Liquid propellants, fuels, and oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases: cutting, lubricating, and hydraulic

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FSC Title

9160 Miscellaneous waxes, oils, and fats

b. The following provides examples of items carried in other FSCs, which require MSDS preparation for commercial purchases:

<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
1370	Pyrotechnics	Warning fuses, fire starter
1375	Demolition materials	Explosive device
2520	Vehicular power transmission components	Items containing asbestos
2530	Vehicular brake, steering, axle, wheel, and track components	Items containing asbestos
2540	Vehicular furniture and accessories	Items containing asbestos
2640	Tire rebuilding and tire and tube repair material	Items containing flammable or toxic compounds
3433	Gas welding, heat cutting, and metalizing equipment	Compressed gasses
3439	Miscellaneous welding, soldering, and brazing supplies and accessories	Hazardous items such as cleaners, acids, flux, and supplies containing or producing hazardous fumes
3610	Printing, duplicating, and bookbinding equipment	Flammable or toxic lithographic solutions
3655	Gas generating and dispensing systems, fixed or mobile	Items producing hazardous fumes
3680	Foundry machinery, related equipment and supplies	Flammable or toxic casting compounds
4240	Safety and rescue equipment	Items that release oxygen or contain compressed gasses or initiating charges
5610	Mineral construction materials, bulk	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compounds, sealing compounds, flight deck compounds
5640	Wallboard, building paper, and thermal insulation materials	Asbestos cloth having loose fibers or whose flying may become airborne and materials containing formaldehyde
5820	Radio and television	Circuit cooling items contained in communications equipment (i.e., gases that are regarded, except airborne, as hazardous to the Earth's ozone layer)

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Special Material

<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
5835	Sound recording and reproducing equipment	Recording tape cleaners containing hazardous cleaning fluids or packaged in pressurized containers
5910	Capacitors	Items containing Polychlorinated Biphenyls (PCBs)
5915	Filters and networks	Items containing Polychlorinated Biphenyls (PCBs)
5920	Fuses and lighting	Items containing radioactive materials
5925	Circuit breakers	Items containing radioactive materials or mercury
5930	Switches	Items containing radioactive materials or mercury
5935	Connectors, electrical	Kits containing flammable chemicals
5950	Coils and transformers	Items containing Polychlorinated Biphenyls (PCBs)
5960	Electron tubes and associated hardware	Electron tubes containing mercury or radioactive isotopes and requiring warning labels and magnetic magnetron tubes that require special precautions when being prepared for air shipment
5965	Headsets, handsets, microphones, and speakers	Items containing magnetic materials
5970	Electrical insulators and insulating material	Items containing asbestos, flammable solvents, or PCBs
5975	Electrical hardware and supplies	Items containing asbestos
5985	Antennas, waveguides, and related equipment	Items containing radioactive material; kits containing flammable chemicals
5995	Cable, cord, and wire assemblies	Items containing asbestos
5999	Miscellaneous electrical and oxide electronic components	Contact plates containing beryllium; strongly magnetic items
6135	Batteries, primary	Lead-acid, lithium, mercury batteries, and alkaline (with electrolyte)
6140	Batteries, secondary	Wet or moist items containing corrosive or other hazardous compounds
6220	Electric vehicular lights and fixtures	Items containing mercury
6230	Electric portable and hand lighting equipment	Items containing wet batteries
6240	Electric lamps	Items containing mercury
6260	Non-electrical lighting fixtures	Items containing mercury

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<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
6350	Miscellaneous alarm, signal and security detection systems	Items containing wet batteries or radioactive materials
6505	Drugs, biological, and official reagents	Hazardous items as defined in par. 8211
6508	Medicated cosmetics and toiletries	Hazardous items as defined in par. 8211
6510	Surgical dressing materials	Items containing flammable solvents
6520	Dental instruments, equipment, and supplies	Items containing flammable solvents, mercury, or asbestos
6525	X-ray equipment and supplies; medical, dental, veterinary	Items containing hazardous chemicals, solvents
6625	Electrical and electronic properties measuring and testing instruments	Items containing radioactive materials
6640	Laboratory equipment and supplies	Items containing flammable compounds, mercury, or asbestos
6685	Pressure, temperature, and humidity measuring and controlling equipment	Items containing mercury or compressed gasses
6740	Photographic developing and finishing equipment	Items containing radioactive compounds
6750	Photographic supplies	Items containing hazardous chemicals, solvents, thinners, and cements
6780	Photographic sets, kits, and outfits	Items containing hazardous chemicals, solvents, thinners, and cements
7360	Food preparation and serving sets, kits, and outfits	Items containing compressed gasses, such as fire extinguishers
7510	Office supplies	Hazardous items such as solvents, thinners, cleaning fluids, flammable inks and varnishes
8405	Outerwear, men's	Maintenance kits containing flammable solvents
8410	Outerwear, women's	Maintenance kits containing flammable solvents
8415	Clothing, special purpose	Maintenance kits containing flammable solvents
8465	Individual equipment	Maintenance kits containing flammable solvents
8510	Perfumes, toilet preparations and powders	Shipping containers and pressurized containers with flammable or nonflammable propellants

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Special Material

<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
8520	Toilet soap, shaving preparations, and dentifrices	Shipping containers and pressurized containers with flammable or nonflammable propellants
8720	Fertilizers	Items containing weed and pest controls or other harmful ingredients or items that are hazardous because of their composition
9390	Miscellaneous fabricated nonmetallic materials	Items containing flammable solvents or asbestos
9920	Smokers articles and matches	Lighter fuel and matches only
9930	Memorials; cemetarial and mortuary equipment and supplies	Items containing formaldehyde or its solutions

8222 CONTAINER TRACKING AND CONTROL OF HAZARDOUS MATERIAL (HAZMAT)

1. GENERAL. Container tracking enables "Cradle to Grave" control of HAZMAT while aboard ship. This function ensures that every container of HAZMAT is handled properly. Container Control numbers are automatically generated by the HICSWIN program.

8223 EXCESS HAZARDOUS MATERIAL (HAZMAT)

1. PHILOSOPHY. Collect HAZMAT whenever feasible IAW OPNAVINST 5100.19D. Reduce the volume of HAZMAT turned into shore facilities through "source reduction" and "recycling". Reduced excess HAZMAT volume computes to "savings" by avoiding turn-in costs.

2. SPECIFIC MATERIALS.

a. Liquids and Paints. All "compatible" HAZMAT which cannot be re-issued is to be consolidated into containers for offload where appropriate. Substances that are "incompatible" such as chlorinated/non-chlorinated solvents and synthetic/natural lube oils will not be mixed. Identify the various HAZMAT streams and set up procedures accordingly IAW OPNAVINST 5100.19D.

b. Rags. Rags are approximately 35 percent of the ships HAZMAT volume. While at sea, all rags contaminated with HAZMAT must be collected and turned in ashore for disposal or recycling. Synthetic absorbent material used as a substitute for rags must not be incinerated.

c. Recycling. Whenever possible, all petroleum products and synthetic oils should not be contaminated and should be recycled ashore.

8224 SHIPMENT OF HAZARDOUS MATERIAL (HAZMAT)

1. GENERAL. HAZMAT refers to any material, which under conditions incident to transportation may cause fire, create damage by chemical reaction or create a transportation hazard. HAZMAT includes material classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic and radioactive.

Section IV: HANDLING AND STOWAGE**8230 STOREROOMS AND LOCKERS**

1. **GENERAL.** Certain materials with inherent hazardous properties require special stowage facilities and handling precautions. The OPNAVINST 5100.19 (Series), Naval Ships Technical Manual (Chapters 670 and 9230) outlines the requirements for shipboard stowage of dangerous and semi-safe materials, and lists these materials under each classification. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

2. **FLAMMABLE LIQUIDS STOREROOM.** The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine, and will be equipped with an automatic fire alarm and CO₂ system. This storeroom also should have incandescent and explosion proof overhead lights (protected by lamp guards), with the switch outside the compartment; and non-sparking vent fans, with the controllers outside the compartment. Flammable items, which are required to be stowed in the flammable liquids storeroom are assigned Special Material Content Codes (SMCCs) of "D", "F", "G", and "Z".

3. **ACID LOCKER.** An acid locker is a leak proof lead-lined box, chest, or locker especially designed for stowing bottles or carboys of acid. A label bearing the inscription "ACID BOTTLE STOWAGE" in 3/8-inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. However, acid lockers, which contain only medical acids, may be kept in a medical storeroom. Items required to be kept in the acid locker are assigned SMCC "V". Nitric acid (an oxidizer), which is coded "J", also is required to be kept in the acid locker.

4. **ALCOHOL LOCKER.** An alcohol locker is a chest or locker used for security stowage of grain alcohols that are highly susceptible to pilferage (i.e., ethanol or ethyl alcohol). Alcohol lockers will be located in the flammable liquids storeroom; however, lockers that contain only medicinal alcohol (100 proof or less) may be located in any secure space designated by the Commanding Officer (see par. 1118-4).

5. **WORK CENTERS.** Only actual in-use quantities of Hazardous Material (HAZMAT) are permitted in the Work Center. All HAZMAT containers checked out from the "Hazardous Minimization (HAZMIN) Center" must be returned within 24 hours or less whether partially full or completely used. This policy ensures that all HAZMAT is quickly and completely used, that HAZMAT containers are properly disposed of, and that no HAZMAT is stored in unauthorized locations. The following are examples of "authorized" exceptions:

a. **Emergency requirements.** Material required meeting surge or emergencies such as aircraft engine oil, hydraulic fluid, photographic chemicals, etc.

b. **Multi-Use.** Material used several times each day for work center production. Cleaning solvents and cleaning detergents such as Federal Supply Classification (FSC) group 79.

Each Work Center should determine in advance the HAZMAT they require on hand in an approved Work Center HAZMAT Storage Locker. Each Work Center must provide a list to the

Supply Department of the types and quantities that reflect the absolute minimum to conduct operations as well as approved storage locations. Quantities can be determined/verified by examining maintenance requirements.

8231 ACID

Liquid acid, unless classified as safe material in the Naval Ships Technical Manual, Chapter 670, will be stowed in an acid locker (see par. 8230-3). If an acid locker is not available, acid bottles will be stowed in the flammable liquids storeroom; but in this case, the deck and the lower part of the bulkhead must be covered with a watertight rubber lining, and a label inscribed "ACID BOTTLE STOWAGE" in 3/8 inch letters must be securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards and, therefore, should be stowed separately from oxidizing or flammable materials. Corrosive acids (or vapors) must not be allowed to come in contact with the skin or eyes. A storekeeper who stows or issues these acids will wear rubber gloves, rubber aprons, and goggles (as necessary) to protect himself and his clothing from acid burns.

8232 ALCOHOL

Since most commonly used alcohols have a flash point below 100°F, all alcohol will be stowed in the flammable liquids storeroom. Not all alcohol is readily identifiable by name. For example, many lacquer thinners have methanol (wood alcohol), which is extremely poisonous, as the principal ingredient. The HMIRS identifies these items by name and NSN. Grain alcohol (ethanol or ethyl alcohol) is required to be stowed in an alcohol locker (see par. 8230-4).

8233 OXIDIZING MATERIAL

1. GENERAL. Many shipboard fires with resultant fatalities have been attributed to improper stowage or handling of oxidizing materials, particularly calcium hypochlorite. Oxidizing materials listed in the HMIRS and/or are identified by SMCC "J". Nitric acid, a strong oxidizer, will be stowed in the acid locker (see par. 8230-3). Oxygen and chlorine gases will be stowed in accordance with par. 8234-3, and calcium hypochlorite will be stowed in accordance with the following subparagraph. All other oxidizers will be stowed in a dry compartment, away from combustible materials.

2. CALCIUM HYPOCHLORITE

a. Description/Use. Calcium hypochlorite is a bleaching agent and disinfectant. On board ship it is authorized for use in the purification of potable water, sewage treatment and biological and chemical (B/C) agent decontamination. It is not authorized as laundry bleach. Calcium hypochlorite itself is noncombustible, however, it is a strong oxidizing agent which will generate heat, liberate chlorine, and cause fire when stowed in contact with paints, oils, greases, detergents, acids, alkalis, antifreeze, fabrics and other organic and combustible materials.

b. Stocking Requirements. Stocks of calcium hypochlorite shall not be maintained specifically for B/C decontamination. Stocks for other applications are adequate for emergency decontamination. Only six ounce bottles shall be procured and used for potable water purification. Three and three quarter (3-3/4) pound bottles shall be used for sewage waste treatment.

c. Safety Requirements. Handling, stowage and disposal of calcium hypochlorite requires the following precautions to be observed:

(1) Calcium hypochlorite will be stored in bins or lockers labeled "HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE" in red letters on a white background. Bins or lockers should be located above the waterline and at least five feet away from any point heat source or surface that may exceed 100°F. They must not be subject to condensation or water accumulation. The area shall not be adjacent to a magazine and shall not be used for stowage of paints, oils, greases, or combustible organic materials.

(2) No more than 48 six ounce bottles or 36-3/4 pound bottles shall be located in any individual locker or bin.

(3) Ready usage stock of calcium hypochlorite issued only to personnel designated by the medical or engineering department shall be stored in a locked box mounted on a bulkhead preferably in the cognizant department office space. Under no circumstances is the box to be installed in a machinery space, flammable liquid storeroom, and berthing space storeroom or in the oil and water test laboratory areas. No more than seven days supply shall be maintained in ready usage stock at any one time.

(4) For submarines, the ready usage stock of six ounce bottles issued to the medical and engineering department shall be stowed in a Medical Instrument and Supply Case NSN 6245-00-131-6992 which shall be kept in a secured locker located in accordance with par. 8233-2c(1) in the cognizant department office space.

(5) For CLF ships, calcium hypochlorite, carried as cargo, shall be stored in a separate enclosure constructed of steel or expanded metal with a secured door. Location of such enclosure shall be in accordance with par. 8233-2c(1).

d. Disposal. Spills or contaminated calcium hypochlorite may be disposed of into water, flushed to the drain or to the bilge. There is no fire hazard from dissolved calcium hypochlorite even in an oily bilge. Sweepings should be dumped immediately into the water (never in a trash can) and the broom or brush rinsed immediately. Sweepings must not be carried dry for disposal because the dust is dangerous in shipboard drafts.

3. ORGANIC CHLORINE LAUNDRY BLEACH. This bleach is the only laundry bleach authorized for surface ship use. It is less hazardous than calcium hypochlorite but under conditions of high heat and humidity, the organic chlorine laundry bleach could emit fumes that could be hazardous to personnel. Store this bleach in a cool, dry place as far away from conditions of high heat and humidity as possible.

a. Compressed gases are categorized as flammable (acetylene), non-flammable (helium, nitrogen, carbon dioxide, argon), and oxidizing (oxygen, chlorine). Flammable and oxidizing gases will not be stowed in the same compressed gas storeroom. Non-flammable gases may be stowed with either flammable or oxidizing gases.

b. Take every precaution to prevent cylinders from being dropped or forcefully struck against hard surfaces (including other cylinders). Do not tamper with the safety devices in cylinder discharge valves; and when cylinders are not in use, be sure that the valve protection caps always are securely attached. If the valve of a compressed gas cylinder should be snapped off, the released energy would cause the cylinder to behave as a missile. For example, a cylinder that is pressurized to 2,200 pounds psi (per square inch) can travel, 2,600 feet in free flight; and in a confined space, it could be disastrous.

- c. Prevent cylinders from contact with fire, sparks, or electrical circuits. An exploded steel cylinder would have the same destructive effect as an exploded bomb.
- d. Do not drag or slide cylinders are required to be moved. Secure and move them in hand trucks that meet the criteria prescribed in the Naval Ships Technical Manual, Chapter 9230. If suitable hand trucks are not available, tilt the cylinders and roll them on the bottom edge.
- e. Secure cylinders in a cradle, pallet, or rack when they are loaded or off loaded with a crane or derrick. Never hoist cylinders with electromagnets, or with hooks or line attached to the valve protection cap.
- f. Do not alter or deface the numbers or other markings on the cylinders; do not add markings without approval of the engineering officer; and do not issue cylinders if their contents cannot be identified. Detailed information relative to the stowage, handling, and use of various types of compressed gases are contained in the Naval Ships Technical Manual, Chapter 550.

2. ACETYLENE

- a. Explosive Potential. Acetylene is inherently unstable, and may explode when subjected to heat or shock, or upon contact with chlorine or certain metals such as copper, silver, and mercury. Therefore, acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound; the gas must never be allowed to escape into an enclosed area; and the cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.
- b. Toxicity. In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness, and ultimately asphyxiation. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.
- c. Upright Stowage Required. Acetylene in cylinders is dissolved in acetone, which has a tendency to flow into the valve if the cylinders are stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position, valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not be used until they have been in a vertical position for at least two hours.

3. OXYGEN AND CHLORINE. Oxygen and chlorine are oxidizing gases, which, because they can burn without air, strongly support combustion. Chlorine is also poisonous. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom which has at least one compartment between it and any space that is used for the stowage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline, and oil.

4. NONFLAMMABLE GASES. Helium, nitrogen, carbon dioxide, and argon are nonflammable gases, which, because of their inert characteristics, may be stowed with flammable or oxidizing gases. However, since these nonflammable gases will not support respiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stowed on the weather deck or in other well-ventilated spaces. The same precautions are appropriate for halocarbon liquids because of their high vapor pressure, lack of odor, and tendency to displace air, causing suffocation. Halocarbon liquids are compounds of carbon containing any of the halogen elements such as: fluorine, chlorine, bromine, iodine, or astatine (examples are: Monochlorodifluoromethane NSN 6830-00-060-9972 or 6830-00-106-1659).

5. AEROSOL PRODUCTS. Aerosol products are liquids, solutions, or powders suspended in a gas propellant and contained in dispensers equipped with release valves. Containers of aerosol are used for the disposal of paints, enamels, lacquers, insecticides, silicones, rust preventives, etc. The aerosol propellants may be low boiling halogenated hydrocarbons or other hydrocarbons such as liquefied propane or isobutene. Aerosol cylinders will burst if exposed to heat sources in excess of 120° F, and are prone to leakage if subjected to impact. Aerosol propellants are extremely flammable and, in sufficient concentration, can be anesthetic or asphyxiating. Aerosol products, therefore, should be stowed in the flammable liquids storeroom, or in cabinets away from oxidizing materials; and mechanical ventilation will be used, when necessary, to remove accumulated vapors.

8235 FLAMMABLE OR COMBUSTIBLE MATERIAL

1. GENERAL. Flammable liquids with SMCC "F" have a flash point of 140° F or below; combustible liquids, SMCC "G" (greases and pastes) have a flash point of 140 to 200° F. Items that are flammable and/or combustible include:

- a. Gasoline, oils, kerosene, and other petroleum products;
- b. Chemicals;
- c. Stencil paints, marking inks, and printers' ink;
- d. Solvents, thinners, primers, compounds, varnishes, and lacquers;
- e. Alcohol, acetone, ether, and naphtha;
- f. Greases and pastes.

Except for drummed petroleum products, which may be stowed in racks on the weather deck in accordance with the Naval Ships Technical Manual, Chapter 670, flammable liquids and other flammable or combustible material will be stowed in the flammable liquids storeroom (see par. 8230-2).

8236 RADIOACTIVE MATERIAL

Radioactive items listed in FEDLOG are identified by SMCC "R", or "X" if radioactive and magnetic. Radioactive instruments (see par. 4506), electron tubes, and certain other items are labeled with the conventional United States Nuclear Regulatory Commission (USNRC) radiation symbol, which must not be removed or obliterated. The radiation levels or radioactive material depend upon the type and concentration of isotopes in each unit and the number of units stowed together. Any area used for stowage of radioactive material (or each bin if there is no designated area) will be conspicuously posted with the standard radiation symbol and the words "CAUTION RADIOACTIVE MATERIAL", and as a minimum, will be monitored when initial or replenishment stocks of radioactive items are stowed. Rubber gloves, safety goggles and rubber apron will be worn and extreme caution will be used in handling damaged/broken radioactive instruments, electron tubes, etc., to prevent absorption of dangerous radioactive particles through skin abrasions. Any suspected radiation hazard will be promptly reported to the radiological safety officer and a representative of the medical department.

8237 TOXIC SUBSTANCES

A toxic (poisonous) substance may cause discomfort, asphyxiation, and/or death if ingested or inhaled, or if absorbed through the skin. Therefore, adequate precautions must be taken to prevent such dangers when stowing or issuing toxic materials (i.e., items assigned SMCC "Tin Navy data files). Toxic substances will be stowed in a cool, well ventilated area, separate from acids; and will be protected from fire hazards or impacts which may break seals or damage containers. Each case, carton, and individual container of toxic material must be labeled with a warning such as the following:

**"POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS, AND
POSSIBLE DEATH!"**

It is particularly important to ensure containers of poisonous liquids such as industrial alcohol are clearly identified and labeled (i.e., to prevent human consumption, which can be fatal).

**Section V: HAZARDOUS INVENTORY CONTROL SYSTEM FOR WINDOWS
(HICSWIN)****8240 INTRODUCTION**

1. GENERAL. HICSWIN is a user-friendly computer software program designed for IBM or IBM compatible personal computers (PCs). This software is essential to each ship for running and operating the "Re-Use" facility. HICSWIN provides the database for effective management of the "in-use" portion of the HAZMAT inventory.
2. CONFIGURATION. The HICSWIN program can operate with the minimum requirements of a 486 PC with 30 MB of available hard drive space. The recommended environment is a current market PC and any current operating system. Additional equipment required is the appropriate barcode printer, barcode scanner and back-up drive.
 - a. System Set-up. The HICSWIN program does not come with an inventory database built in. Each afloat unit must build and tailor their own inventory.
 - b. Customer Identification and Pricing. Accurate pricing information is important if you wish to collect meaningful cost and savings information analysis. Each afloat unit should develop a plan for customer identification within HICSWIN. Customer identification affects reports, container tracking and issues. Codes may be developed down to the Work Center level within a division.

8241 SYSTEM MAINTENANCE

1. GENERAL. System back-ups are required on a daily basis to removable media or another drive. On a quarterly basis, the database should be archived.

8242 RECORD KEEPING

1. REPORTS. Data collection has proven valuable for tracking the program's progress, adjusting HI/LO limits and performing research. The following reports are standard HICSWIN options and should be produced on a weekly basis to provide weekly snapshots of the Hazardous Minimization Center (HAZMINCEN) operations:

- a. Master list (by Location or by NIIN)
- b. Issue list by Work Center
- c. Receive list
- e. Master Container Tracking
- f. Re-order Report
- g. Delinquent Container Return Report (should be run daily and passed up the chain of command for 8 o'clock reports).

Section VI: HALONS AND CHLOROFLUOROCARBON (CFC) REFRIGERANTS

8250 GENERAL

Halons and Chlorofluorocarbon (CFC) Refrigerants are Ozone Depleting Substances (ODS). The Montreal Protocol banned production of all halons as of 1 Jan 94 and production of chlorofluorocarbons stopped as of 1 Jan 96. A Department of Defense ODS reserve has been established to ensure availability of halons and refrigerants for existing mission critical equipment until suitable substitute materials are found or new, non-ODS equipment is designed and fielded. Mission critical applications are defined as those applications where the ODS is used on or in direct combat support of Navy ships and aircraft.

8251 PROCUREMENT

1. SOURCE OF SUPPLY. Defense Logistics Agency (DLA) provides central management for Ozone Depleting Substances (ODS) products. The Inventory Control Point for the ODS reserve is Defense Supply Center Richmond (DSCR), Richmond VA. The primary storage site is Defense Depot Richmond VA (DDRV), however the Fleet and Industrial Supply Centers will continue to carry stock to support operating Fleet and aviation units.

2. METHODS OF PROCUREMENT. ODS products, both halons and refrigerants, will be requisitioned from the Defense Reserve using the following National Stock Numbers:

<u>Commodity</u>	<u>NSN</u>	<u>Size (lbs)</u>
R-11	6830-01-355-9749	59
	6830-01-355-9750	171
	6830-01-355-9753	1400
	6830-00-079-4694	100 (drum)
	6830-00-281-3036	200 (drum)
	6830-00-899-9625	650 (drum)
R-12	6830-00-264-5913	45
	6830-00-292-0133	145
	6830-01-355-4011	1190
R-114	6830-00-290-4379	57
	6830-00-782-6232	165
	6830-01-356-1201	1360
R-134	6830-01-370-8756	125 (bottle)
R-500	6830-01-357-7648	43
	6830-01-357-7646	127
	6830-01-357-9135	1045
R-502	6830-00-138-2482	128
	6830-01-357-6903	1050

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<u>Commodity</u>	<u>NSN</u>	<u>Size (lbs)</u>
H-1211	6830-00-285-5887	200
	6830-01-219-8529	1500
H-1301 ¹	6830-00-543-6623	150
	6830-01-356-9751	1240

Requisitions will be submitted to the normal point of entry using standard MILSTRIP format with the following exceptions:

<u>Card Column</u>	<u>Data Element</u>	<u>Required Entry</u>
4-6	routing identifier	S9G
57-59	project code	GDB
67-69	transaction routing	SRG
70	none	leave blank
71	condition code	A

¹ Bulk gas only. Not for shipboard use except for charging of aircraft system cylinders. See par. 8252-4 for shipboard system cylinder procedures.

The ordering activity must have prior Chief of Naval Operations (CNO) authorization in order to receive shipment from the ODS reserve. The Fleet and Industrial Supply Center (FISC) maintains a list of authorized activities and requisitions from non-approved activities will be rejected with a D8 rejection code. Material issued from the ODS Reserve is free to authorized Navy requisitioners. When ODS is purchased locally, the requisitioning activity will pay the full price. Stock availability and requisition status can be checked by calling the DSCR hotline at commercial (804) 279-4865 or DSN 695-4865.

3. SHIPYARDS AND SUPERVISORS, SHIPBUILDING, CONVERSION AND REPAIR (SUPSHIPS). To ensure all shipyard and SUPSHIP requisitions are supporting mission-critical applications, special requisition procedures will be followed. Card column 45 of the requisition will contain a "Y", followed by the UIC of the ship or submarine where the halon/refrigerant will be installed (card column 46-50). Additionally, shipyards and SUPSHIPS are required to provide written notification to the Chief Engineer of each ship or submarine of any installation, overhaul, maintenance, or repair work accomplished on shipboard air-conditioning, refrigeration, and fire fighting systems.

8252 TURN-IN PROCEDURES

1. GENERAL. Excess and recovered halon and refrigerants should be turned in to the Ozone Depleting Substance (ODS) Reserve as soon as it becomes available, with the exception of aircraft fixed-system halon bottles. These specialized aircraft cylinders will be turned in to Naval Aviation Depots for halon recovery and bottle reconditioning.

2. PREPARATION FOR SHIPMENT. DLA will accept turn-in of halons and refrigerants (see par. 8252-3 for CFC-113 solvent) in all types of containers; the original cylinders, recovery cylinders, or standard, system and commercial cylinders. ODS recovery cylinders are specially designed with dual port valves to ease the recovery process. These are available and can be requisitioned free of charge from DSCR if the cylinders and recovered ODS are returned to the Reserve. The following stock numbers should be used to order ODS recovery cylinders:

<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
R-11	8120-01-356-5960	59	42
	8120-01-356-9756	170	122
	8120-01-355-9763	1400	1000
R-12	8120-01-355-4017	45	42
	8120-01-355-4018	145	122
	8120-01-355-4019	1190	1000
R-114	8120-01-356-1245	57	42
	8120-01-356-1246	165	122
	8120-01-356-1247	1350	1000
R-134	6830-01-370-8756	132	122
R-500	8120-01-357-6774	43	42
	8120-01-357-7656	127	122
	8120-01-357-7657	1045	1000
R-502	8120-01-357-6770	44	42
	8120-01-357-6771	128	122
	8120-01-357-6769	1050	1000
H-1202	8120-01-356-1781	160	122
H-1211	8120-01-356-1248	200	122
	8120-01-356-1249	1500	1000
H-1301	8120-01-371-0533 ¹	117	
	8120-01-356-5963	150	122
	8120-01-356-5962	1240	1000

¹ 600 PSI. Not suitable for high pressure uses such as halon/nitrogen blends.

Special Material

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Fire suppression system (halon) cylinders and canisters with electrical charges or initiators must be deactivated prior to shipment. Safety caps will be used to cover exposed actuation mechanisms and discharge ports on these cylinders to prevent serious safety hazards during shipment and handling. Each cylinder containing ODS will be tagged with the following information and the tag will be tucked beneath the cylinder protective cap:

- a. Branch of service (Navy)
- b. Name of ODS product (R-11, halon 1211, etc.)
- c. NSN (see below)
- d. Number of pounds of ODS contained in the cylinder
- e. Shipping activity name and UIC
- f. Point of contact name and phone number (commercial and DSN)

The following NSNs will be used on the tag attached to each cylinder to identify the type of halon/refrigerant:

<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
R-11	6830-01-355-9754	59	42
	6830-01-355-9756	170	122
	6830-01-355-9758	1400	1000
R-12	6830-01-355-4013	45	42
	6830-01-355-6648	145	122
	6830-01-355-4015	1190	1000
R-114	6830-01-356-1203	57	42
	6830-01-356-1205	165	122
	6830-01-356-1207	1350	1000
R-134	6830-01-370-8756	132	122
R-500	6830-01-357-7650	43	42
	6830-01-358-5123	127	122
	6830-01-357-7654	1045	1000
R-502	6830-01-357-6726	44	42
	6830-01-357-6727	128	122
	6830-01-357-6905	1050	1000
H-1202	6830-01-356-1780	160	122

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<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
H-1211	6830-01-376-8013	1-5	
	6830-01-376-8014	6-10	
	6830-01-376-8015	11-20	
	6830-01-376-8016	21-60	
	6830-01-376-8017	61-125	
	6830-01-356-1209	126-200	122
	6830-01-376-8018	201-340	
	6830-01-356-1211	341-1500	1000
H-1301	6830-01-376-8394	1-5	
	6830-01-376-8395	6-10	
	6830-01-376-8396	11-20	
	6830-01-376-8397	21-70	
	6830-01-376-8398	71-100	
	6830-01-371-0501	101-117	
	6830-01-376-8399	118-125	
	6830-01-356-9752	126-150	122
	6830-01-376-8400	151-200	
	6830-01-376-8401	201-260	
	6830-01-376-8402	261-350	
	6830-01-376-8403	351-530	
	6830-01-376-8404	531-600	
	6830-01-356-5958	601-1240	1000

3. CFC-113 SOLVENT/REFRIGERANT. CFC-113 solvent contained in it's original drum or can with an unbroken seal can be returned to the ODS Reserve. They will be labeled with the original NSN and marked condition code "B". For CFC-113 refrigerant, specific guidance for turn-in to the ODS Reserve can be obtained by calling commercial 804 279-5203 or DSN 695-5203.

4. SHIPBOARD HALON 1301. Reclaiming, refurbishing and recharging of standard Navy shipboard halon 1301 cylinders are expected to be available through DLA in the near future. In the interim, turn in leaking or otherwise unsatisfactory halon 1301 cylinders and requisition a like number of new cylinders using the Naval Sea Systems Command (NAVSEA) cog stock numbers listed below. Mark all turn-ins condition code "F" and turn in to either FISC Det Cheatham Annex or FISC Det Long Beach. This guidance does not apply to old flammable liquid storage cabinets, which were provided with 2 1/2 lb halon systems. These are not required and should be turned in to the ODS Reserve.

<u>Type of Halon 1301 Cylinder</u>	<u>NSN</u>
125 lb Ansul or Wormald	2S 4210-LL-HAL-2495
95 lb Ansul or Wormald (magnetic)	2S 4210-LL-HAL-2496
60 lb Ansul, Wormald, or Kidde (magnetic)	2S 4210-LL-HAL-4936
15 lb Ansul or Kidde (magnetic)	2S 4210-LL-HAL-4934
10 lb Ansul or Kidde (magnetic)	2S 4210-LL-HAL-4935
125 lb Kidde	2S 4210-LL-HAL-2517
95 lb Kidde (magnetic)	2S 4210-LL-HAL-4857

Non-magnetic halon cylinders are not available from NAVSEA. Specialized support is available as follows:

a. MCM-1 and MHC-51 class ships requiring routine support should ship cylinders to Hiller Systems Inc., 3710 Lakeside Court, Mobile AL 36616, Attn: Mr. Jim Roberts 205 661-1275. A requisition is not required through Hiller Systems Inc.

b. Ten pound halon cylinders in FFG-8 through FFG-60 are of a non-standard type that NAVSEA does not carry in stock. Support is available through Hiller Systems Inc., 3710 Lakeside Court, Mobile AL 36616, Attn: Mr. Jim Roberts 205 661-1275.

c. When NAVSEA supply of Kidde cylinders is exhausted, Ansul cylinders will be provided. NAVSEA does not stock any 10, 15 or 60 lb Kidde cylinders. No technical problem exists with interchanging Ansul and Kidde cylinders except that the old 1/4 inch hose may not reach the connection point. If the hose does not reach it should be replaced with the new tubing assembly (NSN 1H 4210-01-336-9267) being installed in the Fleet now. When interchanging cylinders, it is critical that the 1/4 inch tubing or hose is disconnected from the valve. Valve actuators are not functionally interchangeable; Ansul or Wormald actuators will attach to, but will not actuate Kidde valves.

d. The original Australian build Wormald International (CAGE CZ3630) 60 and 95 lb cylinders in FFG-8 through FFG-60 are fully interchangeable with Ansul cylinders. Original Australian cylinders should be marked with stock number 2S 4210-LL-HAL-7175 and "F" condition when turned-in.

5. SHIPPING. Once the material is tagged, activities with in-house shipping capability can ship the ODS cylinders directly to the following address:

Defense Depot Richmond VA (DDRV)
 SW0400
 Cylinder Operations
 8000 Jefferson Davis Highway
 Richmond VA 23297-5000

Advance authorization is not required, and the tag is the only documentation required by the ODS reserve. Activities without shipping capability should turn the ODS in to their normal MTIS processing point for further shipment to the ODS Reserve. When no military cargo transport is available and ODS turn-in shipping costs exceed \$250.00, activities may request funding assistance from DSCR (POC Steve Minus, commercial 804 279-5203, DSN 695-5203, FAX 804 279-4970). Funding assistance must be requested a minimum of five working days prior to planned shipment and the following information must be provided:

- a. Lowest cost estimate (from carrier)
- b. NSN and quantity (from par. 8252-2)
- c. Unit Identification Code
- d. Point of contact name and phone number

Section VII: SHIPBOARD HAZARDOUS MATERIAL (HAZMAT) CONTAINER DISPOSAL

8260 INTRODUCTION

1. GENERAL. The following provides explicit guidance on the disposal of containers that formerly held Hazardous Material (HAZMAT). These operational procedures will reduce the volume of empty HAZMAT containers that are held onboard for shore disposal. The procedures contained within this section will help in reducing Navy disposal costs and shipboard labor associated with storage and off-load of empty HAZMAT containers.
2. PURPOSE. This section provides the Fleet easily understandable requirements for HAZMAT container disposal. It provides a simple decision flow chart (par. 8264) to assist the user in rapidly determining whether a HAZMAT container is an "empty container", and if yes, whether it may be disposed of as trash or used/excess HAZMAT. Using the flow chart, written procedures, and extracted Hazardous Inventory Control System for Windows (HICSWIN) or Ships Hazardous Material List (SHML) information the shipboard Hazardous Minimization Center (HAZMINCEN) personnel will be able to readily determine the proper container disposal method. For those ship's without HAZMINCEN installations or HICSWIN, supply personnel can obtain container disposal information for specific HAZMAT from the SHML database.
3. INTENDED USER. This section is designed for use by the Supply Department personnel responsible for used/excess HAZMAT disposal on ships or by the HAZMINCEN personnel on those ships that are using centralized control of HAZMAT. Authorization from the ship's HAZMAT Coordinator or Supply Department and HAZMAT Refuse Facility (i.e., receiving shore activity) is required prior to disposal of used HAZMAT containers as trash (i.e., solid waste) in dumpsters ashore. Contact local PWC/PWD for current ashore guidance on drying and disposal of empty HAZMAT containers while in port. Authorization of the ship's HAZMAT Coordinator or Supply Department is required for over-the-side disposal of HAZMAT containers when at sea in accordance with guidance provided in OPNAVINST 5090.1B.

8261 BACKGROUND

1. GENERAL. Before 1993, shipboard containers that originally held Hazardous Material (HAZMAT) were normally disposed of in the same manner as HAZMAT. At sea, this resulted in the generation of a large volume of waste containers awaiting in-port disposal. During a Navy study aboard an aircraft carrier on deployment, empty HAZMAT containers made up approximately 20 percent of the used HAZMAT that accumulated aboard while awaiting transfer ashore. Upon return to port, the empty HAZMAT containers were transferred to the supporting Public Works Facility/Public Works Center (PWC) as used HAZMAT and eventually disposed of shore side as Hazardous Waste (HW) at a cost. Some of these costs may be avoided by disposing of HAZMAT containers that meet the U.S. Environmental Protection Agency (EPA) definition of "Empty HAZMAT Container" (40 CFR 261.7) as solid waste (trash). Some shore activities have already taken similar action to reduce the cost of container disposal by collecting and disposing of HAZMAT containers, such as paint cans, separately from HW. Although this has reduced the Navy's costs for disposal of containers, it has done little to solve the stowage problem resulting from containers aboard ship being brought back to port for disposal.

2. SOLUTION TO SHIPBOARD STOWAGE PROBLEM. A large percentage of the Hazardous Material (HAZMAT) listed in the Ships Hazardous Material List (SHML) do not require special disposal procedures if the container is empty. The Navy has determined that disposal of these containers may be accomplished at sea (>12 nautical miles) if the container is empty, shredded, and then bagged per the guidance in OPNAVINST 5090.1B, Section 19-7. This will result in reducing the excess volume of HAZMAT that must be stowed aboard for disposal ashore.

8262 APPROACH

1. GENERAL. The U.S. Environmental Protection Agency (EPA) has defined, when a Hazardous Material (HAZMAT) container is considered empty. The disposal of these empty containers as trash (solid waste) is permitted with the exception of containers that formerly held specific chemicals that are acutely toxic to human health and the environment. This section provides the Fleet the ability to determine when a HAZMAT container is "empty" by Navy standards.

Caution: While in port, local and state regulations governing the disposal of empty containers may be stricter than Federal regulations. Recommend consulting local PWC/PWD for area guidance on empty container disposal.

2. WARNING. Personnel handling containers that formerly contained HAZMAT, and are now considered trash (i.e., solid waste), should still be careful to avoid unnecessary contact between any material remaining in the container and their skin or clothing since some of the materials may be irritants.

3. SHML/T-SHML/HICSWin. The Ships Hazardous Material List (SHML)/Type Ships Hazardous Material List (T-SHML) lists the HAZMAT permitted for use aboard ship. The Navy is conducting an ongoing examination of each item on the SHML (for each manufacturer) to determine if it contains any of the chemicals listed as "acute HW" in the EPA regulations regarding container disposal. Those items in the SHML that do not contain any "acute HW" and are permitted to be disposed of at sea are coded as "Yes" in the "Container Disposal Field" of both the SHML and Hazardous Inventory Control System for Windows (HICSWIN). HAZMAT containers that are "empty" and are coded as "Yes" in the "Container Disposal Field" should be disposed of as shipboard solid waste along with other metal and glass trash. This does not apply to aerosol or plastic containers. Plastic and aerosol container disposal requirements differ from those for metal and glass trash.

8263 SHIPBOARD PROCEDURES

1. DETERMINE IF THE CONTAINER IS EMPTY. A container is considered empty if it meets both of the following criteria:

- a. There is no liquid in the container and
- b. There is less than one inch of solid residue (hardened product) on the bottom. Note that some hardened products such as paints could collect on the metal shredder cutting blades resulting in additional equipment downtime in order to perform cleaning maintenance.

Recommend that containers with hardened products be cleaned to the greatest extent possible. Empty paint containers no larger than one gallon in size, and authorized for at sea disposal, can be placed into the metal/glass shredder.

(1) Prior to emptying the container, ensure the remaining contents have been used/exhausted to the maximum extent possible.

(2) Any liquid remaining in the container shall be removed and consolidated with other material of the same NSN. (Consolidation of Hazardous Material (HAZMAT) with identical composition but with different NSNs is permitted only if the different NSN represents the same product, but with different units of issue). To ensure that the container holds no liquids, turn the container upside down, and drain completely. Ensure that no liquid is trapped in the container under a surface film or inside the container lip (common with paint).

(3) After draining, if needed, the container may be air dried using the following procedures:

(a) Prior to air-drying, use a spatula to remove more of the residual material than can be accomplished by draining alone.

(b) In port, contact the local Navy Environmental Coordinator (i.e., PWC/PWD) to determine if containers can be air-dried without violating and federal, state, or local environmental regulations.

(c) Containers should be air-dried on the weather deck, if possible. If air-drying on the weather deck is not possible or permissible, a few containers can be air-dried in the paint mix and issue room or flammable liquids storeroom. When first opening a compartment that is being used to dry empty containers, ensure ventilation is operable and ventilate for 15 minutes prior to entry. If after 15 minutes of ventilation, personnel still detect a strong odor or suspect the air quality, they should contact the shipboard safety officer. The safety officer will determine if additional ventilating is required or if personnel can work in the space under current conditions. The safety officer will also determine if personnel require air-filtering respirators equipped with organic vapor cartridges. All respirators must conform to chapter B6 of OPNAVISNT 5100.19D.

(4) If the container does not meet both of the criteria, it is not considered empty and cannot be disposed of as solid waste. Used and excess HAZMAT should be stored in compartments that have the same design specifications as the compartments where unused HAZMAT is stored.

2. AEROSOL CONTAINERS. For the HAZMAT item in an aerosol container, the following guidance applies:

a. If the ship is equipped with a NAVSEASYSCOM approved aerosol puncturing/draining device, puncture and drain the exhausted aerosol container. The container shall be marked empty and treated as any other empty HAZMAT container. Empty aerosol containers are not to be disposed of at sea due to the presence of plastic components.

b. If the ship is not equipped with a NAVSEASYSCOM approved aerosol puncturing/draining device, the aerosol container shall be retained aboard and disposed of as used/excess HAZMAT when the ship returns to port.

(1) WARNING: Do not attempt to open aerosol containers to determine if they are empty. Aerosol containers will usually be disposed of as used/excess HAZMAT. Do not process aerosol containers in the Solid Waste Shredder or Plastics Waste Processor.

3. DETERMINE IF THE HAZMAT CONTAINER IS TRASH OR USED/EXCESS HAZMAT.

a. Use either the HAZMAT Name or NSN to determine if the HAZMAT is coded as "Yes" in the "Container Disposal Field" in either HICSWIN or SHML. If it is coded "Yes" and the container is also determined to be empty, the container should be treated as trash rather than used/excess HAZMAT.

b. If the material is coded as "No" in the "Container Disposal Field" in HICS or SHML, it shall not be disposed of as trash. Instead, it must be retained aboard until the ship is in port and disposed of as used HAZMAT in accordance with OPNAVINST 5090.1B, Chapter 19, Section 19-7.

c. Empty containers of HAZMAT not listed in the SHML (open purchased or unauthorized materials) shall be retained on board ship for HAZMAT shore disposal.

4. CONTAINER DISPOSAL AT SEA. Empty metal or glass containers of materials coded as "Yes" in the "Container Disposal Field" of HICS/SHML shall be made negatively buoyant, placed in a burlap bag with shredded metal/glass, and disposed of overboard at sea as trash if the ship is greater than 12 nautical miles from land. (This is not applicable in MARPOL Special Areas as defined in OPNAVINST 5090.1B, Chapter 19, Section 19-7). Prior to disposal of "empty" HAZMAT containers as trash, authorization from the ship's HAZMAT Coordinator or Supply Department is required. Empty paint cans (one gallon size and smaller) can be placed into the metal/glass shredder. All other, authorized for at sea disposal, empty HAZMAT containers are to be made negatively buoyant and placed into a burlap bag with shredded metal/glass.

a. Caution: Containers that contain, or are made of plastic, shall not be disposed of at sea. These containers must be held onboard for disposal ashore with other plastic waste materials. Do not process this type of empty HAZMAT container through the shipboard Plastics Waste Processor.

5. CONTAINER DISPOSAL ASHORE.

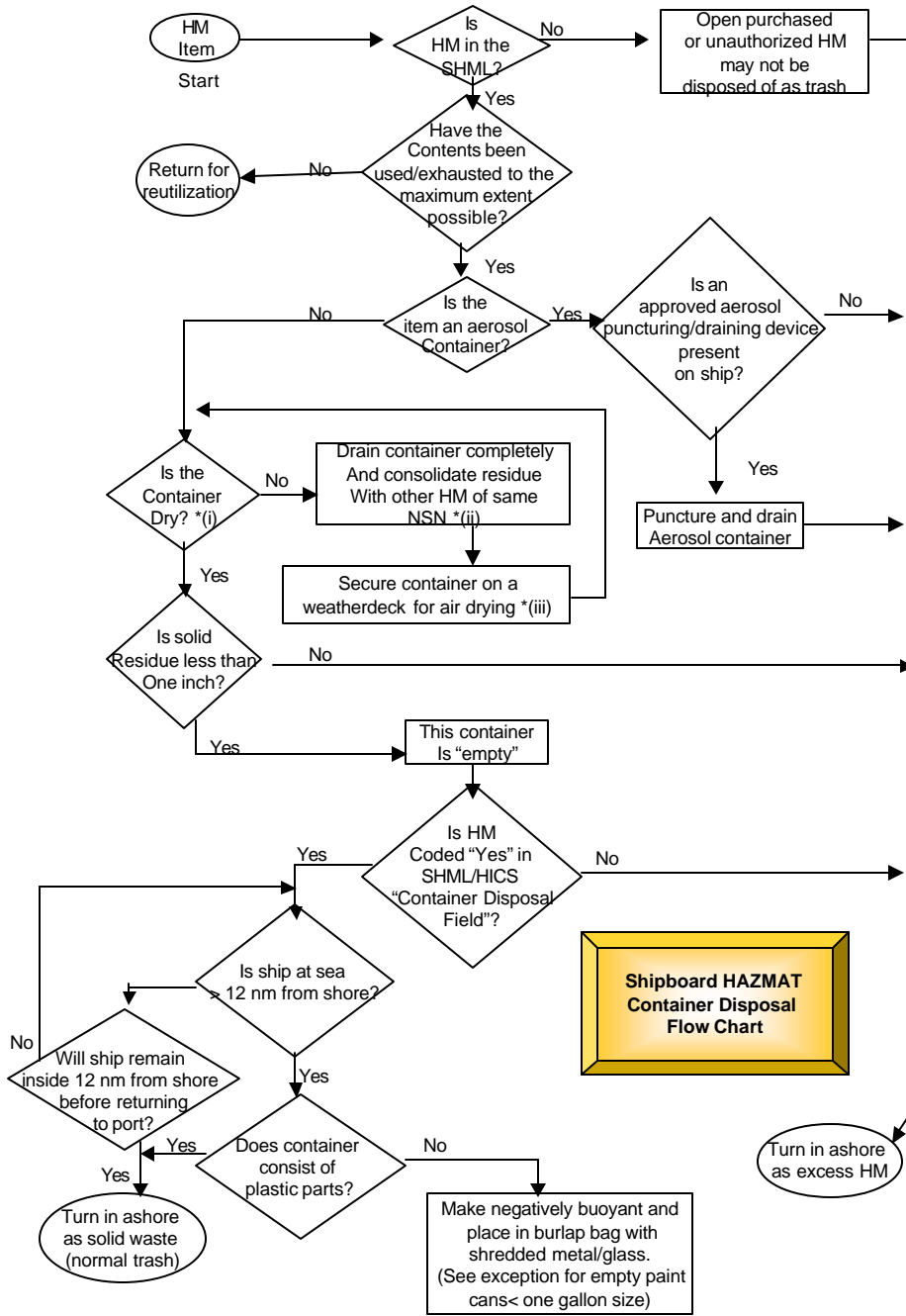
a. While in port, empty containers of materials coded as "Yes" in the "Container Disposal Field" of HICS/SHML may be disposed of as trash. Prior to disposal of "empty" HAZMAT containers as trash, authorization from the ship's HAZMAT Coordinator or Supply Department and the receiving shore activity HAZMAT is required. Some naval activities provide special receptacles for collection of empty metal containers that held HAZMAT. If these receptacles are provided, only empty metal HAZMAT containers shall be disposed of into these receptacles.

b. Empty containers that held material coded as "No" in the "Container Disposal Field" of HICS/SHML shall be turned over to the PWC as excess HAZMAT.

c. Note: Some states and foreign countries treat empty paint containers and other HAZMAT containers as HW. Check with the local receiving shore activity or Senior Officer Present Ashore Regulations regarding empty container disposal guidance.

8264 SHIPBOARD HAZAR DOUS MATERIAL (HAZMAT) CONTAINER DISPOSAL FLOW CHART

The decision flow chart on the following page is designed to assist the user of this section in determining the proper procedure for shipboard HAZMAT container disposal.



- Notes:**
- *i) Ensure no liquid is trapped in container under a surface film (common in paint).
 - *ii) If HAZMAT is the same in composition but has a different NSN due to the difference in units of issue, consolidation of HAZMAT is permitted.
 - *iii) In port, contact the local navy environmental coordinator prior to air drying.

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Part D: DEPOT LEVEL REPAIRABLES (DLRs)**Section I: GENERAL****8300 INTRODUCTION**

1. GENERAL. Depot Level Repairables (DLR) are those Navy managed items which, based on unit cost, annual demand, difficulty of repair, or other economic considerations, have been selected by cognizant inventory managers for special inventory control. DLRs must be returned to the Designated Support Point (DSP) / Designated Overhaul Point (DOP) when they are Beyond Capable Maintenance (BCM) at the authorized maintenance activity. DLR items are listed and identified by NSN, cognizance symbol, and Material Control Code (E, G, H, Q or X) in FEDLOG. All stock records, custody records, and supply documentation for DLR items will include the applicable Material Control Code (see Appendix 9I) as a mandatory data element. An appropriate Source, Maintenance, and Recoverability (SM&R) Code is assigned to each DLR indicating the level and degree of maintenance authorized. Every effort should be made to screen and repair all DLRs through 2M.

→ 2. AVIATION ACTIVITIES. Aviation activities will use the Aviation Intermediate Maintenance Department (AIMD) or the Intermediate Maintenance Activity (IMA) to provide local repair of not ready for issue (NRFI) DLRs. DLRs which may be locally repaired are known as Local Repair Cycle Assets (LRCA). Financial posting and carcass tracking procedures for repairables issued from stock do not begin until the issue is posted via DIFM return from NALCMOMIS.

8301 PROGRESSIVE DEPOT LEVEL REPAIRABLES

1. GENERAL. Progressive Depot Level Repairables (PDLRs) are DLRs which must be repaired and condemned at the depot maintenance level according to the Recoverability Code listed in FEDLOG, but which can be repaired or tested and checked at a lower maintenance level. All PDLRs must be screened for repair by the ships Miniature-Microminiature, Modular Test and Repair (2M-MTR) Work Center before delivery to the depot. A PDLR must be sent to the depot activity listed in FEDLOG when it is BCM at the intermediate maintenance level authorized by the Repair Maintenance Code.

2. PROCEDURES. Ships supply personnel will ensure that all PDLRs are provided to the ship's Miniature-Microminiature, Modular Test and Repair (2M-MTR) for repair screening and progressive repair. If the item is repairable by the 2M-MTR work center, the supply personnel will mark the requesters' NAVSUP Form 1250-1 "Progressive DLR." If the item is NIS or NC, instead of immediately requisitioning an RFI replacement, ship's supply personnel should advise the requester and the ship's 2M-MTR work center if equipped. If the ship is not capable of intermediate level (I-Level) repair, the requester may consider completing a Work Request (OPNAV Form 4790/2K) to initiate repair of the PDLR by the ships supporting tender, SIMA, or 2M-MTR equipped ship in company using Battle Force Intermediate Maintenance Activity procedures. SIMA/tender/BFIMA capabilities, repair time and required delivery dates must be considered. If SIMA/tender/BFIMA repair is not possible, process the requisition in accordance

with normal DLR procedures. During PDLR repair by the ship's 2M-MTR work center or by SIMA/tender/BFIMA, supply must not submit a requisition to the supply system unless the item is BCM at the intermediate level. Repair of the PDLR will not be interrupted if a replacement item is received by the ship. In that case, repairs and RFI certification will be completed and ship supply personnel will deliver the item to the appropriate inventory control point as RFI. Delivery may be delayed up to 60 days to allow receipt of component parts required for item repair. If the item is BCM at the intermediate level, it must be returned to the originating ship supply department, which will requisition the RFI replacement and send the PDLR to the depot activity indicated in FEDLOG.

8302 REQUISITION QUANTITY

1. GENERAL. Requisitions for exchange advice coded DLRs will be limited to a quantity of one per requisition with the following exceptions:

- a. Aircraft tires (FSC 2620)
- b. Transducers/ hydrophones (FSC 5845)
- c. Radiac equipment (FSC 6665 & 6D Cog)
- d. When the requirement is the result of allowance or load list range and depth increases (non-exchange)

e. For SUADPS USID A and T activities - when depth increases occur as a result of demand history processing (increases based on POS or DBI criteria are authorized only for AT code 2 or 3 load list items) (non-exchange)

Exchange advice coded requisitions which do not meet the authorized criteria will be rejected back to the requisitioner with an "N9" status code rejection and must be resubmitted with a quantity of one (1) each for each requisition.

8303 MANDATORY ADVICE CODES

1. GENERAL. Advice code 5A, 5D, 5E, 5G, 5R, 5S, 5X, 5V, 5W, 5Y, 52, 53, 54, 56, 57, 58 or 59 as appropriate (see Appendix 1), is a mandatory entry in card columns 65-66 of each requisition submitted for a DLR item. Any other advice code which may be applicable to the requisition will be entered in clear text (e.g., REQUESTED ITEM ONLY WILL SUFFICE. DO NOT SUBSTITUTE/ INTERCHANGE) in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) will be entered in card columns 1-3. Demand codes will be assigned as follows:

<u>Advice Code (cc 65-66)</u>	<u>Demand Code (cc 44)</u>
5E, 5R, 5Y	P
5A, 5G, 5S, 5X, 5V, 5W, 52, 53 or 56	R
5D, 54, 57, 58, 59	N

When a DLR is surveyed due to non-receipt (i.e., RFI material ordered was shipped by a stock point but not received on board), the reorder requisition will cite the same advice code as the original requisition, and demand code "N" will be entered in card column 44.

8304 PRICING SYSTEM

1. GENERAL. A two-tier pricing system has been established for DLR material. The price applicable to a particular requisition or other supply transaction will be determined as follows:

a. Standard Price. This is the price representing the full value of the DLR item. OSO transfers between Navy Working Capital Fund (NWCF, formerly NSF or DBOF) activities will be billed and carried in stores accounts at this price. End users will be charged the standard price when an NRFI unit is not turned in (advice codes 5A, 5D, 5E, 5X, 53, 54, 57, 58, 59).

b. Net Price. This price represents the cost of repairing a DLR item and is the price charged to end users when a NRFI unit has been or will be turned in (advice codes 5G, 5R, 5S, 5V, 5Y, 52, 56). Stores accounts will be adjusted automatically by SUADPS-RT programs for the difference between standard and net prices when expenditures are processed at net price.

2. CARCASS TURN-IN CREDIT. As a general policy, the requisitioner will be allowed carcass value credit (i.e., be charged net price) if the turn-in has the same NSN as the DLR which was issued. A requisitioner who turns in a different NSN from the issued item will be charged the net price of the item issued only if the turn-in is an authorized substitute for the item issued.

8305 PROCUREMENT

1. GENERAL. Requisitions for DLR items will be submitted only to fill fixed allowance shortages or to satisfy an immediate maintenance requirement when the required DLR is not carried or not in stock.

2. PROCUREMENT WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When an unserviceable DLR item is turned in to the supply department simultaneously with the submittal of an issue request for a replacement item which currently is NIS or NC, the issue request will be processed in accordance with par. 8310-2. As soon as the skeletonized DD Form 1348-1A has been prepared, the requested replacement item will be requisitioned.

3. REPLACEMENT ITEM REQUIRED PRIOR TO TURN-IN OF UNSERVICEABLE ITEM. When a requested DLR item is NIS or NC and the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the issue request will be processed in accordance with par. 8310-3. The NAVSUP Form 1250-1 will be used to initiate a requisition for the replacement item and the No. 6 copy of the skeletonized DD Form 1348-1A will be attached to the NIS/NC file copies of the issue request for the replacement item. When the requisitioned replacement item is received the responsible department head or work center supervisor will be promptly informed of the requirement for turn-in of the replaced repairable.

4. SUADPS-RT FUNCTIONS (USID A & T). Stock replenishment requisitions will cite an advice code of 5X regardless of the reason for the requirement (issue, survey, allowance increase). Allowance Type Code 1 DLR items will be stocked based on a fixed allowance established by the inventory manager and will not be increased based on the POS or DBI criteria used by demand history processing. DTO requisitions produced as a result of NIS or NC requirements received from work centers and supported units will be assigned the applicable advice code from par 8303. Depending on the advice code, internal SUADPS-RT processing will occur as follows:

- a. If an exchange advice code was cited by the customer, an issue reporting record (DI B7A) will be prepared and added to the Financial Holding File when the material is received.
- b. A record will be added to the Repairables Tracking File to monitor carcass tracking and billing for exchange advice-coded requisitions.

5. RSUPPLY FUNCTIONS (USID C & M).

→ a. Stock Replenishment. Stock replenishment requisitions will be initiated for material issued from stock on non-exchange coded requisitions, a BCM returned from AIMD when a replacement has been issued from stock, and when stock material is expended by survey. Aviation activities have the capability of deferring (due to inventory in process, allowances being revised, etc.) rather than releasing or canceling stock replenishment exchange advice-coded requisitions that are awaiting release on the Requisition Release Outgoing Transactions. This includes requisitions generated by automatic reorder. Deferrals are accomplished by selecting "Cancel" on the Review Requisition for Release Screen. When the decision to reorder a previously deferred DLR requisition is made, an Automatic Reorder (Repairable Include Option) must be scheduled. Each deferred item will appear on the reorder with a newly assigned document number (see the RSUPPLY Force Level Procedures Manual, Logistics Subsystem).

b. Automatic Reorder For AVCAL/COSAL/QCOSAL Increases. The Automatic Reorder Function (AVCAL/COSAL/QCOSAL Increase option, RSUPPLY Force Level Procedures Manual, Inventory Management Subsystem) will generate AVCAL/COSAL/QCOSAL authorized range and depth increase requisitions. To ensure material delivery and financial processing, automatic reorder output will be reviewed to ascertain that:

(1) Routing identifier indicates NAVICP PHIL for AVCAL increases and the NAVICP MECH COSAL/QCOSAL processing point NAVSEA TOB Routing Identifier (NUV) for COSAL/QCOSAL increases.

(2) Advice code indicates a non-exchange (5D) advice code.

(3) Fund code indicates either Y6 (APA) or QZ (APN 7 _ COG) funding sources for AVCAL increases and V0 funding sources for COSAL/QCOSAL increases. The NAVICP COSAL processing point will complete funding data for COSAL/QCOSAL increases.

(4) Demand code indicates nonrecurring demand (see Appendix 8E).

(5) Project code indicates range or depth allowance quantity increases (see Appendix 6).

8305

Special Material

→ c. DTO Requisitions. DTO requisitions will be prepared from NALCOMIS/OMMS-NG when the requested material is NC or NIS (verified by storeroom action) and the repairable cannot be made RFI by the AIMD or IMA.

(1) BCM-EXREP. When a NRFI NC or NIS item is returned BCM from the AIMD or IMA, BCM-EXREP Option will be selected from the Return From AIMD Function (see SUADPS-RT Support Procedures, Volume II, Chapter 5) and the carcass turn-in transaction will be entered. This transaction will post the turn-in transaction to the RTF, create a requisition on the THF for review and release, and produce a shipping document. Selection of the BCM-EXREP option will produce a higher priority requisition than the BCM Return Option.

→ (2) Remain In Place (RIP). When the MRI contains a RIP Advice Code for NC or NIS material, NALCOMIS will create an exchange advice-coded requisition and will interface the transaction to RSUPPLY. When the RFI item is received, it will be turned over to the ordering department to allow replacement of the NRFI carcass which will be turned in to AIMD or IMA. The carcass will be turned in to shore regardless of the condition (RFI or NRFI) when returned to supply from AIMD or IMA.

→ (3) Non-exchange Advice-Coded Carcass. When the NALCOMIS requisition indicates a non-exchange advice code and the item is NIS or NC, NALCOMIS will generate a requisition. Financial charges will be made at standard price.

8306 CENTRALIZED STORAGE

DLR items will be stored in a single or group of centralized storerooms with a custodian specifically assigned. The designated custodian will be responsible for the movement of all material in and out of the designated storage space. An alternate custodian will also be identified to provide access to DLR storage areas when the primary custodian is unavailable.

8307 TRANSFERS

1. GENERAL. Transfers of DLR items will be processed as described in Chapter 5. Turn-in of the NRFI repairable is the responsibility of the receiving activity and all follow-up carcass tracking by the inventory manager will be directed to the receiving UIC.

2. SUADPS-RT/RSUPPLY FUNCTIONS. When a DLR transfer is processed through SUADPS-RT, a stock replenishment requisition is automatically prepared and held in the Transaction Holding File pending review and release processing. Additionally, a carcass tracking record (DI B7A) will be created and added to the Financial Holding File pending monthly financial processing and preparation of the DLR Carcass Report. RSUPPLY units will have to either run an automatic reorder for repairables, or interactively reorder the replenishments via "Initiate Requisitions". RSUPPLY does not automatically reorder any DLR material after an issue, loss, survey, or offload.

8308 CASH SALES

Cash sales of DLR items will be processed in accordance with pars 5040-5049 (pars 5300 for SUADPS-RT activities). NSA items will be charged to the receiving activity at the standard price. Carcass tracking is not performed for DLR items sold. Advice code 54 with an end use fund code will be used. For SUADPS-RT activities a stock replenishment requisition will be automatically prepared and held in the Transaction Holding File pending review and release processing. RSUPPLY units will have to either run an automatic reorder for repairables, or interactively reorder the replenishments via "Initiate Requisitions".

8309 TURN-IN OF RFI DEPOT LEVEL REPAIRABLES

1. GENERAL. Excess ready-for-issue repairables will be turned in to the nearest stock point at the earliest opportunity. They will be shipped in their original shipping container or properly packed to prevent damage during handling and transit, and all old shipping labels will be removed. Components must be accompanied by service record cards/log books when applicable.

2. OFFLOAD FOR AVCAL/COSAL DECREASES (RSUPPLY USID C AND M). DLR offload documents and listings produced in response to COSAL or AVCAL range and depth decreases will be reviewed for specific data entries as follows:

- a. Document Identifier. APA and 0 _ cog and 7 _ cog items will indicate D6K.
- b. Fund Code. APA and 0 _ cog items will indicate Y6 and 7R cog items will indicate QZ. All-other 7 _ cog items will indicate the JZ fund code for afloat units and the AFM fund code for Marine aircraft groups.
- c. Signal Code (CC=51). All 7 _ cog items will indicate an "A" (see appendix 8).
- d. Supply Condition Code (CC=71). All 7 _ cog items will indicate A (see Appendix 10Q).
- e. Material Management Code (CC=72). All 7 _ cog items will indicate a C (see Appendix 17).

8310 ISSUES

1. GENERAL. The issue of DLR items will be accomplished on a one-for-one exchange basis. Each issue request for a DLR must be identified as such by the entry of the applicable MCC and by the notation "DLR item" in the remarks block of the issue document.

2. ISSUE WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When a DLR item is issued from stock and the departmental turn-in of the unserviceable item is received at the same time that the replacement item is issued, the issuing storekeeper will enter the notation "TURN-IN REC'D" and his signature in block 29 of the DD Form 1250-1. After the required entries (see par. 6207-3) have been made, the issuing storekeeper will give the

“receipt” yellow copy of the NAVSUP Form 1250-1 to the requester and the remaining copies of the NAVSUP Form 1250-1 will be forwarded to the DLR storekeeper for the DLR suspense file. If a procurement action tickler file is maintained (see par. 6188-8) and stock replenishment is required, the stock records storekeeper must prepare an additional yellow copy of the NAVSUP Form 1250-1 for the procurement action tickler file.

3. ISSUE WHEN UNSERVICEABLE ITEMS CANNOT BE TURNED IN UNTIL REPLACED.

When a DLR item is issued from stock and the unserviceable item cannot be removed from an equipment or system until the replacement item is available for installation, the issuing storekeeper will enter the notation “RIP ITEM” “TURN-IN NOT REC'D” in data block 29 of the NAVSUP Form 1250-1. After the required entries (see par. 6207-3) have been made, the issuing storekeeper will give the yellow copy of the NAVSUP Form 1250-1 to the requester, with instructions to return it with the departmental turn-in of the unserviceable repairable when it has been replaced. The remaining copies of the NAVSUP Form 1250-1 will be forwarded to the DLR storekeeper for the DLR suspense file. When the unserviceable repairable is received, the recipient storekeeper will enter his signature in data block 29, and delete the word “NOT” from the previously entered notation “TURN-IN NOT REC'D” on the accompanying yellow copy of the NAVSUP Form 1250-1 which was used to issue the replacement item. The “receipt” copy will then be returned to the person who made the turn-in. The No. 6 copy of the skeletonized DD Form 1348-1A will be annotated “TURN-IN REC'D”, signed, dated (in data blocks FF-GG), then returned to the DLR storekeeper for further processing and shipment.

4. REPLACED DLR ITEMS MISSING OR DESTROYED. When a DLR item is requested to replace an item that is declared to be missing or destroyed, turn-in of the replaced item cannot be expected. In such circumstances, the notation “DLR ITEM TO BE REPLACED IS MISSING” or “DLR ITEM TO BE REPLACED IS DESTROYED” and the department head’s signature must be included in data block 29 of the NAVSUP Form 1250-1 for the replacement item. When the appropriate notation and certification are provided, the issue request will be processed in the usual manner. In addition, a Financial Liability Investigation of Property Loss (DD Form 200) (see par. 5127), initiated by the responsible department head, will be submitted with the NAVSUP Form 1250-1 to account for missing or destroyed DLR items.

5. DLR SUSPENSE FILE. A suspense file, captioned “DLR SUSPENSE FILE”, will be maintained by the DLR storekeeper for the control of replaced DLR items. The DLR suspense file will contain skeletonized DD Forms 1348-1A which are prepared for prospective shipments of unserviceable DLR items expected to be turned into the supply department in exchange for new items issued. The skeletonized DD Forms 1348-1A will be filed in work center code (WCC) sequence and will be used as ticklers to ensure that departmental turn-ins of replaced DLR items are received and shipped to the nearest ATAC HUB or NODE.

6. SUADPS-RT FUNCTIONS (USID A & T). Upon processing a DLR issue in SUADPS-RT, the following will occur:

a. A record will be established in the Repairables Tracking File and the carcass outstanding quantity field will be set equal to the issue quantity (this will normally be one) when an exchange advice code is assigned.

b. A stock replenishment requisition record will be created in the Transaction Holding File for review and release processing.

c. An issue reporting record (DI B7A) will be produced and added to the Financial Holding File pending monthly financial processing when the item issued requires carcass tracking (7 _ cognizance symbol items).

7. RSUPPLY FUNCTIONS (USID C & M). Upon processing a DLR issue in NALCOMIS, the following will occur:

- a. Whenever repair is to be attempted on an NRFI carcass and a stock issue is made, the NRFI carcass will be turned in to the repair facility (AIMD or IMA) and RSUPPLY will reduce the Stock Item Table (SIT) onhand quantity and increase the SIT NRFI quantity through the NALCOMIS generated DI X30 via the Electronic Interface.
- b. If the item is returned from AIMD or IMA in RFI condition, NALCOMIS will create DI X22 via the Electronic Interface. This RFI return transaction will increase the SIT onhand quantity and reduce the NRFI quantity.
- c. When repair is not to be attempted for an NRFI item or when the item is Beyond Capable Maintenance (BCM), and a stock issue is made, NALCOMIS will create DI X31 to decrease the SIT onhand quantity. DI A0_ s, both internal and external, are created to replenish stock and establish due-in quantities in the Active Requisition Table (ART). DI X22 and D6R are created to reduce the NRFI quantity and temporarily turn off carcass tracking.

8. RFI EXREP ITEMS (RSUPPLY USID C AND M ACTIVITIES). Items returned from AIMD which are being returned to the user are processed through NALCOMIS. No other entries are required to complete an RFI EXREP transaction.

8311 CARCASS TURN-IN PROCEDURES

1. GENERAL. When possible, an unserviceable DLR item will be turned in to the supply department at the same time that the replacement item is issued. If the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the unserviceable item will be turned in to the supply department within one working day after the replacement item is issued or received for direct turnover.

2. CANNIBALIZATION OF PARTS. Unserviceable DLR items held by the supply department pending shipment to the DOP will not be cannibalized for parts except for NORS/ANORS/NMCS/ANMCS/PMCS/BROAD ARROW requirements. Although cannibalization of certain parts for possible use in the future may satisfy an occasional requirement, it greatly extends the turn-around time for the unserviceable repairable and consequently leads to serious shortages in the supply system.

3. SUADPS-RT FUNCTIONS.

a. NRFI DLRs Turned In. For turn-in from an activity department or supported unit (DI X22), SUADPS-RT processing of NRFI repairable turn-in items is accessed by selecting the Carcass Tracking Option from the main receiving menu and then the Carcass Turn-in Option from the carcass tracking menu. The carcass tracking programming is extensive and allows the activity to follow each repairable issue or requisition through the replacement and billing cycle. The carcass transaction screens allow for input of turn-ins, follow-ups, and billing transactions. Detailed terminal input requirements are contained in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 5. This procedure is not applicable to RSUPPLY (USID C and M) activities for material that is a local repair cycle asset (LRCA). For DLRs turned in by non-supported units see par. 8321-2.

c. SUADPS-RT Detail List Of DLRs. The Detail List of DLRs produced by the SUADPS-RT DLR Print Function (DI 054) (see SUADPS-RT Support Procedures, Volume II, Chapter 4) provides a printed listing of records in the Repairables Tracking File (RTF) in three parts (see sample listing Appendix 15). Part 1 will contain those RTF records matching the selection criteria used for material requiring carcass tracking (7 _ COG symbol DLRs). Part 2 of the report will list records for items requiring NRFI turn-in but that are not included in the carcass tracking system (APA items). Part 3 (USID C & M only) is a list of requisitions which have been deferred for DLR stock replenishment. A listing of outstanding DLR records should be printed weekly to ensure that NRFI repairables are being received and shipped to repair activities. Complete listings of the RTF will be produced as necessary in accordance with local requirements. The report will be reviewed and action taken to identify, obtain, and turn in NRFI DLR items that are still outstanding. Items determined to be previously shipped will be recorded in the RTF using the procedures contained in par. 8330-2. The following options are available when using the DLR Print Function:

a. All Records - a listing of all records on the RTF may be produced.

b. Outstanding Records - the listing may be restricted to only those records for which turn-in data has not been recorded.

c. General Selector - general selector capabilities may be used to restrict the output listing to any category of records that can be identified by data elements contained in the RTF record.

8312 INVENTORY ADJUSTMENTS

1. GAINS. Inventory gains of DLR items in all cases will be subject to the causative research requirements specified in par 5126. Gains determined to be related to a previous loss documented by a DD Form 200 must be processed as a credit survey in accordance with par 5127.

2. LOSSES. Losses of DLR items, regardless of money value, will be documented by an approved DD Form 200 in accordance with par 5127. SUADPS-RT will automatically generate a stock replenishment requisition when the survey action is recorded. The requisition will be added to the Transaction Holding File pending review and release processing.

8313 STOCK RECORDS

1. GENERAL. A stock record is required to be maintained for each Purpose Code (see Appendix 10O) under which a DLR item is stocked; and an appropriate Material Control Code (see Appendix 9I) is a mandatory entry in each stock record. Maintenance of stock records by Supply Condition Code (see Appendix 10Q) is not required of ships. When locator records rather than stock records are used for obtaining item locations, each locator record for a DLR item will include the same Material Control Code as that indicated in the related stock record. Any DLR assets found during a ship's inventory or found at any other time, even if such items are in excess of the ship's requirements will be posted to the ship's official stock records.

8314 FAMILY GROUP MANAGEMENT

➔ 1. GENERAL. The Family Group Management consists of those functions necessary to track aviation repairable items within their established Family Group Code (FGC) and Family Relationship Code (FRC) while maintaining NIIN integrity. This is accomplished by providing total visibility of all assets within a Family Group. Activities are able to query the BMF by FGC, NSN, or Part Number to review current stock posture to include: FGC, AVCAL allowance, all members, and stock/DTO dues.

2. PROCEDURES. The use of this module is optional and is at the discretion of the individual Type Commander. SUADPS-RT Support Procedures, Volume I, Chapter 5 contains the procedures for running and updating the Family Group Management module. The Family Group Code and Family Relationship Code can be updated by the following processes.

a. Interactively. Through a SUADPS or NALCOMIS terminal.

b. AVCAL/REAVCAL. NAVICP PHIL provides Family Group Management data on AVCAL/REAVCAL allowance products.

8314

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- c. ALT-NIIN Tape. The Alternate NIIN tape process is used to update the RMF-FAMILY-GROUP-CODE and RMF-FAMILY-RELATIONSHIP-CODE. Family Group Management data is provided by NAVICP PHIL via NAVSISA generated tapes. This ALT-NIIN tape will be processed through SUADPS and NALCOMIS (as applicable) as separate actions and not fed electronically. Differences between the SUADPS/NALCOMIS databases will be identified and resolved as a result of the SUADPS/NALCOMIS reconciliation process. RSUPPLY units may run the ALT-NIIN file through the pre-defined job "ALT NIIN".

8315 ALLOWANCES

1. ALLOWANCE LEVELS. Stock levels for DLR items will be based on fixed allowances established by the appropriate inventory manager (ICP) and included in applicable allowance and load lists (COSAL, AVCAL, QCOSAL, TARSSL, FILL). The fixed allowance will identify both the range and depth of items to be carried. For SUADPS-RT USID A and T activities, increases or decreases based on POS or DBI criteria are not authorized except for AT Code 2 or 3 load list items.
- 2. ALLOWANCE CHANGES. Depth increases to fixed allowance quantities and all range adds will be requested by submission of NAVSUP Form 1220-2 in accordance with the instructions provided in par 2105. Allowance changes may also be authorized in response to excessive repair time frames as described in the Naval Aviation Maintenance Program (NAMP, OPNAVINST 4790.20). For SUADPS-RT activities, the Fixed Allowance Management Review Report (see par. 6855) and Demand History Processing Reports (see par. 6853) will assist the Supply Officer in identifying DLR items for which allowance increases may be justified. Upon completion of allowance tape processing (see pars 2300-2303) both the automatic reorder (repairables option), the automatic offload program, and a cancellation request for excess stock dues (tailored for DLRs) should be generated. There is no DI 101 in RSUPPLY. Optimized NALCOMIS does include a "Fixed Allowance Analysis" report that can be used to select candidates for ACR's.

8316 INVENTORY

1. GENERAL. Afloat activities will conduct annual inventories of all Depot Level Repairables (DLRs). Upon completion, all DLRs identified as excess will be turned in to the nearest ashore supporting activity.
2. SUADPS-RT/RSUPPLY. When the physical inventory of a depot level repairable results in an inventory loss, a survey record will be established in the Suspense File and will appear on the Suspense Report. Items for which survey suspense records are produced must be thoroughly investigated and a DD Form 200 completed in accordance with pars 5125-5128. When the survey has been approved, the Suspense File survey record will be completed and processed per instructions in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual.

8317 SUPPLY AND FINANCIAL MANAGEMENT (SFM) PROCEDURES

1. GENERAL. Supply Officers will utilize the following Reports for DLR material as DLR management tools (see Appendix 25 for sample reports):

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8321

- a. Stock Status Listing, Report 042 supplemental listing for DLR's (based on cog and MCC). This report should be used to follow-up transactions and an inventory of all DLR's
- b. Non-RFI DLR Shipment Log, Report 162. This report identifies all Non-RFI DLRs which are awaiting turn-in from the ordering department, awaiting shipment, or both.
- c. Carcass Tracking Responses, Report 175. This report lists all carcass tracking responses.

Section II: UNSERVICEABLE DEPOT LEVEL REPAIRABLES

8320 INTRODUCTION

1. GENERAL. DLR items are procured and managed by the inventory manager on the premise that unserviceable DLR items, when not locally repairable, will be expeditiously shipped to the nearest Advanced Traceability and Control (ATAC) HUB or NODE. It is the responsibility of the afloat Supply Officer to ensure compliance with the procedures contained herein relative to departmental turn-ins. The implementation of a comprehensive and continuous training program for shipboard management of DLR items is strongly recommended. Pertinent information from this publication should be incorporated in a ship's instruction including specific responsibilities of the Supply Officer and other department heads. For inert nuclear weapons material, the DD Form 1348 shall be prepared in accordance with Navy SWOP 100-1A.

8321 SCOPE

1. GENERAL. The procedures contained in this section are prescribed for all ships when other procedures are not specified in pertinent Strategic Systems Programs (SSP) instructions or in the FBM Weapons System Master Repairables Listing (FBM MRIL). Additional procedures required for turn-in of reactor plant components (items assigned Cognizance Symbol 2S and Special Material Identification Code X1) are contained in par. 5079. Materials specifically excluded are as follows:

- a. Expendable ordnance materials (cognizance symbols 0T, 2E, 4E, 8E, 2T, 4T, 6T and 8T), which will be handled in accordance with par. 5071 and applicable NAVAIR, NAVSEA or Fleet Commander instructions;
- b. Classified/crypto material, which will be handled in accordance with par. 5076;
- c. Radioactive material, which will be handled in accordance with par. 5072;
- d. Material which is delivered to an Intermediate Maintenance Activity (IMA) for repair and return or exchange in accordance with the Ships 3-M Manual (OPNAVINST 4790.4) or the Naval Aviation Maintenance Program (NAMP) Manual (OPNAVINST 4790.2);
- e. Material which a ship undergoing overhaul delivers to an industrial activity for repair and return to the ship.

2. SUADPS-RT/RSUPPLY DLR CARCASS TRANSSHIPMENT. When a MFCS activity receives a DLR carcass from a non-supported unit for transshipment to a DOP or to an ashore stock point for further shipment to the DOP, the transaction will be recorded using the Repairable Carcass Shipment Option from the carcass processing menu (see SUADPS-RT Support Procedures, Volume II, Chapter 5). Repairable carcass shipment entries into SUADPS-RT will generate a DLR Carcass Transshipment Transaction Item Report (D6R) for ICP use and a BC1 shipping document. In RSUPPLY, transshipment of a DLR carcass to a DOP or to an ashore stock point for further shipment is recorded using the Carcass Tracking Screen.

8322 ADVANCE TRACEABILITY AND CONTROL (ATAC)

1. PURPOSE. The ATAC program simplifies the retrograde process. It provides traceability/accountability, establishes HUBS for centralized Retrograde Processing and NODES for unconsolidated and Transshipment, ensures TIR reporting to the ICP for all retrograde materiel, reduces carcass tracking follow-ups and reduces delays in movement and processing of retrogrades. Other features include accountability by signature control for ashore or in port units and pierside pick-up at major port facilities.

2. EXCLUSIONS. The ATAC system is dedicated to retrograde DLRs returned to the supply system as an exchange for Ready for Issue (RFI) materiel or as turn-ins for credit. It is not to be used to transport or control DLRs moving from Fleet Organizational Level Maintenance Units to Intermediate Level Maintenance Units or to ship DLRs for repair and return. As an example, Light Airborne Multipurpose Systems (LAMPS) DLRs shipped to a Shore Intermediate Maintenance Activity for repair and return are excluded from this program. These DLRs will be shipped to the desired destination utilizing document identifier BMD. Items excluded from the ATAC program will be shipped utilizing the appropriate Transportation Account Code (TAC). Do not use TACs N929 or N935. Credit or exchange DLRs excluded from the ATAC program are:

- a. Marine gas turbine engines (Shipboard Propulsion Units);
- b. Fleet Ballistic Missile (FBM) components;
- c. Classified items;
- d. All materiel coded for disposal;
- e. Re-distributions;
- f. RADIAC equipment (Federal Supply Class (FSC) 6665);
- g. Hazardous/flammable items unless properly packaged and certified in accordance with Title 49, Code of Federal Regulations, and NAVSUP P-505;
- h. Nuclear Reactor Plant material (Special Material Identification Code (SMIC) X1, X2, X3, X4, and X5);
- i. Small Arms (transport in accordance with NAVSUPINST 4600.70A, Chapter 34);

- j. 1H, 1R or 3H Cog FLRs with MCC “D”;
 - k. NAVSEA managed material (2F, 2J, 2S cog items);
 - l. Size/weight exclusions for collocated DSP/DOP (40 foot van, 8000 lbs).
 - m. Aviation Engineering Investigation Exhibits
3. PROCEDURES. All forces afloat or deployed will:
- a. Ensure that document printers are clean and that all documentation is neat and legible.
 - b. Review the ATAC exclusion items to determine if the DLR is excluded from ATAC processing. Particular attention must be paid to classified, hazardous and flammable items.
 - c. Prepare and distribute DD Form 1348-1A turn-in document in accordance with par. 8323.
 - d. Review the MRIL section of FEDLOG for each DLR NSN. It will identify security items, SRC card requirements, special container utilization requirements and other pertinent data.
 - e. Disregard the FEDLOG entries for “SHPG” and “MPD”. The “SHPG” code will be the Unit Identification Code (UIC) of the HUB to which the DLR will be shipped (N68620 for east coast or N46433 for west coast)
4. ATLANTIC AND MEDITERRANEAN FLEET UNITS. The address in the “SHIP TO” block of the DD Form 1348-1A will be the nearest HUB or NODE. Disregard the address in FEDLOG. Mailable DLRs will be sent via certified mail. For Atlantic and Mediterranean Fleet units the use of Postal procedures requirements such as “DOD Official Intra-theater Mail” (i.e. moving between military post offices) is authorized. DLR freight may be offloaded at any Naval facility which provides transshipment services to the HUB/NODE.
5. PACIFIC AND WESTERN PACIFIC FLEET UNITS. Fleet units in the Western Pacific (WESTPAC) must continue to review the “SHPG CODE” entry in the MRIL portion of FEDLOG to determine repairability of DLRs in WESTPAC. DLRs with “SHPG CODE” entries of N00651, N62649 or N61119 will be shipped to the appropriate destination. Mailable DLRs not repairable in WESTPAC will be sent via certified mail directly to the Processing HUB at FISC San Diego. DLR freight may be off-loaded at any naval facility which provides transshipment services to the HUB/NODE. Freight will be consigned to:

<u>Fleet units in the Indian Ocean:</u>	<u>All other WESTPAC Fleet units:</u>
→ ATAC Navy DLR Agent (N3310A)	ATAC DLR Agent (N46433)
Naval AMC Air Terminal	NAS North Island Det.
Aradous Hwy	Bldg. 661, Augusta Lane
Muharraq, Bahrain	San Diego, CA 92135-7092

6. PREPARATION OF DLR ITEMS FOR TURN-IN
- a. Pack or crate in accordance with NAVSUP P-700. Assure maximum utilization of reusable containers identified in the FEDLOG MRIL. Package retrograde to prevent damage.
 - b. Attach DD Form 1348-1A to the package.
 - c. Enclose SRC card/Logbook, if required, in the container with the retrograde.
 - d. Enclose VIDS/MAF form, if required, in the container with the retrograde.

e. Enclose pre-printed ATAC mailing or shipping label. If a label is not available, ensure that the DLR is addressed to the nearest HUB/NODE.

7. SHIPMENT OF DLR TO HUB/NODE. When an item is ready for shipment, it should be sent to the nearest HUB/NODE via the most expeditious means available. Addresses for HUBS/NODEs are as follows:

ATAC HUB ADDRESSES

ATAC DLR Agent (N68620)
406 B Street, Bldg. SP237
NAS Norfolk, VA 23511-4290
Phone: 757 440-1452

ATAC DLR Agent (N46433)
NAS North Island Det
Bldg. 661, Augusta Lane
San Diego, CA 92135-7092
Phone: 619 435-4147

ATAC NODE ADDRESSES



ATAC Navy DLR Agent (N3310A)
Naval AMC Air Terminal
Aradous Hwy
Muharraq, Bahrain
Phone: 011-97-372-9533
DSN: 318-439-9533

ATAC Navy DLR Agent (N3309A)
Naval Air Station
Air Cargo Terminal
NAS-II, Sigonella, IT
FPO AE 09627-0825
Phone: 011-39-095-5554
DSN: 314-624-5554

ATAC Navy DLR Agent (N3054A)
Yokota Air Base, Bldg 79
FPO AP 96328-5109
Phone: 011-81-468-26-1911

Navy DLR Agent (N3116B)
FISC Pearl Harbor, Bldg 451K
N. Hampton Avenue
Pearl Harbor, HI 96860
Phone: 808 422-5231

ATAC DLR Agent (N3117B)
700 Avenger Ave, Bldg 140
NAS Lemoore, CA 92324
Phone: 209 998-6212

ATAC DLR Agent (N3118B)
467 W St, Bldg 288
West Door Farragat Gate
Puget Sound Naval Shipyard
Bremerton, WA 98310
Phone: 360 476-7999

ATAC DLR Agent (N3307A)
Bldg 110, Door 2, Yorktown St.
NAS Jacksonville, FL 32212
Phone: 904 777-0206

ATAC DLR Agent (N3055B)
Supply Bldg 611, Itami Ave
MCAS Beaufort, SC 29904
Phone: 843 228-7162
DSN 335-7162

ATAC DLR Agent (N3308A)
Bldg 3581, STE 1, 690 Carlos Road
NAS Pensacola, FL 32507
Phone: 904 453-8577

ATAC DLR Agent (N3305A)
Bldg 1016 Dwy E
MCAS Cherry Point, NC 28533
Phone: 252 466-6828
DSN 582-6828

8323 SHIPMENT DOCUMENT

1. DISPOSITION INSTRUCTIONS. The FEDLOG MRIL and FBM MRIL each indicate the DSP/DOP (i.e., Navy activity, contractor, or inter service repair facility), as well as the security classification of each item and the Movement Priority Designator (MPD) authorized to be cited in applicable transfer documents. Unserviceable DLR items must be shipped to the nearest ATAC HUB or NODE (if not an ATAC exclusion DLR), not to the inventory manager. Disposition instructions for unserviceable FBM DLR items (cognizance symbols 2P, 2X, 4P, 4X, 6A, 6H, 6P, 6X, 8H, 8P, and 8X) held by FBM activities also are contained in NAVICPINST 4423.39. To ensure proper consignment of ATAC exclusion DLR items, it is mandatory that the appropriate repair list (and NAVICPINST 4423.39, if FBM repairables are to be shipped) be carefully checked prior to preparation of the shipment document. However, except in unusual circumstances (as determined by the cognizant Type Commander), all shipments of unserviceable DLR items held by submarines will be accomplished by or via the supporting tender. The activity listed in the FEDLOG MRIL may be the designated support point for the actual repair activity/designated overhaul point (e.g. FISC San Diego for NADEP San Diego). Not Ready For Issue (NRFI) DLRs will not be shipped to Defense Reutilization and Marketing Office without specific authority from the item manager which must be cited on the turn-in document.

2. PREPARATION OF DD FORM 1348-1A. Promptly upon receipt of a departmental turn-in of an unserviceable DLR which cannot be locally repaired, the DLR storekeeper will prepare a DD Form 1348-1A (or will complete a previously skeletonized DD Form 1348-1A) for the earliest possible shipment of the unserviceable repairable. For SUADPS-RT activities, completion of the Carcass Turn-In Data Function with response codes A or B will produce a printed shipping document (any other response code will update the RTF but will not produce a printed document). Except for such modifications as may be prescribed in NAVICPINST 4423.39 series applicable to FBM repairables, the prescribed format for preparation of the DD Form 1348-1A is as follows (card columns or data blocks not listed will be left blank):

<u>Card Columns</u>	<u>Entry</u>
1-3	"BC1"
23-24	Unit of issue.
25-29	Quantity.
52-53	Enter Fund Code to be credited if required (see cc 72).
55-56	Applicable cognizance symbol.
57-59	Cite project code "ZA6" only if shipped via ATAC.
60-61	MPD authorized for item being shipped (i.e., 03 or 13, as indicated in the FEDLOG MRIL or FBM MRIL) (normally omitted in the skeletonized DD Form 1348-1A).
70	If DLR, enter A for Purpose Code

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<u>Card Columns</u>	<u>Entry</u>
71	Appropriate supply condition code (usually F) (see Appendix 10Q.)
72	For DLRs, enter E for exchange or C to identify excess for which credit is desired.
73	MCC E, G, H, Q, or X, as indicated in the FEDLOG MRIL or FBM MRIL.
<u>Data block(s)</u>	<u>Entry</u>
2	Transferring ship's service designator code, UIC, name, and hull number.
3	Service designator code, UIC, and name and address of ATAC HUB for your activity's geographical location (normally omitted in a skeletonized DD Form 1348-1A).
17	Item nomenclature. Also serial number(s) for 2S/X1 NRP material (mandatory entry).
24	Document number of the requisition for the replacement item (i.e., requisition in which advice code 5G, 5R, 5S, 5V, 5Y, 5Z, 56 is cited) (entry required in a skeletonized DD Form 1348-1A). If such a requisition has not been submitted, enter a document number as indicated in par. 5001. For RSUPPLY USID C and M, the issue document number will be used. For SUADPS-RT USID A and T, the issue document number will be used.
24	"R" suffix code when RFI DLR replacement has been or will be requisitioned from the supply system under the document number cited in cc 30-43. When a replacement has not/will not be requisitioned, leave blank. (Essential to distinguish between the RFI and retrograde shipments moving in the DTS)
25	NSN, including SMIC, if applicable.
→ 27	Serial Number (S/N) (mandatory entry).
27	If classified, enter "C" for confidential; "S" for secret; "T" for top secret. When a security code is used, all the consignees' copies of the DD Form 1348-1A will be placed inside the container, except when large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.
27	Job Control Number (JCN) indicated in related Ship's Maintenance Action Form (OPNAV Form 4790/2K) or Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60) when required.
27	Contract number, project order, etc., as indicated in the FEDLOG MRIL or FBM MRIL if ultimate consignee is a commercial or inter service repair activity.

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Data block(s) Entry

- 27 Cite the FEDLOG MRIL specified program and shipment category, i.e. "MAILABLE" or "FREIGHT" (for shipments exceeding postal size/weight restrictions) (normally omitted in a skeletonized DD Form 1348-1A).
- 27 "PACKAGING REQUIRED" if it is considered that additional packaging by a transshipping activity will be required to prevent damage during subsequent handling and shipment (normally omitted in a skeletonized DD Form 1348-1A).
- 27 Service designator code, UIC, and name of receiving activity if delivered to another Navy activity for transshipment to the ultimate consignee (normally omitted in a skeletonized DD Form 1348-1A).
- 27 Julian date of shipment from the transferring ship (normally omitted in a skeletonized DD Form 1348-1A).
- 27 "Approved for transfer:" and the name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020) (normally omitted in a skeletonized DD Form 1348-1A).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
24. DOCUMENT NUMBER & SUFFIX (30-44) R 5 2 1 9 2 4 1 9 8 3 0 5 5 R															1. TOTAL PRICE UNIT PRICE DOLLARS CTS 2. SHIP FROM R52192 3. SHIP TO N46433 4. MARK FOR																																																																																				
25. NATIONAL STOCK NO. & ADD (6-22) 5 4 8 0 0 0 7 9 7 4 9 4 6															5. DOC DATE 6. NMFC 7. FRT RATE 8. TYPE CARGO 9. PS 10. QTY. REC'D 11. UP 12. UNIT WEIGHT 13. UNIT CUBE 14. UFC 15. SL 16. FREIGHT CLASSIFICATION NOMENCLATURE 17. ITEM NOMENCLATURE AMPLIFIER 18. TY CONT 19. NO CONT 20. TOTAL WEIGHT 21. TOTAL CUBE 22. RECEIVED BY 23. DATE RECEIVED																																																																																				
26. RIC (4-6) UIC (23-24) QTY (25-29) COST (30-34) DIS (35-39) UIC (40-44) EA 00001 F 7M															27. ADDITIONAL DATA Ship From: R52192 USS John Paul Jones (DDG-32) FPO AE 01234-5678 Next Dest UIC: () FGC: P/N: Remarks: DATE SHIPPED: 4201 PACKAGING REQUIRED REPAIRABLE																																																																																				
Ship To: N46433 FISC San Diego San Diego, CA 01234 Issue Doc Num#: JCN: 52192GEBI0024 S/N: 1234567															Approved For Transfer: I. L. Garner I.L. GARNER, LT, SC, USN																																																																																				

3. DOCUMENT DISTRIBUTION. Completed DD Forms 1348-1A for shipment of unserviceable DLR items will be distributed as follows:

<u>Copy #</u>	<u>Use</u>
1	Retain for proof of shipment on turn-in, If not using the Fleet Automated Control Tracking System (FACTS) (See par. 8331). File in ship's expenditure invoice file.
3	Attach to unserviceable DLR. This copy must remain with the DLR inside the package or container until it is inducted for repair.
2, 4	If the DLR is unclassified, place in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container. For classified materiel, attach to the unserviceable DLR together with the No. 1 copy. When large classified items are shipped, the documentation may remain outside provided there is a continuous chain of receipts until the materiel and documentation are turned over to receiving personnel at their destination.
5	The No. 5 copy will be forwarded to the cognizant inventory manager (NAVICP MECH Code 01424/NAVICP PHIL Code MAS2) if the ultimate consignee is a commercial contractor (for 2S Cog/X1 SMIC reactor plant components, the No. 5 copy will be retained for attachment to the NAVSEA letter and forwarded to Commander, Naval Sea Systems Command, Code 08H, Washington, DC 20362).
6	The No. 6 copy will be forwarded via air mail to the cognizant inventory manager if the ultimate consignee is other than a naval shipyard, Fleet and industrial supply center, or an industrial naval air station; or if it is another service repair facility a copy is required in accordance with the FEDLOG MRIL.

8324 PACKAGING AND MARKING

1. GENERAL. Inadequate packaging and careless handling are the principal causes of needless damage to costly DLR items turned-in or shipped to the ATAC HUBs or DSP/DOPs (if an ATAC exclusion item). To reduce the probability of such damage (which adversely affects the supply system availability of repairables required to maintain Fleet readiness) and to provide adequate identification for expeditious handling of unserviceable repairables in each phase of processing, the basic guidelines listed in the following subparagraphs will be followed.

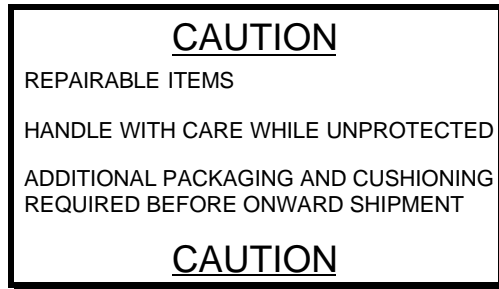
2. MATERIEL PROTECTION. The Navy Packaging Data (NAVSUP P-700), which provides basic shipboard procedures relative to the methods, materiel, and containers for the proper packaging of materiel shipments, will be utilized to the maximum extent possible in preparing turn-in(s) and shipments of unserviceable DLR items. Ships which lack the facilities or materiel to comply fully with instructions in NAVSUP P-700 will ensure that each unserviceable repairable to be shipped is afforded the best protection possible. The packaging of unserviceable DLR items will be accomplished in the following prescribed order of precedence:

a. Use the container (including cushioning and bracing material) provided with an issued replacement item. If the cushioning and bracing material originally included in the container is no longer available, use on board wrapping, blocking, and/or cushioning materials which will fill the voids and immobilize the item in the reusable container.

b. If a reusable container or adequate packaging materials are not available, encase and package the item with on board materials which afford a level of protection comparable to that provided a new item (NIINs of reusable containers are listed in FEDLOG; however, shipments of unserviceable items will not be delayed solely for the purpose of obtaining proper containers).

c. If neither a suitable container nor adequate packaging material is available, use whatever material is available to provide the item with as much protection as possible. In such cases, ensure that an entry of "PACKAGING REQUIRED" is entered in data block EE of the applicable D Form 1348-1A, and handle the item carefully until it can be delivered to an ashore supply activity for proper packaging and transshipment to the ATAC HUB or NODE.

3. CAUTION LABELS FOR UNPROTECTED DLR ITEMS. When the DD Form 1348-1A, applicable to the shipment of a DLR item indicates "PACKAGING REQUIRED," a CAUTION label (NSN 11 0108-LF-508-4400) will be affixed to the surface of each item. When placing a label on the item, caution should be taken to preclude additional damage incident to removal of the label. One label will be conspicuously affixed to each DLR Item, whether packaged or not packaged, and one label will be affixed to each exterior shipping container. The basic purpose of the CAUTION label is to alert receiving personnel to the fact that the items being shipped are unprotected and must be handled carefully, and adequately packaged prior to transshipment.



4. UNSERVICEABLE ITEM LABEL. The container used to ship an unserviceable DLR item will be marked "UNSERVICEABLE ITEM", or it will be affixed with an "UNSERVICEABLE ITEM" label (NSN 9G 7690-00-888-7536).



5. IDENTIFICATION TAG OR LABEL. An identification tag, DD Form 1577-2, or an identification label, DD Form 1577-3, will be attached securely to each unit of each unserviceable DLR item shipped (e.g., if the quantity indicated in the DD Form 1348-1A is 3 EA, three tags or labels are required, one for each unit). The tag or label need indicate only the cognizance symbol and NSN of the item and the applicable DD Form 1348-1A document number, except that when the item is authorized an MPD of 03 it also will indicate the notation "RED STRIPE MATERIAL" (other data blocks in the DD Form 1577-2 or 1577-3 will be completed by the DOP, as required).

IDENTIFICATION TAG (DD FORM 1577-2)

WARNING: Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)	FSN. PART NO. AND ITEM DESCRIPTION		UNSERVICEABLE (REPAIRABLE) TAG - MATERIAL	
			INSPECTION ACTIVITY	CONDITION CODE
			REASON FOR REPAIRABLE CONDITION	
	SERIAL NO./LOT NO.	UNIT OF ISSUE	REMOVED FROM	
	CONTRACT OR PURCHASE ORDER NO.	QUANTITY	INSPECTOR'S NAME OR STAMP AND DATE	
	REMARKS			

IDENTIFICATION LABEL (DD FORM 1577-3)

WARNING: Unauthorized persons removing, defacing, or destroying this label may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)	FSN. PART NO. AND ITEM DESCRIPTION		UNSERVICEABLE (REPAIRABLE) LABEL - MATERIAL	
			INSPECTION ACTIVITY	CONDITION CODE
			REASON FOR REPAIRABLE CONDITION	
	SERIAL NUMBER/LOT NO.	UNIT OF ISSUE	REMOVED FROM	REPAIR CYCLE DATA
	CONTRACT OR PURCHASE ORDER NO.	QUANTITY	INSPECTOR'S NAME OR STAMP AND DATE	BASE ACCT. NO.
	REMARKS			REMOVED
				RECEIVED IN BASE SUPPLY
				DATE TO TMO
				RECEIVED AT SRA
				ORDERED BY MAINT
			RECEIVED IN MAINT. SHOP	
			MADE SERVICEABLE	
				DD FORM 1577-3, 1 OCT 66

6. ACCOMPANYING DOCUMENTS. Accompanying documents required to be attached to each unserviceable DLR item shipped are as follows:

a. The number 2, 3 and 4 copies of the applicable DD Form 1348-1A;

b. One legible copy of the applicable Ship's Maintenance Action Form (OPNAV Form 4790/2K) if the item is related to a maintenance action which is required to be reported in accordance with the Ship's 3-M Manual (OPNAVINST 4790.4 series), Volume II; and the No. 4 (pink) copy of the Visual Information Display System/ Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60) as prescribed in the NAMP Manual (OPNAVINST 4790.2 series);

c. The Scheduled Removal Component Card (SRC) (OPNAV Form 4790/28A) for the DLR item when it has an SRC code of "Y" in the MRIL as prescribed in the NAMP Manual. The SRC card shall be placed in a separate shipping envelope and attached to the DLR component. Except for the No. 3 and 4 copy of DD Forms 1348-1A, all accompanying documents must be inside the shipping container.

7. MARKING. The marking instructions and formats applicable to material shipments, as indicated in the Military Standard Marking for Shipment and Storage (MIL-STD-129, as amended) and in the Navy Packaging Data (NAVSUP P-700), will be utilized for guidance in marking shipments of unserviceable DLR items.

8. TURN-IN OF READY FOR ISSUE (RFI) REUSABLE CONTAINERS. Unless otherwise directed the following procedures apply for turn-in of ready for issue reusable containers:

a. When approved disposal instructions directing material turn-in to the DRMO are provided to a field activity, the item should be removed from the Ready For Issue (RFI) container and packaged in the most economical package suitable for transportation to the DRMO, and acceptable to the carrier.

b. Not Ready For Issue (NRFI) Depot Level Repairables (DLRs), with no specific direction to be turned into the DRMO, should be turned into the appropriate Advance Traceability and Control (ATAC) HUB or NODE, in accordance with par. 8322. RFI reusable containers should be used to move NRFI material to the ATAC HUB or NODE, especially if directed to do so by the Master Repairable Item List (MRIL).

c. When it is determined that a Field Level Repairable will move to DRMO, reusable container should not be used.

8325 TURN-IN/SHIPMENT

1. DLR PROCESSING TIME FRAMES. The supply department will document and package unserviceable DLR items within 48 hours of receipt, and when possible, will ship such items within 24 hours after shipments have been prepared. The most advantageous transportation means available should be used i.e., mail, COD, CLF ships, AMC (Air Mobility Command, formerly MAC), or commercial air as appropriate.

2. METHODS OF SHIPMENT

a. Delivery or Pick up. When a ship is in the immediate vicinity of an ATAC Hub or Node, shipments of unserviceable DLR items will be accomplished by a ship's representative delivering the DLR item to the ATAC activity. Local Pick up service is also provided at all ATAC sites except Bahrain, Sigonella, and Yokota. Neither delivery nor pick up will not negate the packing and marking requirements prescribed in par. 8324. Ship's representatives will obtain receipt signature on the DD Form 1348-1A as proof of delivery and for update of ship's records.

b. Mail. If a deployed ship has an unserviceable DLR item which is mailable, properly packaged, and authorized an MPD of 03, the item will be shipped to the ATAC HUB by either registered or certified mail, except when shipment by Fleet freight is more practicable. This will ensure traceability and minimize the possibility of materiel being lost in shipment. If an unserviceable DLR item is not mailable or cannot be packaged properly by the ship, it will be turned-into the nearest ashore supply activity for packaging and transshipment to the nearest ATAC HUB or NODE.

NOTES: DD Form 1387, Military Shipping Label, should be used as the sole means of labeling MILSTRIP DLR retrograde shipments moving via MPO, MPO/USPS, or DTS air/surface freight conveyance. For Mediterranean/Middle East Forces, pre-printed labels may be obtained from the Fleet Repairables Manager (listed below). Fleet customers should refer to the Customer Service Office in all other geographical areas.

Mediterranean/Middle East Forces

Fleet Repairables Manager
Supply Department Code 19F
NAS Sigonella, IT PSC 812
FPO AE 09627-0812
DSN: 624-5261/2/3/4, Comm: 39-95-86 (+ 4 digit ext)
FAX: 624-5990 or 011-39-95-86-5990

c. Other Methods. Other methods which should be used, when considered practicable or expedient, for transporting unserviceable DLR items to the ATAC HUB or NODE or a transshipping activity include:

(1) Carrier On board Delivery (COD) aircraft, when available to a ship which is operating within COD aircraft range of an ashore supply activity;

(2) Other deployed Navy ships which are returning to CONUS or to an overseas port at which an appropriate ATAC NODE or transshipping activity is located.

d. Signatures. Signatures identifying the custody transfer of shipped DLRs should be obtained whenever it is feasible to do so.

3. MULTI ITEM SHIPMENTS. Normally, unserviceable DLR items will be unit packaged and shipped within 72 hours of receipt from departmental work centers. However, when operating conditions preclude shipment of unmailable or inadequately packaged items within the prescribed time frame, the items will be collected in a single supply department storage area and held for a consolidated shipment to an appropriate ATAC HUB or NODE or transshipping activity at the earliest opportunity. For such multi item shipments, the materiel will be batched and segregated as follows:

- a. Segregate items in accordance with authorized MPDs (i.e., 03 or 13);
- b. Segregate items requiring transshipment from those which do not;
- c. Segregate items adequately packaged for transshipment from those that require additional packaging;
- d. Ensure that the entire quantity of a single line item is in the same container (or is otherwise consolidated);
- e. Ensure that heavy durable items and lighter delicate items are not included in the same container.

Section III: CARCASS TRACKING

8330 INTRODUCTION

1. GENERAL. The DLR Carcass Tracking System is the Navy's program that provides inventory managers with the means to monitor the flow of NRFI repairables from end-users through the Retrograde Pipeline and repair cycle and subsequent return to supply system stock. When activities have requisitioned DLR items using advice codes 5G, 5R, 5S, 5V, 5Y, 5Z or 56 they are required to turn a NRFI carcass in to the supply system. When the ICP receives notice that a DLR was issued, an outstanding carcass file is annotated. Until a transaction item report (TIR) is received indicating carcass receipt, the ICP keeps the file open and continues searching for the asset. Lack of a valid proof of shipment may result in carcass charges.

2. SUADPS-RT FUNCTIONS. SUADPS-RT activities provide direct input to the carcass tracking system for 7 _ cognizance symbol NSA repairables only. APA repairable items must be returned to the designated overhaul activity when they become unserviceable. Input into the carcass tracking system is provided by stock points, overhaul activities, and inventory managers via a system of transaction item reports (TIRs). The SUADPS-RT Carcass Turn-In Data Function (see SUADPS-RT Support Procedures, Volume II, Chapter 5) will be used to record and report to the inventory manager the shipment of a DLR NRFI item. SUADPS-RT will record the turn-in data in the Repairables Tracking File and produce a DD Form 1348-1A shipping document, turn-in reporting record and, if different document numbers are involved (response code B), an advance follow-up response record.

3. SUADPS-RT DLR CARCASS TRACKING REPORT (RPT 058). This report provides DLR issue and NRFI carcass turn-in data to the ICP for input to carcass tracking systems. The report is produced monthly as an output from end-of-the-month financial processing and is divided into two sections: NAVICP MECH and NAVICP PHIL. Each report section consists of a magnetic tape and a card image listing of the records included on each tape (see sample listing Appendix 15). The printed listings will be retained in a separate file for internal audit purposes. The magnetic tape will be properly labeled (“NAVICP MECH DLR TAPE” or “NAVICP PHIL AVDLR TAPE” as appropriate), packaged, and mailed to the ICP at the appropriate address listed below. Negative reports will be submitted to the ICP via message.

Commanding Officer
 Naval Inventory Control Point (Code 04211)
 P.O. Box 2020
 Mechanicsburg, PA 17055

Commanding Officer
 Naval Inventory Control Point
 700 Robbins Ave
 Philadelphia, PA 19111

8331 FLEET AUTOMATED CONTROL TRACKING SYSTEM (FACTS)

1. PURPOSE. FACTS facilitates the turn-in of retrograde material and provides visibility from the point of turn-in by the end user through receipt into the ATAC system. FACTS employs Electronic Data Interchange (EDI) transactions to notify NAVICP of the turn-in (D6R), to report the shipment of the retrograde material by the shipper, and to report the receipt/transshipment of the retrograde material by the intermediate transshipping activity. NAVICP will use this shipping and transshipping information to track the material through the retrograde pipeline without burdening the shipper/transshipper activities with follow-ups and queries. If used properly, it will eliminate most of the BK_ transactions and serve as a valid Proof of Shipment (POS).

2. SCOPE. FACTS is being implemented at afloat and select ashore activities. It includes both Not Ready For Issue (NRFI) assets and Ready For Issue (RFI) assets that were NRFI, but repaired in the Fleet prior to turn-in.

3. BK2 TRANSACTIONS. Under FACTS, certain BK2 transactions will still be required to report specific retrograde information to NAVICP. Specific examples in which BK2 transactions are required are as follows:

a. BK2 “B” will be required to report turn-ins which are made under a document number that is different from that on the exchange requisition or issue.

b. BK2 “F” and “K” will be required to report delays and delays due to deployment.

c. BK2 “H” will be required when an “A” condition asset will be turned-in. This occurs when the NRFI asset is a Remain In Place (RIP) item, that upon receipt of the RFI asset, the NRFI asset will be removed and then repaired at an Intermediate Maintenance Activity.

4. EDIs. Three EDI transactions are associated with FACTS. EDI 527 is the Material Due-In and Receipt transaction, which is basically the D6R Turn-in Notification. EDI 856 is the Ship Notice/Manifest, which replaces the hard copy 1348-1A as the POS. EDI 861 is the Receiving Advice/Acceptance Certificate, which serves as the receipt at a transshipping point.

5. REPORTING PROCEDURES. When the shipper activity (end user) is ready to turn-in an asset, an EDI 527 transaction is submitted. Similar to the D6R, the EDI 527 transaction notifies NAVICP that a turn-in will be made and prevents BK_ transactions from being sent to the shipper activity. Upon shipment of the asset, an EDI 856 transaction is submitted by the shipper activity. As the POS, the EDI 856 stops all further follow-ups/queries to the shipper activity under NAVICP system loss reconciliation process (see par. 8338). Since the EDI 527 and 856 transactions are closely related, they should be submitted within a short time of each other. If the turn-in is made under a document number that is different from the exchange requisition or issue, a valid BK2 "B" response must be submitted to NAVICP prior to or concurrent with the EDI transactions and the actual shipment document number must be included on the EDI 527 and 856 transactions. For FACTS transshipping afloat and ashore activities, an EDI 861 transaction is submitted upon receipt of the asset and an EDI 856 transaction is submitted upon transshipment of the asset. FACTS EDI transaction must be submitted within allowable timeframes (see par. 8332). Delayed submission of the EDI 527 transaction could result in receipt of a BK1 from NAVICP and delayed submission of the EDI 856 transaction could result in a system loss query and possible carcass bill to the shipper (see par. 8338).

6. FOLLOW-UP PROCEDURES. If the EDI 527 transaction is not received by NAVICP within the allowable turn-in timeframe (see par. 8332) a BK1 follow-up will be sent to the shipper activity. The shipper activity should respond with an EDI 527 transaction and if the material has already been shipped, the activity should also submit an EDI 856 transaction. A valid BK2 response is also required if the turn-in will be delayed or was made under a different document number. If the EDI 527 and 856 transactions had already been submitted, submit duplicate EDI transactions and notify NAVICP Carcass Tracking Section who will research the reason for non-receipt. If an EDI 527 transaction is submitted/received, but the EDI 856 transaction is not received with 30 days of the EDI 527 transaction and the material is not reported as received with a D6A receipt TIR, the shipper activity could receive a follow-up query under NAVICP system loss reconciliation process. The shipper activity should verify that the material has been shipped and, if so, submit an EDI 856 transaction. If the EDI 856 transaction had been submitted previously, submit a duplicate EDI 856 and notify NAVICP. If the turn-in will be delayed or if no turn-in will be made (asset was lost), an appropriate BK2 should be submitted to NAVICP.

7. PROPER USE OF FACTS. The primary focus of FACTS is to promote the timely turn-in and rapid movement of retrograde material through the retrograde pipeline to ensure a continuous availability of carcasses for repair. If carcasses are lost, procurement may have to be made to replace the lost carcasses consuming scarce resources. To be a successful tool for managing the retrograde turn-in pipeline, users of FACTS must do the following:

- a. Install the latest version of FACTS and maintain the software with the latest updates.
- b. Ensure that all EDI transactions are accurate and submitted within required timeframes (see par. 8332). To serve as a valid POS, the EDI 856 transaction must be completed properly will all of the shipping information applicable to the selected mode of shipment as prompted by the FACTS shipment mode screen.

c. Ensure that FACTS EDI transactions are executed correctly and that retrograde material is shipped in compliance with FACTS policies and procedures. NAVICP will monitor EDI 527 and 856 transactions and associated ATAC Node/HUB receipt dates to ensure maximum return of carcasses. Patterns will be investigated by NAVICP with assistance from the TYCOMs.

d. Use BK2 responses to relay specific information to NAVICP.

e. Make timely responses to BK1 follow-ups, if any are received, and notify NAVICP if prior EDI submissions were submitted, but not received.

f. Ensure that the retrograde item in the container matches the documentation in the EDI 527 transaction. If the NIIN differs and is not in the same Family Group Code, the NAVICP will continue to track the item, which could result in a charge to the shipper.

g. Continue using the existing carcass tracking procedures (including BK_ exchanges) for retrograde material turned in prior to FACTS implementation.

8. CRITICAL HIGH-VALUE CARCASSES. On occasion NAVICP will track specific high-value, carcasses-constrained assets with the prolonged procurement lead-times that are not received into the system. In these situations, NAVICP may follow-up with the shipper or transshipper activities to assist in locating these lost critical assets to preclude a procurement and possible shortage in the supply system.

8332 CARCASS TRACKING TIMEFRAMES

→ 1. BK1 FOLLOW-UP. The time to report a retrograde turn-in or receive a BK1 follow-up from NAVICP if the asset is not received is as follows:

a. For Advice Codes 5G, 5V, and 56, the BK1 is sent 45 days after the requisition/issue date for NAVICP-Mech surface/sub afloat and ashore and NAVICP-Phil aviation afloat and ashore.

b. For Advice Codes 5R, 5S, 5Y, and 52, the BK1 is sent 45 days after the Julian Date of the RFI issue from the Stock Point for NAVICP-Mech surface/sub afloat and ashore and NAVICP-Phil aviation afloat and ashore.

c. For Navy Working Capital Fund (NWCF) activities, W-Purpose code material, carcass tracking begins upon receipt at NAVICP of the D7_ Issue Report TIR from the end user when there is a Beyond Capability of Maintenance (BCM) action. As a result, for Advice Codes 5G, 5V, and 56 and Advice Codes 5R, 5S, 5Y, and 52, the BK1 follow-up is sent 45 days after receipt of the D7_ Issue Report TIR at NAVICP.

d. Non-FACTS users must turn in retrograde material and submit a D6R or valid BK2 within the above timeframes to avoid receiving a BK1.

e. FACTS users must turn in retrograde material and submit EDI transactions 527 and 856 plus any applicable, valid BK2 (see par. 8331) within the above timeframes to avoid receiving a BK1.

2. RESPONSE TO BK1 FOLLOW-UP. The time to respond to the BK1 follow-up or receive a BK3 billing notification is as follows:

a. NAVICP-Mech surface/sub afloat and ashore – 21 days, NAVICP-Phil aviation afloat and ashore – 21 days.

b. For non-FACTS activities, a valid BK2 response must be submitted.

c. For activities employing FACTS, EDI transactions 527 and 856 plus any applicable, valid BK2 (see par. 8331) must be submitted within the above timeframe to avoid receiving a BK3.

3. BK3 BILLING NOTICE TO GENERATION OF BILL. The time between the date of the BK3 billing notification and NAVICP generating a bill is 30 days for both NAVICP-Mech surface/sub afloat and ashore activities and NAVICP-Phil aviation afloat and ashore activities. If the activity was unable to respond to a BK1 carcass tracking follow-up or BKR rejection notice and a BK3 carcass billing notification was received, a billing reversal can be requested from NAVICP. For non-FACTS users, the request can be made to the appropriate NAVICP in a BK2 message format via DAAS. For FACTS users, EDI transactions 527 and 856 should be submitted with any applicable BK2. If the EDI transactions had already been submitted, contact the NAVICP. NAVICP will review the request for billing reversal and determine if the credit is applicable. If so, NAVICP will issue a billing reversal document.

➔ **8333 NOTIFICATION OF RECEIPT OF FACTS EDI527/D6R RECEIPT (BKD)**

1. GENERAL. Upon receipt of a FACTS EDI 527 Material Due-In and Receipt/D6R Turn-In Notification, NAVICP will send a BKD transaction to the submitting activity to acknowledge receipt of the EDI 527/D6R transaction. (See Appendix 28 for format.)

➔ **8334 FOLLOW-UP ON NRFI CARCASS (BK1)**

1. FOLLOW-UP FORMAT (BK1). Document identifier BK1 DLR shipment follow-up document is submitted by the NAVICP via DAAS to the activity responsible for the NRFI turn-in. The responsible activity will be determined by the Signal Code and the Supplementary Address block of the original requisition. The BK1 follow-up will be received by message in the format specified in Appendix 28.

➔ **8335 RESPONSE TO FOLLOW-UP (BK2)**

1. GENERAL. Upon receipt of a “BK1” document the unit must research the status of the turn-in in the retained records. A follow-up response (BK2) must then be submitted in reply to each follow-up (BK1) received. The response will be transmitted to the NAVICP. BK__ documents are authorized for transmission during minimize. DAAS accepts two line messages when the documents to be sent contain more than 66 characters. The messages must be addressed to DAAS DAYTON WRIGHT PATTERSON AFB OH (COMM RI RUEOZNA) and columnar number sequence will be as follows: positions 1-59 of the document will be entered on the first line followed by 1OF2 in positions 60-63; positions 60-80 of the document are entered in positions 1-21 of the second line followed by 2OF2 in positions 22-25. Upon receipt, DAAS converts the two lines into a single 80 column document prior to processing/ transmitting to the ultimate recipient. BK2's may also be transmitted through SALTS. An example of a BK2 reply message is shown below (see Appendix 28 for format):

RTTUZYUW RUFMNSG2124 Ø991Ø42-UUUU--RUEOZNA
 ZNR UUUUU
 R Ø81Ø42Z APR 96
 FM USS JOHN PAUL JONES
 TO DAAS DAYTON WRIGHT PATTERSON AFB OH//JJJ//
 BT
 UNCLAS //NØ4491//
 MSGID/GENADMIN/USS JOHN PAUL JONES//
 SUBJ/RESPONSE TO FOLLOW -UP//
 RMKS/1.
 BK2N35(leave 6 spaces Blank)00008349200001R521926200D808N68621BR561926175D81OF2
 08961807HEHSC0700R0002OF2
 BT

➔ **8336 ACCEPTED/REJECTED FOLLOW-UP RESPONSE (BKA/BKR)**

1. GENERAL. When a BK2 Response is sent to NAVICP and is accepted as valid, a BKA Acceptance transaction is sent by NAVICP to the BK2 submitting activity. If the BK2 Response contains invalid data, NAVICP will send a BKR Reject transaction containing a Reject Reason Code in position 65 (see appendix 9O for code definitions). The turn-in activity must analyze the reason for the rejection and submit a corrected BK2 Response. If necessary, the turn-in activity may contact the NAVICP-P Carcass Tracking Unit (Code 01511), at DSN 442-4711 for aviation-related issues and NAVICP-M Carcass Tracking Unit (Code 01424), for surface/submarine-related issues at DSN 430-4826. (See Appendix 28 for format.)

➔ **8337 NOTICE OF ADDITIONAL BILLING (BK3)**

1. GENERAL. When the NAVICP has not received a BK2 response from an activity within the allowable timeframe or receives a BK2 indicating no turn-in will be made, the NAVICP will process a BK3 document notifying the activity that the difference between the net and standard price will be billed. The BK3 billing notification will have a Reason Code in position 65 advising the recipient why the billing notification was sent. These Reason Codes are defined as follows:

<u>Code</u>	<u>Explanation</u>
A	BK2 received with “C”, “D” or “G” Response Code.
B	BK3 produced due to either non-response to BK1 or no valid BK2/D6R receipt data received.
C	BK3 was generated as a result of a citing “F”, or “K” response code twice.
E	BK3 produced due to receipt of a BK2 “H” response code, but no D6A condition code “A” materiel received.

2. **FORMAT.** The BK3 billing notification will be transmitted via DAAS to the activity to be billed for the value of the NRFI repairable. The activity will be determined by the Signal Code and the Supplementary Address block of the original requisition. The BK3 will be received by message in the format specified in Appendix 28.

→ **8338 BILLING REVERSAL (BK4)**

1. **GENERAL.** The NAVICP will process a Document Identifier BK4 notifying an activity that their account will be credited by the difference between the net and standard price. The BK4 will reverse a billing which resulted from a lack of, or invalid response to a carcass follow-up. This reversal will occur only when the customer responds or turns in a carcass after the date that a BK2 response was due and only when the late response/turn-in is accepted.

→ **8339 NAVICP SYSTEM LOSS RECONCILIATION**

1. **SYSTEM LOSS TRIGGER.** Under the current carcass tracking process, if the turn-in activity submits a D6R or valid BK2 notifying NAVICP of a turn-in, that notification is accepted and the turn-in activity will not receive BK1 follow-ups under carcass tracking. If however, the turned in asset is not received within 30 days at the ATAC as reported to NAVICP with a D6A TIR, NAVICP will follow-up with the ATAC via a BK5 query. A BK6 from the ATAC with a negative response or no response will result in the asset becoming a system loss. Upon triggering as a system loss, NAVICP researches/queries several automated databases files with the objective of locating the lost asset. It should be noted that the ATAC database is not only queried during the system loss reconciliation process, but also several times during the carcass tracking phase.

Part E: FUEL

Section I: GENERAL

8400 INTRODUCTION

The term "fuel", as used herein, includes fuel oil, gasoline, diesel oil, or other fuel procured for ship's propulsion, small boat propulsion, auxiliary equipment operation, or steam power generation. It also includes aviation fuels.

8401 FUELS AND LUBRICANTS PUBLICATIONS

1. PETROLEUM MEASUREMENT TABLES. The American Petroleum Institute (API) Manual of Petroleum Measurement Standards (API Standard 540) and the American Society for Testing and Materials (ASTM) Standard D1250 are the accepted Navy standards for computing the volume or weight for bulk deliveries or bulk receipts, issues or transfers of fuels and lubricants.
2. NAVAL SEA SYSTEMS COMMAND (NAVSEA) TECHNICAL MANUALS. The following Naval Sea Technical Manuals (NSTM) provide technical guidance on fuels and lubricants: NSTM Chapter 262 entitled Lubricating Oils, Greases, and Hydraulic Fluids and Lubrication Systems; NSTM Chapter 541 entitled Petroleum Fuel Stowage, Use, and Testing; and NSTM Chapter 542 Gasoline and JP5 Fuel Systems.
3. AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM), STANDARDS ON PETROLEUM PRODUCTS AND LUBRICANTS. The Standards on Petroleum Products and Lubricants of the ASTM is the standard publication for test methods and procedures used by the oil industry in testing petroleum and lubricants.
4. FEDERAL SUPPLY CATALOG FSC GROUP 91 FUEL, LUBRICANTS, OIL AND WAXES. The Federal Supply Catalog, Department of Defense Section, Management List-Navy and identification list for FSC Group 91 identifies items under the inventory control of Naval Operational Logistics Support Center (NOLSC) - Petroleum.

8402 SUADPS-RT/RSUPPLY ACTIVITIES

1. SHIPS PROPULSION FUEL. Ships propulsion fuel will not be taken up in the MFCS records (no BMF record will be established) and the receipt and expenditures will not be input to SUADPS-RT.
2. BULK AVIATION FUEL. Aviation ships (USID C) will account for inventories of aviation fuels in the same manner as for MFCS NSA material. BMF records will be established and all receipt and expenditure transactions will be processed using the appropriate RSUPPLY functions.

3. MARINE AVIATION LOGISTICS SQUADRONS (MALS). MALS supporting tanker aircraft will manage bulk aviation cargo fuel loaded into these aircraft as stock material. BMF stock records will be established and receipt and expenditure transactions will be processed using applicable SUADPS-RT programs. Procurement documents will cite the UIC of the MALS and the appropriate MFCS fund code or accounting data.

8403 RECEIVING FUEL

1. GENERAL. Receipts of fuel may be documented on a DD Form 1348, DD Form 1149 or a DD Form 1155. The method of procurement and local procedures from the supply activity ashore will determine which document will be utilized. Upon receipt of fuel the Engineering Officer or his authorized representative (or Aviation Fuels Officer for aviation fuel) will sign as receiving the fuel after entering the arrival time of carrier, commenced pumping time, completed pumping time, departure time, and the quantity actually received on the procurement document. When a signed copy of the receipt document is received by the Supply Officer, it will be processed in the same manner as other receipts for DTO material.

2. SUADPS-RT/RSUPPLY ACTIVITIES. Ship's propulsion fuel is not taken up in the MFCS records, therefore the receipt will not be input to SUADPS-RT/RSUPPLY. The completed receipt will be placed in the Stock Control History File. All aviation fuel (USID C and M) receipts are considered stock receipts. DTO receipts (i.e. aviation fuel purchased during operations) will be processed as MFCS receipts and immediate end use expenditures.

Section II: PROCUREMENT

8410 INTRODUCTION

This section describes requisitioning procedures for bulk fuels and lubricants. Packaged petroleum products will be requisitioned on a DD Form 1348 citing complete MILSTRIP data. The Supply Officer is responsible for obtaining fuel and will make all necessary arrangements with supply activities or contractors.

8411 DETERMINATION OF REQUIREMENTS

1. GENERAL. Accurate estimates of fuel quantities are critical to ensure proper support from issuing activities. In the case of orders made under established contracts or local purchase of fuel, overestimation of fuel requirements may result in significant charges to a ship's OPTAR to reimburse the contractor for "backhauling" excess fuel to the source of supply.

2. SHIP'S PROPULSION FUEL. The engineering officer is responsible for determining ship's propulsion fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired. Procurement documents will cite applicable Fleet open allotments.

3. CARGO FUEL. The cargo officer of an oiler is responsible for determining cargo fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired.

4. AVIATION FUELS. The aviation fuel officer of a CVN/CV/LHA/LHD is responsible for determining the aviation fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired. For RSUPPLY USID C activities, requisitions or purchase orders will be prepared citing fund code "UZ" and recorded in SUADPS-RT using the Requisition Input Function. USID M activities will not stock aviation fuels except when supporting tanker aircraft (see par. 8402).

8412 SOURCES OF SUPPLY

1. GENERAL. A network of petroleum storage depots and commercial contracts has been established around the world to support U. S. military requirements. In addition, supply officers (commanding officers of ships without supply officers) have authority to locally procure fuel when other sources have not been previously established. Proper identification of the source of fuel supply is required to determine the appropriate ordering, accounting and payment requirements. Fuel support should be obtained from the sources in the priority order as follows:

- a. U.S Government Owned Fuel:
 - (1) Fleet oilers, other Navy ships and MSC tankers,
 - (2) Naval shore activities, fuel depots and annexes,
 - (3) Foreign and domestic commercial fuel depots under Defense Energy Support Center (DESC) contract to store and issue U.S. Government owned fuels,
 - (4) Shore installations of other Service agencies.
- b. Foreign Governments Under Fuel Exchange Agreements:
 - (1) Foreign Naval ships and shore establishments with which the U.S. has fuel exchange agreements;
 - (2) Foreign commercial sources provided under the provisions of a fuel agreement.
- c. Defense Energy Support Center Established Bunker Contracts or Local Procurement:
 - (1) Commercial supply contracts administered by DESC or local Navy activities;
 - (2) U.S. commercial ships;
 - (3) Foreign government shore facilities and ships when the provisions of a fuel exchange agreement do not apply;
 - (4) Foreign and domestic commercial establishments not under DESC or local Navy contracts;
 - (5) Foreign commercial ships.

8413 REQUISITIONING FROM U.S. GOVERNMENT SOURCES

1. GENERAL. NAVPETOFFINST 4025.1 (series) provides a complete listing of U.S. Government fuel sources.

2. NAVY SOURCES. Ship's propulsion fuel, bulk aviation fuels and bulk lubricants will be requisitioned from Navy sources on a Requisition and Invoice/Shipping Document (DD Form 1149) completed in accordance with par. 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block "B" of the DD Form 1149 below the stock number and product description.

3. OTHER UNITED STATES SERVICES OR AGENCIES

a. Ships Propulsion Fuel and Lubricants. Ships Propulsion fuel and bulk lubricants will be requisitioned from other United States Military Services or government agencies on a DD Form 1149 completed in accordance with par. 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block "B" of the DD Form 1149 below the stock number and product description. Some Services or agencies may additionally require a complete fund cite in Block 4 of the DD Form 1149.

b. Aviation Fuels and Lubricants. Aviation fuels and lubricants procured from Air Force activities and other government sources by pilots on extended flights will be requisitioned in accordance with par. 3332-2.

8414 REQUISITIONING UNDER FUEL EXCHANGE AGREEMENTS

There are several countries with which the U.S. Navy holds bilateral fuel exchange agreements. Receipts of fuel under fuel exchange agreements will be documented on a DD Form 1149. A copy of all fuel exchange agreement receipt documentation will be mailed to DFAS Norfolk, Code: NIBMD, 1837 Morris Street, Suite 1401, Norfolk, VA 23511-3431, immediately after the transaction has occurred. NAVPETOFFINST 4025.1 (Series) provides a listing of bilateral fuel exchange agreements, detailed requisitioning procedures and reporting requirements.

8415 PURCHASE OF SHIPS PROPULSION FUEL

1. ORDERS UNDER CONTRACT. Defense Energy Support Center (DESC) bunker contracts have been established to provide Ships propulsion fuel where U. S. Government owned stocks are unavailable. A variety of fuel types and delivery methods are provided under the bunker contract program. It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. NAVPETOFFINST 4290.1 series, Commercial Contracts for Bunker Fuel, provides contract sources and procedures for the purchase of fuel from domestic and foreign bunker contracts. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchase of fuel from commercial sources under the bunker program will be processed as a charge to the fuels Navy Working Capital Fund (NWCF, formerly NSF or DBOF) account with inter-fund billing to appropriate Fleet Commander. To ensure prompt payment of dealers invoices, the DD Form 1155 will include a complete line of accounting data in accordance with NAVPETOFFINST 4290.1 series and acknowledgment of receipt and acceptance in accordance with par. 8403.

→ 2. PURCHASE FROM FOREIGN GOVERNMENTS. Ships propulsion fuel can be purchased directly from foreign governments when U.S. Government owned or contracted fuel is not available and the provisions of an active fuel exchange agreement do not apply (see par. 8414). It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchases of fuel from foreign governments will be processed as a charge to the Fuels Defense Working Capital Fund (DWCF) account with inter-fund billing to appropriate Fleet Commander. To ensure prompt payment of invoices, the DD Form 1155 will include a complete line of accounting data in accordance with COMLANTFLTINST/COMPACFLTINST 4026.1 and acknowledgment of receipt and acceptance in accordance with par. 8403.

3. EMERGENCY PURCHASES

a. Navy Oiler Cargo Fuel. The purchase of cargo fuel on the commercial market by contracting officers is not authorized unless case by case approval has been granted by NOLSC - Petroleum in coordination with the Defense Energy Support Center.

b. Ships Propulsion Fuel. When Ships propulsion fuel (bunkers) cannot be obtained from U.S. Government owned stocks, fuel exchange agreements, mutual support from allied Navies, or Defense Energy Support Center bunker contracts, local purchase (in and out of CONUS) by contracting officers is authorized when all of the following conditions are met:

(1) The contracting officer determines that all legal contracting conditions and requirements are met.

(2) A waiver for the use of a commercial grade of fuel is obtained from COMNAVSEASYS COM (SEA03M3) in accordance with NSTM Chapter 541, Section 10-4.

(3) The purchase is for a one time delivery of any quantity when the requirement cannot be submitted to NOLSC - Petroleum for contract support.

8416 DEMURRAGE AND DETENTION CHARGES (DDCS) (CONUS)

1. GENERAL. Commercial carriers are routinely used to provide the transportation services required to move fuel from storage locations for delivery to Navy ships and stations. Government bills of lading (GBL) are used to document fuel moved from Government owned fuel stocks. The GBL is prepared by Defense Fuel Region (DFR) offices. Tank truck transportation tariffs generally allow one and one half hours to complete the delivery of fuel to the customer (free time). Barge transportation agreements normally allow a number of hours of free time based on the size of the cargo. Free time begins when the carrier arrives at the delivery point. However, excessive delays in gaining access to the delivery point through host activity check points or restricted areas can result in valid demurrage claims. Time required to complete the delivery in excess to free time is subject to demurrage or detention charges that are payable by the customer unless the excess time is solely caused by the carrier.

2. CERTIFICATION OF DEMURRAGE AND DETENTION CHARGES.

a. Submission of Bills.

(1) Delivery from CONUS Bunker Contract Sources: Commercial carrier claims for demurrage or detention on fuel deliveries under bunker contracts will be forwarded by the carrier to DESC-PHB, 8725 John J. Kingman Road, Ste 2941, Fort Belvoir, VA 22060-6222. DESC will advise the contractor of documentation required when the claim is filed.

(2) Direct Delivery from Government sources:

(a) Commercial carrier claims for demurrage or detention on fuel deliveries arranged by the Defense Energy Support Center or Defense Fuel Regions (other than bunker contracts) are submitted by the carrier to the appropriate DFR Transportation Officer in the following list:

East Coast Virginia North to Maine	Defense Fuel Region - Northeast Building 24-04, McGuire AFB, NJ 08641-5000 Comm: 609 724-3766 DSN: 440-3766 FAX: 609 723-2775 PLAD: DFR NORTHEAST MCGUIRE AFB NJ
--	---

East Coast North Carolina South and Gulf Coast	Defense Fuel Region - South Federal Building Room 1213 2320 La Branch, Houston, TX 77004-1091 Comm: 713 750-1883/4/5 DSN: 940-1152/3/4 FAX: 713 654-8010 PLAD; DFR SOUTH HOUSTON TX
---	---

West Coast	Defense Fuel Region - West 3171 N. Gaffey Street, San Pedro, CA 90731-1099 Comm: 213 514-6102/3 DSN: 972-3090 FAX: 213 514-6106 PLAD: DFR WEST SAN PEDRO CA
------------	--

Alaska	Defense Fuel Region - Alaska Elmendorf AFB, Alaska 99506-5000 Comm: 907 552-4650/3760 DSN: 317-552-3760/2857 FAX: 907 753-0517 PLAD: DFR ALASKA ELMENDORF AFB AK
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(b) Carrier claims forwarded to the DFRs will consist of the following:

1. Original invoice for demurrage or detention

2. Original Public Voucher for transportation Charges (SF-1113) indicating DFAS San Diego or Norfolk.

3. Supporting documentation to substantiate the claim.

b. Verification of Charges. DESC-PHB/DFR will examine the carrier's bill for accuracy based on the tariff. Adjustments, if applicable, will be made by DESC-PHB/DFR in conjunction with the carrier. DESC-PHB/DFR will ensure that claims clearly indicate whether DDCs were incurred during loading or delivery. The verified bill will be forwarded to the ship, requesting that it be processed in accordance with instruction in subpar c. Only DDCs that occurred at delivery should be sent to the receiving ship.

c. Responsibility for Payment of DDCs. The Government is liable for DDCs unless the receiving ship can clearly demonstrate that the demurrage or detention was caused solely by the carrier. DDCs resulting from delays at the shipping and loading point are the responsibility of the receiving ship. The Supply Officer should carefully review DDC documentation to ensure that DDCs are the result of delays on delivery.

(1) If DDCs were incurred by delays at the loading point, the documentation should be returned to the appropriate DFR with a letter of explanation.

(2) If DDCs were incurred by delays on delivery, the Supply Officer of the receiving unit will certify the bill charging their own ship's Operating Target (OPTAR).

(3) Questions regarding DDCs should be referred to the applicable DFR. Additional assistance will be provided by NOLSC - Petroleum as requested. NOLSC - Petroleum telephone numbers are: DSN 427-7330/7379, Commercial 703 767-7330/7379, FAX DSN 427-7389.

d. Certification and Payment.

(1) Applying Certification. Demurrage and detention bills will be certified or otherwise forwarded by the ships Supply Officer as soon as possible after being received from the DFR. The certification to the Supply Officer will be applied to the reverse of the carrier's bill in the following format:

Date: _____
<p>I certify that the (barge, truck, etc.) shown on the bill was held between the dates and times as stated, that any lawful charge is properly payable from the ship's Operating target (OPTAR), and that (demurrage/detention) of such carrier was caused by (state cause).</p> <p>GBL NO. X-1234567 (if applicable) Appropriation chargeable (Ship's Operating Target (OPTAR):</p>
<div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Signature Rank </div>

(2) Applicable Funding. The appropriation will include the applicable nine (9) elements of accounting data (see par. 3055).

(3) Invoice Payment. The original certified bill, with supporting documents, will be forwarded to DFAS San Diego or Norfolk as appropriate.

Section III: EXPENDITURE

8420 INTRODUCTION

Transfers of bulk fuel by Fleet oilers/tankers are accomplished and documented in accordance with Fleet/Type Commander/Military Sealift Command instructions. Transfers of bulk fuel by ships other than oilers/tankers are accomplished and documented in accordance with the following paragraphs. Transfers of packaged petroleum products will be documented in DD Forms 1348-1A prepared in accordance with par. 5067. When petroleum is packaged in drums, the drum is considered a part of the product and will not be itemized separately. Reusable empty drums will be transferred to the nearest shore supply activity with a memorandum DD Form 1348-1A. Non reusable drums (i.e., drums that leak, or which are badly dented or excessively rusted) will be transferred to salvage.

8421 SHIP'S BULK PROPULSION FUEL

1. TRANSFERS TO OTHER SHIPS. Transfers of fuel to other ships will be documented in unpriced memorandum DD Forms 1149 or 1348-1A, which will not be summarized or processed into SUADPS-RT/RSUPPLY. A copy of each transfer document will accompany the transferring ship's Monthly Summary of Fuel Inventory and Steaming Hours Report (commonly called the "monthly fuel report").

2. TRANSFERS TO ASHORE ACTIVITIES.

a. Documentation. When a ship is required to off-load bulk propulsion fuel, an unpriced DD Form 1149 will be prepared to document the transaction, which will not be summarized or processed into SUADPS-RT/RSUPPLY. A copy of the transfer document will accompany the ship's monthly fuel report.

b. Samples. Prior to off-loading operations, samples of the fuel to be transferred will be taken for analysis by an ashore laboratory to determine its quality.

c. Volume Corrections. Residual (black) fuel oils, irrespective of quantity, will be corrected in volume to 60 F. Gasoline and distillate fuels in quantities of 3,500 gallons or more will be corrected in volume to 60 F.

d. Determination of Quantity. The quantity of fuel transferred to a shore activity is determined on the basis of the gages of the receiving activity or the calibration tables of the receiving barge. Any significant discrepancy between the quantity calibrated by the ship and that acknowledged by the receiving activity will be investigated immediately, and any unresolved difference will be accounted for in the ship's monthly fuel report. When two or more ships off-load simultaneously, any unresolved quantity differences will be prorated to the ships involved, and each ship will account for its share of the difference in its monthly fuel report.

8422 BULK AVIATION FUEL

1. TRANSFERS TO OTHER SHIPS. Bulk aviation fuels transferred between ships with an AVCAL account will be documented in DD Forms 1348. The transfers will not be summarized, but will be reported. Transfers from ships with an AVCAL account to ships not authorized an AVCAL account will be documented in DD Forms 1149, 1348, or 1348-1A which will be included in the "C" summary.
2. TRANSFERS TO ASHORE ACTIVITIES. When a ship is required to off-load bulk aviation fuel, the transfer will be documented on a DD Form 1149. For RSUPPLY USID C and M activities, the transfer will be processed using the MRE Offload Function. If the receiving shore facility is a DLA activity, the Validation Table must contain the applicable routing identifier. Routing identifiers for DLA fuel activities can be identified by a B in the third position (e.g., NNB, NDB, NOB).
3. ISSUES TO ON BOARD AIRCRAFT. Aviation fuels issued to on board aircraft squadrons or detachments will be documented in DD Forms 1348 which will be included in the "C" or "D" summary as applicable. For RSUPPLY USID C and M activities, issues and transfers to aviation units will be processed in SUADPS-RT using the MRI/MRE Function as a charge to the appropriate flight operations (FLTOPS) fund code. The Aviation Fuels Officer will inform the Supply Officer on a daily basis of the fuel issued.
4. ISSUES FOR SHIP'S PROPULSION. Issues of aviation fuels for ship's propulsion will be charged to the appropriate Fleet commander's open allotment. RSUPPLY USID C activities will process the issue via the MRI function, post-post option.
5. OTHER DOD AIRCRAFT. Fuel provided to Air Force planes or activities or other DOD aircraft will be processed as a cash sale transaction in accordance with par. 5041.

8423 BULK FUEL LOSSES

1. LOSSES BY FLEET OILERS/TANKERS. The Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) will be used to document losses when fuel cargo quantities are contaminated beyond reclamation or for other specific known losses, such as stripping losses, tank cleaning losses, personnel error losses, etc (see sample page 8-112 and 113). Prior to survey, every effort shall be made to reclaim contaminated fuel for use as another grade. Fuel which can be downgraded will be documented as an inventory adjustment (DD Form 1149) in lieu of a loss by survey. Fuel which cannot be brought within quality use limits or issued as a lower graded product should be retained on board until it can be turned in ashore unless retention would be prejudicial to the safety of the ship or restrict an essential mission. Copies of all DD Form 200's will be forwarded to NOLSC - Petroleum along with a copy of the "Afloat Monthly Navy Owned Bulk Petroleum Report (NAVEXOS Report 7320-11). This data will be the basis for review of the conditions causing contamination or loss and recommending corrective action. Accordingly, DD Form 200's must clearly state causes and conditions

contributing to contamination and losses and provide precise information as to the final disposition of the fuel (i.e., held in contaminated fuel tank pending transfer ashore, transferred to shore terminal at the fuel (location), etc.). Discharge of fuel to sea should be rare. If ship safety or essential mission requirements require this method of disposition, complete details of the operational situation must be provided. Ships may expect to be required to explain and completely justify through the chain of command each instance where fuel is discharged to sea instead of being retained on board for discharge ashore. A DD Form 200 will be completed for each loss as it occurs. Stripping from operating tanks to holding or settling tanks is not considered a fuel loss. However, final stripping (from operating, holding or settling tanks) to a shore terminal is a fuel loss and must be documented in a DD Form 200 reflecting total fuel losses due to stripping.

2. LOSSES BY END-USE SHIPS. Losses of petroleum products because of contamination, stripping operations, tank cleaning, personnel error, leakage, or other determinable causes with an extended value of \$500 or more will be surveyed in accordance with pars. 5125-5133 (see sample page 8-112 and 113). As explained in par. 8423-1 above, the DD Form 200 will contain complete and precise information regarding reasons, causes and conditions of fuel losses and final disposition of surveyed fuel. A copy of all completed DD Form 200's for bulk petroleum products will be forwarded to NOLSC - Petroleum.

3. LOSSES OF AVIATION FUEL (RSUPPLY USID C ACTIVITIES). Fuel lost by other than receipt adjustments (e.g., stripping, flushing, spills, or contamination) will be documented by a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) prepared and processed in RSUPPLY in accordance with par. 5125. A separate DD Form 200 will be prepared each time a loss of aviation fuel is determined. At the end of each month, a copy of the fuel portion of the Gain/Loss/Survey Inventory Listing (RSUPPLY) will be sent by message (with negative report required) to NAVICP MECH Code 7231 and, if required, to the Type Commander. NAVICP MECH will review and consolidate on a quarterly basis all inventory gains, losses, and surveys and process a charge or credit to an allotment provided by the Type Commander for the net loss or gain. This procedure results in a corresponding credit or charge to the Navy Stock Fund.

4. LOSSES BY MARINE AVIATION LOGISTICS SQUADRONS (MALS). MALS are not authorized to survey, gain, or lose fuel by inventory. All adjustments of fuel will be absorbed by the tanker squadron with losses charged to the appropriate squadron's flight operations OPTAR.

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8423

Special Material

SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 960310		2. INQUIRY / INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYMMDD) 960310		
4. NATIONAL STOCK NO. 9140 00 273 2377		5. ITEM DESCRIPTION FUEL OIL, DIESEL (MARINE)		6. QUANTITY 1,000 GL	7. UNIT COST \$1.29	8. TOTAL COST \$1,290.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED <i>(Attach additional pages as necessary)</i> DURING ROUTINE FUEL TESTING, FUEL WAS FOUND TO BE CONTAMINATED BY SALT WATER. INVESTIGATION OF TANK REVEALED A CRACK IN A WELDED SEAM ALLOWING SALT WATER INTO THE TANK. CONTAMINATED FUEL WAS PUMPED TO A DEFUELING BARGE FOR DISPOSAL.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i> TANK SEAM WILL BE RE-WELDED TO PREVENT LEAKING.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037			b. TYPED NAME <i>(Last, First, Middle Initial)</i> SMITH, JOHN T.		c. AUTOVON / DSN NUMBER 222-4444		
			d. SIGNATURE J. T. Smith		e. DATE SIGNED 11 MAR 86		
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED <i>(X one)</i>		b. COMMENTS / RECOMMENDATIONS					
<input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No							
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037			d. TYPED NAME <i>(Last, First, Middle Initial)</i> JONES, WILLIAM E.		e. AUTOVON / DSN NUMBER 222-5555		
			f. SIGNATURE William e. Jones		g. DATE SIGNED 12 MAR 96		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION <i>(X one)</i>		b. COMMENTS / RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED <i>(X one)</i>		
<input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove					<input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037			e. TYPED NAME <i>(Last, First, Middle Initial)</i> SEA, A. B., CAPT		f. AUTOVON / DSN NUMBER 222-1111		
			g. SIGNATURE A. B. Sea		h. DATE SIGNED 13 MAR 96		
14. APPROVING AUTHORITY							
a. ACTION <i>(X one)</i>		b. COMMENTS / RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED <i>(X one)</i>		
<input type="checkbox"/> (1) Approve <input checked="" type="checkbox"/> (2) Disapprove					<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		
d. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037			e. TYPED NAME <i>(Last, First, Middle Initial)</i> SEA, A. B., CAPT		f. AUTOVON / DSN NUMBER 222-1111		
			g. SIGNATURE A. B. Sea		h. DATE SIGNED 13 MAR 96		

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-9100

SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>		g. AUTOVON/DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>		i. DATE APPOINTED <i>(YYMMDD)</i>
	j. SIGNATURE		k. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SFINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> (1) Submit the attached statement of objection.		<input type="checkbox"/> (2) Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>		e. SOCIAL SECURITY NUMBER
	g. SIGNATURE		h. DATE SIGNED
f. AUTOVON/DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD N04806-6073-8705			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037	c. TYPED NAME <i>(Last, First, Middle Initial)</i> HAYWARD, JOHN A.		d. AUTOVON/DSN NUMBER 222-6666
	e. SIGNATURE J. A. Hayward		f. DATE SIGNED 13 MAR 96
DD Form 200 (Back), FEB 91			

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 9

FINANCIAL MANAGEMENT

Part A: OPERATING FUNDS

Section I: OPERATION AND MAINTENANCE, NAVY (O&M, N) FUNDS

9000 INTRODUCTION

1. GENERAL. Congress provides Operations and Maintenance, Navy (O&M, N) obligation authority for a twelve-month fiscal year. The Navy Comptroller provides these O&M, N funds to the Fleet Commanders (i.e. COMLANTFLT for Atlantic Fleet and COMPACFLT for the Pacific Fleet). The Fleet provides them to the Type Commanders who then allocate the OPTAR grants quarterly to the fleet units. The Fleet issues an operating budget to each Type Commander (TYCOM) to finance operation and maintenance for assigned ships, squadrons and staffs. TYCOMs grant each ship or activity funding authority in the form of Operating Targets (OPTARs) to obtain the material and services necessary for day-to-day operations.

9001 BUDGETS

1. GENERAL. OPTAR funds are derived from the activity's projected obligations and expenditures based on the amount used during the previous 12 months and their operating schedule for the next 12 months. The activity submits its budget request to their Type Commander who then consolidates all subordinate command budget projections and submits them to the next level of command until a consolidated budget for the entire Department of Defense reaches the President. The President accumulates the budgets from all cabinet secretaries and sends Congress a consolidated budget for the entire U.S. Government. Congress then works with the President to pass appropriation bills into law. These funds are then distributed back through the chain of command.

9002 OPERATING TARGET (OPTAR) FUNDS

1. GENERAL. Operating targets are issued to activities for a particular fiscal year. Obligations can only be incurred during the first twelve months of the accounting cycle. Expenditures (i.e., payment for obligations) can be made throughout the entire 72 month or 6 year period. The 6-year period includes the current fiscal year and next 5 years to where expenditures can be incurred or previous obligations may be adjusted or canceled.

2. TYPES OF OPERATING TARGETS. Operating Targets are identified by OPTAR Fund Categories (OFCs) as listed in the following subparagraphs.

a. OFC-20, Supplies and Equipage (S&E). The S&E category provides funds for obtaining materials or services used in the daily operation of the activity. This includes consumable supplies, repair parts, services, and maintenance contracts. This type of funding is often referred to as Equipment Maintenance Related Material (EMRM) or Other for the general use consumables.

b. OFC-20, Repair of Other Vessels (ROV). The ROV category provides funds used for repair work conducted on other afloat units and service craft by activities with Intermediate Maintenance Activity (IMA) capabilities. This type of funding is primarily found aboard Tenders and Shore Intermediate Maintenance Activities (SIMAs). The ROV category is further broken down as follows:

(1) Repair of Other Vessels Indirect (ROVI). This OPTAR contains funds drawn from the ROV OPTAR (% of funds are listed in appropriate TYCOM instructions) for the purpose of procuring consumable type material that is used during repair work for various activities that can not be charged to a single job but is indirectly charged to a variety of jobs.

(2) Repair of Other Vessels Self (ROVS). This OPTAR contains funds drawn from the ROV OPTAR for repair work conducted by the ship's force on spaces and equipment for their own activity. For example, if the funding were for a Tender, this would be the dollars used to repair that tender for work performed by the shipboard IMA.

(3) Repair of Other Vessels Direct (ROVD.) This OPTAR contains funds drawn from the ROV OPTAR for direct costs associated with Repair of Other Vessels under the repair cycle. These costs can be directly related to a Job Control Number (JCN) assigned to repair a customer vessel.

c. Reimbursable. Reimbursable Funds are used to provide work or services to another TYCOM or government activity when directed by an activity's own TYCOM.

d. OFC-50, Aviation Operations Maintenance (AOM.) This OPTAR is provided to fund the procurement of material and services necessary to support the Aircraft Maintenance Department at aviation activities. AOM funds are properly chargeable for repairs to aircraft and supporting-maintenance equipment.

e. OFC-01, Flight Operations (FLTOPS.) Provided to aviation squadrons, this OPTAR is used to procure fuel consumed in flight, flight crew clothing and administrative material for support of the squadron.

f. Miscellaneous OPTAR Functional Categories. The following OFCs are not used by all Type Commanders. The applicable Type Commanders will issue specific instructions regarding the use of these OPTARs.

(1) OFC-09 - OPTAR used for Fleet Initial Outfitting for Individual Material Readiness List (IMRL) and Marine Table of Basic Allowance (TBA);

(2) OFC-10 - OPTAR used for aircraft support, other (includes support for automated data processing equipment support, and drones and targets);

(3) OFC-15 - OPTAR used for initial outfitting and replacement of aircraft photographic equipment;

(4) OFC-21 - OPTAR used for travel of personnel in connection with aviation-related travel;

(4) OFC-23 - OPTAR used for transportation of material.

Section II: ACCOUNTING SYSTEMS

9007 PURPOSE

1. GENERAL. An accounting and financial management system is required to control and report how the various types of funds are used. The accounting system must provide accounts, records, and procedures for recording transactions and then summarize accounting data into a prescribed reporting format. This data can be used by management for the control of current operations (i.e., remaining within budget) and as a basis for future operations (i.e., collecting information for future budget estimates).

9008 APPROPRIATION ACCOUNTING SYSTEM

1. GENERAL. Congress passes legislation known as appropriation acts to provide funds for various military programs. The Department of Defense has set up the Future Years Defense Plan (FYDP) to establish planned force structure and financial levels for military departments that cover a six-year period. In order to permit meaningful accumulation and control of information, categories called Budget Activity Programs (BAP) were established. Prior to Fiscal Year 1994, the Navy had eleven (11) BAPs. Beginning in Fiscal Year 1994, the Navy restructured the O&M, N appropriation and Navy operating forces moved to a new BAP structure.

<u>Program</u>	Title
I	Operating Forces
II	Mobilization
III	Training and Recruiting
IV	Administration and Service Wide Activities

The BAP structure is further broken down into four (4) Activity Groups (AGs). Appropriation data will include a one-digit field in the third position of the subhead that identifies the AG for which funds are being obligated or expended.

<u>AG</u>	Title
1A	Air Operations
1B	Ship Operations
1C	Combat Operations/Support
1D	Weapons Support

AGs will be broken down into Sub-Activity Groups, Program Elements, Expense Elements, and other smaller categories. Funds are appropriated through annual, continuing, and multiple-year appropriations as follows:

a. Annual Appropriations. Annual appropriations are made for current operations and maintenance expenses of the Department of the Navy. Ships and activities will receive a grant from this appropriation through their TYCOM. This appropriation is available for obligation during the fiscal year of the appropriation and for payment of these obligations for six years thereafter. The annual appropriation expires at the end of the sixth subsequent fiscal year and any unobligated portion is transferred back to the treasury.

b. Continuing Appropriations. Continuing appropriations are made for specific programs. This type of appropriation becomes available at the beginning of the fiscal year following the appropriation act. It remains available until exhausted or until the purpose specified in the appropriation act has been accomplished.

c. Multiple-year Appropriations. This appropriation is available for incurring obligations for a definite period in excess of one fiscal year. This type of appropriation will not normally be handled at the shipboard level with the exception of Other Procurement, Navy (OPN) funds.

d. Appropriation Limitations. An appropriation limitation is the amount fixed by Congress that an activity may not exceed when obligating or expending funds for certain objects or purposes.

9009 FUND ACCOUNTING SYSTEM

1. GENERAL. A fund is a separate account of monetary resources established for a particular purpose, time period, or both. A fund is available for obligation for the period indicated in its symbol and title. Fund accounting within the Department of Defense's accounting system contains general, special, and revolving funds. General funds account for receipts and expenditures of the funding category. Special funds are established to account for receipt and expenditure of items earmarked for a particular purpose. Revolving funds such as the Navy Working Capital Fund (NWCF) are set up to be self-sustaining.

9010 FINANCIAL INVENTORY ACCOUNTING SYSTEM

1. GENERAL. Financial inventory accounting is the financial control over the receipt and issue of materials and supplies. Financial inventory accounting interacts with the Navy's supply system in that it records and reports the financial value of the assets in that system. Supply system assets are divided into wholesale and retail segments. Navy inventory managers under the Navy Inventory Control Point (NAVICP) in Philadelphia and Mechanicsburg Pa (Routing Identifiers N32 and N35) manage wholesale inventories. Retail inventories are the assets stocked by the Navy for its own use. This includes those non-Navy managed items that are not N32 or N35 items under the Navy Working Capital Fund (NWCF) and are under the Material Financial Control System (MFCS) Retail side (Routing Identifier NUA). The differences between the two concepts are accounting and management procedures.

Section III: INTERFACE WITH EXTERNAL ACTIVITIES**9015 DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)**

1. GENERAL. The Defense Finance and Accounting Service (DFAS) has activities located in Norfolk, VA and San Diego, CA for the fleet. The DFAS activity maintains official accounting records for activities for OM&N accounting under the Standard Accounting and Reporting System (STARS). By reporting to the STARS system through the submission of OPTAR financial transmittals, DFAS will collect obligations, obligation adjustments and cancellations for O&MN accounting. Detailed Inter-Fund Bills (IFBs), abstracts, and Disbursing Officer Vouchers (DOVs) will also be processed through the DFAS. These end-use obligations and expenditures are matched under STARS. Through the DFAS and the STARS system, official accounting of end use funds is maintained for the Fleet/Type Commanders and upline reporting on use of allocated funds. Upline reporting includes providing financial data to operating forces, as well as output to TYCOMs/Wings, ICPs, and appropriate fleet commanders.

2. CONSOLIDATED ACCOUNTING. Consolidated accounting refers to the performance of accounting functions for a group of OPTAR holders by a different, separate OPTAR holder or other activity. For example, the TRIDENT Refit Facility, Kings Bay, Georgia performs consolidated accounting for Atlantic Fleet TRIDENT submarines. The Fleet Commander may authorize consolidated accounting and reporting by ships, squadrons, or groups. If consolidated accounting is performed, the records and reports will identify transactions to the UIC of each unit concerned.

9016 FLEET AND TYPE COMMANDERS

1. FLEET COMMANDERS. Operating forces funds are provided from CNO to major claimants, in this case, the Commanders of the Atlantic and Pacific Fleets, in the form of Major Claimant Operating Budget (MCOB). From the MCOB, funds are granted to an OB at the Fleet echelon or Type Commander level (Atlantic, Pacific).

2. TYPE COMMANDERS. Type commanders are responsible for the financial management of all ships and activities under their command. This responsibility includes financial planning, analysis of expenses, and performance reporting. Financial personnel at an activity are able to obtain technical assistance at the TYCOM level from staff financial experts.

Each Type Commander is responsible for the development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued, ensuring that operating forces make efficient and effective use of all resources. Corrective action will be taken, where necessary, in the research and reconciliation of unfilled orders (obligations), unmatched expenditures and unliquidated travel advances. The financial management responsibilities of Type Commanders vary between the Atlantic and Pacific Fleets.

9017 INVENTORY CONTROL POINTS

1. GENERAL. Inventory control points (ICPs) are tasked with managing system-wide levels of material, purchasing quantities of assets as necessary to meet customer demand, and directing distribution of assets to stock points (as appropriate). For those afloat activities operating under the Material Financial Control System (MFCS), the NAVICP serves as the principal reporting activity for all material held afloat under the Navy Working Capital Fund (NWCF). Through a process referred to as Transaction Item Reporting (TIR), NWCF activities provide detailed daily TIR transactions. These transactions are forwarded to the NAVICP for proper processing to the Navy's Standard General Ledger (SGL) and for accounting of NWCF inventories held afloat including the operating force activities such as the Marine Aviation Logistics Squadrons (MALs), Naval Air Stations operating under RSUPPLY and other ashore activities operating under MFCS. The ICP accumulates the accounting data for the cognizance material it manages and then reports it to the DFAS for up line reporting to the Central Database (CDB).

2. DEPOT LEVEL REPAIRABLES (DLRs). The NAVICP acts as the billing activity for retrograde material for Aviation Depot Level Repairables and Depot Level Repairables (AVDLRs/DLRs) not properly turned-in. The NAVICP provides follow-ups for carcass tracking transactions in the form of BK1s. Non-response to BK1s or non-accountability of carcass turn-ins could result in a carcass charge to the financial difference listing through the BK3 process. A BK3 not properly responded to could result in an Inter-fund Bill (IFB) that will post to the activities' SFOEDL as a "carcass charge". If carcasses are ultimately accounted for, after BK3 submission, NAVICP submits BK4s to the customer and triggers an IFB credit that is posted to the activities' SFOEDL as a "carcass credit".

9018 SHORE STATIONS

1. GENERAL. Shore stations will become involved in reconciling mismatched expenditures and receipts, if the shore station was a provider of material to the activity, a provider of Disbursing Officer services for payment of open purchase invoices (USMC), or a provider of fuel farm services. Additionally, if an activity often sends repairables to shore stations for repair and return, the activity will develop a relationship with the shore station to ensure accountability of repairables.

9019 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

1. GENERAL. SPAWARSYSCEN Norfolk (formerly Navy Management Systems Support Office) is the Central Design Agency (CDA) responsible to the Chief of Naval Operations (CNO) for the design, development, and implementation of Automated Information Systems (i.e. SUADPS-RT, SFM, Relational Supply or RSUPPLY). SPAWARSYSCEN has detachments located in Norfolk VA; San Diego CA; Yokosuka Japan, and Sigonella Italy. SPAWARSYSCEN and their detachments are authorized to maintain direct liaison with TYCOMs, Marine Aircraft Wings (MAWs), Marine Aviation Logistics Squadrons (MALs), and fleet units to assist them in achieving assigned missions. They receive all trouble calls, perform troubleshooting and testing, and create corrective system modifications as necessary. SPAWARSYSCEN and detachments also provide training for afloat-automated information systems used in support of the Non-Tactical Command Support System (NTCSS).

Part B: ACCOUNTING PROCEDURES

Section I: INTRODUCTION

9100 OPTAR ALLOCATION AND OPTAR HOLDERS

1. **OPTAR ALLOCATION.** The Supplies and Equipage (S&E) OPTAR, the Aircraft Operations Maintenance (AOM) OPTAR, and the Repair of Other Vessels (ROV) OPTAR can be allocated by the Commanding Officer of the ship or activity to the divisional or departmental level. Therefore, it is imperative that each division and department within a ship or activity provides accurate budget input in the form of anticipated requirements for operating funds during the upcoming fiscal year. These requirements are based on past usage data as well as on anticipated requirements and operating schedules for the next fiscal year. This process will help the Supply Officer in making recommendations to the Commanding Officer as to how Operating Target (OPTAR) funds will be allocated within the unit's departments and divisions. Flight Operations (FLTOPS) and reimbursable OPTARs are not allocated to the divisional level.

2. **OPTAR HOLDERS.** Each ship, aviation squadron, or other command issued an OPTAR is responsible for its efficient and effective use, including accurate and timely accounting and reporting. OPTAR holders will take prompt action to comply with all requirements of this manual, including submission of obligations, Budget OPTAR Reports and process, research, and validation of Summary Filled Order Expenditure Listings (SFOEDL) and Unfilled Order Listings (UOL).

9101 FUND CODES

1. **END USE FUND CODES.** End-use fund codes are used in OPTAR accounting. End-use fund codes serve the same purpose as shore station job orders. The budget submission by the Type Commander depends upon collecting cost data by the budget categories of the activity group, sub-activity group, expense element, etc. The two digit afloat end-use fund codes must be crossed by the DFAS OPLOC accounting dictionary back to the related activity group, sub-activity group, expense element, etc. for budget preparation. The accounting spread or fund code will be shown on all obligation and expenditure documents. A complete listing of end-use fund codes is located in Appendix 30.

2. **NWCF FUND CODES.** Stock requisitions for NWCF activities will use NWCF Fund Codes. A complete listing of these fund codes is contained in Appendix 30.

9102 ACCOUNTING DATA

1. **GENERAL.** The purpose of accounting data is to completely identify the proper account against which a financial document should be charged or credited. The accounting spread or fund code will be shown on all obligation and expenditure documents. Each element of accounting data requires a specific number of characters to complete its data field. When a data

element does not contain a sufficient number of digits to completely fill the data field, zeros will be entered preceding the first significant digit to complete the field. Country codes are not considered as one of the nine-digit fields of a complete line of accounting data; therefore country code blocks are to be left blank. When required, the Disbursing Officer will assign country codes on payment vouchers in accordance with Appendix 11 and the Navy Comptroller Manual, par. 027002.

A complete line of accounting data consists of the following data, in the order shown:

<u>Data Element</u>	<u>Number of Characters</u>	<u>Example</u>	<u>Description</u>
Appropriation and subhead	11	1701804.70BB	See Appendix 30
Object Class	3	000	Enter "000" unless the transaction affects the international balance of payments (see NAVCOMPT Manual par. 027003)
Operating Budget or Bureau Control Number	5	57016	Enter UIC of the operating budget holder (see Appendix 30)
Sub -allotment	1	0	Enter operating budget suffix, if assigned; if not, enter a zero (see Appendix 30)
Authorization Accounting Activity	6	060951	Enter UIC of the authorization accounting activity, preceded by a zero (see Appendix 30)
Transaction Type	2	2D	See NAVCOMPT Manual par. 028003
Property Accounting Activity	6	V05851	Activity Address Code (see NAVCOMPT Manual Vol. 2, Chap. 5)
Country Code	None	Blank	Leave blank.
Cost Code	12	0051822392CU	The cost code consists of: 2 preceding zeros, 4 digit Julian date, 4 digit serial number, 2 character fund code (see Appendix 30)

For example: 1701804.70BB/000/57016/0/060951/2D/V05851/BLNK/0051822392CU

2. NWCF ACCOUNTING DATA. Stock requisitions for NWCF activities will cite NWCF fund codes. Stock items ordered under a contract or other non-standard procurement methods will cite the NWCF accounting data for each requirement.

A complete line of NWCF accounting data consists of the data described in the preceding subparagraph with the following exceptions:

<u>Data Element</u>	<u>Number of Characters</u>	<u>Required Entry</u>
Appropriation and subhead	11	"97X4930.NC1A"
Operating Budget or Bureau Control	5	"14001" for fund code CZ "21001" for fund code GZ "28001" for fund code KZ "38001" for fund code UZ not applicable for fund codes JZ, RZ, and VZ
Authorization Accounting Activity	5	"000140" for fund code CZ "000288" for fund code KZ "000250" for fund code GZ "000367" for fund codes KZ and UZ not applicable for fund codes JZ, RZ, and VZ
Transaction Type	2	"7J" (not applicable for fund codes JZ, RZ, and VZ)
Property Accounting Activity	6	Enter the UIC of the SUADPS-RT/RSUPPLY activity which is cited on the requisition (or for USID T the UIC of the supported submarine)

For example: 97X4930.NC1A/000/28001/0/000367/7J/R21297/BLNK/0051822392KZ

9103 NONCHARGEABLE TRANSACTIONS

1. APPROPRIATION PURCHASES ACCOUNT (APA) MATERIAL. APA material is procured for stock and DTO using APA fund code Y6. For NWCF activities under RSUPPLY Force, stock replenishment of APA material will be considered Stock In-Transit (SIT) and will cite fund code 26. Activities will not reduce the OPTAR balance for requests of APA material.
2. OPEN ALLOTMENT MATERIAL AND SERVICES. This category consists of orders placed for material and services that are controlled by the Fleet Commander and funded at a higher command level. Examples of this are utilities and ship's fuel. The costs of these materials and services are not chargeable to ship's OPTAR.
3. NAVSEA FUNDED COSAL MAINTENANCE. NAVSEA-funded Coordinated Shipboard Allowance List (COSAL) initial outfitting or allowance increase requisitions including those originated during an Integrated Logistics Overhaul (ILO) will not reduce the OPTAR's balance. These items are chargeable to the NAVSEA OPN Outfitting Account and will be requisitioned in accordance with pars. 3366-3369.

4. NAVICP PHIL FUNDED AVCAL MATERIAL. NAVICP PHIL funded Aviation Consolidated Allowance List (AVCAL) initial outfitting or allowance increase requisitions will not reduce the OPTAR's balance. These AVDLRs and or range and depth consumable allowance changes are chargeable to the Aircraft Procurement, Navy (AP,N) appropriation and will be requisitioned in accordance with par. 3371.
5. INITIAL OUTFITTING MATERIAL DEFICIENCIES. Initial outfitting material deficiencies for new construction ships are not chargeable to the ship's OPTAR. This material is charged to Ship Conversion Navy (SCN) funds held by FISC Puget Sound, Bremerton, WA.
6. MILITARY PERSONNEL COSTS. Military personnel costs are not chargeable to the OPTAR.

9104 NWCF TRANSACTIONS

1. GENERAL. For NWCF activities, Stock replenishment requisitions are not chargeable to OPTAR and will therefore cite NWCF accounting data and fund codes. Upon receipt, material ordered for stock is added to the Stock Item Table and Transaction Item Reported (TIR) to the NAVICP for the Material Financial Control System (MFCS). The material is held in the NWCF account under the Standard General Ledger (SGL) until it is issued to an end-user and charged to appropriate end-use funds or until it is expended from records in some other manner under NWCF accounting (i.e., transfer, survey, inventory adjustment). NWCF is reimbursed when material is issued to end-use by charging the customer's funds and crediting the NWCF fund. DTO requisitions (as of 1 Oct 97 for FY 98) are chargeable to the OPTAR and will cite end-use accounting data and fund codes vice being washed-through the NWCF account like they were prior to FY 98.

9105 RECORDS AND FILES

1. GENERAL. The following files and records are required to provide for the proper control of documents and to provide a historical record of financial processing and reports for reference purposes.

a. Requisition/OPTAR Log. For non-automated activities, the Requisition/OPTAR Log (NAVCOMPT Form 2155) is used to record OPTAR grants and the value of transactions incurred as chargeable to the Type Commanders operating budget. A separate log will be established for each OPTAR received. The Requisition/OPTAR Log parallels and provides a check on the official accounting records maintained at THE DFAS OPLOC. This Log is automatically maintained within SUADPS-RT, SFM, Micro-SFM and RSUPPLY activities.

b. Challenged SFOEDL Record File. This locally developed log or record will be used to record and monitor transactions appearing on a Summary Filled Order/Expenditure Difference Listing (SFOEDL) and determined to be invalid. Each invalid SFOEDL document will be recorded in a document number sequence file, at the time it is challenged. In addition, all challenged carcass charges will be recorded and kept in this file. As credits are received on subsequent listings, the file will be updated. The transactions will be monitored until credit is received.

c. Cumulative Record of SFOEDLs. This locally developed form will be used based on Type Commander guidance to record the fiscal-year-to-date value of differences received on the Summary Filled Order Difference Listing (SFOEDLs) for each OPTAR account by Fund code within Fiscal Year.

d. Department/Division Document Number Record. These records are maintained by work center personnel to record and monitor material requirements submitted to the supply department. The format and reconciliation procedures will be determined by the Supply Officer and by Type Commander instructions.

e. NWCF Challenge File. This file will contain one copy of each Standard Form 364, or other correspondence submitted to request corrective action for unmatched expenditures or receipts appearing on feedback listings received from NAVICP. This file will be divided into separate parts for outstanding and completed challenges.

f. Holding File For Listings To Be Returned. This file will contain each listing that is to be returned to TYCOM/Fleet representative with the OPTAR Document Transmittal Report.

g. Output Files. This file will consist of financial reports and listings produced by Automated Information Systems (AIS) for Supply Management.

9106 FISCAL YEAR CLOSEOUT PROCEDURES

1. GENERAL. Approximately 45 days prior to the end of the fiscal year, the following actions will be taken to ensure that OPTAR funds are obligated only for required materials and services.

a. All outstanding DTO requisitions will be reviewed with applicable work centers and supported units. Cancellation action will be initiated on all outstanding requisitions for which material or services are no longer required.

b. Any remaining obligation values for continuing service requisitions will be reviewed. Obligation adjustment transactions will be processed as necessary to provide sufficient funds for expected billings. Funds that are considered in excess of expected charges would be deobligated.

c. Requisitions requiring purchase action will be submitted in accordance with deadlines established by local FISCs and other procurement agencies.

d. For NWCF activities, all steps must be taken to clear any suspended OPTAR related transactions or interface transactions from the maintenance systems that have an OPTAR impact.

e. All SFOEDLs received will be reviewed and recorded. The user will ensure that follow-up action has been taken on any pending challenged differences or other charges.

f. Reports will be submitted in accordance with appropriate Type Commander instructions.

g. System control and validation files will be updated in accordance with instructions from SPAWARSSYSCEN and the Type Commander for automated Supply Management programs.

h. Type commanders will be notified as early as possible of excess OPTAR funds that may be available for distribution to other activities.

9107 CHANGE OF FLEET OR SERVICE CODE PROCEDURES

1. GENERAL. Guidance for change of fleet or service code can be found in the NAVCOMPT Manual, Volume II, Chapter 5, Part A, par. 025004. A message should be sent via the chain of command to the Director, Defense Finance and Accounting Center - Cleveland, Code AABB, 1240 East Ninth St., Cleveland, OH, 44199-2055. Appropriation data including service code, appropriation and subhead, operating budget, bureau control number, and authorization accounting activity must be added to the activity's validation table when a ship changes fleet or service code designator. When necessary, such changes should be performed by the Financial Work Center Supervisor.

9108 DECOMMISSIONING OR INACTIVATION PROCEDURES

1. GENERAL. Guidance for deletion or inactivation of the Unit Identification Code (UIC) can be found in the NAVCOMPT Manual, Volume II, paragraph 025004. Additionally, the UIC of the activity that will perform the residual accounting for each applicable function shown in the NAVCOMPT Manual, paragraph 025004-1a must be identified. If the DOD activity address code requires cancellation, the cancellation must be submitted to the appropriate DFAS activity. If all material has been offloaded to the supply system and there are unmatched items remaining, the instructions of the NAVCOMPT Manual, Volume VIII, paragraphs 085134-2, 085142-5, and 085144 should be followed. For MFCS activities, inventory reconciliation and any submission of TIRs to the NAVICP will be submitted by the residual accounting activity. Once all efforts have been made to reconcile any unmatched in-transit transactions for NWCF activities, remaining transactions will be reconciled and/or adjusted to the Standard General Ledger (SGL) by the NAVICP.

Part C: FINANCIAL REPORTS**Section I: OPTAR ACCOUNTING AND REPORTING SYSTEMS****9120 INTRODUCTION**

1. GENERAL. OPTAR Reports are submitted by activities to report the status of each OPTAR and related information to the appropriate DFAS activity and the TYCOM. They are also used to submit unfilled orders, cancellation documents, and processed listings. OPTAR reports consist of the OPTAR Document Transmittal (TL) Report (NAVCOMPT Form 2156) and the Budget OPTAR Report (BOR) (NAVCOMPT Form 2157). Afloat Supply Management programs have been programmed to produce each of the reports in simulated NAVCOMPT form. The transfer of data from computer-produced reports to actual NAVCOMPT forms is not required.

2. FINANCIAL TL REPORTING. Obligations, obligation adjustments and cancellations are processed at the fleet unit level and maintained in a Financial Holding File (FHF) for transmission ashore when the Financial Transmittal (TL) is generated. As in the case of OPTAR accounting, as requirements are generated and processed on behalf of supported customers or as in the case of end-use stock replenishment, obligations, obligation adjustments and cancellations are generated for transmission to the STARS accounting system. These transactions are used for updating to the official accounting system for O&MN OPTARS. The Fleet/Type Commanders will provide detailed guidance on Financial TL reporting.

9121 OPERATING FORCES FINANCIAL MANAGEMENT.

1. General. There are significant changes made relative to the NAVSO P-3013 organization of operating forces financial management functions and responsibilities. The functions of the Fleet and Type Commanders have increased in scope while the functions of the DFAS have decreased since the implementation of STARS-FL and MFCS. COMLANTFLT/PACFLTINST 7300.1 discussed significant changes to NAVSO P-3013-1 and II.

9122 STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS)

1. GENERAL. The current afloat Automated Information Systems (Supply Financial Management (SFM); Micro SFM, Shipboard Uniform Automated Data Processing System (SUADPS); RSUPPLY Force and RSUPPLY Unit Level) programs provide obligation and cancellation data concerning the ships OPTARs to the appropriate DFAS activity for processing to the Standard Accounting and Reporting System (STARS). Over the last several years, DFAS, under the guidance of DoD, has been in the process of eliminating multiple General Funds Accounting Systems. As a result, DFAS selected the Standard Accounting and Reporting System (STARS) as the interim migratory accounting system that will be used within Navy for General Funds Accounting. Operating Forces converted from Fleet Resource Accounting Module (FRAM) to STARS in Fiscal Year 98. Under STARS, detailed transactions must be submitted for all OPTAR transactions regardless of platform type. Expenditures for these detailed transactions must also be provided at a detailed level in order to match the established obligations.

9123 OPTAR DOCUMENT TRANSMITTAL REPORTS (TLs)

1. GENERAL. The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) is used to submit unfilled orders or obligations, obligation adjustments and cancellations to the appropriate DFAS activity. Frequency of TL submission will be in accordance with Fleet/Type Commander directives. TLs will be submitted for each OPTAR held by the activity for which a transaction was processed during the reporting period. Negative reports will not be submitted to DFAS.

2. NAVCOMPT FORM 2156 FORMAT. The format of the NAVCOMPT Form 2156 is as follows:

<u>Caption</u>	<u>Explanation</u>
Unit Identification Code	UIC of the reporting activity.
From	"Commanding Officer" and the name of the reporting activity.
To	"Commanding Officer" and appropriate DFAS OPLOC.
Block A, Transmittal Number	Transmittals will be consecutively numbered for each OPTAR with a three-digit transmittal number, a slash (/), and the last digit of the fiscal year.
Block B, Julian Date	Enter, by julian date, the period covered by the report. The "From" date will always be the day after the "To" date that was used on the previous transmittal.
Caption 1, Obligation (Chargeable) Documents	This consists of the total number of obligation documents and their total money value.
Caption 2, Confirmed Cancellations	This consists of the total number of cancellation documents and their total money value.
Total Net Value of (1 minus 2)	This figure consists of total obligations (Chargeable) (Line 1) minus confirmed cancellations (Line 2).
Caption 3, Returned (DFAS Action Only) Documents	Leave blank. This caption is no longer required.
Remarks	Leave blank. This caption is no longer required.
Reporting Supply Officer	This report must be signed and dated by the ship's supply officer.

3. REVIEW AND ACTION. The financial supervisor must verify that the Unfilled Order Summary is for the appropriate OPTAR, since the activity may be responsible for reporting several different OPTARs. In addition, the TL number and amount should agree with those on the Budget OPTAR Report (NAVCOMPT Form 2157).

9124 OPTAR DOCUMENT TRANSMITTAL REPORT UNDER NWCF (REPORT 20)

1. DESCRIPTION. This report consists of the OPTAR Document Transmittal Report (NAVCOMPT Form 2156) and the Unfilled Order Summary. This report is used to submit unfilled orders or obligations, obligation adjustments and confirmed cancellations for material

and services to DFAS on a monthly basis. The NAVCOMPT Form 2156 must be signed by the supply officer and will be submitted to DFAS with the Unfilled Order Summary. This report will be produced for OPTARs as follows:

- a. S&E OPTAR - all unfilled orders (materials and services);
- b. AOM OPTAR - all unfilled orders (materials and services);
- c. Reimbursable OPTAR - all unfilled orders (materials and services);
- d. FLTOPS OPTAR - all unfilled orders (materials and services) excluding aviation fuel.

2. **FORMAT.** The format of the Unfilled Order Summary portion of the report is as follows (see samples Appendix 15):

<u>Caption</u>	<u>Explanation</u>
DI	Transactions are identified by a Z in the first position of the DI for a chargeable order and an X in the first position of the DI for the confirmed cancellation of a chargeable order. The second and third positions of the DI remain the same as in the original transaction record processed by SUADPS-RT/RSUPPLY Force and RSUPPLY Unit Level.
RI	Routing Identifier indicating the activity that is to receive the document.
MSC	The media and status code assigned to the requisition.
NSN	The NSN, part number or annotation contained in the requisition.
UI	Unit of issue.
QTY	Quantity requested or C9999 for a continuing service.
DN	Document number assigned.
TEC	The type equipment code identified to a specific aircraft. It will appear on AOM and FLTOPS reports only (USID C and M activities).
DMD	Demand Code.
SIG	Signal code.
FC	This block is the chargeable fund code.
COG	The cognizance symbol of NSN or services.
PRJ	Project code.
PRI	Priority.
ADV	Advice code.
TN	The transmittal number which is consecutively assigned by the computer for the current and two prior fiscal years.
FY	Fiscal year. Financial personnel must ensure that the correct fiscal year is being used when preparing reports. SUADPS/RSUPPLY Force and RSUPPLY Unit Level produces Unfilled Order Summaries for the current and two prior fiscal years.

MONEY VALUE The total money value of each X and Z transaction. Money values with one asterisk (*) indicate the total of a fund code. Money values with two asterisks (**) indicate a total of X credits for cancellations and a total of Z obligations. Money values with three asterisks (***) indicate the grand total of all Z (obligations) minus all X (credits for cancellations) transactions.

9125 BUDGET OPTAR REPORT (BOR)

1. **GENERAL.** The Budget OPTAR Report (BOR) is submitted monthly for the current fiscal year and for the first six months following the close of the fiscal year. Thereafter, BORs are to be submitted for the remaining 18 months of the shipboard accounting cycle only when there has been a change to the obligation value (block 22 of the BOR). A separate report is generated for each fiscal year (i.e., current, first prior, and second prior). The BOR will be submitted by message to appropriate DFAS activity and to the Type Commander no later than the first working day of the month following the month being reported. The Fleet/Type Commander also provides detailed guidance via naval message regarding BOR reporting requirements, changes and additions to the required information to be reported by the OPTAR Holder.

2. **FORMAT.** All BORs will be submitted by Naval Message. Current and prior fiscal year BORs and related information may be included in one message, but each OPTAR will be reported in a separate paragraph of the message. The following chart shows the format of the BOR message (see sample on page 9-22).

<u>Line</u>	<u>Description</u>	<u>Explanation</u>
1.	Identifying Data	Report month/service code and UIC/expense limitation number (subhead)/ operating budget number/fiscal year. For example: JAN/24247/60BB/57012/FY00
A.	Obligation Data (21)	Fund Code
A.	Obligation Data (22)	Chargeable Obligations Fiscal Year to Date. The net totals by fund code (and by type equipment code for AOM and FLTOPS) of expenditures and obligations from the beginning of the chargeable fiscal year OPTAR to the date of the report.
A.	Obligation Data (23)	Cumulative Differences. The cumulative net totals by fund code (and by type equipment code for AOM and FLTOPS) obtained from the processing of the SFOEDL.
A.	Obligation Data (24)	Cumulative Gross Adjusted Obligations. The total, by fund code (and by type equipment code for AOM and FLTOPS) of column 22 plus or minus column 23.
A.	Obligation Data (25)	Type Equipment Code. For AOM and FLTOPS BORs only, reflects the type of equipment supported.

<u>Line</u>	<u>Description</u>	<u>Explanation</u>
A.	Obligation Data (26)	Number of Aircraft. For FLTOPS BORs only. Fund code 7B shows the number of aircraft flown for the period. Fund Code 7F provides a fuel recap and shows the amount of fuel (JP4) consumed (in gallons) for the month.
A.	Obligation Data (27)	Hours for Period. For FLTOPS BORs only. Fund Code 7B shows the number of hours flown for the period. Fund Code 9J provides a fuel recap and shows the amount of fuel (JP5) consumed (in gallons) for the month.
A.	Obligation Data (28)	Hours FY to Date. For FLTOPS BORs only. This shows cumulative hours flown fiscal year to date. Cumulative data must be entered by financial personnel.
B.	Transmittal Data	Transmittal Amount. The net value of the TL.
C.	Grants FYTD	The total of OPTAR grants received to date from the TYCOM.
D, E, F, etc	Various Data as required	Balance Available. Funds available for obligations as of the reporting period. FYTD Value of TL's Transmitted. The total value of the transmittals submitted for the fiscal year. Last SFOEDL Received. The month and year of the latest SFOEDL received, whether processed or not. Last SFOEDL Processed. The month and year of the latest SFOEDL processed. Last UOL Received. The month and year of the latest Unfilled Order Listing received whether processed or not. Last UOL Processed. The month and year of the latest Unfilled Order Listing processed. Any additional information as required by the Type Commander.

5. REVIEW AND ACTION. Supply and financial personnel will complete the following audits for each BOR prior to submission.

a. OPTAR identification data and fund codes will be reviewed and verified as correct for the OPTAR being reported (OFC and FY).

b. Each entry under Chargeable Obligations FY to Date will be reviewed for excessive values. Credit entries in this field are invalid and should be investigated.

c. The value of the Cumulative Differences must equal the total value of all SFOEDLs received and processed for this OPTAR.

d. The value of Cumulative Gross Adjusted Obligations must equal the total of chargeable obligations FY to date plus cumulative differences.

- e. The TL Number must be one greater than the last report submitted to DFAS OPLOC and must agree with the current month's OPTAR Document Transmittal Report.
- f. The TL Amount must equal the current month's OPTAR Document Transmittal Report.
- g. The value of the OPTAR Grant FYTD must equal the total of OPTAR grants provided by the Type Commander for the OPTAR being reported.
- h. The FYTD Value of TL's Transmitted must equal the previous month's value plus the value of the current month's OPTAR Document Transmittal Report.
- i. The Last Difference Listing Processed must equal the report month of last SFOEDL processed and recorded.
- j. Type Equipment Codes must be reviewed and verified as correct for aircraft assigned (AOM and FLTOPS OPTARs only).

SAMPLE MESSAGE BUDGET OPTAR REPORT (BOR)

```

P 011350Z JAN 98
FM USS BARNEY
TO DFAS NORFOLK VA
INFO COMNAVSURFLANT NORFOLK VA
UNCLAS //N07300//
MSGID/GENADMIN/USS BARNEY//
SUBJ/BUDGET OPTAR REPORT//
RMKS/1. JAN/V04672/60BS/53825/FY98
A. OBLIGATION DATA
(21)                (22)                (23)                (24)
SB                113,006.00                .00                113,006.00
SC                 27,140.63                .00                27,140.63
SE                 34,722.86                .00                34,722.86
SR                 131,782.73                .00                131,782.73
SS                  625.00                .00                 625.00
SU                 33,343.64                .00                33,343.64
S2                 25,667.07                .00                25,667.07
S7                  6,091.54                .00                6,091.54
S9                  189.16                .00                 189.16
TOTALS            373,368.63                .00                373,368.63
B. TRANSMITTAL DATA
TL NO.             005/8                006/8
AMT                8,580.23                20,870.64
C. GRANTS FYTD: 549,000.00
D. LAST SFOEDL RECEIVED: DEC 97
E. LAST SFOEDL PROCESSED: DEC 97
F. LAST UOL RECEIVED: DEC 97
G. LAST UOL PROCESSED: DEC 97
H. (Additional information as required by the Type Commander)//
BT
    
```

9126 OPTAR GRANTS AND WITHDRAWALS FOR NWCF ACTIVITIES

1. GENERAL. When notified by the Type Commander of OPTAR grants or withdrawal amounts, applicable OPTAR financial files will be updated using the OPTAR Grant/Withdrawal Function.

2. BUDGET LEVELS. RSUPPLY posts OPTAR grants and withdrawals to the appropriate OPTAR file and also to the Division Department Budget File (DDB). AOM and S&E (own ship) funds may be allocated to the departmental or divisional work center level by the activity. Supported unit and flight operations funds are budgeted at the UIC level and are recorded as a separate department in budget reports. Reimbursable OPTARs are treated as a separate department and may not be sub-allocated below the department level.

3. COMMANDING OFFICER'S CONTINGENCY FUNDS. When a Commanding Officer's contingency fund is being used locally, it is established as a separate department. The entire value of the OPTAR grant can be placed in the contingency fund and later reallocated to other departments or divisions. Conversely, portions of the grant can be immediately allocated to departments or divisions with the unallocated portion being placed in the contingency fund.

4. BP 28 FUNDS MANAGEMENT. Under NWCF management, funds will be allocated by NAVICP/NAVSUP to the Fleet/TYCOM for stock replenishment requirements defined for BP 28. Under RSUPPLY, a grant in the form of an OPTAR type grant will be provided to the NWCF activity processing. BP 28 funds as granted by the Fleet/TYCOM should not be exceeded without prior notification of the TYCOM.

9127 OPTAR ADJUSTMENT (DI X76)

1. PURPOSE. The OPTAR Adjustment Function is used to record OPTAR differences (charges and credits) from the Summary Filled Order/Expenditure Difference Listing (SFOEDL) received from STARS FL. Instructions for using the OPTAR Adjustment Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 2.

2. REPORTS AND FILES UPDATED. When OPTAR adjustments are processed in SUADPS-RT, the Financial Transaction Ledger and Financial Holding File will be updated. When financial processing is completed, OPTAR adjustment records (DI X76) will be posted to applicable OPTAR summary and detail files (current, first prior, etc.). Adjustments to current fiscal year OPTARs will also be posted to the Division Department Budget File.

For RSUPPLY Force Level activities, financial personnel/OPTAR user can use the Ships/MALS Automated Reconciliation and Tracking System (SMARTS) to automatically create the detailed document differences and provides the authorized user with an automated means for processing and reconciling financial listings (SFOEDL/UOL) received from STARS-FL.

If use of individual OPTAR adjustment (DI X76) is warranted, authorized user can access this function via menu path Financial>Reconciliations and select "SFOEDL Individual Requisition Fund Code differences" window.

9128 OBLIGATION ADJUSTMENT (DI X78)

1. PURPOSE. Adjustments to the obligated money value of outstanding DTO requisitions are accomplished with the Obligation Adjustment (DI X78) Function. Instructions for accomplishing the obligation adjustment are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4.

2. FILES UPDATED. The Obligation Adjustment Function updates the Basic Requisition File, the Financial Transaction Ledger File, and the Financial Holding File (FHF) when the adjustment is processed. Once the obligation adjustment is made to the system, a detailed obligation adjustment debit and/or credit transaction will reside in the FHF until generation of the next Financial TL to STARS.

For RSUPPLY Activities, process OPTAR Adjustment via menu path Financial>Reconciliations and select "Obligation Adjustment" window.

9129 BUDGET REPORTS (REPORT 21)

1. DESCRIPTION. Weekly and monthly prints of Report 21 are generated internally to facilitate a review of the OPTAR's status prior to submission of official Budget OPTAR Reports (BOR). The Budget Report (Report 21) is made up of the Division Budget Report, the Department Budget Report, and the Commanding Officer's Budget Report (see samples Appendix 15).

2. DIVISION BUDGET REPORT.

a. Format. The Division Budget Report is produced for each division and each supported unit to provide division officers with listings of detailed transactions for their particular divisions. If the divisions are allocated S&E or AOM funds, a divisional budget report is produced for each two-digit serial number department or division code assigned by the activity. A divisional budget report is also produced for each supported squadron (FLTOPS funds). A summary of the opening and closing balances on the allocations, obligations, and available balances is shown on the divisional budget report. The opening balance should equal the closing balance from the last financial update. The report's captions are as follows:

<u>Caption</u>	<u>Explanation</u>
Allocations	Cumulative total of OPTAR Grants received for the year.
Obligations	Value of all outstanding DTO requisitions. For USID C & M activities the value will also include outstanding stock requisitions for 7_ cog DLR material.
Year-to-date	Cumulative value of all material issued
Expenditures	Value of chargeable material issued from stock and DTO receipts. For USID C & M activities the value will also include receipts of stock requisitions for 7_ cog DLR material.

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<u>Caption</u>	<u>Explanation</u>
Stock Issues	Cumulative value of end-use DLR material issued from stock. The grand total of this caption will be zero since a charge is made to the receiving division, department, or UIC, and a credit is made to the end-use account.
Gross Adjusted Obligations	Current values of obligations plus year-to-date expenditures.
Available Balance	Allocations minus gross adjusted obligations.

b. Contents. Each weekly report details the transactions, which have successfully processed since the last weekly report. Transactions for the NWCF activity are listed in serial number sequence within Julian date. Transactions for APA type material listed on Report 21 are for information purposes only and have no effect on budget totals. Transactions appearing are as follows:

- (1) Allocations;
- (2) Obligations;
- (3) Expenditures (MOV receipts for services (cog 99) will appear on a Report 21, but will not be included in the expenditure value);
- (4) Adjustments;
- (5) Cancellations (AE_ with cancellation status).

c. End of the Month Division Budget Report. The divisional budget report produced at the end of the month will list the last weekly transactions separately and, in addition, will list the cumulative transactions for the month. Each division will be listed on a separate page. This report provides each division officer with information on the status of the divisional budget. Financial personnel must review the listing for large dollar value transactions that may have been erroneously processed and must take appropriate corrective action. Financial personnel will also file the listing in an update folder and furnish a copy to each division. The divisional supply petty officer must check this copy and report errors to financial personnel. A breakdown of the transactions involved in the Divisional Budget Report 21 is shown in the following subparagraphs:

3. DEPARTMENT BUDGET REPORT (REPORT 21). A departmental budget report is produced for each department, squadron, or reimbursable OPTAR. This report is a management tool used by department heads to maintain departmental funds. It shows the opening and closing balances for allocations, obligations, year-to-date expenditures, stock issues, gross adjusted obligations, and available balances for each division plus a grand total for the department.

4. COMMANDING OFFICER'S BUDGET REPORT 21. The Commanding Officer's Budget Report 21 is a summary of all departmental reports. It provides the information required to determine the budget status of the activity. The report reflects opening and closing entries with the same captions as the departmental budget report. A grand total is shown for each OPTAR. At the discretion of the Commanding Officer, funds may be transferred from one department to another as the need arises. Particular attention must be paid to this report to prevent over-expenditure of funds.

5. DETERMINATION OF OPENING AND CLOSING BALANCES. Report 21 provides a summary of opening and closing balances for the following:

- a. Allocations - the allocations (X50s) received and posted to SUADPS for the fiscal year for this division;
- b. Obligations - the value of all DTO requisitions (A0_s) still outstanding (cog 99 will always remain an obligation, whether outstanding or complete - expenditure accounting for cog 99 is performed at DFAS while the expenditure accounting for all non-cog 99 is performed by SUADPS-RT);
- c. Year to Date Expenditures - all the expenditures for the fiscal year such as issues, DTO Receipts, and SFOEDL Differences (cog 99 receipts for services will not post to the expenditure side since DAO performs the expenditure accounting for these);
- d. Gross Adjusted Obligations - the cumulative value of all obligations plus expenditures processed for the current fiscal year;
- e. Available Balance - the remaining OPTAR funds available for obligation or expenditure.

6. REPORT 21 RECONCILIATION. In order to bring the divisional/unit Requisition/OPTAR Logs into agreement with a ship's official records (NWCF), divisional/unit Repair Parts Petty Officer's (RPPOs) must reconcile their OPTAR log with the monthly Report 21. This is done by matching each transaction appearing on Report 21 to the OPTAR log. This procedure will identify unprocessed or erroneously processed transaction data (i.e., quantity, NSN, price changes), as well as transactions, which post with a different price than was posted to manual records. The Memorandum OPTAR/Report 21 Reconciliation Report will be used as follows (see sample on following page):

- a. Step 1 - Cut-off Date. Enter the requisition number of the last transaction listed on the current Report 21.
- b. Step 2 - Available Balance. Enter the OPTAR log balance immediately after the cut-off transaction.
- c. Step 3 - Add/Subtract Adjustments. Enter the dollar amount of any transactions/adjustments, which were posted to the OPTAR, log after the cut-off date, but which are included in this Report 21.
- d. Step 4 - Add/Subtract Differences to OPTAR Grants. OPTAR grants posted before the cut-off date and not shown on Report 21 (DI X50) will be subtracted. Withdrawals of OPTAR Grants posted before the cut-off date and not shown on Report 21 (DI X50) will be added.
- e. Step 5 - Adjustments due to Report 21 Processing. When there is a dollar value difference between the Report 21 and the divisional/unit OPTAR log, a financial adjustment will be created. The RPPO will total the adjustments and post a single line entry in the OPTAR log to bring them into balance. The OPTAR log entry will indicate "Report 21 (transaction date) financial adjustment". This figure will be entered for step 5.
- f. Step 6 - Adjusted Memorandum OPTAR Balance. The total from line 2, plus or minus the total of line three, minus line 4a, plus line 4b, and plus or minus line 5 will be entered.
- g. Step 7 - Closing Available Balance. Enter the closing balance shown on the Report 21.

- h. Step 8 - Subtract Documents Not on Ship's Records. Enter the total value of documents that have not appeared on any Report 21 for the current fiscal year, up to the cut-off date.
- i. Step 9 - Adjusted Report 21 Balance. Enter the difference between lines 7 and 8.
- j. Step 10 - Difference Between Adjusted OPTAR and Adjusted Report 21. Enter the difference between the Adjusted Memorandum OPTAR Balance (line 6) and the adjusted Report 21 balance (line 9) caused by threshold or unreconciled differences. This dollar value must be posted to the OPTAR log.
- k. Step 11 - Total Value of Report 21 Challenges. Enter the total value of Report 21 challenges. Detailed information must be provided by attaching a Report 21 Challenge Sheet.
- l. Step 12 - OPTAR Allocation FYTD. Enter the total of OPTAR allocations received fiscal year-to-date.
- m. Division Officer or Supply Officer of the supported unit will sign the report.

Memorandum OPTAR/Report 21 Reconciliation Report			
USS _____		Period covered by Report 21 _____	
Division/Unit OPTAR Log		Report 21	
Cut-off date (julian) (1) _____ and requisition serial no.		Closing available balance (7) _____ (shown on Report 21).	
Available balance after (2) _____ cut-off requisition was posted		<u>Subtract total</u> value of (8) _____ documents not on Report 21 for entire FY up to cut-off requisition.	
<u>Add/Subtract</u> (3) _____ adjustments posted in OPTAR after cut-off requisition.		Adjusted Report 21 (9) _____ balance. Item 7 minus item 8.	
<u>Subtract</u> any OPTAR Grants not shown on Report 21 (X50) before cut-off date.		<u>Difference</u> between (10) _____ Adjusted OPTAR (item 6) and Adjusted Report 21 (item 9) due to threshold/ unreconciled differences (must be posted to OPTAR).	
Ref: _____ (4a) _____			
Ref: _____ (4a) _____			
<u>Add</u> any withdrawals of funds not shown on Report 21 (X50) before cut-off date.		Total value of Report 21 (11) _____ Challenges.	
Ref: _____ (4b) _____			
<u>Add/Subtract</u> differences (5) _____ to OPTAR incident to processing this Report 21.		OPTAR Allocation FYTD (12) _____	
Adjusted Memorandum (6) _____ OPTAR Balance. Items 2 +/- 3 - 4a + 4b +/- 5.		_____	_____
		RPPO Signature	DO Signature

7. CHALLENGES TO REPORT 21. The divisional/unit RPPO should challenge transactions, which appear erroneous. They will be submitted to the financial supervisor on a Report 21 Challenge Sheet (see sample below) for corrective action. Challenged dollar values will be posted to the division/unit OPTAR log. If research by financial personnel reveals that the challenged transaction is not valid, the correction will appear on a subsequent Report 21. Processing of these corrections should be in an expeditious manner for the activity to maintain accurate accountability. Examples of challenges that may occur are as follows:

- a. Issues that have been duplicated;
- b. Values that are different from requisition values (quantity or price errors);
- c. Report 21 shows a money value only (MVO) transaction when an obligation and a receipt transaction appeared on a previous Report 21;
- d. A cancellation is shown when the material has been received;
- e. An OPTAR adjustment appears with an erroneous increase or decrease in price;
- f. An MVO transaction of material exists for which the supported unit's financial personnel have no record;
- g. Report 21 shows an A0__ with an erroneous extended money value.

Report 21 Challenges				
USS _____				
Period covered by Report 21 _____				
<u>Document Number</u>	<u>NSN</u>	<u>Total Price</u>	<u>Explanation of Error</u>	<u>Stock Control Action</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

8. REVIEW AND ACTION. Report 21 will be audited using the Financial Reports Audit contained in Appendix 32. Financial personnel will also review each Memorandum OPTAR/Report 21 Reconciliation Report to ensure that all transactions have been posted to and reflect accurate dollar values. The Report 21 Challenges will be researched and appropriate action will be taken on invalid transactions.

9130 DETAILED LISTING OF PRIOR FISCAL YEAR TRANSACTIONS (REPORT 23)

1. DESCRIPTION. The Detailed Listing of Prior Fiscal Year Transactions (Report 23) takes the place of Report 21 for prior fiscal years and contains all receipts and cancellations for first and second prior fiscal years. It shows a detailed line for each transaction processed during the current period (see sample Appendix 15). A report is produced for every department and totals are not shown. The monthly report will list the previous week's transactions separately from the cumulative transactions for the month. Financial personnel should review the listing for large dollar value transactions that have processed erroneously and take corrective action if necessary. This will prevent the over-expenditure of OPTAR funds in a prior fiscal year. The original of Report 23 should be filed and retained for the remainder of the 36-month accounting cycle.

9131 BUDGET OPTAR REPORTS

1. GENERAL. RSUPPLY has the option of producing Budget OPTAR Reports (BORs) (see par. 9202) as warranted in either a simulated NAVCOMPT Form 2157 format or in a message report (see sample Appendix 15). Each activity will produce the report in the format desired by the Supply Officer and in accordance with Type Commander instructions. The following OPTAR reports will be generated based on USID:

- a. S&E,
- b. S&E Supported Unit,
- c. Reimbursable OPTAR,
- d. AOM (for ship or MALS),
- e. FLTOPS (for ship's aircraft, squadron, or both)

2. REVIEW AND ACTION. When the financial information is produced prior to the end of the reporting month, a dummy monthly Budget OPTAR Report will be prepared reflecting the most current financial execution data. This will be used to prepare the message Budget OPTAR Report for submission to DFAS. During year end close out, NWCF activities may need to cut off stores issues prior to 30 September in order to meet the reporting requirements. Every effort must be made to ensure that the Budget OPTAR Report submitted for September includes all requisitions established in the fiscal year including those established after the required NWCF early cut-off date. BORs will be audited using the procedures described in par. 9202 and the Financial Reports Audit contained in Appendix 32.

Part D: UNMATCHED OPTAR LISTINGS

9200 INTRODUCTION

1. GENERAL. The appropriate DFAS activity and Fleet/Type Commander's Comptroller offices, as the authorization accounting activity, performs official accounting for OPTAR holders under STARS. Part of this accounting process involves matching obligation documents with corresponding expenditure documents received from supply activities and from MFCS. The reconciliation of these transactions creates the Summary Filled Order/Expenditure Difference Listing (SFOEDL), and the Unfilled Order Listing (UOL) (formerly AUOL) which affect the OPTAR holder's funds. These listings are forwarded to the OPTAR holder for reviewing, processing, and to provide feedback to DFAS and the fleet/TYCOM representative as directed. This feedback allows the TYCOM and DFAS to verify or correct official accounting records for invalid charges identified by the OPTAR holder.

9201 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL is produced as a result of the reconciliation process conducted by OPLOC. It consists of OPTAR related expenditures for which no matching obligation has been reported to DFAS, expenditures with a money value different than the reported obligation, corrections to previously rejected transactions, and carcass charges. SFOEDLs are produced monthly from the first through the twenty-fourth month and then quarterly thereafter to the end of the thirty-six month accounting cycle. Detailed SFOEDLs produced by DFAS under STARS FL will be provided to the activity level via an automated feedback processing using the Streamlined Automated Logistics Tool Set or (SALTS). In addition, any SFOEDL for operating forces may be downloaded from the SALTS web page that updates SFOEDLs received from STARS on a monthly basis.

2. FORMAT. Each SFOEDL received will contain the results of the monthly reconciliations performed at the OPLOC. The transactions will be printed in document number sequence for each OPTAR. Information printed in the heading will consist of the title, report ID, month and year of the report period, and the date the report was processed. The heading will also show the fiscal year, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, and the Reimbursable Control Code (when applicable). The format of the SFOEDL is as follows:

<u>Caption</u>	<u>Explanation</u>
DOCUMENT NUMBER	The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character number will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.
ACRN	Accounting Classification Reference Number. For all obligations, an ACRN of AA is assigned unless a requisition number has a suffix code in the 15th position. When there is a suffix code it will be reflected in the second position of the ACRN. For carcass charges the ACRN will be ZZ.

JOB ORDER FC	The five position job order serial number. The first two positions are the fund code.
TEC	Type equipment code, if applicable.
TL NO/ ISS ACT	For obligations this is the first transmittal number which established or updated the document. For aviation MVOs, a generated MVO change through the BOR process will assign a TL number of AVF. For expenditures this will be the UIC (stock points), RIC (DLA), or the registering Navy activity code and accounting register number (public vouchers). When adjustments are processed, the adjustment code will be shown in front of the TL number.
ID	Issue date, this will be the voucher date (MMY).
BILL/VO NO	This will be the bill number for DLA expenditures or the voucher number for public vouchers.
COG	Cognizance symbol. For TAD, overhaul, restricted availability and technical availability expenditures this will be the transaction type code.
STOCK NUMBER	The National Stock Number or part number. For TAD the name of the traveler will be shown.
DOC ID	OBL for obligation, EXP for expenditure, or ETR for the TR portion of travel.
UI	Unit of issue.
QTY	Quantity.
AMT	For obligations this will be the outstanding amount. For expenditures this will be the amount expended.
REMARKS	<p>The Remarks column describes the results of the reconciliation process for each transaction. The remarks used here are as follows:</p> <p>AD CANC - The adjusted value of an obligation when the value of a cancellation exceeds the value of the original obligation.</p> <p>SPS CHG - Assigned when a record comes in from Standard Procurement System (SPS) and matches an obligation.</p> <p>CARCASS - An expenditure for a carcass which has not been turned in within the prescribed time frame.</p> <p>COST TRANSFER - Charges have been moved from one job order to another as an expenditure.</p> <p>DIFFERENCE - An adjustment to the value of the obligation. Normally this occurs when there is a difference in money value between the obligation and the expenditure.</p> <p>LABOR EXP - Assigned for all expended labor records not matching to an obligation.</p>

MATCHED EXP - An expenditure record matches an obligation.

PT ORD EST - Establishment of a partial order when the obligation and expenditure match except that the expended quantity is less than the unfilled quantity.

TL MATCH SPS - An incoming TL obligation matches an SPS obligation.

UNMATCH EXP - An expenditure that did not match with an obligation.

TOTALS Difference totals are provided by fund code for the current period. A separate section contains cumulative totals by fund codes.

3. REVIEW AND ACTION. OPTAR holders will accept and post to the Requisition/OPTAR Log all differences shown on the SFOEDL. After posting the differences, each transaction on the listing will be reviewed and those considered invalid will be annotated with the appropriate challenge code (see Appendix 9). Carcass transactions, which are invalid, will be resolved with the NAVICP in accordance with the procedures described in pars. 8330-8335. Challenged transactions, which the DFAS and TYCOM determine to be invalid, will be reversed with a correction transaction on a future SFOEDL. The processing, review and validation will be completed with 10 days following receipt of the SFOEDL. The following factors will be considered when reviewing SFOEDL transactions:

a. Charges will not be considered as over or under stated unless the material has been received. Non-receipt of material will be subject to normal follow-up procedures and is not a valid reason for rejection.

b. Receipt of substitute and duplicate shipments are valid charges.

c. Supply activities bill at the latest price change information. These prices may vary significantly from NWCF unit prices. Packing, transportation, postage, and discounts will also result in price variations. Unit prices and additional cost data on receipt documents will be checked prior to annotating the related matched expenditures. GSA expenditures coded FN_ represent a surcharge for overseas packaging and will not be rejected.

d. Any advance adjustments that may have been taken.

e. Whether cancellation action was valid and/or at a value in excess of the original unfilled order.

f. Whether the transaction document number contains erroneous/transposed data.

9202 UNFILLED ORDER LISTING (UOL)

1. GENERAL. The Unfilled Order List (UOL) (formerly AUOL) is sent by STARS FL to OPTAR holders for whom they perform OPTAR accounting. The UOL lists unfilled orders (obligations) held under STARS, which have not matched with related expenditure documents and have not been canceled. It is produced and distributed monthly.

2. **FORMAT.** Information printed in the heading will consist of the title, report ID, month and year of the report period, and date the report was produced. The heading will also show the fiscal year, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, OPTAR Functional Category (OFC), and the Reimbursable Control Code (RCC). The format of the UOL is as follows:

<u>Caption</u>	<u>Explanation</u>
DOCUMENT NUMBER	The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character number will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.
JOB ORDER FC	The five position job order serial number. The first two positions are the fund code.
TL NO	The latest transmittal number which established or updated this document.
TEC	Type equipment code, if applicable.
EDR	For travel orders, the estimated date of return (month, day and last 2 digits of year).
COG	Cognizance symbol.
UI	Unit of issue.
STOCK NUMBER	The National Stock Number or part number. For TAD the name of the traveler will be shown.
POE/SUM DATE	The month and last digit of the year the unfilled order had either a partial order established (POE) or had an adjustment/partial cancellation (SUM).
QTY	Quantity
AMOUNT	The original estimated cost or amount remaining after partial cancellation or partial matching in the reconciliation process.

3. **REVIEW AND ACTION.** If the material or service has been received by the requisitioner, this indicates that either the DFAS has not yet received the expenditure document; a number has been transposed prohibiting a match and has been charged to the OPTAR on the SFOEDL; or the issue activity has failed to forward an expenditure document. The UOL must be reviewed and processed within 20 days following receipt. Each transaction on the UOL must be reviewed to determine whether the material or service has been received. Items on the UOL for which material or services have not been received will be reviewed for normal follow-up action with the supply activity. When material or services have been received the transaction will be processed in accordance with Type Commander directives.

9203 SHIPS AND MALS AUTOMATED RECONCILIATION AND TRACKING SYSTEM

1. GENERAL. The Ships and MALS Automated Reconciliation and Tracking System (SMARTS) was developed to assist the afloat activity in working the SFOEDL and UOL difference data from STARS with the applicable host application under Supply Management. SMARTS functionality incorporates the detailed accountability required under the Chief Financial Officer's (CFO) Act.

2. ASSUMPTION. The SFOEDL and UOL are available for drawdown monthly from the internet in its current form. Detailed files are also transmitted or pushed to the fleet units via a SALTS solution on a monthly basis. By incorporating the use of SMARTS functionality for afloat supply management for SFOEDL and UOL processing, the financial storekeeper can extract information from the host supply management application for automated reconciliation on the PC desktop side. This would include posting of financial differences on the SFOEDL side as well as challenging erroneous charges posted to the activity's OPTAR. SMARTS also provides an automated tool for 100% review and validation of all unfilled orders without the requirement for inter-active review by the financial storekeeper as in legacy business practices. Activities who desire the SMARTS software and training should contact their Type Commander who can arrange for software and training concerning this tool. SMARTS functionality has been incorporated into RSUPPLY Force and will eventually be incorporated into RSUPPLY Unit as part of the standard financial reconciliation procedures.

Part E: SFM PROCEDURES

9300 TRANSACTION LEDGER (REPORT 095)

1. GENERAL. The Transaction Ledger (Report 095, see sample Appendix 25) provides a record of all transactions since the last live report against shipboard stock items and provides a snapshot of the fund code obligations made during the transaction period. A live ledger should be run on the 15th and last day of each month, to coincide with the generation of financial transmittals. A live ledger should also be run before and after any ASI tape update to create a consolidated listing of all stock record updates. A trial Transaction Ledger can be run as often as desired. The last page of the transaction Ledger provides a summary, by Fund Code, of the financial impact on the activity's Budget OPTAR Report (BOR).

9301 FINANCIAL REPORTS

1. GENERAL. The financial reports for Financial Transmittals and Budget OPTAR Reports will be prepared automatically through the SFM subsystem or in the case of RSUPPLY (Unit Level). The following must be accomplished prior to running the live Financial Reports:

- a. Process and output all requirements and obligations.
- b. Process all cancellations documents.
- c. Process all Servmart requisitions for completed shopping.
- d. Process all advance price adjustments.
- e. Process any Unfilled Order Listings (UOL).
- f. Process any Summary Filled Order/Expenditure Difference Listings (SFOEDL)
- g. Run trial reports and verify all transactions match.

9302 OPTAR DOCUMENT TRANSMITTAL REPORT AND OBLIGATION LISTING (REPORTS 025 AND 026)

1. GENERAL. The OPTAR Document Transmittal Report (TL) will be prepared in accordance with par. 9122. The report may be produced as either a trial or live document. The OPTAR Document Transmittal Report (Report 025) will be submitted to The DFAS OPLOC. The Obligation Listing (Report 026) provides detailed information for the money values shown in Report 025. See Appendix 25 for sample reports.

9303 BUDGET OPTAR REPORT (REPORTS 021 AND 049)

1. GENERAL. The Budget OPTAR Report (BOR) will be prepared and submitted in accordance with par 9124. SFM is programmed to automatically produce a trial BOR every time a trial transmittal is produced. The trial BOR is used to evaluate the financial status of the ship and to ensure the accuracy of financial data prior to producing the live report for submission to the DFAS OPLOC. SFM provides the option of producing either a mechanized BOR (Report 021) or a message BOR (Report 049). See Appendix 25 for sample reports.

9304 SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES (REPORT 043)

1. GENERAL. The Summary of Material Receipts/Expenditures (Report 043) is produced automatically with the BOR any time transfers have been processed since the last live BOR was produced. Transfers to another ship of the same TYCOM result in an "B" summary, while transfers to a ship of a different TYCOM result in an "A" summary being produced. When produced, Report 043 will be submitted to the DFAS OPLOC as part of the end of the month financial reports. See Appendix 25 for a sample report.

9305 DEPARTMENTAL BUDGET STATUS REPORT (REPORT 085)

1. GENERAL. The Departmental Budget Status Report (Report 085) is maintained on-line and is updated on a real time basis as entries are made affecting financial status. These include augmentation or allocation changes; posting of issues, requisitions, RFI turn-ins or cancellations; or approval of requirements. The report is printed in two sections, one for each budget maintained. See Appendix 25 for a sample report.

9306 END OF YEAR BUDGET STATUS REPORT (REPORT 086)

1. GENERAL. The End of Year Budget Status Report (Report 086) is produced at the end of each fiscal year as part of the year-end close out procedures. Report 086 provides the status of the ships OPTAR accumulated obligations and adjustments for budget records being deleted from the file. Production of this report is initiated by a message from the Type Commander or SPAWARSSYSCEN. See Appendix 25 for a sample report.

9307 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL will be processed in accordance with par. 9301. When SFOEDL processing is completed, a second trial BOR should be run to compare the SFOEDL difference values against the first trial BOR. SFM provides two options for entering SFOEDL data into the ship's financial records:

a. Entry of each individual SFOEDL transaction, directing the credit or debit to the departmental budget. This allows the OPTAR holder to challenge "over threshold" documents individually through "SFOEDL Summary Differences".

b. Entry of a single transaction for each fund code contained on the SFOEDL. Through this option, debits and credits are processed into the stock fund difference column controlled by the Supply Officer. For example, east coast ships with fund codes "SR", "SB", and "S3" adjustments are applied to the maintenance budget stock fund and all other fund code adjustments are applied to the consumable (other) budget stock fund.

Part F: NAVY WORKING CAPITAL FUND AND MATERIAL FINANCIAL CONTROL SYSTEM

Section I: NAVY WORKING CAPITAL FUND (NWCF)

9400 INTRODUCTION

1. DEPARTMENT OF DEFENSE WORKING CAPITAL FUND. The Defense Working Capital Fund (DWCF), formerly known as the Defense Business Operations Fund (DBOF), is a revolving industrial fund for a large number of defense support functions. It utilizes business-like cost accounting to determine total cost of the business activity. The Defense Working Capital Fund is made up of the Army Working Capital Fund, the Navy Working Capital Fund, the Air Force Working Capital Fund, and the Defense-Wide Working Capital Fund.

2. NAVY WORKING CAPITAL FUND (NWCF). The NWCF finances the procurement of material carried at designated naval activities ashore and afloat. As a revolving fund, the NWCF is reimbursed when material is issued. NWCF is reimbursed based on the sale of the material and the working capital is made available to replenish the activity's stock. The NWCF charter provides that, under the direction of the Secretary of the Navy and the Chief of Naval Operations, the Naval Supply Systems Command (NAVSUP) will manage the NWCF. NAVSUP delegates to the Navy Inventory Control Point and other project managers control and management responsibilities for assigned categories of NWCF material.

9401 ADMINISTRATION

1. MANAGEMENT. Each category of NWCF material is assigned a Budget Project (BP) and the funds are suballocated to the Commanding Officers responsible for the assigned BPs. Each BP manager is responsible for maintaining adequate stocks of material, determining budget requirements, and administering NWCF allotments. The project managers administer two types of NWCF allotments. Large shore activities are granted closed allotments with specific monetary limitations. Centrally managed or open allotments are used for funding smaller NWCF shore activities, designated Fleet units, and MALS. These open allotments allow for simplified accounting procedures and eliminate monetary limitations at the individual activity.

2. NWCF BUDGET PROJECTS. The following budget project numbers are used for NWCF:

<u>Budget Project</u>	<u>Cognizance Symbol</u>	<u>Category of Material</u>	<u>Project Manager</u>
21	1Q	Ships Store Stock	NEXCOM
23	Various	Ships Overhaul Material	NAVICP MECH
25	Various	Special NSA Transactions	NAVSUP

NAVSUP P-485 Volume I - Afloat Supply

9401

Financial Management

<u>Budget Project</u>	<u>Cognizance Symbol</u>	<u>Category of Material</u>	<u>Project Manager</u>
28	All 1I, 3, 5 & 9 cogs Except 3H, 5R & 9X	Retail Repair Parts and Supplies	NAVICP MECH
34	1R, 5R	Aviation Consumables	NAVICP PHIL
38	9X	Retail Fuel and Related Materials	NAVICP MECH
81	7E, 7G, 7H, 7N, 7Z, 1H, 3H	Shipboard Depot Level Repairables (7_ Cog) Consumables and Field Level Repairables (Surface)	NAVICP MECH
85	7R	Aviation Depot Level Repairables	NAVICP PHIL

9403 STORES AND INVENTORY ACCOUNTS

1. GENERAL. Inventory held under afloat supply and NWCF were held in stores or inventory accounts. These stores and inventory accounts were based on a type of classification and were used to determine inventories that were reported under the Financial Inventory Report (FIR) system that transitioned to MFCS. Under MFCS, Stores Accounting is accomplished under the Centralized Accounting and Billing (CAB) concept. Detailed Transaction Item Report (TIR) transactions are posted to MFCS and rolled up to the Standard General Ledger for Stores Accounting.

9404 NWCF TRANSACTION PROCESSING

1. GENERAL. Transactions affecting the financial records (files) the afloat Automated Information System (AIS) for NWCF activities (i.e. RSUPPLY) may be input to the system on-line via the terminal, in batch mode (from data generated locally or provided by external sources), or through internal processing as a result of data originated in other systems, such as NALCOMIS. Transactions entered through any of the subsystem functions will result in a transaction record being added to the Financial Holding table for later batch reporting to MFCS through the Transaction Item Reporting (TIR) process. Detailed transactions are created in RSUPPLY for subsequent TIR reporting to NAVICP under MFCS.

Section II: MATERIAL FINANCIAL CONTROL SYSTEM (MFCS)**9500 INTRODUCTION**

1. GENERAL. The Material Financial Control System (MFCS) is used by the NAVICP to perform inventory accounting for wholesale inventories and selected retail inventories using a Standard General Ledger (SGL) accounting system. MFCS has been implemented as part of the RSUPPLY software and on a desktop PC called MFCS-PC implemented at selected activities (previously referred to as SAC-207/SAC-224). This includes all air stations converted to RSUPPLY NAS. RSUPPLY NAS activities operate under the same rules as RSUPPLY Force (afloat) activities when it comes to the basics of RSUPPLY and business processes associated with NWCF management. For MFCS capable activities, detailed obligations for DTO requirements are submitted to STARS on the Financial Transmittal (TL) report. Detailed expenditures for material issued from onboard stock are Transaction Item Reported or TIRed to the ICP. The NAVICP, under the Centralized Accounting and Billing (CAB) concept, accounts for the NWCF material held afloat. Detailed Interfund Bills (IFBs) are provided to the appropriate DFAS activities for material issued from storeroom stock or ashore for DTO requirements held under NWCF and managed under MFCS. The Inventory Accounting and Billing Module (PX06) of MFCS has been operational at the NAVICP in Mechanicsburg and Philadelphia since March and November 1993, respectively. PX06 is part of the Uniform Inventory Control Point (UICP) Financial Control Applications (FCAs) which are part of Navy Supply Information Systems Activity (NAVSISA) overall UICP system. The operation of the Application/Operation (A/O) is supported by an integrated financial database that includes a Standard General Ledger (SGL), document records, systems parameters and files, transaction queues, and history data complimented by on-line access to the supply database. PX06 uses MACRO software that allows a single transaction to complete all required validations and to update all Integrated Database (IDB) records before processing the next transaction.

MFCS performs the following functions:

- a. Provides automated information to assist using Comptroller Organizations in discharging legal duties defined in the National Security Act of 1947, the Budget and Accounting Procedures Act of 1950, and other applicable statutes. This includes inventory management and Standard General Ledger (SGL) accounting for all NSA NWCF, APA and Zero Cog inventory held under MFCS.
- b. Provides and maintains accurate on-line, integrated financial databases that minimize redundancy within the supply/procurement databases.
- c. Includes a Standard General Ledger, detailed document records in support of the ledger, and history data.
- d. Incorporates procedures to control establishment and maintenance of corresponding document records in financial and supply databases.
- e. Contains General Ledger posting routines for use by all material accounting operations.
- f. Standardizes billing.

- g. Improves Navy Working Capital Fund (NWCF) cash flow/reimbursement.
- h. Electronic data streams replace hard copy month-end financial reports.

9501 SAC-207 AND SAC-224 ELIMINATION

1. GENERAL. NWCF activities operating under MFCS are not required to submit the Financial Inventory Reports (FIRS) to DFAS any longer. Under "Afloat Supply", NWCF activities operating under SUADPS Special Account Classifications (SAC) 207 and 224 transitioned to the Material Financial Control System (Retail). This transition allowed those activities to transfer from Financial Inventory Reporting (FIR) to the Centralized Accounting and Billing (CAB) concept under the Standard General Ledger (SGL) managed through UICP applications. With the transition to CAB, in-transit reconciliation has become a major piece of the business process with issues and receipts processing on a daily basis for those fleet activities operating under NWCF at NAVICP.

9502 TRANSACTION ITEM REPORTING (TIR PROCESSING)

1. GENERAL. Transaction Item Reporting (TIR processing) at a detailed transaction level is the means for reporting to MFCS operating at the NAVICP under UICP applications. Detailed TIRs are generated from the NWCF activity whether it was a previous SAC-207, SAC-224 or RSUPPLY Force Level activity and/or RSUPPLY NAS activity for forwarding to NAVICP and MFCS. These detailed transactions represent those transactions that affect the stock on hand for a receipt or expenditure. Under MFCS-Retail, MFCS PC and/or RSUPPLY, the detailed transaction is generated and forwarded for processing to the UICP inventory management module B04 (Stock Record File) and then subsequently posted to the Standard General Ledger (SGL) under UICP application PX06. Through this business process, detailed transactions for NWCF are provided to the ICP for upline reporting to the Standard General Ledger (SGL) and eventually the Central Data Base (CDB) for the NWCF account. Based on the type of TIR, transactions may increase or decrease inventory. In addition, based on certain TIRs, sales are generated and forwarded for proper billing under the STARS system for DTO requirements. Some things to consider when reviewing TIR processing include: Timeliness of TIR generation and submission; Accuracy of TIR reporting without opening TIR files and corrupting data and synchronization with interface applications such as NALCOMIS to ensure all detailed transactions are provided to the supply application for upline TIR reporting. More information concerning the TIR process may be found in the Stock Control Guide for MFCS Activities.

9503 NWCF IN-TRANSITS UNDER MFCS

1. GENERAL. In-Transit visibility and accountability of stock has been a persistent problem for the Navy. First identified as a weakness in a 1983 audit, various programs were fielded in the early 1990's to improve the In-Transit process. However, the Navy IG identified the In-Transit problem again in January 1998. The General Accounting Office (GAO) was directed by Congress in 1997 to undertake an audit of In-Transit Department of Defense (DOD) stocks. Navy was audited first since we held 46 percent of the DOD Supply System Inventory Report (SSIR) dollar value.

The In-Transit Inventory management process became more complex when defense-warehousing responsibility transferred to DLA during 1992-93, and with installation of the Defense Supply System (DSS) program in 1998. Stock In-Transit (SIT) is part of the standard business processes operating under NAVICP's Material Financial Control System (MFCS). The focus of afloat supply in-transit reconciliation is on the details provided under Stock In-Transit (SIT). Currently, afloat supply does not do reconciliation for Material In-Transit (MIT) and Accounts Payable (AP) related transactions. These types of transactions will be addressed once an automated solution is found for management of Retail MIT and AP transactions in regards to NWCF management. For the purposes of NWCF in-transit management, the focus will be on Stock In-Transit (SIT).

9504 STOCK IN-TRANSIT (SIT)

1. GENERAL. Stock In Transit (SIT) is a result of issues, transfers and receipts between two activities that currently operate under the Material Financial Control System (MFCS). A SIT exists when one activity has recorded an issue, transfer and/or receipt of material under Navy Working Capital Fund (NWCF) management to/from another activity operating under NWCF management and MFCS. This would include MFCS Retail afloat and the MFCS wholesale processes managed under UADPS U2 and UICP applications as well as those activities operating under the Shipboard Uniform Automated Data Processing System (SUADPS), Relational Supply (RSUPPLY) or MFCS-PC. For RSUPPLY, SIT exists when a NWCF-owned asset is issued to a ship or MALS or RSUPPLY NAS activity in response to a stock replenishment requisition, or when one ship or MALS or RSUPPLY NAS activity issues a NWCF-owned asset to another ship or MALS or NAS via a crossdeck action or when a ship or MALS or RSUPPLY NAS activity offloads NWCF-owned assets. SIT for RSUPPLY also includes APA and Zero Cog material owned by the Navy and carried as "stock". Unmatched Stock In-Transit issues can represent problems with receipt processing, dues management and inventory validity concerns for NWCF activities because it represents those Navy issues that were shipped to the customer that do not have a matching receipt.

9505 CROSSDECKS AND SIT

1. DESCRIPTION. Crossdecks are those SIT transactions where NWCF-owned inventory is moved from one ship/MALS site to another. This is a common practice when one activity is relieving another overseas or when one ship is getting ready for deployment and screens stock deficiencies against another NWCF activity. All crossdeck issues must be cleared (receipted) by the receiving vessel within 45 days of the actual issue. Any crossdeck issue or receipt greater than 45 days old must be investigated and appropriate inventory action/reconciliation taken before the record becomes 90 days old. If a crossdeck issue cannot be resolved within 90 days, a SIT receipt and physical inventory loss must be recorded. If a crossdeck receipt cannot be resolved within 90 days, then the receipt should be reversed and reposted as a physical inventory gain. The goal for unmatched SIT in-transits resulting from crossdecks is zero greater than 45 days old.

9506 MONTHLY IN-TRANSIT RECONCILIATION

1. GENERAL. Throughout the course of a month, issues, transfers and receipts are being processed both afloat and ashore and are being reported to the NAVICP via the Transaction Item Reporting (TIR) process. However, not all issues made from ship/shore will match all receipts that are reported from the MFCS activities. The next series of paragraphs will address some of the issues dealing with the monthly reconciliation process and subsequently the follow-up process for reducing unmatched issues and receipts for MFCS activities. For afloat/ashore Supply Management under NWCF, the primary focus will be the review/reduction of unmatched issues (SIT) provided under stock replenishment or initial outfitting (e.g. 7R initial outfitting APN-6 requisitions).

9507 MFCS AFLOAT/ASHORE ACTIVITIES

1. GENERAL. Starting with the USNS Concord in August of 96 through March of 99, previous working capital fund activities were transitioned from their respective accounting processes under their legacy software applications to MFCS Retail. Inventory held afloat as Navy Surface, Retail, and/or Navy Aviation cog is reported to the respective NAVICP Master Item File (MIF) under UICP application B04 and daily TIR reporting.. TIRs being reported post to N35 (N00104) for the Navy Surface wholesale cog material; N32 (N00383) for the Navy Aviation wholesale cog material; and to NUA (N69117) for what is referred to as the non-Navy Cog or retail inventory. Normal match processing of SIT to SIT is conducted with the daily TIR reporting process. Any TIR that does not match it's corresponding receipt or issue TIR will be considered an unmatched in-transit transaction. MFCS activities operating under RSUPPLY Force also include those NAS activities that have transitioned to RSUPPLY.

9509 NORMAL MATCH PROCESSING

1. GENERAL. A normal match process occurs when a SIT issue matches a SIT receipt or vice versa. In theory, an issue from a Navy source should match a receipt from the Navy source. However, the next several paragraphs will address actions being taken for a monthly follow up process for reconciliation of unmatched SIT transactions. It is important to realize that this monthly reconciliation process is conducted on a routine, cyclic basis with the focus being resolution of unmatched in transit transactions while avoiding in transit adjustments and unnecessary follow-ups.

9510 BUSINESS RULES FOR NAVICP ACTION

1. GENERAL. A number of actions are being incorporated into the matching process at NAVICP under the UICP application PM 76. These actions will be a normal part of the NAVICP in-transit business. As such, the objective is that these actions will be completed during the normal month long processing of unmatched in-transits prior to daily processing and production of the extracts for posting by the TYCOM SIT WEB FOCUS Program. The following business rules apply. NAVICP will:

- a. Conduct normal (perfect) match processing of SIT transactions through B04, PX06, PM76 processing. This will include on a monthly basis clearing all TIR actions that may have errored and require correction prior to successfully processing. Perfect match criteria are as follows:
 - Issue document number is equal to receipt document number
 - Issuing UIC of issue record is not the same as that of the receipt record (less service code)
 - Fund code of issue and receipt is an NWCF fund code
 - Quantity issued and quantity received is the same.
 - Issue and receiving activity are both on the TIR wheel.
- b. Reconcile any Unreconciled Balance (URB) action that may have an effect on unmatched in-transit transactions.
- c. Provide automatic closure of SIT records if the issue and receipt records match but have a different CIIC code or different NIIN or Family Group Code. PX06 will set a CIIC Match Exception Indicator or NIIN/FGC Match Exception Indicator in the Receipt Tracking Index (RTI) record.
- d. Conduct Near Perfect Document Number Match for SIT records. Near Perfect Match criteria are as follows:
 - RI-From reflected on the receipt document is different than RI-From on the issue document
 - The condition codes of the issue and receipt must be EITHER RFI or NRFI. However, if the SIT record is an Offload Record, the match does not require the condition code match between issue and receipt
- e. Check for Miscoded TIR matches (General Ledger Matches). The system will look for GL2637 Journal records that match to unmatched issue triggers and unmatched receipt triggers. Further tracking and aging will be suspended until the transaction is cleared at NAVICP under the AIMS system.
- f. Check for Non-Processed TIR match. These are TIRs that might have come into UICP B04, but were not processed to update inventory or did not post to financial. These transactions may have posted to the NAVICP's Transaction History File

- g. (THF) but some reason did not clear the unmatched in-transit transaction. Further tracking and aging will be suspended until the transaction is cleared by the NAVICP.
- h. Probable Matches. If the ICP In-Transit system does not find a matching record for the unmatched SIT issue or receipt under the same document number, prior to any adjustment, it will begin to look for potential matches. This will include transactions that have document numbers very similar to the SIT document number that is unmatched. Based on previous MFCS Afloat work groups, the Probable Match function will NOT be done for offloads, issues to afloat receivers, crossdecks or any SIT scenario that includes an afloat issuer and/or receiver at the ICP level unless all other reconciliation efforts have failed.

9511 IN-TRANSIT EXCEPTION PROCESSING

1. GENERAL. All efforts will be made in whatever automated fashion as possible to reduce the number and amount of MFCS in-transits by the NAVICP. Only those stock replenishment actions that have not been properly receipted or have been receipted but not properly issued should remain on the open in-transit files. If the item was received by the activity within the last 30 days, the fleet unit requires no immediate action.

9512 FLEET/TYCOM REPORTING

On a daily basis, aggregated summary data with supporting details will be provided under the MFCS afloat NAVICP web page for Fleet/TYCOM review via the TYCOM SIT WEB FOCUS Program. The web page can be accessed online at: <http://mfcsweb.icpmech.navy.mil/px0204/tycom.htm>. The business rules or actions are listed under each subparagraph that pertains to a certain type of in-transit. This aggregated summary data will be provided based on the TYCOMs referenced below:

- COMNAVAIRPAC – CNAP – All carriers managed by CNAP for NWCF reporting.
- NASPAC – CNAP – All stations managed by CNAP for NWCF reporting currently operating under RSUPPLY NAS.
- COMNAVAIRLANT– CNAL – All carriers managed by CNAP for NWCF reporting.
- NASLANT – CNAL – All stations managed by CNAL for NWCF reporting currently operating under RSUPPLY NAS.
- CNARF – CNARF – All stations managed by the Naval Air Reserve CNRF for NWCF reporting currently operating under RSUPPLY NAS.
- CNET – CNET – All stations managed by the Chief of Naval Education and Training (CNET) for NWCF reporting currently operating under RSUPPLY NAS.
- COMNAVSURFLANT– CNSL – All ships and stations managed by CNSL for NWCF reporting including the sub tender for COMSUBLANT.
- COMNAVSURFPAC– CNSP – All ships and stations managed by CNSP for NWCF reporting including the sub tender for COMSUBPAC.

- COMMARFORLANT– FMFL – All Marine Aviation Logistics Squadrons (MALS) managed by FMFL for NWCF reporting.
- COMMARFORPAC– FMFP – All Marine Aviation Logistics Squadrons (MALS) managed by FMFP for NWCF reporting.

9513 TYCOM SIT WEB FOCUS PROGRAM

Once the user is in the web page, a user name and password will provide them access to unmatched issues, unmatched crossdeck issues, unmatched receipts unmatched crossdeck receipts, unmatched offload issues and unmatched offload receipts which remain open as unmatched transactions as part of MFCS. Receipts are not yet available on the TYCOM SIT WEB FOCUS site but will be reviewed in the future. A login name and password can be requested from NAVICP Code M0142 and will be provided to each user via separate correspondence.

The matrix reports provided on the web site for Fleet/TYCOM review will allow for the Fleet/TYCOM to monitor how their units are doing in reference to MFCS in-transit transactions that remain unmatched at time of reporting. The overall summary matrix will be followed by any supporting details that make up the matrix for transactions. In the case of RSUPPLY NAS sites, they are provided information on unmatched in-transits through the Supply Discrepancy Reporting (SDR) process. However, if provided access and the detailed information on unmatched in-transits similar to Ships and MALS, they could obtain detailed information to assist in reconciliation of in-transits. Some of the in-transit information that can be extracted for in-transits that are greater than 45 days old include:

- a. Crossdeck issues
- b. Stock Replenishment Issues
- c. Offload Issues
- d. AVDLR/DLR items
- e. Security Coded items A-H, K, L, N-T, 1-6, 8 and 9
- f. Pilferable Codes I, J, M, V-Z and 7
- g. Any other item not covered above where the money value is greater than \$2,500 Extended Money Value (EMV).

9514 THRESHOLDS FOR MFCS AFLOAT/ASHORE IN-TRANSITS

1. GENERAL. The costs of reviewing and processing unmatched receipts and expenditures under RSUPPLY are very high and in certain instances, exceed the benefits to NWCF. To compensate for this and minimize efforts, certain low dollar value transactions will not appear on the in-transit data provided on the TYCOM SIT Web Focus Program.

2. LOW DOLLAR VALUE TRANSACTIONS. All transactions are maintained on NAVICP files and are included in the matching process. These include Unmatched SIT issues or receipts less than \$2,500 Extended Money Value (EMV).

3. ADJUSTMENT THRESHOLD. Though not relieving an MFCS activity or NAVICP of its responsibility to make every possible effort to match transactions, NAVICP will automatically adjust unmatched and partially matched issues and receipts in the following categories and within allowed time frames:

- a. Unclassified SIT issues and SIT Receipts less than \$2,500 EMV, Unclassified DLR transactions less than \$15,000 EMV and unclassified APA transactions less than \$20,000, when they are 12 months old and all attempts to reconcile these transactions have resulted in residual in-transits that have not been matched that do not meet the criteria as outlined in paragraph 9516.
- b. When eventually provided under MFCS, MIT issues and AP receipts less than \$400 EMV when they are 12 months old and all attempts to reconcile these transactions have resulted in residual in-transits that have not been matched.

4. RELAXED MATCH. Prior to the processing of any adjustments greater than 12 months old, a relaxed match routine will be used within the appropriate in-transit area to relax match any NWCF transaction that is a transaction for potential adjustment as long as the NIIN or Family Group is the same. Any relaxed match or adjusted transaction will be required to be recorded to the appropriate history file for future reconciliation considerations in the event of a future unmatched in-transit for the same document number.

9515 NWCF SITES DECOMMISSIONED OR IN-ACTIVE

1. GENERAL. MFCS activities that are eventually decommissioned or made in-active still have a certain value of in-transits that are carried forward long after the actual ship is gone. In an effort to properly clear these residual unmatched in-transit transactions, when all efforts have been completed by the NAVICP, Fleet and TYCOM in attempting to properly reconcile in-transits, any residual unmatched in-transit document will be properly adjusted to the SGL after a period of 1 year from the decommissioning date. Prior to processing any adjusted transactions, a relaxed match will be performed as outlined in paragraph 9515.4. Any relaxed match or adjusted transaction will be required to be recorded to the appropriate history file for future reconciliation considerations in the event of a future unmatched in-transit for the same document number.

9516 UNMATCHED ISSUES TO AN MFCS ACTIVITY

1. GENERAL. In this case, the issuer can be a ship or shore activity. These transactions represent issues that the MFCS activity should be recording a receipt and are commonly referred to as Crossdeck type transfers or issues. Unmatched in-transit Crossdeck actions may be extracted via the MFCS in-transit web site as warranted. For those activities that are unable to access the web for their information, assistance will be provided by the TYCOM in pushing the unmatched information to the activity via SALTS. Unmatched issues will reflect those detailed transactions outlined in paragraph 9514.

9517 REVIEWING UNMATCHED ISSUES

1. GENERAL. The unmatched issues listing should be incorporated with normal daily Stock Control functions of requisition file maintenance, stock record file maintenance and inventory management that are outlined under various Fleet/TYCOM directives. The following actions will be taken:

- a. Review the requisition file to see if a receipt has already been posted and TIR submitted. If the receipt has been posted to the requisition file, take no further action. Care must be taken to ensure the transaction reflected as an open issue is not a duplicate issue that requires a receipt. If the receipt is greater than 30 days old and no duplicate issue has been received, provide feedback to the NAVICP POC via e-mail as outlined on the MFCS In-Transit web site.
- b. If a receipt is posted but under a different document number than the one reflected as unmatched, validate that the receipt posted is listed as unmatched on the unmatched receipt file provided by NAVICP. Once validated, submit an e-mail or SALTS gram to NAVICP indicating the matched transactions so these may be removed at the ICP level. E-mail addresses and points of contact are provided by the TYCOM SIT WEB FOCUS Program and will be available on the web to allow for correspondence between the TYCOM, Wing and/or fleet unit and NAVICP to allow more flexibility in reconciling in-transit issues.
- c. If no receipt is found in the requisition file, review any backlogged receipts that may not have been processed and process them accordingly. If aviation supply, this would include all receipts posted to NALCOMIS that have not been passed via the interface to SUADPS/RSUPPLY and TIR'ed to the NAVICP.
- d. Review all Suspended SUADPS/RSUPPLY receipt actions and take appropriate action to properly clear these actions that are reflected on the MFCS in-transit issues file.
- e. Conduct appropriate spot inventories and causative research against the MTL Transledger to determine what actions may have been processed i.e. gains by inventory, erroneous MTIS actions, etc., that should have been a receipt for the unmatched issue.
- f. Challenge any unmatched issue transaction where the ship has no record in the requisition file and/or the material should be charged to another appropriation unless POS or POD has been provided. If a receipt TIR is not to be provided, challenges should be submitted to NAVICP via e-mail or SALTS gram or by contacting the NAVICP Point of Contact (POC) on the web page. The goal is to clear the unmatched in-transit transaction via the most expeditious means possible and if a receipt is not to be provided, then appropriate action must be taken with the NAVICP to properly clear the unmatched in-transit item. **Note:** Non-receipt of material is not an acceptable excuse in regards to process overaged unmatched issues. Action should be taken based on TYCOM guidance to conduct proper causative research, inventory action, dues management etc, to properly process the appropriate action that will result in clearing an overaged unmatched SIT issue.

- g. Corrective action is required for Unmatched issues that reflect Proof Of Shipment (POS) that includes POS as reflected on the web site and in the case of AVDLR/DLRs and certain CIIC coded items, Proof of Delivery to the fleet unit or their agent (i.e. electronic signature) that remain listed as an unmatched issue after all steps have been taken to reconcile. These transactions must be cleared by processing the appropriate receipt TIR and Loss by Shipment TIR to clear the in-transit. All efforts to properly process an unmatched in-transit issue must be taken prior to posting a receipt with a Loss By Shipment. As long as a due record exists, a "did not receive" response is not valid. Dues management rules should apply even if POS or POD has not been provided.
- h. Questions concerning any unmatched in-transit issue may be addressed to the NAVICP POC as reflected on the MFCS web page.

9518 REVIEWING UNMATCHED RECEIPTS

In this case, this is a receipt on the Receipt Tracking Index (RTI) where the transaction is pending a match to an issue.

- a. This data is available from the NAVICP for the Fleet/TYCOM review and may be eventually provided on the web site.

The following actions can be used in reviewing unmatched in-transit receipts when provided:

- a. Review this listing in conjunction with the Unmatched Issues listing to determine if any receipt was recorded under another requisition number that would match an unmatched issue. Submit an e-mail or SALTS gram to NAVICP POC identified by the TYCOM SIT WEB FOCUS Program indicating the matched transactions so these may be removed at the ICP level.
- b. Review all transactions that reflect two or more receipts on this listing to ensure receipts reported were valid transactions and were not processed as erroneous "M" override transactions.
- c. Use this listing as a causative research tool when conducting the inventory reconciliations for potential losses that may be erroneous receipt transactions that require a reversal of the receipt.

9519 REVIEWING UNMATCHED OFFLOAD ISSUES

In this case, this condition represents an issue or offload where the MFCS activity has recorded an offload to a shore activity but no receipt has been recorded by the ashore activity to MFCS. One additional action being taken under SUADPS-RT and/or RSUPPLY Force is the generation of a due in (DWK) and a POS document (Proof of Shipment). These two additional transactions are generated in an automated format for forwarding to the receiving activity in the case of the DWK. The POS transaction is recorded as part of the Receipt Tracking Index (RTI) at NAVICP. This allows normal follow-up action to the receiver of the offload vice going back to the fleet unit concerning offloaded material. For any offload issue that does not have POS on the WEB site at 45 days, the offload activity will be required to update the ICP with POS information. If proof of shipment cannot be properly provided, then the offload issue will have to be reversed and appropriate inventory action taken as warranted.

9520 REVIEWING UNMATCHED OFFLOAD RECEIPTS

1. GENERAL. In this case, this condition represents a receipt on the RTI with an ashore Routing Identifier that says that an MFCS activity issued the material but yet no issue or offload transaction has been processed by the MFCS activity. The objective would be to clear the unmatched offload receipt file via normal TIR reporting when possible. The following actions will be taken:

a. Review the document against the MTL to see if a previous offload issue had been posted. If a transaction has been posted and not reversed, take no further action as these transactions should clear through normal SIT processing. If the transaction had been reversed, take appropriate action to conduct a spot inventory and reconcile the transaction.

b. Conduct a spot inventory if there is no record of the offload. If item is found as a potential loss or if a previous inventory adjustment had been posted as a loss, take the appropriate action to correct the inventory posture and submit a TIR that reflects the offload document.

c. Use this listing as a causative research tool when conducting inventory reconciliations for potential losses that may be erroneous offload transactions that require a reversal of the offload transaction.

9521 MFCS WEB ACTIONS

1. GENERAL. NAVSUP and NAVICP are responsible for refining the data presentation and possible other breakdowns of key information which may be helpful for the fleet/TYCOM/Wing and user reviews of the unmatched in-transit data. The current focus is to provide the user a data file or listing via the web of those transactions which need to be researched and worked on a daily basis.

2. DOWNLOADING. The user may download any section of the unmatched data provided under the web site by clicking on the UIC desired. With the right mouse button the user can save the file as a text format and then transfer that text format to an excel spreadsheet or whatever tool desired for further review. The TYCOM SIT WEB FOCUS Program provides data in PDF format and has the capability to convert this data to EXCEL with a single click. A recap for sorting and reviewing the unmatched data includes:

- a. Sorting the unmatched data by commodity (i.e. AVDLR/DLR)
- b. Sorting by high dollar value
- c. Sorting by Security code items
- d. Sorting by Pilferable Codes
- e. Sorting by NIIN or document number
- f. Sorting by Age of the document

Responses are to be processed through the normal supply actions taken under SUADPS, RSUPPLY or MFCS PC. This will result in the appropriate TIR which will help to clear the records listed as in-transit. Where normal supply actions have been taken, or are not applicable e-mail correspondence with the NAVICP POC may be appropriate to clear unmatched in-transits.

9522 RESEARCH AND PROCESSING AIDS

1. GENERAL. Within the afloat supply application under SUADPS-RT or RSUPPLY Force/NAS, various files and listings are available to assist stock control personnel in processing the various NWCF in-transit items. The following records, logs, listings, and files must be available to all personnel involved in the research and correction of unmatched expenditures and receipts.
 - a. Receipt History File. The Receipt History File contains all receipts included in monthly TIR processing to NAVICP.
 - b. Stock Control History File. The Stock Control History File contains hard copy receipt documents for material that has been received. The documents are used by financial personnel to verify the accuracy of receipt data reported to NAVICP.
 - c. Inventory Adjustments Reports. The Inventory Adjustment Report provides financial personnel with a record of all inventory gains, losses, and surveys processed during the report month. During research and reconciliation of unmatched receipts and expenditures, these inventory adjustments and surveys may require reversal action to maintain Stock Item record validity.
 - d. Transaction Ledger Files. SUADPS-RT or RSUPPLY transaction ledger files are maintained online and provide a history of transactions processed for a particular stock number or for an individual document number. The files provide financial personnel with a means to determine if action has been taken on a particular record related to a particular NSN or document number.
 - e. Off-Line Stock Requisition Number Logs. This log should contain an entry for every stock requisition prepared manually. It is useful for identifying valid unmatched expenditures that occur because stock requisitions and subsequent receipts were not recorded in SUADPS-RT and RSUPPLY files.

9523 CONCLUSION

Unmatched in-transit issues represent those transactions that indicate shipment to the afloat NWCF activity in which no receipt is readily available to match the in-transit record. The TYCOM SIT Web Focus Program is the vehicle for the Fleet/TYCOM/Wing and unit level activity to provide information on transactions that are listed as in-transit. Based on the data displayed on the MFCS afloat web site, action is required as outlined in the previous paragraphs. Fleet and TYCOMS are responsible for overall unit actions and timely response to data as provided under the web site for unmatched in-transit issues. At a minimum, on a quarterly basis, the TYCOM/Wing will review the unit's performance under their cognizance to ensure information is being aggressively worked on a monthly basis. With the matrix information provided by the web site and supporting details for certain criteria, the Fleet/TYCOM/Wing and fleet unit can better monitor MFCS in-transit information and use the data to assist in dues management and inventory reconciliation. The overall objective is to provide the Fleet/TYCOM and activity information and actions required on in-transits. Through increased visibility, efforts can be taken to improve dues management, inventory accuracy and overall reduce the quantity and dollar value of in-transit transactions.

INDEX TO AFLOAT SUPPLY

Subjects in this index are listed by their full title. Refer to the glossary for acronyms and definitions of terms not listed in this index. The Glossary and all Appendices listed herein are contained in the NAVSUP P-485, Volume II.

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