

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

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
5450 Carlisle Pike
PO Box 2050
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.

A handwritten signature in black ink, appearing to read 'M. E. ENLEY', is written over a circular stamp. The signature is fluid and cursive.

M. E. ENLEY
CAPT, SC, USN
Deputy Commander
Naval Supply Systems Command

NAVSUP P-485 Volume I - Afloat Supply

RECORD OF CHANGE INFORMATION SHEET

This sheet is provided to insure an effective check on the currency of the volume. After effecting each change, enter the required information in the appropriate columns.

Change		Date Change		Signature
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Revision 3	21 Oct 97			
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Change 6	04 Oct 05			

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**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.

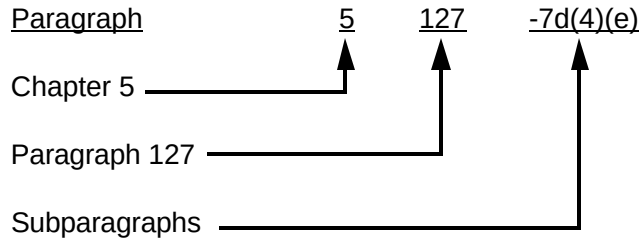
ARRANGEMENT OF SUBJECTS

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.

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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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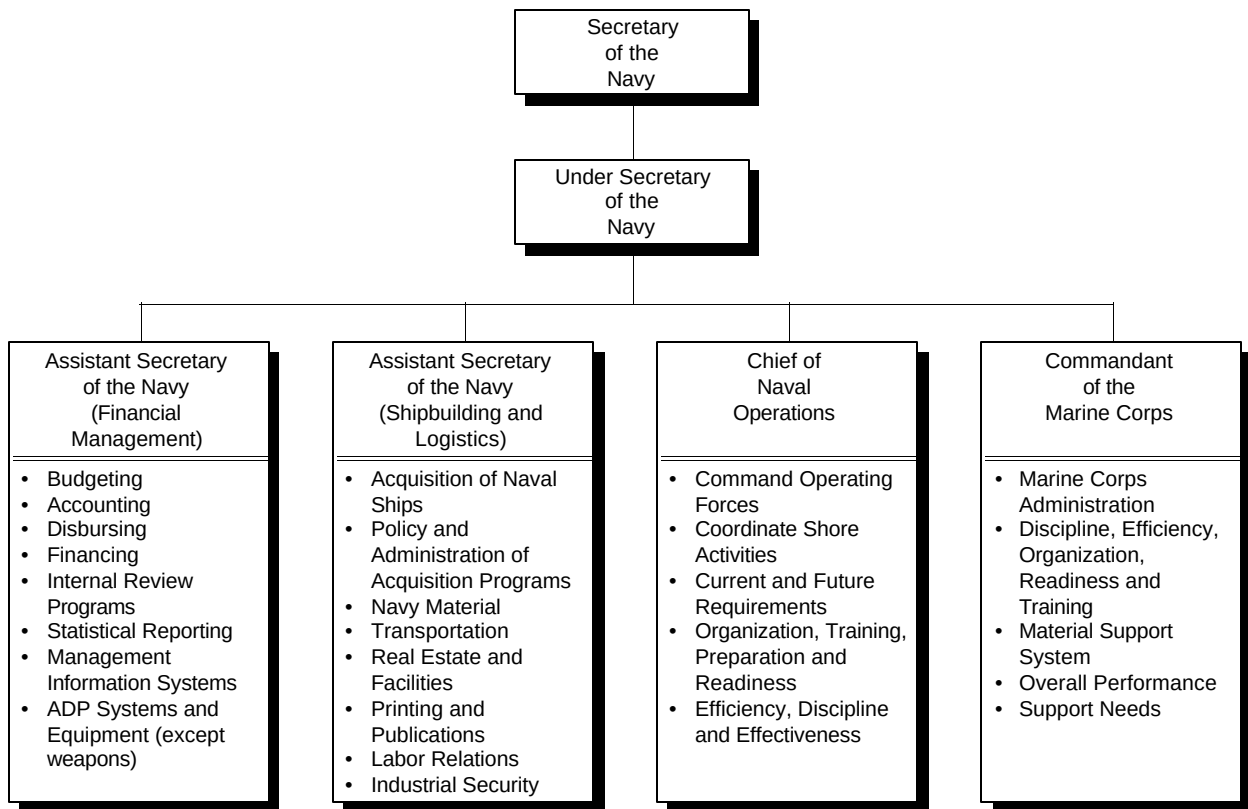
ORGANIZATION AND ADMINISTRATION

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;

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- 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;

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- (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.

1009 FLEET AND INDUSTRIAL SUPPLY CENTERS

1. **FLEET AND INDUSTRIAL SUPPLY CENTERS.** Fleet and Industrial Supply Centers (FISCs) provide a variety of logistics support services to Fleet, shore activities and overseas bases. FISCs are echelon 3 commands and report to the Commander, Naval Supply Systems Command via Commander, Fleet and Industrial Supply Centers (COMFISC). In managing consumer end-use material, FISCs are responsible for determining inventory levels, procuring, receiving, stowing, issuing, shipping or delivering material to the customer. The two overseas FISCs also manage and store an intermediate level of inventory and Navy wholesale inventory for the Navy Inventory Control Point that directly supports the Fleet. Fleet units send requisitions to the FISCs. FISCs will either issue the material or refer the requisition to the ICP. If the stock point makes an issue from wholesale stock, the FISC will report this transaction to the ICP. The ICP will use this Transaction Item Report (TIR) to determine future procurements and positioning of the replenishment stock. FISCs also contract out to provide Servmarts which function as retail outlets. Fleet customers can use the Servmarts on a walk-in basis or have material delivered. A Government Commercial Purchase Card (GCPC) is required to purchase material from Servmart. An on-line shopping tool through the internet provides a standardized global means for procuring Servmart material. FISCs are listed below:

→	FISC San Diego (Lead FISC)	FISC Puget Sound
	FISC Norfolk	FISC Jacksonville
	FISC Pearl Harbor	FISC Yokosuka

1010 NAVAL REGIONAL CONTRACTING CENTERS (NRCCS), FLEET AND INDUSTRIAL SUPPLY CENTERS (FISCs) WITH REGIONAL CONTRACTING FUNCTIONS

1. **RESPONSIBILITIES.** NRCCs and FISCs with regional contracting functions are responsible for centralized buying and other purchase related functions assigned by the Naval Supply Systems Command. Among these assigned functions is the responsibility to provide professional contracting guidance to afloat units when requested by the cognizant Fleet and/or Type Commander. This responsibility includes, but is not limited to the following:

- a. Conducting purchase training programs (buying activity with PMR);
- b. Providing technical contracting advice and assistance (any buying activity except for FISC San Diego);
- c. Providing legal counsel or service when required (any buying activity except for FISC San Diego);
- d. Assisting Type Commanders in reviewing and appraising afloat performance of purchasing functions (buying activity with PMR);
- e. Grant purchase authority to and perform Procurement Management Reviews (PMRs) of shore based Fleet activities (buying activity with PMR).

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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 SPAWARSYSCEN (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). SPAWARSYSCEN 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 SPAWARSYSCEN 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;

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- 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;

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- 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;



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(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.

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- (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:

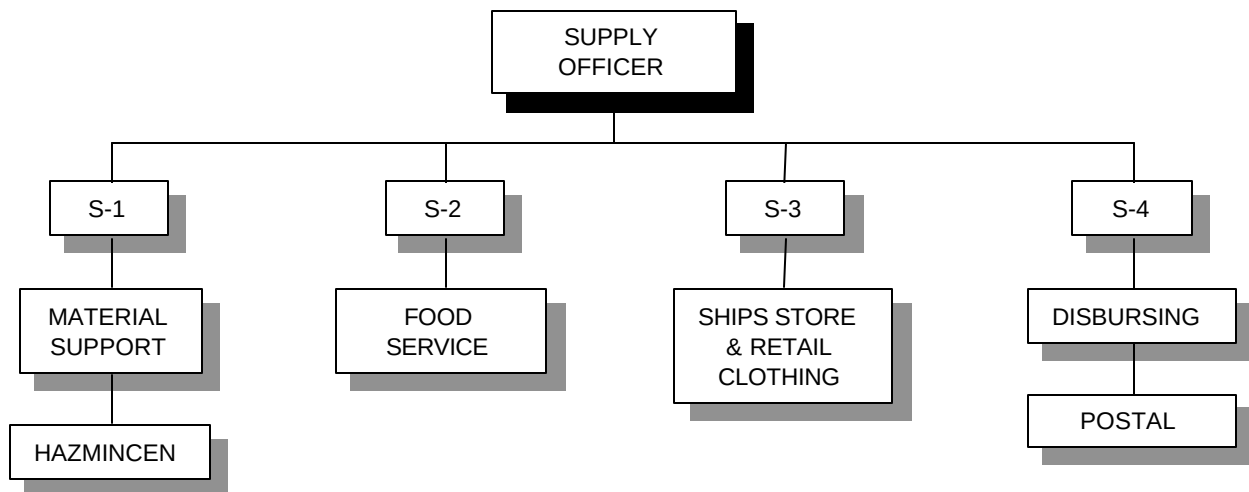
- (1) Determines transportation requirements for the receipt and dispatch of personal and official mail;
- (2) Performs customer service financial transactions (i.e. Money Order sales; Stamp sales; Special services for personal mail);
- (3) Performs directory services on undeliverable mail;
- (4) Administers 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.

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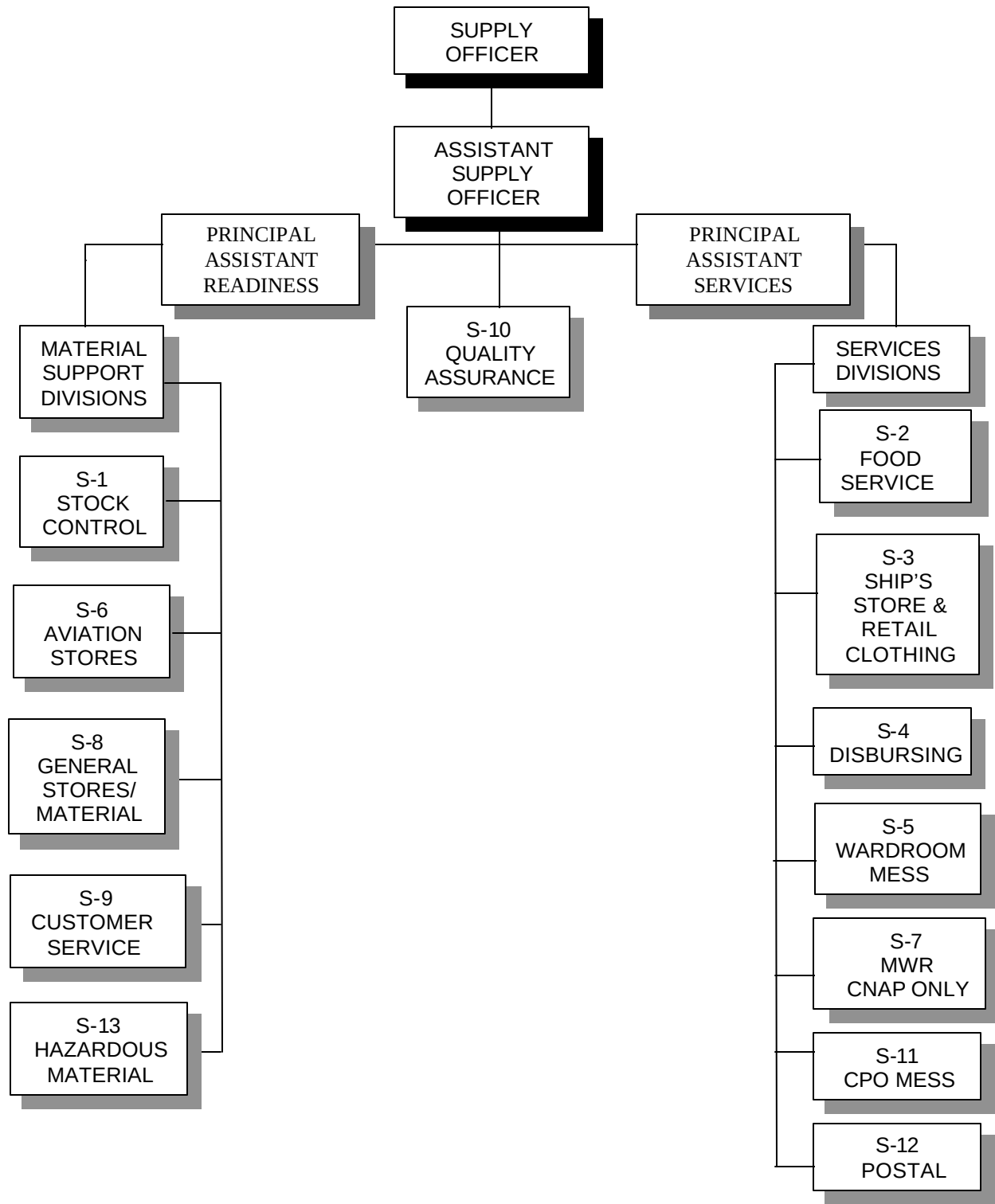
m. Training - The Training Division functions include:

(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 (TARSLL)
- 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;

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- 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);

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- 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 customers 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

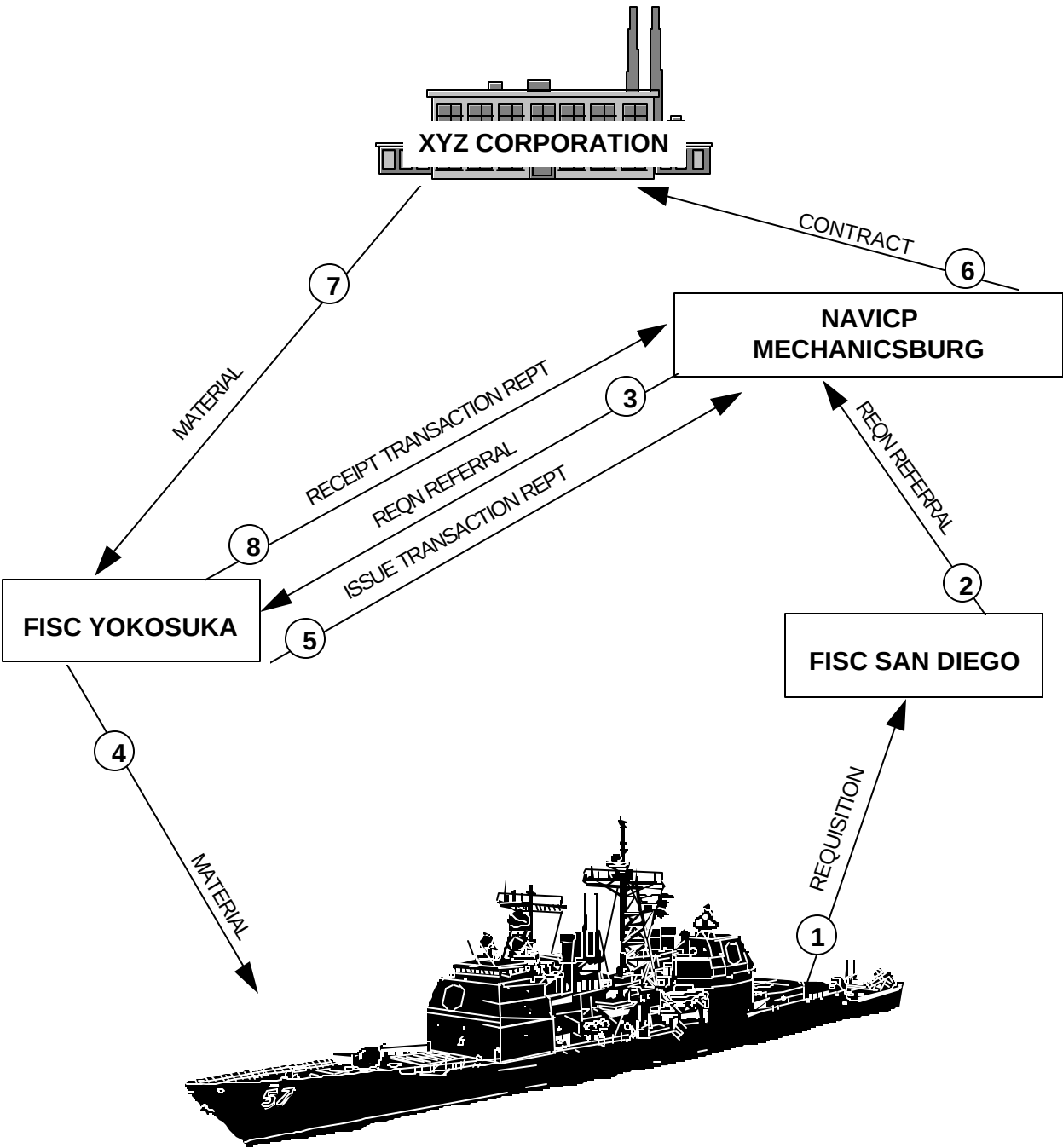
→ a. General. DLA is a supply support organization which is assigned management responsibility and control of items in common use by all military services. About 60 percent of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by the number 3 or 9 preceding 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;

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(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;

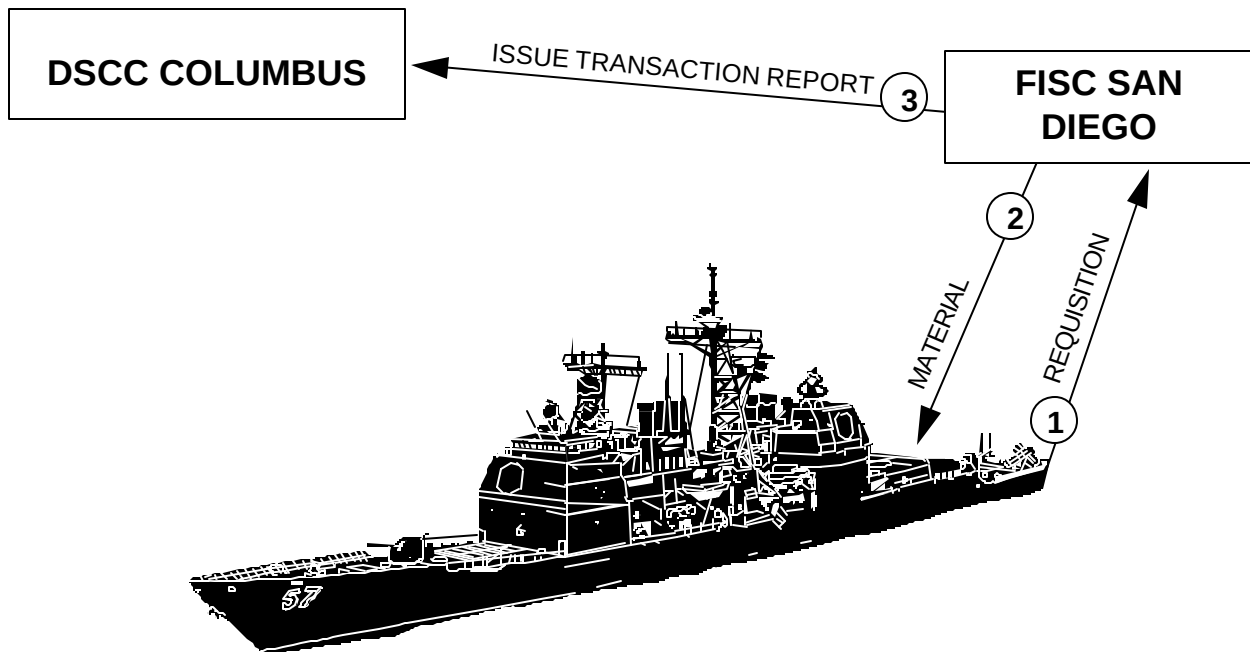
c. DLA Material Distribution Activities. Material distribution functions within the Defense Supply System are performed by Defense Depots (DDs). A defense depot is a storage point for DLA material. Issue of material from a DD is centrally controlled by the cognizant DSC and is based on a requisition 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.



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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.

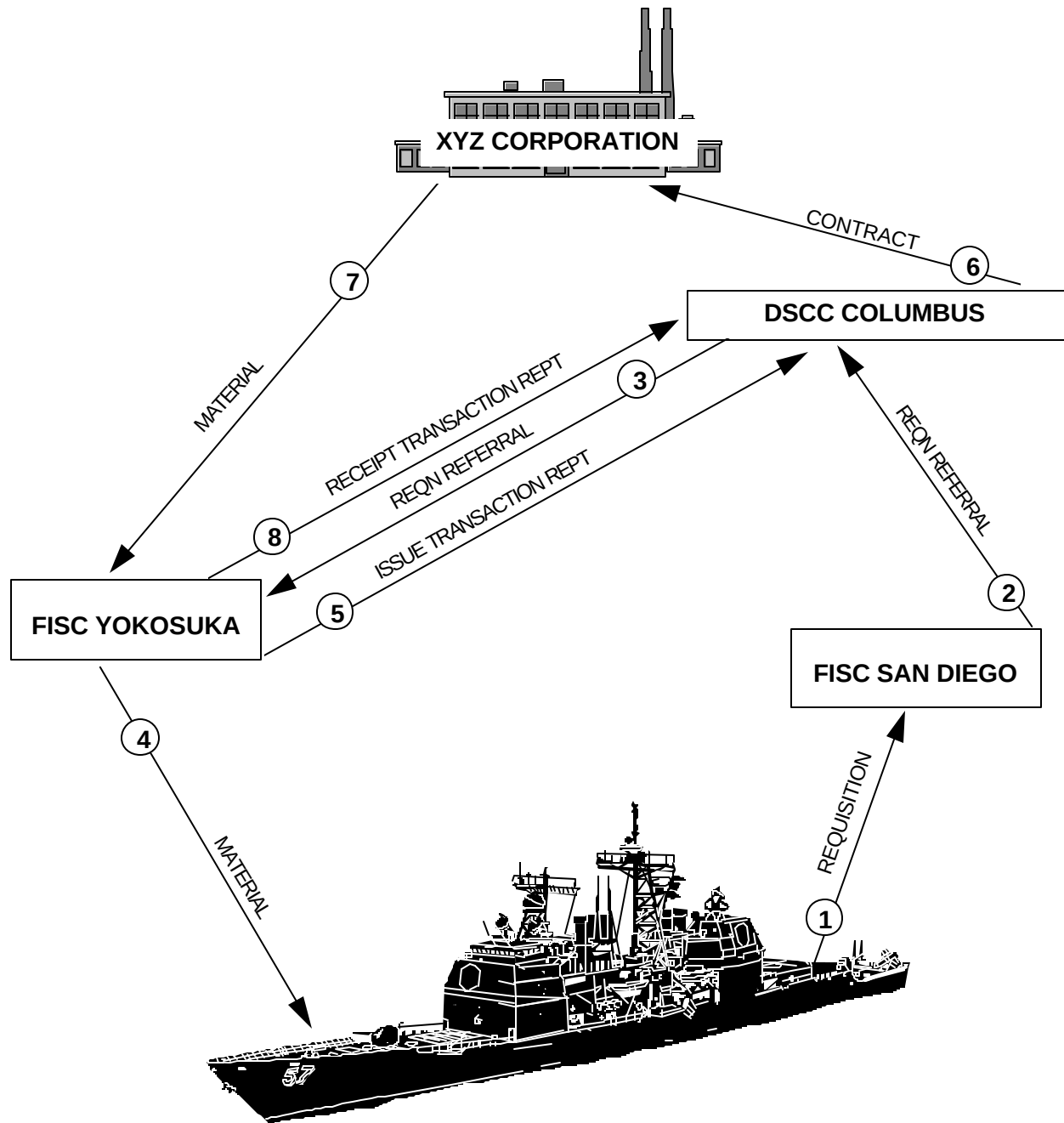
5. THE GENERAL SERVICES ADMINISTRATION (GSA). The General Services Administration (GSA) provides common use items, such as paint, paper, hand tools, and cleaning gear to the Navy. Navy interest items are listed in FEDLOG as cognizance symbol 9Q and are available at Fleet and Industrial Supply Centers (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;

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- 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.

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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;

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- 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.

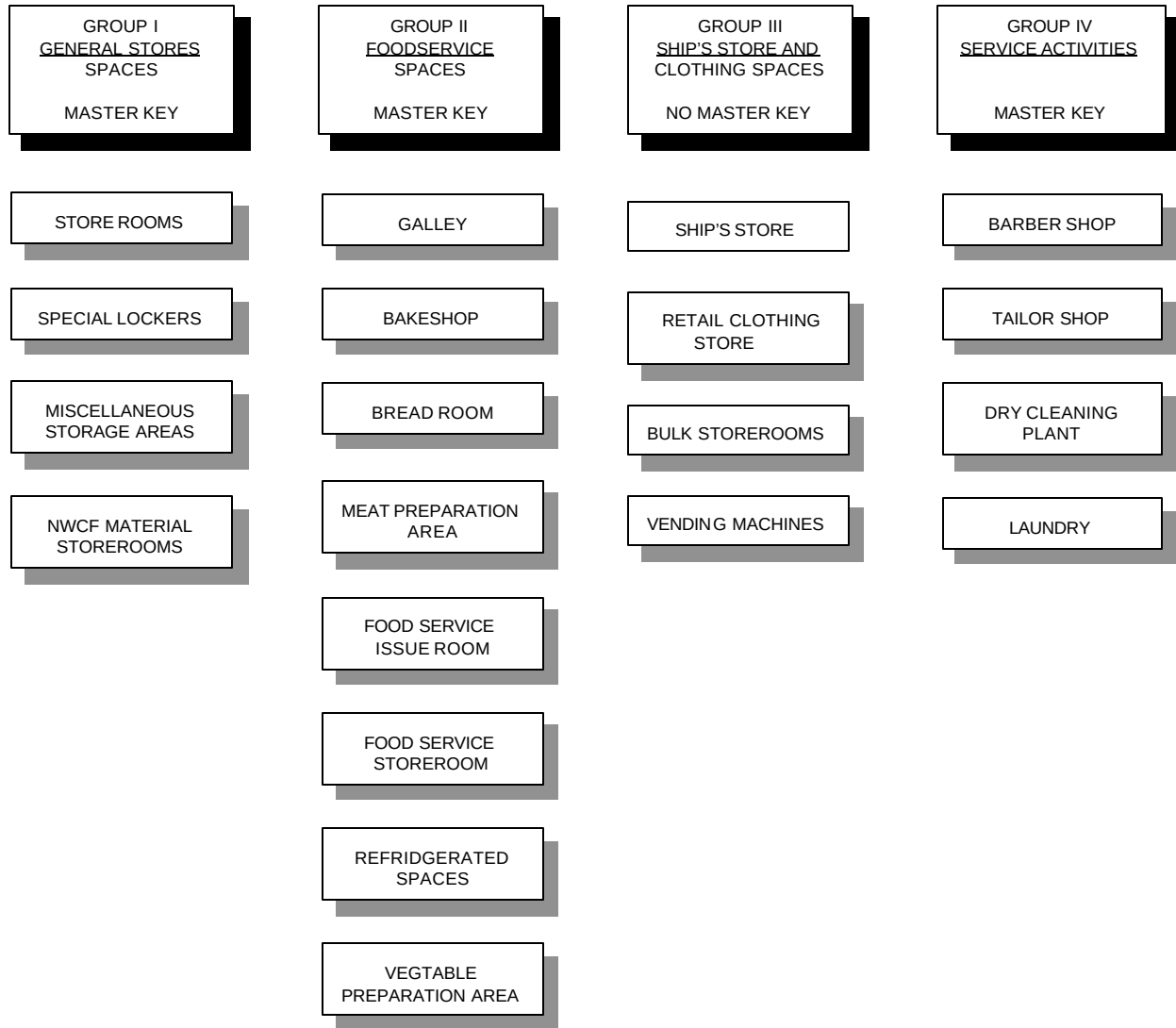
f. Separate Padlock Series within a Space Group. Separate padlock series sets will be used within a space group when the number of padlocks within a single series is insufficient to meet the requirements of the group. Keys will be maintained as prescribed in subpar. a, b, or c, as applicable.

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., 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.

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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:

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- 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.

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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.

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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 $\frac{1}{4}$ 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 $\frac{1}{4}$ 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;

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- 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.

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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.

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) JOHNSON, LARRY, BROWN		SSAN 960 49 7301	
SHIP/STATION USS JOHN PAUL JONES (DDG-32)		DATE ACQUIRED CUSTODY 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) ☒ DECEASED ☐ DECLARED AWOL/DESERTER ☐ MENTALLY/PHYSICALLY INCAPACITATED			
☐ MIA ☐ TRNSFRD ON LV ☐ TRSFRD W/O		DATE 10 JAN 1997	
☐ OR TEMDU ☐ BELONGINGS			
INVENTORY BOARD APPOINTED SENIOR: LT W. B. McDONALD OTHER: ET1 K. MORRIS		DATE OF APPOINTMENT 10 JAN 1997	
		APPOINTED BY (TYPE NAME OF CO/OINC SIGNATURE) CDR R. C. DODSON 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: ☐ NEXT KIN ☐ LEGAL OWNER ☒ PEDC CHEATHAM ANNEX ☐ 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			

PREPARATION OF NAVSUP FORM 29 (BACK)

NAME (LAST, FIRST, MIDDLE) JOHNSON, LARRY, BROWN				SSAN 960 49 7301			
ASSIGNED TO "W" DIVISION				DATE 10 JAN 1997			
LIST OF PERSONAL EFFECTS							
CLASS I BEDDING	DESCRIPTION	NUMBER	CLASS III - MONEY	DENOM .	NO.	AMOUNT	
	BLANKET		BILLS	\$20	1	20	00
	COVER, PILLOW			10	1	10	00
	COVER, MATTRESS			1	1	1	00
CLASS II - CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS	BAG, DUFFEL	1					
	BELT	2					
	BLOUSE/SHIRT		COINS	SUBTOTAL			
	CAP (BLK/LB/KHAKI)			\$1.00			
	COAT (UTILITY/WINTER)	1		.50			
	COAT (RAIN)	1		.25	1		25
	COAT UNIFORM (WINTER/SUMMER)	1		.10	2		20
	GLOVES/HANDBAG			.05	1		05
	HAT (COMBINATION)	1		.01	7		07
	HAT, COVERS (WH/BLK/KHAKI)	1	SUBTOTAL				57
	HAVELOCK		FOREIGN CURRENCY				
	HOOD, RAIN		TOTAL			31	57
	INSIGNIA (AS REQUIRED)		CLASS IV - NEGOTIABLE & NON-NEGOTIABLE				
	LINGERIE		INSTUMENTS				VALUE
	NECKTIE	2					
	SCARF						
	SHIRT (WH/BLK/KHAKI)	1					
	SHIRT (UTILITY)	2					
	SHOE (DRESS)	1					
	SHOE (GYM/SAFETY)		TOTAL				
	SHORTS		CLASS V - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTAMENTAL & UTILITY VALUE				
	SKIRTS		RAZOR (NORELCO) (1 EA)				
	SLACKS		WATCH (SEIKO) (1 EA)				
	SOCKS	6	RADIO (PANASONIC) (1 EA) SER R-1492				
	TROUSERS (UTILITY)	3					
	TROUSERS (BL/WH/KHAKI)	1					
	UNDERSHIRT	6					
	UNDERDRAWERS	6					
	INVENTORY BOARD						
SEAL NO.		SERVICE BOARD MEMBER ET1 W. B. McDONALD		REMARKS			
DATE OF INVENTORY 10 JAN 1997		OTHER BOARD MEMBER ET1 K. MORRIS					
FOR USE OF SUPPLY OFFICER		DISPOSITION (if other than owner/bailee or shipment to other activity)					
APPROVED BY (signature of appointing officer)							

→ 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

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1302

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.

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

1234567891011121314151617181920212223242526272829303132333435363738394041424344454647484950

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) (R52192) USS JOHN PAUL JONES (DDG-32)															SHEET NO. 1		NO. OF SHEETS 1		6. REQUISITION DATE					7. REQUISITION NUMBER					
2. TO: (Include ZIP Code) (N62649) COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN															7. DATE MATERIAL REQUIRED (YYMMDD)					8. PRIORITY									
3. SHIP TO - MARK FOR (N00228) PERSONAL EFFECTS DISTRIBUTION CENTER FISC CHEATHAM ANNEX WILLIAMSBURG, VA 23185															9. AUTHORITY OR PURPOSE NAVSUP P-485 PAR. 1303										11a. VOUCHER NUMBER & DATE (YYMMDD) ITIL CARNER, SC, USN R52192/7010/7012				
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 ACTG ACTIVITY		TRANS. TYPE		PROPERTY ACCTG ACTIVITY		COUNTRY		COST CODE					AMOUNT					
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES														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														
ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION												TOTAL WEIGHT		TOTAL CUBE		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 treasurers 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 with 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.

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

INFO: COMNAVSEASYS COM WASHINGTON DC
NAVSEACOMBATSYSENGSTA NORFOLK VA
FTSCPAC SAN DIEGO CA
SPAWARSSYSCEN NORFOLK VA
SPAWARSSYSCEN NORFOLK DET MED SIGONELLA IT (DEPLOYED LANTFLT UNITS)
SPAWARSSYSCEN 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 SPAWARSSYSCEN). 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 FunctionsUsers 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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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;

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- 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 SPAWARSCEN and SPAWARSCEN 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.

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→ 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.

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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:

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- 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.

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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.

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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);

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- 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;

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- 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;

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- 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 SPAWARSYSCEN representatives to resolve RSUPPLY related problems;
 - j. Storage Capacity. Monitor RSUPPLY database capacity. Initiate database purge requests to SPAWARSYSCEN 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

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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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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
May 2004 SAMPLE SCHEDULE						
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 EXCESS 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 REVIEW	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			

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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 SPAWARSSCEN 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.

Organization and Administration

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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

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2031

Material Identification

<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

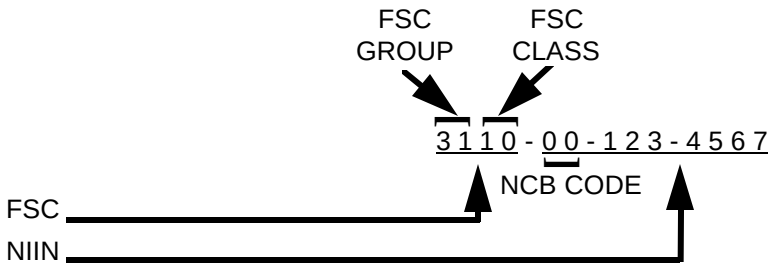
<u>Group</u>	<u>Title</u>
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General purpose automatic data processing equipment (including firmware), software, 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:

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2033		Material Identification	
NICN Code	Application	Examples	Authorized Requisition Document
LD	COG OI 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 I 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 OI and OP 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

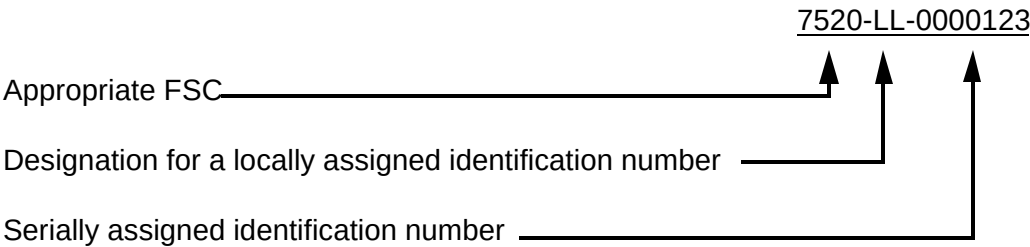
a. Purpose. NICNs with "LL" in the fifth and sixth positions and any letter except "C" in the seventh position are assigned by ICPs or other Navy inventory managers (including field activities) for temporary identification and control of selected non-NSN items pending assignment of NSNs by the Defense 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)

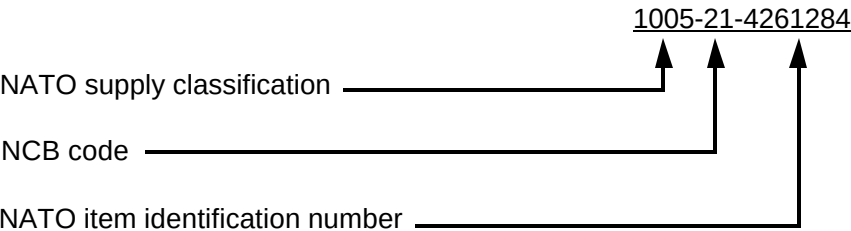
Technically, any item identification number assigned by an activity for its own use is an NICN. However, to distinguish between NICNs that are authorized in supply transaction documents (see par. 2033-1) and those that are not, the term “local item control number” (LICN) will be used in lieu of “NICN” 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**2035**

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

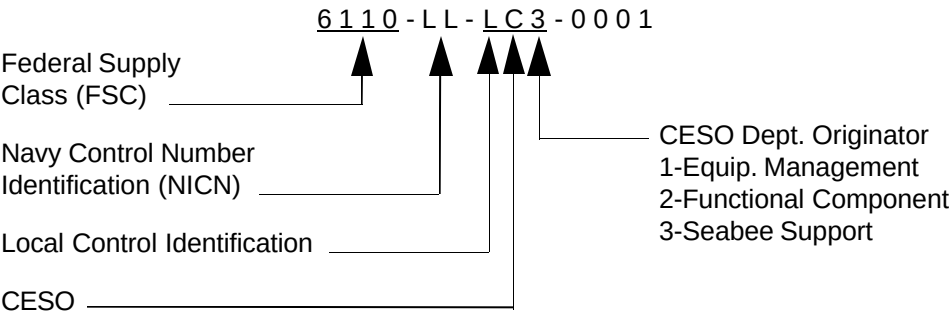
This section provides information regarding material identification and sources of information for Seabee-peculiar material. Allowance list descriptions and definitions are included.

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

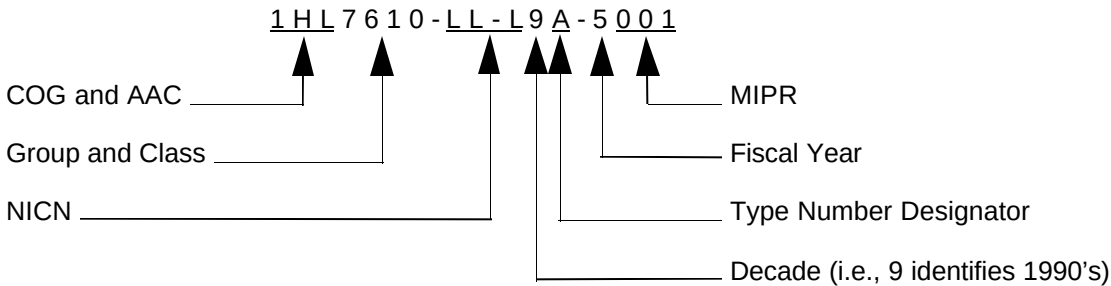
- 1. GENERAL. New NCF peculiar items are assigned either a Temporary Control Number (TCN), a Permanent Control Number (PCN), or a Technical Manual Identification Number as applicable.
- 2. TEMPORARY CONTROL NUMBER (TCN). A TCN is an interim number to permit item entry into the Construction Battalion 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).



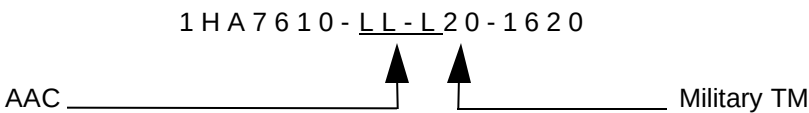
3. PERMANENT CONTROL NUMBER (PCN). A PCN is assigned to items which will not be given an NSN. PCNs are identified by an ALPHA character in the ninth digit of the control number (i.e. 9G 6110-LL-LCA-0001). The ninth digit identifies the originating department within CESO as follows:
- a. Equipment Management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

2070

- 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			00U		JTC				
DN	N35	H	1	EA	19415.00			0	7	H	7H--00-		L	
R REFER TO NET PRICE					2064.00									

Colloquial Names: AC GAIN ASSEMBLY

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

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- 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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COL/BLOCK</th> <th style="text-align: left;">TITLE</th> <th style="text-align: left;">ENTRY</th> </tr> </thead> <tbody> <tr> <td>45-50</td> <td>SUPPLEMENTARY ADDRESS</td> <td>C25068</td> </tr> <tr> <td>51</td> <td>SIGNAL CODE</td> <td>L</td> </tr> <tr> <td>52-53</td> <td>FUND CODE</td> <td>Q3</td> </tr> </tbody> </table>			COL/BLOCK	TITLE	ENTRY	45-50	SUPPLEMENTARY ADDRESS	C25068	51	SIGNAL CODE	L	52-53	FUND CODE	Q3
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
Previous NSN		Next NSN		New Search

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

FOUO

Today's Date: 31 Aug 04

Effective Date: 1 Aug 2004

Item Name: CIRCUIT CARD ASSEMBLY

TYPE II: 4

INC: 61638

HCC:

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

MEDALS

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

BOOT DUST AND MOISTURE SEAL

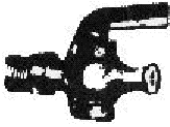
Silicone Rubber Body, thru-hole style. Compression type mtg. 1.469 in. O/A H. .080 in. thk., 2.000 in. body OD, 2.875 in. base OD, 1.875 in. base ID, and .875 opening ID. Used on Valves, Pressure Regulating. Leslie Co Navy Sales Ref No. 37740.

00-615-6762

BIBB TYPE

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

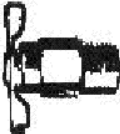
*Disc or stem flow control device.

COCK, DRAIN

AUTOMOTIVE TYPE

Threaded male pipe inlet. Brass body. For use in fluid piping 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

00-272-3332 1/8-27NPTF MS35787-1

00-272-3333 1/4-18NPT

00-272-3335 1/2-14NPT MS35787-4

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

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

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

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 (NPFD).

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 1-480264003 1-480264005 1-620010001 1-870014002 1-870014005 1-870014007 1-870014018 1-9 1-9 1-9 1-9 1 2-470004015 2-480024003 2-510004001 2-510004002 2-550034012 2-560004010 2-560004015 2-560004020 2-820064002 2-820064004 2-860064007 2-820064009 2-870004013 2-870004019 2-870004025 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.

Material Identification**2092**

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	QUAN- TITY	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	QUAN- TITY	COL. NO.	NOTES	*ALLOW SUPT CODE
FCS 10005FCS	3	AN/UYK-7(V), COMPUTER SET DATA SYSTEM	58735398CL	1			JEPAU
↑ 8	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
↑ 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, SCLSIS.
- 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 SCLSIS, 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.

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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			
↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5 ↑ 6 ↑ 7 ↑ 8 ↑ 9 ↑ 10 ↑ 11 ↑ 12 ↑ 13													
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

Material Identification

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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

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

7. INDEX, SECTION E. Section E of the index is arranged in sequence by Automated Integrated Language System Identification Number (AILSIN)/Functional Group Code (FGC) to APL/AEL. The following items apply to the illustration below:

- 1 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, SCLSIS.
- 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).

PART I - INDEX SECTION E

COSAL INDEX - PART I (SECTION E) - AILSIN TO APL/AEL											
AILSIN FUNCTION GRP CD	APL/AEL	AI NC	AILSIN FUNCTION GRP CD	APL/AEL	AI NC	AILSIN FUNCTION GRP CD	APL/AEL	AI NC	AILSIN FUNCTION GRP CD	APL/AEL	AI NC
			4511 --- 49 --	57036615	EP	5821 --- M2 --	2-260014017	SQ	7601 --- 6K --	006400136	SP
			4601 --- HS --	67000030	EP	5821 --- M2 --	2-260014074	SQ	7601 --- 9L --	0-006400006	SQ
			4601 --- HS --	7-670000254	EQ	5821 --- M2 --	2-260024007	SQ	7601 --- 9L --	0-006400007	SQ
			4601 --- 5A --	54066610	EP	5821 --- M2 --	2-260034005	SQ	7601 --- 9L --	006400005	SP
			4811 --- CP --	49402717	EP	5821 --- M2 --					
			4811 --- CP --	49411764	EP	5821 --- M2 --					
			4811 --- OJ --	9120015500	EP	5991 --- JZ --					
			4811 --- OY --	49411539	EP	5991 --- JZ --					
			4811 --- OY --	56995320	EP	5991 --- JZ --					
			4811 --- RO --	49402585	EP	6601 --- 1N --					
2211 --- B5 --	30080002	SP	4811 --- UH --	49402586SA	EP	6651 --- LB --					
2211 --- 7S --	813020051	SP	4811 --- Y6 --								
2211 --- 7S --	813020100	SP	4811 --- OR --	OR44090001	ES	6651 --- 8Z --					
1 2 3											
4413 --- 5E --	54390900	EP	5143 --- FV --	489980159	SP	7111 --- 0R --					
4415 --- C0 --	5711200F0	EP	5143 --- V7 --	882102395	SP	7111 --- 0R --					
4415 --- CY --	57112000FR	EP	5143 --- 3X --	061240001	SP	7111 --- 0R --					
4415 --- MT --	57112000FI	EP	5221 --- VI --	882051112	SP	7111 --- 2V --					
4415 --- PP --	57112000FK	EP	5221 --- VI --	882051137	SP	7111 --- 40 --					
4415 --- RT --	57112000FP	EP	5221 --- VJ --	882031214	SP	7121 --- HY --					
4415 --- RT --	84066101	EP	5221 --- VR --	882041809	SP	7122 --- FK --					
4415 --- 5E --	57112000	EP	5311 --- M7 --	174800157	SP	7122 --- K5 --					
4415 --- 5E --	58439200CA	EP	5311 --- Q1 --	016150172	SP	7122 --- K5 --					
END											
DD 901				07-15-97				I	E	1	
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.)

① Unit of Issue(U/I).

② 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.

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 0947-107-8010	IDENTIFICATION NO.		DATE	PAGE									
PUMP CTFLG 400GPM 1425 PSI 7300RPM TD VLT					PLAN	016031604		07-15-97	1									
CHARACTERISTICS										ON BOARD ALLOWANCE TABLE								
MFR-WORTHINGTON MARINE AND INDUSTRIAL PRODUCTS INC A SUB										NUMBER OF EQUIPMENTS/COMPONENTS								
NAVCOM PLAN-										1	2	3	4	5-8	9-20	21-50		
MFR DWG-RW140700																		
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 SGMT 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																		
OTHER/ADDITIONAL MANUALS																		
0947-107-7010																		
END																		
REFERENCE/SYMBOL NO.		ITEM NAME		STOCK NO.		PART	SOURCE	RECEIVABILITY	NOTES	QTY IN ONE EOPT COMP	U/I	1	2	3	4	5-8	9-20	21-50
DD 901		H 18		PART II ALLOWANCE PARTS LIST (APL) SECTION A														
SHIP TYPE & HULL NO.		PAGE																

Material Identification

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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	NOTES	FIIN/ACN/FSCM-REF	SMR	APPL	ADD M	REFERENCE DESIGNATOR	NOTES	FIIN/ACN/FSCM-REF	SMR	APPL	ADD M		
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						I.D. NUMBER 56614606						NOMENCLATURE AN/PRC-104, RADIO SET	
												PAGE 16	

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.

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.

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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).

- 6 Source Code. For ILO use only, Control Code "A", "D", "E", or "N", if applicable do not have shipboard application and should not to be confused with Source Codes used in the preparation of NAVSUP 1250s.
- 7 Location. Shipboard location.
- 8 Allowance Type (AT) Code. The ILO assigned At Code will be carried forward to the succeeding record when an ILO prepared stock record is filled. When the ship prepares a stock record for a new stock item added between ILO's, the appropriate AT Code will be entered.
- 9 Equipage, Repairables, or Consumable Code (ERC). See NAVICPMECHINST 4441.170.
- 10 Allowance Note Code (ANC). See NAVICPMECHINST 4441.170.
- 11 Military Essentiality Code (MEC). See NAVICPMECHINST 4441.170.
- 12 Non-Allowed. Prints for any item with Allowance Type Code "5" or "8". Non-Allowed items are not reordered for stock unless demand criteria for Allowance Type Code "4" or "8" is met.

PART III, SECTION A (ISL)

INTEGRATED STOCK LIST									
STOCK NUMBER	NOMENCLATURE	APPLICATION CODE	UNIT OF ISSUE	ISL QUANTITY	SOURCE CODE	LOCATION	AT	E R C	A N C M E C
9Z 5360-00-314-7079	SPRING	8831926	EA	1		A0101	1	R	IV
9Z 5360-00-314-7183 1H 1440-00-314-9302	SPRING LENS	882220457 006220068	EA EA	7 1	A	A0101 A1668	1 5	R R	E IV NON-ALLOWED
9N 5905-00-315-1833	RESIST	62766739BA	EA	1			1	R	IV
9G 6210-00-316-1168 9Z 5305-00-316-2954	BOOT SCREW	52504678BA 017710005	PG EA	1 1			1 1	R R	3V A IV
↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5 ↑ 6 ↑ 7 ↑ 8 ↑ 9 ↑ 10 ↑ 11 ↑ 12									
9NM5905-00-318-3133	RESIST	613996378A	EA	1			1	R	IV
9Z 5330-00-318-4200 1HM5815-00-318-5059	PACKIN SPRING	5906660003 58138305	EA EA	12 1		A0227 C0007	1 1	R R	IV IV
9Z 3120-00-318-7238	SLEEVE	016031604	EA	1		A0101	1	R	IV
9G 6240-00-319-0173 9V 3020-00-319-2707	LAMP-G GEAR	78733710 0193310078	EA EA	1 1	A	A0101 A0101	1 5	R R	IV NON-ALLOWED
DD 901 DATE 07APR97 (POST-OVERHAUL) PAGE 274									

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								
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 1	132 2	49 1	1675 3	10 1	39 2	10 1	3934 3	59 2	171 4	59 2	5609 6
	COG TOTAL				COG TOTALS				COG TOTALS			
7G	1	2	1	3	1	2	1	3	2	4	2	6
9G	10	10	10	29430	1	1	1	915	11	11	11	30345
	95	278	95	4348	51	104	51	8108	146	382	146	12456
	COG TOTAL				COG TOTALS				COG TOTALS			
1H	105	288	105	33778	52	105	52	9023	157	393	157	42801
7H	146	398	146	23975	32	79	31	97695	178	477	177	121669
9H	36	45	36	134595	1	1	1	1290	37	46	37	135885
	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
SHIP TYPE - HULL DD 901 UIC RX5971 DATE 07 - 15 - 97 PAGE NO. 2												

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


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SHIP/HULL DD 901	DATE 07-15-97	PAGE 311	FIRST ALTERNATE NR ON PAGE M24308/24-2	LAST ALTERNATE ON PAGE M27426-1114D

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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		ZZ 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		ZZ WE	< 4	
				①		②	③
SHIP / HULL DD 901							
				DATE JULY 1997		PAGE 4	

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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	
						
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 POLYCHLOROPRENE 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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DATE JULY 1997						
PAGE 1						

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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								
LINE ITEMS			WEIGHT		CUBE		PRICE	
COG	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								
LINE ITEMS			WEIGHT		CUBE		PRICE	
COG	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	
				↑	↑	↑	↑	↑	↑	↑
				①	②	③	④	⑤	⑥	
				↓	↓	↓	↓	↓	↓	↓
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		
SHIP / HULL DD 901			DATE JULY 1997					PAGE 1		

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, equipment, 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
- CV (less CV-19) - CV-19 Class, LHA - CG-4, -5, -10, -11, -12 - AE-26 and later, AFS, AO-98 & -99, AOE, AOR, AR, AVM, CG-16 and later, DDG, LCC, LKA, LPA, LPD, LPH, LSD - AE-21 through -25, AF, AG, AGF, AGFF, AO (less AO-98 & -99), AOG, ARD, ASR, DD, FF, FFG, LST, WAGB, WHEC - AGEH, AGSS (less AGSS-555), ARS, ATF, ATS, MSC, MSO, SS, WAGO,WLB, WMEC, WTR - AGP, PG, WLM, WLV, WPB - T-AK (FBM Re-supply)
Notes
- Nuclear Warfare and Nuclear Weapons handling allowance(AN/PDR-27() for certified Nuclear Weapons capable ship. - Radiography allowance for AD only. - Weapons handling allowance for certified nuclear weapons capable ships. - Watch repair shop allowance for AD and AR only. - Submarine rescue Allowance for ASR only. - Add one (1) for AGF-3. - Not allowed for PG class. - Aircraft maintenance Radiography CV, CVT, LPH-2, -3, -7, -9, -10, -11, -12, LHA-1 & -2. - CV,AD and T-AK (FBM Re-supply). Nuclear weapons handling allowance. To be filled only when these ships are Certified nuclear weapons capable. - AIR MONITOR, PORTABLE: - For Allowance Codes 1 & 2: Require for CV'S only: For quantity shown, subject two for CV-67, subtract one for CV-63, and add three for CV-66. - FOR ALLOWANCE CODE 3: Required for all CODE 3 ships. - 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. - 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. - FOR ALLOWANCE CODE 8: Required for all (T-AK FBM Re-supply). - 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.
- ⑮ 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.
- ⑯ PE (prime electronic) QTY. Quantity of prime electronic equipment on board or to be installed.
- ⑰ 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.
- ⑱ 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		
USS DUARTE		DD 901		TEST EQUIPMENT QUANTITIES BASED ON WSF DATA OF 11/08/96											
SCAT FUNCTIONAL DESCRIPTION OF CODE SCAT CODE REQUIREMENT				PRIME EQUIP											
COG SYN	FSCM	TEST EQUIPMENT MODEL NUMBER	PRIORITY	ALLOWANCE EQUIPAGE LIST NO.	ACC QTY	LTD QTY	OBS QTY	EXC QTY	DEF QTY	TOTAL RQD	P M S	EQUIPMENT/SYSTEM APPLICATION	PE QTY	LOCATION/SHIPALT	FOOT NOTE
4953	POWER METER AUDIO 20W 20HZ-20KHZ														
7Z	24655 1840-A NE-2A/U	013	7-670050809EQ	1								AN/PRC-41	1	01-116-1-Q	
	14140 OP-962	023	7-670052279EQ									AN/PRC-41	1	02-93-3-Q	
		023	7-670050810EQ									AN/URC-93(V)1	1	01-77-0-Q	
												ELECTRONICS SUBTOTAL			
												SCAT 4953 TOTALS			
4795	POWER METER UWAVE 20W REQUIRES MOUNTS & ATTN														
7Z	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											
	28480 431C	036	7-670050813EQ	2											
	28480 431B	037	7-670050812EQ												
	28480 432B	037	7-670053648EQ												
	28480 435A-009	037	7-670053262EQ	2											
	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 equipment 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 equipment 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 equipment 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.

Material Identification**2100**

2. **ARR INDEX.** A consolidated listing of all ARR's 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 ARR's 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 ARR's, 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 ARR, 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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Material Identification

<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.

Material Identification**2104****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.

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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

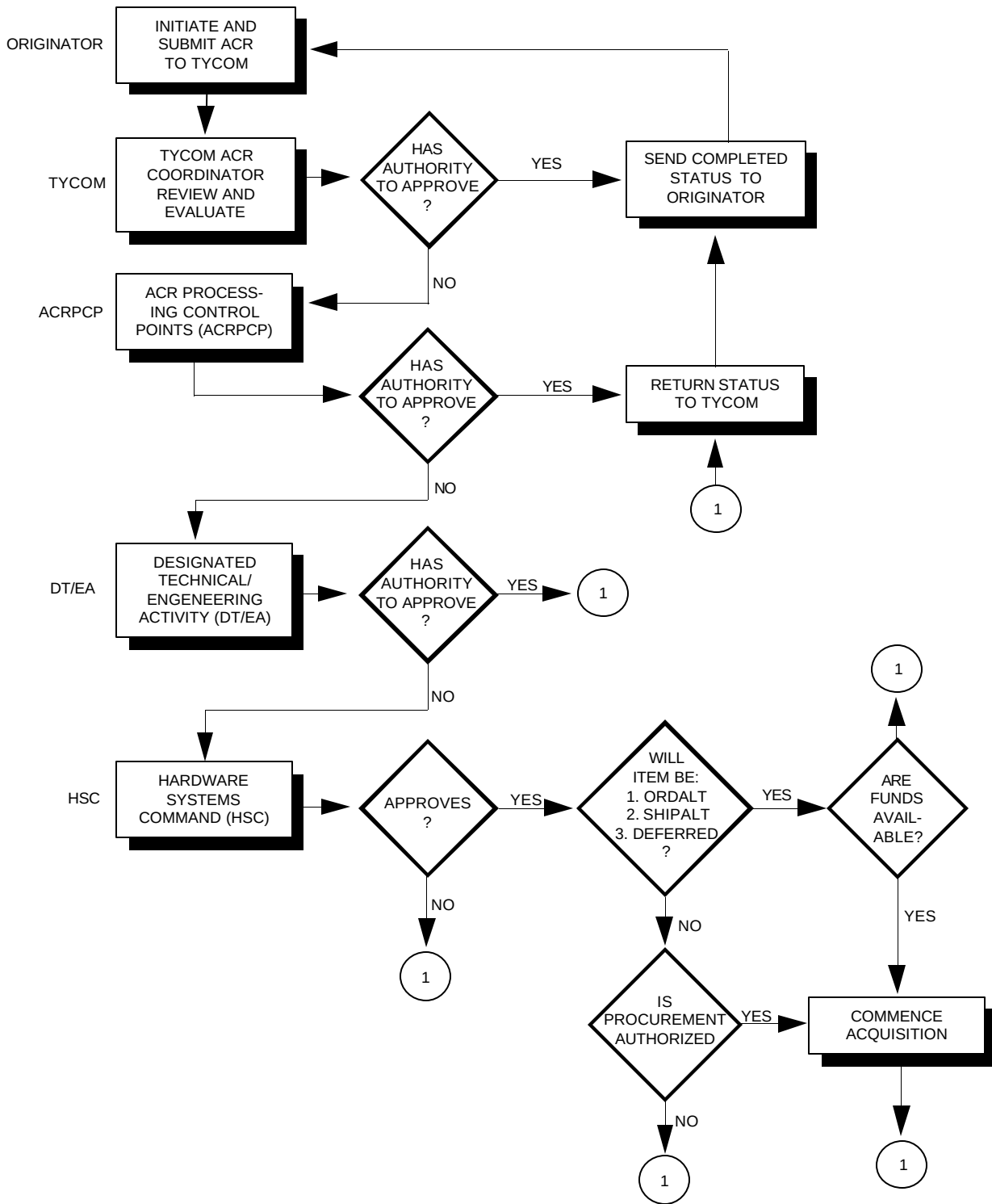
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ALLOWANCE CHANGE REQUEST

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			
					☒ ~~Item on board~~ ☐ Quantity increase ☐ Item deletion ☐ Item not on board			
5. National Stock Number (NSN) or FSCM & Part Number		6. Equipment/Component (E/C) or item Nomenclature		7. Unit of Issue	8. Unit Price	9. Present Qty Allowed	10. New Total Qty	11. Estimated value of charge
9G/2940-00-287-1931		FILTER, FEED PRESSURE		EA	6.66	4	8	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 "minimum replacement unit".								
13. Copy To: COMNAVSURFPAC				14. Signature <i>I. L. Garner</i> I. L. GARNER, LT, SC, USN By direction				
15. First Endorsement ☐ Approval Recommended ☐ Disapproved ☐ Other								

LOGIC DIAGRAM FOR ROUTING ALLOWANCE CHANGE REQUESTS



PROCESSING CONTROL POINTS FOR ALLOWANCE CHANGE REQUESTS

<u>Shipboard System(s)</u>	<u>Equipment</u>	Components, Repair Parts, and Equipage (including Test <u>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	

Material Identification

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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/-//
    
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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 (TARSLL)

1. GENERAL. The TARSLL is prepared by NAVICP MECH and reflects the material authorized to be stocked by tenders (AS) in support of their assigned missions. TARSLLs 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.

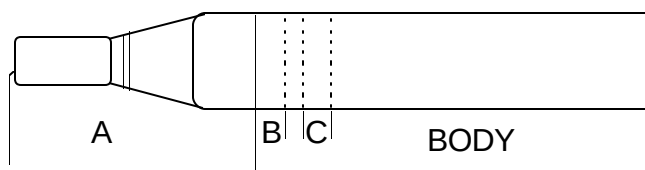
(1) Item	(2) Application
Bars (cut lengths only)	All squares, rectangles, hexagons, and octagons 1/2 inch or more in width of flat and all around 1/2 inch or more in diameter shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of bar. Secured lifts, 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: a. For corrosion and heat resistant and alloy steels: 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: 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**2145**

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.

Material Identification**2148**

- 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:

Material Identification**2177**

- 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 queriable 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).

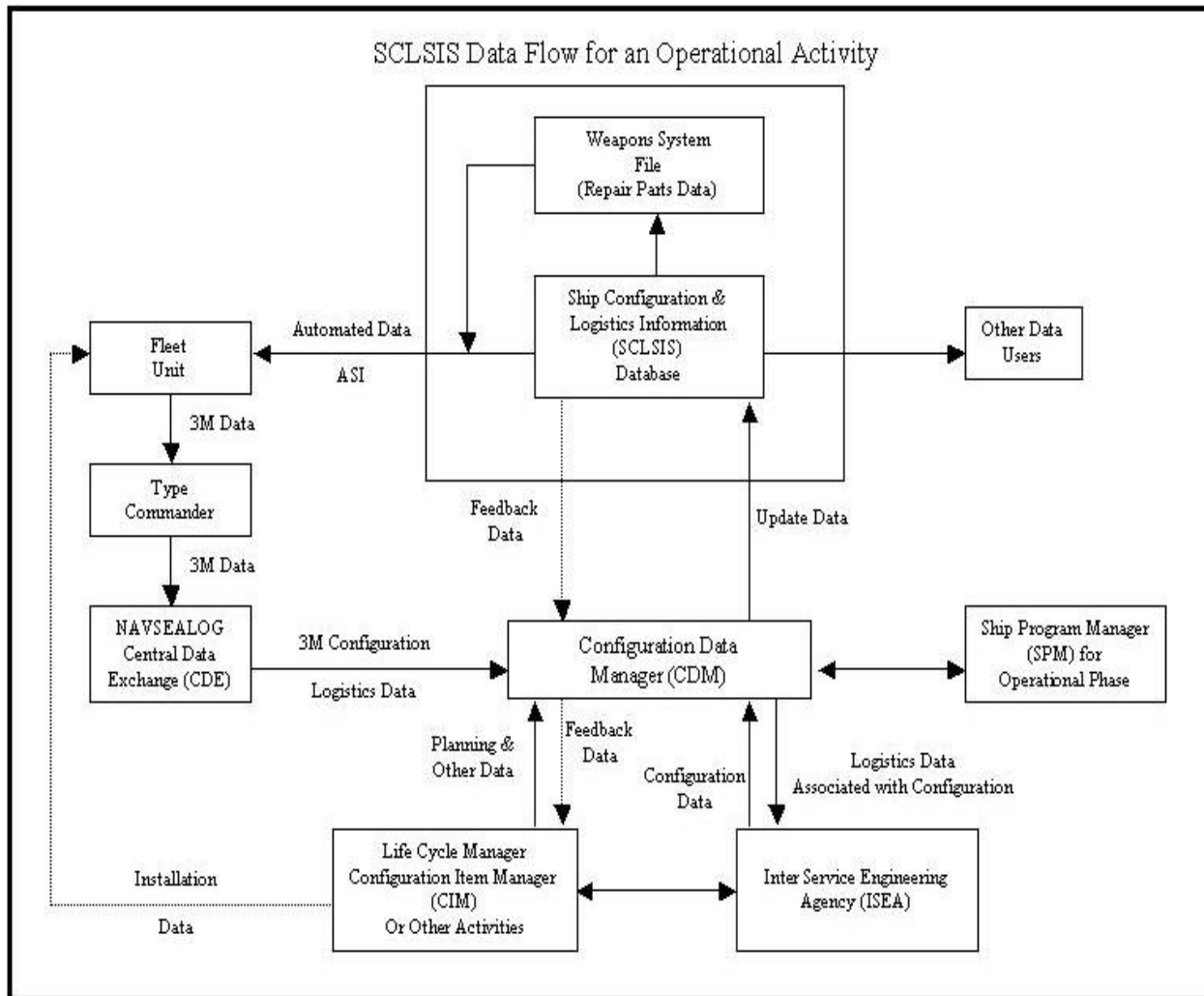
Section II: COSAL MAINTENANCE

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, SCLSIS, 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 SCLSIS data flow and ASI process.



Material Identification**2215****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 SPAWARSYSCEN 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, TARSL, 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 (TARSL 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. Suspend 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;

Material Identification

2304

- 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.

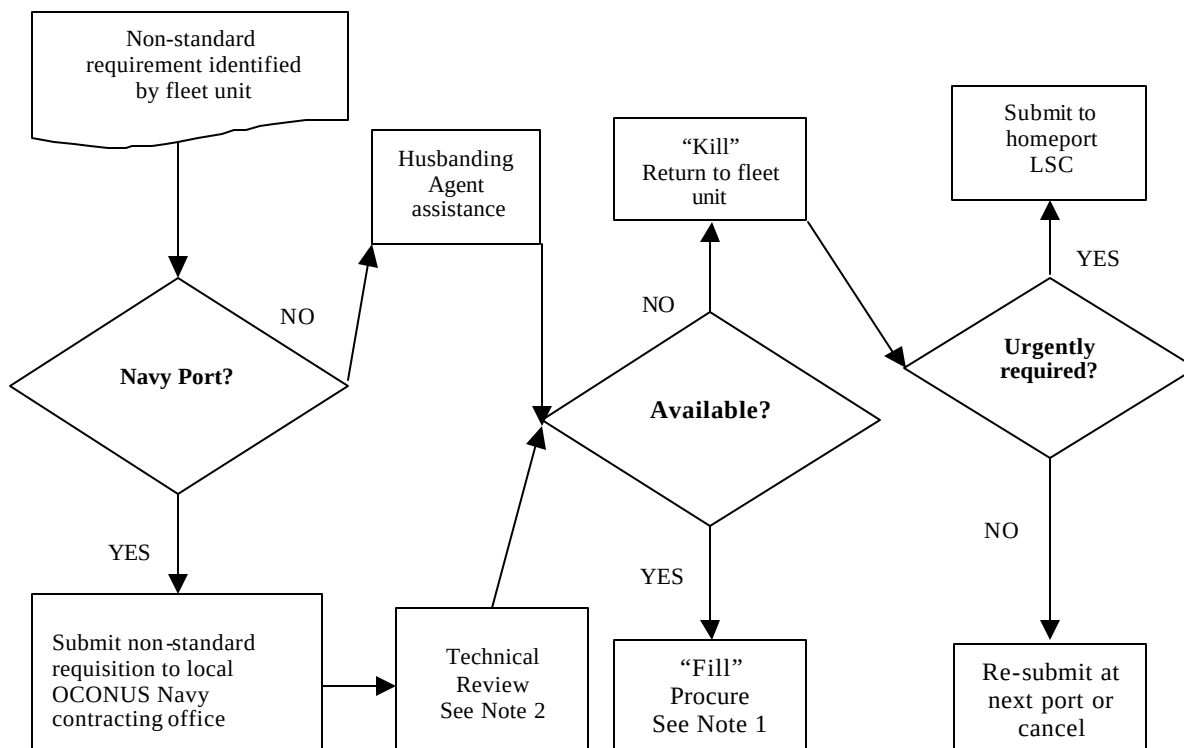
4. CANNIBALIZATION. Periodically, emergencies occur which cannot be satisfied from commercial sources in sufficient time to meet operational requirements. In some cases, these requirements may be satisfied by removing parts from major items of equipment. This removal process, or cannibalization, is an 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:**

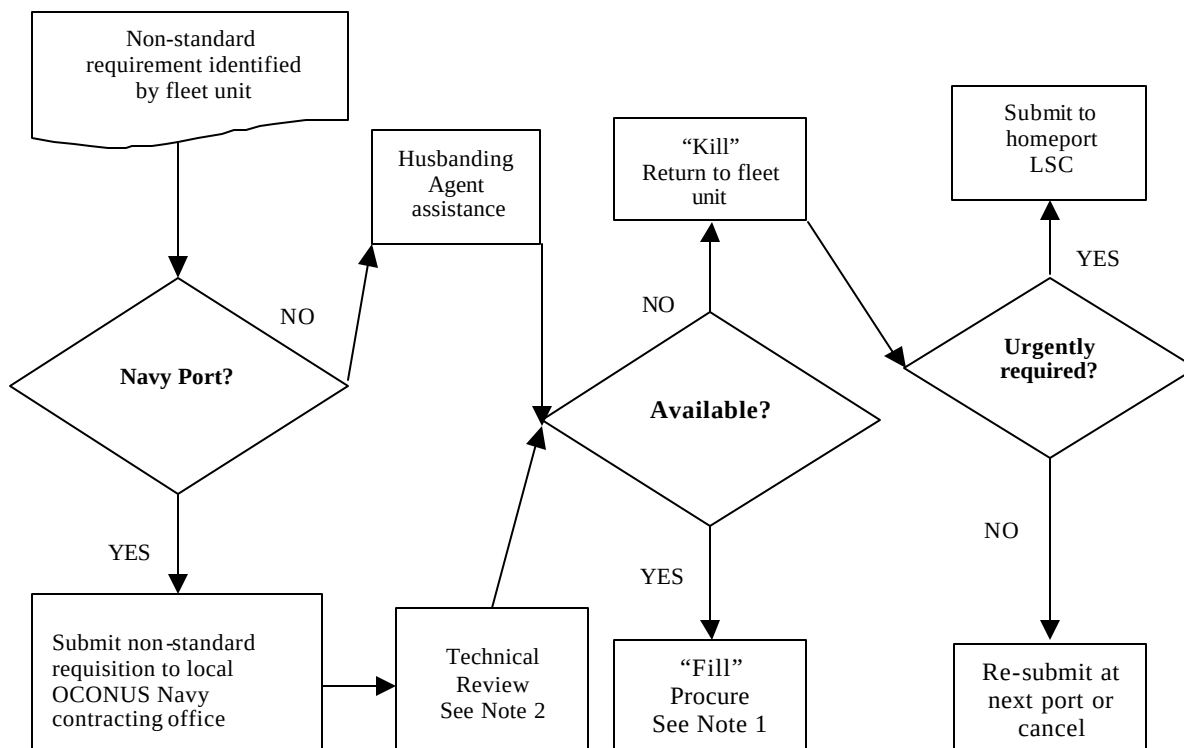
Exceptions for NRCC Naples to procure from CONUS:

- (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 OK 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	(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. (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. (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. (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).
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	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. 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.
31-35	Requisitioner	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.
36-39	Date	Enter the Julian date on which the request is submitted.
40-43	Serial Number	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: (1) serial numbers in 9700-9999 series will be used only in requisitions for ships store items, including retail clothing. (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). (3) blocks of serial numbers may be assigned to various shipboard departments and/or to specific commodities of material in accordance with TYCOM directives. 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)).

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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	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: (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". (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. (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. (4) In requisitions for equipage items, enter "E" in cc 46, and the requesters' work center code in cc 47-50.
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	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.) (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.

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<u>CC</u>	<u>Field Legend</u>	<u>Explanation</u>						
54-56	Distribution Code	Distribution codes serve a dual purpose in Navy requisitions. (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. (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). (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: <table> <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> (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. (5) Services. Requisitions for services will be assigned cognizance symbol 99 and an end-use fund code.	1H = OJ	1R = OQ	7E = OM	7G = OU	7H = OO	7R = OR
1H = OJ	1R = OQ	7E = OM						
7G = OU	7H = OO	7R = OR						

<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	(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. (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. (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. (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. (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

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<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* (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									
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		DISTRIBUTION 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	69										
5	Ø	3	3	3	Ø	1	4	R	Y	N	E	B	1	3	A	N	R								Ø	6	Ø	6	3														
												REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA *1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																													
												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 NAVY TECH MANUAL 351-ØØ48												7. NAME OF ITEM REQUESTED 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 (Clear text name and address) USS JOHN PAUL JONES (DDG-32) FPO AP 966Ø1 (703) 444-5555 DSN 544-5555 17518Ø4.7Ø2D/ØØØ/53824/Ø												11. REMARKS ADDL EQUIP DATA: APL Ø212ØØØØØ7, EQUIP PATTERN #12; ADDL ITEM DATA: NICN 441Ø-LL-CAS- ØØØ1 ØØØ957/2D/R52192/ØØ5Ø333Ø14NR																															

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.

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- f. DATA BLOCK DD (TECHNICAL MANUAL NUMBER/BLEUPRINT 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.

NAVSUP P-485 Volume I - Afloat Supply

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SAMPLE NAVSUP FORM 1250-2

U.S. Government Printing Office: 1986-608-230																																																																																							
NON-NSN REQUISITION (4491)																																																																																							
A. REQ. DATE 522Ø					B. DEPT NO 1142					C. URGY B					D. RDD 5227					E. LOCATION					F. ☐ SIM ☒ NON-SIM					G. ISSUE DATE					H. REQN QTY ØØØØ1					I. REQN NO 522Ø-A985																																															
J. NOUN NAME OR REF SYM VALVE, FUELS										K. FPR ☐					L. APL/AEL/CID 8812ØØØØ7										M. INV QTY					N. ☐ NIS ☒ NC					O. OBL AM T 16Ø.5Ø					P. POSTED S/R (REQN O/S)																																															
JOB CONTROL NUMBER										T. EIC					U. EQUIP COSAL SUPPT'D ☒ YES ☐ NO					V. ☐ URG ☐ MART					OPTAR LOG S/R (ISSUE)					☒																																																									
DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S		NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN															UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER																																																											
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	
AØE		NDZ		T																	EA		ØØØØ1					R Ø55Ø4 522Ø A985										J																																																	
DEPARTMENT		SUPPLEMENTARY ADDRESS					SIGNATURE		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DATE		ADVICE		BLANK					EST U/P 16Ø.5Ø										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 NEBØ1		A NR							EK5		Ø6		227									NTE 16Ø.5Ø																																																																	
IDENTIFICATION DATA																																																																																							
AA. MANUFACTURER'S CODE AND PART NO. CAGE 12421 P/N 12281-818487																				CC. SHIP'S POC NAME D. CERWONKA																																																																			
BB. MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC) BABCOCK & WILCOX INC. 1221 QUEEN BLVD NEW YORK, NY 1Ø6Ø6																				RATE BTCS DIVISION EBØ1 PHONE 619 235-7246																																																																			
DD. TECH MANUAL NO./BLUEPRINT NO. TMIN Ø967-LP-Ø96-1612																				FF. MANUFACTURER'S CATALOG IDENTIFICATION MARINE SUPPLIES #23R15																																																																			
EE. END ITEM APPLICATION BOILER, STEAM, MAIN 6ØØ PSI, 68ØØ CUBIC FT																				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 3½" X 2"																																																									
KK. SOURCE OF SUPPLY (Incl phone and POC if avail) MARINE SUPPLIES INC., 824 THUNDER RD, NATIONAL CITY CA																																																																																							
LL. ACCOUNTING DATA 17518Ø4.7Ø2D/ØØØ/53824/Ø/Ø6Ø957/2D/RØ55Ø4/Ø/ØØ522ØA985NR																																																																																							
MM. REQUISITIONER (Clear text name and address) SUPPLY OFFICER USS DUARTE (DD-9Ø1) FPO AE 966Ø1																				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

3-30

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.

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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 RUFRSGG9846 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 N3-122291-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

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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

Material Procurement

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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															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																				
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) 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											
															7. DATE MATERIAL REQUIRED (YYMMDD)										8. PRIORITY 13										
2. TO: (Include ZIP Code) N00244 FISC SAN DIEGO CA															9. AUTHORITY OR PURPOSE																				
															10. SIGNATURE <i>M. Jones</i> M. Jones, LT. SC. USN										11a. VOUCHER NUMBER & DATE (YYMMDD)										
3. SHIP TO - MARK FOR SUPPLY OFFICER USS JOHN PAUL JONES (DDG-32) FPO AE 92222-2145															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 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 MATERIAL 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																				
18. 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)

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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.

<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

NAVSUP P-485 Volume I - Afloat Supply

Material Procurement

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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

SHIPPING CONTAINER TALLY										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																					
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															
										7. DATE MATERIAL REQUIRED (YYMMDD) 96010		8. PRIORITY																			
2. TO: (Include ZIP Code) LO-GRADE FUELS INC. 9292 OCTANE BLVD GASTOWN, NJ 05060										9. AUTHORITY OR PURPOSE 3																					
										10. SIGNATURE M. Jones M. Jones, LT, SC, USN		11a. VOUCHER NUMBER & DATE (YYMMDD)																			
3. SHIP TO - MARK FOR COMMANDING OFFICER USS DETROIT (AOE-4) FPO AE 09567-2145										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. 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)		TYRE CONTAINER NOS. (f)		UNIT PRICE (g)		TOTAL COST (h)	
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																					
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																		R E C E I P T		QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)		BY		GRAND TOTAL					
PACKED BY																				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

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.

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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	(1) Requirement is immediate. (2) Without the material needed, the activity is unable to perform one or more of its primary mission(s). (3) The condition noted in definition (2) has been reported by established NORS/CASREP procedures.
B	(1) Requirement is immediate, or it is known that such requirement will occur in the immediate future. (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. (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.
C	(1) Requirement is routine. (2) Required for stock replenishment of overseas forward area supply activities, including CLF ships.

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.

<u>UND</u>	<u>Definition</u>
A	(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. (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. (3) CASREPs. All ships deployed or non-deployed status for C2, C3 or C4 CASREP requirements. (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). (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.
B	(1) Items required to effect emergency replacement or repair of auxiliary equipment systems. (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. (3) Initial order of allowance list material for deployed forces due to allowance changes or installation of new equipment.

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<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.

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(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).

(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).

(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.

B (1) Items required for immediate end use, the lack of which is impairing the operational capability of the aircraft or organizational unit concerned.

(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.

(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.

(4) Items required to effect replacement or repair of physical plant facilities in an IMA, without which the effectiveness of the facility is impaired.

(5) Items required for immediate installation to effect repair or replacement of auxiliary equipment without which the effectiveness of the assigned mission is impaired.

C (1) Items required to repair or replace administrative support equipment or systems not immediately essential to operational missions of aircraft or organizational units.

(2) Items required for routine stock replenishment.

(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.

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 expedencies 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.

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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:

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(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																
	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				
	TP 1 AREA						TP 2 AREA					TP 3 AREA				
PIPELINE SEGMENT	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 #

Phone #

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:

Card	
<u>Columns</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	
<u>Columns</u>	<u>Entry</u>
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. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Trousers, wet suit	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Hood, wet suit	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Vest, wet suit	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Face mask	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Swim fins	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Socks (flipper slippers)	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Gloves, rubber	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Swim trunks, khaki	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Supporter, athletic	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Belt, weight	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Knife and sheath	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Shoes, coral	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Snorkel	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Life jacket CO2	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Sea bag	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
SAR 1 vest	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Rescue harness	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Strobe light w/blue lends	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
MK 15 MOD O flare	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Cutter, shroud pocket	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Lights, chemical	1 EA	0	N/A	<i>R. L. Mogan</i>	<i>S. A. Hollander</i>	6/15/96
Bag, parachute	1 EA	0	N/A	<i>R. L. Mogan</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. Mogan
 BM1 R. A. Mogan

Name (Last, First, Middle)
 MORGAN, ROBERT ALAN

SSN
 881 65 9100

BRANCH AND CLASS
 USN

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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)	

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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.

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(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.

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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).

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(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;

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(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:

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(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.

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3. MATERIALS AUTHORIZED. Initial or increased allowances of repair parts and equipage 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 "A0D" 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		
<u>Column(s)</u>	<u>Field Legend</u>	<u>Entry</u>
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 kedge 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).

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PURCHASE OF PORT SERVICES

ORDER FOR SUPPLIES OR SERVICES (Contractor must submit four copies of invoice.)										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)			CODE			8. DELIVERY FOB ☒ DEST ☐ OTHER (See Schedule if other)	
9. CONTRACTOR FUJI PORT SERVICES NAGASAKI, JAPAN NAME AND ADDRESS			CODE			FACILITY CODE			10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE			11. MARK IF BUSINESS IS ☐ SMALL ☐ SMALL DISADVANTAGED ☐ 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			MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
16. TYPE OF ORDER DELIVERY ☐ 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 NOW 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.													
☐ 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 _____													
17. 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			
18. 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		25. TOTAL \$1,900.00		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN ☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						27. SHIP. NO.		28. D.O. VOUCHER NO.		30. INITIALS		33. AMOUNT VERIFIED CORRECT FOR	
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____						☐ PARTIAL ☐ FINAL		32. PAID BY		34. CHECK NUMBER		35. BILL OF LADING NO.	
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____						31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL							
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 (Requisition automatically becomes "UNCL" when detached from classified material.)				FOR PLANT USE ONLY	(PLANT JOB NUMBER)				
REQUISITION NO. V08154-6174-2106		DATE OF REQUEST 23 JUN 96		REQUESTED DELY 23 JUL 96					EST. COST \$50.00		
FOR REFERENCE CONSULT					PHONE 444-5555				SCHEDULED COMPLETION DATE		
SUPPLY OFFICER, USS VENTURE (MSO-496)									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 REON. NO. AMOUNT		
FORM/PUBLICATION NO. AND TITLE USS VENTURE (MSO-496) CHANGE OF COMMAND											
QTY. (Specify shts., sets, etc.) 200		PAGES 1	QTY. WILL LAST 0 MOS.		JOBS TO BE REPRINTED ☐ YES ☒ NO		JOB IS ☒ NEW ☐ REVISED ☐ A RE-PRINT		LAST JOB NO.		
ENCLOSURES (Submit clean, well protected copy)					PROOFS (Specify only if necessary)						
PAGES COPY		NEGA-TIVES		PLATES		☒ NOT REQ'D ☐ SEND TO:					
FINISHED SIZE 8" x 12"		MARGINS (Top) (Left/Bind)		INK (If not black) BLUE		GRADE OF PAPER* 1. LEDGER		WEIGHT* 64	COLOR* WHITE		
FOLD TO (Size) 4" x 6"		PRINT ☐ ONE SIDE ☐ HEAD TO HEAD ☐ HEAD TO FOOT ☒ OTHER (SEE COPY ATTACHED)				2.					
ASSEMBLE ☐ IN SETS ☐ PAGE SEQ.		WIRE STITCH (Staple) Number Stitches: ☐ UPPER LEFT ☐ TOP ☐ OTHER (Specify)				3.					
STANDARD PUNCH (Drill) ☐ 2-HOLE TOP ☐ 3-HOLE LEFT		OTHER (Number) (Diameter) (Ctr. to ctr.) (Location)				4.					
PERFORATE/SCORE ☐ SEE COPY		PAD (Location) SHTS SETS ☐ TOP ☐ LEFT		PRONG FASTNERS ☐ YES ☐ NO		5.					
COMPOSING / PROCESSING (Prepare/alter copy; fotolist; offset; etc.)					WRAP (No. per pkg.) 200		*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.				
DISPOSITION OF NEGS. <u>D</u> ORIG. <u>D</u> H-HOLD D-DESTROY R-RETURN											
FOR PLANT USE ONLY											
NUMBER ORIG.		LINE H.T.		SPECIAL INSTRUCTIONS/REMARKS SERIAL NUMBERING, REGISTRATION, ETC.							
IMAGE SIZE X											
PRESS	PLATES	IMP.									
PRESS SHEET SIZE X											
TRIM SIZE X											
PLANNED BY											
ORDERING OFFICE (If other than delivery address)				DELIVER TO (Complete address)							
LIAISON OFFICE APPROVAL (Signature and date)											
APPROVING OFFICE (Signature and date) P. Treadwell											
ENS P. TREADWELL, SC, USNR											
SEND CONFIRMATION/BILLING COPY TO (Insert complete mailing address)				DISTRIBUTION REQUIRED ☐ LIST ☐ LABELS ATTACHED WILL PICK UP - PLEASE NOTIFY: (Ext.) ☐ HOLD MATERIAL RECEIVED (Signature and date)							
COMMANDING OFFICER DEFENSE FINANCE ACCOUNTING SERVICE OPLOC NORFOLK, VA 23511											

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).

Material Procurement**3462**

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 COMMERCIAL 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.

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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.

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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.

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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.	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. 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. 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 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).
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 //N04491//
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.

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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.

Material Procurement**3534****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
```

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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 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-CA0-0001//
BT
```

Material Procurement**3537****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.

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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.

Material Procurement**3552**

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).

Material Procurement**3570****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 known 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.

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<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.

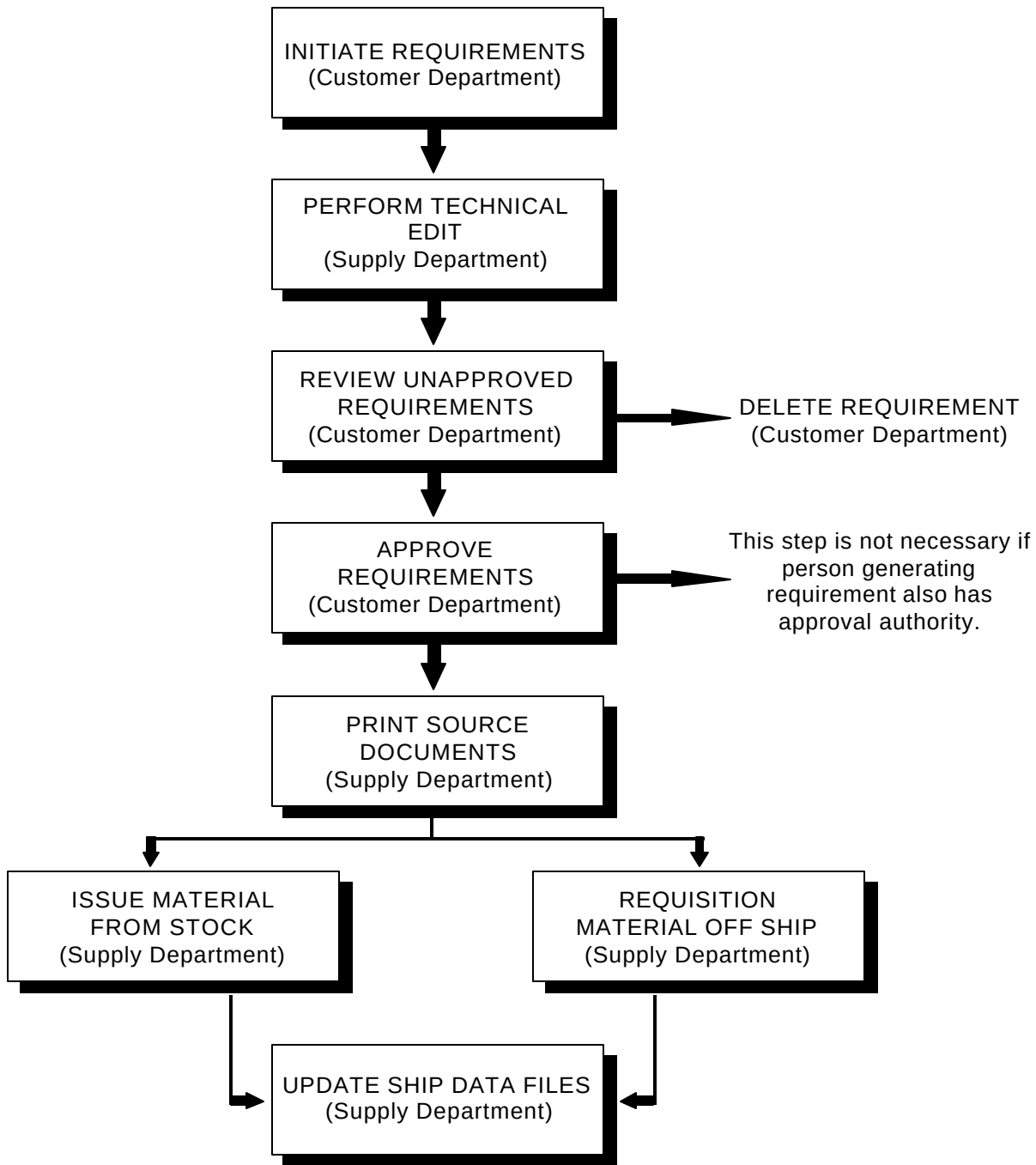
3706 OVERVIEW

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 RPPO: 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.

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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
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.						
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.						
Note 3. Use to focus on specific COSAL Types. Listing of a specific COSAL Type excludes all other COSAL types.						
Note 4. Use to focus on specific categories of stock which the Supply Officer micro manages.						
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.						

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.

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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.

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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.

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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).

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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.

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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

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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

SHIPPING CONTAINER TALLY										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																							
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		6. 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		11. VOUCHER NUMBER & DATE (YYMMDD) V20635-6345-8013																			
										12. DATE SHIPPED (YYMMDD)					14. BILL OF LADING NUMBER																		
										13. MODE OF SHIPMENT					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																		
4. APPROPRIATIONS SYMBOL AND SUBHEAD 17X4911.2310										OBJ. CL. 000		BUR. CONT. NO. 28001		SUBAL- LOT 0		AUTHORIZATION ACCT'G ACTIVITY 000367		TRANS- TYPE 7J		PROPERTY ACCT'G ACTIVITY V20635		COUN- TRY 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 CON- TAINER (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 ENS S. P. GARVEY										EA		00007		Retail Price				1.20		8.40			
										Received by _____ 9 Dec 96 Legal Officer																							
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO:										17. SPECIAL HANDLING																							
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																		20. QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)		BY		GRAND TOTAL									
PACKED BY																		21. POSTED		DATE (YYMMDD)		BY		20. RECEIVERS VOUCHER NO.									
TOTAL																																	

DD Form 1149, DEC 93 5152 53 54 55 56 57 5859 60 6162 63 64 65 66 67 6869 70 71 72 73 74 7576 77 7879 80 81 82 83 84 8586 87 88 89 90 91 92 93 94 95 96 9798 99100
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/R SUPPLY 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/R SUPPLY 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/R SUPPLY 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)

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.

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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

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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:

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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.

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- (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 specity 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.

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(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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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. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																							
UNIT PRICE										DOLLARS										CTS										N00244										R03361																			
DOLLARS										CTS										4. MARK FOR										USS FRANK CABLE AS 40																													
5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																			
6056										050870										S										Z9										U																			
10. QTY. REC'D										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL									
0004968										000099										36										000										000																			
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																											
PRESSURE REG REDUCING R REL VALVE																																																											
17. ITEM NOMENCLATURE																																																											
18. TY CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																													
22. RECEIVED BY										H. Woodson										H. Woodson, SKC										23. DATE RECEIVED																													
7/1/97																																																											
24. DOCUMENT NUMBER																																																											
V02865 0052 1608																																																											
25. NATIONAL STOCKING & SUPPLY (30-44)																																																											
4820 00 483 0681																																																											
26. RIC (4-6)																																																											
QUANTITY																																																											
EA 00002																																																											
27. ADDITIONAL DATA																																																											
NUZ EA 00002 A 9C 0004968																																																											

MATERIAL CONTROL CODE

CIRCLE QUANTITY

SIGN AND DATE

2

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.

MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248	
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 Service 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. 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.											
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.				ORDER NO.		5. 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		TO		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 SMOKE, 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	
				(Indicate number of shipping containers - type of container - container number.)		SHIP/REC'D*				20. AMOUNT	
00001		MFG P/N A-5685-38 FN-11 BATTERY STORAGE, WET AND CHARGED		1 SKID (2 BOXES) REQN V20115-6200-C317		2		EA		\$214.35	
				INDICATES 1 RECEIVED IN GOOD CONDITION; 1 DAMAGED		1				1 damaged (cracked casing)	
						DISCOUNT-EXPEDITE					
21. CONTRACT QUALITY ASSURANCE						22. RECEIVER'S USE					
a. ORIGIN ☐ CQA ☐ 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.						b. DESTINATION ☒ CQA ☒ 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.					
DATE: 2005JUN06 TYPED NAME: John C. Smith TITLE: EM2 (A), USN MAILING ADDRESS: USS JOHN PAUL JONES (DDG-32) FPO AE 09664-8794 COMM. PHONE: 757-443-0001						DATE RECEIVED: 2005JUN06 TYPED NAME: I.M. Good TITLE: 1. GOOD 2(SW/AW), USN MAILING ADDRESS: USS JOHN PAUL JONES (DDG-32) FPO AE 09664-8794 COMM. PHONE: 757-443-1000					
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.

4116

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		REQUISITIONER		DATE		SERIAL		D		SUPPLEMENTARY ADDRESS		S		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ. DEL. DATE		ADV. STAT															
SEND TO:																REQUISITION IS FROM:																																					
R04462 USS EDSON (DD-946)																R52192 USS JOHN PAUL JONES (DDG-32)																																					
A																B																																					
C																D																																					
TRANSISTOR																A Ø A																																					
5 9 6 1 0 0 0 5 4 4 1 4 1																E A																																					
0 0 0 0 2																																																					
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51																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 0 2 7 8 2																R Y N O E Ø 1 A																																					
52 53 54 55 56 57 58 59 60 61 62 63 64 65 66																52 53 54 55 56 57 58 59 60 61 62 63 64 65 66																																					
N R 9 N E K 5 Ø 6																G H I J																																					
ADVICE																RI - TO																																					
5 G																67 68 69																																					
65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 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		REQUISITIONER		DATE		SERIAL		D		SUPPLEMENTARY ADDRESS		S		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																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																																					

Approved for transfer:
R.A. Schreppel
 R.A. SCHREPPPEL, LT, SC, USN
 Recd 4/15/96 D. C. Sparks BT3
 U/P 1.40 T/P 2.80

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.

Material Receipt, Custody and Stowage

4119

REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

SHIPPING CONTAINER TALLY										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																	
REQUISITION AND INVOICE/SHIPPING DOCUMENT										Form Approved GSA No. 0104-0246 (Expires Feb 25, 2005)																	
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.																											
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)										2. SHEET NO. 1		3. NO. OF SHEETS 1		4. REQUISITION DATE 29 APR 2005		5. RESOLUTION NUMBER R52192-5120-											
2. TO: (Include ZIP Code) R04462 USS EDSON (DD-946)										7. DATE MATERIAL REQUIRED (YYYYMMDD) 29 APR 2005		8. PRIORITY 05															
3. SHIP TO - MARK FOR										9. AUTHORITY OR PURPOSE		10. SIGNATURE I. L. GARNER, LT, SC, USN		11a. VOUCHER NUMBER & DATE (YYYYMMDD) R04462-5120-0023													
										12. DATE SHIPPED (YYYYMMDD)		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER													
										15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																	
4. APPROPRIATIONS DATA FUND CODE NC										AMOUNT \$30.80																	
ITEM NO. (a)										FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)		UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE OF MATERIAL (f)		UNIT PRICE (h)		TOTAL COST (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: R. A. SCHREPPLE, LT, SC, USN		Recd 4/29/05 C. E. Smith, BM3															
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO:										17. SPECIAL HANDLING																	
18. ISSUED BY										TOTAL COST TARIFFS		TYPE OF TARIFF		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)		BY		SHEET TOTAL	
CHECKED BY																				20. QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)		BY		GRAND TOTAL	
PAID BY																				21. POSTED		DATE (YYYYMMDD)		BY		22. RECEIVER'S 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.

NAVSUP P-485 Volume I - Afloat Supply

Material Receipt, Custody and Stowage

4120

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.		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 • DESTINATION • 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 • SMALL • SMALL DISADVANTAGED • 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.			
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE AA 1751804.702D 000 53824 0 060957 2D R52191 005193A123NR		18. QUANTITY ORDERED/ ACCEPTED* 20. QUANTITY ORDERED/ ACCEPTED* 21. UNIT 22. UNIT PRICE 23. AMOUNT			
19. SCHEDULE OF SUPPLIES/SERVICES MOTOR, GENERATOR P/N 546780		24. UNITED STATES OF AMERICA BY: I. M. SEASICK, LCDR, SC, USN CONTRACTING/ORDERING OFFICER			
25. TOTAL \$3,950.00		26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN • INSPECTED • RECEIVED • ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:		28. SHIP. NO. 29. D.O. VOUCHER NO. 30. INITIALS			
29. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE B. M. Jackson, EN1(SW), USN		31. PAID BY 32. CHECK NUMBER 33. BILL OF LADING NO.			
34. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE USS John Paul Jones (DDG-32), FPO AP 96672-0001		35. RECEIVED AT 36. RECEIVED BY (Print) 37. DATE RECEIVED (YYYYMMDD)			
38. TELEPHONE NUMBER DSN 526-7431		39. E-MAIL ADDRESS jacksonbm@pj.navy.mil			
40. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. a. DATE (YYYYMMDD) b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41. TOTAL CONTAINERS 42. SIR ACCOUNT NUMBER 43. SIR VOUCHER NO.			

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

4120

Material Receipt, Custody and Stowage

REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE CARD

REPORT OF RECEIPT, NON RECEIPT, OR NONCONFORMANCE		
<u>INSTRUCTION FOR USE</u>		
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		
☐ Partial delivery	☐ Final delivery	
The supplies listed in the above purchase order were (check one)		
☐ Received on _____ and conformed to the requirements of the order		
☐ Not received		
☐ 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

Material Receipt, Custody and Stowage

4120

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 DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN CONSOL & CONTAINER PT- B330 LATHROP CA 95330					SHIPPER NAME AND ADDRESS SW 3117 DEFENSE DISTRIBUTION DEPOT 1968 GILBERT ST NORFOLK VA 23512-0001		
CONSIGNEE (Name and full address of installation) XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN CONSOL & CONTAINER PT- B330 LATHROP CA 95330					SHIPPER NAME AND ADDRESS SW 3117 DEFENSE DISTRIBUTION DEPOT 1968 GILBERT ST NORFOLK VA 23512-0001		
APPROPRIATION CHARGEABLE 97X4930 5BEO 0160 349.11 22.21 S33181 VIA (Route shipment when advantageous to the Government)					BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code) TRANSPORTATION OPERATIONS DEFENSE FINANCE ACCOUNTING SERVICE CENTER INDIANAPOLIS, IN 46249-0611		
MARKS AND ANNOTATIONS REC HRS 0700-1330 M F E L 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 QUARANTEED 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	
CARRIER'S PICKUP DATE (Year, month, and day)		APPLIED BY:					
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 DISTRIBUTION 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/RSUPPLY 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;

Material Receipt, Custody and Stowage**4269**

- 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.

NAVSUP P-485 Volume I - Afloat Supply

4270

Material Receipt, Custody and Stowage

SUPPLY DISCREPANCY REPORT (SDR)/REPORT OF DISCREPANCY (ROD) (SF 364) - FRONT

REPORT OF DISCREPANCY (ROD) ☒ SHIPPING ☐ PACKAGING				1. DATE OF PREPARATION 05 JAN 25		2. REPORT NUMBER R07198-05-0001																																																															
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																																																												
1H 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.																																																																					
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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: 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 ☐ HAS BEEN ☐ WILL BE SHIPPED	DOCUMENT NUMBER	b. ☐ NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
	c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT	d. ☐ INVOICE/BILL ATTACHED	e. ☐ PROOF OF DELIVERY (Parcel Post shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
	f. ☐ 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. ☐ PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
	c. ☐ RETAIN MATERIAL AT NO CHARGE.	d. ☐ MATERIAL WILL BE PICKED UP IN:	DAYS
Fold here	e. ☐ SHIP MATERIAL (Specify location)		
	(1) ☐ GBL APPROPRIATION CHARGEABLE:		
	(2) ☐ CHARGES COLLECT-VIA ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST \$_____postage advanced herewith.		
	(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID		
	Note: Please enclose postage. Material cannot be returned Parcel Post collect.		
	f. ☐ OTHER (Specify)		
	21. ☐ IF MATERIAL IS STILL REQUIRED SUBMIT NEW REQUISITION	22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE
23. REMARKS (Continue on separate 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. DSN 565-2121 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 ☒ YES ☐ NO		35. DATE 4188	
36. TO: *** APPROPRIATE FINANCE CENTER/CLAIM OFFICE ***					
37. RESPONSIBILITY ☒ CARRIER ☐ SHIPPER/CONTRACTOR ☐ TRANS/SHIPPING ACTIVITY ☐ RECEIVER ☐ OTHER (Specify)					
38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? (If "NO," explain in Remarks) ☒ YES ☐ NO		39. DOCUMENTS ATTACHED? (If "YES," list in Remarks) ☐ YES ☐ NO		40. PHOTOGRAPHS ATTACHED? ☐ YES ☐ NO	
41. INSPECTION DATA ☐ CARRIER INSPECTED (Report attached) ☐ INSPECTION WAIVED (Waiver attached) ☐ ORAL WAIVER (Provide name, title, and date in Remarks) ☐ GOVERNMENT INSPECTED (Report attached)		42. DISPOSITION DATA ☐ REJECTED (Receipt attached) ☐ REPAIRED AT GOVERNMENT EXPENSE (Bill Attached) ☒ 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 Bill Gazdagh			
46. ACTION BY REVIEWING OFFICIALS					
A. ABOVE ITEMS HAVE BEEN ☐ EXPENDED ☐ RECEIVED		B. INVENTORY ACCOUNT		C. CHARGE/TRANSFER TO	
D. ACCOUNTING CLASSIFICATION					
E. APPROVED TO HOLD _____ RESPONSIBLE IN THE AMOUNT OF \$ _____ (Name)					
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

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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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Material Receipt, Custody and Stowage

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					☐ CATEGORY I		☐ 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 ☒ NEW ☐ REPAIRED/ OVERHAULED		12. DATE RECD, MFRD, RE- PAIRED, OR OVERHAULED		13. OPERATING TIME AT FAILURE		14. GOVERNMENT FURNISHED MATERIAL ☐ YES ☐ 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		
17. UNIT COST \$ 126.17 AY		18. ESTIMATED REPAIR COST \$		19a. ITEM UNDER WARRANTY ☐ YES ☐ NO ☐ UN KNOWN		19b. EXPIRATION DATE				
20. WORK UNIT CODE/EIC (Navy and Air Force Only.) F30P000										
21. ACTION/DISPOSITION ☐ HOLDING EXHIBIT FOR ____ DAYS ☐ RELEASED FOR INVESTIGATION ☐ RETURNED TO STOCK ☐ DISPOSED OF ☐ REPAIRED ☒ 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: LT I. 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 one)					
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)										

Material Receipt, Custody and Stowage**4276****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 _____.
Expend 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.

Material Receipt, Custody and Stowage

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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.

Material Receipt, Custody and Stowage**4336****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 _____

NAVSUP P-485 Volume I - Afloat Supply

4336

Material Receipt, Custody and Stowage

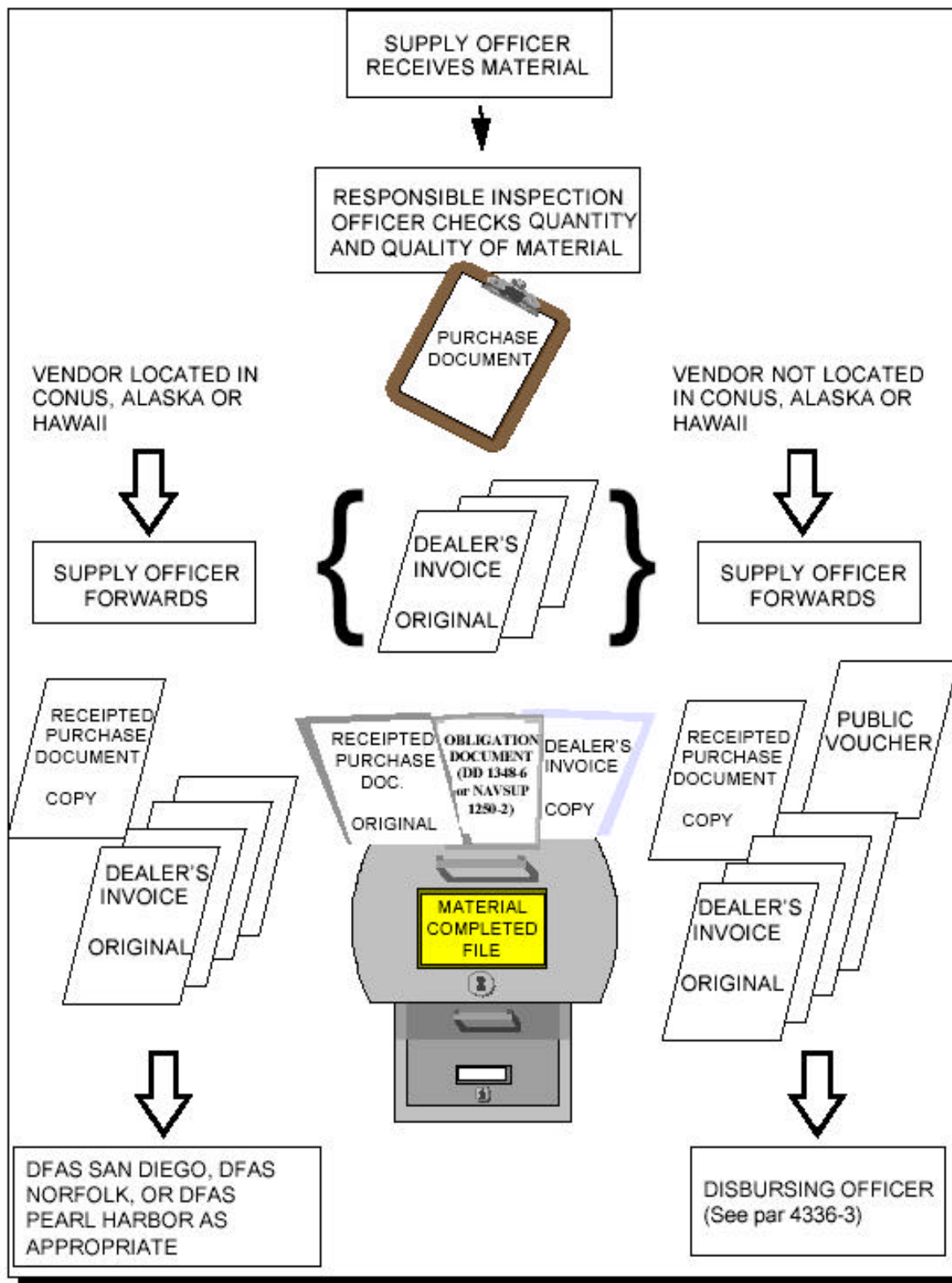
RETAINED COPY OF DD FORM 1155

ORDER FOR SUPPLIES OR SERVICES (Contractor must submit four copies of invoice.)										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						7. ADMINISTERED BY (If other than 6) CODE			8. DELIVERY FOB ☒ DEST ☐ OTHER (See Schedule if other)				
9. CONTRACTOR NAME AND ADDRESS MARINE SUPPLIES INC 824 THUNDER ROAD SAN FRANCISCO, CA 96605						FACILITY CODE			10. DELIVER TO FOB POINT BY (Date) 94 JAN 30		11. MARK IF BUSINESS IS ☒ SMALL ☐ SMALL DISADVANTAGED ☐ 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						15. PAYMENT WILL BE MADE BY DEFENSE FINANCE ACCOUNTING SERVICE 937 NORTH HARBOR DRIVE SAN DIEGO, CA 92132			MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER				
16. TYPE OF ORDER DELIVERY ☒ This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. PURCHASE ☐ Reference your NOW 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.													
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED													
17. ACCOUNTING AND APPROPRIATION DATA													
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS.	BUREAU CONT. NO.	SUB-ALLOT	AUTH'N ACCT'G ACT'Y	TRANS. TYPE	PROPERTY ACCT' ACT'Y	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						00005	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						00010	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 CONTRACTING / ORDERING OFFICER				25. TOTAL \$150.00			
26. QUANTITY IN COLUMN 20 HAS BEEN ☒ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						27. SHIP NO.		28. D.O. VOUCHER NO.		29. DIFFERENCES			
94 JAN 30 Charles Ham MMC DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						☐ PARTIAL ☐ FINAL		32. PAID BY		30. INITIALS		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL				34. CHECK NUMBER			
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER										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.			

DD Form 1155 (8PT), MAY 90

Previous editions are obsolete.

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.

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.

4401**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.

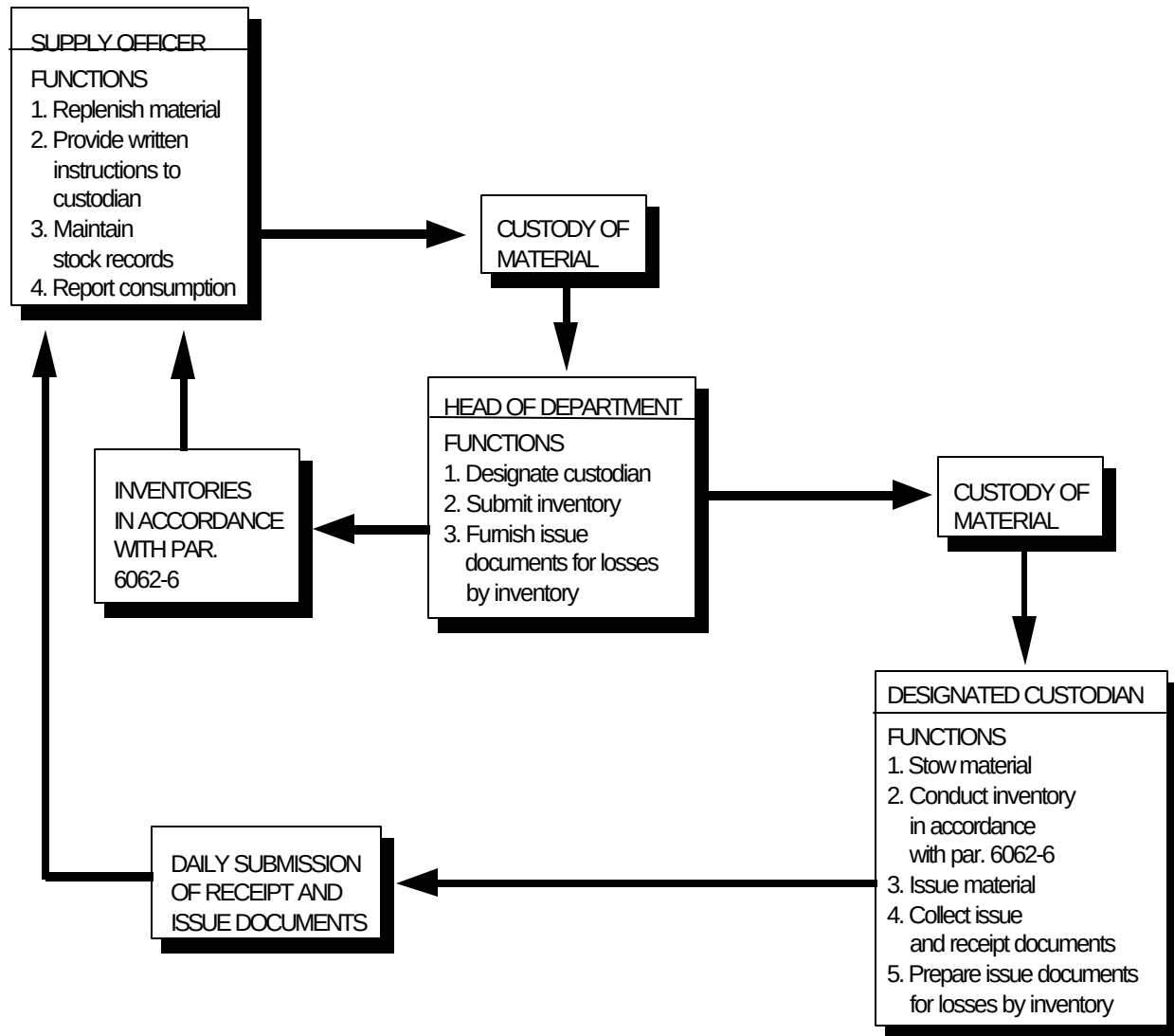
b. The Supply Officer will obtain the Commanding Officers written authorization for storage of materials in other departmental spaces. The authorization will delineate the Supply Officer's responsibilities relative to procedural instructions, stock replenishment, physical inventory, and the maintenance 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



Material Receipt, Custody and Stowage**4504****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.

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.

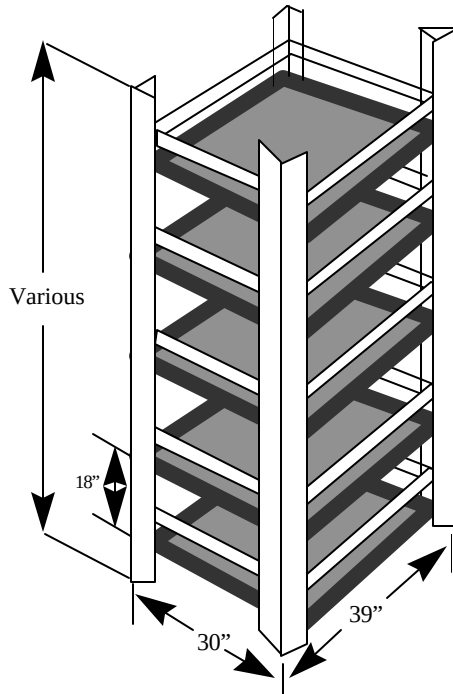
4622 BULK STOREROOMS

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).

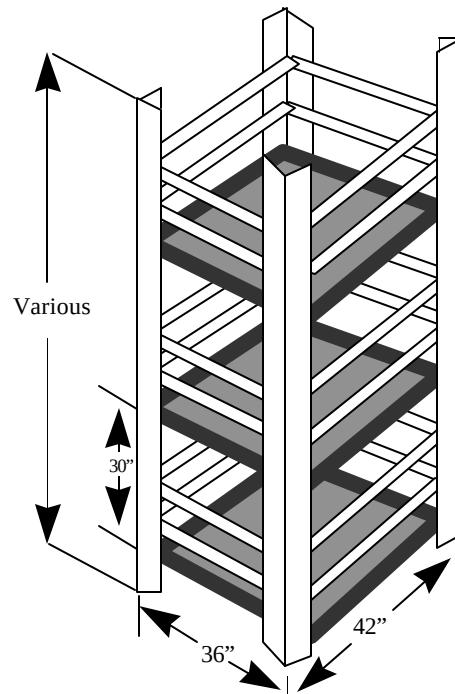
4623 REPAIR PARTS STOREROOMS

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.

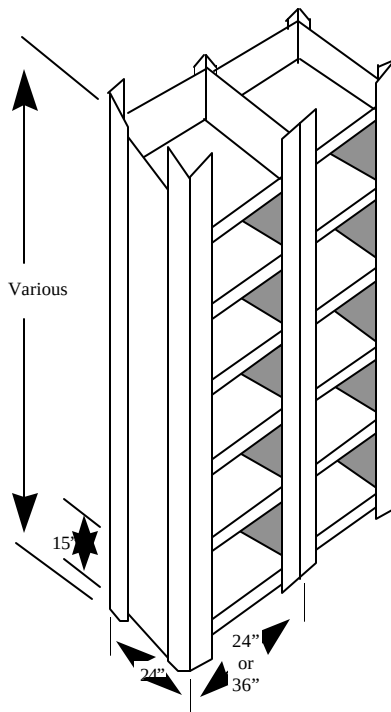
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(NAVSEASYS COM DWG NO 804-4563099)



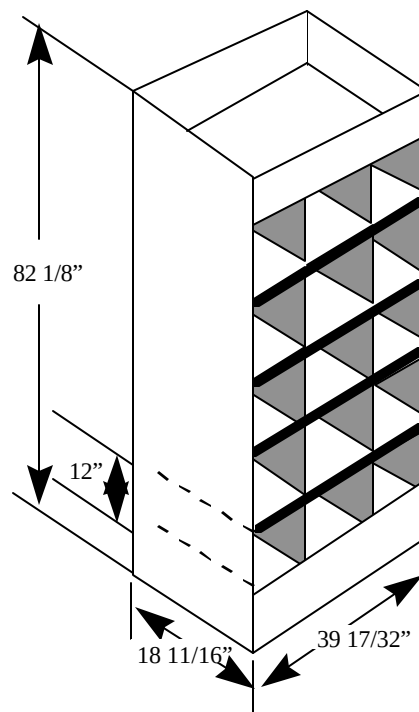
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TYPE "B" BIN
(NAVSEASYS COM DWG NO 804-4563098)



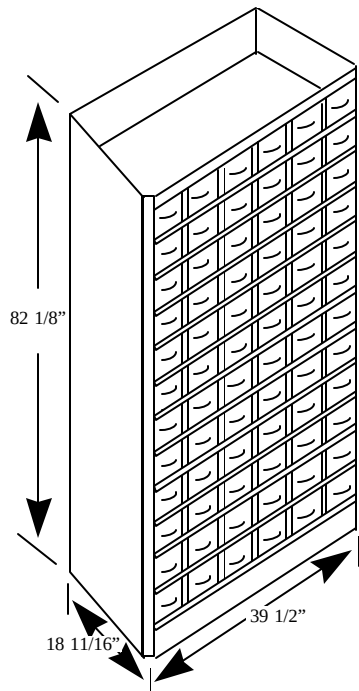
TYPE "S" BIN
(NAVSEASYS COM DWG NO S3000-921862)



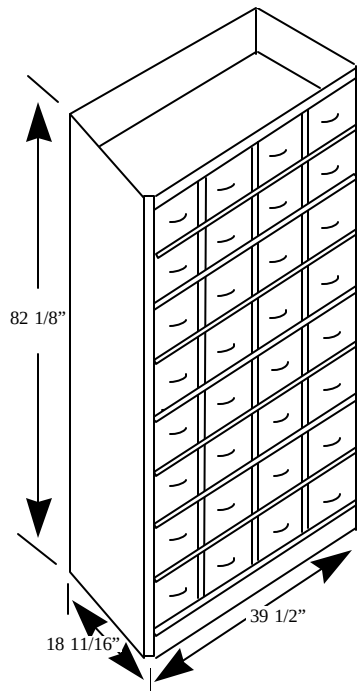
4623

Material Receipt, Custody and Stowage

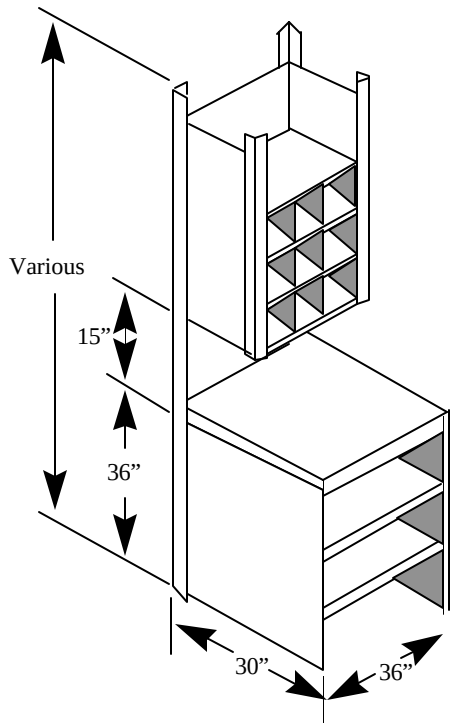
TYPE "A" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



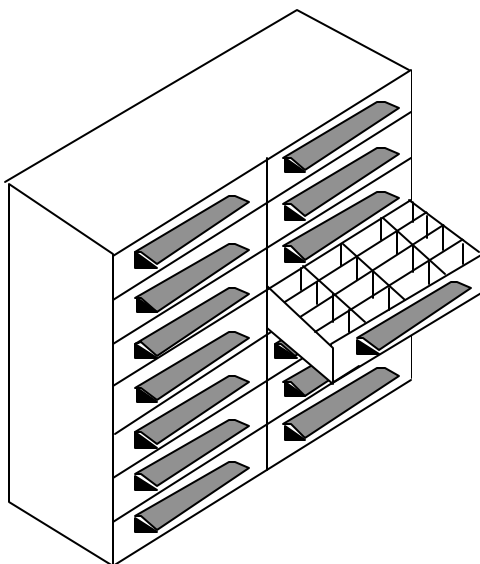
TYPE "B" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



TYPE "A" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



TYPE "B" DRAWER SHELF UNIT
(NAVSEASYS COM DWG NO S3000-921860)



Material Receipt, Custody and Stowage**4658****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.

Material Receipt, Custody and Stowage**4664**

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.

Material Receipt, Custody and Stowage**4716**

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 Receipt, Custody and Stowage

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.

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<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

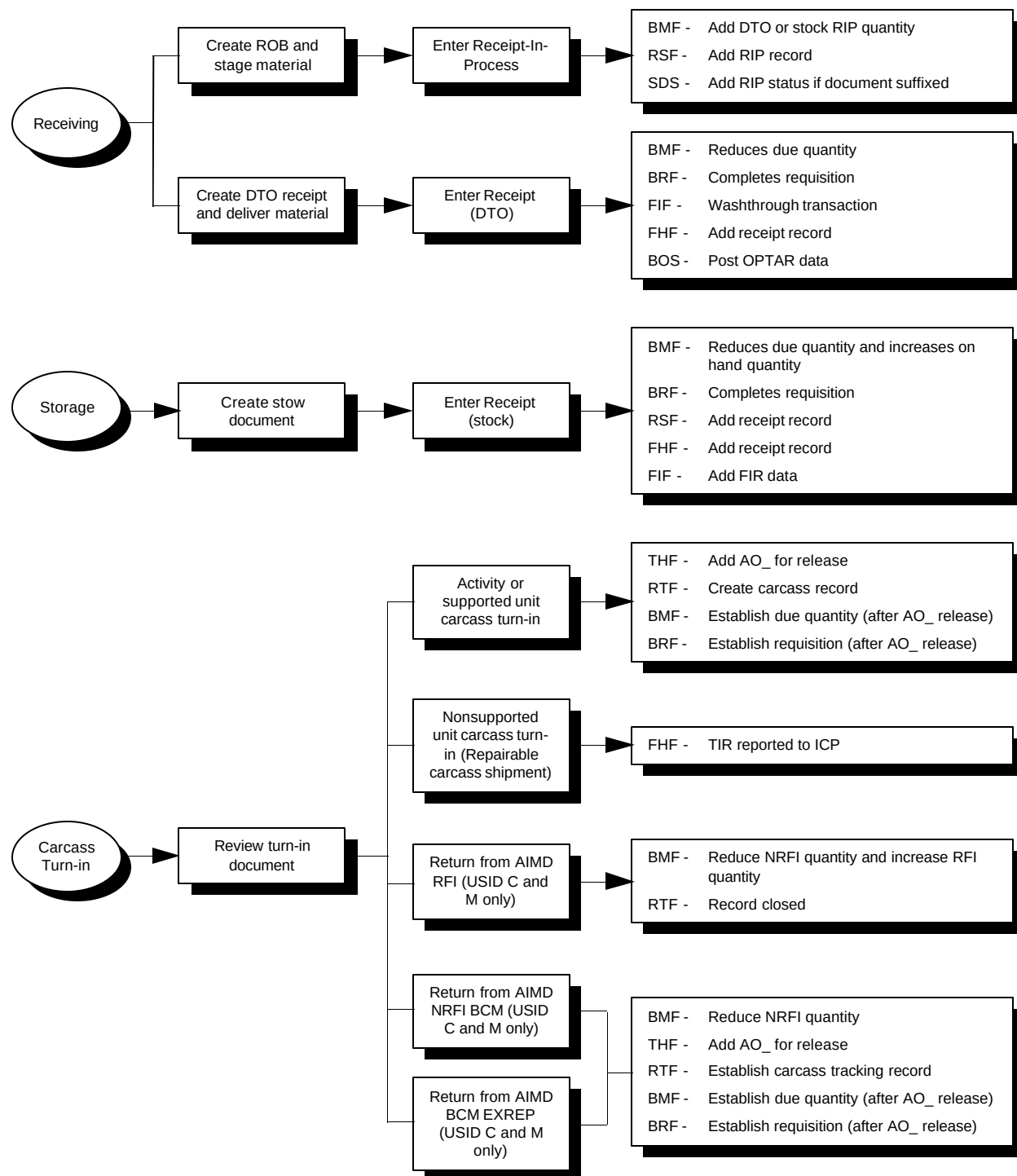
1. GENERAL. The processing of receipt transactions affects both material and financial files and eventually appears on internal and external reports. A list of primary SUADPS-RT files is contained in the SUADPS-RT Computer Operations Manual. The following provides a list of the primary files affected 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



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- 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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ISSUE/RECEIPT RELEASE DOCUMENT (IRRD), DD FORM 1348-1A

1. DOD FROM	2. RI FROM	3. M/S	4. U/I	5. NS	6. T	7. QUANTITY	8. SUPPLY ADDRESS	9. UZD	10. DIS-TRI-BU-TION	11. PRO-JECT	12. P R	13. RED-OLE	14. ADV	15. RI	16. O/P	17. M/GT	18. UNIT PRICE	19. DOLLARS	20. CTS	21. 1. TOTAL PRICE	22. 2. SHIP FROM	23. 3. SHIP TO
A4A NDZ S	EA 00010	N 00244	A Y6	2R JK5 06	240 2C	N32 A	ACH	0030000	0300000												N00244	R03361
24. DOCUMENT NUMBER & SUFFIX (30-44)	25. NATIONAL & ADD (8-22)	26. RIC (4-6) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80)	27. ADDITIONAL DATA	28. 5. DOC DATE	29. 6. NMFC	30. 7. FRT RATE	31. 8. TYPE CARGO	32. 9. PS	33. 10. QTY. REC'D	34. 11. UP	35. 12. UNIT WEIGHT	36. 13. UNIT CUBE	37. 14. UFC	38. 15. SL	39. 16. FREIGHT CLASSIFICATION NOMENCLATURE	40. 17. ITEM NOMENCLATURE	41. 18. TY CONT	42. 19. NO CONT	43. 20. TOTAL WEIGHT	44. 21. TOTAL CUBE	45. 22. RECEIVED BY	46. 23. DATE RECEIVED
R03361 6230 E318 E	6620 00 6637724 L1	NDZ EA 00010 A 2R 0030000		6235	194120 x	LT0000.0	Z9Z	U	000	00000.03	000.00			G		GSKT RBR						

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.

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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.