

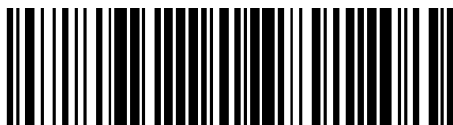


**NONRESIDENT
TRAINING
COURSE**

July 2009

Logistics Specialist: Supply Fundamentals

**NAVEDTRA 15004
S/N 0504-LP-109-2423**



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Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all."

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: The Logistics Specialist: Supply Fundamentals nonresident training course is written to ensure the quality and integrity of the rating based on the most current occupational standards and addresses the following subject matter areas: supply organization and administration; material identification, procurement, receipt, custody, storage, expenditures, handling and shipment; stock control; inventory management; financial management; aviation material management and supply support; and supply procedures in the Naval Construction Force.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

*2009 Edition Prepared by
SKC(SW) Tony J. Gramentz*

**NAVSUP Logistics Tracking Number
0504-LP-109-2423**

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ASSIGNMENT QUESTIONS follow Appendix III.

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to the tables and illustrations and read the learning objectives.

The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, and then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

<https://courses.cnet.navy.mil>

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 18 points. 12 points upon completion of unit 1, assignments 1-8; and 6 points upon completion of assignments 7-12. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

Student Comments

Course Title: Logistics Specialist Supply Fundamentals

NAVEDTRA: XXXXX **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

| |
|--|
| <p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p> |
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NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

SUPPLY ORGANIZATION AND ADMINISTRATION

ORGANIZATION

Learning Objective: *Describe the organization of the Navy Supply System; describe the role of an inventory manager; identify the functions of the inventory control points; describe the structure of the Fleet and Industrial Supply Centers; and, describe the functions of supply in Fleet Commands.*

The basic organization of the Department of the Navy (DON) is very important to new members of the Navy. If you know the organizational structure, it will help you understand the reasons for certain policies and procedures in the Navy. The *Basic Military Requirements* training manual provides the organizational breakdown and applicable explanations for the Navy. It also includes the basic organizational elements of shipboard and aircraft squadron organization. The *Airman* training manual explains the basic organizational structure for certain aviation activities. The activities include air wings, aviation squadrons, naval air stations, and aircraft maintenance departments. The information provided in this chapter complements those organizations listed in the *Basic Military Requirements* and *Airman* training manuals. You should thoroughly understand these organizations before reading the rest of this chapter.

In the daily operations of the Navy, we use more than two million kinds of supplies. Sometimes a customer may need a unique item. There are usually many different Navy units throughout the world that use the same kind of items. Because of the widespread need for the same items, the Navy Supply System exists.

The Navy Supply System is part of the larger Federal Supply System that manages more than four million different items. The activities where LSs work manage only a few items. Knowing the functions of the Navy Supply System organizations will help you understand how your job relates in managing these items. Also, you will learn how your job links to other commands, bureaus, or offices in the Federal Supply System. For example, when ordering material, you must know the procedures for getting items. You must

also know who wrote the requisitioning procedures and where they fit in the supply organization.

When submitting requisitions, you must know where to send the requisitions for material required for stock or by customers. You must also know what section of the organization processes the requisitions and follow-ups. This is the same as knowing the point of contact. Having a point of contact will make your job easier.

THE NAVY SUPPLY SYSTEM

Learning Objective: *Describe the functions and organization of the supply department; including those of supply departments ashore, or afloat with or without a supply corps officer.*

As the Navy Supply System has evolved, the organization for supply management has similarly evolved. The organization has developed to respond to the changing working requirements. The management part of the Navy Supply System organization consists of the **Assistant Secretary of the Navy** (Research, Development and Acquisition). This office is responsible for supervising the Navy-wide policy in production, procurement, supply, and disposal of material. The **Chief of Naval Operations** (CNO) is responsible for planning and determining material support needs of operating forces. This includes equipment, weapons or weapons systems, material, supplies, facilities, maintenance, and support services.

The CNO commands all activities known as the Systems Commands. The systems commands are as follows:

- Naval Air Systems Command (NAVAIR)
- Space and Naval Warfare Systems Command (SPAWAR)
- Naval Facilities Engineering Command (NAVFAC)
- Naval Sea Systems Command (NAVSEA)
- Naval Supply System Command (NAVSUP)

NAVAL SUPPLY SYSTEMS COMMAND

The Commander, Naval Supply Systems Command (COMNAVSUP) is responsible for providing material support to the Navy and Marine Corps. Figure 1-1 illustrates the Department of the Navy organization.

The Naval Supply Systems Command (NAVSUPSYSCOM) provides supply management policies and methods to activities of the Navy and Marine Corps. This command is also known as NAVSUP, and is the top level of the Naval Supply System. Figure 1-2 illustrates Naval Supply Systems Command organization.

INVENTORY CONTROL POINTS

Navy inventory managers are those organizational elements responsible for managing assigned groups of material. The primary function of an inventory manager is to assure proper balance between supply and demand. Navy inventory managers can be broadly classified into two groups. The first group includes Navy commands whose principal mission is program management of weapons systems and major items. These commands manage limited numbers of items for which acquisition and continued control are essential to accomplishing their mission. These commands are the Hardware Systems Commands, Project Offices, Navy Training Systems Center, and the Military Sealift Command. The second group includes the inventory control points under the Naval Supply Systems Command. These are the NAVICP-PHIL (formerly Aviation Supply Office (ASO)) and NAVICP-MECH (formerly Navy Ship's Parts Control Center (SPCC)). The following paragraphs provide information concerning these inventory control points.

Each ICP manages one or more types of material, which are held in a distribution system composed of stock points. The ICPs provide the material required by stock points, based on transaction reports submitted by the stock point. The ICPs stock management responsibilities to the supply system are summarized as follows:

- Position material at various stock points;
- Retain inventory control of material through an extensive stock reporting system;
- Provide technical assistance and cataloging services to the supply system and to its customers.

Naval Inventory Control Point-Philadelphia (NAVICP-PHIL)

The NAVICP-PHIL is the inventory control point (ICP) that manages aircraft equipment and spare parts. It also manages photographic, meteorological, catapult and arresting gear equipment, and associated spare parts. NAVICP-PHIL is under the administrative command of NAVSUP and the technical direction of the Naval Air Systems Command (NAVAIR). In providing administrative command over NAVICP-PHIL, NAVSUP provides command guidance and policy and the Navy Working Capital fund (NWCF) for buying consumable aeronautical material. In exercising technical direction of NAVICP-PHIL, NAVAIR provides technical information for aeronautical items. NAVAIR also provides NAVICP-PHIL with data for new weapons systems and funds for buying repairable items. Figure 1-3 illustrates the NAVICP organization. This chapter describes the divisions of the NAVICP organization that you should be familiar with. This information will make your job easier.

The Commanding Officer of NAVICP is responsible for accomplishing the mission of the command.

The Executive Officer is the direct representative of the commanding officer in maintaining the general efficiency of NAVICP.

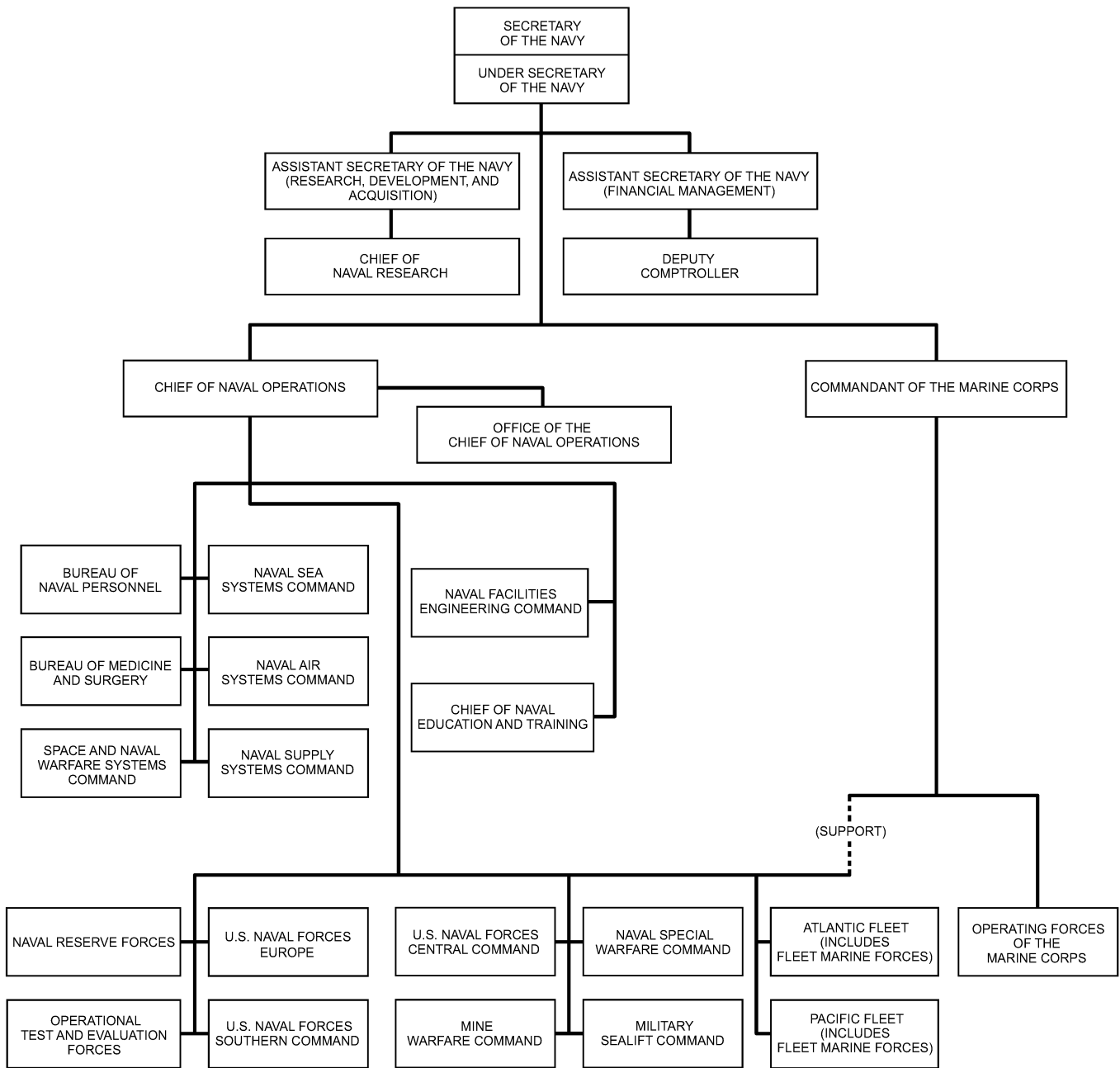
The Special Assistants provide advisory assistance to the command level of NAVICP.

The Branch Naval Inventory Control Point performs programs support and inventory management for assigned weapons systems and equipment. These include consumable and repairable catapult and arresting gear material.

The Operations Directorate ensures the general effectiveness of the divisions under its control. There are three divisions under the Operations Directorate that perform as item managers. The following paragraphs describe these divisions.

The Strike Fighter division, under the Operations Directorate, manages material in support of fighter and attack aircraft in the Navy.

The Antisubmarine Warfare (ASW), Electronics and Trainer division serves as item manager for different types of material. It manages items needed to support aircraft involved in ASW, electronics, and



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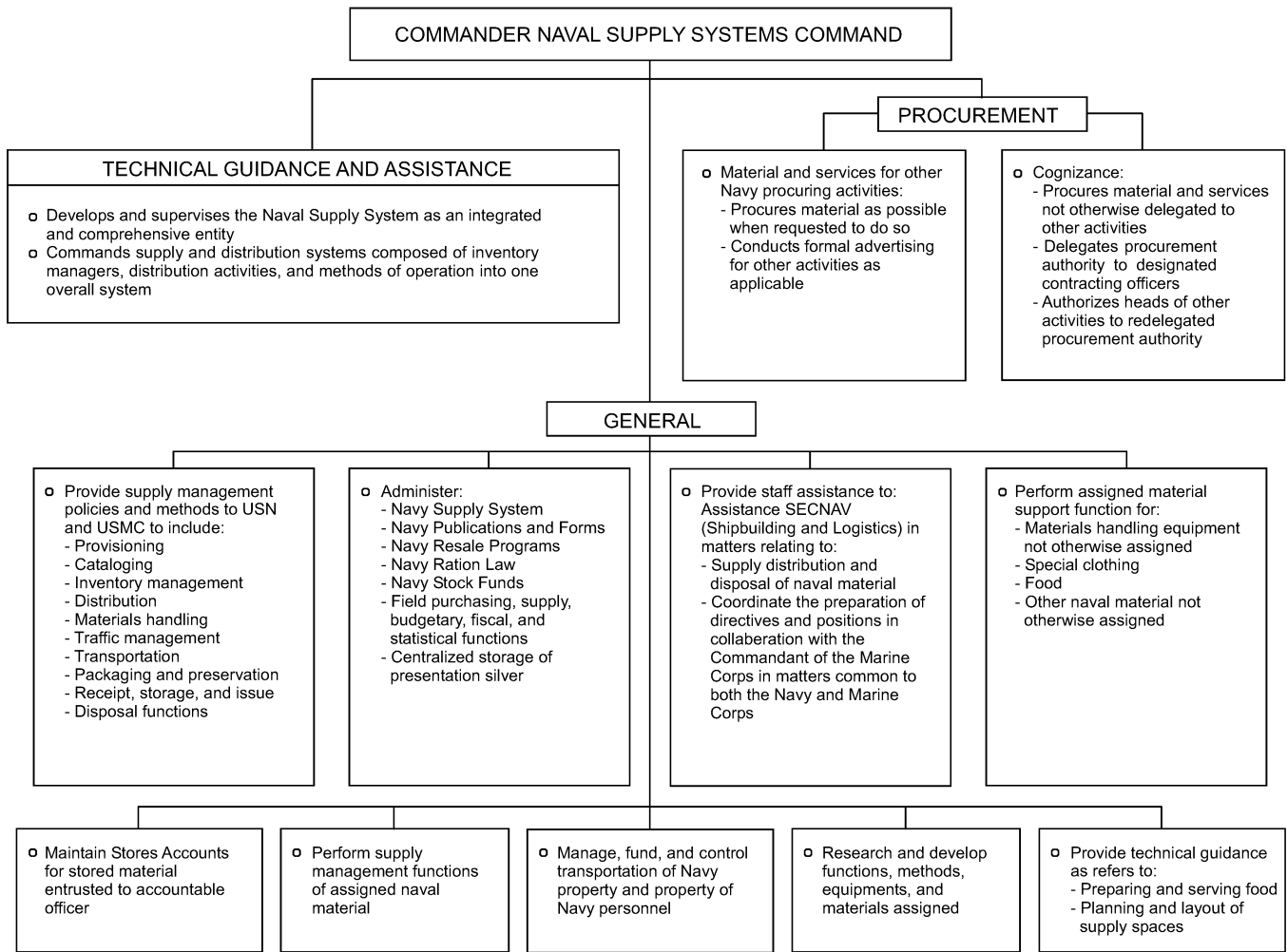
Figure 1-1.—Department of the Navy Organization.

training missions. It also provides support for communication and navigation parts.

The Power Plant, Helicopter, and Support Equipment (SE) division is responsible for managing engines, SE, and helicopter items in the Navy.

As item managers, these divisions are responsible for maintaining stock of particular aeronautical material in the Navy. Some of their functions include the following:

- Preparing the material requisitions to document the initial requirements as determined by provisioning.
- Reviewing the supply demand information to learn the item requirements in the supply system. NAVICP uses this information in considering replenishment of stock.
- Controlling the distribution and redistribution of NAVICP managed items.



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Figure 1-2.—NAVSUPSYSCOM Organization.

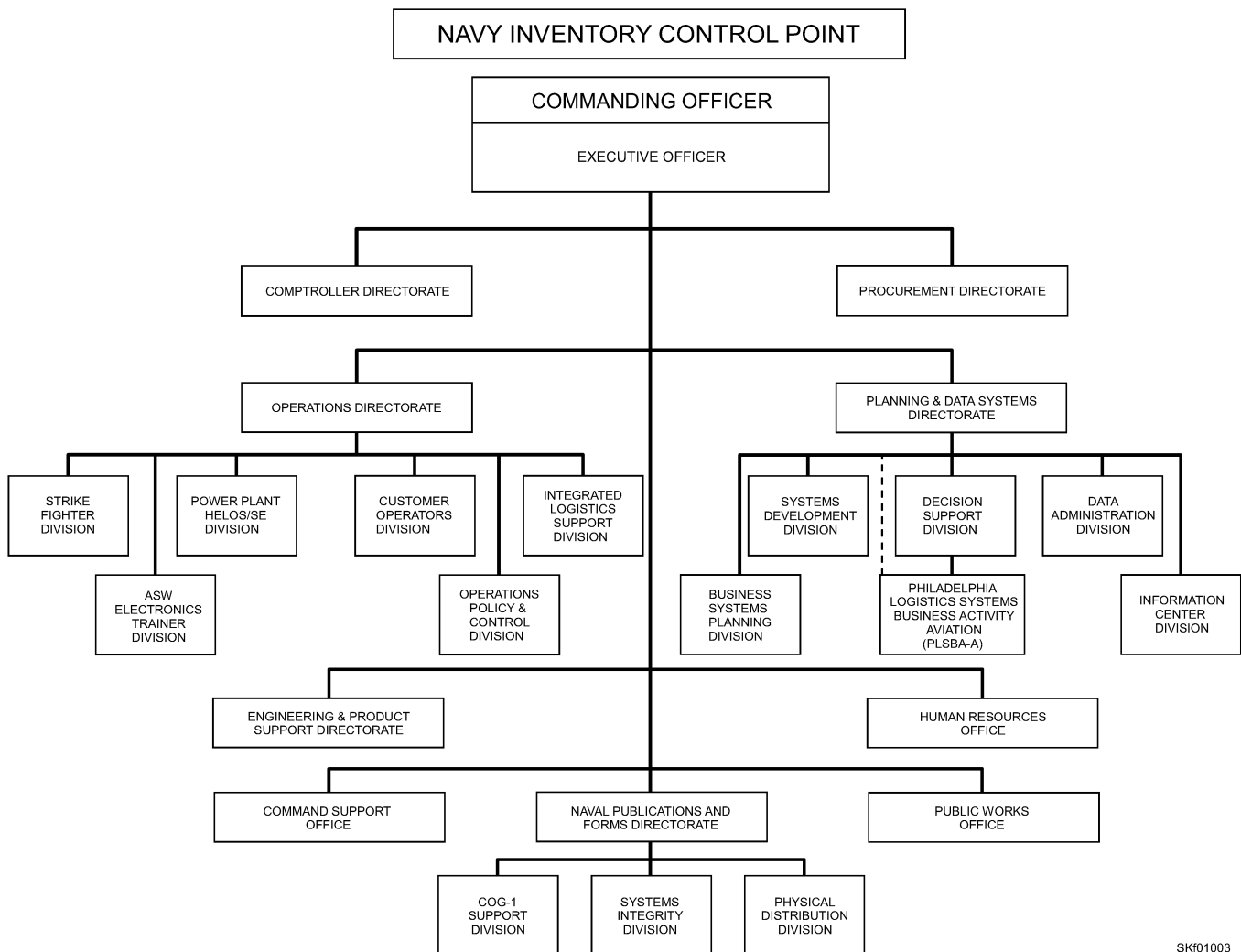
- Processing all requisitions and requests for status that require manual processing.
- Controlling the repair and rework of NAVICP managed aeronautical items.

Another division under the Operations Directorate is the Customer Operations division. The Customer Advocate branch under the Customer Operations division serves as the connecting link between NAVICP and its customers. This branch performs the following functions:

- Maintains data about the specific logistics and operating environment of the supported unit.
- Coordinates, monitors, and controls the development, maintenance, and distribution of AVCAL and SHORCAL from allowance list.

- Prepares the tailored Aircraft Equipment Configuration List (AECL) for review by supported unit. Monitors accuracy and updates the AECL when appropriate.
- Verifies, updates, and maintains file data of supported unit allowances.
- Monitors and confirms customer requirements.
- Assesses system capabilities and enhancements to improve the support process and overall readiness of intermediate maintenance activities

There are three site support sections under the Customer Advocate branch in NAVICP. These sections perform the functions of the Customer Advocate branch in support of different sites. Site support section 1 performs the functions for assigned afloat units.



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Figure 1-3.—NAVICP Organization.

Section 2 performs the functions for assigned Marine Air Group (MAG) and selected shore stations. Section 3 performs the functions for assigned shore stations.

The Requisition Control Center (RCC) of the Customer Operations division performs the following functions:

- Receives and processes all requisitions and requisition-related documents received by mail or message.
- Reviews and prepares for processing all mechanically oriented material requests.
- Edits material requests and related documents for correct format.
- Ensures quick delivery of material required to fill customer requisitions.

- Furnishes status to inquiring activities
- Processes requirements for part numbered material and provide analysis services for unidentified material requests. Performs item research data interpretation and selective item review tasks.

Under the RCC, the Requisition Process Control section performs the following functions:

- Receives, sorts, and processes requisitions received by mail or message
- Furnishes scheduled and special messenger service throughout NAVICP on material requests document matters.

- Routes and delivers lower priority requisitions to other areas when such documents require manual processing.
- Monitors, controls, and prepares reports on all material requests and related documents that the branch is processing.

The Part Number Requisition section of the Requisition Control Center performs the following functions:

- Provides analysis services for invalid, unidentified, or non-stock numbered (non-NSN) requisitions and inquiries.
- Conducts reviews for established source codes, assigned stock number, approved alternate, or replacement items.
- Recommends onetime procurement of non-NSN items.
- Updates the document status file and provides status on requisitions.

The Requisition Processing section performs the following functions:

- Maintains records of all completed documents (other than those retained on the document status file).
- Processes follow-up requests submitted by requiring activities.
- Furnishes priority “HOT-LINE” service to customers.

The Expediting Services unit performs the following functions:

- Pursues actions necessary to locate and provide material to fill requisitions for stock numbered material
- Identifies impending shortages in the supply system (wholesale) material and acts to avoid or reduce them.
- Interfaces with NAVICP Customer Advocates to provide status on expected material availability for customer requirements.

The Programs Management section performs the following functions:

- Executes the Material Obligation Validation (MOV) Program

- Develops and reviews changes to requisition processing procedures

The Inventory Control Point (ICP)/Systems Support Center of NAVICP Customer Operations performs the following functions:

- Computes remaining outfitting retail material requirements.
- Manages the execution of funds that finance increases to retail supply levels.
- Maintains the currency of aviation depot-level repairable (AVDLR) items wear out and survival data
- Sets and monitors inventory levels of NAVICP consumable items at selected operating activities
- Ensures the timely provision of government-furnished equipment (GFE) to meet weapons systems production schedules.

The Industrial Support Center of NAVICP Customer Operations is responsible for coordinating workload projections with depot customers. It negotiates viable repair schedules of AVDLR to provide maximum fleet support. It also checks repair schedule change proposals and revises organic and commercial rework schedules.

The Integrated Logistics Support (ILS) division provides a complete range of technical functions associated with provisioning of aeronautical requirements. This division serves as liaison between NAVICP and other activities on technically oriented matters. Its responsibilities include determining the technical characteristics of material for stock. The ILS division has four branches. They are the ILS branch, Provisioning branch, Cataloging branch, and Technical Policy and Analysis branch.

The ILS branch processes Support Material List (SML) of items with assigned stock number or temporary Navy Item Control Number (T-NICN).

The Provisioning branch of ILS performs several functions for getting the material or stock. Included in the item selection functions are the following responsibilities:

- Assigns Source, Maintenance and Recoverability (SM&R) codes according to applicable instructions
- Determines demilitarization codes

- Assigns items for inclusion to the Aircraft Requirements Register (ARR)

The Cataloging branch of ILS is responsible for item identification/classification and National Stock Number (NSN) assignment. This branch assigns the Federal Supply Class (FSC) to all new items added in the database. It also gets the Commercial And Government Entity (CAGE) code for each item of supply. It prepares item description packages for submission to the Defense Logistics Services Center (DLSC), who assigns the NSN for the items. This branch also maintains NAVICP cataloging data, such as additions, deletions, and changes.

The NSN assignment functions of the Cataloging branch include processing requests for emergency NSN and NATO stock numbers. It maintains the system for tracking the requests and provides status to customers. This branch operates the Maximum Interchange of the Latest Logistical Information Essential (MILLIE) status file for NAVICP customers.

The Technical Policy and Analysis Branch serves as point of contact for policy and procedures concerning technical information. Some of this branch's functions include developing and implementing policy and procedures for the DOD Demilitarization Program within NAVICP. It is also responsible for identifying consumable and field-level repairable (FLR) items.

This branch also develops and implements NAVICP policies and procedures for the material management of interservice used repairable items. It acts as interservice supply support coordinator (ISSC) for NAVAIR. It also acts as stock coordinator for NAVAIR-managed inventories. It is responsible for reviewing items managed by NAVAIR annually to identify those items that may be transferred to an inventory control point.

The Naval Publications and Forms Directorate of NAVICP is responsible for the inventory management of Navy forms and publications. It is responsible for determining requirements, processing requisitions, cataloging, and distributing forms and publications. It performs the initial distribution of publications to activities listed in the Standard Navy Distribution List. The Naval Publications and Forms Directorate have three divisions. They are the COG-I Support division, Physical Distribution division, and Systems Integrity division. The COG-I Support division has three branches. They are the Publications and Directives branch, Forms branch, and Customer Service branch.

The Publications and Directives branch is responsible for cataloging Navy publications and directives. It coordinates with the assigned sponsors of each publication and directive before printing of material. The Forms branch manages and controls stock funded Navy forms. The Customer Service branch receives and processes requisitions from requiring activities.

Navy Inventory Control Point-Mechanicsburg (NAVICP-MECH)

The NAVICP-MECH is the inventory control point (ICP) for ship equipment and spare parts. It is responsible for distributing change notices and processing Quality Deficient Reports (QDRs). NAVICP-MECH is also responsible for distributing the naval logistics library (NLL). Some items under management by NAVICP-MECH are common to aviation maintenance. These items include depot-level repairable (DLR), electronic material. When ordering or shipping items managed by NAVICP-MECH, you must follow the processing procedure set by NAVICP-MECH.

INVENTORY MANAGERS

Navy inventory managers have primary responsibility for the managing assigned groups or categories of items of supply. The primary function of a Navy inventory manager is to provide effective and efficient support to the fleet and shore (field) activities of the Navy. Navy inventory managers include systems commands, project managers, bureaus, offices (including Military Sealift Command), and inventory control points (ICPs) under the command of NAVSUP.

Inventory managers, under the command of NAVSUP, exercise primary inventory control responsibility for the various items of supply used by the Navy. Inventory control responsibility actions include:

- determining material and money requirements
- initiating procurement and disposal material
- the positioning and repositioning of material

Navy inventory managers participate directly in the various Department of Defense and Defense Logistics Agency interservicing and cataloging programs.

All materials used by the Navy are considered as items of supply and will be managed by an ICP. Excluded are those items assigned to a single agency or

military service inventory manager for supporting retail stock or end-use requirements of the military services.

Navy inventory managers other than the ICPs include systems commands, project managers or offices of the Navy Department. A systems command, project manager or office is assigned responsibility for a basic Navy program that requires the development, use, and management of material. Their interest in material is only in their programs and is as broad as the program itself.

FLEET AND INDUSTRIAL SUPPLY CENTERS

The Fleet and Industrial Supply Center (FISC) replaced the Naval Supply Center (NSC) and Depot (NSD) organizations. The FISCs are echelon 3 commands and report to COMNAVSUPSYSCOM. The FISCs provide various logistics support to the fleet, shore activities, and overseas bases.

General Information

The FISCs are known as stock points. They manage consumer end-use material by determining inventory levels, procuring, receiving, storing, issuing, and shipping material to customers. There are three FISCs located outside the Continental U.S. (CONUS). These FISCs also manage and store the intermediate level and Navy wholesale inventory for Navy Inventory Control Points (ICPs) that directly support the fleet. Upon receipt of requisitions, FISCs will either issue the material or refer the requisition to the cognizant ICP. The stock points submit transaction reports on material issue, transfer, or survey of wholesale stock to the ICP. The ICP uses this report to keep track of the inventory level and to determine when to buy additional material. The FISCs also operate Service Mart (SERVMART) as a retail outlet for high usage, consumable items. Customers can use the SERVMART on a walk-in basis and buy material with a money value only document. Refer to NAVSUP P-485 for additional information about FISCs.

The following activities are representative stock points:

- FISC, Jacksonville
- FISC, Norfolk
- FISC, Pearl Harbor
- FISC, Puget Sound
- FISC, San Diego
- FISC, Yokosuka
- FISC, Sigonella

Although very few Logistics Specialists have the opportunity to work in FISCs, you must understand the basic organization. They are the first line of support to overseas bases and aircraft carriers. They provide the bulk of aviation and general supplies. The following paragraphs describe the part of a FISC organization that you should be familiar with. They are your point of contact for material and service requirements.

Department Providing Customer Service

To an LS, the most important parts of an FISC organization are the ones that provide services to customers. The following paragraphs discuss the FISC departments.

The Inventory Control Department maintains stock levels and stock records. It processes and provides the status on supply documents that are not processed through the automatic data processing system. The Requirements division determines the stock material requirements and the channels of getting the material for stock. The Customer Services division is the initial point of contact for the fleet and shore customers on material and service requirements. It maintains customer service information and procedures for requisitioning, follow-up, and cancellation, including turn-in of repairable items.

The FISCs with regional contracting functions are responsible for centralized buying and other purchase-related functions assigned by NAVSUPSYSCOM. When assigned, the Purchase Department or Contracting Department processes the request for purchase for the FISC. It reviews purchase requests and determines the method of purchase for the material or service. It is also responsible for providing professional contracting guidance to afloat units when requested by the cognizant fleet or type commander. Material bought from purchase are those not available in the supply system. The method of getting these materials from civilian vendors is commonly known as "open purchase." The contracting department makes contracts for material and services from authorized civilian vendors and contractors. The NAVSUPINST 4200.81 through 4200.86 provides contracting guidance and instructions to all contracting activities.

The Material Department maintains and operates storage facilities. It stores stock material and issues material when requested by the customer. Its packing

and preservation division preserves, packs, and marks material for shipment.

The Fuel Department conducts the receiving, issuing, and inventory operations of fuels. Its responsibilities include local deliveries of fuels to other naval activities within the area.

SUPPLY DEPARTMENT

Most Logistics Specialists fill billets in the Supply department, either ashore or on ship. The basic functions and responsibilities of the supply department both ashore or afloat are the same. Basic functions include warehousing, distribution, and control of material required by the activity. The NAVSUP P-485, *Afloat Supply*, volume 1, and NAVSUP Publication 1, volume 2, *Supply Ashore*, publications describe supply procedures afloat and ashore, respectively. Refer to these publications for additional information on the topics discussed in this chapter. Figure 1-4 illustrates the standard organization for supply departments.

Ashore

The Navy supply department of an ashore activity is an integral part of the organization. The purpose of a supply department is to provide warehousing, control stock, and distribute material in support of the activity. It also provides administrative functions not provided by the activity. When authorized by NAVSUP, the supply department provides enlisted dining facility services in their area. The following paragraphs describe the responsibilities of each level of the supply department.

SUPPLY OFFICER AND ASSISTANT (ASHORE).—The supply officer is responsible for all supply functions of the activity. The assistant supply officer is responsible for maintaining the general efficiency of the work of the department. The assistant supply officer performs the duties of the supply officer during the supply officer's absence.

PLANNING DIVISION.—The Planning division performs planning functions not performed by higher authority. Some of the functions of the planning division are as follows:

- Develops procedures for the preparation and administration of the supply department's budget.
- Estimates and recommends allocations of funds within the supply department

- Reviews and analyzes usage of funds to ensure maximum economy in such payments.
- Prepares and maintains structural and organizational charts, and recommends changes to them
- Coordinates remedial action needed to correct discrepancies as a result of official inspections.
- Analyzes operating procedures, including equipment and internal forms. Ensures that operating procedures are followed and requests for deviations processed.

ADMINISTRATIVE DIVISION.—This division performs personnel and office services functions for the supply department. The Administrative division is made up of the Personnel branch and Services branch. The Personnel branch performs personnel functions and maintains assigned civilian personnel records. The Services branch provides mail, central files, office supplies, and other related common services to parts of the supply department.

TECHNICAL DIVISION.—The Technical division maintains a current technical library on Navy material required by the mission of the activity. It also distributes technical information and screens command and inventory manager bulletins. When needed, it helps in identifying material or items on requisitions. At naval air activities, a Technical division is established only when considered necessary. If not established, technical research may be performed in other sections of the department as appropriate.

INVENTORY DIVISION.—The Inventory division conducts inventories according to established schedules and requests. It reconciles the stock records and money value differences between the actual physical count and stock record balances. The Inventory division consists of the Count branch and the Audit branch. The Count branch performs the following functions:

- Conducts physical count and recount, when necessary, on all inventories
- Controls receipt, issue, and transfer documents not processed before inventory cut-off date
- Tallies receipts and issues made during the inventory period. Uses tally result as source data in reconciling quantities in stock records and count cards

The Audit branch reconciles inventory count with stock records.

CONTROL DIVISION.—The Control division processes procurements, receipts, and issue documents. It maintains the stock records and serves as liaison between the supply department and supported activities. There are three branches in the Control division. They are the Issue, Stock, and Receipt Control branches.

MATERIAL DIVISION.—This division is responsible for receiving, storing, and issuing material. The following paragraphs describe the branches under the Material division.

The Traffic branch of the Material division is responsible for receiving and inspecting incoming material for shipment. The packing and preservation of material for shipment are done in this division. It arranges shipment and delivery of material, including contact with commercial carriers concerning the shipment of material.

The Receiving branch of the Material division plans and directs the operations necessary to receive and control incoming material. The three sections that make up the Receiving branch are the Receipt Processing section, Receiving Operations section, and Returned Material section.

The Receipt Processing section sets up and maintains the requisitions and order files for receipts from redistribution sources. This section also maintains the open order files for receipts from purchases.

The Receiving Operations section receives, checks, and inspects (when required) all incoming material. This section segregates material for transshipment or for storage and performs investigation of overages, shortages, damaged, and rejected material. It also maintains advance and completed government bill of lading files and carrier's freight bill files.

The Returned Material section receives, checks, and identifies returned material. It arranges for the inspection of material, as necessary, and the disposition of material to stock, other activities, or to DRMO.

STORAGE BRANCH.—This branch receives and stores material until requested. It maintains proper storage and care of material, including fuel and lubricants. It issues materials and operates various types of material handling equipment.

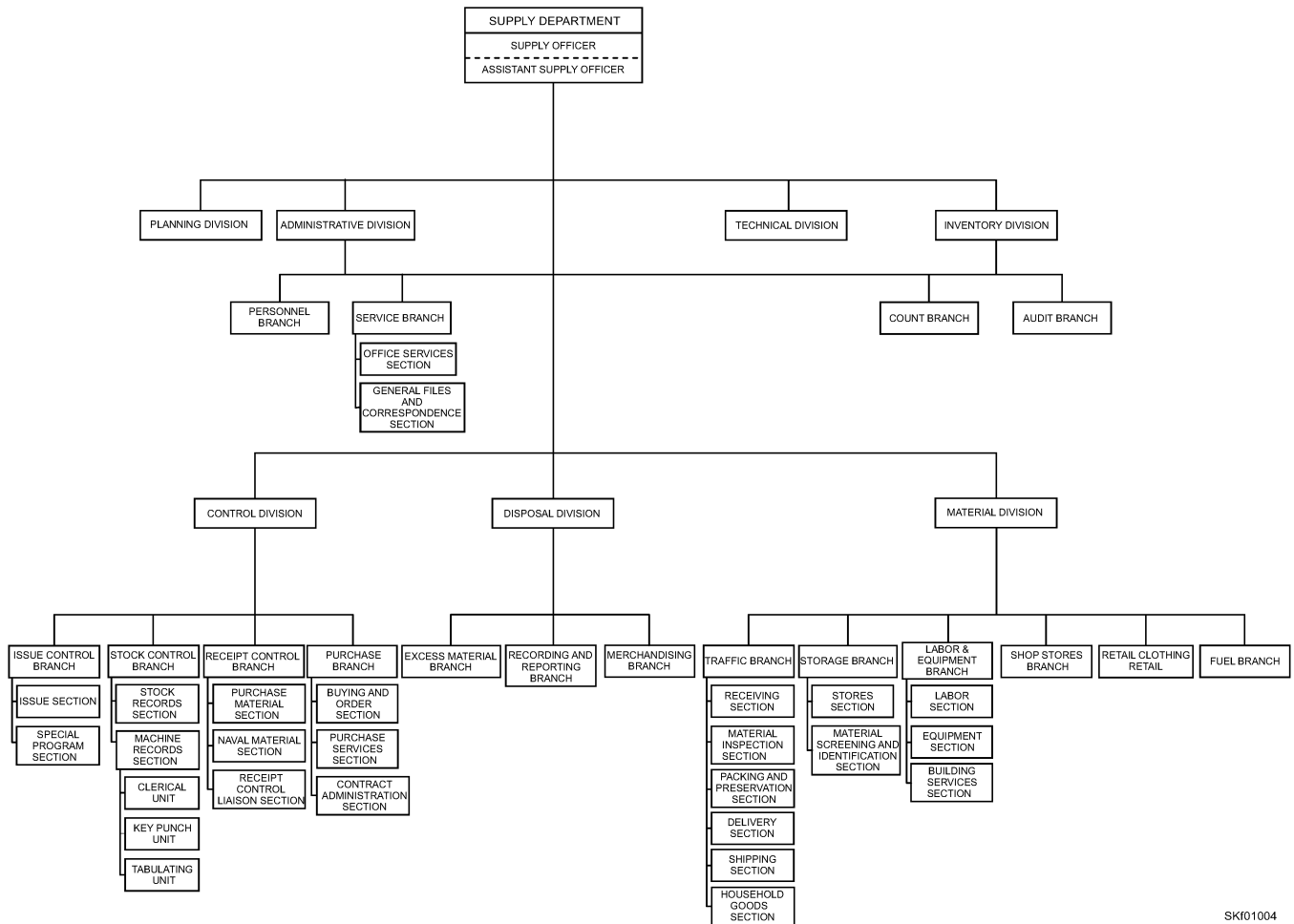
LABOR AND EQUIPMENT BRANCH.—This branch maintains a residual labor and equipment pool. It determines and furnishes requirements for material handling equipment. It also furnishes laborers, high lift truck operators, and other ungraded personnel not permanently assigned to the part of supply using them. This branch also gets and distributes transportation and weight handling equipment when public works does not provide them.

SHOP STORES BRANCH.—When established, this branch controls and operates shop stores according to current directives. It provides personnel for storage, counter service, record keeping, and stock control functions. It works together with the department served in setting the range and depth of needed stock items in shop stores. When other commands set up this store and the stock is part of the store's account of the supporting command, it is considered a ready supply store. The organization concept of a ready supply store is the same as a shop store.

FUEL BRANCH.—When authorized by NAVSUP, supply may set up a Fuel branch when it is required by workload and scope of operations. This branch receives, stores, and issues fuels. At activities with limited storage capacity, the Fuel branch also may determine requirements and schedule deliveries of fuels.

FOOD SERVICE DIVISION.—The supply department may set up this division when authorized by NAVSUP. This division is also known as the enlisted dining facility (EDF). The organization of a Food Service division largely depends on the size, physical layout, facilities of the station, and number of personnel subsisting in the facility. The Food Service division operates the enlisted dining facility. It also performs administrative functions, such as maintaining records and submitting returns.

AVIATION SUPPORT DIVISION.—This division is also known as the supply support center (SSC). It is responsible for providing supply support for assigned organizational and intermediate maintenance activities (OMA and IMA). The Aviation Support division (ASD) is the single point of contact for maintenance activities requiring direct supply support. It is where Material Control places requirements for material and equipment needed to support maintenance of weapons systems. Material Control places these requirements by submitting requisitions to ASD. In later chapter of this training manual, we describe ASD responsibilities and functions in detail.



SKI01004

Figure 1-4.—Standard organization for supply departments.

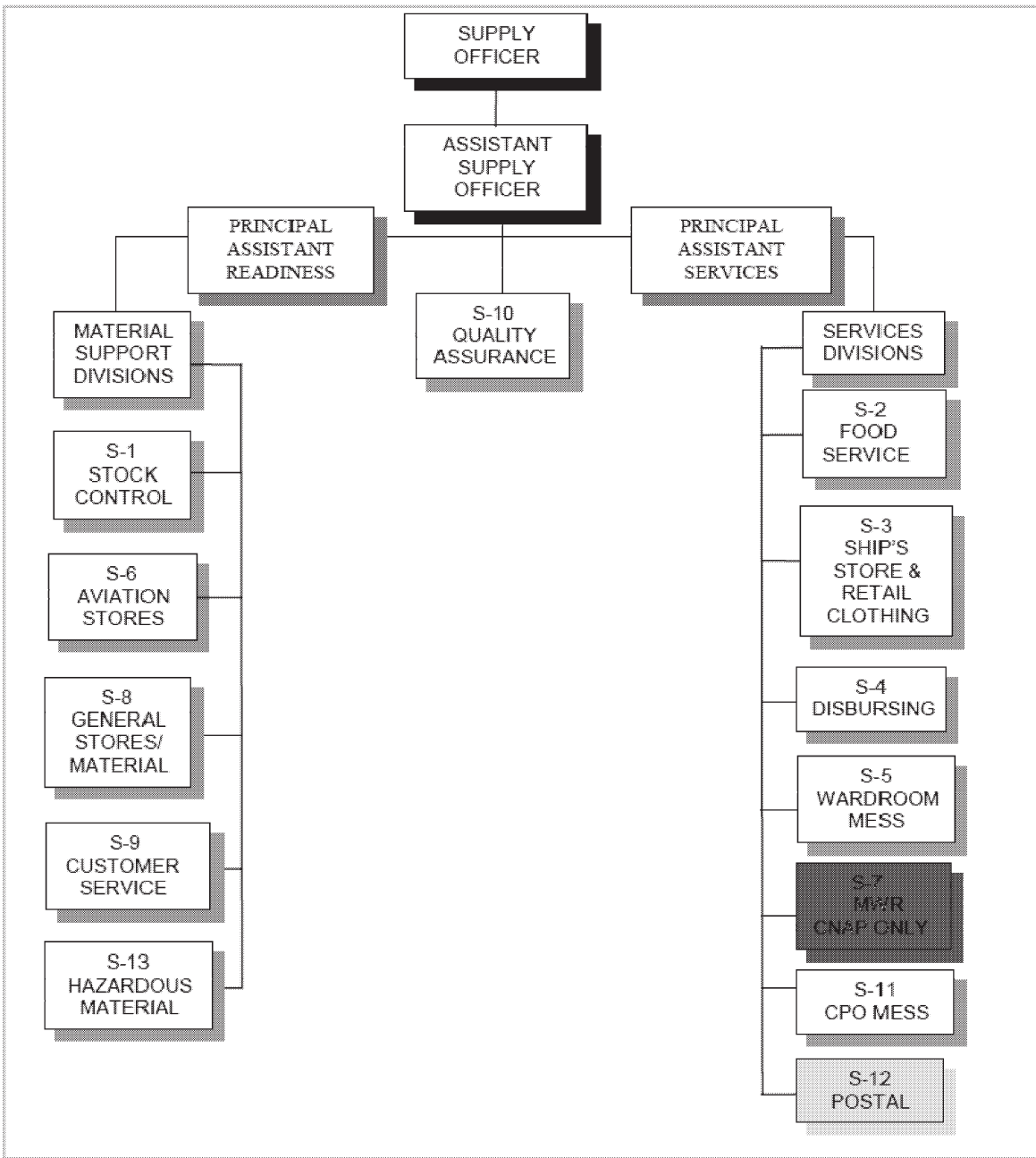
Afloat

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

The organization of the supply department afloat varies according to the mission, physical characteristics, and complement of the ship. As an LS, you will most likely be assigned to an aircraft carrier (CV or CVN), an amphibious assault ship (LPH), or other various ship platforms. Figures 1-5 and 1-6 of this chapter provide an example of a supply department organization afloat.

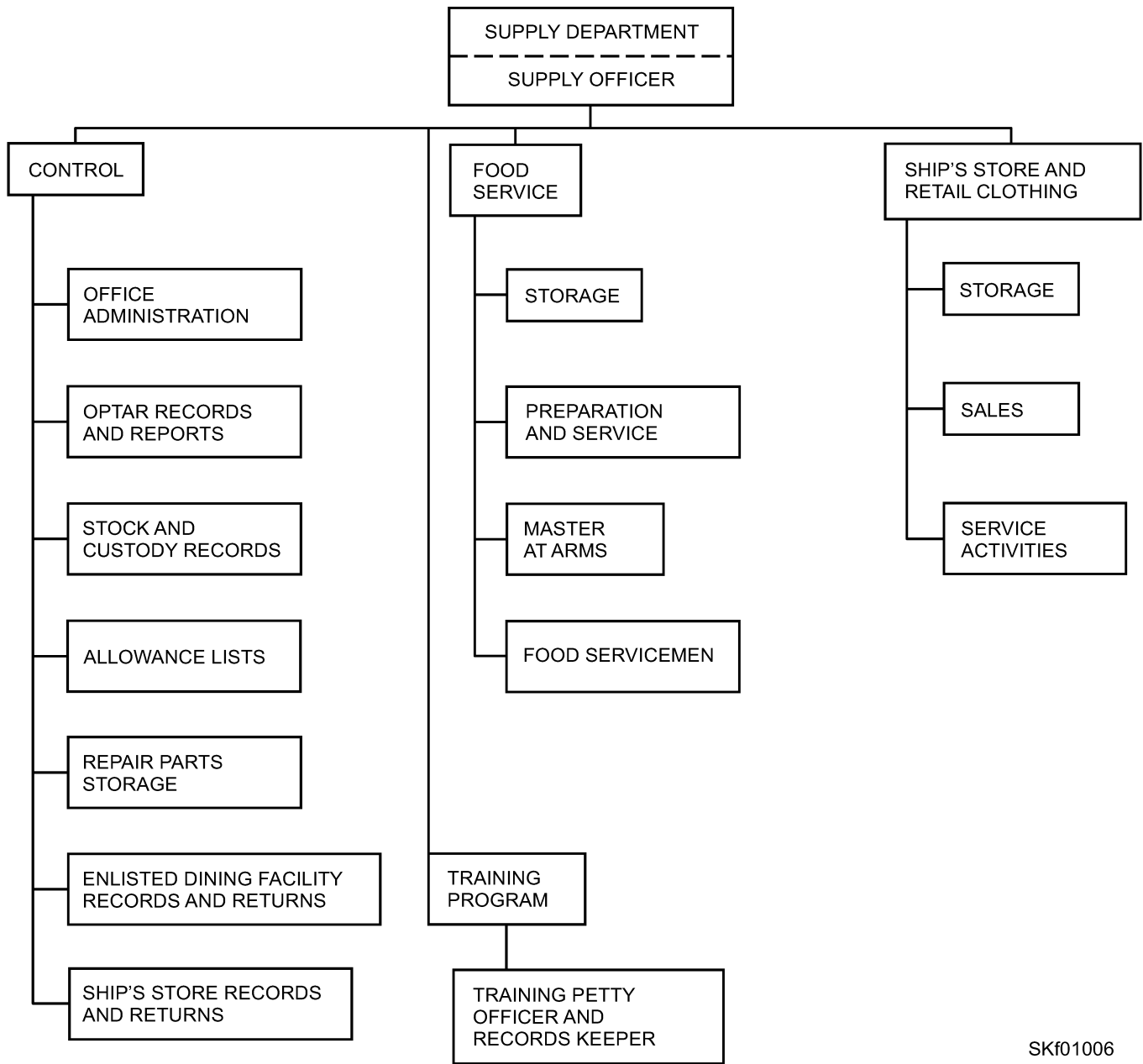
As a member of the supply department aboard ship, you will be dealing with personnel in other divisions. To perform your duties effectively, you must be familiar with the different divisions. During weekends and after normal working hours, only the duty section staffs the supply department. The duty section consists of personnel from other divisions of the supply department. With few people in the duty section, all its members have to participate to accomplish any major task. You must know all the members and where they work, because you may have to contact everyone for a muster or meeting.

You may become part of different working party evolutions aboard ship or pierside. The underway replenishment (UNREP) or vertical replenishment (VERTREP) evolutions consist mostly of supply



SK01005

Figure 1-5.—Typical afloat supply organization of a large fleet unit.



SKf01006

Figure 1-6.—Typical afloat supply organization of a small fleet unit without supply corps officer.

personnel from different divisions. In separating material, you must know how to differentiate items for ship's store, stock, or direct turnover (DTO). You must be able to segregate stock items for general stores, clothing, subsistence, and aviation stores. After segregating the items, it might be your job to tell each division responsible for the material to pick it up. The following paragraphs will help you familiarize yourself with the supply organization aboard ship.

SUPPLY OFFICER AND ASSISTANT (AFLOAT).—The supply officer (SUPO) is the senior supply corps officer on board the ship and is the head of the supply department. The supply officer is responsible to the commanding officer for the performance and administration of all supply functions.

The assistant supply officer (ASUPO) is also the primary assistant on aircraft carriers. The primary responsibility of the ASUPO is to ensure the proper

administration of the department and the training of supply personnel. Exercises general supervision over the Supply Quality Assurance (SQA) division. The ASUPO acts as supply officer during the period when the supply officer is absent.

PRINCIPAL ASSISTANTS

The stores officer, when assigned, is responsible for the Stock Control, Aviation Support, Material and HAZMAT Control division. These responsibilities include shipping and receiving sections if they are not part of the Material division.

The officer appointed as services officer (SERVO) acts as the operational supply officer for the services divisions: Food Service, Ship's Sales and Service, Disbursing, Wardroom Mess, CPO Mess, and Post Office. The services officer is primary responsible for the accuracy of financial reports generated by each division. The services officer also functions as the administrative assistant to the supply officer in these areas.

Supply Divisions

Listed in the following paragraphs are titles, respective duties, and responsibilities of supply divisions and officers. The set titles and job assignments for divisions like S-1, S-8 and so on, may vary from ship to ship. You should familiarize yourself with the organizational structure in your command to make your job easier.

- **General Stores (S-1 Division)**

The stock control officer is directly responsible to the SUPO for proper administration of the Stock Control division. On aircraft carriers, the stock control officer works under the stores officer. On most ships, Stock Control is one of the sections that make up the S-1 division.

The customer services officer (CSO) is also known as the logistics support center officer on aircraft carriers. The CSO is responsible for supervising customer services personnel in providing necessary services to supply department customers. Some of the services include technical research, open purchase, and bearer pick-up. Customer Service is a section of the S-1 division on some ships.

General—The general stores component procures, receives, stores, expends, and accounts for consumable, equipment, repair parts, and other material. Maintains required records. It also prepares

correspondence, reports, and returns; and performs required obligation recording.

Stock Control—Stock control functions include determining requirements, preparing requisitions, processing receipt and expenditure documents, and maintaining related files and records. It also performs financial accounting for material, maintains related files and records; maintains material catalogs, allowance lists, and technical publications, and prepares related correspondence, reports, and returns.

Stowage—Stowage functions include the receipt, stowage, inventory, and issue of material; the maintenance of related files, as required, and the cleanliness and upkeep of assigned storage spaces.

- **Foodservice (S-2 Division):**

The food service officer (FSO) is responsible for the food service units that operate all phases of the enlisted dining facility. The FSO is in charge of the S-2 division. The FSO also conducts authorized issues, sales, and transfers of food items.

General—The foodservice component operates all phases of the enlisted dining facility and makes authorized issues, sales, and transfers of food items.

Records and Returns—Records and returns functions include determining of requirements, preparing requisitions, processing receipt and expenditure documents, conducting inventories, and maintaining related files and records. It also accounts for food items, and prepares related correspondence, reports, and returns.

Food Storage—Food storage functions include the receipt, storage, and issue of all food stocks, the maintenance of related records, and the cleanliness and upkeep of assigned spaces.

Food Preparation and Service—Food preparation and service functions include the preparation and service of food in the enlisted dining facility, operation of food preparation equipment, and cleanliness and upkeep of assigned spaces.

- **Ship's Store and Retail Clothing (S-3 Division):**

The resale officer is responsible for the ship's store, retail clothing stores, laundry service, and barber shop. These stores and service units make up the S-3 division. It is responsible for requisitioning, receiving, storing, and selling of ship's store and clothing items.

General—The ship's store and retail clothing component procures, receives, stores, issues, and sells ship's store and clothing items; operates resale and service activities; maintains related records; and prepares reports, returns, and correspondence.

Records and Returns—Records and returns functions include determining requirements for retail items and operating supplies; preparing requisitions and purchase documents, processing receipt and expenditure documents, conducting inventories, and maintaining related files and records; accounting for operating supplies and retail items; and preparing related correspondence, reports, and returns.

Stowage—Stowage functions include the receipt, storage, and issue of retail items and operating supplies; the maintenance of related records; and the cleanliness and upkeep of assigned storage spaces.

Sales—Sales functions include the operation of the retail sales outlets such as the ship's store, clothing store, soda fountain, and vending machines; maintaining related records; and the cleanliness and upkeep of assigned spaces.

Service Activities—Service activity functions include the operation of the ship's store service activities such as laundry, barber, tailor, and dry-cleaning shops; maintaining related records; and the cleanliness and upkeep of assigned storage spaces.

- Disbursing (S-4 Division):

The disbursing officer (DO) is responsible for collecting and disbursing public funds aboard ship. The disbursing officer is the head of the S-4 division. He or she performs all of the afloat pay and allowance functions.

General—The disbursing component collects and disburses all public funds aboard ship and performs all afloat pay and allowance functions.

Pay Records—Pay record functions include the maintenance of military pay records and preparing money lists.

Public Vouchers—Public voucher functions include the preparation and verification of public vouchers as required.

Financial Returns—Financial return functions include payments and collections of all public funds and preparation of reports and financial returns.

- Wardroom Mess (S-5 Division):

The wardroom mess officer is responsible for the operation of the officer's dining and berthing areas. The Wardroom Mess division (S-5) buys, receives, stores, issues, and accounts for the foods and material needed. It is responsible for preparing and serving food for the officers. It is also responsible for the maintenance and cleanliness of officer berthing areas (also known as staterooms).

General—The wardroom mess component procures, receives, stores, issues, and accounts for foodservice and other stores.

Records—The record section maintains records on all stores belonging to the wardroom mess.

Foodservice—The function of foodservice is to prepare and serve food.

Operating Space—The wardroom mess is responsible for cleaning and maintaining spaces assigned to the wardroom.

- Aviation Stores (S-6 Division):

The aviation support officer (ASO) is directly responsible to the stores officer for the proper administration of the Aviation Support division (ASD). The Aviation Support division (S-6) is also known as the Aviation Stores division on some ships. Its basic functions include receiving, storing, and issuing material in support of aviation maintenance.

General—When an aviation stores division is established, it performs all functions related to procurement, receipt, stowage, and issue of aviation material.

Records and Reports—Records and reports include accounting for all aviation material.

- Material Division (S-8 Division):

The material officer is responsible for receipt, stowage, issue and inventory of consumable items. Also responsible for material handling during onload and offload including UNREP evolutions.

- Hazardous Material Control (S-9 Division):

HAZMAT control is responsible for the proper receipt, stowage, issue, inventory and accountability of all hazardous material used onboard the ship.

- Supply Quality Assurance (S-10 Division):

The supply quality assurance (SQA) officer is responsible for determining supply department performance. The SQA officer does this by directing

SQA personnel in conducting audits, random samplings, and analyzing reports.

The supply quality assurance is responsible to ensure effective inventory, financial, and personnel management is achieved and applied toward increased material readiness for each supply division.

- Chief Petty Officer (CPO) Mess (S-11 Division):

The CPO mess caterer is responsible for hotel management and food service operations of the CPO mess. Usually temporary assigned duty personnel from outside supply department fulfill this billet. The CPO mess caterer reports to the Services Officer, administratively and technically.

- Post Office (S-12 Division):

The post office is responsible for the administration and operation of all postal functions.

SHIPS WITHOUT SUPPLY CORPS OFFICER

The designated officer supply officer of a ship is responsible to the commanding officer for the proper performance of the following:

- Economical and efficient operation of the supply department.
- Procurement, receipt, stowage (when applicable), issuing, and accounting for equipment, repair parts, repairables, and consumable required to support the ship.
- Return of unserviceable repairables to the designated repair facility.
- Operation and upkeep of equipment assigned to the supply department and the cleanliness and upkeep of assigned supply department spaces
- Training and supervision of personnel assigned to the supply department.
- Certification for payment of lawful bills; when designated as fund cashier, the supply officer will also be responsible for the disbursement of government funds and proper accounting thereof.
- Operation and supervision of the enlisted dining facility, including the procurement, preparation, and service of food.

- Operation and supervision of the ship's store except when the ship's store officer is designated in writing, to be other than the supply officer.
- Performance of such other collateral duties as are assigned by the commanding officer.

Study the organization of the supply department of a small fleet unit in figure 1-6. Your duties as a Logistics Specialist will be much the same regardless of the type of ship in which you serve. The procedures set forth in this book apply to both ships supply department organization, unless an exception is noted. In these instances, both procedures will be given.

OTHER ACTIVITIES INVOLVED WITH SUPPLY

The following text list those activities that have logistic or financial responsibilities and provide supply support to other activities. The support provided by these activities includes procurement, management, and accounting of aviation and general material related to the duties of the LS.

Fleet Supply Officer

The fleet supply officer serves as an advisor to the fleet commander-in-chief concerning supply and transportation matters. The Atlantic Fleet supply officer heads a division of staff personnel in the Commander-in-Chief Atlantic Fleet (CINCLANTFLT) Headquarters. The Pacific Fleet supply officer heads a division of Commander-in-Chief Pacific Fleet (CINCPACFLT) Headquarters staff. The United States Naval Forces Europe fleet supply officer heads the Commander-in-Chief United States Naval Forces Europe (CINCUSNAVEUR) Headquarters staff.

Air Type Commander Supply Staff

Ships of a fleet are grouped by types and assigned to type commanders (TYCOM) for administration. Certain TYCOMs have primary logistics responsibilities that extend beyond their own type organization. These are the Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT) or (CNAL) and Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) or (CNAP). Other responsibilities of COMNAVAIRLANT include acting as logistics agent for aviation support to ships and

stations. Some of the specific functions delegated to COMNAVAIRLANT are as follows:

- Provides planning information to support bases about aircraft deployments
- Issues aviation supply outfitting directives
- Controls the distribution of critical aviation materials
- Sets up supply procedures, stock levels, and requisitioning channels for aeronautical material for fleet ships and bases
- Implements aviation supply policy and procedures directed by higher authority

Supply officers on the staff of type commanders perform the following functions:

- Keep the type commander advised of supply requirements
- Ensure compliance with Navy Department and fleet supply directives
- Make recommendations about supply policies, procedures, and conditions of readiness affecting ships to TYCOM
- Conduct inspections of supply functions as required

The Aviation Material Office, Atlantic (AVNMATOLANT) is an agent of COMNAVAIRLANT for fleet rationing of aeronautical material. Fleet rationing control (FLEET CONTROL) is the process established for materials that have limited availability in the fleet. The Consolidated Fleet Controlled Material List (CFCML) is a comprehensive listing of all fleet controlled material. The AVNMATOLANT and COMNAVAIRPAC distribute the CFCML semiannually. The CFCML shows the respective type commander or the agent's code for items under their control. The listing is in national item identification number (NIIN) sequence and distributed to all activities.

Defense Accounting Office

The Defense Accounting Office (DFAS) was formerly called the Fleet Accounting and Disbursing Center (FAADC). The two offices discussed in this training manual are DFAS Norfolk, Virginia, and DFAS, North Island, San Diego, California. Their duties include performing operating budget accounting for COMNAVAIRLANT and COMNAVAIRPAC

activities. COMNAVAIRLANT, COMNAVAIRPAC, and other type commanders authorize the use of funds by issuing operating targets (OPTARs) to aircraft carriers, squadrons, and other activities under their control. If you work in the accounting section of your activity, you will be involved in managing these funds. You may perform some of the accounting functions for your command. These functions involve maintaining OPTAR accounting records and submitting required reports to DFAS.

The DFAS accounts for the money value of material purchased with CNAL/CNAP funds and placed aboard ships. The material is placed on ships to support the aviation units. The transactions involving these items are recorded and reported. The LS assigned the accounting responsibility in stock control keeps records and submits the required reports to DFAS.

The message address DFAS-CL NORFOLK VA refers to Defense Accounting Office—Cleveland, Norfolk, Virginia.

Defense Logistics Agency

The Defense Logistics Agency (DLA) is a supply support organization. It is responsible for managing and controlling items commonly used by all military services. The DLA manages about 60 percent of the line items in the integrated Navy supply system. These are items identified by a 9 in the first position of the cognizance symbol, except 9Q. The DLA headquarters is located in Cameron Station, Alexandria, Virginia. The role of the DLA headquarters in the DLA supply system is in comparison with the role of NAVSUPSYSCOM in the Navy supply system. Figure 1-7 illustrates the defense logistic agency supply system.

There are four DLA defense supply centers (DSCs). Each DSC is responsible for certain types of material.

The Defense Supply Center, Philadelphia, Pennsylvania (DSCP), formerly known as Defense Personnel Support Center. It is responsible for food items, medical supplies, and clothing, general and industrial supplies and supports U.S. humanitarian and disaster relief efforts.

The Defense Energy Support Center, Fort Belvoir, Virginia (DESC), formerly known as Defense Fuel Supply Center. It is responsible for providing contracting support and management of all petroleum and bulk petroleum-based fuels, additives and other

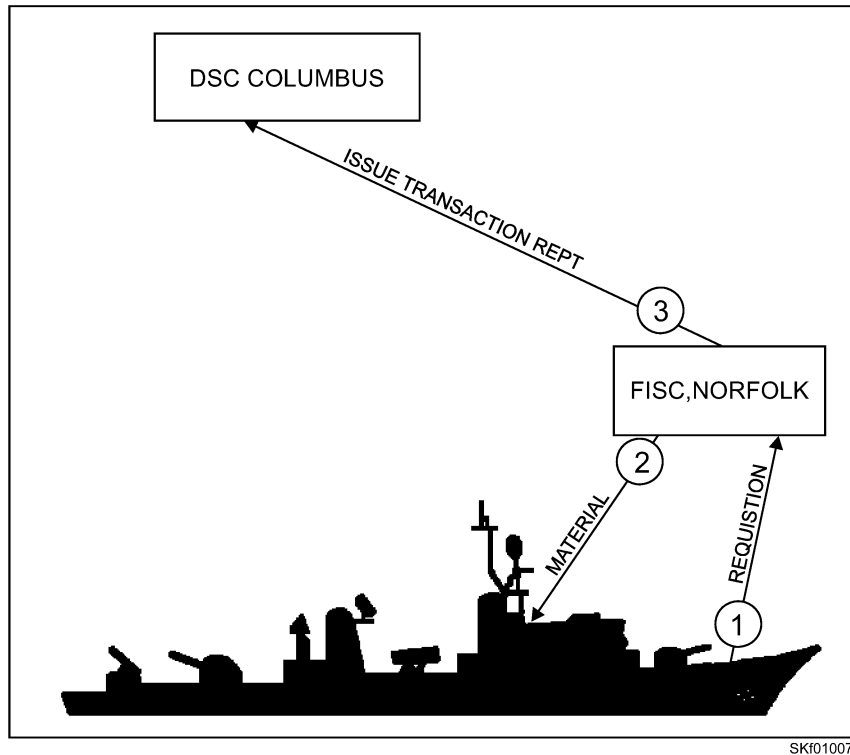


Figure 1-7.—The Defense Logistics Agency Supply System.

energy products and services including jet fuels, distillates, residual fuels, natural gas and electricity.

The Defense Supply Center, Richmond, Virginia (DSCR). It is responsible for air, aviation and space support. Items include airframe/aerospace products; packaged petroleum, oils and lubricants; chemicals; batteries; instruments and gauges; metalworking machines and primary supply source for repair parts and operating items.

The Defense Supply Center, Columbus, Ohio (DSCC). It is responsible for land and sea support. It manages twenty-five Federal Supply Groups and more than 200 Federal Supply Classes, including electronic items transferred from Defense Electronics Supply Center.

The defense supply centers perform the same functions for the defense supply system as ICP performs for the Navy supply system. The only exception is that DESC has no responsibility for inventory control.

The defense depots (DD) perform material distribution functions within the defense supply system. The DD is a storage point for DLA material. The responsible DSC controls the issuance of material from a DD. The DD issues material based on the requisitions received and processed centrally by the

DSC. The DD cannot accept requisitions directly, and issues material only when directed by the DSC.

Operation of the DLA supply system—Figure 1-7 depicts the operation of the DLA supply system in filling a material requirement requisition submitted by an afloat customer:

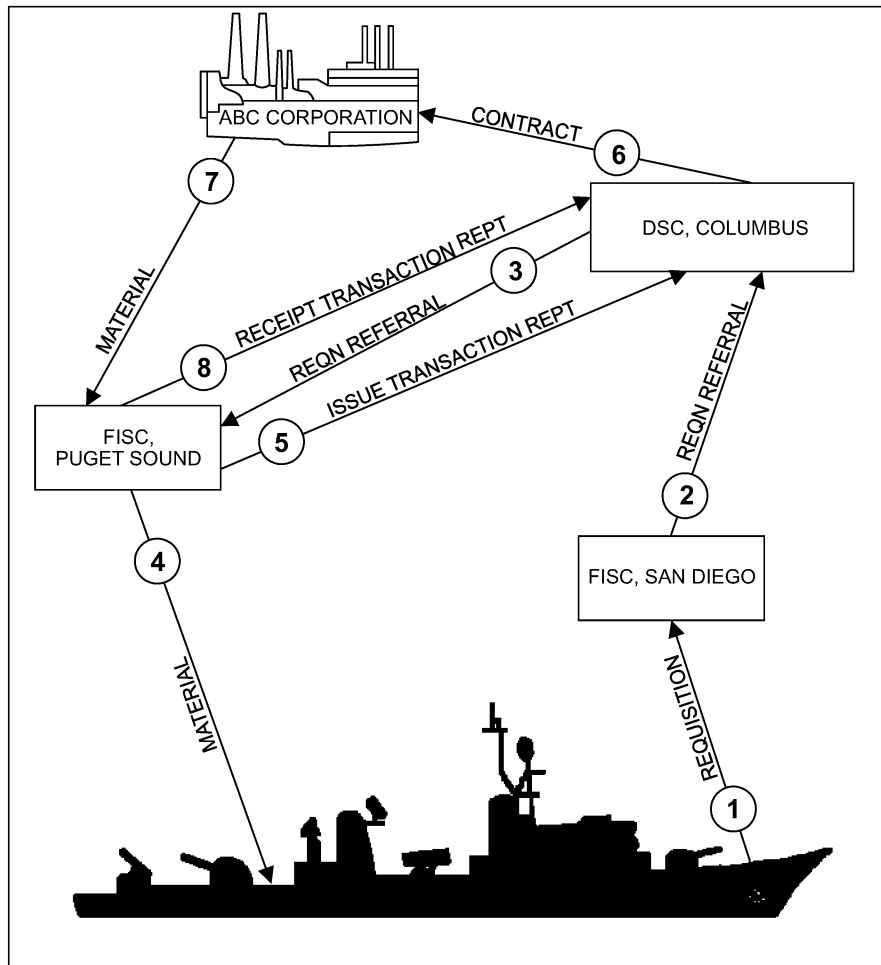
- USS John Paul Jones submits a requisition for cognizance symbol 9C material to FISC Norfolk
- FISC Norfolk, issues the material from DLA stocks
- FISC Norfolk, reports the issue transaction to DSCC

In the foregoing example, it should be understood that although requisitioned from and supplied by a Navy stock point, the material issued was owned and managed by DSCC.

INTEGRATED NAVY SUPPLY SYSTEM

Figure 1-8 depicts the operation of the Integrated Navy Supply System. The following items correspond to the numbered lines in the illustration:

1. USS John Paul Jones requisitions cognizance symbol 9B material from FISC San Diego.



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Figure 1-8.—The Integrated Navy Supply System.

2. FISC San Diego, a Navy retail stock point, after screening its stock and determining that the requested material is not carried, refers the requisition to DSC Columbus the cognizant inventory manager.
3. DSC Columbus, after researching its master records and determining that the material is available at FISC Puget Sound, (a specialized support point), refers the requisition to FISC Norfolk.
4. FISC Puget Sound, issues the material to USS John Paul Jones.
5. FISC Puget Sound, makes an issue transaction report to DSC Columbus.
6. DSC Columbus, after applying the issue report to its master record, ascertains that stock of the item at FISC Puget Sound is below the required Level and issues a contract to the ABC Corporation for additional stocks of the item.
7. The ABC Corporation ships the material to FISC Puget Sound.
8. FISC Puget Sound, makes a receipt transaction report to DSC Columbus.

GENERAL SERVICES ADMINISTRATION (GSA)

The General Services Administration (GSA) provides common use items to the Navy. These items include paints, hand tools, paper materials, and cleaning gear. The ML-N lists the Navy interest items as cognizance symbol 9Q. These items are available at Navy stock points.

ADMINISTRATION

Learning Objective: Describe the general and administrative duties of Logistics Specialists in the Navy.

The Logistics Specialist (LS) is a general rating. General ratings involve broad occupational fields of

related duties and functions. As an LS, you will provide supply support from fleet operations to aviation maintenance personnel. To provide support, you must know the functions and responsibilities of your activity and the procedures that apply to each task. This chapter provides the direction and information you will need to do the administrative tasks and provide customer service. Upon completion of this chapter, you will be able to describe the following LS requirements:

Duties and responsibilities of the LSs

Purpose of publications and catalogs used by LSs

General security rules that apply to supply department spaces

Practices and procedures needed to provide quality customer relations

GENERAL DUTIES AND RESPONSIBILITIES

General LS duties and responsibilities are as follows:

- Submitting requisitions
- Conducting technical research
- Receiving, identifying, stowing, and expending material
- Performing financial accounting in support of aviation maintenance
- Performing administrative and clerical duties
- Picking up and delivering material
- Preparing supply documents
- Packing of material for shipment
- Operating pre-expended bins

These duties are further explained in later chapters of this manual.

TOUR OF DUTY

The following paragraphs contain information on typical duties to which you may be assigned.

Supply Department Ashore

When assigned to the supply department of a naval air station, you could be in the administrative division, material division, control division, or aviation support division. Some of the functions you will be expected to perform in various divisions are as follows:

Administrative Division. You will prepare various forms of correspondence with a typewriter or computer.

Material Division. You could be assigned to any branch within the material division.

In the traffic branch, you will be involved in the following duties:

- Material receipt
- Inspection and verification
- Segregating and forwarding material to destinations
- Receipt document processing
- Discrepancy reporting
- Material handling equipment operation (when working in the receiving section)

When assigned to the delivery section of the traffic branch, you will be responsible for the local delivery of material. In the shipping section, you will be involved in making arrangements for shipment and delivery of material to carriers, including preparation of shipment documents and labels.

When assigned to storage branch, you will be involved in the receipt, stowage, and issuance of material by using available labor saving devices and material handling equipment.

Control Division. When assigned to this division, you will be involved in the following tasks:

- Processing procurement
- Receipt
- Issue documents
- Maintaining stock records
- Customer service

Aviation Support Division (ASD). When assigned to ASD, you will be involved in the following tasks:

- Processing requisitions
- Receipt
- Stowage and issuance of material
- Stock inventory
- Material delivery
- Other functions outlined in the NAMP, OPNAVINST. 4790.2 (series)

Supply Department Afloat

During sea duty, you could be assigned to an aircraft carrier or amphibious assault ship. You may be assigned to the aviation stores division, storage branch, receiving branch, stock control section, or shipping section.

When assigned to the aviation stores division, you will be expected to use the applicable allowance lists, initial outfitting lists, and other supply publications to perform technical research. You will also follow the operating procedures from supply instructions and manuals. For more information, refer to OPNAVINST 4790.2 (series).

When assigned to the storage branch, you will be expected to receive, stow, conduct inventories, and issue stock material.

When assigned to the receiving branch, you will receive, check, and inspect or coordinate inspection of incoming material. You will also segregate stock and direct turn-over (DTO) material, notify the applicable division to pick up material, and send copy of proof of delivery to stock control.

When assigned to the stock control section, you will be involved in posting expenditures and receipts, stock replenishment, inventories, file maintenance, and stock reconciliation.

When assigned to the shipping section, you will be expected to pack, mark, and label material for shipment; arrange shipments with the carrier; prepare transportation and shipment documents; and institute tracers on shipments. Refer to *Naval Supply Systems Command Manual*, volume 5, *Transportation of Property*, NAVSUP Publication 1, for transportation of property information and *Military Standard Transportation and Movement Procedure (MILSTAMP)*, DOD 4500.32-R, volume 1.

Squadron or AIMD

When attached to a squadron or AIMD, you will be assigned to material control. You will be expected to perform the following functions:

- Submit requisitions
- Receive and forward material
- Maintain logs, records, and files
- Perform aircraft inventories
- Prepare associated documents

- Maintain inventory of IMRL
- Expedite high priority requisitions

Miscellaneous Billets

In staff and other support billets, you will perform supply support and administrative functions and serve as liaison to other commands.

CORRESPONDENCE

Learning Objective: Describe the procedures for correspondence; and, describe the standards for writing standard letters, memoranda, and messages.

One of your most important tasks as an LS is the preparation of correspondence. You will be expected to produce properly formatted letters with no errors quickly and efficiently.

Official correspondence in the Navy includes all recorded communications sent or received by a person in the Navy in the execution of the duties of his office. Supply departments, both ashore and afloat, originate and receive a large quantity of correspondence. Some of the more common types are: directives outlining supply policies and procedures, naval letters requesting and furnishing procedural information and authority, and letters and memorandums assigning duties and individual responsibilities.

Senior petty officers or officers of the supply department normally draft outgoing correspondence. The LS3 or LS2 is primarily concerned with typing and format. Some correspondence originated by the supply department is of a recurring nature and relatively standard in content. The LS3 and LS2, using file copies of previous correspondence as a guide, may draft correspondence of this nature.

The format and procedural requirements of official correspondence samples are found in the *Department of the Navy Correspondence Manual*. Slight variations from these formats may be practiced at different commands. When assigned to a billet requiring the preparation of correspondence, it is necessary to consult local command instructions outlining the details pertaining to the preparation of correspondence. You should consult local command instructions for preparing official correspondence.

Within the Navy, you use a standard letter format when corresponding with certain government agencies, especially those within the Department of

Defense (DOD). When corresponding to other persons and to civilian organizations, you prepare letters according to a business format.

STANDARD LETTERS

Instructions for typing standard letters are contained in the *Navy Correspondence Manual*, SECNAVINST 5216.5. It is important to follow these instructions exactly. Uniformity is essential to an accurate and expeditious flow. See figure 1-9 for an example of a standard letter.

Stationery

The first page of a standard letter contains the letterhead (name and address) of the activity printed on bond paper. The second and succeeding pages of a letter are typed on plain white bond paper of the same size and quality as the letterhead paper.

Copies

Copies of naval correspondence are made on copying machines, if they are available. If not, copies for each via addressee and Copy to addressee are made on white carbon flimsy. The command file copy is made on yellow carbon flimsy. Other colors of flimsy paper may be used for internal routing, such as a daily read board.

MULTIPLE-ADDRESS LETTERS

A multiple-address letter is addressed to two or more activities individually identified in the To block or as a group in the Distribution block. It is typed in the usual manner of a standard letter except that the titles are listed in the To block in seniority order.

Each addressee must receive a letterhead copy with a signature. It can be an original copy or a photocopy. See figure 1-10 for an example of a multiple-address letter.

JOINT LETTERS

The joint letter (fig 1-11) is a variation of the standard letter where two or more commands wish to issue information that establishes an agreement or discusses a matter of mutual concern. When you type a joint letter, refer to SECNAVINST 5216.5.

ENDORSEMENT

An endorsement is a brief form of correspondence used by **via** addressees to approve, disapprove, or comment on the contents of a letter or earlier endorsements. An endorsement can be done on the letter page or a new page. Refer to the SECNAVINST 5216.5 for examples.

MEMORANDUM

A memorandum provides an informal means of correspondence within an activity or between activities on routine business. There are four types of memorandum formats. The *printed memorandum* form is the most informal, and is used among individuals and offices of the same activity. The *plain paper* memorandum is used within the activity and is no more formal than the printed memorandum, but it provides more flexibility when there are multiple addressees. The *letterhead* memorandum provides more formality. When direct liaison is authorized and the matter is routine, a memorandum (on letterhead paper) may be sent outside the activity. The *memorandum for* is the most formal memorandum. It may be used in writing to senior officials, such as the Secretary of Defense and the Secretary of the Navy. Because the memorandum for lacks a from block, the signer's title is typed below the name.

BUSINESS LETTERS

The business letter is used to correspond with agencies or individuals outside the Department of the Navy who are unfamiliar with the standard letter. It also may be used for official correspondence between individuals within the Department of the Navy when the occasion calls for a personal approach.

MESSAGES

Messages are the quickest form of written communications in the Navy. Our telecommunications system is designed to get time-sensitive or critical information to addressees rapidly for effective use of information.

Messages are prepared on a computerized message format program, to be sent by electrical telecommunications.

1
2
3
4

*DEPARTMENT OF THE NAVY

*Name of Activity

*Address

1
2

SSIC
Code/*Serial
*Date

1

2

From: Title of activity head, name of activity, location when needed

To: Title of activity head, name of activity, location when needed (*Code*)

Via: (1) *Title of activity head, name of activity, location when needed (not numbered if only one)*

(2) *Pattern of (1) repeated for next endorser*

1

2

Subj: NORMAL WORD ORDER, ALL LETTERS CAPITALIZED

1

2

Ref: (a) *Earlier communication that bears directly on subject at hand*

1

2

Encl: (1) *Material enclosed with letter identified in same way as reference, single enclosure numbered*

(2) *Notation added for material sent separately (sep cover)*

1

2

1. This example shows all the elements that might appear on the original of a one-page standard letter.

2. If you omit the date when you type the letter, start the From block on the fourth line below the code/serial to allow for an oversized date stamp.

3. Other examples in this chapter show the spacing to follow for correspondence that variously omits Via, Reference, and Enclosure blocks.

1

2

3

4

*NAME OF SIGNER

**By direction*

1

2

Copy to:

Short title of information addressee (see SNDL)

Short title of second information addressee

ITALICS: OPTIONAL ITEMS
ASTERISKS: ITEMS YOU MAY STAMP
UNDERLINED NUMBERS: TYPEWRITER LINES

Figure 1-9.—An example of a standard letter.



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FLORIDA 32309-2000

IN REPLY REFER TO

7000
Ser 40/321
17 Apr 92

From: Commanding Officer, Naval Education Management Support Activity, Pensacola
To: Officer in Charge, Personnel Support Activity Detachment, Naval Training Center, Orlando
Officer in Charge, Personnel Support Activity Detachment, Recruit Training Command, Orlando

Subj: FY 1993 OPTAR FUNDS TRANSFER

Ref: (a) OIC NTC ltr 7000 PSD 12, of 4 Apr 92
(b) PHONCON PERSUPPDET RTC Orlando PNC NETPMSA Pensacola (Code 41) Mr. Frederick J. Smith

1. As requested by reference (a), and concurred with by reference (b), authority is granted to realign funds from PERSUPPDET RTC Orlando to PERSUPPDET NTC Orlando to cover PERSUPPDET NTC costs incurred by increasing supply levels to a 6-month level for both detachments.

2. Forward one copy of all requisitions and receipt documents to NETPMSA Pensacola, Code 42.

R. L. Brown
By direction

SKF01010

Figure 1-10.—An example of a multiple-address letter.

TYPES OF DIRECTIVES

A directive prescribes or establishes policy, organization, conduct, methods, or procedures. It requires action or sets forth information essential to the

effective administration or operation of activities concerned. It may also contain authority or information that must be issued formally. The types of directives used in the Directive Issuance System are instructions, notices, and change transmittals.

DEPARTMENT OF THE NAVY
 Personnel Support Activity (68609)
 Personnel Support Activity Detachment (43081)
 Pensacola, Florida 32509-5000

PSD
 2300
 Code 00

NAVPTO
 2300

PSA
 2300
 Ser CO/1042
 7 Dec 92

JOINT LETTER

From: Commanding Officer, Personnel Support Activity, Naval Air Station, Pensacola
 Officer in Charge, Personnel Support Activity Detachment, Naval Air Station, Pensacola
 Navy Passenger Transportation Officer, Naval Air Station, Pensacola

To: Commanding Officer, Naval Air Station, Pensacola
 (Attn: Communications Officer)

Subj: MESSAGE PICKUP/DELIVERY AUTHORIZATION

Ref: (a) Our ltr 2300 of 24 Sep 90

1. Cancel reference (a).
2. The following personnel are authorized to pick up and deliver message traffic for Personnel Support Activity Pensacola, Personnel Support Activity Detachment Pensacola and Navy Passenger Transportation Officer Pensacola:

| NAME | RATE | SSN | ACCESS |
|---------------------|------|-------------|--------------|
| MARTINEZ, JAIME C. | DK1 | 000-00-0000 | UNCLASSIFIED |
| OLDER, FREDERICK M. | LCDR | 000-00-0000 | SECRET |
| YOUNG, THOMAS S. | LT | 000-00-0000 | CONFIDENTIAL |

P. W. Hamilton
 P. W. HAMILTON
 Officer in Charge

L. C. Martinez
 L. C. MARTINEZ
 Transportation Officer

J. P. Sloan
 J. P. SLOAN
 Commanding Officer

Figure 1-11.—An example of a joint letter.

SKF01011

Instructions are directives that contain information of a continuing nature or require continuing action. An instruction has a continuing reference value, and is effective until the originator cancels or supersedes it.

Notices are directives of a one-time nature or that contain information or require action applicable for a

brief period only. A notice has the same force and effect as an instruction, but it does not have permanent value. Therefore, it contains provisions for its own cancellation. When the exact length of time a notice is to remain in effect cannot be determined at the time of issuance, the specific date for record purposes is set far

enough in the future to allow all necessary use of the notice.

A change transmittal is the medium used to transmit changes to an instruction or, under extenuating circumstances, a notice. Each transmittal describes the nature of the change and gives directions for making them. Directives are identified by designation information. Using "SECNAVINST 5215.1" as an example, "SECNAV" is the issuing authority, "INST" is the type of directive, "5215" is the subject identification number, "1" is the consecutive numbering for instructions by the directive control point. The consecutive numbers assigned to instructions, which are later canceled, are not reused. The period (.) is used to separate the subject identification and consecutive numbering. When a change is made, the change transmittal number and its date are shown on the page(s) that contain(s) the change; for example, "SECNAVINST 5215.1, Change Transmittal 1, 26 Jan 1993." A revised instruction will retain all the designation information with the addition of a suffix capital letter (the first revision "A," the second "B," etc.) immediately following the consecutive number. Each change transmittal is identified in the designation line of the transmittal by the same number as the directive it changes (in the case of notices, the date), plus an assigned change transmittal number added to the identification; for example, "SECNAVINST 5215.2, Change Transmittal 1."

You will use different instructions and notices when performing your daily tasks. They are issued by various commands, bureaus, ships, stations, and operating forces. Headquarters, Naval Air Systems Command, issues many of the directives used in aircraft maintenance. They are known as NAVAIR instructions or notices. The directives issued by Chief of Naval Operations are known as OPNAV instructions or notices. Refer to *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1, for more information.

CLASSIFIED MATERIAL CONTROL

Learning Objective: Describe the categories of classified information; describe the types of security clearances, and, describe the procedures for handling various classes of classified information.

To protect the interests of the United States, certain information cannot be available to other countries.

This information is given a classification that determines how much protection it needs.

RESPONSIBILITIES

The Chief of Naval Operations (CNO) is responsible to the Secretary of the Navy (SECNAV) for all policies related to the maintenance of the security of all classified information within the Naval Establishment. The *Information and Personnel Security Program Regulation, SECNAVINST 5510.36*, known as the *Security Manual*, is the source of the Navy's security program.

From SECNAV, to the CNO, to your commanding officer, to your command security manager, and to you, responsibilities and procedures are laid down and specified to protect classified information.

Do not let information fall into the wrong hands through careless talk or improper handling and safeguarding of written information.

CATEGORIES OF CLASSIFIED INFORMATION

Information is classified in three categories, each category requiring its own level of protection. These categories are Top Secret, Secret, and Confidential.

Top Secret

Top Secret is the designation applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of exceptionally grave damage include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communication intelligence systems; and the disclosure of scientific or technological developments vital to national security.

Secret

Secret is the designation applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause serious damage to national security. Examples of serious damage include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly

related to national security; revelation of significant military plans or intelligence operations; and the compromise of significant scientific or technological developments relating to national security.

Confidential

Confidential is the designation applied to information or material the unauthorized disclosure of which could reasonably be expected to cause identifiable damage to national security. Examples of identifiable damage include the compromise of information that indicates strength of ground, air, and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; revelation of performance characteristics, test data, design, and production data of munitions of war.

SECURITY CLEARANCES

A security clearance is a determination made that an individual is eligible for access to classified information up to a specific level. However, it is not an authorization for access to that information. It is important to separate the two terms, *clearance* and *access*. Clearance is determined after one of several types of personal investigations is completed. Access is granted when an individual has a need to know information up to a specific level.

Clearances are either final or interim. Final clearances are granted when all investigation requirements have been met and are favorable. Interim clearances are granted, not to exceed 6 months, when it is established that any delay would be harmful to the national interest and a personal investigation request has been submitted.

MARKING CLASSIFIED MATERIAL

When it is determined that information or material should be assigned a classification, such information must be conspicuously marked as described in the following paragraphs.

All original copies of letters, office memorandums, messages, and other documents that are typed, printed, or written in longhand must be conspicuously marked with the appropriate classification at the top and bottom of each page. The markings must be placed in a position where they will not become covered in assembly, removal, or

trimming. When the reverse sides of pages are used, they must be similarly marked with the classification.

All reproductions or copies of classified material, regardless of form, must bear clear, legible classification markings in the same manner as the originals. Not all copy equipment reproduces colors of ink or marginal images; therefore, personnel engaged in marking copies must make sure the reproduced copies are marked or stamped with the classification on all copies in the same position and size required for the originals.

The manner of marking classified equipment, products, or substance depends on the nature of the material. Normally, stamping, etching, or attaching a classification plate should mark the assigned classification. When it is not possible, the container must be appropriately marked. When the article or container cannot be marked, written notification of the assigned classification must be furnished to the consignee of the material.

The lettering of the classification stamp or mark must be all capitals and in red color, and, when practical, must be larger in size than the type size of the text.

CUSTODIAL PRECAUTIONS

Classified material is not removed from the physical confines of a command without the knowledge and approval of the commanding officer or an authorized representative. When classified material is removed, a complete list is prepared, signed by the individual removing the material, and appropriately filed until the material is returned.

Care During Working Hours

Each person in the Navy must take every precaution to prevent deliberate or casual access to classified information by unauthorized persons. The precautions that must be followed are described in the following paragraphs.

When classified documents are removed from stowage for working purposes, they must be kept under constant surveillance or face down or covered when not in use.

Drafts, carbon sheets, carbon paper, typewriter ribbons, plates, stencils, stenographic notes, worksheets, and similar items containing classified information are either destroyed by the person responsible for the preparation after they have served

their purpose or are given the same classification and safeguarding in the same manner as the classified material produced from them. After the upper and lower sections of a fabric typewriter ribbon have been cycled through the typewriter at least five times, the ribbon may be treated as unclassified.

The addressee opens classified material, upon receipt, or the persons specifically authorized by the addressee in writing to open material of the grade involved. If for any reason a space must be vacated during working hours, any classified material therein must be stowed according to stowage instructions for the classification involved.

Care After Working Hours

A system of security checks at the close of each working day must be instituted to make sure classified material held by a command is properly protected. Custodians of classified material are required to make an inspection that guarantees the following precautions have been fulfilled:

1. All classified material is stowed in the prescribed manner.
2. Burn bags are properly stowed or destroyed.
3. Classified shorthand notes, carbon paper, typewriter ribbons, rough drafts, and similar papers are properly stowed or destroyed. As a matter of routine during the day, such items must be placed in burn bags immediately after they have served their purpose.
4. Identification of the individual responsible for the contents of each container of classified material must be readily available. The individual so identified is contacted in the event a container of classified material is found open and unattended.

CARE OF WORKING SPACES

The necessary safeguards must be afforded to buildings and areas in which classified information is kept. Precautions must also be taken to minimize any danger or inadvertent disclosure of classified material in conversation. You must not discuss classified information in public places.

STOWAGE PROCEDURES

Classified material must be stowed in the manner prescribed in chapter 5 of the *Department of the Navy Information and Personnel Security Program Regulation*, SECNAVINST 5510.36. This publication

outlines the physical security standards and requirements that serve as a uniform guide for determining the type and degree of protection for classified material. These standards and requirements are designed to provide for flexibility as well as adequacy in the physical security program.

Keys for padlocks used to protect classified material must be given the same protection as the material they protect. It is essential that combinations are known or keys are accessible only to those persons whose official duties demand access to the container involved. The combination or key to the security container must be changed at the time received, at the time any person having knowledge of it transfers from the organizational unit, at anytime there is a reason to believe it has been compromised, or in any case not less than every 12 months. That lock must be of the same classification as the material in the container secure any document showing the combination to a lock. Records of combinations must be sealed in an envelope and kept by the security manager, duty officer, or other personnel designated by the Commanding Officer.

When combination numbers are selected, multiples of 5 (ascending or descending) or personal data such as birth dates and social security numbers should not be used.

RECORDS DISPOSAL

An LS should be able to determine what records should be held in the files for a period of time or what records should be destroyed or transferred for preservation.

Record disposal techniques must keep pace with increased production and dissemination techniques. Temporary records must be identified, scheduled, and regularly destroyed, and permanent records must be identified and marked for preservation. The United States Criminal Code (appendix B) provides for fines and penalties including imprisonment for unlawful and willful destruction or removal of government records. SECNAVINST 5510.36 provides for the destruction of classified matter. This and other regulations for safeguarding security information must be followed at all times in applying the provisions outlined in the *Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5.

TRANSFERRING CLASSIFIED MATERIAL

Matter classified as Top Secret must be transmitted as prescribed by SECNAV 5510.36. Only Secret and lesser-classified material may be sent via mail as prescribed by the *Department of the Navy Official Mail Management Instruction*, OPNAVINST 5218.7. All classified material must remain under U.S. custody and control at all times.

Any of the means approved for the transmission of Top Secret material prescribed in chapter 8 of SECNAVINST 5510.36 may be used.

Registered mail is used for the transmission of all Secret material, NATO Confidential, and all other Confidential material mailed to an FPO/APO address.

Certified mail may be used for the transmission of Confidential (other than NATO) material addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the executive branch.

Regular First-Class Mail or priority mail should be used for the transmission of Confidential (other than NATO Confidential) material addressed to DOD activities located anywhere in the United States and its territories.

TURN-IN OF CLASSIFIED MATERIAL

Turn-in of classified material is handled according to the *Department of the Navy Information Security Program Regulation*, SECNAVINST 5510.36. Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top Secret and Secret material is turned in under a continuous chain of receipts. Receipts for Confidential material may be required at the discretion of the transmitter. Receipts for hand-delivered material are obtained on the No. 1 copy of the DD Form 1348-1, which is returned to the activity and filed in the expenditure invoice file.

When classified material is mailed or shipped, the special packaging, addressing shipment, and receipt procedures contained in SECNAVINST 5510.36, chapter 8, must be followed. In such cases, the No. 5 or 6 copy of the DD Form 1348-1 is stamped or annotated with the phrase *Consignee sign and return this copy*. When the receipted copy is returned, it is

filed (with the retained original) in the expenditure invoice file.

ROUTING AND HANDLING OFFICIAL CORRESPONDENCE

The fact that official correspondence is produced implies that the information is being requested or furnished. Unless this information is disseminated accurately, the work to produce it has accomplished very little. Correspondence requesting a report does not produce the report unless the person responsible for its preparation receives the request.

The responsibility for the dissemination and handling of official correspondence is assigned to a specific organizational component of the supply department. An LS3 or LS2 in many instances is assigned to this component, and in smaller departments and aboard ship may even be the component head.

Incoming Correspondence

Official correspondence received by the supply department may become a permanent record of the department. The routing required between the receipt and the filing of correspondence depends on the type of information furnished and/or the action required. Local procedures usually prescribe a standard routing for all incoming correspondence. This is in addition to the routing to those individuals or organizational components primarily concerned with the communication.

A route sheet similar to (figure 1-12) may be used to ensure the proper routing of correspondence requiring action. This should be prepared in duplicate with the original attached to the correspondence being routed and the copy being retained by the correspondence stock. As the correspondence progresses through the routing indicated, action is taken and the responsible individuals initial the routing sheet. When the routing is complete, the correspondence with the original route sheet is returned to the correspondence LS for filing.

The routing scheme may be placed on the correspondence itself if it is in the nature of information. This may be accomplished by the use of a rubber stamp. (See figure 1-13).

| SYMBOL | INIT. | DATE |
|--------|-------|------|
| 00 | | |
| 01 | | |
| 11 | | |
| 02 | | |
| 21 | | |
| 22 | | |
| 03 | | |
| 31 | | |

Figure 1-13.—Routing stamp.

Tickler File

Another responsibility assigned to the correspondence LS is the maintenance of the system Used to ensure a timely response to incoming correspondence. It may also be used to ensure the preparation of required reports. A tickler file is established simply as a reminder that some action is required prior to a certain date. The method most suitable for local conditions, considering size of operations and the amount of correspondence handled, should be used. The methods described in the following paragraphs are frequently used.

The retained copies of the route sheet may be used as a reminder for replies or reports of a one-time nature. They should be maintained by the date that the reply or report is due and retained until the required action is completed. If sending correspondence is required, enough time should be allowed to ensure its receipt by the recipient on or before the due date.

For reports or actions of a more permanent or continuing nature, file folders may be used. These may be numbered from 1 to 31, corresponding to the days of the month. Notes listing action required, data required, background information, and reference data are filed in the folders according to due date. The folder for the current day is pulled each morning and re-filed in the back of the file after the contents are noted and after it is determined that the required action has been taken. When it is found that the required action has not been taken, the correspondence LS should follow up with the responsible personnel.

Filing Correspondence

Department of the Navy Standard Subject Identification Codes, SECNAVINST 5210.11, provides a single, standard subject system for classifying correspondence for filing. Subject throughout the Department of the Navy uses this system for standardized numbering of Navy and Marine Corps documents. SECNAVINST 5210.11 contains a list of standard subject identification numbers and a list of name-title subject identification codes. Except at activities with an exceptionally large volume of correspondence, subject identification numbers normally establishes files. However, name-title codes or a combination of both may establish files.

STANDARD SUBJECT IDENTIFICATION NUMBERS

For the purpose of identification and filing, standard subject identification numbers classify Navy correspondence and directives under 13 major series groups. These major series groups are further subdivided by use of the last three digits in the major series.

The 13 major subject groups are subdivided into primary, secondary, and sometimes tertiary breakdowns.

Figure 1-14 is an example of an identifying symbol assigned to an instruction issued by the Office of the Secretary of the Navy.

Consecutive numbers are assigned to instructions having the same subject identification number to show the order of issuance. For example, the subject number of contract financing is 7810. An originating office would assign numbers to the first, second, and third instructions which it issues on contract financing as follows: 7810.1, 7810.2, and 7810.3, respectively. The number 7810.1A indicate the first revision of the instruction 7810.1.

Notices are not assigned consecutive numbers when they are of a one-time nature or of brief duration. The subject identification number assigned as the file number of a letter is not assigned a consecutive number. The security classification of Confidential or Secret instructions and notices is indicated by prefixing the subject number by “C” for Confidential and by “S” for Secret.

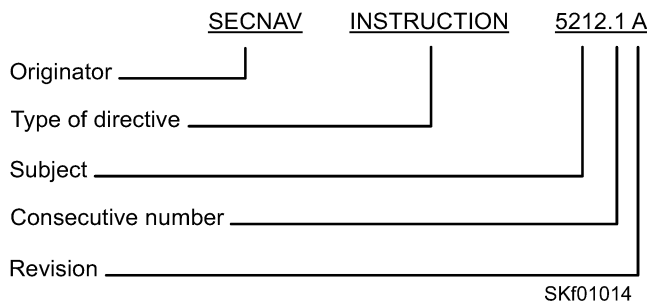


Figure 1-14.—Example of an identifying symbol assigned to an instruction.

Name-Title Subject Identification Codes

Name-title codes (alphabetic or alphanumeric codes) are provided for names and titles frequently used by the Department of the Navy. These codes may be used for classifying and filing documents by name or organizational designation except that they are not to be used in assigning subject numbers to directives. Included are symbols for fleet organizations, the United States Government, foreign governments, commercial enterprises and firms; classes of personnel; types of naval activities; and official symbols for classes and types of aircraft, vessels, and guided missiles.

The first letter of the name or title code designates the larger organizational group, and the second or third letter designates a further breakdown of the larger group. For example, “NA” designates naval air stations. The “N” is for the Naval Shore Establishment and the “A” for air stations. An Arabic numeral added to the letter symbol further subdivides the code. For example: FF—Fleets, Forces, Types, Areas, and Sea Frontiers. FF1—U.S. Fleet, FF3—U.S. Task Fleets.

Fleets

File arrangement within any office depends upon the mission of the office and on the volume of its official correspondence. Normally, general correspondence is stored in metal file cabinets. This includes letter and memorandums received or originated by the office.

Folders are used to keep correspondence orderly in the files. Standard file folders are available in two sizes, letter size (9 x 11-3/4 inches) and legal size (9 x 14-3/4 inches). The total number of folders and the appropriate primary, secondary, or tertiary subject

identification numbers, or the name-title symbols, to be used are determined by the volume of written matter in each category to be filed. There may be no need to establish folders on some major series groups, while others may require several folders broken down to primary, secondary, or tertiary numbers. The subject identification numbers or name-title symbols should be printed on each folder.

The subject identification number placed on the correspondence by the originator assists in determining the correct folder in which to file the correspondence. This number, however, may not be appropriate for the particular office concerned, thereby requiring reclassifying. The proper method of classifying a document for the purpose of selecting the appropriate file is to read it carefully and analyze it, considering the following factors:

1. The most important, definite, or concrete subject mentioned.
2. The purpose or general significance of the document.
3. The manner in which users of the files request similar documents.
4. The subject identification code under which previous documents of a similar nature are filed.

Directives are not placed in the general correspondence files except when copies of instructions and notices are attached to or interfiled in such files when needed to complete a record or document. Instructions are filed in standard three-ring binders and are arranged as follows:

1. In numerical order of subject identification number.
2. By the originating office within each subject identification number.
3. By consecutive number (suffix number) for each originating office.

Notices are usually not filed because of their brief duration. Should recipients believe it necessary to file a notice temporarily, it may be interfiled with instructions.

Messages are filed by the data/time group number. Normally, two files are maintained with one containing incoming messages and the other outgoing messages.

DISPOSITION OF CORRESPONDENCE AND RECORDS

Retention of obsolete and inactive correspondence and records is costly. Such correspondence and records should be destroyed or transferred in accordance with approved record disposal instructions. If this is not performed periodically, the volume of file space required becomes excessive and the files become unwieldy, thus inefficient. Law, which requires authorization, governs the destruction of records by proper authority. The authority for destruction of Navy records is contained in SECNAVINST 5215.5, *Disposal of Navy and Marine Corps Records*.

The provisions of SECNAVINST 5215.5 are normally amplified by the issuance of local instructions outlining the procedures as they apply locally. The LS3 or LS2 should become familiar with these instructions. However, you should not take it upon yourself to determine the proper destruction or transfer of records not clearly defined in these instructions. This is the responsibility of senior petty officers, chiefs, or commissioned officers.

Local Disposition

Not all material in the files has a record characteristic. In fact, most printed matter found in the supply department general files fall in the category of nonrecord material. This includes documents that are copies of those filed in the ship's office or station administrative department or material accumulated in the process of producing records, but which never acquire a record characteristic themselves.

SECNAVINST 5212.5 (part II for shore stations and part III for ships) contains the retention standard for naval records. Record materials are listed by broad subject and the retention period is furnished. Nonrecord material may be destroyed locally as soon as it has served its purpose. Record material may be destroyed upon completion of the retention period.

Unclassified record or nonrecord materials authorized for destruction may be placed in wastebaskets and disposed of in the normal manner for trash. Classified matter authorized for destruction should be destroyed by burning in the presence of two designated witnesses. All persons witnessing the destruction of classified material must have security clearances at least as high as the category of material being destroyed. Classified matter may also be destroyed by pulping,

provided destruction of the classified material is complete and reconstruction impossible.

TRANSFER TO FEDERAL RECORDS CENTERS

Federal Records Centers have been established by the General Services Administration in various locations throughout the United States. Activities are authorized to transfer records to Federal Records Centers under certain conditions, including the following:

1. When the records are specifically designated in SECNAVINST 5215.5 for periodic transfer.
2. When the records are designated in SECNAVINST 5212.5 for permanent or indefinite retention and they have served the activity's immediate reference needs.
3. When the retention period of records of a disestablished activity has not expired and the records are not required either by the cognizant bureau or office or by an activity assuming responsibility for functions of the disestablished activity.
4. When records have a retention period of more than 4 years.
5. When records are inactive and are not required for local operating purposes, provided it is determined the transfer can affect that savings.

SECURITY OF SUPPLY DEPARTMENT SPACES

Security procedures for supply department spaces afloat and ashore are the same. The supervisors are responsible for identifying the requirements for the functions of their organizational elements and for seeing that personnel under their supervision are familiar with the security requirements for their particular assignments. On-the-job training is an essential part of command security education. All hands are responsible for ensuring that security is maintained at all times. This section explains the general security rules and requirements that apply to the supply department spaces.

General Supply Security Rules

The general supply security rules are as follows:

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

- Supply spaces will be kept locked when not attended by authorized personnel.
- Responsibility for the security of spaces will rest with the individual in charge of each space.
- Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the supply officer or delegated assistant.
- No supply space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.
- Keys to supply space padlocks will not be taken from the ship/building when the custodian goes ashore or secures from work. The keys must be returned to the key locker.
- A key log will be maintained to identify the holders of keys removed from the key locker.
- Combinations to locks will not be recorded in writing unless otherwise prescribed by higher authority.
- All key padlocks will be 1 1/2-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.
- All keyless padlocks will be the three-combination, manipulation-resistance Type 8077A.
- Combinations on keyless padlocks will be changed at least every 6 months.

Padlocks and Master Keys

Supply department spaces are assigned to space groupings. You will be involved with Group I spaces, which consist of general stores, including storerooms, special lockers, and related spaces, except when other security requirements are set by competent authority. Navy stock account and special accounting class 207 material stowage are included in this group. The security administration for this group is as follows:

- An original and duplicate key that is different from the keys to other spaces will open each lock.
- The original key will be drawn from the 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.

- The key will be returned in the key locker in the supply office at the end of the working day.
- Duplicate keys will be kept in the duplicate key locker in the supply office or in the supply officer's safe.
- A master key, which will open all locks in group I, will be in the custody of the supply officer. A duplicate master key may be placed in the custody of an officer or petty officer designated in writing by the supply officer.

A grand master key will be kept in the custody of the supply officer. The supply officer may authorize the duplicate master key to be passed among duty supply officers provided that strict accountability is maintained.

Office Spaces

The supply department office spaces 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.

Key Lockers

The original keys to the key locker will be kept in the possession of the supply officer. Duplicate keys will be passed among duty supply officers or duty supply petty officers as authorized by the supply officer. Keys maintained in the key lockers must have an identification marking to be used for inventory of keys. A complete key inventory is usually accomplished during turnover of shifts or before securing from work. The results of the inventory are logged in the pass down log or the duty section logbook, with the date and time the inventory was accomplished and the name of the person who conducted the inventory. Any discrepancy to the key inventory must be reported to the duty supply officer and petty officer, and must be corrected right away.

CUSTOMER SERVICE

Learning Objective: Describe and understand the importance of providing good customer service to all individuals and the effects you will have on the image of your office, your rating, your command, and the Navy as a whole.

You are in one of many ratings in the Navy that is primarily involved with providing services directly to personnel. This section identifies the skills and attitudes you will need to provide good customer service. Refer to *Navy Customer Service Manual* for more information.

CUSTOMER SERVICE AS IT APPLIES TO THE LS COMMUNITY

As an LS working in a support activity, you will deal with many customers everyday. You must follow the proper procedures to maintain control and accountability in providing the needed requirements of these customers. But, there may be times when the customers feel that the service or treatment provided was unsatisfactory. Did you correct the deficiency or continue working? How would you feel if you were the customer and received the same service from the supporting activity? You will probably understand the situation better than the customer because you are familiar with the supply procedures. A customer can still be given good service even though it is impossible to provide the desired results. People may ask for things or services to which they are not entitled or you are not authorized to approve or grant. In such cases, **service** refers to the quality of service rather than whether or not you complied with all of the customer's wishes. Providing quality service, either directly or indirectly to personnel and to the Navy, is the responsibility of everyone in the Navy.

Customer

The term *customer* is a familiar word. Everyone becomes a customer at some time. You provide services to customers, but become a customer when you require the services of the personnel office, disbursing office, career counselor's office, and so forth. In this section, we refer to customers as anyone for whom a service is provided.

Contact Point

The "contact point" is, very simply, the physical location to which a customer goes to obtain a service. Some examples of contact points are as follows:

- Requisition control unit
- Technical research unit
- Document control unit
- Awaiting parts unit

- Rotatable pool unit
- Pre-expended bin
- Maintenance support package

These are some of the contact points that are manned by LSs who provide direct services to customers. Aviation maintenance personnel go to these contact points to obtain services, advice, and answers to questions. These points are important because the services they provide are important. However, the quality of these services is determined by the individual LSs providing them—**YOU ARE ONE OF THOSE LSs.**

Appearance

The first thing the customer notices and uses in forming an impression is the appearance of the LS and the area of the contact point. An LS with a neat and correct appearance brings respect from the customers. No one is expected to look neat and fresh at the end of a hard day, but everyone should start that way in the beginning of the shift.

Appearance does not necessarily affect performance, but it does indicate your attitude and pride to the customer. The appearance of the contact point also reveals the attitude of the LS toward the job he/she is assigned to do. A neat, business like, efficient working space implies that the LSs working there are efficient and business like.

Cooperation

The mission of the division can only be accomplished when all individual tasks are completed. We can relate a division composed of smaller units to a manufactory composed of several assembly lines putting together small parts to build a product. Whenever there is a vacant spot in the assembly line, production process is slowed down and the product cannot be completed. This applies to you because supply is a large organization and requires everyone's cooperation to accomplish its mission. Cooperation smoothes a lot of rough spots. Being cooperative doesn't mean taking over other people's jobs. It means working with other members of the team for the purpose of improving individual performance and overall efficiency.

Cooperation is necessary when "breaking in" a new member of the organization. You can show the new member the mechanics of the job and let him/her

do the job while you watch. But, a much better performance from the new member can be achieved if you explain the job thoroughly and provide references for any questions. Maintaining orderliness at the point of contact requires cooperation from everyone. Your cooperation is required to respond to the customer's needs.

Assisting the LS's Customer

Helping a customer is a very easy task. Normally, it only takes a minute of your time. Helping does not necessarily mean doing everything to satisfy the customer's needs. You may not be authorized to perform some functions that are usually performed by others. You can provide assistance to the customer in the following ways:

- Identify the kind of help needed.
- Perform the required service.
- Refer the customer to the applicable point of contact if others perform the required service. You can also make a phone call to the applicable point of contact so that the customer will be expected.

SERVICE.—Service is the work performed by the LS that contributes to the welfare of others. As a member of a support activity, you are the most important link between supply and aviation maintenance. The service you provide has a direct effect on the aircraft readiness and effectiveness of aviation maintenance.

When the service provided to the customer is bad, it can have a lasting negative effect on the individual customer. It can cause the customer to feel resentment and frustration toward the organization and the person who provided the service.

On the other hand, good service builds good attitudes, promotes morale, and gains the trust of the customers. It is common for a customer to contact the same LS that provided good service in the past. That LS is viewed as being capable, interested, knowledgeable, and most of all, trustworthy.

COURTESY.—Regulations do not require courtesy beyond formal military courtesy. Common courtesy goes beyond what we are required to do. It is a voluntary expression of respect or consideration to another's rights or feelings. It is being polite and helpful when talking to someone on the telephone; opening the door for someone heavily laden with

packages; and treating the customer as a person, and their problems as important.

EVALUATION.—Appropriate responses at the contact point require both ability and willingness on the part of the LS making the response. It is true that routine tasks do not present the same motivating challenge offered by the spectacular ones, but the overall results may be just as important. Perhaps what is needed is a companion for the "can do" ability—a "will do" determination. The checklist shown in table 1-1 provides a means of evaluating the LS's performance. It is not intended to be used as a test with a numerical score and a PASS/FAIL grade, but as an inventory to determine what abilities and traits the LS now possesses, and to point out the areas that need improvement.

Attitude

The impressions formed by the customer are the result of other evidence. The customer forms a mental picture of you from the message that was unconsciously communicated. The customer will try to visualize what kind of person you are and how you view the job, the rating, the Navy, and the customer and his/her problems. The messages received by the customer consist of positive or negative attitudes. And soon, the customer knows how you feel. Attitudes will do just that and quickly. Customers can sense your attitude from your speech and manner.

The attitude we show toward the customer is closely related to the attitude toward our job. These attitudes are usually reflected in the work habits we developed without really being aware of them. Even though we may not be aware of these habits, the CUSTOMER IS AWARE OF THEM.

It is not enough just to exhibit a positive attitude towards our job and customers. We must also consider the customer's needs. You should refrain from using the following types of comments:

- Everybody knows that.
- You came all the way up here for that?
- You didn't know?
- You were supposed to be here yesterday.
- We'll get to it.

These types of comments indicate to the customer that his/her request is not important, and that you have better ways to occupy your time. Most often, you will

Table 1-1.—Self-Evaluation Checklist

| Are you here: | Or do you need— | |
|---|------------------|---|
| | Some Improvement | Much Improvement |
| Presents good personal appearance | | Careless about appearance |
| Excellence knowledge of rating | | Poor knowledge of rating |
| Good work organization | | Poor work organization |
| Office/personnel records in top condition | | Office/personnel records sloppy |
| Knows the sources of correct information | | Always has to ask someone else |
| Good command of English (written and oral) | | Poor choice and use of words |
| Accepts responsibility | | Avoids responsibility |
| Considerate of co-workers | | After me, they come first |
| Pleasant, outgoing, friendly | | Surly, argumentative, sarcastic |
| Treats each customer as an individual | | They're just service numbers |
| Gives customers only correct information | | Takes good care of friends |
| Considerate of customer's time | | Give them an answer and get rid of them |
| Considerate of customer's time | | Only considerate of own time |
| Genuine interest in customer's problems | | Resents problems; they cause work |
| Goes the extra step to ensure customer satisfaction | | I do my work |

end up helping the customer anyway. In this case, the statement “If you can’t say anything good, don’t say anything at all” pertains.

There are several factors that often stand between you and the customer. These factors often complicate the customer’s problem and your effort to provide a solution. You must be able to analyze the customer in order to serve them. The customer who is emotionally upset may have difficulty in stating a problem accurately or completely. Significant information may be omitted; opinion may have been confused with fact; or there may be a feeling that the information you want is too personal. Usually, it will help to first determine the cause of the customer’s emotional upset and sort it out. Ask the customer some leading questions to find out the cause of the problem. A customer who is

allowed to “blow off steam” (within reason) may then become apologetic and ready to accept the help. A calm, confident manner is the best approach. When you do not respond with anger or rudeness to a customer’s emotional outburst, you have taken the first step toward solving the customer’s problem, whatever its nature.

Frequently, a customer’s problem will be stated in terms of results desired. It is then up to you to identify the nature or cause of the problem and provide a satisfactory solution. You must be familiar with all areas of your rating in order to identify specific problems. You must also know where to look to find the answers. You should keep the contact as impersonal as possible and concentrate on the problem.

Common Errors

There are times when you will make mistakes at the contact point while handling a customer's needs. These mistakes are normally a result of your negative attitude toward the customer, the customer's problem, the Navy, or your job. This section describes these mistakes.

Leaping to a conclusion means that, in your opinion, you already have enough facts upon which to base a judgment. As a result, you may ignore additional information provided by the customer. This tendency is often caused by a lack of concern for the customer and the desire to end the contact as quickly as possible. This may also occur because you have a better knowledge of the supply field than your customer. You may assume that you know the customer's needs before they are completely expressed. Jumping to conclusions often leads to misunderstandings. As a result, you may not provide correct service to the customer.

Negative personal reactions may also occur towards the customer. You may exhibit adverse reactions to the person as a result of his/her appearance, speech, or attitude. Because of these reactions, you may be unable to provide the quality service that the customer needs or deserves. Attitude is probably the easiest cause of adverse reaction to identify. When the customer is overbearing, cynical, or a smart aleck, it is difficult to maintain a professional manner. But you have to be professional to overcome the negative attitude and provide the needed service. Personal reactions may be mild and caused by unconcern or lack of interest, but can be deadly to customer satisfaction. Everyone possesses a feeling of self-worth. If you deny this worth by showing a lack of concern or interest, the customer may show the same attitudes toward the department and supply personnel as a defense. Your attitude toward the customer must not be influenced by opinions formed as a result of the customer's previous acts or attitudes.

Stereotyping is forming a standardized oversimplified mental picture of members of a group. A fixed or general pattern is attributed to all members of the group, disregarding individual distinguishing qualities or characteristics. This implies that the person is no different from anybody else in the same group or category. This in itself is bad enough. But it is even more offensive when the person is placed in a category that you regard as "inferior," and then reflect this opinion by your attitude.

Language barriers result in unsatisfactory service to the customer. In a previous section of this chapter, we described the meaning of communication. It involves a sender and a receiver and a message that is understood by both. The interference (lack of understanding or distraction) that garbles the message becomes a barrier between the sender and receiver. In this case, the receiver should ask for a repeat or explanation. Misunderstood information may be worse than no information. It can result in disappointment, frustration, missed opportunities, or improper actions by the receiver. Following are some causes of interference that the LS should know:

- The customer was vague about the particulars of the problem.
- The LS used unfamiliar terms, acronyms, or slang.
- Because the LS understood the subject so well, it was not explained as thoroughly as it should have been.
- The LSs attitude inferred that the customer and the problem are not important.
- Other problems were bothering the customer.
- The customer felt rushed.
- The customer lacked the confidence in the LSs ability to provide correct information.

Since you serve as the single point of contact to provide supply support and services, the customers have no other place to go for answers. You should ensure that the customer understands the message. Language barriers also exist with the contact point representative. Wherever the barriers exist, you should make a conscious effort to eliminate them or to compensate for them. To compensate, you should speak slowly and give listener time to follow and interpret what was said or to ask questions. There are several types of language barriers that interfere with communications. Some are cultural, some are physical, some are habit, and some are intended to confuse. Cultural and physical barriers are the most difficult for the speaker to overcome. An individual for whom English is a second language often has difficulty with pronunciation, meaning, and sentence structure. Speech impediments also cause misunderstandings. Some speech habits that interfere with understanding are slurred pronunciation, running words together, speaking too fast, exaggerated drawl or brogue, and profanity. When a customer with one of these speech defects comes for service, concentrate on WHAT is

being said not HOW it is said. This will reduce distractions to a minimum.

The inability to differentiate between routine and priority will keep you from fulfilling responsibilities to customers. Routines or procedures will enable you to do jobs easier, faster, and more accurately. Thus, they are the methods used to achieve the contact point goal, service to customers. If routines are allowed to become the goals, the effectiveness of the contact point will suffer. In the LS billet, routines are to serve people, not people to serve routines.

PUBLICATIONS

Learning Objective: Describe Navy publications and, choose the correct publication for the purpose at hand.

The publications you will use can be divided into two types: procedural and technical. Law governs operations. Procedural manuals have been developed to assist Navy personnel in performing their jobs. Efficient procedures have been developed that save time and limit mistakes. They also make communications between commands clearer and easier to understand. When you transfer from one ship to another, this uniformity makes it easier to transition into the new assignment.

Technical publications are necessary because of the wide range of material required to keep the Navy operating. You will use technical publications primarily to identify material.

The publications needed by ships and stations vary, but most supply departments use those described below.

NAVY REGULATIONS

Navy Regulations defines the duties, responsibilities, authority, and relationships of the various bureaus, commands, offices, and individual officer billets. The bureaus, commands, and offices issue publications that spell out the details of compliance with *Navy Regulations*. These publications may expand and supplement *Navy Regulations*. There can be no conflict between *Navy Regulations* and any other publication issued in the Navy since any conflicting wording or regulation in the latter is automatically cancelled.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32 series, promulgates regulations and guidance governing the conduct of all members of the U.S. Navy.

ORGANIZATION MANUALS

In addition to the publications above, your ship also prepares manuals for use of personnel in the performance of their duties.

The *Ship's Organization and Regulations Manual* is issued by the CO and outlines the military organization of the ship. It lists the duties and responsibilities of the various departments and divisions of the ship. It shows the personnel allowances of the departments, and the billets assigned to the emergency bills (general quarters, abandon ship, fire, etc.).

Supply Department Organization Manual is prepared by the supply officer to cover the responsibilities of the supply department. It may contain any or all of the following subject areas:

- Organization of the department into divisions
- Professional duties and responsibilities of personnel
- Machinery operating instructions and safety precautions
- The flow of work and authority within the department

You should read and become familiar with the supply department manual. It will give you a better understanding of the specific responsibilities of your department and division. It will also help you do a better job.

NAVCOMPT MANUALS

The Comptroller of the Navy (NAVCOMPT) issues publications pertaining to accounting, financial management, and military pay and allowances. The publications that you will use are discussed below.

NAVCOMPT Manual, Vol. 2, *Accounting Classifications*, contains terminology, authorization, availability, structure, and other information regarding appropriations, funds, and accounts. Chapter 5 contains alphabetical and numerical lists of unit

identification codes (UIC). These are used to identify all activities in the Navy. This chapter may be filed in a separate binder. This manual will help you determine the classification of operating and maintenance costs.

NAVCOMPT Manual, Vol. 3, *Appropriation, Cost, and Property Accounting (Field)*, contains accounting procedures for field activities of the Navy.

NAVCOMPT Manual, Vol. 4, *Disbursing*, contains information covering the responsibilities, duties, and accountability of disbursing officers ashore and afloat.

DEPARTMENT OF THE NAVY STAFF OFFICES (NAVSO) PUBLICATIONS

NAVSO Publication 3013 (P-3013), *Financial Management of Resource* contains accounting procedures for operating budget, operating target (OPTAR), inventory and property, and cost accounting for the Operating Forces and designated ashore activities. As a manual of the Navy accounting system, it establishes the methods and procedures for the Operating Forces and designated ashore activities in accounting for and reporting of receipts and expenditures of Navy resources.

NAVSO Publication 3073 (P-3073), *Afloat OPTAR Recordkeeper's Guide* it is published to help personnel assigned to OPTAR record-keeping duties. It is a highly detailed and illustrated coverage of the OPTAR recordkeeper's actions in recording requisitions and advance adjustments, preparing OPTAR document transmittals and OPTAR reports, and processing the various OPTAR holder transaction listings.

NAVAL SUPPLY SYSTEMS COMMAND PUBLICATIONS

This section describes some of the manuals and publications that are published by NAVSUP.

NAVAL SUPPLY SYSTEMS COMMAND MANUAL

The Naval Supply Systems Command Manual is issued for the information and guidance of all persons in the Department of the Navy. It is designed to standardized supply procedures. The procedures in the *NAVSUP Manual* are mandatory unless otherwise stated. The paragraph numbering system of the *NAVSUP Manual*, shown in figure 1-15, consists of a five-digit paragraph number and its subparagraph

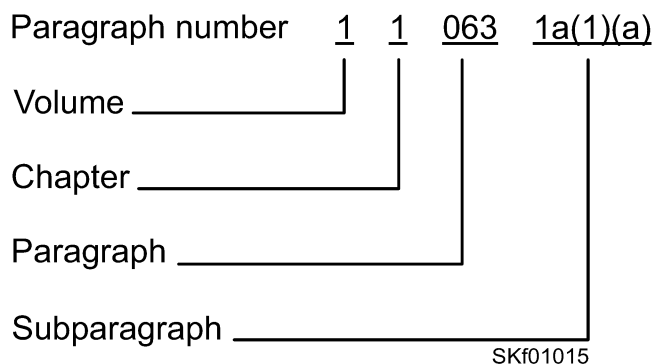


Figure 1-15.—Paragraph numbering system.

designators. The following is a breakdown of such a number.

Explanation—In the paragraph number cited in the example the first digit designates the volume which in this case is volume I; the second digit indicates the chapter of that volume, which in this case is chapter 1; the third, fourth, and fifth digits indicate the paragraph of chapter 1 of volume 1, which in this case is paragraph 063. The next four digits are subparagraphs of the basic paragraph. There are four volumes of the **NAVSUP Manual**. They are discussed in the following paragraphs.

Supply Ashore, Volume I

This volume contains basic supply principles and procedures for supply activities ashore. These procedures include:

- Requisitioning and local procurement
- Material Receipt
- Stock Management at field supply points
- Material Expenditure
- Supply System Management
- Storage and Material Handling

Transportation Of Property, Volume V

This volume contains policy and procedural instructions for ashore activities shipping and receiving Navy property. This includes the personal property of military and civilian personnel under official orders. It contains instructions for shipments of Navy material by bureaus, offices, and Navy inventory managers. It also implements certain

provisions of the military traffic management regulations with respect to traffic moving within the United States (except Alaska and Hawaii). Appendix A, provides consignment instructions, and overseas offloading port information for material to be shipped to Navy shore-based activities overseas and in Alaska and Hawaii. It is issued as a separate publication.

NAVSUP PUBLICATIONS

NAVSUP issues many publications that deal with the different facets of supply. This section discusses some of the publications that are of particular interest to the LS. These publications are also available on CD-ROM (compact disk-read only memory) cataloged as Naval Logistics Library (NLL), NAVSUP P-600.

NAVSUP publications are sometimes referred to in four different ways. For example, the NAVSUP Operating Procedures Manual for MILSTRIP/MILSTRAP may be referred to in various publications and directives one of the following ways:

1. NAVSUP Publication 485;
2. NAVSUP Pub 485;
3. NAVSUP P-485; or
4. NAVSUP 485.

When referencing NAVSUP publications in correspondence, messages, etc., they should be written as "NAVSUP Publication 485."

Storage And Materials Handling, NAVSUP P-284

The Storage and Materials-Handling Manual (NAVSUP P-284) consolidates the detailed technical information available to the military services on storage and materials-handling operations. It includes information on the receipt, stowage, issue, and care of supplies (except for preservation, packaging, and packing).

The Navy Supplement (NAVSUP P-284-1) expands on some of the above subjects. It contains specific policy and procedures that do not affect the other services. These manuals are designed for the three-ring binder.

MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409)

The *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, is a handy reference for personnel who originate and process MILSTRIP/MILSTRAP documents. This booklet contains common definitions, coding structures, and abbreviated code definitions used on a daily basis. Blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

Supply Afloat Packaging Procedures (NAVSUP P-484)

This publication provides a simple do-it-yourself guide for naval supply activities that have limited packaging facilities. These basic packaging techniques will protect material being transferred and retrograde shipments of repairables.

Afloat Supply Procedures (NAVSUP P-485)

This publication establishes policies for the operation and management of afloat and ashore supply departments and activities operating under these procedures. It is designed to assist supply personnel in the performance of their assigned duties and help them in understanding and performing the individual tasks associated with afloat and ashore supply operations.

Although this publication is designed primarily for nonautomated (i.e., manual supply procedures) ships, much of the information and policy that it contains applies to all afloat and ashore supply departments.

The procedures contained in the NAVSUP P-485 are the minimum needed to achieve acceptable supply management. They are mandatory unless stated as being optional. It includes the procedures outlined in *NAVSUP Manual*, Volumes II and V, as they apply to particular situations.

NAVSUP P-485 contains three volumes, listed below.

- Volume I, Afloat Supply
- Volume II, Appendices
- Volume III, Ashore Supply

Paragraph numbers in this publication consist of a four-digit number and subparagraph designators. Figure 1-16 is a breakdown of NAVSUP P-485, paragraph number 5127-7d(4)(a).

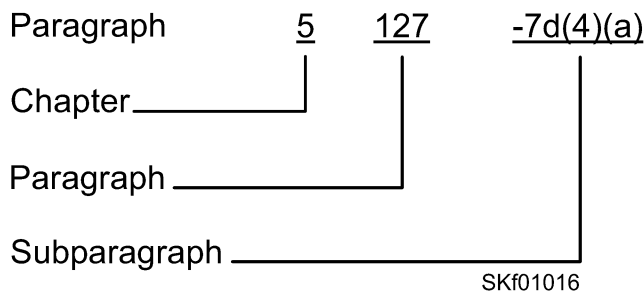


Figure 1-16.—Paragraph scheme for NAVSUP P-485.

Food Service Management (NAVSUP P-486)

This publication establishes policies for the operation and management of Navy enlisted dining facilities afloat and ashore. It is designed to assist foodservice personnel in understanding and performing the individual tasks associated with enlisted dining facility operations.

Ship's Store Afloat (NAVSUP P-487)

This publication establishes policies for the operation and management of ship's store afloat. These include procurement, material receipt, custody, and stowage; material expenditure; stock records and inventory control.

Naval Logistics Library (NLL), (NAVSUP P-600)

This publication is issued on CD-ROM, is specifically designed by FMSO to make logistics information more accessible to a broad range of personal computer users. The two types of data found in the NLL are full text data (documents such as publications, manuals, and instructions) and structured data (fixed format records). The NLL is published biannually in September and March. All changes and rewrites will be included in each release to ensure availability of the most current information. The data included in the NLL are NAVSUP publications, NAVSUP P-4400, *Afloat Shopping Guide*, NAVSUP P-2003, *Navy Forms and Publications*, and NAVSUP instructions.

COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)

Coordinated Shipboard Allowance List (COSAL) establishes equipment allowances for the ship and the

storeroom allowance of repair parts for installed equipment. It covers all electronic, ordnance, electrical, and mechanical equipment on board your ship. You must learn to use the COSAL since it is one of the most important publications used in identification of material and inventory management. It is a technical and supply management document designed to enable ships to achieve maximum operating capability for extended periods of time, independent of external logistics support.

Before we go any further, let's examine that opening paragraph and see just what it means to you.

The COSAL is a technical document because it provides the

- nomenclature,
- operating characteristics,
- technical manuals,
- specifications,
- parts lists,
- technical data for installed equipment and machinery, and
- equipment and tools required to operate and maintain the ship and its equipment.

The COSAL is a supply management document because it tells the supply officer how much and what type of material to stock. It also tells the quantity of each item of equipment that must be carried aboard ship.

Computers have analyzed the failure frequency of parts used aboard ships, and based on the equipment aboard your ship, have developed an allowance of repair parts that you should stock.

The key word in COSAL is COORDINATED. Computers assemble a list of the allowed parts from the hundreds of APL/AELs into lists of repair parts to be stocked by the ship. These lists are prepared by the activities and cover the equipment supported by them. The preparation of these lists takes into account the

- installed equipment on board
- quantity of each item of that equipment
- failure rate of parts, and the
- relative importance of these parts to the operation of the equipment.

Thus, the COSAL, aided by experience and advice from technical ratings, enables the supply officer to

stock the items that should be carried to meet the requirements for repair parts.

Of course, the COSAL will not provide parts for every equipment breakdown. To do this, you would have to carry a complete set of spare equipment and machinery in the storeroom. This is impossible. In later chapter of this NRTC, we cover a system of reporting that will greatly improve the effectiveness of the COSAL, but the present COSAL is far superior to any system previously used to provide repair parts support for the equipment and machinery aboard ship.

The COSAL does not include:

- Ship's store stocks
- Resale clothing
- Subsistence items
- Expendable ordnance
- Recreational equipment
- Hydrographic charts
- Medical material
- Printing equipment
- Bulk fuels and lubricants
- Repair parts for aircraft

These items are covered by separate outfitting and load lists.

Flagship allowances are included in HME COSAL.

Keep in mind that you will use the COSAL for two main reasons: (1) to identify repair parts and (2) to determine storeroom allowances. This includes the material in your storeroom and the material requirements of maintenance personnel. There is much more information contained in the COSAL that you may use, depending upon the type of job you are assigned to do.

If you are assigned to the supply support center or repair parts storeroom, you must be able to use the COSAL. How well you are able to use it will depend on how well you understand the purpose and content of each part.

Refer to the *COSAL Use and Maintenance Manual*, SPCCINST 4441.170A series, for detailed instructions in its use.

NAVAIR PUBLICATIONS AND DIRECTIVES

Publications dealing primarily with the operation and maintenance of aircraft and related equipment within the Department of the Navy are issued by or under the direction of NAVAIR. NAVAIR publications that are important to the supply technical library are briefly described in the following paragraphs.

Naval Aeronautical Publications Index

The Naval Aeronautical Publications Index (NAPI) is issued in the following parts:

1. Equipment Applicability List, NA 00-500A
2. Avionics Change Cross-Reference, NA 00-500AV
3. Aircraft Application List, NA 00-500B
4. Directives Application List, NA 00-500C
5. Microfilm Cartridge Cross-Reference, NA 00-500M
6. Publications Distribution Index, NA 00-500P
7. Support Equipment Cross-Reference, NA 00-500SE
8. Airborne Weapons/Stores, Conventional/Nuclear, Check Lists/Stores Reliability Cards/Manual, NA 01-700
9. Navy Stock List of Publications and Forms, NAVSUP P-2003

Allowance requirements registers (ARRs), allowance lists (ALs), and tables of basic allowances (TBAs) are approved by NAVAIR and published by NAVICP. Refer to table 1-2 for a list of common ARR, ALs, and TBAs.

Allowance Requirements Registers

The allowance requirements registers (ARRs) list material and equipment for the purpose indicated in the register. Material listed in the ARR is normally retained in supply department stocks until required for use. The various ARR are used as guides in establishing an Aviation Consolidated Allowance List (AVCAL) for ships, air stations, and MAGs. The AVCAL is a list of all items authorized to be carried in stock by these activities for support of aircraft and missiles.

Table 1-2.—List of common ARR, AL, TBA

| SECTION | NAVAIR PUB NO. | CONTENTS |
|----------------|----------------------------|--|
| A (ARR) | 00-35QA-1 | General aeronautical and NSA material common to various types of aircraft |
| B (ARR) | 00-35QB series | Repair parts (airframes, engines, accessories) peculiar to special types of aircraft |
| BR (ARR) | 00-35QBR series | Repair parts (airframes, engines, accessories, electronics) peculiar to specific target aircraft or drone helicopters |
| D (ARR) | 00-35QD series | Repair parts and special tools for maintenance support of catapults on CVs |
| E (ARR) | 00-35QE series | Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers |
| F (ARR, AL) | 00-35QF series | Aircraft launching accessories and visual landing aids |
| G (AL) | 0035QG-016 series | General support equipments and handtools required for O- and I-levels or aircraft maintenance |
| H (AL) | 00-35QH series | Flight operational material such as flight clothing, parachutes, oxygen masks inflatable life rafts and lift jackets, compasses, etc. |
| J (AL) | 00-35QJ-1 | Aircraft model spotting templates for use of Air Department personnel on CVs, LPHs, LHAs, and LPDs in simulating deck spotting of aircraft for aircraft operations |
| L (AL) | 00-35QL-22/23 series | Meteorological equipment, material, publications, and forms required by certain activities |
| L (ARR) | 00-35QL-40/50/60 series | Repair parts and subassemblies required for maintenance of meteorological electronic equipment |
| N (ARR) | 00-35QN series | Repair parts peculiar to specific models of turbojet and turboshaft aircraft engines |
| P (AL) | 0035QP-1 through 11 series | Photographic equipments 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 |
| 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 equipments and systems |
| R (ARR) | 00-35QR-6 | Aeronautical 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 powerplants, 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 |

Allowance Lists

The allowance lists (ALs) contain material and equipment for the purposes indicated in each list. The ALs are used as guides in establishing the Individual Material Readiness Lists (IMRLs). The contents of ALs include the equipment and material (both consumable and repairable) necessary to outfit and maintain units of the aeronautical organization. The ALs also identify items used with sufficient frequency to justify their issuance to all activities maintaining aircraft or equipment for which the lists are designed, and information concerning NSN, nomenclature, interchangeability, and superseded NSNs. The ALs provide detailed instructions for the application and use of each publication, as well as a table of logistic data showing the total weight and cube of all material contained in the list.

Tables of Basic Allowances

The tables of basic allowances (TBAs) are listings of equipment and material required for performance of specific missions. They contain both shop equipment and common supporting spare parts and include allowances of tools and material required for the use of such activities as fleet marine force (FMF) squadrons, guided missile activities, and drone-type activities.

TECHNICAL MANUALS

Technical manuals normally contain a listing of parts and drawings of the parts for identification purposes. The parts lists normally identify the manufacturer, manufacturer's part number, and NSN (if one is assigned).

The *Naval Sea Systems Command Technical Manual* is usually kept in the engineering department as it pertains primarily to engineering matters. You will refer to it occasionally for technical data on:

- Material
- Preservation of supply spaces
- Safety precautions in stowing safe, semi-safe, and dangerous materials

Illustrated Parts Breakdown

An illustrated parts breakdown (IPB), also known as an illustrated maintenance parts list or illustrated parts catalog, is prepared by the manufacturer for

each model aircraft, engine accessory, electronic equipment, or support equipment (SE). It is printed and issued by the authority of NAVAIR. The IPB is designed to allow supply and maintenance personnel to identify and requisition replacement parts for aircraft or equipment. All procurable assemblies with detailed parts are illustrated and listed in such a manner as to make possible quick identification of assemblies and their component parts. The items are arranged continuously in assembly breakdown order with the illustrations placed as near as possible to their appropriate listing.

Technical Directives

Supply personnel will often be required to prepare or process requisitions for component parts required for incorporation of technical directives (TDs). Therefore, it is necessary to understand the different types, titles, categories, arrangement, and locations of applicable supply data included in them. A TD may direct that component parts or material be added, removed, changed, altered, relocated, or repositioned. NAVAIR has management responsibility for the configuration management program. This program was established to control and track modifications to aeronautical equipment using the TD system. Specific information concerning the TD program is in NAVAIRINST 5218.8. Additional information concerning TD compliance at the O-, and I-, and D-levels, documentation procedures, and reporting requirements may be found in volumes II, III, and IV of Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2.

There are two types of TDs, formal and informal, which are distinguished by their method of dissemination. They are normally distributed as technical notes/orders, bulletins, or changes. There are three action categories of TDs: immediate, urgent, and routine. These categories are important to the LS because they determine the priority on which the TD kits/parts may be requisitioned. These categories are as follows:

Immediate. This category is assigned to TDs when an uncorrected safety condition exists that could result in a fatal or serious injury to personnel, destruction to valuable property, or extensive damage. Compliance must be accomplished before returning aircraft or equipment to service. Kits/parts required in this category should be requisitioned using supply issue group I.

Urgent. This category is assigned to TDs when a potentially hazardous condition exists that, if uncorrected, could result in injury to personnel, damage to valuable property, or unacceptable reduction in operational efficiency. Although this category does not remove aircraft/equipment from service, it does have a date or specific time frame (for example, next phase inspection) assigned by which the TD must be accomplished. Kits/parts in this category should be ordered using supply issue group I or II, depending on the date assigned for completion.

Routine. This category is assigned to TDs when there are reliability, capability, or maintainability deficiencies that, if uncorrected, could become a hazard through prolonged use or have an adverse effect on the life or use of the affected equipment. This category does not have specific compliance dates assigned. Kits/parts in this category should be requisitioned using supply issue group III.

INSTRUCTIONS AND NOTICES

Various instructions and notices issued by DOD, OPNAV, SECNAV, NAVSUP, and NAVICP are covered in the following paragraphs.

Naval Aviation Maintenance Program

The Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2, is sponsored and directed by the CNO and addresses CNO concepts, objectives, policies, programs, organizations, and responsibilities as they apply to aviation maintenance for each level of command. COMNAVAIRFOR-INST 4790.2 further delineates CNO policies. It is comprised of 17 chapters and 7 appendices which include:

Chapter 5-Maintenance Control, Production Control, and Maintenance/Material Control;
Chapter 9-Material Management
Chapter 10-Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOPs)

OPNAVINST 4790.2 is the basic instruction that outlines duties and responsibilities of a supervisor working in material control divisions of a squadron or an aircraft intermediate maintenance department (AIMD) or involved in SSC operations.

Uniform Material Movement and Issue Priority System

The Uniform Material Movement and Issue Priority System (UMMIPS), OPNAVINST 4614.1, contains information concerning force activity designators (FADs), issue policy designators, requisition processing, delivery dating, mission essential material, abuses and policing of the priority system, and expedited handling of critically needed items.

Fleet Use of MILSTRIP

The Fleet use of MILSTRIP, NAVSUPINST 4235.3, is designed to be used for indoctrination and training of fleet personnel in MILSTRIP. It contains illustrations and explanations that make it a valuable training aid as well as a handy reference.

Navy Correspondence Manual

The *Navy Correspondence Manual*, SECNAVINST 5216.5, as mentioned previously in this chapter, is the official guide for the preparation of naval correspondence.

Standard Subject Identification Codes

The Standard Subject Identification Codes (SSIC), SECNAVINST 5210.11, provides standard subject identification coding for classifying correspondence, numbering instructions and notices, and assigning report symbols.

MAINTENANCE OF PUBLICATIONS AND INSTRUCTIONS

The technical publications and instructions maintained by a technical library are only as good as the most current up-to-date issue. Your responsibility does not end after you make sure all publications you require are available. They must be kept current. The publications that you receive by automatic distribution will also be updated by automatic distribution of changes. Those publications that you obtain for one-time use only must be reviewed periodically to determine the effective dates. Two methods, changes and revisions update technical manuals and publications.

Change

A change to a manual or publication consists of a set of replacement change pages for the area of the manual affected by the change action. This approach provides both an economical and expedient method of issuing new or corrected material to the user. Upon issue, it is necessary for the recipient to remove the superseded pages and insert new material. This action is required for paper manuals only. When a change to

a microfiche is required, the microfiche is usually reissued in its entirety.

Revision

Unlike a change, a revision constitutes a complete reissue or a replacement of a manual with all change information incorporated. Issue of a revision normally takes place when 60 percent or more of the document is affected by a single change or accumulated changes, or in the event manual use would be impaired because of change complexity.

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CHAPTER 2

MATERIAL IDENTIFICATION

One of the main duties of an LS is to identify and requisition general and aeronautical material. This chapter provides basic information to help you develop the knowledge you need to perform these duties. You may not have all the facts memorized, but you should know where to find the information required. As you gain experience in your rate, you will be able to retain most of this information. Memorizing commonly used information will help, since speed is an essential element in processing high priority requisitions. Processing time starts when requisitions are ordered. It ends when the material is delivered and received by the customer. In this time limit, technical research, requisition preparation, breakout of material, and delivery must be accomplished. Therefore, you cannot spend most of the time allowed in material identification.

Proper material identification is essential to the requisitioning and receipt of the correct item. You must understand the terminologies used in material identification. The appendix section of this manual lists some of these terminologies and acronyms. For more information, refer to the list of publications used as references in writing this manual.

There are over four million supply items in the Department of Defense (DOD) Supply System. The Navy Supply System alone stocks over one million items. When requisitioning a specific item from a supply activity, you must use the common language that has been developed to accurately identify the item. This tool is known as the Federal Supply Catalog System.

MATERIAL COGNIZANCE

Learning Objective: Identify material cognizance used throughout Naval Supply System.

The term *material cognizance* refers to the inventory manager and technical advisor of each category of material in the supply system. A category of Navy material is a major grouping of items for supply management purposes. The list of cognizant symbols can be found in *Naval Supply Procedures*, NAVSUP P-485, appendix 9.

GENERAL INFORMATION

Material is managed according to category (Federal Supply Classification) and its intended use. An inventory manager is assigned for each category of material, and has overall responsibility for all items within the category. The inventory manager is also called “material cognizant” within the supply system. All items in the supply system have an assigned two-position cognizance symbol code. This code identifies the inventory manager and the stores account in which the material is carried.

The items assigned to bureau, office, or systems command for inventory management include the following material:

- Material in the research and development stage
- Material that requires continuing logistics, engineering, or fiscal administration and control at the department level
- Material recognized as a one-time installation that was bought and issued for a specific use

The inventory control point (ICP) items are those for which bureau, office, or systems command management is not essential. The ICP provides stocks of these items to its segment of the supply system. This group of items includes equipment, repair parts, and consumables. It also includes those items for which stocking determination, quality control, funding, and issue control can be accomplished by the ICP. If required, the ICP ensures that these items are available from commercial sources and other government agencies. NAVSUP selects the items assigned to ICP for inventory management with the advice of the appropriate bureau, office, or systems command.

The Navy retail items are material vested to the Defense Logistics Agency (DLA) for joint military supply management. Since reorganization of the Fleet Material Support Office (FMSO) in 1993, NAVCIP-MECH (formerly the Ships Parts Control Center) has assumed the Navy retail inventory and financial management responsibility for these items. These items include components, repair parts, consumables, and other material. The requirement determination and procurement of these items can be accomplished by the

Defense Supply Center on a combined basis for all military services.

NAVY MATERIAL

Cognizance symbols are two-character, alphanumeric codes prefixed to national stock numbers. The first character of the cognizance symbol identifies the stores account. The following information refers to the first character of the cognizance symbol:

- 1, 3, 5, 7 Material is held in the Navy Stock Account (NSA). When this material is issued, it must be paid for by the requisitioner.
- 9 Material purchased by the Defense Stock Fund and held in NSA. When this material is issued, it must be paid for by the requisitioner.
- 2, 4, 6, 8 Material held in the Appropriations Purchase Account or nonstores account. This material is issued without charge to the requisitioner.
- 0 Material is not carried in the stores account.

The second part of the cognizance symbol is a single-letter code that designates the inventory manager or inventory control point (ICP) that has cognizance, or control, of the material. These inventory managers may be Navy or Defense activities.

FEDERAL CATALOG SYSTEM

Learning Objective: Identify materials using the Federal Catalog System.

The Defense Logistics Agency (DLA), administers the Federal Catalog System. This includes naming, describing, classifying, and numbering of all the items carried under centralized inventory control of the Federal Government. The publication of related identification data is also part of this task. North Atlantic Treaty Organization (NATO) countries also use the Federal Catalog System.

FEDERAL SUPPLY CLASSIFICATION SYSTEM

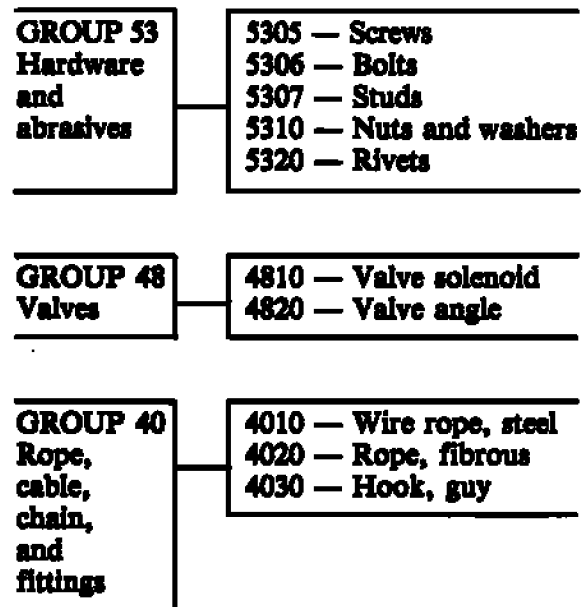
The Federal Supply Classification (FSC) system is designed to classify all items of supply used by the

Federal Government. Each item of supply is classified in one, and only one, four-digit Federal supply class. The first two digits denote the group or major division of commodities while the last two digits denote the class or subdivision of commodities within a group. As presently established, the FSC consists of 76 groups (some currently unassigned). These stock groups cover rather broad categories of material. Therefore, they are subdivided into classes. There are approximately 600 classes assigned to the 76 groups.

The number of classes within each group varies. Each class covers a particular area of commodities, in accordance with their physical or performance characteristics, or based on the fact that the items in the class are usually requisitioned or issued together. You will learn the frequently used classes within the groups by using them. Examples of how the classes are used to divide types of material are shown in figure 2-1. Together, the stock group and class are known as the FSC.

The Defense Logistics Agency Cataloging Handbooks, H2-1, H2-2, and H2-3, contain a complete listing of assigned federal supply classification classes.

You will notice that the Federal supply groups start with group 10. The Navy uses the groups 01 through 09 for forms and publications, which are not included in the Federal Catalog System (see table 2-1).



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Figure 2-1.—Examples of supply classes within a stock group.

Table 2-1.—List of Federal Supply Groups and Titles

| <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 |
| 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 |
| 35 | Service and trade equipment |
| 36 | Special industry machinery |

NATIONAL STOCK NUMBER

The national stock number (NSN) for an item of supply consists of a four digit FSC group and class,

and a nine-digit national item identification number (NIIN). The NIIN consists of a two-digit national codification bureau (NCB) code (which will be discussed separately) and seven digits in conjunction

Table 2-1.—List of Federal Supply Groups and Titles—Continued

| | |
|----|---|
| 37 | Agricultural machinery and equipment |
| 38 | Construction, mining, excavating, and highway maintenance equipment |
| 39 | Materials-handling equipment |
| 40 | Rope, table, 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 system |
| 64 | Unassigned |

with the NCB code, uniquely identify each NSN item in the Federal supply distribution system. Figure 2-2 shows the elements of an NSN in the order they are written.

Cognizance Symbol

A two-part cognizance symbol is used by the Navy to provide supply management information. There are

94 cognizance symbols currently in use. The majority of stock transactions aboard ship use cognizance symbols 1H, 9B, and 9Q. Refer to *Naval Supply Procedures*, NAVSUP P-485, for additional information. The cognizant symbols frequently encountered by the LS are listed in table 2-2. To

Table 2-1.—List of Federal Supply Groups and Titles—Continued

| | |
|----|---|
| 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 hardware), software, supplies, and support equipment |
| 71 | Furniture |
| 72 | Household and commercial furnishing 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, shoes, 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 |

understand cognizant symbols, you must understand the following terms:

- **Stores Account:** This is an account reflecting the value of material, supplies, and similar property on hand. The accounts used by the LSs are the

Appropriation Purchases Account (APA) and the Navy Stock Account (NSA).

- **Appropriation Purchases Account (APA):** This account is for all stock material paid for out of appropriations. This material is not charged to

Table 2-1.—List of Federal Supply Groups and Titles—Continued

| | |
|----|--|
| 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 |

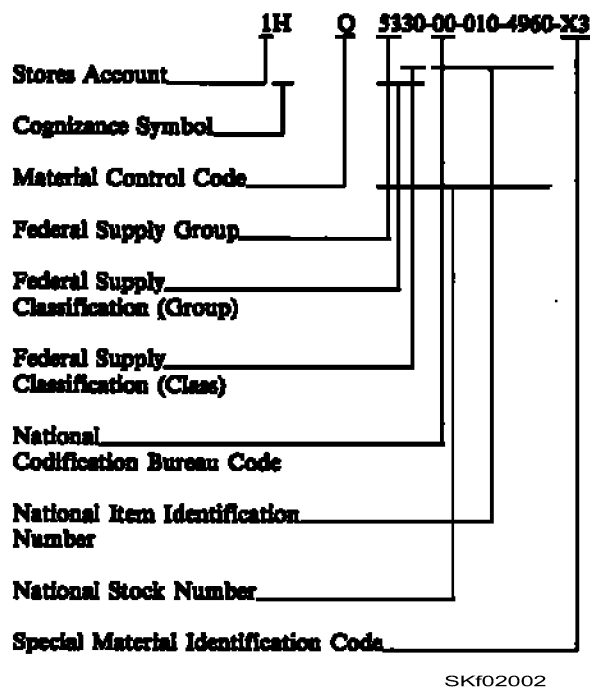


Figure 2-2.—An example of a National Stock Number.

the user's operating funds. If the material was bought for a purpose other than its original appropriation, the material is chargeable to the user's fund.

- Navy Stock Account (NSA): The NSA consists of all material paid from the Defense Business Operating Fund (DBOF). NSA material is always charged to the user's allotment, operating budget, or operating target funds.
- Inventory manager: This is an organizational unit or activity within the Department of Defense. The inventory manager has the primary responsibility for controlling the functions of

cataloging, identification, determination of requirements, procurement, inspection, storage, and distribution of categories of material.

- Technical responsibility: This is the systems command or office that determines the technical characteristics of equipment. For example, the electronics equipment characteristics include items such as circuitry and the types and arrangement of components.
- Expense type item: This term identifies stock items that are financed by the Defense Business Operating Fund, and are the same as NSA items.
- Consumable: Consumable material is material that is consumed in normal use. Some of the examples of these materials are paints, cleaning supplies, office supplies, and common tools.

Material Control Codes

A Material Control code (MCC) is a single alphabetic character assigned by the inventory manager. It is used to segregate items into manageable groupings (fast, medium, or slow movers) or to relate to field activities special reporting and control requirements. Refer to Supply Appendices of

NAVSUP P-485 that provides a listing of material control codes. The MCC occupies card column 73 of the transaction detail card or MILSTRIP requisition. Table 2-3 contains a list of material control codes commonly encountered by the LS.

Federal Supply Classification

The Federal Supply Classification (FSC) is a four-digit number that occupies the first part of an NSN. The Defense Logistics Agency Cataloging

Table 2-2.—Cognizance Symbols Commonly Encountered by the LS

| COG SYMBOL | COGNIZANT INVENTORY MANAGER | STORES ACCOUNT | TECHNICAL RESPONSIBILITY | DEFINITION |
|------------|---|----------------|------------------------------------|---|
| 0I | Navy Inventory Control Point Philadelphia | None | Various commands | Publications |
| 1I | Defense Automated Printing Service | NSA | Defense Automated Printing Service | Forms |
| 1R | Navy Inventory Control Point Philadelphia | NSA | Naval Air Systems Command | Aeronautical, photographic, and meteorological material (consumable or expense type material) |
| 4R | Navy Inventory Control Point Philadelphia | APA | Naval Air Systems Command | Catapult and arresting gear material (repairable or investment type material) |
| 4V | Naval Air Systems Command | APA | Naval Air Systems Command | Aircraft engines |
| 4Z | Navy Inventory Control Point Philadelphia | APA | Naval Air Systems Command | Airborne armament equipment |
| 5R | Navy Inventory Control Point Philadelphia | NSA | Naval Air Systems Command | Catapult and arresting gear material (consumable or expense type material) |
| 6R | Navy Inventory Control Point Philadelphia | APA | Naval Air Systems Command | Aviation ground support equipment (repairable or investment type material) |
| 6V | Naval Air System Command | APA | Naval Air Systems Command | Technical directive change kit |
| 7R | Navy Inventory Control Point Philadelphia | NSA | Naval Air Systems Command | Depot-level repairable aviation material |
| 9C (9B)* | Defense Supply Center, Columbus | NSA | Fleet Material Support Office | Navy-owned stocks of defense construction material |
| 9D (9B)* | Defense Supply Center, Philadelphia | NSA | Fleet Material Support Office | Navy-owned stocks of clothing, textiles, and related items managed by DPSC |
| 9G (9B)* | Defense Supply Center, Richmond | NSA | Fleet Material Support Office | Navy-owned stocks of defense general material |
| 9N (9B)* | Defense Supply Center, Columbus | NSA | Fleet Material Support Office | Navy-owned stocks of defense electronic material |
| 9Q | General Services Administration | NSA | Various commands | Navy-owned stocks of items accepted by the GSA for support of Navy requirements |
| 9Z (9B)* | Defense Supply Center, Philadelphia | NSA | Various commands | Navy-owned stocks of defense industrial material |

NOTE: *DLA BSM initiative has merged most Defense Supply Center material to 9B cognizance symbol

Table 2-3.—A list of Material Control Codes Commonly Encountered by the LS

| Code | Definition |
|------|--|
| D | Field Level Repairable |
| E | (1) Depot-level repairables designed for intensive management under IRAM Program. (2) Material (expendable ordnance) requiring lot and serial number control, but is reported by serial number only. |
| H | Depot-level repairables not assigned MCC E, G, Q, or X |
| L | Items of local stock or items pending stock number |
| M | Medium demand velocity items (consumables) |
| S | Slow demand velocity items |
| T | Terminal items |
| W | Ground support equipment (end items) |
| X | Special program repairables |
| Z | Special program consumables |

Handbook H2 (in book form) lists the groups and classes in use today. The DLSC, Battle Creek, Michigan, is responsible for managing this handbook.

National Codification Bureau (NCB) Code

The National Codification Bureau (NCB) code is a two-digit code that occupies the fifth and sixth position of a NATO stock number. This code identifies the NATO country that originally cataloged the item of supply. Table 2-4 shows the NCB codes currently assigned. The NSN assigned by United States uses NCB codes "00" and "01." The different NCB codes may be assigned to different materials, but they are identified by the same NIINs. For example, material assigned with NIIN 00-005-9895 is a terminal block and 01-005-9895 is a panel assembly. It is very important that you use the last nine digits of the NSN to identify the required material.

National Item Identification Number

The national item identification number (NIIN) is a nine-digit number that identifies each item of supply used by the DOD. The NIIN indexes or relates to identification data information that makes it different from every other item. The amount and type of identification data depends on the item and its intended use. Although the NIIN is part of the NSN, it is used to independently identify an item. Except for identification lists, most federal supply catalogs are arranged in NIIN order.

Stock records are also maintained in NIIN order as well as load lists and consolidated allowance lists.

Special Material Identification Codes

A special material identification code (SMIC) adds information to the National Stock Number. The

Table 2-4.—National Codification Bureau (NCB) Codes

| Code | Country |
|---------|------------------------------|
| 00..... | United States |
| 01..... | United States |
| 11..... | Used for NATO standard Items |
| 12..... | West Germany |
| 13..... | Belguim |
| 14..... | France |
| 15..... | Italy |
| 17..... | Netherlands |
| 21..... | Canada |
| 22..... | Denmark |
| 23..... | Greece |
| 24..... | Iceland |
| 25..... | Norway |
| 26..... | Portugal |
| 27..... | Turkey |
| 28..... | Luxembourg |
| 29..... | Argentina |
| 30..... | Japan |
| 31..... | Israel |
| 66..... | Australia |
| 98..... | New Zealand |
| 99..... | United Kingdom |

inventory managers assign the SMIC to provide visibility to selected items and to ensure maintenance of their technical integrity. The requests for assignment of SMIC codes are forwarded to NAVSUP for processing. The SMICs are made up of two alpha or numeric characters and are reflected in card columns 21-22 of MILSTRIP/MILSTRAP documents. The SMIC maybe assigned by an inventory manager to an item when it requires the following:

- Control in source, quality, technical design or configuration requirements

- Control in procurement, stocking, and issue
- Special receipt, inspection, testing, storage or handling
- Weapon system applicability

The first character of the SMIC has no meaning by itself. For example, the second position “F” signifies fighter aircraft. The letter in the first position breaks down the general type of fighter aircraft into specific models. The following are some examples of these breakdowns:

| | |
|----|-----------------------|
| BF | F-4 Fighter aircraft |
| EF | F-8 Fighter aircraft |
| FF | F-9 Fighter aircraft |
| MF | F-4 Fighter aircraft |
| PF | F-14 Fighter aircraft |
| SF | F-18 Fighter aircraft |

The second position of the SMIC assigned by the Naval Inventory Control Point (NAVICP) identifies the applicable weapons system or equipment. Most of the SMICs you will use are NAVICP assigned codes, and these are the codes discussed in this chapter. If you need more information, refer to NAVSUP P-485, for a complete listing of assigned SMICs. The following is a listing of the second character of an SMIC that you will usually encounter:

- A—Attack aircraft
- C—Cargo/transport aircraft
- E—Special electronic aircraft
- F—Fighter aircraft
- H—Helicopters
- N—Jet engines
- P—Patrol aircraft
- Q—Turbo prop engines
- S—Antisubmarine aircraft
- T—Trainer or cargo/transport aircraft

The SMICs are made up of various combinations of letters and numbers. This combination of letters and numbers might be the same but have a different meaning when used by other inventory managers. Some of these inventory managers are NAVCIP -MECH Project Officer, NAVAIR, Naval Mine Warfare Engineering Activity (NWEA), NAVSUP and Naval Sea Systems Command (NAVSEA). You must

use NAVSUP P-485 as your reference when conducting technical research to make sure the information used is correct. Figure 2-3 shows an example of an NSN with SMIC.

NAVY ITEM CONTROL NUMBER

As we have discussed in a previous paragraph, NSNs are required for all items centrally managed or bought for supply system stock. With changes of equipment and products, the Navy buys new items from the suppliers. New items entering the Navy supply system are identified in time to permit assignment of NSNs before shipment. In numerous instances, the Navy Item Control Number (NICN) is used to identify the items before an NSN can be assigned (see fig. 2-4). Some items are permanently identified by the NICN because of the nature of the items. The NICN designation includes the following:

- Inventory Control Points (ICP) control numbers
- Kit numbers
- Publications and forms ordering numbers
- Local Navy Activity Control (NAC) numbers
- Other locally assigned numbers

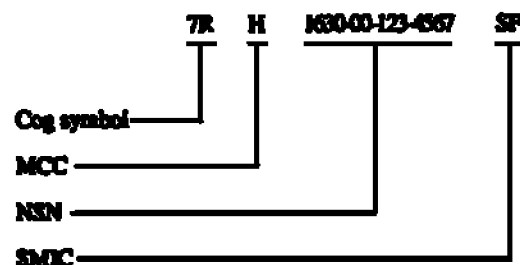
The NICN is a 13-digit number that identifies an item of supply. It is composed of the following parts:

Federal Supply Classification (FSC) code (numbers that occupy the first four digits of the NICN)

Navy Item Control (NIC) number code (letters that occupy the 5th and 6th position)

Serial number (alphanumeric and occupies the 7th through 13th position)

The NIC number codes that you must be familiar with are listed in table 2-5. These codes differentiate the types of NICN. Refer to *Naval Supply Procedures*, NAVSUP P-485, for additional information.



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Figure 2-3.—An example of a National Stock Number with a Special Material Identification Code.

| NICN | CNC | NIIN | COG | FSC |
|-----------|-----|-----------|-----|------|
| LLHDS9889 | MA | 008912963 | 9C | 2920 |

SKR02004

Figure 2-4.—Navy Item Control Number to National Item Identification Number.

Table 2-5.—Navy Item Control Number (NICN) Codes

| NIC Number Codes | Used to Designate |
|------------------|--|
| LD | Directives Ordering Number. Example: 1234-LD-123-4567 |
| LF | Form ordering numbers (COG 11). Example: 1234-LF-123-4567 |
| LK | Aircraft change kit numbers. Example 1234-LK-123-4567 |
| LP | Publication ordering numbers. Example: 1234-LP-123-4567 |
| LQ | Aircraft quick engine change. Example: 1234-LQ-123-4567 |
| LX | Local NAC number assigned by ASO field activities Example: 1234- |

Permanent LL Coded NICNs

The NICNs with “LL” in the 5th and 6th positions and a “C” in the 7th position mean that the ICPs or other Navy item managers (including field activities) assigned them. Its purpose is to identify and monitor nonstocked items that are not expected to have enough demand to qualify for NSN assignment. The NICNs are assigned to permit the maintenance of a complete and uniform inventory control point weapons system file. It is also used to ensure that selected items are considered for inclusion in future allowance lists. Stock points must purchase items identified by this type of NICN. Stock points currently do not have the capability to translate permanent LL coded NICNs to applicable CAGEs and part numbers. The items are requisitioned using the DD 1348-6 format (part number requisition).

Temporary LL Coded NICNs

The Defense Logistics Services Center (DLSC) uses temporary NICNs to identify and control items pending assignment of NSN. These NICNs enables the item manager to establish and maintain automated file records, to ease procurement action, and to maximize automated processing of requisitions.

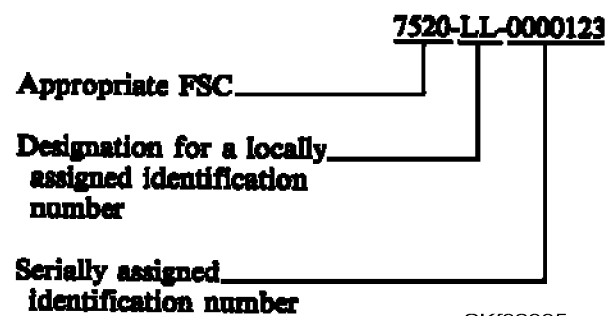
The cognizant item managers review the temporary NICNs periodically to convert them to NSN or to delete the ones that are no longer required. When a requisition identifies an item by a temporary NICN that has been converted to an NSN, the status card will include the new NSN in card columns 8 through 22 and status code BG in card column 65-66. You should update the stock/custody records and copies of

outstanding requisitions as soon as you receive this information. The NAVCIP is responsible for maintaining NICN to NSN cross-reference list (formerly FMSO’s responsibility). For activities that use FED-LOG, searching by NICN to view the associated NSN is one of the options that can be used during technical research.

LOCAL ITEM CONTROL NUMBER

Local item control numbers (LICN) may be assigned to shipboard stocked consumable items that are not identified by an NSN, a NATO stock number, or another type of NICN. An LICN consists of 13 characters. The first four numbers correspond to the FSC of similar NSN items, the fifth and sixth (NCB code area) are “LL,” and the remaining seven are all numbers. (See figure 2-5.)

Locally assigned item control numbers are authorized for local use only (i.e., for shipboard stock records, locator records, bin tags, issue documents,



SKR02005

Figure 2-5.—An example of a Local Item Control Number.

etc.). They are not used for requisitions since they would be meaningless to the supply source.

TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS)

The TMINS is a plan for classifying, indexing, and numbering Navy technical manuals 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 a particular technical manual. TMINS numbers are authorized for use on DD Forms 1348 or message requisitions in DD Form 1348 form at using RIC A04 or A0D, as appropriate. Refer to *Naval Supply Procedures*, NAVSUP P-485, and NAVMATINST 4160.1 for further information on the TMINS.

PART NUMBER

The part number, also called reference number, is an identification number assigned to an item by the manufacture. It is made up of letters, numbers, or combinations of both. When used with the CAGE code, it identifies the item. It is used with other technical data (for example, model, series, and end-use application) to requisition an item when an NSN is not assigned. Part number to NSN cross-reference is provided in FED-LOG, or any computers that contain C-MCRL information. Requisitioning procedures for part number requisition are described in FASOINST 4235.36 (series).

COMMERCIAL AND GOVERNMENT ENTITY CODE

The Commercial and Government Entity (CAGE) Code replaces the Federal Supply Code for Manufacturers (FSCM). The CAGE is a five-digit, numeric code assigned to different types of activities for identification. The CAGE for vendors who supply an item but do not manufacture it is identified by an alphabetic character in the second position; for example, 113234. Other NATO manufacturers of items used in the U.S. supply system use CAGE with an alphabetic character in the first position; for example, K7654. The Cataloging Handbook H4 provides a list of CAGE codes and activity names. CAGE is also listed in the database for FED LOG users.

STOCK MEASUREMENT

Accurate measurement of stock is very important. When identifying either material or requirements, you should consult the stock list to be sure you are making the right measurements accurately. For most purposes, a steel measuring tape is accurate enough. For lightweight sheet metal or wire, a wire and thickness gauge is necessary. Stock identification lists contain tables for converting gauge to decimal or fractional parts of an inch.

SYMBOLS AND MARKINGS

Learning Objective: Identify metals and gas cylinders by their markings.

As an aid to identification and as a safety precaution, many items are marked by symbols, codes, and serial numbers.

SYMBOLS

In addition to the NSN, symbols and color codes are used on certain metal products, and compressed gas cylinders. These are used primarily by technicians to quickly identify these products and by you for storage purposes. In ordering and expending, the NSN should be used.

Metal Products

Marking of iron and steel (ferrous) and other metal (nonferrous) products is covered by FEDSTD-1836, which provides for continuous marking.

The term “continuous identification marking” means that the marking appears at set intervals on a piece of stock. It is put on with a heavy ink, similar to paint. When a piece of bar stock is cut, each piece should carry the proper identification. The markings must give: (1) the producer’s name or registered trademark, and (2) the commercial designation of the material.

Marking terms for the various commercial designations are found in FED-STD- 1836.

Some iron and steel products are not included in the continuous identification marking system outlined in FED-STD-1836. Required markings for these products are included in the material specifications. For example, boiler tubes are not marked continuously, but Navy specifications covering boiler tubes usually require that tubes of a certain size be marked at each

end. Smaller tubes than those covered in the specifications may be bundled and tagged. NAVSUP P485 and FED-STD-1836 contain information on how and where these markings must appear on various metal products.

Compress Gas Cylinders

A common color code for compressed gas cylinders is published in MIL-STD-101 and NAVSUP P-485 to provide a visual warning to supplement the identification or title lettered on the cylinders, facilitate the segregation of these cylinders at depots, and promote greater safety.

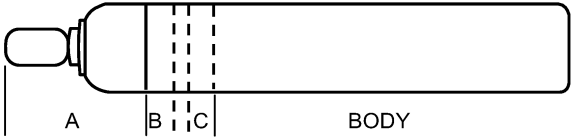
Cylinders are color coded as a visual aid in identifying the gas contained therein. However,

complete dependence for identification should not be placed upon the color coding. Positive identification of each gas depends upon the stenciled name and color code of the cylinder and the indented name on the valve body. (See figure 2-6.)

NUMERICAL MARKINGS

To facilitate identification, certain technical material may bear numerical markings assigned either by direction of the responsible command or by the manufacturer. These numbers are used in maintaining records on the material and appear on all vouchers, records, custody cards, and survey reports.

COLOR IDENTIFICATION



The diagram shows a gas cylinder with four distinct sections labeled A, B, C, and BODY. Section A is the valve body, B is a narrow band near the valve, C is a wider band, and BODY is the main cylindrical part.

| 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 |
| Dichlorotetrafluoroethane (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 |
| Monochlorodifluoromethane (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, Aviator's Breathing | Green | White | Green | Green |
| Oxygen, Technical | Green | Green | Green | Green |
| Oxygen - Nitrogen | Black | White | Green | Green |
| Propane | Yellow | Orange | Yellow | Yellow |

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Figure 2-6.—Color codes for compressed gas cylinders.

Manufacturer's Serial Numbers

Manufacturers' serial numbers may be etched on the material or in case of portable and installed equipment may be attached to the equipment by nameplates. Information usually included on nameplates includes the manufacturer's name, make or model number, serial number, size, and voltage.

Other Numbers

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, and must appear on all requisitions when a stock number is not assigned.

JCEC NOMENCLATURE—Some items of electronic equipment are identified by Joint Communications Electronics Committee (JCEC) nomenclature (AN/UYK-5(V)) or Navy type (R-390A/URR) or model number (MK 9 MOD 2) as well as stock and serial number. In addition, mark and modification numbers identify major units of fire control radar equipment.

MARK AND MODIFICATION NUMBER—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 may also be serially numbered, giving individual identity to units that are physically alike. This number is stamped on certain ordnance equipment, such as a rifle or pistol, to facilitate identification of the manufacturer and to place responsibility for custody.

SOURCES OF MATERIAL IDENTIFICATION

Learning Objective: *Determine the location of item descriptions from standard references.*

This chapter presents different sources of information that are needed in performing technical research. Material identification does not end with the assignment of the NSN. Some means of identifying other particular needs by the stock number must be provided to the customers. This includes the means of determining the correct quantities of these items to carry in stock. Identification of needs may be determined by using the lists described in the following paragraphs.

- Management List-Navy—provides current data for requisitioning purposes (unit/issue/price, etc).
- Allowance Lists—contain the items authorized, and recommended quantities that should be on hand and provide descriptive data that associate a material requirement to an NSN.
- Load Lists—reflect the range and depth of material carried by Combat Logistics Forces (CLF) ships (including tenders and repair ships), or bases to fulfill assigned supply support of fleet units.

PUBLICATIONS, LISTS, AND CATALOGS

Learning Objective: *Interpret and properly use various publications, technical directives, lists, and catalogs to perform and accomplish technical research.*

All Logistics Specialists should become proficient in the use of various Federal Catalog System and Naval Supply Systems Command (NAVSUP) publications.

Complete and accurate management data must be available for requisitioning purposes and for effective financial and inventory control of material. The Management List-Navy (ML-N) provides the basic management data. Related publications supplement the ML-N by providing additional management data or by consolidating certain information for reference purposes.

Publications cover data using the format of the national stock number (NSN) and national item identification number (NIIN). The short descriptions of what is contained in each publication should be used as a first step in obtaining required material identification and management data.

FEDERAL LOGISTIC DATA

Federal Logistics Data (CD-ROM) is available to access DOD logistics data. It replaces the cumbersome data retrieval process of the microfiche media used for earlier Federal Catalog System (FCS) and Navy unique publications. It is also an interactive query system using the following types of search criteria:

- Part Number
- Commercial and Government Entity (CAGE)
- National Item Identification Number (NIIN)

- National/NATO Stock Number (NSN)
- Permanent System Control Number
- Supplier Name
- Item name, Navy Item Control Number (NICN)
- Engine Number
- Master Repairable Item List (MRIL)
- Shipping Code

The Federal Logistics Catalog reduces the time required to access the information needed to identify and order supplies. It also contains extracts of data found in the following FCS publications:

- Management List-Navy (ML-N)
- Management List-Consolidated (ML-C)
- Master Cross Reference List (MCRL)
- Federal Logistics Data Record (FILDR)
- Identification List (IL)
- Interchangeability and Substitutability (I and S)
- Commercial and Government Entity (CAGE)
- Federal Supply Classification Groups and Classes (H2-1)
- Freight, Selected Federal Item Name Directory for Supply Cataloging Data (H-6)

Navy unique publications consist of:

1. List of Items Requiring Special Handling (LIRSH), Master Repairable Item List (MRIL)
2. Navy Item Control Number to National Item Identification Number (NICN-NIIN) Cross Reference

The FED LOG CD-ROMs are replaced as the data gets updated via automatic distribution. Refer to *FED LOG User's Manual* for detailed information and operation instructions for the system.

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY CATALOG

The *General Services Administration* (GSA) *Federal Supply Catalog* lists approximately 20,000 line items that are stocked in GSA supply distribution facilities. The items listed in this catalog are assigned cognizance 9Q. The *GSA Federal Supply Catalog* serves as the major merchandising instrument of the

Federal Supply Service (FSS) Stock Program and consists of a guide and six commodity categories such as office supplies; hospitality supplies; industrial supplies; safety products; great outdoors; and tools and hardware.

The GSA Supply Catalog also contains consolidated alphabetical and NSN indexes to all stock items. The NSN indexes are listed in stock number sequence under assigned group and class. It provides detailed information concerning the program and requisitioning procedures.

AFLOAT SHOPPING GUIDE

The *Afloat Shopping Guide* (ASG) is designed to assist the fleet in identifying the NSN items that are most frequently requested by ships. The ASG is a part of the Naval Logistics Library (NLL) that is distributed in CD-ROM format. It includes:



- a detailed description of each item,
- a specific code to designate items carried by combat logistics forces (CLF) ships,
- the stock numbers of substitute items, if any,
- the specifications for illustrations or diagrams of many types of material. Refer to figure 2-7 for a sample page from the ASG.

NAVY STOCK LIST OF PUBLICATIONS, FORMS, AND DIRECTIVES

The *Navy Stock List of Publications, Forms, and Directives*, NAVSUP P-2003, is part of the NLL. The research options in the CD-ROM allow you to find the item by inserting the NSN form, or publication number and the title/nomenclature in the edit fields. You may use an asterisk (*) at the end of words in a search field to expand the search term. For example, entering "CHI*" will find all records containing words beginning with "CHI." The asterisk cannot be used in date or numeric fields.

HAZARDOUS MATERIAL INFORMATION SYSTEM

The DOD Hazardous Material Information System (HMIS) provides information concerning the use, procurement, receipt, storage, and expenditure of hazardous material. Detailed information on HMIS can be found in OPNAVINST 4110.2. The NAVSUSYSCOM maintains and distributes the HMIS hazardous item list. This list includes

Specification Data—MIL-B-94

| TYPE | TAPER | WATTS | BUSHING SIZE | SHAFT DIA. | BODY DIM. | FIG |
|------|-------|-------|--------------|------------|-----------|-----|
| RV2 | A | 1 | 3/8-32 | 1/4 | .64 x .42 | 1 |
| RV2 | C | 1 | 3/8-32 | 1/4 | .64 x .42 | 1 |
| RV4 | A | 2 | 3/8-32 | 1/4 | .90 x .45 | 1 |
| RV4 | C, F | 1 | 3/8-32 | 1/4 | .90 x .45 | 1 |
| RV5 | A | 1/2 | 1/4-32 | 1/8 | .75 x .37 | 1 |
| RV6 | A | 1/2 | 1/4-32 | 1/8 | .50 x .37 | 2 |
| RV6 | C, F | 1/4 | 1/4-32 | 1/8 | .50 x .37 | 2 |

1 WATT

Locking bushing, 7/8 in. lg shaft.

| | | |
|-------------|--------------|-----------------------------|
| 00-815-6498 | Other 10K | ME Type RV2LAYBA 103A |
|-------------|--------------|-----------------------------|

Standard bushing, 7/8 in. lg shaft.

| | | |
|--------------|---------------|-----------------------------|
| 00-835-8870 | Other 1.5K | ME Type RV2M AYED152A |
| 00-577-6803 | 10K | AYED109A |
| 00-964-6039* | 10K | BVED102A |
| 00-833-0798 | 100K | AYED104A |

*With SPST switch.

2 WATT

Locking bushing, 5/8 in. lg shaft.

| | | |
|-------------|-------------|-----------------------------|
| 00-681-8688 | Other 50 | ME Type RV4LAYBA 500A |
| 00-503-6984 | 100 | 101A |
| 00-503-6218 | 250 | 251A |
| 00-339-4897 | 500 | 501A |
| 00-646-8958 | 1K | 102A |
| 00-539-2567 | 2.5K | 252A |
| 00-539-3479 | 5K | 502A |
| 00-518-5395 | 10K | 103A |
| 00-501-7314 | 25K | 253A |
| 00-501-6184 | 50K | 503A |
| 00-663-4992 | 100K | 104A |
| 00-532-2093 | 250K | 254A |
| 00-518-5593 | 500K | 504A |
| 00-518-5609 | 1MEG | 105A |
| 00-532-6487 | 505A | |

Locking bushing, 7/8 in. lg shaft.

| | | |
|-------------|---------------|-----------------------------|
| 00-577-3717 | Other 2.5K | ME Type RV4LAYBD 252A |
| 00-577-3645 | 25K | 253A |
| 00-586-3042 | 100K | 104A |
| 00-029-7931 | 1MEG | 105A |

Standard bushing, 1/2 in. lg shaft.

| | | |
|-------------|-------------|-----------------------------|
| 00-542-8046 | Other 1K | ME Type RV4NAYBD 102A |
| 00-646-8937 | 10K | 103A |
| 00-646-8981 | 25K | 253A |
| 00-643-6284 | 50K | 503A |
| 00-542-8048 | 100K | 104A |
| 00-542-8051 | 2MEG | 105A |

Standard bushing, 7/8 in. lg shaft.

| | | |
|--------------|--------------|-----------------------------|
| 00-556-3041 | Other 100 | ME Type RV4NAYSD 101A |
| 00-532-2839 | 500 | 501A |
| 00-532-9478 | 1K | 102A |
| 00-577-8976* | 1K | |
| 00-539-5013 | 2.5K | 252A |
| 00-643-8826 | 5K | 502A |
| 00-578-4471 | 7.5K | 752A |
| 00-656-3350 | 10K | 103A |
| 00-652-6479 | 15K | 153A |
| 00-636-1389 | 25K | 253A |
| 00-539-4900 | 50K | 503A |
| 00-644-6493 | 100K | 104A |
| 00-532-8476 | 250K | 254A |
| 00-693-9499 | 500K | 504A |
| 00-501-7307 | 1.5MEG | 155A |
| 00-656-9312 | 2MEG | 205A |

*With SPST switch, MIL Spec type RV4NBVED102A.

Standard bushing, 1-1/4 in. lg shaft.

| | | |
|-------------|---------------|-----------------------------|
| 00-811-1750 | Other 2.5K | ME Type RV4NAYBG 252A |
|-------------|---------------|-----------------------------|

Standard bushing, 2-1/2 in. lg shaft.

| | | |
|--------------|--------------|-----------------------------|
| 00-539-4999 | Other 100 | ME Type RV4NAYBK 101A |
| 00-539-2364 | 250 | 251A |
| 00-537-4637 | 500 | 501A |
| 00-500-7388 | 1K | 102A |
| 00-542-8724 | 2.5K | 252A |
| 00-666-1036 | 5K | 502A |
| 00-665-8993 | 10K | 103A |
| 00-681-2846* | 10K | |
| 00-506-7879 | 25K | 253A |
| 00-542-8744 | 50K | 503A |
| 00-339-4576 | 100K | 104A |
| 00-339-4578 | 250K | 254A |
| 00-339-4998 | 500K | 504A |
| 00-532-2234 | 1MEG | 105A |

*With SPST switch, MIL Spec type RV4NBVBK102A.

C TAPER

1/4 WATT

Standard bushing, 7/8 in. lg shaft.

| | | |
|-------------|-------------|-----------------------------|
| 00-882-7951 | Other 5K | ME Type RV3NAYSD 502C |
|-------------|-------------|-----------------------------|

Locking bushing, 7/8 in. lg shaft.

| | | |
|-------------|-------------|-----------------------------|
| 00-851-8648 | Other 5K | ME Type RV6NAYSD 502C |
| 00-954-4038 | 10K | 103C |

1 WATT

Locking bushing, 7/8 in. lg shaft.

| | | |
|-------------|---------------|-----------------------------|
| 00-578-9061 | Other 1MEG | ME Type RV4LAYBA 103C |
|-------------|---------------|-----------------------------|

Standard bushing, 7/8 in. lg shaft.

| | | |
|-------------|--------------|-----------------------------|
| 00-681-4172 | Other 500 | ME Type RV4NAYSD 501C |
| 00-852-3480 | 10K | 103C |

Standard bushing, 7/8 in. lg. (Shaft and panel mated.)

| | | |
|-------------|--------------|-----------------------------|
| 00-542-9406 | Other 500 | ME Type RV48AYSD 501C |
|-------------|--------------|-----------------------------|

Standard bushing, 2-1/2 in. lg shaft.

| | | |
|-------------|---------------|-----------------------------|
| 00-543-9970 | Other 2.5K | ME Type RV4NAYBK 252C |
| 00-578-4134 | 50K | 503C |

P TAPER

1/4 WATT

Locking bushing, 5/8 in. lg shaft.

| | | |
|-------------|--------------|-----------------------------|
| 00-733-3377 | Other 50K | ME Type RV6LAYBA 503E |
|-------------|--------------|-----------------------------|

1 WATT

Locking bushing, 5/8 in. lg shaft.

| | | |
|-------------|--------------|-----------------------------|
| 00-683-8996 | Other 10K | ME Type RV4LAYBA 103E |
|-------------|--------------|-----------------------------|

INDUSTRIAL TYPE. A taper. Fully isolated body with 1/4 in. diameter dotted shaft and mounted by a 3/8 - 32 thread bushing.

Single section
2-1/4 Watt at 70 deg C, body dimension, 11/16 in. lg x 1-5/32 in. diameter, 1-7/16 in. lg shaft, panel mated bushing, 3 solder lug terminals.

| | | |
|-------------|----------|---------|
| 00-482-4992 | 350 OHMS | 10% tol |
|-------------|----------|---------|

1 Section

2 Watt at 70 deg C, body dimension, 1-30/32 in. lg x 1-5/32 in. diameter, 5/8 in. lg shaft, 9 solder lug terminals.

| | |
|-------------|---------------------------------|
| 00-264-7818 | 2.5 meg, 2.5 meg, 20%, 25%, 10% |
|-------------|---------------------------------|

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Figure 2-7.—A sample page from the Afloat Shopping Guide.

information concerning hazardous ingredients, use of hazardous material, protective clothing, and emergency treatment.

ILLUSTRATED PARTS BREAKDOWN

An Illustrated Parts Breakdown (IPB) is prepared by the manufacturer for each model aircraft, engine, accessory, electronic equipment, support equipment, or other aeronautical equipment considered advisable by NAVAIR. The IPB is printed and issued by the

authority of NAVAIR. It is used as reference for identifying and ordering replacement items. Each item of equipment is listed in assembly breakdown order, with the illustration placed as close as possible to its appropriate listing. Some IPBs have a different format from others. You can familiarize yourself with the various formats of IPBs by using the technical library. Each of the IPBs usually includes the following sections:

The TABLE OF CONTENTS shows the breakdown of publication into sections. It also furnishes an alphabetical listing of the various assemblies and lists the page, work package, or figures where they are illustrated.

The GROUP ASSEMBLY PARTS LIST is the main text of the publication. It consists of series of illustrations and parts list in which parts of the aircraft or equipment are shown in assembly breakdown order. The items in the illustration pages are identified by index numbers. These index numbers match the numbers listed in the parts list of the assembly breakdown. The parts list is arranged in numerical sequence by index number to make it easier to use. The information in the parts list include index number, part number, description, units per assembly, Usable On code, and the Source, Maintenance, and Recoverability (SM&R) code. Each major assembly in the parts list is followed immediately by its component parts or subassemblies. Component parts listed in the description column may be prefixed with a dot or indented to show their relationship. You should use this information to identify and obtain the required material in accordance with the SM&R code. The numerical index of the IPB lists all parts in reference/part number sequence. Each reference/part number is cross-referenced to the figure and index number or the work package where the item is listed in the text.

MAINTENANCE MANUALS

The maintenance or technical manuals provide procedures for conducting maintenance to aircraft equipments and components. They also provide a list of materials required to do the maintenance. The list consists of reference/part numbers and a description of material.

AVIATION CROSS-REFERENCE LISTINGS

Naval Inventory Control Point publications P-2300, P-2310, P-2330, C0018, and C0030 are published in CD-ROM format. These publications are described in the following paragraphs

P-2300. Lists repairable assemblies under the cognizance of NAVICP or Naval Air Systems Command (NAVAIR).

P-2310. Lists supporting repair parts of Navy aviation material. It serves as master reference list for identifying and requisitioning all parts of replacement significance required to support the repairable assemblies listed in Section P-2300.

P-2330. This is the family group cross-reference. It provides additional information of interchangeability data shown in P-2300 and P-2310. It shows the relationship of repairable components with the others in the family group. This is indicated by Family Relationship (REL) code. An "H" in this column means the NSN is the head of the family and an "M" means member of the family.

C0018. The Repairable Assemblies Model Code Table of Navy Aviation Materials. This publication lists the model codes shown in P-2300 with applicable NSN or coded NICN. The list of NSNs are prefixed with cognizance codes and material control codes and suffixed, as applicable, with SMICs. The NICN is a nine-character letter and number code that identifies an item pending the assignment of an NSN.

C0030. The Packaging Data for NAVICP and NAVAIR Repairable Assemblies. It provides information in the proper ways of protecting material for shipment.

Other NAVICP publications that are not in CD-ROM format are listed and described in the following paragraphs.

CR IPL-01. Consolidated Remain In Place List. This list is designed to improve management of repairable components by identifying the Remain-In-Place (RIP) items. These items are repairable components that cannot be removed until receipt of a replacement item. The NSNs listed in the CR IPL are authorized RIP items. The CR IPL has three parts. Part 1 is in NIIN sequence, Part 2 is in part number sequence, and Part 3 is in NIIN sequence within aircraft type.

NAC-10. Provides cross-reference from part numbers to NAC (Navy Activity Control) numbers of the Aviation Supply Distribution System. This publication allows usage of available unstock numbered items by advertising them.

ICRL-A and ICRL-C. The Individual Component Repair List provides maintenance activities with ability to relate maintenance capability to repairable components. The ICRL-A lists repairable processed by a specific maintenance activity and the local repair capability for the item. The ICRL-C is combined ICRL for all intermediate maintenance activities (IMA).

ALLOWANCE LISTS

Allowance lists specify the type and quantity of equipment, equipage, repair parts, and supporting materials that a ship in commission is required to carry on board.

COORDINATED SHIPBOARD ALLOWANCE LIST

The Coordinated Shipboard Allowance List (COSAL) is the most used allowance list for determining repair part NSNs. It contains items authorized and recommended quantities that should be on hand and provides descriptive data that associates a material requirement to an NSN. The use of the COSAL is described in SPCCINST. 4441.170A.

THE AVIATION CONSOLIDATED ALLOWANCE LIST

The Aviation Consolidated Allowance List (AVCAL) contains a list of items authorized that should be on hand to support aviation equipment.

LOAD LISTS

Load lists reflect the range and depth of material carried by Combat Logistics Forces (CLF) ships

(including tenders and repair ships), or bases. Similarly, like allowance lists, provide descriptive data that associates a material requirement to an NSN. The use of load lists is described in the NAVSUP P-485.

SOURCE, MAINTENANCE, AND RECOVERABILITY CODES

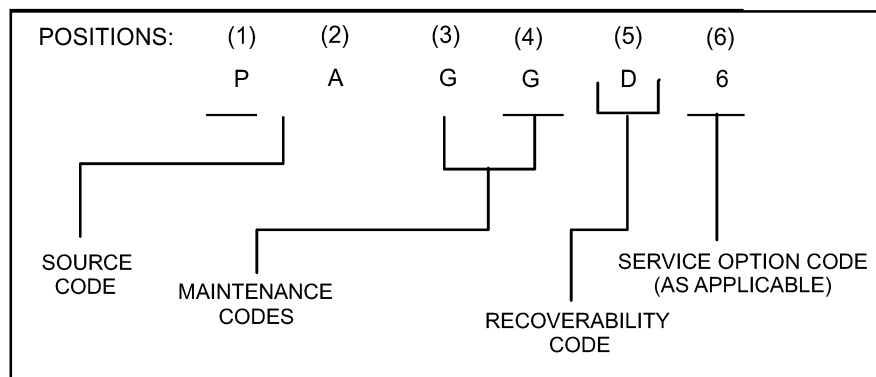
Learning Objective: *Describe uniform SM&R codes, management tools and means of interservice and integrated material support of systems, equipment, and end items. Understand the overall capabilities within maintenance and supply to the various logistic support levels.*

The SM&R codes consist of two-position source code, two single-position maintenance codes, single-position recoverability code, and if applicable, a single-position service option code. Figure 2-8 is an example of SM&R Code. Its component codes are described in the following paragraphs. Table 2-6 describes the Joint Services Uniform SM&R Code Format. You must be familiar with the codes used in SM&R, as described in NAVAIRINST 4423.11.

The **Source Code** is a two-character code that occupies the first two positions of the SM&R code format. This code shows the manner of getting the material needed for maintenance, repair, or rework of items. The following paragraphs describe the general categories of source codes. Refer to NAVAIRINST 4423.11 for a list of definitions to each code.

The **P-Series Source codes** identify items that are centrally procured. These items (except PF items) are procured and stocked in the supply system.

The **K-Series Source codes** identify the items that are included in kits and do not/will not have an NSN assigned.



SKf02008

Figure 2-8.—An example of a Source, Maintenance and Recoverability (SM&R) code.

Table 2-6.—Joint Services Uniform SM&R Code Format

| SOURCE CODES | MAINTENANCE CODES | | RECOVERABILITY CODES | |
|----------------------------------|---|--|---|--|
| POSITIONS | POSITIONS | POSITIONS | POSITIONS | POSITIONS |
| (1) (2) | (3) | (4) | (5) | (6) |
| Means of acquiring support item. | <p>USE</p> <p>Lowest maintenance level authorized to remove, replace, and use the item.</p> | <p>REPAIR</p> <p>Indicates whether item is to be repaired and identifies the lowest level of maintenance with the capability to perform complete repair.</p> | <p>Indicates disposition of item or level authorized to condemn the item.</p> | <p>Navy (AIR) Option Code</p> <p>NAVAIR/NAVSUP assigned and approved supplemental code to modify or clarify the SM&R Code.</p> |

The **M-Series Source codes** identify the items that are authorized for manufacture or fabrication at some level of maintenance. These items are normally consumable or those requiring very limited repair. Some typical “M” coded items include hose assemblies, tubing, and name plates. The specified level of maintenance must have all the manufacturing data, shop equipment, and skills available to manufacture the items.

The **A-Series Source codes** identify the items that are authorized for assembly at some level of maintenance. These codes can be assigned to an item when all parts of the assembly, support equipment, and skills are available at the level of maintenance.

The **X-Series Source codes** identify items for which no demand is anticipated.

The **Maintenance codes** are two-position codes that show the level of maintenance authorized to use, remove or replace, and repair items. Maintenance codes occupy the third and fourth positions of the SM&R code format.

The maintenance code entered in the third position indicates the maintenance level authorized to use, remove, and replace the support item. When used for end items, maintenance tools, test, and support equipment items, a code in this position indicates the lowest level of maintenance authorized to use this item.

The maintenance code entered in the fourth position indicates whether the item is to be repaired. It also identifies the lowest level of maintenance to accomplish overhaul, repair, or assembly of the item.

The **Recoverability code** occupies the fifth position of the SM&R code format. This code indicates the recoverability potential of the item. It also indicates the final disposition of unserviceable items. For repairable items, this code means the maintenance level responsible for repair, condemnation, and disposal of the item.

The procedures for submitting SM&R code change request are outlined in NAVAIRINST 4423.11. It provides detailed instructions for preparing the SM&R code change request form, NAVAIR Form 4423/1.

TECHNICAL LIBRARY MANAGEMENT Learning Objective: *Recognize, maintain,*

and

update various publications and maintenance directives used by maintenance and supply personnel.

The Central Technical Publications Library (CTPL) provides a source of current information needed by supply and maintenance personnel. The quality assurance/analysis (QA/A) division of Aircraft Intermediate Maintenance Department (AIMD) manages the CTPL.

This function includes updating the publications throughout the activity when AIMD is responsible for all aeronautical technical manuals for the activity. The LS may use the CTPL to verify or find technical information needed to do the job. Aviation support activities not adjacent to AIMD require a library with an appropriate number of publications necessary to conduct technical research. This library is a dispersed library of the AIMD CTPL and is usually located in the supply response section (SRS). The SRS supervisor is responsible for ensuring that all necessary technical publications are on hand and readily available in the library.

CHAPTER 3

MATERIAL PROCUREMENT

The term *procurement* means an act of getting material or services from supply sources. In the Navy, procurement is a big undertaking. Think for a moment about the size of the Navy and the amount of material it needs to keep working.

The Navy's procurement process involves customers, support activities, and suppliers. The customers prepare requisitions and submit the completed forms to the supporting supply activity. Upon receipt of the requisition, the supporting supply activity checks the form for complete and correct information. When requested material is available, the supply activity processes the requisition for issue. If material is not available, the supply activity refers the requisition to the item manager or supporting stock points for issue. The suppliers of material can be a military or civilian organization. Material and services received from civilian vendors are those not available in the Navy's supply system.

The supply department processes procurement requests to satisfy the customer's needs or to restock supplies. The procedures and forms used in procurement may vary from activity to activity. The variations of the forms used depend on the local procedures set by the activity. Mostly, the basic procedures are the same for all activities. This chapter will help you learn the procedures of getting the needed material to support your activity. Also, you will learn how to get and maintain the status of outstanding requisitions and perform material obligation validations (MOVs).

You will play an important role in the procurement of material for your ship. You must know what material is authorized, where it is obtained, the forms used in procurement, and how to prepare them.

This chapter presents the general responsibility for procurement and the methods normally used afloat.

RESPONSIBILITY FOR PROCUREMENT

Learning Objective: *Determine material requirements process factors for procuring equipment and supplies.*

Supply officers are responsible for procuring all equipment and supplies used by the ship. This does not

include medical equipment items, ammunition, Marine Corps Equipment Items, and those materials automatically furnished to ships.

Supply officers procure replenishment material for supply department stocks on their own initiative. They also procure supplies for other departments when they are within the ship's allowance. When procuring technical materials, supply officers consult with other department heads to ensure that the materials meet desired specifications.

Many materials, equipment, and supplies used aboard ship are not stocked in supply storerooms but are ordered to meet a specific requirement of one of the ship's departments. This material is ordered for "direct turnover" (DTO) to the requestor when received.

The procurement of medical stores, ammunition, and Marine Corps Equipment Items is responsibility of other departments. Some material will be received aboard ship without any procurement action by the supply department. These materials are usually new items of equipment or equipment that are automatically furnished to ships as replacements for obsolete items.

While procurement is the responsibility of the supply officer, the actual job of preparing documents will normally be assigned to LSs, you maybe assigned to perform one or more specific tasks relating to procurement. The supply officer will rely on you to perform your job properly.

METHODS OF PROCUREMENT

There are two basic methods by which an activity may obtain the material or services it requires. They are the requisitioning and purchase methods. Submitting a requisition to the supporting supply activity for material with a stock number does the requisitioning method. There are times, however, when the customer needs an item that does not have a stock number. To get the item, the customer still submits a requisition through the normal supply channel. The stock point usually sends the requisition to a contracting office that buys goods and services from commercial sources. The contracting office uses

the information on the requisition to buy the item on a one-time purchase basis.

DETERMINATION OF REQUIREMENTS

The supply officer is responsible for maintaining stocks to meet probable demands within the limits established by operation plans. This includes general stores, subsistence items, and ship's store and clothing stocks. The supply officer, with other supply personnel, must be able to accurately determine the requirements for these items.

When repair parts are in the custody of supply officers, they are responsible for requisitioning replacements for those that has been issued. When department heads have custody of repair parts, they are responsible for notifying the supply officer each time a repair part is taken from stock. The supply officer then requisitions a replenishment repair part.

Special Requirements

Other departments may require special material or an item in a greater quantity than is usually stocked in the storeroom. For example, the engineering officer plans to re-brick a boiler, and you do not carry firebrick in the storeroom. It is the engineering officer's responsibility to inform the supply officer of the special requirement.

Responsibilities of Logistics Specialists

Supply officers rely on LSs to prepare procurement documents. LSs usually determine routine requirements and inform their supply officers about requirements requiring their judgment and decision. This is not the sole job of one LS; all LSs share in this responsibility regardless of rate or where they work. Briefly stated below are some of the ways that LSs may fulfill their advisory functions.

SUPPLY SUPPORT CENTER.—In the Supply Support Center, the LS has constant contact with maintenance personnel from all departments. Their knowledge of requirements helps the supply officer to detect errors in repair parts allowances.

STOREROOM LS.— By knowing your storeroom and stock particularly in bulky or fast-moving items you maybe able to restow stock to provide space for additional material. You also will be able to tell which items are not moving and may be excess and to spot obvious errors in issue and receipt quantities.

STOCK RECORDS LS.—By being able to interpret the data reflected in stock record cards, you can advise the supply officer of items requiring a review of the high and low limits because of increased or decreased usage.

ORDERING LS.—Be alert for errors in the data elements of a request for either stock replenishment or DTO orders.

FACTORS IN DETERMINING REQUIREMENTS

Before you can determine types and quantities of items to be carried, you must establish a desired endurance level for general categories of material. Endurance is defined as the period of time required for a ship to use a definite quantity of supplies. The first consideration in establishing endurance is the availability of storeroom space and its allocation among the different types of stores. Then convert the space to the number of days that the ship can be maintained by capacity loading. The supply officer will normally try to equalize the endurance of the various types of stores. NAVSUP P-485 provides up-to-date endurance charts for specified periods of time. The following paragraphs discuss other factors.

Available Space

The amount of storage space available for an item is an obvious limiting factor. You cannot stow 100 cubic feet of material in a 50-cubic foot space. For this reason, bulky items may have to be carried in a quantity less than the desired level and reordered more frequently. Highly perishable items may also be stocked at a lower level to keep deterioration to a minimum. On the other hand, items of low cost and low bulk may be carried at a higher level to reduce the time spent in ordering and stowing.

Ship's Experience

The most accurate guide in determining your ship's requirements is the experience shown in its stock records. This tells you a usage factor that can be projected to future usage by either of the following methods or by a combination of the two. To compute 3 months' endurance:

Fast-moving items-multiply past month's usage by three.

Slow-moving items-divide past 6 months usage by two.

Usage information is also found in the Frequency and Demand Listing, received as a result of the supply overhaul Integrated Logistics Overhaul (ILO).

It is only when there is no usage that the additional aids discussed below must be relied on to determine the requirements for an item.

Allowance Lists

Allowance Lists, Initial Outfitting Lists, and Usage Data Tables are prepared to help supply officers determine stock requirements. They are usually provided for new or recommissioned ships. Since these ships have no prior usage to rely on, these lists and tables will be most helpful to the supply officer in determining supply requirements. These lists control the type and quantity of equipage and are guides for determining the supply requirements. Allowance Lists as used here do not include the Coordinated Shipboard Allowance List SNSL-SRI or Integrated Stock List-Storeroom Item (ISL-SRI) for repair parts.

Other Departments

The supply department uses only a small part of the material stocked in the storerooms. Since other departments are your biggest customers they will frequently advise you of requirements for material that are typically above normal usage. With this advance notification, supply officers can temporarily increase the stock level to meet the demand. They may also advise you of material, which has been used in the past, that is no longer required. Thus, the requirement for this item can be deleted and prevent having dead stock in the storeroom.

Ship's Operation

Operating factors may make it necessary to review stock records and reevaluate the requirements for some or all items stocked. These factors are:

- expected length of cruise
- type of operation (combat or training)
- expected climate during the operation
- supply support that will be available

If the expected length of a cruise is less than the normal endurance load, then no major adjustment is necessary. However, if the operation is expected to last longer, review fast-moving and essential items to determine if there are increased requirements.

If the ship has been operating in a hot or temperate climate for an extended period of time and then scheduled for deployment to the arctic, a review of materials required for cold weather operations is advisable.

A major factor of concern to the supply officer, when the ship is scheduled for deployment, is the supply support during the cruise. Will the ship be steaming independently? Will it be in company of similar ships? Will it obtain material from mobile logistics support ships or ashore activities? All of these questions must be answered before the supply officer can accurately determine the ship's requirements. This information is usually provided in the operation orders.

ROUTINE REQUIREMENTS

A ship's requirements usually will fall under the heading of "routine requirements." The factors discussed in the preceding paragraphs apply to new ships and special circumstances. When applicable, they must be considered in determining the ships' requirements. The requirement for an item is initially established when the ship is commissioned or when it is first stocked. The requirement is validated at each supply overhaul.

Routine requirements are of two types: (1) stock replenishment- to replace material issued from your storerooms, and (2) direct turnover (DTO)- material not carried in your storerooms ordered as a result of a verified requirement from another department. When received it is directly turned over to the requesting department.

The stock records Logistics Specialist normally identifies stock replenishment requirements when posting issues to the stock record cards.

NOTE: On ships without Supply Corps Officers, heads of departments are responsible to determine their requirements for general stores and requesting that the supply office prepare a DTO requisition.

Each time a repair part is used, a request should be submitted to the supply office so that a replacement can be requisitioned. In determining their requirements,

heads of departments must consider many of the factors discussed above.

SOURCE OF SUPPLY

Learning Objective: *Identify and understand the various sources of supply used in the supply system.*

The material required to support your ship is normally procured through the supply system. Emergency procurement may be by transfer from another ship or by purchase on the open market. Operation orders and instructions specify the sources of supply.

INCONUS

When your ship is home-ported in the United States support normally is obtained from the nearest supply supported activity or fleet industrial supply center.

They either furnish the material or pass the requisition to the appropriate activity for action. The supply department of a naval shipyard or other ashore activity may issue maintenance items to ships while at that activity. Requisitions for major stock replenishment should be submitted to the established supply support activity. Fleet commands may also use Combat Logistics Forces (CLF) ships to support other ships when desirable.

OVERSEAS

Combat Logistics Forces (CLF) units or overseas bases as specified in their operation orders and instructions supply ships in overseas waters. CLF supply support is normally by underway replenishment. Procedures for obtaining CLF support are found in the various fleet requisitioning guides. Local commands and operating conditions determine if the underway replenishment is to be by conventional replenishment (CONREP) ship alongside, vertical replenishment (VERTREP) helicopter, or both.

The Fleet Issue Requirements List (FIRL) projects the material requirements for resupply support deployed forces of the Atlantic and Pacific Fleets. It is based on actual usage factors for those items most commonly requested by fleet units. Also for a limited number of additional items included for support of CNO-approved weapons systems and equipment. As set forth by the CNO, the FIRL is

computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90-day period. FIRL material is positioned primarily at selected stock points.

The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is tailored for use by afloat requisitioners when requisitioning material, except ammunition, from CLF. Content, requisitioning procedures, explanation of tables and required reports are found in each chapter of the CARGO. Each CARGO consists of four chapters as follows:

- Supply Sources and Requisitioning and Instructions
- Ship's Store Afloat Requisitioning Load List and Shopping Guide
- Subsistence Requisitioning Tables
- Fleet Issue Load List (FILL) for Equipment-Related and Consumable Material Carried by the AFS (Combat Steam Ship)
- Copier Repair Parts carried by Atlantic and Pacific FAFS Ships

The Tender and Repair Ship Load List (TARSSL) is a load list that has the items carried by tenders and repair ships. TARSSLs include the following categories of items:

- Equipment-related items required by an industrial ship to repair or alter equipment/components installed in the supported ships.
- Industrial-related items required for the direct support of shops and industrial services, provided by tender or repair ship.

In addition, the Submarine Tender (AS) TARSSL includes items of resupply required to support submarines.

Other ships may be able to satisfy emergency requirements when no other source of supply is available.

REQUISITIONING

Learning Objective: *Identify and use different requisition documents submitted to source supply system activities to obtain material.*

A requisition is an order from an activity requesting material or services from another. Printed forms designed to provide the information need the most common method of requisitioning for the

physical transfer of the material and accounting requirements.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) is used to order material from the following:

- Military installations
- Defense Logistics Agency
- General Services Administration

The paragraph entitled MATERIAL EXCLUDED lists materials not ordered by these procedures.

MILSTRIP REQUISITIONING FORMS

MILSTRIP requisitioning is the use of a coded, single line item document for each supply transition. One of the following documents could be used for MILSTRIP requisitioning (fig. 3-1):

- DOD Single Line Item Requisition System Document (manual) (DD Form 1348)
- Single Line Item Consumption/Requisition Document (manual) (NAVSUP Form 1250-1)
- DOD Single Line Item Requisition System Document (mechanical) (DD Form 1348m)
- Non-NSN Requisition (manual) (DD Form 1348-6) (fig. 3-2).

For a detailed description of these forms and their use, refer to NAVSUP P-485.

MATERIAL EXCLUDED

The following types of materials are excluded from MILSTRIP. They will be requisitioned by DD Form 1149 unless otherwise indicated:

- Ship's propulsion fuel and bulk lubricants
- Cognizance symbol I material not assigned a 13-character Navy item control number (NICN). This includes standardization documents and departmental letter-type directives
- Material controlled by the Navy Oceanographic Office
- Cognizance symbol "OK" library materials controlled by the Chief of Naval Education and Training (CNET). They are requisitioned by

letter in accordance with the *Naval General Library Manual*

- Industrial plant equipment is requisitioned using DOD Production Equipment Requisition/Nonavailability Certificate (DD Form 1419)
- Communications security equipment, communication security aids (keying material). All items, including components, individual elements, and repair parts which are classified and designated crypto and handled through crypto channels. Use of the DD Form 1149 is not appropriate for items for which other procurement methods are prescribed in the *Registered Publication Systems Manual 4* (RPS4)
- Nuclear ordnance items designated by the Defense Atomic Support Agency for item serial number control
- Presentation silver

PREPARATION OF MILSTRIP REQUISITION

Learning Objective: *Determine correct MILSTRIP forms to requisition material through naval supply system and other military installations.*

MILSTRIP relies upon coded data for processing Requisitions with automatic data processing equipment. Whether a DD Form 1348 or NAVSUP Form 1250-1 is the prescribed requisitioning document (see figure 3-1 for example), care must be taken in selecting and entering coded data elements.

When preparing a DD Form 1348, or in a NAVSUP Form 1250-1 requisition material, the following general rules apply to non-automated ships without card facilities.

Enter data by ballpoint pen or typewriter.

It is recommended that data in a DD Form 1348 or NAVSUP Form 1250-1 is entered within the "tic" mark in the form. However, it is mandatory that entries be included within the data fields to which they pertain.

To eliminate confusion between the number zero and the letter "0," use a slashed zero.

| | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| DOC. IDENT. ROUT. IDENT. FISC. MIN. ADD. NO. QUANTITY. REQUISITION DATE. SERIAL NO. SUPPLEMENTARY NUMBER. EXTENSION. PROJECT. PRIOR. DATE. ADV. DATE. | | | | | | | | | | REQUISITION IS FROM: | | | | | | | | | |
| SEND TO: N#244 FISC, SAN DIEGO | | | | | | | | | | R52192 USS JOHN PAUL JONES (DDG-32) | | | | | | | | | |
| EDITING DATA: DOC. IDENT. ROUTING IDENTIFIER. M. L. B. FISC. STOCK NUMBER. ADDIT. UNIT OF ISSUE. QUANTITY. | | | | | | | | | | REMARKS: | | | | | | | | | |
| R 6 2 1 9 2 6 1 8 2 6 5 5 Y N E B 1 A | | | | | | | | | | 3 5 9 6 8 8 8 8 8 8 2 9 2 E A B B B B 1 | | | | | | | | | |
| FUND. DISTRIBUTION. DOC. IDENT. PRIORITY. PER. REL. DATE. DOC. IDENT. UNIT. EXT. EXT. STATUS. | | | | | | | | | | ADVISE: | | | | | | | | | |
| 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 | | | | | | | | | | 53 56 57 60 69 70 71 72 73 74 75 76 77 78 79 80 81 | | | | | | | | | |

DD FORM 1348 DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (Manual)

| | | | | | | | | | |
|--|----------------------|----------------|-----------------|------------------------------------|-------------------------------------|--|-------------------------------------|--|--------------------------|
| 1. REQ. DATE 6196 | 2. DEPT. NO. 0692 | 3. EMPY B | 4. PDD 6206 | 5. LOCATION | 6. ORG. <input type="checkbox"/> | 7. ENCL. DATE | A. REQN. QTY. 00002 | B. REQN. NO. 6196-3456 | |
| 8. ITEM NAME OR REF. SYM. BLOCK | | | | 9. FPR <input type="checkbox"/> | 10. A/R. NO. (A/R) 01689426 | 11. INV. QTY. <input type="checkbox"/> | C. ORG. AMT. 254 | D. POSSIBLE S/R (REQ. QTY.) OPTAR LOG S/R (ISSUE) | |
| 13. DOC. CONTROL NUMBER V051520E01Z000P31R000 | | | | 14. WC | 15. EIC | 17. EQUIP. CORAL. SUPP'D. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | E. URG. <input type="checkbox"/> | MART <input type="checkbox"/> | |
| 18. SC J9N | 19. COG 592000 | 20. MCC 160 | 21. FSC 4895 | 23. SMO EA | | 24. ILS 2 | 25. QUANTITY 132 | 26. UNIT PRICE 264 | 27. EXTENDED PRICE CR |
| 28. STOCK NUMBER | | | | 29. SMO | | 30. ILS | | 31. QUANTITY | |
| 32. SMO | | | | 33. ILS | | 34. QUANTITY | | 35. UNIT PRICE | |
| 36. SMO | | | | 37. ILS | | 38. QUANTITY | | 39. UNIT PRICE | |
| 40. SMO | | | | 41. ILS | | 42. QUANTITY | | 43. UNIT PRICE | |
| 44. SMO | | | | 45. ILS | | 46. QUANTITY | | 47. UNIT PRICE | |
| 48. SMO | | | | 49. ILS | | 50. QUANTITY | | 51. UNIT PRICE | |
| 52. SMO | | | | 53. ILS | | 54. QUANTITY | | 55. UNIT PRICE | |
| 56. SMO | | | | 57. ILS | | 58. QUANTITY | | 59. UNIT PRICE | |
| 60. SMO | | | | 61. ILS | | 62. QUANTITY | | 63. UNIT PRICE | |
| 64. SMO | | | | 65. ILS | | 66. QUANTITY | | 67. UNIT PRICE | |
| 68. SMO | | | | 69. ILS | | 70. QUANTITY | | 71. UNIT PRICE | |
| 72. SMO | | | | 73. ILS | | 74. QUANTITY | | 75. UNIT PRICE | |
| 76. SMO | | | | 77. ILS | | 78. QUANTITY | | 79. UNIT PRICE | |
| 80. SMO | | | | 81. ILS | | 82. QUANTITY | | 83. UNIT PRICE | |
| 84. SMO | | | | 85. ILS | | 86. QUANTITY | | 87. UNIT PRICE | |
| 88. SMO | | | | 89. ILS | | 90. QUANTITY | | 91. UNIT PRICE | |
| 92. SMO | | | | 93. ILS | | 94. QUANTITY | | 95. UNIT PRICE | |
| 96. SMO | | | | 97. ILS | | 98. QUANTITY | | 99. UNIT PRICE | |
| 100. SMO | | | | 101. ILS | | 102. QUANTITY | | 103. UNIT PRICE | |

NAVSUP FORM 1250-1 SINGLE LINE ITEM CONSUMPTION - REQUISITION DOCUMENT (MANUAL)

Figure 3-1. —Example of MILSTRIP documents.

DATA ENTRIES

Data entries in the DD Form 1348 and the NAVSUP Form 1250-1 must be made in accordance with the instructions found in the NAVSUP P-485.

DISTRIBUTION OF DD FORM 1348 AND NAVSUP FORM 1250-1

When prepared as a requisition, the DD Form 1348 and the NAVSUP Form 1250-1 must be distributed as required by NAVSUP P-485.

PREPARATION OF THE DD FORM 1348-6

The DD Form 1348-6 is used to requisition material that cannot be identified by a national stock number (NSN), a NATO stock number, or an NICN (other than a permanent "IL" coded 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 10 data blocks for additional identification data. The general rules used in preparation of a DD Form 1348 also apply to the preparation of a DD Form 1348-6. (Since the supply some must process a DD Form 1348-6 "off line," which usually delays material delivery, every effort should be made to cross part numbered items to NSN items so that the material can be requisitioned by DD Form 1348/1348 m). See the NAVSUP P-485 for required entries and codes.

NORS REQUISITIONS

A Not Operationally Ready-Supply (NORS) requisition is any requisition submitted for a casualty report (CASREP) requirement or an anticipated

NOTE: When information required to complete the data entries described in the preceding chart is not applicable or available, the respective data blocks will be left blank or will be completed to the extent that applicable information is available. Additionally, authorized signature and the complete line of accounting data (see NAVSUP P-3013) be entered in the DD Form 1348-6.

| 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 | 6 | | | | | | | | | | | | | | | | E | A | Ø | Ø | Ø | Ø | 1 | R | 5 | 2 | 1 | 9 | 2 | | |
| DOCUMENT NO. (Cont.) | | | | | | | DATE | SERIAL | DEMAND | SERV | SUPPLEMENTARY ADDRESS | | | | | ORIGINAL | RUND 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 | | | | |
| 8 | Ø | 3 | 3 | 3 | Ø | 1 | 4 | R | Y | N | E | B | 1 | 3 | A | N | R | | | | | | | Ø | 6 | | | | | | | | | | | | |
| | | | | | | | | | | REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) | IDENTIFICATION DATA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 55 | 56 | 1. MANUFACTURE'S CODE AND PART NO. (When they exceed card columns 8 thru 22) Ø5Ø73 N3 - 12291 - P1Ø4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 2. MANUFACTURE'S NAME BABCOCK & WILCOX CO., NEW YORK, NY | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 3. MANUFACTURE'S CATALOG IDENTIFICATION | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 4. DATE (YYMMDDQ) | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 5. TECHNICAL ORDER NUMBER | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 | 6. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351 - 0048 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 | 7. NAME ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 | 8. DESCRIPTION OF ITEM REQUESTED | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 | 9a. COLOR | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 | 9b. SIZE | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 | 9c. SOURCE OF SUPPLY BABCOCK & WILCOX CO. | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 | 9d. SERIAL NUMBER Ø | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 | 9e. MAKE | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 9f. MODEL NUMBER | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 9g. SERIES | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 9h. SERIAL NUMBER | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 10. REQUISITIONER (Clear next name and address) USS JOHN PAUL JONES (DDG - 32) FPO SAN FRANCISCO, CA 966Ø1 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 11. REMARKS ADDL EQUIP DATA: APL # Ø212ØØØØ7, MFR DW # MX 253ØØ1, EQUIP PATTERN # 12 ADDL ITEM DATA: NICN 441Ø - LL-CAO - ØØØ1: \$15Ø.ØØ | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 17818Ø84.7Ø2D/53824/ØØ60957/2D/R52192/ØØ8Ø333Ø/4NR R.S. SEARS, LT, SC, USN | | | | | | | | | | | | | | | | | |

NOTE: DD FORM 1348-6 is a 6 part snap out form with multicolored interleaved copies. It is perforated at fold line to permit fiding to size of a requisition

SK103002

Figure 3-2. —Example of Non-NSN requisition.

CASREP requirement (ANORS), as authorized in OPNAVINST 4614.1. (See figure 3-3.)

A NORS requisition will be prepared in the same format as that described for a MILSTRIP requisition. Specific data entries required in a NORS requisition are described in NAVSUP P-485.

MESSAGE REQUISITIONS

In certain situation material requirements dictate the need for procurement by message instead of standard requisition documents. MILSTRIP is

designed to permit transmission and receipt of requisitions by electrical communications, mail, telephone and courier. To assure responsive and expeditious processing, the media of communication used must be consistent with and subject to, the limitations for use of media and status codes found in the NAVSUP P-485. The media to be used and the normal order of preference of use of each media are also found in the NAVSUP P-485.

When a message requisition is prepared, a DD Form 1348, NAVSUP Form 1250-1, or DD Form

| | | | | | | | | | | | | | |
|---|-------------|------------------|----------|-----------|----------|------------------|--|---------------|---------------|----------|------------|-----------|------------|
| DOC. IDENT. | OUT. IDENT. | FISC | NIN | ADDRESSEE | QUANTITY | REQUISITION DATE | SERIAL | SUPPLY SOURCE | DISTRIBUTION | PROJECT | PROG. DATE | PER. DATE | ADJ. STATE |
| SEND TO: N00244 FISC SAN DIEGO | | | | | | | REQUISITION IS FROM: R52192 USS JOHN PAUL JONES (DDG-32) | | | | | | |
| A | B | C | D | E | F | G | H | I | J | K | L | M | N |
| EDITING DATA | DOC. IDENT. | RE-TO | UNIT | POLYLINE | M/N | PSC | STOCK NUMBER | ADDIT | UNIT OF ISSUE | QUANTITY | REMARKS | REMARKS | REMARKS |
| 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 | A | I | N | O | Z | W | 5 | 9 | 6 | 8 | 6 | 2 | 9 |
| DOCUMENT NUMBER | SERIAL | REQUISITION DATE | SERIAL | REMARKS | REMARKS | REMARKS | REMARKS | REMARKS | REMARKS | REMARKS | REMARKS | REMARKS | REMARKS |
| R | 5 | 2 | 1 | 9 | 2 | 6 | 1 | 8 | 3 | W | 7 | R | Y |
| N | R | T | 9 | N | 7 | 1 | 1 | 2 | 9 | 9 | 9 | 9 | 9 |
| ADVISE | RE-TO | UNIT | POLYLINE | M/N | PSC | STOCK NUMBER | ADDIT | UNIT OF ISSUE | QUANTITY | REMARKS | REMARKS | REMARKS | REMARKS |
| 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 | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF |

Figure 3-3.—NMCS/NORS Requisitions.

1348-6 is prepared for each item requested in the message. The original of each DD Form 1348 or 1348-6, or the original and white copy of a NAVSUP Form 1250-1, will be discarded and the remaining copies distributed in accordance with the NAVSUP P-485.

During periods of restricted communication (i.e., when "MINIMIZE" is imposed) data pattern messages, formatted Defense Automatic Addressing System (DAAS) messages, and narrative messages will be submitted only for priorities 01-08 requirements.

MILSTRIP MESSAGES TO BE SUBMITTED VIA DEFENSE AUTOMATIC ADDRESSING SYSTEM

DAAS is a "real time" random access digital computer system. It uses the Automatic Digital Network (AUTODIN) switching centers of the Defense Communications System to receive and retransmit MILSTRIP messages to the addressees. An input message to DAAS may include multiple requisitions, follow-ups, requisition modifiers, cancellation requests, etc., provided that each document included in the message is limited to 66 card columns of data. All retransmits are accomplished via AUTODIN, which automatically provides the addressee with a punched card (or magnetic tape image) for each document included in the originator's message. This precludes the necessity of any message handling or keypunch effort by the addressee. See figure 3-4 for an example of a message requisition prepared for transmittal via DAAS.

MILSTRIP MESSAGES TO BE SUBMITTED DIRECT TO SUPPLY SOURCE

Message requisitions for non-NSN/NICN items or NSN/NICN items requiring exception data will be submitted direct to the supply source. These messages will be prepared in accordance with the NAVSUP P-485. An example is shown in figure 3-4.

PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

A DD Form 1149 will be prepared only for the procurement of material that is excluded from MILSTRIP. It may also be prepared for excluded material for which a procurement document is not specified. It may be used to requisition repairs or rentals of laborsaving devices, repairs of equipage items, dry-cleaning, or renovation services, etc., when required by the supply source or repair facility.

When the DD Form 1149 is used for the procurement of specified materials (other than bulk petroleum) and services, it should be prepared using the guidance found in the NAVSUP P-485. An example is shown in figure 3-5.

BULK PETROLEUM

When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to be submitted. A DD Form 1149 also is required for

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RTTUZYUW RUFRRGG9846 2782200-UUUU-RUCBTFA
ZNR UUUUU
R 052200Z OCT 95
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/R52192/5278/3014/R/
YNEB01/A/NR/BLNK/EK5/05/BLNK/BLNK/$150.00. IDENTIFICATION DATA: FSCM 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: BABCOCK 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

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SKF03004

Figure 3-4. —An example of a naval message draft requisition.

procurement of DLA-owned bulk petroleum from a Military Sealift Command (MSC) tanker. The prescribed format for the preparation of a DD Form 1149 for bulk petroleum is found in NAVSUP P-485. See figure 3-6 for an example of a DD Form 1149 used for petroleum products.

LETTER REQUESTS

Letter requests occasionally may be used to obtain material for which the usual procurement documents are inapplicable or inappropriate. Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary. The cognizant systems command, bureau, office, or other inventory manager may also require their use. In addition to item descriptions and quantities letter requests 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 that is chargeable to the ship's OPTAR, a DD Form 1348 will be prepared as an obligation document.

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

A vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities as outlined in the Uniform Material Movement and Issue Priority System (UMMIPS). In the movement and issue of material, there must be a

common basis to determine the relative importance of competing demands for resources of the logistics systems. These resources are 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 the NAVSUP P-485, the PDs to be used in requisitioning material or services will be determined by the requisitioner's assigned force/activity designator (F/AD) and the applicable urgency of need designator (UND). The UND will be derived in accordance with the criteria found in the NAVSUP P-485. An activity's assigned F/AD, in conjunction with the UND applicable to the requirement, determines the appropriate PDs to be assigned in requisition documents. For detailed information on UMMIPS, refer to the NAVSUP P-485.

PROCUREMENT FROM SERVMARTS

Learning Objective: *Recognize the procedures to procure material requirements within SERVMART.*

A SERVMART is a self-service store operated by an ashore supply activity. It provides a ready supply of relatively low-cost items frequently required by customers in the area. A SERVMART also stocks certain medical and dental supplies, which can only be

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM **RB2192 USS JOHN PAUL JONES (DDG-52)**

2. TO **NP0244 FISC SAN DIEGO, CA**

3. SHIP TO - MARK FOR **SUPPLY OFFICER
USS JOHN PAUL JONES (DDG-52)
FPO SAN FRANCISCO, CA**

4. APPROPRIATION AND SUBHEAD **1791804.702D** OBS. CL. **000** BUR. CONT. NO. **53624** SUBAL. LOT **B** AUTHORIZATION ACCTG ACTIVITY **050987** TRANS. TYPE **2D** PROPERTY ACCTG ACTIVITY **RB2192** COUN. TRY **003041--NU** AMOUNT **SEE BELOW**

5. REQUISITION DATE **10 FEB 1998** SHEET NO. OF SHEETS **10** 5. REQUISITION NUMBER **SEE RB2192-3041- BELOW**

7. DATE MATERIAL REQUIRED **13**

9. AUTHORITY OR PURPOSE **11a. VOUCHER NUMBER AND DATE**
R. S. SEARS, LT, 8C, USN

12. DATE SHIPPED **b.**

13. MODE OF SHIPMENT **14. BILL OF LADING NUMBER**

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

| ITEM NO. (a) | FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b) | UNIT IN USE (c) | QUANTITY REQUESTED (d) | SUPPLY ACTION (e) | CON. TAINER NO. (f) | UNIT PRICE (g) | TOTAL COST (h) |
|--------------|---|-----------------|------------------------|-------------------|---------------------|----------------|----------------|
| | SERVICES AND MATERIALS FOR REPAIR OF: | | | | | | |
| 3001 | MERCHANT CALCULATORS, Ser. No. 441087, 441288 | JOB | 1 | | | | \$60.00 |
| 3002 | FRIDEN ADDING MACHINE, Ser. No. 56432 | JOB | 1 | | | | 40.00 |
| 3003 | IBM ELECTRIC TYPEWRITERS, Ser. Nos. 14-667421, 18-66744 | JOB | 1 | | | | 60.00 |
| 3004 | REMINGTON ELECTRIC TYPEWRITER Ser. No. 336601 | JOB | 1 | | | | 40.00 |

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

| ISSUED BY | TOTAL CONTAINER | TYPE CONTAINER | DESCRIPTION | TOTAL WEIGHT | TOTAL CUBE | CONTAINER RECEIVED AS NOTED | DATE | BY | SHEET TOTAL |
|------------|-----------------|----------------|--------------|--------------|------------|------------------------------|------|----|------------------------|
| CHECKED BY | | | | | | QUANTITIES RECEIVED AS NOTED | DATE | BY | GRAND TOTAL |
| PACKED BY | | | | | | POSTED | DATE | BY | RECEIVER'S VOUCHER NO. |
| | | | TOTAL | | | | | | |

DD FORM 1 MAR 56 **1149** (4-PT)

REPLACES EDITION OF 1 MAY 56 WHICH MAY BE USED

S/N 0102-011-1901 ORIGINAL

SK603005

Figure 3-5.—An example of a Requisition and Invoice/Shipping Document, DD Form 1149 (multiple requests).

obtained by authorized Medical or Dental Corps personnel. Each SERVMART issues a SERVMART Shopping Guide which lists the cognizance symbol, NSN, noun name, unit of issue, unit price, and storage location of each item stocked in the SERVMART. The self-service feature of SERVMARTs, as well as simplified requisitioning procedures, enables an ashore supply activity to realize substantial cost savings and let its customers obtain material quickly without preparing and submitting a separate requisition for each item. The range of material available, ease of requisition, and ready convertibility to personal use require that afloat supply management personnel rigorously monitor and control SERVMART shopping.

SERVMART PROCEDURES

A SERVMART Shopping List (SSL) (NAVSUP Form 1314) is used to list the items to be procured from

a SERVMART. It provides the basis for preparation of each DD Form 1348 or NAVSUP Form 1250-1 money value only (MVO) required for such procurements. See figure 3-7 and 3-8 for examples of documents used to procure items from SERVMART.

Mandatory Requirements

The use of the SERVMART Shopping List (SSL) (NAVSUP Form 1314) is mandatory in all procurement actions from SERVMART. NAVSUP Form 1314, in conjunction with DD Form 1348 (MVO) or NAVSUP Form 1250-1 (MVO) are the only procurement forms authorized. Refer to the NAVSUP P-485 for detailed guidance in the use of these forms for SERVMART procurement.

Documentation by Material Category

One SSL in triplicate and one supporting DD Form 1348 or NAVSUP Form 1250-1 (MVO) are required to

Figure 3-7.—Example of a DD Form 1348 SERVMART procurement document.

Figure 3-8.—Example of a NAVSUP Form 1250-1 SERVMART procurement document.

be prepared for each category of material that is to be procured from a SERVMART.

Material in Bulk Quantities

Since larger ships often require quantities of material, which would exceed amounts reasonably stocked on the shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the quantities necessary to fill smaller customer needs. However, SERVMARTs are not designated to be the source of supply for long term requirements or predeployment loadouts. The use of SERVMARTS to fill such needs is not authorized.

For detailed information on the preparation of these documents and DTO material request, refer to NAVSUP P-485.

PICKUP OF MATERIAL

The Logistics Specialist or other person designated to pick up material at a SERVMART is responsible for the following actions:

- If total quantity requested is obtained, circle the quantity indicated on the SSL. If only a partial quantity is available, line out the requested quantity and enter and circle the quantity obtained. If the item is not available in any quantity, line out the requested quantity and enter "NIS" in the "Qty" column.
- Correct the SSL, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.
- Group and check out the items obtained by material category (i.e., a separate group of items for each DD Form 1348 or NAVSUP Form 1250-1). As each group of items is checked out, give the original DD Forms 1348 (MVO) or NAVSUP Forms 1250-1 (MVO) to the SERVMART clerk, and obtain from the clerk a separate adding machine tape for each DD Form 1348 or NAVSUP Form 1250-1 presented.
- Before leaving the SERVMART, reconcile any differences between the prices listed in each adding machine tape or Electronic Point of Sale (EPOS) tape and those indicated in the applicable SSLs.

If requested items were not available at the SERVMART and the unavailable items are still

required, MILSTRIP requisitions for the required item will be prepared and submitted through normal supply channels.

SPECIAL REQUISITIONING

***Learning Objective:** Recognize special requisitioning and action taken to procure from other commands.*

At this point, you have learned how it requisitions are prepared and submitted for routine requirements determined by the supply officer or head of other departments. However, not all requisitions are routine. For some, special handling, or additional information is required.

TRANSFER FROM OTHER SHIPS

Emergency requirements may be obtained from ships other than supply ships and tenders if the material is available and can be spared. The request may be made on a DD Form 1348, NAVSUP 1250-1, or by message and should contain the same incarnation as a requisition to a supply activity except that the routing identifier is left blank. If the requested material is not available for issue, the requisition is returned to the requisitioner since ships do not hold requisitions on backorder for later issue.

INSTALLED EQUIPMENT

Procurement of installed equipment is the responsibility of and controlled by:

1. Naval Electronics Systems Command—Electronic Equipment
2. Naval Sea Systems Command—Ordnance Equipment.
3. Naval Sea Systems Command—Equipment and machinery for ship's operation

Letter requests for installed equipment are submitted by the Commanding Officer. The Supply Officer must assign a requisition number to these requests.

Initial Equipment Installation

Most new equipment is installed during a shipyard overhaul. Personnel in the shipyard Supply operations Assistance Program/ILO team add the additional repair parts required to the Stock-Number Sequence List-Storeroom Items (SNSL-SRI). When new

equipment is installed between overhauls, supply personnel must submit a Configuration Change Report to Naval Inventory Control Point Mechanicsburg (NAVICP-MECH). NAVICP-MECH will furnish the Allowance Parts List (APL) that supports the equipment. The supply officer is responsible for adding the allowed repair parts from the APL to the SNSL-SRI and for ordering many deficient items.

Some specialized equipment may be received with boxed sets of repair parts that are retained by the department. Replenishment of these parts is require on the basis of a DTO request from the department as the parts are used.

AMMUNITION

The basic policy and requisition procedures for ammunition are contained in Commander Surface Force instructions. Although the supply officer is not responsible for preparing or following up on ammunition requisitions, he will assist the weapons officer, when requested, in preparing the proper documents.

MANDATORY TURN-IN REPAIRABLES

Mandatory turn-in repairable (MTRs) are high-cost items that cannot be repaired on board. They are shipped to the nearest designated repair facility. These items are procured and managed by the applicable inventory manager on the assumption that unserviceable repairable will be shipped promptly so they can be repaired and placed in supply system stock for reissue. In effect, repair becomes a substitute for procuring replenishment system stock. For this reason, control of unserviceable repairable is as important to the Logistics Specialist as the control of serviceable material.

The Material Control Code (MCC) appearing in the Management List-Navy (ML-N) and in the Master Repairable Item List (MRIL) (NAVSUP Publication 4107) identifies mandatory turn-in repairable. These codes are E, G, H, Q, or X. Most mandatory turn-in repairable are assigned MCC "H"; the other MCCs apply to repairables that require special controls and handling. MCC definitions are found in NAVSUP P-4107.

Advice Codes

Advice codes must be assigned to all requisitions for mandatory turn-in repairable items. Generally, advice code 5G will be cited in replacement

requisitions. Advice codes are found in NAVSUP P-485.

These advice codes have precedence over any other advice code that may apply applicable to the requisition. When it is necessary to include additional advice codes in a requisition for a mandatory turn-in repairable, it is entered in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) must be entered in CC 13.

Requisition Priorities

Requisitions for mandatory turn-in repairable will be assigned priority 06 unless the urgency of need justifies a higher priority.

Field Level Repairables

Field level repairable are repairable items identified by MCC "D" which is to be repaired at the local activity, if possible. If a field level repairable cannot be repaired locally, it will be turned in at the nearest DOP.

FUEL

Supply officers can procure fuels from the following sources:

1. Fleet oilers, station tankers, yard oilers, and tenders.
2. Fuel depots and annexes.
3. Commercial shore installations, both foreign and domestic under Defense Petroleum Supply Center contracts (as listed in Defense Petroleum Supply Center Contract Bulletins).
4. Commercial shore installations in areas in Alaska and Hawaii and outside the United States under contract to local Navy activities.
5. Other Navy combatant or supporting service force ships.
6. Shore installations of other services or agencies.

The responsibility for procuring fuels rests with the Supply Officer, who makes the arrangements with the supplying activities or contractors. Fuel is requisitioned on DD Form 1149.

FORMS AND PUBLICATIONS

Forms are requisitioned in the same manner as any other consumable material on DD Form 1348.

Publications, identified by cognizance 01 are not carried in a stores account and are issued without charge. Therefore, signal code “D” or “M” (no billing required), as appropriate, is entered in CC 51, and the fund code, CC 52-53, is left blank.

Special requisitioning instructions, approval requirements, and restrictions are indicated in the Requisition Restriction (RR) column of the Navy Stock Lists of Forms and Publications.

SHIP’S STORE OR SUBSISTENCE STOCK

When normal supply sources are not available and general stores stock is exhausted, ship’s store or subsistence stock may be transferred to ship’s use. For example, cornstarch transferred from subsistence stock for use in cleaning the boilers or flashlights transferred from ship’s store to general use.

Such transfers are made on DD Form 1149 and are charged to the ship’s OPTAR (funds available for operation of the ship). Complete accounting data must be shown on the transferring DD Form 1149 for both the charge and the credit.

MISCELLANEOUS MATERIAL AND SERVICES

Refer to NAVSUP P-485, when procuring services, ecclesiastical material, boat letters, books, ice, typewriters, newspapers, printing, rubber stamps, local tunnel tickets, and other miscellaneous material. The procurement action varies with the type of service or material.

REQUISITION FILE MAINTENANCE

Learning Objective: *Recall the procedures for maintaining requisition files, automated and manual process.*

Requisition file maintenance begins when a requisition is prepared and the hardback copy of the procurement document is placed in the material outstanding file (MOF). When the material ordered has been received or canceled, the requisition document, with a copy of the receipt document, is placed in the material completed file (MCF). The cycle ends when the charge has been cleared through the Defense Finance and Accounting System (DFAS) at San Diego or Norfolk and reported to your ship. The steps in between are largely dependent upon the volume of requisitions prepared and the procedures used in your

office. In this section we will only discuss the material outstanding file (MOF) and how it is used.

MATERIAL OUTSTANDING FILE

The majority of procurement documents are DD Form 1348s. The file is usually maintained in a card file. The cards should be maintained in document number sequence. The hardback copy of DD Form 1348 is the material outstanding file copy.

The DD Form 1149 is attached to the hardback copy of the DD Form 1348 that was prepared as an obligation document. The procedures are found in NAVSUP P-485.

SUPPLY STATUS

The frequency and type of status is determined by the Media and Status (M & S) code assigned to the requisition. The purpose of status is to keep you informed of the action(s) being taken by supply activities to furnish the requested material.

Supply status usually is received on DD Form 1348m or a General Purpose Detail Card.

Supply status may also be received by message on high-priority requisitions. It is similar in format to a message requisition.

It is here that the importance of the document identifier code is evident. The DD Form 1348m has many uses, and in order to accurately interpret the information shown, the purpose of the card must be known. The three document identifiers you will most frequently use on the DD Form 1348s you prepare are:

1. A01—Requisitions
2. AC1—Cancellation request
3. AF1—Follow-up

You will receive, supply status with several different document identifiers, of which the following are the most common:

1. AE1—Automatic supply status
2. AB1—Direct delivery supply status
3. AS1—Automatic shipment status

The automatic supply and shipment status is furnished as requested by the M&S code on the requisition.

When status is received they should be reviewed as soon as possible to detect requisitions that have been

canceled. The status codes inform you of the action being taken and are found in the NAVSUP P-485. Cancellations should be called to the attention of the supply officer so that, if the material is still required, new procurement action may be taken. The other status codes, representing passing action, backorders, shipping status, and so forth, should be reviewed, and appropriate action taken, as required.

REQUISITION FOLLOW-UP

When material or status has not been received by the standard delivery date or the required delivery date (if shown in CC 62-64 of the DD Form 1348), you may submit a follow-up to determine status. The standard delivery date is computed by adding the authorized UMMIPS delivery time to the Julian date of your requisition. The follow-up may be submitted by message.

In either case, document identifier AF1 and the routing identifier for the last known holder of the requisition are assigned. The balance of the follow-up is identical to the original unless part of the material has already been received. If status or material has not been received from NOZ within the time allotted, the follow-up would be for 2 EA and not 6 EA as appearing on the original requisition. The original follow-up is sent to the activity indicated by the routing identifier and the copy of a copy of the message filed with the outstanding requisition. If the follow-up message includes multiple document numbers, the hardback copies of the related requisitions in the MOF is annotated to indicate the DTG of the message.

The supply activity then furnishes the current status of your requisition.

When taking follow-up action on a requisition for urgently needed material for which the standard delivery date or required delivery date is past with no status received, document identifier AT-may be used instead of AF1. This tells the supply activity that if they have no record of the original requisition, to process the follow-up as a requisition. This could preclude the need for another requisition if response to an AF1 follow-up should be "no record of your requisition." However, it may also result in duplicate shipment and billing.

REQUISITION CANCELLATION

When material is no longer required, a cancellation request should be sent to the last known holder of the requisition. It is prepared in the same

manner as a follow-up except that a document identifier in the AC-series is used. Submission of a cancellation request does not guarantee cancellation of the requisition. If the supply activity has already released or shipped the material, the requisition cannot be canceled. For this reason, you should not consider a requisition canceled until confirmation is received from the supply activity.

REQUISITION MODIFIER

A requisition modifier document may be initiated by the requisitioner, supplementary addressee, or monitoring office, to modify the priority designator, required delivery date, media and status code, and/or distribution code of a previously submitted requisition when:

- Force/activity designator (F/AD) is upgraded or downgraded
- Urgency of the requirement increases (except for CASREP) or decreases due to unplanned or unforeseen conditions.

The project code may also be modified if the outstanding requisition is held by a Navy activity.

When material on order is required to satisfy a CASREP, the outstanding requisition will not be modified. A NORS requisition must be submitted for the CASREP requirement.

MATERIAL OBLIGATION VALIDATION (MOV)

Periodically, supply activities review all requisitions held on backorder and for those considered overage; they prepare backorder reconciliation for each requisitioner. When you receive an MOV request, the cards or listing should be checked against your records and a report made in accordance with the instructions included with the request. The reconciliation serves several purposes of which the following are of interest to you:

- Current status of outstanding requisitions
- Cancellation of old requisitions for material no longer needed by your ship
- Correction of files maintained by the supply activity requesting the reconciliation

PURCHASING

Learning Objective: *Determine the procedures for making purchases and uphold the purchasing regulations.*

Supplies and services that are not stocked or supplied must be procured by an activity to fulfill its assigned mission. The NAVSUPINST 4200.85 provides instruction and guidance concerning purchase or procurement of material from commercial suppliers. Purchase actions are normally taken by a shore activity as a result of ships' requisitions. However, ships' Supply Officers and Commanding Officers of ships without Supply Corps officers may obtain requirements for supplies or services by purchase on the open market when all of the following conditions exist:

1. There is an immediate and urgent requirement for authorized supplies or services.
2. The supplies or services are not available at the local supply support activity.
3. Time is of the essence and scheduled operations will not permit procurement through Navy shore-based purchasing activities.

The senior officer present may impose other purchase restrictions afloat (SOPA), particularly when in foreign ports.

1. The supplies or services are not available at the local supply support activity.
2. Supply department complement is sufficient to handle the additional workload involved without detrimental effects.
3. The supply officer is reasonably familiar with the local market area in the vicinity where the ship is located.
4. All transactions are made by an approved small purchase method providing for immediate delivery of material purchased.

PURCHASING REGULATIONS

Detailed instructions and guidelines concerning the purchase or procurement of material or services from commercial suppliers are contained in the *Navy Supply Acquisition Regulation Supplement* (SUPARS), NAVSUP P-560. Fleet fast pay procedures are contained in applicable Defense Accounting Office (DAO) instructions.

The NAVSUP P-560, together with the *Navy/Marine Corps Acquisition Regulation Supplement* (NMCARS), the *Department of Defense Federal Acquisition Regulation Supplement* (DFARS), and the *Federal Acquisition Regulation* (FAR), is used by all Navy activities for basic purchasing and contracting guidance.

TRAINING

All personnel involved in the purchasing function such as contracting officers, Logistics Specialists, and buyers must attend a NAVSUP authorized small purchase course. In addition, the management of all activities performing a purchasing function must make sure personnel are adequately trained to maintain and improve the quality of the purchasing function.

STANDARDS OF CONDUCT

All personnel engaged in purchasing and related functions occupy positions of public trust. Such personnel must, therefore, conduct themselves with absolute fidelity to the government. Accordingly, a person must not allow himself or herself to be placed in a position in which conflict of interests may arise or in which he or she may justifiably be suspected.

Accepting gratuities or favors or engaging in any other action that would result in financial profit or influence strict impartiality must absolutely be avoided.

Information concerning proposed purchasing actions may not be made available to particular suppliers unless such information is made available to all competing suppliers.

There are certain statutes that make it a crime for an agent of the government to engage in practices or activities that are at variance with the high standard of personal conduct that a person owes to the United States as such an agent. A digest of applicable provisions of these statutes is set forth in SECNAVINST 5370.2. Any person engaged in purchasing should make it a particular point to acquaint themselves with the provisions of the applicable statutes.

RESTRICTIONS

Activities afloat, either in the United States or foreign ports, may not purchase the following materials without the specific authority from the cognizant bureau or command:

1. Material in excess of allowance except properly approved emergency requirements.
2. Boats.
3. Books for the ship's library.
4. Forms, commercial printing, binding, blank bookwork.
5. Technical ordnance articles.
6. Printing equipment and machinery.
7. Automotive equipment.
8. Transportation facilities, equipment material, parts, and supplies required for domestic transportation.

METHODS OF PURCHASE

The acquisition of supplies or nonpersonal services from commercial sources in the amount of \$25,000 or less is referred to as small purchase. Open market requirements in excess of \$25,000 must be procured through formal contracting procedures.

Small purchase and other simplified purchase procedures of open market purchases can be made only when requirements cannot be obtained from a mandatory government source of supply. The mandatory sources are as follows:

- Defense/federal supply systems for material assigned an NSN
- Excess personal property from other agencies
- Federal Prison Industries (UNICOR)
- National Industries for the Blind or other Severely Handicapped (NIB/NISH)
- Mandatory GSA federal supply schedule contracts
- Optional GSA federal supply schedule contracts

OBLIGATION DOCUMENT

When a purchase is made under any of the above procedures that is chargeable to the ship's OPTAR, a DD Form 1348 is prepared as an obligation document. The hardback copy of the DD Form 1348 is attached to a copy of the purchase document and placed in the MOF. The green copy of the DD Form 1348 is placed in OPTAR document holding file 1 by ships that submit budget/OPTAR reeds, or promptly forwarded to the OPTAR holding activity by ships that do NOT submit

budget/OPTAR reports. The original and remaining copies are discarded.

OPEN MARKET PURCHASES

The methods for making small purchases and corresponding dollar limitations are as follows:

- Small business-small purchase set aside. Each purchase with small business concerns must be \$10,000 or less.
- Blanket Purchase Agreement (BPA). Each purchase call may not exceed \$10,000 (except \$25,000 for inventory control points [ICPs]) with an unlimited amount of subsistence.
- Purchase order. Each purchase order may not exceed \$25,000.
- Purchase invoice. The purchase invoice method using the Standard Form 44 may not exceed \$2,500 (except \$10,000 for aviation fuel and oil purchased by pilots).

SMALL PURCHASE PROCEDURES

A purchase request must be prepared and approved before the contracting officer starts a purchase action. A purchase request includes the various MILSTRIP requisitions, a Request for Contractual Procurement, NAVCOMPT Form 2276, or the Military Interdepartmental Purchase Request, DD Form 448.

Purchase Request

All purchase requests received must be receipt dated, screened, routed for recording, and assigned a control or route sheet. The initial screening includes an authorized signature; accounting information; a priority designator and a required delivery date; clearance and approval; and an attached statement of work, technical specifications, drawings, or blueprints.

The buyer or Logistics Specialist for adequacy conducts a final screening of all purchase requests. When a purchase request is determined to be inadequate, it is returned to the originator for modification or cancellation.

Each contracting office establishes minimum standards for requirement data that must be included as a part of each PR before it is considered adequate. The minimum level of information needed to

determine adequacy should include, but not necessarily be limited to, the following:

1. Funding
2. Plain English (adequate purchase description or specification or statement of work)
3. Part number and corresponding CAGE code
4. Quantity
5. Required delivery date or period of performance and priority designator
6. Place of delivery with proper consignment instructions, if applicable
7. Previous buys and prices paid for the same or similar item or, when no history exists, a price estimate and the basis upon which the estimate was established
8. Sole source justification, if required
9. A point of contact for technical information
10. Any unique requirements such as marking, packing, or transportation accounting codes
11. Document number

Funding of Purchase Request

The estimated cost shown on the PR is the amount committed by the requiring activity to cover the purchase of supplies or services. Responsibility for controlling the obligation of funds and the limitations of such funds is vested exclusively in the allotment holder or designated representative. However, this does not relieve the contracting officer from complying with purchasing regulations contained in the SUPARS. The NAVCOMPT Form 2276 contains a certification by the approving signature block stating, "I certify that the funds cited are properly chargeable for the item required." When any other purchase request or requisition form is used, the person signing or approving the request is also making the certification, even though the statement may not be printed on the form.

Controls

Controls should be established at every activity that has contracting authority as may be required to prevent violations of standard procurement regulations. These controls include, but are not limited to, the following:

1. Individual open market purchase actions cannot exceed an activity's contracting authority without prior approval from the cognizant regional contracting management office.
2. Requirements may not be broken down into separate purchases to get around the dollar amount thresholds.
3. The same person may not perform the functions of initiation of the requirement, award of the purchase action, and receipt of material. When local circumstances make the use of this three-way separation impractical, at a minimum, the same person should not perform the functions of award of the purchase action and receipt of material.

SMALL BUSINESS-SMALL PURCHASE SET-ASIDES

All open market purchases with an anticipated dollar value of \$10,000 or less are considered to be small business-small purchase set-asides and must be made with small business concerns.

Small purchase set-aside procedures apply only to purchases in the United States, its territories and possessions, Puerto Rico, and the Trust Territory of the Pacific Islands. The requirement for small business-small purchase set-asides does not affect the responsibility of agencies to make purchases from required sources of supply, such as federal prison industries, industries for the blind and other severely handicapped, and mandatory federal supply schedule contracts.

Exceptions

The small business-small purchase set-aside can be dissolved and the purchase made from a large business concern when the contracting officer determines there is no reasonable chance of obtaining quotations from two or more responsible small business concerns (or at least one if the purchase is less than \$1,000) that will be competitive in terms of market price, quality, and delivery.

When the buyer or LS proceeds with the small business-small purchase set-aside and receives a quotation from only one responsible small business concern that is not a reasonable price or cannot meet the required delivery date, purchase description or specification, the purchase may be completed by soliciting one or more large business concerns.

Definition of Small Business

A small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field in which it is bidding on government contracts, and is qualified as a small business under certain criteria and size standards as outlined in NAVSUP P-560.

For purchases up to \$10,000, a dealer is considered to be a small business if it has 500 employees or less and is furnishing any domestically produced or manufactured product.

Competition and Price Reasonableness

It is the responsibility of the LS or buyer to make sure every purchase is made at a fair and reasonable price, and the government gets what it pays for in terms of quality and delivery.

PURCHASES LESS THAN \$1,000.—These purchases must be distributed equitably over a period of time among qualified suppliers. When possible, a quotation is solicited from other than the previous supplier before placing a repeat order. Purchases less than \$1,000 may be made without soliciting competition and/or documenting any price if the contracting officer finds no reason to question the fairness and reasonableness of the price.

When the buyer can determine one quote fair and reasonable, the additional expense in time and administrative costs is not worthwhile in seeking additional quotes.

PURCHASES MORE THAN \$1,000.—For purchases in excess of \$1,000, the LS or buyer must solicit a reasonable number of quotations (generally at least three) from qualified suppliers to promote competition to the maximum extent possible and to make sure the purchase is advantageous to the government, as far as price and other factors are concerned. Reasonable competition for small purchases can normally be obtained from the local trade area.

When possible, two sources not included in previous solicitation should be requested to furnish quotations. If only one response is received, no additional quotations are needed if the price can be determined fair and reasonable.

BLANKET PURCHASE AGREEMENT

The BPA method of small purchase is a simplified procedure of establishing charge accounts with

qualified sources of supply to cover anticipated small purchases of the same general category. BPAs eliminate the necessity of issuing individual purchase orders by providing that purchases may be made by placing oral calls or issuing informal memorandums when more convenient. Maximum use of BPAs is encouraged and recommended, when appropriate.

Conditions for Use of BPAs

All BPA agreements are issued as bilateral, two-party signature documents. Major field purchasing activities and other Navy field contracting system (NFCS) activities that have been granted such authority are authorized to place BPAs when there is a repetitive need for similar supplies or services and when the use of the BPA is administratively more economical and efficient than any other small purchase method. Normally, BPA calls may not exceed \$10,000, However, ICPs may place BPA calls up to \$25,000, and calls for subsistence are unlimited as to dollar value.

The use of a BPA does not authorize purchases that are not otherwise authorized bylaw or regulation. For example, the use of a BPA does not justify sole source purchasing or avoiding small business-small purchase set-asides. The rules of distributing purchases among qualified suppliers for purchases not in excess of \$1,000 and for seeking competitive quotations for purchases in excess of \$1,000 apply to each call under a BPA.

If there is an insufficient number of BPAs to assure competition and equitable distribution of business, the contracting officer should solicit quotations from other sources for the immediate purchase and take action to establish additional BPAs for future purchases. Like any other purchase, each BPA call must be made on the basis of a purchase request.

Authorized BPA Callers

BPA calls may be made by any individual within the purchasing office of the command of the contracting officer who entered into the BPA. In addition, the contracting officer who issued the BPA may authorize other activities that have been granted contracting authority to place calls under his or her BPA.

Only authorized personnel within purchasing offices may normally make BPA calls. To be approved, all individuals to be authorized to place

BPA calls must have attended a NAVSUP approved small purchase course. In addition, all individuals authorized must be appointed as contracting officers (with authority to place calls up to a certain limitation) via a Certificate of Appointment, Standard Form 1402.

Establishment of BPAs

The contracting officer is responsible for the establishment of BPAs. BPAs will be made with contractors from whom numerous individual purchases will be made over a given period. To the maximum extent possible, BPAs for items of the same type should be placed at the same time with more than one supplier.

All competitive sources should be given an equal opportunity. For example, if you have repetitive requirements for electrical supplies, you should establish BPAs with more than one contractor who sells this type of material. You can then distribute the calls among the BPA holders for purchases not over \$1,000 and obtain competition from them for purchases over \$1,000.

FAST PAYMENT

The fast payment procedure is designed to encourage faster delivery of materials or services to the government and to improve supplier relations by speeding payments to contractors for the small dollar value contracts. The fast payment procedure is particularly suitable when the consignee of the material or services is to an afloat unit or the designated activity is located in a remote or overseas area and the time required for processing would delay payment to the contractor.

Fast payment orders are prepared and issued on the Supplies or Services/Request for Quotations, DD Form 1155 (figs. 3-9, and 3-10). A DD Form 1155 may confirm all calls under a BPA that use the fast payment procedure. The fast payment procedure clause in paragraph 14 of the reverse of the DD Form 1155 is incorporated in the purchase order by checking the appropriate box in block 16. The original and all copies of the DD Form 1155 should be marked FAST PAY in bold letters.

When you submit a requisition for purchase action and the contracting officer responds by placing a fast payment order with a commercial supplier, you will receive a copy of the purchase order and a preaddressed report of receipt, nonreceipt, or

nonconformance postcard (fig 3-11). The form is prepared within 10 days after receiving material that does not conform to the requirements of the order or call. When nonconforming supplies are received, a Report of Discrepancy, Standard Form 364, is required and must be returned with the report.

PURCHASE ORDER-INVOICE-VOUCHER, STANDARD FORM 44

The Standard Form 44 shown in figure 3-12 is a pocket-sized purchase order form designed for on the-spot, over-the-counter purchases of supplies and services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher.

Since the Standard Form 44 does not contain any of the general clauses or provisions normally found on purchase orders, it is used only when the purchase method will not work.

Conditions for Use

The Standard Form 44 may be used if all the following conditions exist:

- The amount of purchase does not exceed \$2,500 (Exception: the amount of aviation fuel and oil purchased by pilots does not exceed \$10,000).
- Supplies and services are immediately available from contractor stocks in the local trade area or are readily obtainable from establishments in the local trade area regularly performing services of the type required.
- One delivery and one payment are made. Supplies or services purchased do not require technical inspection.
- The use of the Standard Form 44 is determined to be more economical and efficient than the use of any other small purchase method.
- The applicable decision of exception and necessary documentation have been made before procurement of a foreign item.

Preparation and Execution.—An authorized individual prepares the Standard Form 44 in quadruplicate (figure 3-12). Although the title of the form includes the term Purchase Order, the contractor does not execute a Standard Form 44 before delivery or performance. For detailed instructions in the

| ORDER FOR SUPPLIES OR SERVICES | | | | | PAGE 1 OF |
|---|--|----------------------------|--|--|--|
| 1. CONTRACT/PURCH ORDER/AGREEMENT NO. | | 2. DELIVERY ORDER/CALL NO. | | 3. DATE OF ORDER/CALL (YYYYMMDD) 2002AUG01 | 4. REQUISITION/PURCH REQUEST NO. R52192-2213-1069 |
| 8. ISSUED BY Supply Officer USS JOHN PAUL JONES (DDG-32) FPO San Francisco, CA 96601 | | | 7. ADMINISTERED BY (If other than #8) CODE | | 5. PRIORITY |
| 9. CONTRACTOR NAME AND ADDRESS MARINE SUPPLIES, INC. 711 SUTTER AVENUE SAN FRANCISCO, CA 94109 | | | 10. DELIVER TO FOD POINT BY (Date) (YYYYMMDD) 2002AUG02 | | 11. X IF BUSINESS IS SMALL SMALL DISAD- VANTAGED WOMEN-OWNED |
| 14. SHIP TO Supply Officer, USS JOHN PAUL JONES (DDG32) PIER #19, MARITIME WHARF #7 SAN FRANCISCO, CA 96601 | | | 15. PAYMENT WILL BE MADE BY N60957 DFAS SAN DIEGO, CA 92132 | | 13. MARK INVOICES TO THE ADDRESS IN BLOCK Same as block #6 |
| 16. DELIVERY/ CALL TYPE OF ORDER This delivery contract is issued as another Government agency or in accordance with and subject to terms and conditions of above referenced contract. Reference your Phone quote of 2002 JUL 31 ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME. | | | | | |
| NAME OF CONTRACTOR | | SIGNATURE | | TYPED NAME AND TITLE | |
| 17. ACCOUNTING AND APPROPRIATION DATA/AGL USE ALL 1721804.702D 000 53824 0 060957 2D R52192 0022131069NR \$173.00 | | | | | |
| 18. ITEM NO. | 19. SCHEDULE OF SUPPLIES/SERVICES | | | 20. QUANTITY ORDERED/ACCEPTED* | 21. UNIT |
| 1. | Valve, Fueling, bronze, standard threads, complete with bronze brushing, catalog #23R15742 | | | 1 | EA |
| 2. | Gasket, Fueling Valve | | | 1 | SE |
| | | | | 22. UNIT PRICE | 23. AMOUNT |
| | | | | 160.50 | \$160.50 |
| | | | | 12.50 | \$12.50 |
| | | | | | \$0.00 |
| *If quantity accepted by the Government is more or less than quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and checked. | | | | 24. UNITED STATES OF AMERICA | 25. TOTAL \$173.00 |
| | | | | BY: R. S. SEARS, LT, SC, USN | CONTRACTING/ORDERING OFFICER |
| 27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> UNEXPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> CORRECT AND CORRESPOND TO THE CONTRACT ORDER AS NOTED: | | | | | |
| b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | | 4. DATE (YYYYMMDD) | | |
| c. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | | j. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | |
| e. TELEPHONE NUMBER | | | 38. D.O.L. VOUCHER NO. | | |
| d. FAX/AL ADDRESS | | | 39. METALS | | |
| 38. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. | | | 39. PAID BY | | |
| f. DATE (YYYYMMDD) | | | 39. AMOUNT VERIFIED CORRECT FOR | | |
| g. SIGNATURE AND TITLE OF CERTIFYING OFFICER | | | 39. CHECK NUMBER | | |
| 37. RECEIVED AT | | | 39. BILL OF LADING NO. | | |
| 38. RECEIVED BY (Name) | | | 40. TOTAL COST/TARIFFS | | |
| 38. DATE RECEIVED (YYYYMMDD) | | | 41. SHIP ACCOUNT NUMBER | | |
| | | | 42. SHIP VOUCHER NO. | | |

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

SHK03009

Figure 3-9. — Example of a DD Form 1155 Order for Supplies or Services/Request for Quotations.

| ORDER FOR SUPPLIES OR SERVICES | | | | | PAGE 1 OF | |
|--|---|--|---|--|--------------------------------|------------|
| 1. CONTRACT/PURCH ORDER/AGREEMENT NO. N00228-81-D-1375 | 2. DELIVERY ORDER/CALL NO. | 3. DATE OF ORDER/CALL (YYYYMMDD) 2002AUG01 | 4. REQUISITION/PURCH REQUEST NO. R52192-2213-1070 | 5. PRIORITY | | |
| 6. ISSUED BY Supply Officer USS JOHN PAUL JONES (DDG-32) WPO San Francisco 96601 | | 7. ADMINISTERED BY (if other than 6) CODE | | 8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule P other) | | |
| 9. CONTRACTOR NAME AND ADDRESS SANTARY LINEN SERVICE 711 EDDY STREET SAN FRANCISCO, CA 94109 | | FACILITY | 10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2002AUG08 | 11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED | | |
| 14. SHIP TO Supply Officer, USS JOHN PAUL JONES (DDG-32) Pier #19, Maritime Wharf #7 San Francisco, CA 94111 | | 15. PAYMENT WILL BE MADE BY N60957 Defense Finance and Accounting Service (DFAS) San Diego, CA 92132 | | 13. MAIL INVOICES TO THE ADDRESS IN BLOCK Same as block #6 | | |
| 16. SHIP TO CODE | | 15. PAYMENT WILL BE MADE BY CODE | | MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2. | | |
| 18. TYPE OF ORDER | DELIVERY/ CALL <input checked="" type="checkbox"/> | This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. | | | | |
| PURCHASE <input type="checkbox"/> | | Reference your ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME. | | | | |
| NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD) | | | | | | |
| If this box is checked, supplier must sign Acceptance and return the following number of copies: | | | | | | |
| 17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE | | | | | | |
| ALL 1721804.702D 000 53824 0 060957 2D R52192 0022131070NU \$27.00 | | | | | | |
| 18. ITEM NO. | 19. SCHEDULE OF SUPPLIES/SERVICES | | 20. QUANTITY ORDERED/ACCEPTED* | 21. UNIT | 22. UNIT PRICE | 23. AMOUNT |
| 1. | Clean and Renovate Foul Weather Jackets, Type N-6 | | 12 | EA | 2.25 | \$27.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| *If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and analyze. | | | 24. UNITED STATES OF AMERICA | | 25. TOTAL | \$27.00 |
| | | | BY: I. L. GARNER, LT, SC, USN | | 26. DIFFERENCE | |
| 27. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> SUSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT (CHECK AS NOTED) | | | | | | |
| 28. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | | 29. DATE (YYYYMMDD) | 30. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | |
| 31. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | | 32. SHIP. NO. | 33. D.O. VOUCHER NO. | 34. INITIALS | |
| 35. TELEPHONE NUMBER | | 36. E-MAIL ADDRESS | | 37. PARTIAL | 38. AMOUNT VOUCHER CORRECT FOR | |
| | | | | 38. FINAL | 39. CHECK NUMBER | |
| 39. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. | | | 40. PAYMENT | | 41. BILL OF LADING NO. | |
| 40. DATE (YYYYMMDD) | | 41. SIGNATURE AND TITLE OF CERTIFYING OFFICER | | 42. COMPLETE | 43. PARTIAL | |
| | | | | 43. FINAL | 44. SHIP VOUCHER NO. | |
| 45. RECEIVED AT | 46. RECEIVED BY (NAME) | 47. DATE RECEIVED (YYYYMMDD) | 48. TOTAL CONTRACTS | 49. SHIP ACCOUNT NUMBER | 50. SHIP VOUCHER NO. | |

DD FORM 1155, DEC 2001

PREVIOUS EDITION IS OBSOLETE.

5K03007

Figure 3-10. —Example of a DD Form 1155 Order for Supplies or Services/Request for Quotations (general provisions).

| REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE | |
|---|------------------------------|
| Important: Complete and return this card to the Naval Supply Center if material is not received within 60 days after delivery date specified in order; or upon receipt of damage of nonconforming supplies. | |
| NSC Purchase Order No. N00228-83-V-0134 | Reqn. No. 56789-3123-5477 |
| The supplies listed in the above purchase order were (check one) | |
| <input checked="" type="checkbox"/> Not received | |
| <input type="checkbox"/> Received but rejected - Letter report attached | |
| Receiving activity USS JOHN PAUL JONES DDG-32 | Date 16 Aug 8- |
| Signature <i>L. J. Arnold LT SC comm</i> | Title Supply Officer |

BACK

| | |
|--|---|
| NAVI DEPARTMENT OFFICIAL BUSINESS | POSTAGE AND FEES PAID NAVY DEPARTMENT DOD-316 |
| Commanding Officer Naval Supply Center Oakland, California 94625 | |

FRONT

SK03008

Figure 3-11. —Example of a report of nonreceipt, damage, or nonconformance card.

preparation of the Standard Form 44, refer to NAVSUP P-560, chapter 13.

Distribution

After the completion of the purchase, copies 3 and 4 are returned promptly to the ordering activity. Copies 1 and 2 are given to the contractor at the time

of purchase. (Contractors should be instructed to submit copy 1 as an invoice to the disbursing activity indicated in the block entitled Agency Name and Billing Address.) Copy 4 is forwarded to the appropriate fiscal office for recording of obligations.

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CHAPTER 4

MATERIAL RECEIPT, CUSTODY, AND STORAGE

For every procurement action, except for cancellations, there is a receipt action. When a requisition is prepared, only the first of several supply functions has been taken. The material must be received, identified, checked, and distributed to the storerooms or ordering departments.

You might think of a Logistics Specialist's work as being a circle formed by a chain with each link representing a specific job. Each link is dependent on the others just as there is a relationship between all LS jobs. If the procurement documents were properly prepared, the receiving procedure will be relatively simple. If receipts are accomplished properly, the rest of the steps are easier.

This chapter discusses the general shipboard procedures that must be followed in receiving stores, stowing the material and processing the receipt documents. The actual steps to accomplish this vary greatly from ship to ship depending upon the size and volume of stores. Whether one Logistics Specialist does many jobs or there are individuals assigned to specific jobs, the end result must meet the requirements set forth in NAVSUP P-485.

MATERIAL RECEIPT

Learning Objective: *You will learn the different methods of processing receipts from various activities, which include inspecting and verifying material receipts.*

Material receipt is the gaining of possession of an item of Navy property through acceptance of physical custody. There are several transportation sources from which we may receive material. These include the U.S. Postal Service, the United Parcel Service, government vehicles, and direct pick-up from a vendor. Other transportation sources include commercial or government air and water freight, commercial trucking firms, and vendor deliveries. This material may be for stock or direct turnover (DTO) to the requisitioner. In some cases, we may keep the material in a holding area for pickup by the customer. Also, we may send the material to a packing unit for preservation or protection. At other times, we may send the material to a shipping unit to be shipped to another activity.

RESPONSIBILITIES

As in every operation, responsibilities for action to be taken are assigned to key personnel. In receipt of government-owned material for your ship, responsibility takes on added importance because of the many types of material receipts and the required accountability.

The LS should be aware of the receipt responsibilities of the following personnel to assist in the receipt of material.

Supply Officer

The Supply Officer is responsible for the receipt, identification, inspection, and distribution of all incoming stores. This does not include medical supplies (except on special accounting classes 207 and 224 ships), Marine Corps stores, bulk petroleum products, and ammunition. The supply officer is also responsible for the processing of receipt documentation. The supply officer will delegate the responsibility for the physical receipt of incoming stores to the leading storeroom Logistics Specialist.

Special Assistants

Special Assistants serve aboard ships as stores/material/cargo officers (when assigned) and are responsible for the administrative functions of stores. They report to the Supply Officer on all receiving matters. These functions include material receipt preparation, receipt procedures, material inspection, and receipt processing. On shore activities, the material division officer is responsible for material receipts.

Stock Control Officer

The stock control officer reports to the Supply Officer or the assistant supply officer on all matters concerning the receiving of material. This includes receipt processing, reporting, reversals, and discrepancies. The stock control officer is responsible for the financial report imbalances from receipts.

Receiving Supervisor

The receiving supervisor makes sure that incoming material is receipted, identified, inspected, sorted, and distributed. Material may be distributed to supply department storerooms or to other departments when the material is marked for direct turnover (DTO). The supervisor also makes sure that receipt documents are accurately annotated and distributed for processing. If the receiving supervisor is not there during normal working hours, the next senior Logistics Specialist will assume these duties. In performing these duties, the Logistics Specialist delegated the responsibility of receiving incoming stores will exercise direction over other Logistics Specialists and the working parties handling these stores.

Duty Logistics Specialist

The duty Logistics Specialist makes sure that material delivered after normal working hours, is receipted, identified, inspected, and placed in the designated receiving section, or turned over to the appropriate department if the receipt document is marked for DTO. The duty Logistics Specialist makes sure that receipt documents are properly annotated and given to the leading storeroom Logistics Specialist the next workday.

PREPARATION FOR MATERIAL RECEIPT

The Supply Officer and personnel assigned to receiving operations must be flexible in routine daily procedures and be able to adjust to any conditions necessary in the receipt of material. The purpose of preparing for receipt of material is to guarantee the timely and accurate receipt processing and distribution of incoming material.

The most important part of any supply operation is to guarantee the safety of all personnel involved. The supply officer is responsible for making sure certain safety rules are observed, especially for inexperienced personnel. This delegation is passed to the supervisor of receipt processing who must make certain the following rules are observed:

- Personnel must be properly equipped with safety equipment such as safety shoes, gloves, and hard hats.
- Personnel must be qualified to operate materials-handling equipment used in the operation.

- Personnel must be knowledgeable of procedures to be followed during emergency situations.

MATERIAL RECEIPT ASHORE

The receiving branch ashore plans and directs operations necessary to physically receive incoming material for storage, direct turnover (DTO), or transshipment. The functions normally assigned to a receiving organization at a local supply activity include receipt and inspection of incoming material, segregation and delivery of incoming material, preparation of reports, preservation and packaging of material for storage or shipment, initiation of tracer action for incoming material when required, and maintenance of files relating to all receiving functions.

MATERIAL RECEIPT AFLOAT

The material receipt process afloat involves the identification, storage, issue, and recording of all material previously requisitioned or purchased and received by the activity. As an integral part of the supply receipt process, all material received must be properly identified, stored (if the material is for stock), proper turnover, signature (if the material is for DTO), and recorded in the stock records in a timely fashion.

METHODS OF DELIVERY

The various methods of material delivery are discussed in the following paragraphs.

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 are known as direct delivery. After receipt has been acknowledged, the Navy owns the material and services are considered satisfactory unless discrepancies are noted. The supply officer must establish procedures to make certain only authorized personnel pick up, receive, or sign for material or services.

Freight

All commercial and government deliveries shipped under a bill of lading are classified as delivery by freight. Material transshipped from a government source is also 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 (UNREP).

Mail

Small items are often sent and received via the U.S. Postal Service, including letters and packages sent by way of the various postal programs. The supply officer is responsible for establishing and maintaining a list of personnel authorized to receive official mail.

TYPES OF RECEIPTS

There are several types of receipts with various forms used to document the delivery of material.

Receipts from Defense Logistics Agency/General Services Administration

Material furnished by the Defense Logistics Agency (DLA) or General Services Administration (GSA) will be accompanied by either a DOD Single Line Item Release/Receipt Document (DD Form 1348-1) or Issue/Receipt Release Document (DD Form 1348-1A).

Receipts from Purchase

Receipts from purchase normally include materials or services received from vendors as a result of activity purchase action. Receipt documents may include direct purchase receipts from the use of DD Form 1155 or the government-wide purchase card program. Receipts from purchase also include material received from contractors as a result of an inventory manager initiated contract. There are invoiced on Material Inspection and Receiving Report (DD Form 250) or Order for Supplies and Services/Request for Quotations (DD Form 1155).

Receipts from Ashore Activities

Materials received from ashore supply officers are normally documented on a DOD Single Line Item Release/Receipt Document (DD Form 1348-1 or DD Form 1348-1A).

Receipts from Afloat Supply Activities

Materials received from CLF ships have by an automated list of the items requested, and a DD Form 1348m for each item. Material received from other afloat units may have either a DD Form 1348-1, the

white copy of a DD Form 1348, or a NAVSUP 1250-1 that was submitted as a requisition document.

Receipts from Other Appropriations

Materials received from other appropriations (ship's store or Marine Corps, etc.) are normally documented on a Requisition and Invoice/Shipping Document (DD Form 1149).

Miscellaneous Receipts

Miscellaneous receipts include automatic shipments or consignments of material that are not related to a ship's procurement document. An example would be the delivery of an electronic test set or radiac equipment incident to a Space and Naval Warfare Systems (SPAWAR) shipment order. Material provided under the Shortage and Valuable Excess (SAVE) program and excess of controlled assets distributed by type commanders are also included.

RECEIPT DOCUMENTATION

Learning Objective: Identify the correct receipt documentation used under material receipt processing.

All material and services received must have receipt documentation. When material received does not have paper work, the receiving section personnel must immediately prepare a dummy receipt for processing. Incoming material should have one or several receipt documents with it. The type of document depends on the method of purchase, supplier, type of delivery, and government inspection requirements. Any document received with the material or service that contains enough information to process the receipt may be used as a receipt document. Although you have a variety of receipt forms, the general pattern for processing is the same. These patterns are as follows:

- Determining the type of receipt inspection required
- Determining if material requires special handling
- Marking the receipt document with date, quantity received, receipt signature, and discrepancies noted during receipt
- Sending the receipt document for further processing

DD FORM 1348

The DD Form 1348 6-part manual receipt is used both as a requisition and receipt document for most materials transferred between nonautomated ships. When required by the issuing ship, the receiving ship acknowledges such transfer on the white copy of the DD Form 1348. Receipt acknowledgement is always required on the requisitioner's hardback copy of the DD Form 1348 before it is filed in the material completed file.

Show receipt on the white or hardback copy of the DD Form 1348 by circling the quantity received and accepted and entering a receipt date and signature in the Remarks field, as shown in figure 4-1.

DD FORM 1348-1

Receipts from shore activities and automated afloat units are done either on a DD Form 1348-1 or DD Form 1348-1A. The titles of these forms are DOD Single Line Item Release/Receipt Document and Issue/Receipt Release Document (IRRD), respectively. Examples of these receipt documents are shown in figures 4-2 and 4-3.

The following paragraphs describe the receipt procedures for material received on a DD Form 1348-1.

Circle the quantity in record positions 25-29 if correct. That is, the number of item received is the same as the quantity shown on the document. If the quantity is different, line out the original quantity.

Then, enter and circle the quantity actually received immediately above the original quantity. Enter the date received and signature in block 7. Block N of the DD Form 1348-1 contains the security code for the item shipped. The record position 73 of the document contains the material control code (MCC).

Receiving personnel should be familiar with both Military Standard Requisitioning and Issue Procedures MILSTRIP and local management coding and command instructions for controlled items.

DD FORM 1348-1A

The DD Form 1348-1A was designed to be used with the activity's Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) processing equipment. The document number (in box 24) and NSN (in box 25) are bar coded. Box 26 contains the bar coded Routing Identifier code (RIC), unit of issue (UI), quantity (QTY), Condition code (CON CODE), Distribution code (DIST), and unit price (UP). These 20 position characters are continuous with no dashes or spaces. The procedures for processing IRRD are the same as prescribed for DD Form 1348-1. The lower-left portion of the IRRD contains the security and MCC information. Use this information to ensure proper receipt processing.

DD FORM 1149

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition or receive specific materials or services, such as repairs or rental equipment. When materials or services are received on a DD Form 1149, the ordering department

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|--|-----------------------|--|--|--|--|--|--|--|--|--|----------------------|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|--|--|--|--|--|--|---------------|--|--|--|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|--|--|-----------------|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|-----------------|--|--|--|--|--|--|--|--|--|-----------------------|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|--|--|--------------|--|--|--|--|--|--|--|--|--|---------|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|--------|--|--|--|--|--|--|--|--|--|
| DOC IDENT | | | | | | | | | | ROUT IDENT | | | | | | | | | | FISC | | | | | | | | | | NIN | | | | | | | | | | ASSIGN | | | | | | | | | | QUANTITY | | | | | | | | | | DOCUMENT NUMBER | | | | | | | | | | DATE | | | | | | | | | | SERIAL | | | | | | | | | | SUPPLEMENTARY ADDRESS | | | | | | | | | | PLANT | | | | | | | | | | DISTRIBUTION | | | | | | | | | | PROJECT | | | | | | | | | | PRIOR | | | | | | | | | | DEL | | | | | | | | | | ESTATE | | | | | | | | | |
| SEND TO: | | | | | | | | | | NO0244 FISC SAN DIEGO | | | | | | | | | | REQUISITION IS FROM: | | | | | | | | | | R04648 USS SAMUEL GOMPERS (AD 37) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BLOCK | | | | | | | | | | EDITING DATA | | | | | | | | | | DOC IDENT | | | | | | | | | | ROUTING IDENTIFIER | | | | | | | | | | MCC | | | | | | | | | | FISC | | | | | | | | | | STOCK NUMBER | | | | | | | | | | ADDIT | | | | | | | | | | UNIT OF ISSUE | | | | | | | | | | QUANTITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R 0 4 6 4 8 7 0 9 1 2 0 3 7 | | | | | | | | | | R Y N E M 0 1 A | | | | | | | | | | A O A N D Z 3 | | | | | | | | | | 5 9 2 0 0 0 1 6 0 4 8 9 5 | | | | | | | | | | E A 0 0 0 0 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R 0 4 6 4 8 7 0 9 1 2 0 3 7 | | | | | | | | | | R Y N E M 0 1 A | | | | | | | | | | REMARKS | | | | | | | | | | APPROVED FOR TRANSFER | | | | | | | | | | D. PHILLIPS | | | | | | | | | | D. PHILLIPS, LT, SC, USN | | | | | | | | | | Rcb 5/5/87 | | | | | | | | | | H. Statham | | | | | | | | | | H. STATHAM, SK1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K Z | | | | | | | | | | 9 N G K 5 0 6 | | | | | | | | | | U/P \$4.80 | | | | | | | | | | T/P \$9.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 4-1.—DD Form 1348 (6-part) manual receipt.

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|---|---|---|---|---|---|---|---|---|----|---|----|----|----|----|----|----|----|----|----|-----------------------------|----|----|----|----|----|----|----|----|----|---|----|----|----|----|----|----|----|----|----|----------------------------------|----|----|----|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----|----|----|----------------|----|----|----|----|----|----|----|----|----|-------------------------|----|----|----|----|----|----|----|----|----|
| 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 |
| DOC IDENT: A0ANNZS | | | | | | | | | | STOCK NUMBER: 5820 009483408 | | | | | | | | | | QUANTITY: EA 0000 | | | | | | | | | | DOCUMENT NUMBER: 2086570294178 | | | | | | | | | | SUPPLEMENTARY ADDRESS: Y05136AY6 | | | | | | | | | | UNITS: 2ZV602 | | | | | | | | | | PROJECT: 5GN77 | | | | | | | | | | UNIT PRICE: H 150 00 00 | | | | | | | | | |
| SHIPPED FROM: N00189 FISC NORFOLK, VA. | | | | | | | | | | SHIP TO: V02136 USS FRANK CABLE (AS 40) | | | | | | | | | | MARK FOR: V20865 | | | | | | | | | | PROJECT: 5GN77 | | | | | | | | | | TOTAL PRICE: 150 00 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WAREHOUSE LOCATION: 111746 | | | | | | | | | | TYPE OF CARGO: A | | | | | | | | | | UNIT PRICE: 7030 | | | | | | | | | | QUANTITY: 00001 | | | | | | | | | | EA Y6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBSTITUTE DATA (ITEM ORIGINALLY REQUIRED): | | | | | | | | | | FREIGHT CLASSIFICATION NOMENCLATURE: | | | | | | | | | | SECURITY CODE: | | | | | | | | | | ITEM NOMENCLATURE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIRCLE QUANTITY | | | | | | | | | | TYPE OF CONTAINER(S): | | | | | | | | | | TOTAL WEIGHT: | | | | | | | | | | RECEIVED BY AND DATE: H. Woodson 7/1/87 | | | | | | | | | | INSPECTED BY AND DATE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PACKED BY AND DATE: | | | | | | | | | | NO. OF CONTAINER(S): | | | | | | | | | | TOTAL CUBE: | | | | | | | | | | WAREHOUSED BY AND DATE: H. Woodson, SKZ | | | | | | | | | | WAREHOUSE (LOCATION): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | FIRST DESTINATION ADDRESS: | | | | | | | | | | DATE SHIPPED: | | | | | | | | | | SIGN AND DATE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRANSPORTATION CHARGEABLE TO: | | | | | | | | | | BLADING, AMB, OR RECEIVER'S SIGNATURE (AND DATE): | | | | | | | | | | RECEIVER'S DOCUMENT NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 4-2. —DOD Single Line Item Release/Receipt Document, DD Form 1348-1.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|-----------------------------|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|----------------------------------|--|--|--|--|--|--|--|--|--|---------------|--|--|--|--|--|--|--|--|--|----------------|--|--|--|--|--|--|--|--|--|-------------------------|--|--|--|--|--|--|--|--|--|
| DOC IDENT: A0ANUZS | | | | | | | | | | STOCK NUMBER: EA00002 | | | | | | | | | | QUANTITY: 00002 | | | | | | | | | | DOCUMENT NUMBER: 20865 | | | | | | | | | | SUPPLEMENTARY ADDRESS: Y05136AY6 | | | | | | | | | | UNITS: 2ZV602 | | | | | | | | | | PROJECT: 5GN77 | | | | | | | | | | UNIT PRICE: H 150 00 00 | | | | | | | | | |
| SHIPPED FROM: N00189 FISC NORFOLK, VA. | | | | | | | | | | SHIP TO: V02136 USS FRANK CABLE (AS 40) | | | | | | | | | | MARK FOR: V20865 | | | | | | | | | | PROJECT: 5GN77 | | | | | | | | | | TOTAL PRICE: 150 00 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WAREHOUSE LOCATION: 111746 | | | | | | | | | | TYPE OF CARGO: A | | | | | | | | | | UNIT PRICE: 7030 | | | | | | | | | | QUANTITY: 00001 | | | | | | | | | | EA Y6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBSTITUTE DATA (ITEM ORIGINALLY REQUIRED): | | | | | | | | | | FREIGHT CLASSIFICATION NOMENCLATURE: PRESSURE REG REDUCING R REL VALV | | | | | | | | | | SECURITY CODE: | | | | | | | | | | ITEM NOMENCLATURE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIRCLE QUANTITY | | | | | | | | | | TYPE OF CONTAINER(S): | | | | | | | | | | TOTAL WEIGHT: | | | | | | | | | | RECEIVED BY AND DATE: H. Woodson 7/1/87 | | | | | | | | | | INSPECTED BY AND DATE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PACKED BY AND DATE: | | | | | | | | | | NO. OF CONTAINER(S): | | | | | | | | | | TOTAL CUBE: | | | | | | | | | | WAREHOUSED BY AND DATE: H. Woodson, SKZ | | | | | | | | | | WAREHOUSE (LOCATION): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REMARKS: | | | | | | | | | | FIRST DESTINATION ADDRESS: | | | | | | | | | | DATE SHIPPED: | | | | | | | | | | SIGN AND DATE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRANSPORTATION CHARGEABLE TO: | | | | | | | | | | BLADING, AMB, OR RECEIVER'S SIGNATURE (AND DATE): | | | | | | | | | | RECEIVER'S DOCUMENT NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 4-3. —Issue/Receipt Release Document (IRRD), DD Form 1348-1A.

will do the technical inspection, if required. The unique nature of the material received on the DD Form 1149 requires that receiving personnel be extremely

careful when processing these receipts. Receiving personnel must secure and properly distribute these materials. Figure 4-4 shows an example of how to fill

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|----------|-----------|------------|------------------|---|--------------------|---------------------|----------------|----------|--------|-------------------------|----------------------|------------|---|--------|----------------------------|----------------|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. FROM R04648 USS SAMUEL GOMPERS (AD 37) | | | | | | | | | | | | | | | 5. REQUISITION DATE 7 APR 87 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. TO N00244 FISC San Diego, CA | | | | | | | | | | | | | | | 6. REQUISITION NUMBER R04648-7097-(**) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. SHIP TO - MARK FOR Supply Officer USS SAMUEL GOMPERS (AD 37) FPO San Francisco, CA 96601 | | | | | | | | | | | | | | | 7. DATE MATERIAL REQUIRED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. APPROPRIATION AND SUBHEAD 17X4911.702D | | | | | | | | | | | | | | | 8. PRIORITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. AUTHORITY OR PURPOSE | | | | | | | | | | | | | | | 11a. VOUCHER NUMBER AND DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. SIGNATURE I. L. GARDNER, LT, SC, USN | | | | | | | | | | | | | | | 11b. BILL OF LADING NUMBER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. DATE SHIPPED | | | | | | | | | | | | | | | 13. MODE OF SHIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO. | | | | | | | | | | | | | | | 15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROPERTY ACCTG ACTIVITY R04648 | | | | | | | | | | | | | | | COST CODE 007097(**)NU | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRANS. TYPE 2D | | | | | | | | | | | | | | | AUTHORIZATION ACCTG ACTIVITY 060957 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBAL. LOT 0 | | | | | | | | | | | | | | | BUR. CONT. NO. 53824 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OBJ. CL. 000 | | | | | | | | | | | | | | | FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ITEM NO. | QUANTITY REQUESTED (G) | UNIT (H) | ISSUE (I) | WEIGHT (J) | TOTAL WEIGHT (K) | DESCRIPTION | TYPE CONTAINER (L) | TOTAL CONTAINER (M) | ISSUE DATE (N) | DATE (O) | BY (P) | RECEIVED QUANTITIES (Q) | RECEIVED FACPTAS (R) | POSTED (S) | DATE (T) | BY (U) | RECEIVED'S VOUCHER NO. (V) | TOTAL COST (W) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reqn. Ser. No. | | | | | | SERVICE AND MATERIALS FOR REPAIR OF: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3001 | 00001 | EA | | | | Marchant Calculators Serial Nos. 441067, 441255 | | | | | | | | | | | | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3002 | 00001 | EA | | | | Friden Adding Machines Serial No. 56412 | | | | | | | | | | | | 40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3003 | 00001 | EA | | | | IBM Selectric Typewriters Serial Nos. 14-667421, 15-667441 | | | | | | | | | | | | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3004 | 00001 | EA | | | | Remington Electric Typewriter Serial No. 14-336601 | | | | | | | | | | | | 40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Cost NOT to exceed \$200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRANSPORTATION VIA WAYS OR MSTS CHARGEABLE TO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ISSUED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHECKED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PACKED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RECAPITULATION OF SHIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD FORM 1 MAR 50 1149 (4-PT) | | | | | | | | | | | | | | | | | | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | SPN 0102-011-1801 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | ORIGINAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SK104004

Figure 4-4.—Requisition and Invoice/Shipping Document, DD Form 1149.

out a DD Form 1149. After technical review and acceptance, receiving personnel will complete the DD Form 1149 receipt document. To complete the DD Form 1149, you must mark and circle the quantity in column D. Also, you must date and sign in the lower right portion of the DD Form 1149, but not over any existing information.

DD FORM 1155

Ashore and afloat activities use DD Form 1155 as an order for supplies and services or as receipts from commercial sources. When used as receipt document, complete DD Form 1155 by circling the quantity in column 20. Also, enter the date and signature in block 26, see figure 4-5. Proper processing of DD Form 1155

| ORDER FOR SUPPLIES OR SERVICES | | | | FORM APPROVED OMB No 0704-0187 Expires Jul 31, 1989 | PAGE 1 OF 1 | | | | |
|---|---|--|----------------------|---|---------------------|---|-----------------|---|--|
| 1. CONTRACT PURCH ORDR NO. N00000-93-V-9999 | | 2. DELIVERY ORDER NO. N00000-93-F-111 | | 3. DATE OF ORDER 93 DEC 26 | | 4. REQUISITION/PURCH REQUEST NO. V00000-3359-A000 | | 5. CERTIFIED FOR AN- TICIPAL DEFENSE UN- DER DMS REG 1 CO | |
| 6. ISSUED BY CONTRACTING OFFICER FISC SOMEWHERE CITY, STATE 99999-1234 JOHN DOE (999) 123-4567 | | | | 7. ADMINISTERED BY (If other than 6) CODE N00000 | | 8. DELIVERY FOR <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i> | | | |
| 9. CONTRACTOR NAME AND ADDRESS MANUFACTURE INC. 0001 ROADBLOCK AVE. CITY, STATE 99999 ATTN: CHIP WRECK | | | | THIS BLOCK WILL HAVE "SEE BLOCK 14" IF USED FOR DIRECT DELIVERY. | | 10. DELIVER FOB POINT BY (Date) 93 DEC 30 | | 11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- VANTAGED <input type="checkbox"/> WOMEN-OWNED | |
| 14. SHIP TO CODE SUPPLY OFFICER USS FORSAIL FPO AE 99999-0000 | | | | 15. PAYMENT WILL BE MADE BY CODE DEFENSE ACCOUNTING OFFICE-CLEVELAND (ADDRESS) | | 12. DISCOUNT TERMS FAST PAY | | 13. MAIL INVOICES TO SEE BLOCK #15 (BELOW) | |
| 16. DELIVERY <input checked="" type="checkbox"/> XX | | This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of the contract. FAST PAY | | | | | | | |
| PURCHASE | | Reference your TELEPHONE/FAX QUOTE: F/Q: NAME 12/25/93. FAST PAY ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME. | | | | | | | |
| <input type="checkbox"/> If this box is marked, supplier must sign acceptance and return the following number of copies: | | NAME OF CONTRACTOR | | SIGNATURE | | TYPED NAME AND TITLE | | DATE SIGNED | |
| 17. ACCOUNTING AND APPROPRIATION DATA LOCAL USE (ACCOUNTING DATA) | | | | | | | | | |
| 18. ITEM NO. | 19. SCHEDULE OF SUPPLIES/SERVICE | 20. QUANTITY ORDERED/ACCEPTED | 21. UNIT | 22. UNIT PRICE | 23. AMOUNT | | | | |
| 1 | MOTOR | 1 | EA | 111.00 | 111.00 | FAST PAY | | | |
| * If quantity accepted by the Government is same as quantity ordered, indicate by J mark. If different, enter actual quantity accepted below quantity ordered and enclose. | | 24. UNITED STATES OF AMERICA (SIGNATURE) BY ECKS BRAND | | | 25. TOTAL 111.00 | | 29. DIFFERENCES | | |
| 28. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED | | 27. SHIP. NO. | | 29. D.O. VOUCHER NO. | | 30. INITIALS | | | |
| DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | | <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | | 32. PAID BY | | 33. AMOUNT VERIFIED CORRECT FOR | | | |
| 26. I certify this account is correct and proper for payment | | 35. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | | | | 34. CHECK NUMBER | | | |
| DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER | | | | | | 35. BILL OF LADING NO. | | | |
| 37. RECEIVED AT | 38. RECEIVED BY (CUSTOMER SIGNATURE) | 39. DATE RECEIVED | 40. TOTAL CONTAINERS | 41. ACCOUNT NUMBER | 42. S/R VOUCHER NO. | | | | |

DD Form 1155

Previous editions are obsolete

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

SKf04005

Figure 4-5.—Order for Supplies and Services, DD Form 1155 (direct delivery/fast pay).

receipts requires familiarity with the terms and concepts discussed in the following paragraphs.

Direct Delivery

When used for direct delivery, blocks 13 and 14 of DD Form 1155 will show that the material and invoice will be sent directly to the ordering activity. In such cases, the ordering activity is responsible for both a quality and quantity certification and acceptance of material.

Normally, there are no qualified receiving personnel to make technical judgments in receiving material. A technical specialist from the ordering department or unit should help confirm acceptance before completing the DD Form 1155. Figure 4-5 shows receipt for direct delivery on a DD Form 1155.

Fast Pay

The fast payment procedure allows payment, under limited conditions, to a contractor before the government's verification that supplies were received and accepted. Fast payment is for ordering supplies by afloat and overseas activities only.

Fast pay is the payment made to a commercial source based on proof of shipment by the vendor. This means submitting an invoice proving that supplies were delivered to a post office, common carrier, or government receiving point. The vendor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

Use this method for buying material that does not require technical certification at the destination. Prepare DD Form 1155 according to

enclosure 2, chapter 5, of NAVSUPINST 4200.85 (series). The DD Form 1155 should include the fast payment procedure clause at FAR 52.213-1 in full. Any BPA that may have fast payment order should also contain the fast payment procedure clause. Mark the original and all copies of the DD Form 1155 with "FAST PAY" in bold letters. The consignee must notify the purchasing office within the following time frames:

- Receipt of conforming material within 10 days from the receipt date
- Within 30 days if materials were not received by the date shown in block 10 of DD Form 1155
- Within 10 days after receiving material that does not conform to the requirements of the order

Indirect Delivery

When used for indirect delivery, blocks 13 and 14 of DD Form 1155 will show that the material and the invoice will be delivered to a transhipper. In this case,

the supporting activity performs the technical inspection and confirms acceptance of the material. The receiving personnel need only verify the quantity of material received. See figure 4-6 for an example of DD Form 1155 processed for indirect delivery.

The procedure for ordering material on a DD Form

1155 often involves a customer picking up the material. This method is also known as "bearer pick-up." We use this method when the ordering department goes directly to the vendor to get material. The supply officer establishes local procedures to ensure proper receipt processing. The procedures include requirements for picking up all material and removing the DD Form 1155 copy from the bearer suspense file. The suspense copy of DD Form 1155 goes to the receiving section for processing.

The ordering activity receives advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a copy of the DD Form 1155 and a

preaddressed card titled "Report of Receipt,

Nonreceipt, or Nonconformance."

Report of Receipt, Nonreceipt or

Nonconformance

The ordering activity completes and returns the Report of Receipt, Non-receipt, or Nonconformance with an advance DD Form 1155. This form is used when material received under contract on a DD Form

1155 is not acceptable. The reasons for not accepting material includes damaged in shipment or not technically acceptable (direct shipments only). You also use this form to report orders that were not received within 60 days of the specified delivery date. Receiving personnel should then tell the procurement section to begin new procurement action if necessary. When material has been received on DD Form 1155, the Purchase Action file copy will be certified as received. See figure 4-7 for a sample Report of Receipt, Nonreceipt, or Nonconformance.

NAVSUP FORM 1250-1

The NAVSUP Form 1250-1 is used as a consumption document and as a requisition

document by non-automated ships. When the

ORDER FOR SUPPLIES OR SERVICES

*FORM APPROVED
OMB No 0704-0187
Expires Jul 31, 1989*

PAGE 1 OF 1

| | | | |
|---|-----------------------|-------------------------------|--|
| 1. CONTRACT PURCH ORDER NO. N00000-93-V-9999 | 2. DELIVERY ORDER NO. | 3. DATE OF ORDER 93 DEC 26 | 4. REQUISITION/PURCH REQUEST NO. V00000-3360-A001 |
|---|-----------------------|-------------------------------|--|

| | | | | |
|--|----------------|--------------------------------------|------|---|
| 6. ISSUED BY CONTRACTING OFFICER FISC SOMEWHERE CITY, STATE 99999-1234 JOHN DOE (999) 123-4567 | CODE N00000 | 7. ADMINISTERED BY (If other than 6) | CODE | 8. DELIVERY FOR <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i> |
|--|----------------|--------------------------------------|------|---|

| | | | | |
|---|------|------|--|--|
| 9. CONTRACTOR NAME AND ADDRESS ● MANUFACTURE INC. ● 0001 ROADBLOCK AVE. ● CITY, STATE 99999 ● ATTN: CHIP WRECK | CODE | CODE | 10. DELIVER FOB POINT BY (Date) 93 DEC 30 | 11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED |
| | | | 12. DISCOUNT TERMS NET 30 DAYS | |
| 18. MAIL INVOICES TO SAME AS BLOCK 6 (ABOVE) | | | | |

| | | | | |
|---|------|---|------|--|
| 14. SHIP TO SUPPLY OFFICER USS FORSAIL FPO AE 99999-0000 | CODE | 15. PAYMENT WILL BE MADE BY DEFENSE ACCOUNTING OFFICE-CLEVELAND (ADDRESS) | CODE | MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER |
|---|------|---|------|--|

| | | | | |
|---|----------|--|----------------------------------|---|
| 18 V O R D E R F | 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 | XX | Reference your TELQUOTE 12/25/93 | furnish the following terms specified herein. |
| ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME. | | | | |

| | | | |
|--|-----------|----------------------|-------------|
| NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED |
| <input type="checkbox"/> If this box is marked, supplier must sign acceptance and return the following number of copies: | | | |

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
(ACCOUNTING DATA)

| 18. ITEM NO. | 19. SCHEDULE OF SUPPLIES/SERVICE | 20. QUANTITY ORDERED/ACCEPTED | 21. UNIT | 22. UNIT PRICE | 23. AMOUNT |
|---|----------------------------------|--|----------|----------------|--------------------|
| 1 | PULLEY ASSEMBLY | 1 | EA | 87.00 | 87.00 |
| FOR OBLIGATION PURPOSES ONLY, THE TRANSPORTATION COSTS CHARGEABLE TO THE FUNDS INDICATED (TAC: N000 ARE ESTIMATED TO BE : \$12.34 | | | | | PLUS TRANS |
| * If quantity accepted by the Government is same as quantity ordered, indicate by J mark. If different, enter actual quantity accepted below quantity ordered and encircle. | | 24. UNITED STATES OF AMERICA (SIGNATURE) BY ECKS BRAND | | | 25. TOTAL 87.00 |

| | | | |
|---|--|---|---------------------------------|
| 26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED | 27. SHIP NO. | 28. D.O. VOUCHER NO. | 30. INITIALS |
| DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ | <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | 32. PAID BY | 33. AMOUNT VERIFIED CORRECT FOR |
| 35. I certify this account is correct and proper for payment | 35. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | | |
| DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____ | 37. RECEIVED AT | 38. RECEIVED BY (CUSTOMER SIGNATURE) | 39. DATE RECEIVED |
| | 40. TOTAL CONTAINERS | 41. ACCOUNT NUMBER | 42. S/R VOUCHER NO. |

SK04006

Figure 4-6. —Order for Supplies and Services, DD Form 1155 (indirect delivery).

| REPORT OF RECEIPT, NONRECEIPT, OR NONCONFORMANCE | |
|---|---|
| INSTRUCTION FOR USE | |
| IMPORTANT: Complete and return this card to: Naval Supply Center Code 200 (1) Within 10 days after receipt of material, or (2) If material not received within 30 days after delivery date specified in the order, or (3) If nonconforming material was received | |
| Purchase Order No. _____ | Requisition No. _____ |
| Activity <input type="checkbox"/> Partial Delivery | <input type="checkbox"/> Final Delivery |
| The supplies listed in the above purchase order were (Check one): <input type="checkbox"/> Received on _____ and conformed to the requirements of the order <input type="checkbox"/> Not received <input type="checkbox"/> Received but rejected - SF 364 Report of Discrepancy attached | |
| Receiving Activity _____ | Date _____ |
| Signature of official authorized to accept supplies title _____ | Phone _____ |

| |
|--|
| <p>NAVY DEPARTMENT OFFICIAL BUSINESS</p> <p>Commanding Officer Fleet Industrial Supply Center City, State, Zip Code</p> |
|--|

SK104007

Figure 4-7. —Report of Receipt, Nonreceipt, or Nonconformance.

NAVSUP Form 1250-1 is submitted as a requisition, the white copy returned with the material is processed as a receipt invoice.

DD FORM 250

Receipt is indicated by circling the quantity figure in block A and entering a receipt date and signature in data block 31 (or in data block 30 if the item was ordered for stock replenishment incident to an issue) as shown in figure 4-8.

The Material Inspection and Receiving Report, DD Form 250, is used to verify material inspection and

| | | | | | | | | | | | | |
|--|---------------------|--------------|-------------------|--------------|---------------------|--------------------------|---------------------------|-----------|----------|---------|---------|---------|
| 1. REQ. DATE 6292 | 2. OPT. NO. 0662 | 3. URGY C | 4. NOD A1776 | 5. LOCATION | 6. REQ. QTY 0000 | 7. ISSUE DATE 6.29.12 | 8. BUENK NO. 6293-3567 | | | | | |
| 9. BOUN. NAME OR REP. PWD | | 10. PWR | 11. APL. APL. CDS | 12. UNIT | 13. UNIT PRICE | 14. EXTENDED PRICE | 15. UNIT | | | | | |
| V 05152 0 E 01 200 0 P 3,1 R 0 0 0 | | | | 16. QUANTITY | 17. UNIT PRICE | 18. EXTENDED PRICE | 19. UNIT | | | | | |
| A-9N | | | | 594.500 | 98.15535 | EA | 3630 CR | | | | | |
| 20. REMARKS 21. APPROVED BY 22. APPROVED BY 23. APPROVED BY 24. APPROVED BY 25. APPROVED BY 26. APPROVED BY 27. APPROVED BY 28. APPROVED BY 29. APPROVED BY 30. APPROVED BY 31. APPROVED BY 32. APPROVED BY 33. APPROVED BY 34. APPROVED BY 35. APPROVED BY 36. APPROVED BY 37. APPROVED BY 38. APPROVED BY 39. APPROVED BY 40. APPROVED BY 41. APPROVED BY 42. APPROVED BY 43. APPROVED BY 44. APPROVED BY 45. APPROVED BY 46. APPROVED BY 47. APPROVED BY 48. APPROVED BY 49. APPROVED BY 50. APPROVED BY 51. APPROVED BY 52. APPROVED BY 53. APPROVED BY 54. APPROVED BY 55. APPROVED BY 56. APPROVED BY 57. APPROVED BY 58. APPROVED BY 59. APPROVED BY 60. APPROVED BY 61. APPROVED BY 62. APPROVED BY 63. APPROVED BY 64. APPROVED BY 65. APPROVED BY 66. APPROVED BY 67. APPROVED BY 68. APPROVED BY 69. APPROVED BY 70. APPROVED BY 71. APPROVED BY 72. APPROVED BY 73. APPROVED BY 74. APPROVED BY 75. APPROVED BY 76. APPROVED BY 77. APPROVED BY 78. APPROVED BY 79. APPROVED BY 80. APPROVED BY 81. APPROVED BY 82. APPROVED BY 83. APPROVED BY 84. APPROVED BY 85. APPROVED BY 86. APPROVED BY 87. APPROVED BY 88. APPROVED BY 89. APPROVED BY 90. APPROVED BY 91. APPROVED BY 92. APPROVED BY 93. APPROVED BY 94. APPROVED BY 95. APPROVED BY 96. APPROVED BY 97. APPROVED BY 98. APPROVED BY 99. APPROVED BY 100. APPROVED BY | | | | | | | | | | | | |
| 11. AOA | 12. RNS | 13. J | 14. V | 15. 05152 | 16. 6293 | 17. 3567 | 18. R Y | 19. A1776 | 20. A CR | 21. 9M | 22. JES | 23. 13 |
| 24. DOC | 25. 278 | 26. 280 | 27. 281 | 28. 282 | 29. 283 | 30. 284 | 31. 285 | 32. 286 | 33. 287 | 34. 288 | 35. 289 | 36. 290 |

SKI04008

Figure 4-8. —Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1.

acceptance for items received directly from a contractor. The DD Form 250 may be used for shipments of material procured by ashore activities on DD Form 1155. Receiving personnel will review the DD Form 250 to determine the type of certification required. The following paragraphs explain the types of certification.

Acceptance at Destination (Code D)

Block 8 of DD Form 250 will show if acceptance at destination (code D) was requested by the ordering activity. If block 21B indicates procurement quality assurance (PQA) and acceptance, you should contact a qualified technician from the ordering department. The technician will inspect and certify material acceptability in block 21B.

The receiving personnel will certify the quantity received in block 22. For quantity discrepancies, line out the quantity in column 17, enter and circle the quantity received. For material received in damaged condition, line out quantity and enter and circle quantity received in good condition. Write an explanation of the differences directly below the adjusted quantity, as shown in figure 4-9. After block 21A has been completed for PQA at origin, receiving personnel then certify the quantity received in block 22.

Acceptance at Source

When block 8 shows Acceptance code S or O (source or other) and block 21A was completed for PQA and acceptance, receiving personnel need only to certify the quantity received in block 22. Figure 4-10 is a sample DD Form 250 accepted at source.

Process receipts for material received on a DD Form 250 as soon as possible to fulfill the discount terms shown in block 5. This type of material is normally expensive. Quick processing of receipt can result in a reduced cost to the government.

STANDARD FORM 1103

You may use U.S. Government Bill of Lading (GBL) (Standard Form 1103) to give delivery instructions to a commercial carrier. To provide receipt documentation to the ordering activity, use Standard Form 1103B. Shore activities often divert commercial deliveries directly to ships in the area to cut the need for double handling of material. In such cases, it is the ship's responsibility to tell the ashore support activity

of any material received short or damaged. Commercial carriers do not always make scheduled deliveries. Receiving personnel must be able to react quickly to unexpected deliveries. Quick response to deliveries will avoid additional charges against the government by commercial carrier. See figure 4-11 for sample GBL.

MATERIAL RECEIVED WITHOUT PAPERWORK

The following text describes the action needed for processing material received without paperwork.

Dummy Invoice

Material received without paperwork needs research. Use the information gathered from research to prepare a dummy document and process the receipt. Personnel in the receiving area perform the research and prepare a dummy receipt on a DD Form 1348-1 (see figure 4-12) or DD Form 1149. The research includes checking the requisition outstanding file by using available information from the material. The information needed are source of supply, stock or part number, item description, document number, fund code, and location (if for stock). When this information is known, enter the quantity, date, and receipt signature on the dummy receipt. You can then process the dummy paperwork as a receipt. Keep dummy receipts in a separate stock control history file.

Receipt Of Original Documentation

There will be occasions when you will receive the original shipment paperwork after the material and dummy invoice are processed. In these case, compare the original paperwork and dummy invoice information. If differences exist, correct or adjust posted records as appropriate. Attach the original shipment paperwork with the dummy invoice in the material completed file.

DETERMINING MATERIAL DISPOSITION

Material received by an activity will be either for stock or DTO. You can determine where to send the material by the serial on the document number or by the supplementary address on shipping document. The supplementary address field of the DD Form 1348-1 normally contains the storeroom location for stock items. It also may have the work center or phone extension number for DTO items.

| | | | | | |
|--|--|--|--|--|--|
| MATERIAL INSPECTION AND RECEIVING REPORT | | CHICAGO DISTRICT NOC17170-P-01B4 | | ACCEPTANCE POINT D - DESTINATION S - SOURCE O - OTHER | |
| EWOOD 1 | | DISCOUNT APPLICABLE - EXPEDITE ACCEPTANCE AND FORWARDING OF RECEIVED COPY TO PAYING OFFICE | | 1/2 of 14 - 20 DAYS | |
| E W BATTERY CO 8888 HOWARD ST SKOKIE, ILLINOIS 60076 | | DISCREPANCY REPORTED BY STANDARD FORM 384 TO CONTRACTING ACTIVITY | | DISCOUNT REPORTED BY STANDARD FORM 384 TO CONTRACTING ACTIVITY | |
| TRANSPORTATION OFFICER NAVAL SUPPLY CENTER OAKLAND, CALIFORNIA 94606 | | DISCOUNT REPORTED BY STANDARD FORM 384 TO CONTRACTING ACTIVITY | | DISCOUNT REPORTED BY STANDARD FORM 384 TO CONTRACTING ACTIVITY | |
| MATERIAL DESCRIPTION | | QUANTITY | | UNIT PRICE | |
| MPC P/N A 4848-24; TYPE 6 FM 11 BATTERY STORAGE, WET AND DRY | | 1 | | NA \$214.38 | |
| INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED | | 1 | | DISCOUNT - EXPEDITE | |
| COMPLETED BY AUTHORIZED GOVERNMENT REPRESENTATIVE - USUALLY A QUALIFIED PERSON IN USING DEPARTMENT | | RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD | | RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD | |

Figure 4-9. — DD Form 250 (Acceptance at Destination).

Document Information

The following text describes the information on receipt documents that will help you in determining material distribution.

The ship to/mark for block contains the requisition number of purchase documents.

The document number block contains the UIC and document serial number that identifies stock and DTO requisitions.

The special material identification code (SMIC) indicates if material is in support of a special program.

The security code indicates special handling based on security classification or hazardous nature of material. The codes used for classified material are A, B, C, D, E, F, G, H, K, L, O, S, T, U, and 7. Codes used for pilferable material are I, J, M, N, P, Q, R, V, W, X, Y, and Z. Codes used for ammunition and explosives are numbers 1 through 8. Refer to appendix 9 of NAVSUP P-485 for the meaning of these codes.

The Material Control Code (MCC) block indicates special handling based on specific control or accounting requirements.

The substitute data block advises that the item is an acceptable substitute for the item ordered.

The required delivery date block, when used, indicates expeditious handling required.

The priority block indicate the requisitioner's priority and therefore the speed of handling required. The supplementary address block may have storeroom location for stock items or local coding of division for DTO items.

The project code block identifies shipments of material for specific projects or programs. The last digit of the project code contains the last digit of storeroom location for stock items.

Shipment Labels And Markings

The *Military Standard Marking For Shipment Arid Storage*, MIL-STD-129M, provides information on

| | | | | | |
|---|--|--|--|--|--|
| MATERIAL INSPECTION AND RECEIVING REPORT | | PROG. CONTROL NUMBER CS-088-36301 NOG171-76-V-C124 | | ACCEPTANCE POINT: D - DESTINATION S - SOURCE O - OTHER | |
| FORM NO. 1 | | DATE | | 1. CONTRACT NO. | |
| 2. CONTRACT NO. WV00001 | | 3. CAGE CODE D-5597774 | | 4. DELIVERY TIME 1/2 of 18 - 20 days | |
| 5. NAME CONTRACTOR Kr. V. Battery Co. 3555 Howard Street St. Louis, IL 61801 | | 6. ADDRESS CONTRACTOR DC008-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL | | 7. DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY | |
| 8. ADDRESS PAYEE DC088-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL | | 9. QUANTITY 102.12 | | 10. UNIT USS FOOT POUND (AD 38) | |
| 11. ADDRESS TO Transportation Officer Naval Supply Center Norfolk, VA 23511-6292 | | 12. DESCRIPTION 102.12 Transportation Officer Naval Supply Center Norfolk, VA 23511-6292 | | 13. UNIT PRICE \$214.35 | |
| 14. ITEM NO. | | 15. QUANTITY | | 16. UNIT PRICE | |
| 17. DESCRIPTION Part number of shipping container, type of container (optional number) | | 18. QUANTITY | | 19. UNIT PRICE | |
| 20. TOTAL | | 21. TOTAL | | 22. TOTAL | |
| 1 | | 102.12 | | \$214.35 | |
| 2 | | 102.12 | | \$214.35 | |
| 3 | | 102.12 | | \$214.35 | |
| 4 | | 102.12 | | \$214.35 | |
| 5 | | 102.12 | | \$214.35 | |
| 6 | | 102.12 | | \$214.35 | |
| 7 | | 102.12 | | \$214.35 | |
| 8 | | 102.12 | | \$214.35 | |
| 9 | | 102.12 | | \$214.35 | |
| 10 | | 102.12 | | \$214.35 | |
| 11 | | 102.12 | | \$214.35 | |
| 12 | | 102.12 | | \$214.35 | |
| 13 | | 102.12 | | \$214.35 | |
| 14 | | 102.12 | | \$214.35 | |
| 15 | | 102.12 | | \$214.35 | |
| 16 | | 102.12 | | \$214.35 | |
| 17 | | 102.12 | | \$214.35 | |
| 18 | | 102.12 | | \$214.35 | |
| 19 | | 102.12 | | \$214.35 | |
| 20 | | 102.12 | | \$214.35 | |
| 21 | | 102.12 | | \$214.35 | |
| 22 | | 102.12 | | \$214.35 | |
| 23 | | 102.12 | | \$214.35 | |
| 24 | | 102.12 | | \$214.35 | |
| 25 | | 102.12 | | \$214.35 | |
| 26 | | 102.12 | | \$214.35 | |
| 27 | | 102.12 | | \$214.35 | |
| 28 | | 102.12 | | \$214.35 | |
| 29 | | 102.12 | | \$214.35 | |
| 30 | | 102.12 | | \$214.35 | |
| 31 | | 102.12 | | \$214.35 | |
| 32 | | 102.12 | | \$214.35 | |
| 33 | | 102.12 | | \$214.35 | |
| 34 | | 102.12 | | \$214.35 | |
| 35 | | 102.12 | | \$214.35 | |
| 36 | | 102.12 | | \$214.35 | |
| 37 | | 102.12 | | \$214.35 | |
| 38 | | 102.12 | | \$214.35 | |
| 39 | | 102.12 | | \$214.35 | |
| 40 | | 102.12 | | \$214.35 | |
| 41 | | 102.12 | | \$214.35 | |
| 42 | | 102.12 | | \$214.35 | |
| 43 | | 102.12 | | \$214.35 | |
| 44 | | 102.12 | | \$214.35 | |
| 45 | | 102.12 | | \$214.35 | |
| 46 | | 102.12 | | \$214.35 | |
| 47 | | 102.12 | | \$214.35 | |
| 48 | | 102.12 | | \$214.35 | |
| 49 | | 102.12 | | \$214.35 | |
| 50 | | 102.12 | | \$214.35 | |
| 51 | | 102.12 | | \$214.35 | |
| 52 | | 102.12 | | \$214.35 | |
| 53 | | 102.12 | | \$214.35 | |
| 54 | | 102.12 | | \$214.35 | |
| 55 | | 102.12 | | \$214.35 | |
| 56 | | 102.12 | | \$214.35 | |
| 57 | | 102.12 | | \$214.35 | |
| 58 | | 102.12 | | \$214.35 | |
| 59 | | 102.12 | | \$214.35 | |
| 60 | | 102.12 | | \$214.35 | |
| 61 | | 102.12 | | \$214.35 | |
| 62 | | 102.12 | | \$214.35 | |
| 63 | | 102.12 | | \$214.35 | |
| 64 | | 102.12 | | \$214.35 | |
| 65 | | 102.12 | | \$214.35 | |
| 66 | | 102.12 | | \$214.35 | |
| 67 | | 102.12 | | \$214.35 | |
| 68 | | 102.12 | | \$214.35 | |
| 69 | | 102.12 | | \$214.35 | |
| 70 | | 102.12 | | \$214.35 | |
| 71 | | 102.12 | | \$214.35 | |
| 72 | | 102.12 | | \$214.35 | |
| 73 | | 102.12 | | \$214.35 | |
| 74 | | 102.12 | | \$214.35 | |
| 75 | | 102.12 | | \$214.35 | |
| 76 | | 102.12 | | \$214.35 | |
| 77 | | 102.12 | | \$214.35 | |
| 78 | | 102.12 | | \$214.35 | |
| 79 | | 102.12 | | \$214.35 | |
| 80 | | 102.12 | | \$214.35 | |
| 81 | | 102.12 | | \$214.35 | |
| 82 | | 102.12 | | \$214.35 | |
| 83 | | 102.12 | | \$214.35 | |
| 84 | | 102.12 | | \$214.35 | |
| 85 | | 102.12 | | \$214.35 | |
| 86 | | 102.12 | | \$214.35 | |
| 87 | | 102.12 | | \$214.35 | |
| 88 | | 102.12 | | \$214.35 | |
| 89 | | 102.12 | | \$214.35 | |
| 90 | | 102.12 | | \$214.35 | |
| 91 | | 102.12 | | \$214.35 | |
| 92 | | 102.12 | | \$214.35 | |
| 93 | | 102.12 | | \$214.35 | |
| 94 | | 102.12 | | \$214.35 | |
| 95 | | 102.12 | | \$214.35 | |
| 96 | | 102.12 | | \$214.35 | |
| 97 | | 102.12 | | \$214.35 | |
| 98 | | 102.12 | | \$214.35 | |
| 99 | | 102.12 | | \$214.35 | |
| 100 | | 102.12 | | \$214.35 | |

Figure 4-10. —DD Form 250 (Acceptance at Source).

SK104010

shipment labels and markings. Figure 4-13 shows the placement of markings on unit packs, intermediate containers, and exterior containers. The following texts describe the identification information on shipping containers.

IDENTIFICATION MARKINGS.—The first line of information is the NSN/NATO stock number. This includes the prefix or suffix. If there is no NSN assigned, this line may be blank.

The second line is the CAGE code and part number. The CAGE code identifies the company that has the contract for the item. The part number identifies the item.

The third line contains the item description or nomenclature of the item.

The fourth line is the quantity and unit of issue. A non-definitive unit of issue will have a quantitative expression such as 1 RO (100 FT). This means one roll contains 100 feet of material.

| REPORT OF DISCREPANCY (ROD) | | | | 1. DATE OF PREPARATION | 2. REPORT NUMBER | | | | |
|---|----------------------|--|--|---|--|-------------------|-------------|-------------|--|
| <input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING | | | | 87JUL01 | 005/87 | | | | |
| 3. TO (Name and address, include ZIP Code) | | | 4. FROM (Name and address, include ZIP Code) | | | | | | |
| FLEET INDUSTRIAL SUPPLY CENTER N00244 NDZ SAN DIEGO, CA. 92132 | | | COMMANDING OFFICER USS SAMUEL COMPERS (AD 37) FPO SAN FRANCISCO, CA. 96601 | | | | | | |
| 5a. SHIPPER'S NAME | | 5b. NUMBER AND DATE OF INVOICE | | 6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TOY, etc.) | | | | | |
| SAME AS #3 | | 25 JUN 87 | | | | | | | |
| 7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.) | | 7b. OFFICE ADMINISTERING CONTRACT | | 8. REQUISITIONER'S NUMBER (Request, Purchase Request, etc.) | | | | | |
| | | | | R04648-7160-2435 | | | | | |
| 9. SHIPMENT, BILLING, AND RECEIPT DATA | | | | 10. DISCREPANCY DATA | | | 11. | | |
| NSN/PART NUMBER AND NOMENCLATURE (a) | UNIT OF ISSUE (b) | QUANTITY SHIPPED/BILLED (c) | QUANTITY RECEIVED (d) | QUANTITY (e) | UNIT PRICE (f) | TOTAL COST (g) | CODE (h) | ACTION CODE | |
| 9N 5960-00-806-0292 | EA | 2 | 1 | 1 | 74.06 | 74.06 | S1 | 1G | |
| 12. REMARKS (Continue on separate sheet of paper if necessary) | | | | | | | | | |
| SHORTAGE HAS BEEN VERIFIED AS NOT BEING TRANSPORTATION-RELATED. | | | | | | | | | |
| DISCREPANCY CODES | | | | ACTION CODES | | | | | |
| CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Exposed shell life C3 - Damaged upon receipt shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Incomplete or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISFACTURED MATERIAL M1 - Added to wrong facility OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization | | PRODUCT QUALITY DEFICIENCIES Q1 - Defective material (Applicable to Great Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Quantity of direct mail shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection date missing or illegible T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item on separate copy in Item 2 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks | | | 1A - Disposition instructions requested (Reply no response) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still received should be shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received, within 15 days of receipt on receipt (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Requisition not required, item to be requisitioned. 1H - No action required, information only 1Z - Other action requested (see remarks) | | | | |
| 13. FUNDING AND ACCOUNTING DATA | | | | | | | | | |
| 14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICER NAV OPERATOR 958-0111, ASK FOR SHIP'S SUPPLY OFFICER.) J.J. MCGUINNESS, LCDR, SC, USN | | | | 14b. SIGNATURE <i>J.J. McGuinness</i> | | | | | |
| 15. DISTRIBUTION ADDRESSES FOR COPIES | | | | | | | | | |

Figure 4-11. —U.S. Government Bill of Lading, Standard Form 1103.

The fifth line contains the contract number/purchase order number. This line includes the four-digit delivery order or call number, when used.

The sixth line contains the level of protection and date. For example, the A 10/92 means level A protection (preservation) was provided in October 1992.

Unrelated items, such as mixed stock numbers or items combined into a shipping container, will have MULTIPACK markings. These markings include the word MULTIPACK on the first line. The second line contains the level of protection and the date of the multipack. The third line contains the gross weight and cube.

SAMPLE DUMMY RECEIPT

| | | |
|--------------------------------|-----------------------------|-------------------|
| DOCUMENT NUMBER | SUFFIX | DATE RECEIVED |
| NSN/PART NUMBER | UNIT OF ISSUE | QUANTITY RECEIVED |
| COG | STOW LOCATION | UNIT PRICE |
| RECEIVED FROM | RECEIVED BY (PRINT NAME) | SIGNATURE |
| | | RATE/DIVISION |
| REASON FOR DUMMY RECEIPT: | | |
| _____ NO RECEIPT WITH MATERIAL | | |
| _____ RIP LISTING PROCESSING | | _____ DTO MOV |
| _____ STOCK MOV | | |
| _____ OTHER: _____ | | |

Figure 4-12. —DD Form 1348-1 (Dummy Receipt).

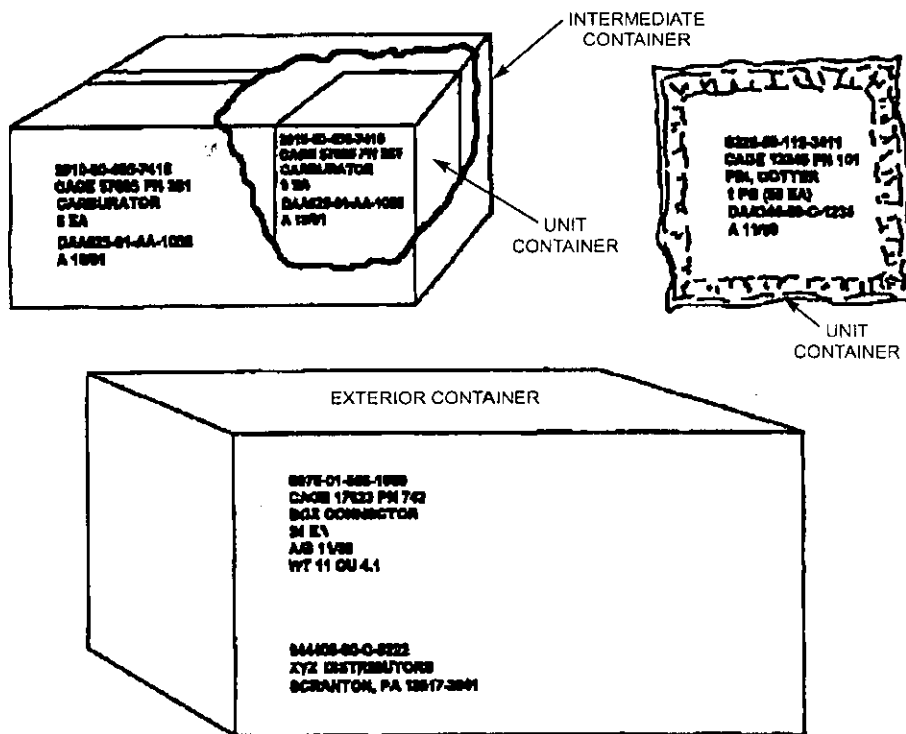


Figure 4-13. —A sample of shipment markings.

SK104013

Example: MULTIPACK

A 10/92

WT 100 CU 6

ADDRESS MARKINGS.—The domestic shipment address label contains the following minimum information.

The first line contains the control number or reference number. As a minimum, it contains the transportation control number (TCN) as the single shipment identification number. The first line may also contain the contract number, purchase order number, or GBL number.

The TCN contains 17 characters. The purpose of assigning a TCN is to control and manage every shipment unit throughout the transportation pipeline. The first three parts of the TCN for MILSTR IP shipments are normally the requisition number. The following paragraphs explain the breakdown of TCN.

Record positions 1-14 normally contains the document number assigned in record positions 30-43 of the requisition. Shipments in MULTIPACK will contain the document number of the requisition with the earliest RDD.

Record position 15 contains the suffix code from record position 44 of DD 1348-1. An X in this position means there is no suffix code assigned.

Record position 16 contains the partial shipment code.

Record position 17 contains the split shipment code.

The partial and split shipment codes indicate whether or not a shipment unit is separated into increments. These codes also identify the specific increments of shipments up to the 23rd increment. The 24th and each later increment will use another TCN. Refer to DOD 4500.32-R, *MILSTAMP*, for additional information on these codes. The following codes are those commonly encountered by the stock (see table 4-1).

| <u>Code</u> | <u>Shipment Increment</u> |
|-------------|--|
| X | Complete shipment |
| A | 1st increment of a partial or split shipment |
| B | 2nd increment or piece |
| C | 3rd increment or piece |

The From line contains the name and address of the transferring activity. This will have the DOD activity address code (DODAAC) of the activity.

The To line contains the name and address of the consignee using the DODAAC assigned.

The fourth line will contain the project code and required delivery date, when required.

The fifth line contains the weight and cube of the material.

The sixth line contains the piece number and the total pieces.

Table 4-1.—Examples of Partial and Split Shipment Codes Assigned for Surface Movement

| DESCRIPTION | TCN POSITION 16/17 |
|---|-----------------------|
| A shipment moving as a complete unit from the origin shipper | XX |
| A shipment unit partial into three increments for movement from the shipper: | |
| 1st partial | AX |
| 2nd partial | BX |
| 3rd partial | CX |
| A complete shipment unit (XX) split into three increments by the transhipper: | |
| 1st partial | XA |
| 2nd partial | XB |
| 3rd partial | XC |
| A partial shipment unit (AX) from the shipper split into three increments by the transhipper: | |
| 1st split of partial A | AA |
| 2nd split of partial A | AB |
| 3rd split of partial A | AC |

Examples address markings:

TCN V9999900001111XXXX
B/L #C1234567

FM FISC
NOWHERE, FL 12345-0008

TO SUPPLY OFFICER
V99999 USS INPORT CVN-00
FPO AE 99999-0008

PROJECT CODE:ABC
RDD: 123
WT 25 CU 2
BOX 1 OF 2

Material shipments that originated from DOD activity use the DD Form 1387, Military Shipment Label. The information on this label may be typed, printed, or bar coded. The DD Form 1387 maybe pasted on the material or attached to a shipping tag. The *MILSTAMP*, DOD 4500.32-R, volume 1, specifies the instructions for and format of the DD Form 1387. See figure 4-14 for a sample bar-coded DD Form 1387. The following paragraphs describe the information on each block of the form.

Data block 1 contains the 17-character TCN, either bar coded or printed in clear text. For MULTIPACK shipment, the lead TCN will be in this block.

Data block 2 contains the postage data. This field is used for mail shipments only. All others will be blank.

Data block 3 contains the DODAAC address of the shipping activity.

Data block 4 contains type of shipment service. This field may have Air Express, Blue Label, Overnight Delivery, or other types of services. A blank in this field means there is no service used.

Data block 5 contains the ship to and port of embarkation information. The three-digit, air/water port code, and the address will be in this block. For mail inside U. S., this field will have the complete address of the consignee (including zip code).

Data block 6 contains the transportation priority of the shipment.

Data block 7 may contain the three-digit port of debarkation designator, when used.

Data block 8 contains the project code, if applicable.

Data block 9 contains the consignee's DODAAC and complete address. It will be bar coded or printed in clear text.

Data block 10 contains the actual gross weight of the material.

Data block 11 contains the required delivery date.

Data block 12 contains the cube (in feet) of the material.

Data block 13 contains the freight charge. This information will be on the number one piece of the multiple shipment unit. This field is blank for mail shipments.




Data block 14 contains the date of shipment of the material.

Data block 15 contains the foreign military sales (FMS), when appropriate.

Data block 16 contains the piece number in bar code or clear text.

Data block 17 contains the total pieces of the shipment unit.

SHELF-LIFE MARKINGS.—Material shipment containers with shelf-life items are marked with the word SHELF-LIFE in bold letters. The DOD 4140.27-M contains the instructions for managing shelf-life items. There are two types of shelf-life items. Type I shelf-life items have a definitive nonexpendable period of shelf life. They are assigned alpha shelf-life codes (including X). Type II shelf-life items have an assigned shelf life. This shelf life may be extended after completion of inspection, test, or restorative action. Type II items have assigned numeric shelf-life

| MILITARY SHIPMENT LABEL DD FORM 1387 | | | |
|---|--|--|-----------------|
| 1. TRANSPORTATION CONTROL NUMBER  W6262Q569622B9XXX | | 2. POSTAGE DATA | |
| 3. FROM | | 4. TYPE SERVICE | |
| 5. SHIP TO/POE | | 6. TRANS PRIORITY | |
| 7. POB | | 8. PROJECT | |
| 9. ULTIMATE CONSIGNEE OR MARK FOR  W6262R | | 10. WT | 11. ROO |
| | | 12. CUBE | 13. CHARGED |
| | | 14. DATE | 15. FMS CARE NO |
| | | 16. PIECE NO  0004 | |
| | | 17. TOTAL PIECES | |

SK104014

Figure 4-14. —Sample bar-coded DD Form 1387.

codes (including X). Refer to appendix 9 of NAVSUP P-485 for a list of shelf-life codes.

SPECIAL HANDLING DATA/ CERTIFICATION.—The DD Form 1387-2, Special Handling Data/Certification, is used for shipping hazardous materials. It is also used for nonhazardous shipments (by military aircraft) that require special handling or protective services. Some of the items that require special handling are subject to damage by heat or freezing or life or death shipments. The shipper is responsible for completing and certifying the DD Form 1387-2. See figure 4-15 for a sample DD Form 1387-2.

HAZARDOUS CHEMICAL WARNING LABEL.—DOD activities are not required to relabel hazardous chemicals already labeled by the supplier

according to the Hazard Communications Standards. Hazardous material received from the supplier without the applicable warning label will have a completed DD Form 2521 with it. See figure 4-16 for sample DD Form 2521.

RECEIPT DISCREPANCIES

Material discrepancies are divided into two categories, shipping and packaging. A Supply Discrepancy Report (SF364) should be submitted to report shipping/packaging type discrepancies such as material shortages, overages, damage, incorrect, or non-receipt material. The NAVICP is required to reply within 45 days of receipt, providing resolution of the discrepancy or interim status.

| | | | | |
|---|--|--|--|------------------|
| ITEM NOMENCLATURE ACETYLENE Flammable Gas, UN1001 Flammable Gas | | NET QUANTITY PER PACKAGE 1 lb | TRANSPORTATION CONTROL NO. FB203912022485XXX | |
| SUPPLEMENTAL INFORMATION | | CONSIGNMENT GROSS WEIGHT 40 lbs | DESTINATION Finker AFB, OK | |
| | | | LOAD STORAGE/GROUP 18 | |
| | | | FLASH POINT | |
| This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT. (Complete applicable blocks below) | | | | |
| X This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable criteria) | | ATA/IATA/IMCO REGULATIONS | | |
| X AFR 11-4, TM 38-156, NAVSUPPUB 503, MCO F403B.18, DLAM 4145.J, Paragraph 9-7a | | 48 cfr | PARAGRAPH | EXEMPTION |
| DOD 4500.328 (MILSTAMP) | | | 172.7 (a) | DOT-E 7573 |
| ADDRESS OF SHIPPER Address and Telephone Number | | TYPED NAME, SIGNATURE AND DATE Name and Date | | |
| DD FORM 1387-2 22 FEB | | EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83 SPECIAL HANDLING DATA/CERTIFICATION | | |

| | | | | |
|---|--|--|--|------------------|
| ITEM NOMENCLATURE LITHIUM BATTERIES Flammable solid Flammable solid, Cargo Aircraft Only | | NET QUANTITY PER PACKAGE 10/100 grams | TRANSPORTATION CONTROL NO. FB440350612001XXX | |
| SUPPLEMENTAL INFORMATION | | CONSIGNMENT GROSS WEIGHT 5 pounds | DESTINATION FB4403 PRF | |
| | | | LOAD STORAGE/GROUP | |
| | | | FLASH POINT | |
| This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT. (Complete applicable blocks below) | | | | |
| X This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable criteria) | | ATA/IATA/IMCO REGULATIONS | | |
| X AFR 11-4, TM 38-156, NAVSUPPUB 503, MCO F403B.18, DLAM 4145.J, Paragraph 1-16/DOT-E 7052 | | 48 cfr | PARAGRAPH | EXEMPTION |
| DOD 4500.328 (MILSTAMP) | | | 172.7 (a) | DOT-E 7573 |
| ADDRESS OF SHIPPER Address and Telephone Number | | TYPED NAME, SIGNATURE AND DATE Name and Date | | |
| DD FORM 1387-2 22 FEB | | EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83 SPECIAL HANDLING DATA/CERTIFICATION | | |

SK04015

Figure 4-15. —A sample DD Form 1387-2.

HAZARDOUS CHEMICAL WARNING LABEL

| | | | | | | | |
|---|-----------------------|--------------------------------|----------|--------|-----------------------|---|----------------|
| 1. CHEMICAL/Common Name 9637, Alkanox 5970-00-161-7232 | | | | | 2. HAZARD CODE | | |
| 3. NSN/LSN 5970-00-161-7232 | | 4. PART NUMBER 9637 Alkanox | | | | | |
| 5. ITEM NAME Insulating Varnish | | | | | | | |
| 6. HAZARDS (X all that apply) | (1) Acute (Immediate) | | | | (2) CHRONIC (Delayed) | | |
| | NONE | SLIGHT | MODERATE | SEVERE | | | |
| a. HEALTH | | | X | | X | | |
| b. CONTACT | | | | X | | | |
| c. FIRE | | | | X | | | |
| d. REACTIVITY | | X | | | | | |
| 7. SPECIFIC HAZARDS AND PRECAUTIONS (Including Target Organ Effects) | | | | | | | |
| <p>WARNING!</p> <p>Acute: Irritation of skin, eyes, mucous membranes. Drying, defatting of skin. Ingestion may cause severe damage to gastrointestinal tract. Avoid breathing vapors. Keep away from heat, sparks, and flame.</p> <p>Chronic: Contains a suspected mutagen. Contains a suspected teratogen. Blood and reproductive disorders may occur, eye, liver, kidney, and central nervous system damage may occur.</p> <p style="text-align: center;">(See MSDS for further information)</p> | | | | | | | |
| 8. PROTECT (X all that apply) | | X | a. EYES | X | b. SKIN | X | c. RESPIRATORY |
| 9. CONTACT a. COMPANY NAME ABC Chemical Company | | | | | | | |
| b. ADDRESS (Street, P.O. Box, City, State, Zip Code, and Country) 10 Elm Street, Anytown, NY 55515 | | | | | | | |
| c. EMERGENCY TELEPHONE NUMBER (Include Area Code) (555) 810-1010 | | | | | | | |
| 10. PROCUREMENT YEAR FOR HAZARDOUS CHEMICAL | | | | | | | |

DD FORM 2521 DEC 89

SK104006

Figure 4-16. —A sample DD Form 2521.

Defense Logistic Agency will accept Supply Discrepancy Reports by mail, telephone, electronic mail, facsimile and message.

Shipping Discrepancies

Shipping discrepancies attributable to or the responsibility of the activity shipping the material (including contractors, manufacturers, or vendors) are reported by the receiving activity on a Supply Discrepancy Report (SDR), Standard Form 364. For shipments received from DOD activities, GSA supply distribution facilities, contractors, and manufacturers, a SDR is prepared to report materials with one or more of the following discrepancies:

- Shortages or overages valued in excess of \$100 per line item, except classified or protected items that are reported regardless of the dollar value. Shortages or overages valued at \$100 or less and reported shortages that were not credited or replaced by the consignor are processed as an original receipt.
- Erroneous material, unacceptable substitutes, or duplicate shipments regardless of dollar value. An exception to this is erroneously issued material that can be readily reconciled with a local supply activity.
- Material received from a previously canceled requisition for which a copy of the confirmation of cancellation is required and the line item is in excess of \$100.
- DOD shipments (line item value in excess of \$100) when the condition of the item is found to be other than that shown on the shipping document.
- Material with a line item value in excess of \$100 with an expired shelf life.
- Material shipped to the wrong activity, regardless of value.
- Material with item technical data markings that are missing or incomplete.
- Material with supply documentation that is missing or improperly prepared regardless of dollar value.
- Items with a line item value in excess of \$100 that were reported shipped by parcel post but not received or received in a damaged condition.

- Repair material received that has been stripped of parts or components without inventory manager authorization, regardless of dollar value.
- Material with repetitive discrepancies observed, regardless of dollar value.

Packaging Discrepancies

A discrepancy report must be made on the following packaging discrepancies:

- Unsatisfactory conditions resulting from improper packaging that cause or render the item, shipment, or package vulnerable to 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 the report is otherwise required as prescribed in NAVSUPINST 4610.33.
- Packaging-related discrepancies, resulting in damaged material that may endanger life, impair combat or deployed operations, or affect other material. These types of discrepancies must be reported immediately to the shipping activity, contracting office, and control point by the fastest communication medium to enable the shipper to take immediate corrective action. Standard Form 364 must be transmitted by mail within 24 hours of the initial report.
- Improper identification of containers or items that require opening the container or result in improper storage of the material regardless of cost.
- Packaging discrepancies, regardless of cost, involving hazardous materials, including improper identification markings of items and packs of utilized loads, regardless of whether damages or other unsatisfactory conditions have resulted.
- Excessive packaging by contractors resulting in additional cost to the government.
- Repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities.

Excluded Discrepancies

Discrepancies excluded from the reporting procedure described above are as follows:

- Discrepancies found while material was in storage.
- Discrepancies involving local base or station deliveries to or return from internal satellite activities.
- Discrepancies involving shipments of privately owned vehicles.
- Shipping-type discrepancies involving personal property shipments.
- Product quality deficiencies.
- Transportation-type discrepancies covered by NAVSUPINST 4610.33.
- Discrepancies resulting from UNREP.

PREPARATION OF THE SUPPLY DISCREPANCY REPORT (SDR)

Item shipping and packaging discrepancies are reported on the Supply Discrepancy Report, Standard Form 364, as shown in figure 4-17 and 4-18.

The Standard Form 364 (SDR) is submitted by receiving or transshipping activities within 15 calendar days from the date of receipt of shipments from all activities. When extenuating circumstances prevent submission of the SDR within this time frame, the reason for delay is entered in block 12 of the ROD. A SDR is submitted by all activities 70 calendar days from the date of shipment from government activities and 60 calendar days from the date of shipment from commercial sources for items determined to be lost through parcel post shipments.

Action activities are required to reply to customers within 45 days of receipt of the SDR providing resolution of the discrepancy or interim status. When a SDR is passed to another activity for further action, the customer is advised. After original SDR is submitted, subsequent follow-ups should be sent at 30-day intervals. Activities submitting the SDR are responsible for all follow-up action. For instructions on how to prepare the SDR, refer to NAVSUPINST 4440.179 (series) and NAVSUP P-485.

MATERIAL CUSTODY

Learning Objective: *Determine supply officer and other head of departments responsibilities for the storage, security and inventory control of such material.*

Custody means immediate charge and control exercised by a person or authority over a property or record. As an LS, your job will include protecting and maintaining material in the custody of your activity. The custodial responsibility for Navy material depends on different situations.

When material is stored in storeroom or other areas assigned to the supply department, the supply officer is responsible for the storage, security, and inventory control of the material. The supply officer may delegate this responsibility to the person in charge of the storeroom or storage area.

Stock material may be stored in other than supply department spaces when the requirements stated in NAVSUP P-485 have been met. The supply officer maintains records relating to supply transactions of all material stored in the other department spaces.

Another category of custody is material in sub-custody of other department heads. Maintenance assistance modules (MAM) and ready service spares (RSS) are located in the appropriate operating and maintenance spaces under the sub-custody of the operating or maintenance personnel.

MATERIAL IN SUPPLY DEPARTMENT SPACES

The supply officer is responsible for the storage, security, and inventory control of material stowed in storerooms. This includes material stored in other areas assigned to the supply department. The supply officer may delegate this responsibility to the person in charge of the storeroom or stowage area.

MATERIAL IN CUSTODY OF OTHER DEPARTMENT HEADS

Sometimes, it is necessary to store bulk items under the control of other department heads. Stowage of supply stock items in other department spaces must have a written authorization by the commanding officer. The authorization will specify the supply officer's responsibilities. These responsibilities may include procedural instructions, stock replenishment, physical inventory, and record maintenance. The authorization also should include the responsibilities

| REPORT OF DISCREPANCY (ROD) | | 1. DATE OF PREPARATION | 2. REPORT NUMBER | | | | | |
|--|-------------------|--|---|---------------------------------|---|-------------------------------|----------|-----------------|
| <input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING | | 90 JAN 5 | R07198-90-0002 | | | | | |
| 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) PPO San Francisco, CA 96626 | | | | | | |
| 5a. SHIPPER'S 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/Shipments, Contract, etc.) N/A | | 7b. OFFICE ADMINISTERING CONTRACT N/A | 8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) R07198-9310-2435 | | | | | |
| 9. SHIPMENT, BILLING, AND RECEIPT DATA | | | | | 10. DISCREPANCY DATA | | | |
| NSM/PART NUMBER AND NOMENCLATURE (a) | UNIT OF ISSUE (b) | QUANTITY SHIPPED/BILLED (c) | QUANTITY RECEIVED (d) | QUANTITY (e) | UNIT PRICE (f) | TOTAL COST (g) | CODE (h) | 11. ACTION CODE |
| 1H 5999-00-464-6372 | EA | 3 | 0 | 3 | 149.00 | 447.00 | 53 | 1D |
| 12. REMARKS (Continue on separate sheet of paper if necessary) AS1 STATUS INDICATES MATERIAL SHIPPED PARCEL POST ON JULIAN DATE 9319. MATERIAL NOT RECEIVED TO DATE. (*) NCISRA Naval Station notified 24 Jan 90, investigation initiated | | | | | | | | |
| DISCREPANCY CODES | | | | | ACTION CODES | | | |
| CONDITION OF MATERIAL C1- In condition other than that indicated on release/receipt document C2- Expired shelf life C3- Damaged parcel post shipment SUPPLY DOCUMENTATION D1- Not received D2- Mislabeled or mislabeled D3- Incomplete (proper or without authority (only when receipt cannot be properly processed)) MISDIRECTED MATERIAL M1- Addressed to wrong activity OVERPAGE/DUPLICATE SHIPMENTS Q1- Quantity in excess of that on receipt document Q2- Quantity in excess of that requested (Other than unit of issue pack) Q3- Quantity duplicates shipment PACKING DISCREPANCY P1- Improper preservation P2- Improper padding P3- Improper marking P4- Improper unitization | | PRODUCT QUALITY DEFICIENCIES Q1- Defective material (Applicable to Great Aid and FMS shipments only) SHORTAGE OF MATERIAL S1- Quantity less than that on receipt document S2- Quantity less than that requested (Other than unit of issue pack) S3- Non-receipt of parcel post shipments ITEM TECHNICAL DATA MISMATCHES (i.e. Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1- Missing T2- Mislabeled or mislabeled T3- Precautionary operational markings missing T4- Inspection data missing or incomplete T5- Serviceability operating data missing or incomplete T6- Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item # above) W1- Incorrect item received W2- Unacceptable substitute OTHER DISCREPANCIES Z1- See remarks | | | 1A- Disposition instructions requested (Reply on reverse) 1B- Material being retained (See remarks) 1C- Supporting supply documentation requested 1D- Material still required expedite shipment (not applicable to FMS) 1E- Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 18 days (Reply on reverse) (Not applicable to FMS) 1F- Replacement shipment requested (Not applicable to FMS) 1G- Shipment not required. Item to be re-qualified 1H- No action required. Information only 1Z- Other action requested (See remarks) | | | |
| 13. FUNDING AND ACCOUNTING DATA | | | | | | | | |
| 14a. TYPED OR PRINTING NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL R. BURGESS, LCDR, SC, USN, Supply Officer A/Y 326-0111 | | | | | 14b. SIGNATURE | | | |
| 15. DISTRIBUTION ADDRESSES FOR COPIES (*) Chain of Command NO (NOON1) NAVSURFWARCEM/DIV CRANE (3046) | | | | | (* = Information assigned by activity security office) | | | |
| 384-103 | | 7640-00-158-4442 | | (Previous edition is obsolete.) | | STANDARD FORM 384 (REV. 2-80) | | |

SK104017A

Figure 4-17.—Supply Discrepancy Report (SDR), Standard Form 364—Front

of the other department heads. These responsibilities may include storage, security, inventory, and location of material.

When supply department stock is stored in other spaces, the other department heads appoint (in writing)

custodians for the material. The supply officer is responsible for providing detailed written instructions and procedures to the assigned custodians.

The supply officer is responsible for maintaining stock records of all material stored in other department

| | |
|--|---|
| 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 San Francisco, CA 96626 | 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. |
| 18. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM | |
| Fold here a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED | DOCUMENT NUMBER |
| b. <input type="checkbox"/> NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION. | |
| c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT | d. <input type="checkbox"/> INVOICE/BILL ATTACHED e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post shipments) OR EVIDENCE OF SHIPMENT ENCLOSED. |
| f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION. | |
| (1) REASON FOR NOT PROCESSING | (2) PRESCRIBING REGULATION |
| (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR | (a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-28.5) |
| (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 18f(2). | (b) CHAP 2 AND/OR 7 OF DOD 4000.25.7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DO 1513, U.S. DOD OFFER AND ACCEPTANCE AS APPLICABLE. |
| 20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCE MATERIAL: | |
| a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES. | b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: |
| c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE | d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN: |
| e. <input type="checkbox"/> SHIP MATERIAL (Specify location) | |
| Fold here (1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE: | |
| (2) <input type="checkbox"/> CHARGES COLLECT-VIA <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST | \$ _____ postage advanced herewith. |
| (3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID | Note: Please enclose postage. Material cannot be returned Parcel Post collect. |
| f. <input type="checkbox"/> OTHER (Specify) | |
| 21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED SUBMIT NEW REQUISITION | 22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: |
| 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 A/V 365-2121 John Peters, Quality Assurance | 24b. SIGNATURE |
| 24c. DATE 1/20/90 | |
| STANDARD FORM 364 BACK (REV. 8-80) | |

SKI04017B

Figure 4-18.—Supply Discrepancy Report (SDR), Standard Form 364—Back.

spaces. The supply officer will provide a listing of the stock material to each departmental custodian. The custodian only maintains the stock location records. The custodian is responsible for the prompt submission of completed transaction documents to the supply department for processing.

MATERIAL IN SUB-CUSTODY OF OTHER DEPARTMENT HEADS

The location of other items or material may be in the operating and maintenance spaces of other departments. These items include maintenance

assistance modules (MAMs) issued on sub-custody to other departments. The MAMs are avionics system parts used for isolating faults within an avionics system or test set. Substituting the parts with a MAM item does fault isolation. A MAM also enables end-to-end testing within a test program set (TPS).

The MAMs are not carried on the supply officer's stock records as part of the spares inventory, but are expended to the end user. MAMs are not included in the operating site's fixed allowance. However, MAMs are listed in the aviation allowance list (AVCAL/SHORCAL) and under the permanent custody of the supply officer. In turn, the supply officer issues the MAMs on subcustody to maintenance personnel. The supply officer maintains the custody records of repairable MAMs. The MAMs assets do not require a report to the Naval Inventory Control Point (NAVICP). Refer to FASOINST 4790.1 (series) for procedures on MAMs.

LOST, DAMAGED, OR DESTROYED MATERIAL

Personnel assigned the responsibility for physical custody of stock material must 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, providing the emergency did not arise from that person's negligence and provided that all reasonable steps to prevent the loss or damage were taken.

SECURITY OF MATERIAL

Stored material must be kept under lock and key in all cases. The exception for this requirement is when the material quantity and size make storeroom storage impractical. Storeroom spaces must be locked securely when not in use. Personnel in charge of the storage space are responsible for maintaining security for all stores in their custody. When storage spaces are open for use, an authorized person must be present. Other personnel may enter the space only when necessary for stowage, breakout of material, or emergencies.

INSPECTION.—Personnel will be allowed access to stowage spaces for purposes of inspection as directed by the commanding officer. Such personnel will not be given the keys to the spaces but will be escorted by responsible personnel as directed by the supply officer.

ACCESS FOR DAMAGE CONTROL PURPOSES.—Access to stowage spaces will be authorized to damage control personnel when performing their duties. Stowage spaces will not be secured in such a manner that access using ordinary damage control equipment is impeded in an emergency.

PERMISSION FOR ENTRY.—Permission for entry of persons not ordinarily authorized access to stowage spaces will be granted by the supply officer or, in the supply officer's absence, the commanding officer, executive officer, or command duty officer.

KEY CONTROL.—Key control procedures must be set by the activity. This procedure permits identification of the person holding the key to any stowage space at any given time.

MATERIAL STOWAGE

Learning Objective: *Recall the criteria and basic guidelines observed to achieve optimum stowage efficiency.*

The term *storage* refers to the keeping or placing of property in a storeroom, warehouse, shed, or open area. The term *stowage* is synonymous with storage. For stowage of material afloat, you must know how to determine the stowage layout best suited for the material. Also, you must know the precautions to be taken to safeguard both the stores and the ship.

BASIC STOWAGE CRITERIA

To maintain control of material, you must meet the basic criteria for storage. These criteria include the following:

- Ensure maximum usage of available space
- Provide orderly stowage and access
- Prevent damage to the ship or injury to personnel
- Reduce the chance of material loss or damage
- Ease and ensure issue of the oldest stock first
- Make inventories easier

TYPES OF STORAGE FACILITIES

Storage facilities are the basic resources of the supply department, both afloat and ashore. Maximum use of storage space can save operational costs and promote efficiency of operation.

Types of Storage Facilities Ashore

The following paragraphs describe the general functions of the most common types of storage facilities used by the Department of Defense.

COVERED STORAGE SPACE.—The covered storage space is storage space within any roofed structure. This class includes various structure types. Only those types that are of significance to the LS are discussed here. They are general-purpose warehouses, refrigerated warehouses, flammable storage warehouses, and sheds.

The general-purpose warehouse has a roof, side walls, and end walls. This type of warehouse may have a heating unit installed. The Navy uses this type of warehouse for various storage functions. The building may be single or multistory, although the single-story building has become the standard warehouse. The location of office space in this type of warehouse may be within the building or outside of the warehouse. In either case, the location of the office space is on the same side of the warehouse as the truck docks.

Normally, two main aisles run the length of the warehouse. This is to allow material handling equipment supplies to move straight through the length of the warehouse. Typically, cross aisles connect the main aisles. The functions found in the general-purpose warehouse include retail issues, bulk storage, receiving, shipping, preservation, security areas, and administrative offices.

The refrigerated warehouse outwardly resembles a general-purpose warehouse, although it is usually smaller. This warehouse is usually in two separate parts. One part is a chill space with controlled temperatures between 36°F and 46°F. The other part is a freeze space that allows control of the temperature below 32°F. Because the chill and freeze spaces divide the refrigerated warehouse, there are no main aisles that run the length of the entire warehouse.

The flammable storage warehouse is built of noncombustible material and has fire walls with a 4-hour fire-resistance rating. The main source of protection comes from an alarm and automatic sprinkler system.

Sheds are buildings without complete sides and end walls. The Navy uses sheds for storing materials that require maximum ventilation or materials that do not require complete protection from the weather.

OPEN STORAGE SPACES.—The open storage spaces are improved or unimproved open areas used for storage purposes.

The open improved storage spaces include graded spaces or areas and areas surfaced with concrete, tar or asphalt, gravel, or other suitable topping. The Navy uses these spaces for storing certain materials invulnerable to damage by adverse weather conditions.

Open unimproved storage spaces are nonsurfaced open areas used for storage. The significant disadvantage of this type storage is the limitation on the use of material handling equipment.

Types of Storage Facilities Afloat

There are several types of storerooms afloat. In most ships, the general stores (S-1) and aviation stores (S-6) divisions use the same spaces to store material common to both. Storage locations of material specifically used by the ship are in spaces assigned to the S-1 division. Aviation items are stored in spaces assigned to the S-6 division.

The main issue storeroom is the space set by the supply officer as the central distribution point for the general stores division. Generally, this space is the most accessible of all stock stowage spaces when watertight integrity restrictions are in effect. This storeroom contains a locator system either in manual or automated format. All receipt and expenditure documents normally channels through the main issue storeroom.

The bulk storerooms are spaces used for storing wholesale quantities of small items and heavy and bulky material.

The repair parts storerooms are spaces used for stowage of all repair parts. The only exceptions are those bulkhead-mounted spares and material authorized for stowage in other departments. Repair parts storerooms contain stowage aids, such as bins, drawers, shelves, racks, and cabinets used for stowing material. Material needed to support aviation maintenance is stored in the maintenance support package (MSP) storeroom under the S-6 division. Aviation repairable parts are stored in separate storerooms in the S-6 division.

The flammable liquid storeroom can be at either end of the ship, below the full load waterline. This space must be as far away as possible from the magazines. This storeroom must have automatic fire alarm and fire extinguishing equipment (Co2 or

HALON system). Also, this storeroom should have incandescent and explosion-proof overhead lights (protected by lamp guards) with the switch outside the compartment. Flammable items stored in this storeroom have an assigned material content code (MCC) of D, F, G, P, S, and Z in the Hazardous Material Information System (HMIS). Refer to the HMIS and NAVSUP-P485 for information concerning handling of hazardous materials.

TEMPORARY STORAGE OF SHIPBOARD MATERIAL BY SHORE ACTIVITIES

When necessary, ships may use shore facilities to store material temporarily. Temporary storage of allowance list items of equipment or equipment over 1 year must have prior approval by the type commander. Consumable materials, tools, and other items required to support ship's equipment and equipment will not be offloaded for temporary storage. However, some items may be offloaded as authorized during shipyard, overhaul, conversion, or change of mission. The ship requesting storage is responsible for arranging the offload and return of material. The requesting ship is also responsible for informing the storage activity of any change in the length of storage.

Types of Temporary Storage Facilities

The supply officer may designate the use of transit sheds or butler huts to support the department's functions. When used, they should provide the safeguards, storage characteristics, and special storage requirements needed for security purposes.

Pierside trailers may be used for the temporary storage of supply department material when authorized by the supply officer. The type of materials and security requirements should be considered before using the trailers.

When authorized, ships may also use other shore-based facilities for temporary storage of material.

Identification of Temporary Storage Material

Material offloaded to shore activities for temporary storage must be boxed, tagged, and marked to provide ready identification. Each piece or container to be stored must be numbered consecutively.

Documentation of Temporary Storage Material

The Requisition and Invoice/Shipping Document, DD Form 1149, is used for material offloaded for temporary storage. The form includes a notation **MEMORANDUM INVOICE ONLY** in data block 4. The next number from the expenditure invoice log is assigned for control only. You must place one copy of the DD Form 1149 inside each container. Also, you must place one copy of the DD Form 1149 inside a waterproof envelope securely attached to the outside of each container. The DD Form 1149 must contain the description, quantity, and classification of the material. Also, it must have the type of storage required and the length of time of temporary storage.

MATERIAL IDENTIFICATION

Storeroom custodians will make sure that all items in stowage are legibly marked, tagged, or labeled with an NSN, NICN, or other identification number. When needed, technical assistance from other departments should be used to determine the identification numbers of unmarked materials. Items that cannot be identified will be turned in ashore for disposition.

MATERIAL PROTECTION

Items procured for the Navy have some degree of preservation packaging and packing that is required by the item manager. The packaging should protect the material from deterioration and damage during shipment, handling, and stowage. The protection levels specified are code-marked on unit packages and exterior shipping containers. **Level A** provides protection against the most severe conditions expected. **Level B** provides protection for less severe conditions. **Level C** provides protection for known favorable conditions.

Most materials received by afloat units are packaged and packed before shipment. Ship's personnel are responsible for retaining repair parts in their original packaging until issued. They are also responsible for providing adequate protection of material while it is in storage. Also, material must have adequate protection during shipment. This includes shipment of unserviceable, mandatory, turn-in repairable items to another activity.

LOCATOR SYSTEMS

The stock locator system eases processing receipt, issue, and shipment of material. The location of each item in stock is recorded in the related stock record by using manual or automated files. This record should contain only as much information as necessary to find the material. The stock locator file is the heart of a stock location system. It is the address directory for all stored material.

Locator Systems Ashore

Locator systems ashore are different and more complicated than those afloat. To understand the locator system ashore, you must understand storage layout, location number format, and locator files.

The design of a locator system includes a planograph. The planograph is a drawing of the actual layout of a storage area. It portrays the subdivision of the gross space within the storage space. A planograph placed on the bulletin board enables the stock person to match the location on the locator file with the floor plan. The stock person may then proceed directly to the location of the stored item.

The automated system in use today allows faster response for inquiries concerning stock items. You must learn the procedures for using these computers according to your activity's instructions. Supply transactions, such as receipts, issues, transfers, or surveys, require posting into the computer system. The posted transactions keep the information in the system current.

When stock numbers have more than one location for small lots, the material should be combined into one location. Combining material into one location requires judicious planning. Usually, you can minimize relocation of material through attrition. Transfer of material between storeroom/warehouses or to different locations in the same storeroom/warehouse requires supervision by the leading storeroom LS. The leading storeroom LS is responsible for the following:

- Protecting the material from loss or damage during the move
- Ensuring proper stowage of material in the new location
- Ensuring prompt and accurate recording of new locations into the stock records or files

STORAGE LAYOUT.—Storage space ashore is subject to considerable variations, depending upon the mission of the station. Some activities have multistory buildings that contain both office and storage spaces. In its broadest sense, storage space includes the area within the warehouse. This includes the entire area designated as an open storage area. However, this area includes spaces assigned for such functions as preservation and packaging, packing and crating, receiving, shipping, inspection and identification, screening, and offices. The space excluding these items and any other space is the gross space for storage. Net storage space is the area occupied by bins plus pallet rack space. Aisles make up the difference between the gross space and net storage space.

LOCATION NUMBER.—A significant location number is one that enables personnel who are not familiar with a storage area to locate an item of stock. Each character or group of numbers that make up the location number plays an important part in locating an item in the storage space. The location number consists of the building, floor, row, stack, and level.

Normally, the location number consists of nine numeric digits separated into three groups by dashes; for example, 123-456-789. The first three digits identify the warehouse and the floor number. As in the example, the number 12 indicates the building number and the number 3 indicates the third floor. The second group of three digits (the 456 in the example) is the row number. The third group of three digits is the number of the stack. As in the example, the number 78 shows the stack or the specific crosswise location on a row. The last digit in the example, the 9, shows the level within the stack. See figure 4-19 for a sample location number and view of a typical warehouse floor plan and storage area.

LOCATOR FILES.—Automated shore and afloat activities maintain stock location data files in the computer system. This type of operation provides accuracy and speed. Automated systems can provide a printed listing of stock location information, from the computer data file, for manual use. Only authorized personnel should have access to computer files. The Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) uses the material location files (MLF). The MLF is capable of recording more storage locations in addition to the four locations in the basic material file (BMF). Refer to *SUADPS-RT Support Procedures*, volume 1, chapter 2, for more information.

In the manual stock locator file, all work is performed by hand. The manual system uses related

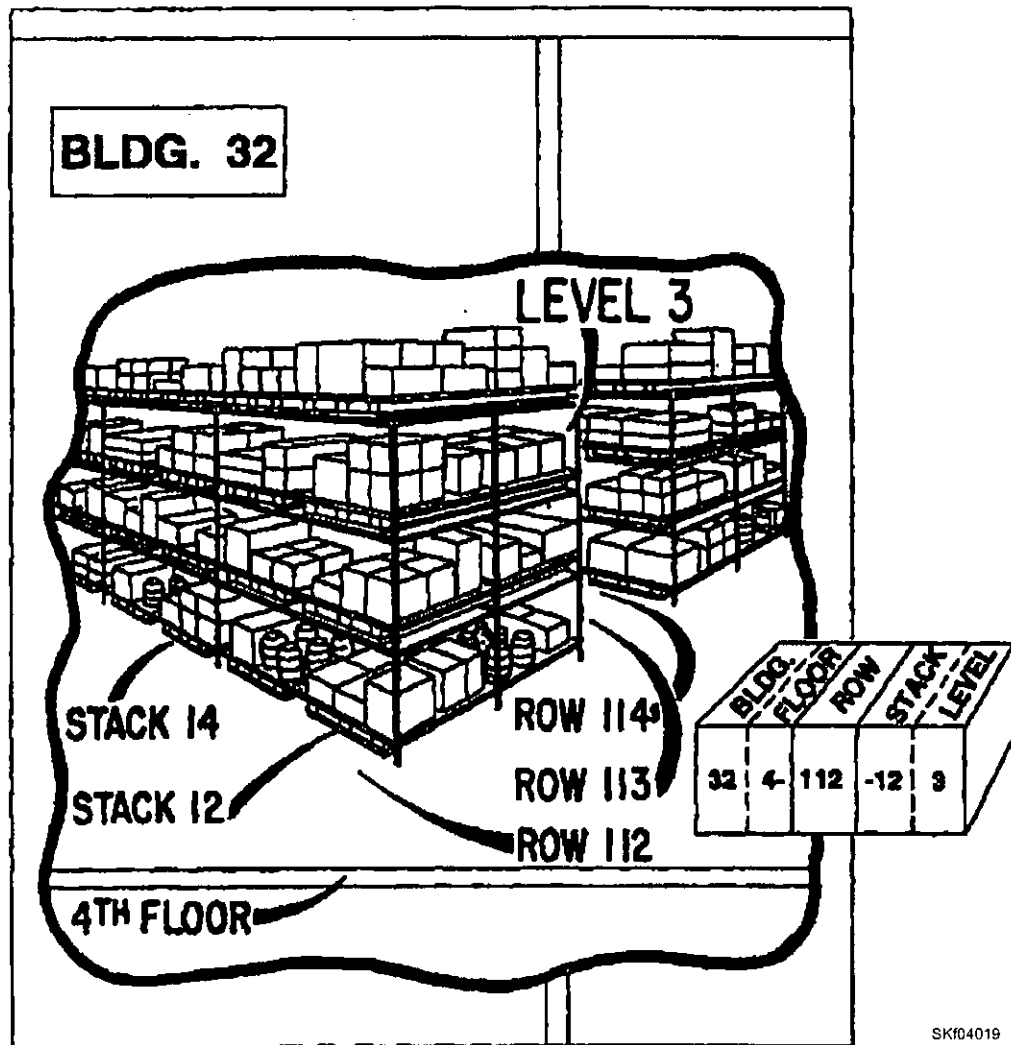


Figure 4-19. —Sample of location number and typical warehouse floor plan and storage area.

stock records or the Afloat Locator/Inventory Record (NAVSUP Form 1075) for recording the location of each item of stock. An activity uses this type of locator file for managing a few items of stock. Some activities use this system particularly for high-demand or for slow-moving items.

Location Systems Afloat

Ships use either automated or manual systems to maintain files and records. This includes updating the location of each item in stock. There are several factors that you must consider in assigning a location for an item. Stowage of materials depend on the types, quantities, and characteristics of the materials. Other factors for stowage include security and safety requirements for storing the material.

There are other factors that you must consider before assigning available stowage space for the

material. You must give consideration to the class of material and the volume of needed stowage space for each class. Some of these materials are bulk items, tires, aviation repairable, and electronic modules. Consideration must also be given to the physical characteristics of the material. Characteristics of the material include the weight and size. Some materials are fragile, flammable, susceptible to damage or theft, or have other properties that may affect the safety of the crew or ship. In addition, consumable and repair parts should be segregated to ease issue and inventory processing. As an example, the location for fast-moving items should be in an area with easy access for issues and replenishments.

The number, location, shape, and size of storerooms vary in each type of ship. The supply officer studies the configuration and capacities of all stowage space to determine the types and quantities of material to be stowed in each. Things to consider in

planning the storeroom layout are location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structural aspects.

The first element of a location system is a logical and systematic numbering system. The storerooms are identified by number (or letter), beginning from the forwardmost and uppermost level on the starboard side. This numbering progresses from the starboard to the port side and from the upper level to the lower level of the ship. The first two digits of the location number contain the storeroom number. Other characters of the location number are the row, stack level, or bin number. You should familiarize yourself with the location system used in your ship.

Under the Shipboard Uniform Automated Data Processing System (SUADPS), you can query the location of an item from the computer. Also, you can find the location of an item in the Master Stock Status and Locator Listing (MSSLL). The MSSLL is a printout of certain essential data elements from each stock record in the basic material file (BMF).

RELOCATION OF MATERIAL IN STOWAGE

The leading storeroom Logistics Specialist will supervise transfer of material between storeroom or to different locations in the same storeroom, who will ensure the following:

- Material is protected from loss or damage during the relocation movement
- Material is correctly stowed in the new location
- New locations are promptly and accurately recorded in the material stock records

STOWAGE AIDS

The ship's storerooms may contain bins, racks, shelving, lockers, drawer cabinets, deck gratings, battens, and other stowage aids for storing material. Warehouses ashore have bigger storage spaces and can accommodate other storage aids. These aids include pallet racks, pallet support sets, dunnage, cantilever racks, and box pallets.

Pallets

A pallet is a low portable platform constructed of wood, metal, or fiberboard. Its standard measurement is 40 by 48 inches, and it is manufactured with flushed or winged ends. Pallets may afford a two-way or

four-way entry. The construction of a two-way entry pallet allows the forks of a forklift to enter either the front or rear of the pallet. The four-way entry pallet allows entry of forks from any of the four sides of the pallet. Pallets help to move a greater number of material pieces at one time. Also, it speeds up handling and reduces higher stacking. There are several factors that determine the number of containers that can be stacked on a pallet. These factors include size of the pallet, size and shape of the material, and weight of the item. Also, you must consider the material handling equipment (MHE) used for moving the pallet. The factors to consider are the lifting capacity and lifting height limit of the MHE. For example, when you use a forklift truck to stack three pallets high and maintain uniformity, the height of the lower two pallets should not exceed 102 inches. Also, you can do this by having an average height of 51 inches for each pallet load.

In forming pallet loads, you must not exceed the lifting capacity of forklift trucks at the specified distances from the heel or fork. Most 2,000-pound forklift trucks will lift 2,000 pounds if the load does not extend beyond 24 inches from the heel or fork. However, for every inch the load protrudes beyond this point, a sharp reduction in lifting capacity occurs.

The following paragraphs describe the types of stowage aids derived from pallets.

The box pallet is an adaptation of the standard pallet. A simple superstructure built on the pallet gives it the appearance of a crate or box. Warehouses use the box pallet for storing odd sized items or weak containers that will not support the superimposed load. If you use box pallets for stacking small lots, it permits higher stacking.

The pallet rack provides support for pallets that is independent of the lower loads. Use of pallet racks are common to shore activities. Warehouses use them to store material that is not strong enough to support the load. Other uses of pallet racks include storing material with irregular shapes or material that is too small for bulk storage and too large for bin storage.

The primary usage of the safety pallet is to elevate personnel both for maintenance work and moving material to and from storage. Handling a safety pallet is the same as handling an ordinary pallet except that it is secured to the forklift truck. Safety pallets provide safety when lifting personnel and material to high places where forklifts cannot approach at a right angle.

Dunnage

There are different types of dunnage used in warehousing and material storage. The floor dunnage is used to protect stock from possible damage from water flows or dampness from the floor or ground area. The short dunnage maybe cut from salvaged lumber and is used for separating the containers to permit the use of a forklift truck. The dunnage used in handling containers must be shorter than the container. Vertical dunnages are pieces of dunnage used in vertical positions to stabilize crushable items. The purpose of using vertical dunnage is to spread the weight of pallet loads. Usually, dunnage consumes less storage space than a pallet. Dunnage may be made from salvaged lumber at little cost; therefore, it should be used in lieu of a pallet.

Collars and Notched Spacers

The purpose of collars is to protect the valves of the compressed gas cylinders from the weight of the upper pallets. Collars provide this protection when compressed gas cylinders are in an upright position. To prevent accidental tipping, cylinders stacked vertically must be bound with steel strapping to stabilize the load.

Notched spacers are used for horizontal palletizing of compressed gas cylinders. This method of palletization permits the issue of a single cylinder without disturbing the balance of the unit. Notched spacers also prevent compressed gas cylinders from rolling out of the stack. For additional protection, use wire or steel strapping to bind the pallet when transporting cylinders for long distances or over rough terrain.

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 capacity of available stowage spaces when determining the type and quantity of material to be stowed in each. The location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structures must be considered in planning the stowage layout. Architectural "obstructions" are altered, when possible and as necessary, to create additional space.

SPACE LAYOUT FACTORS

To the maximum extent that available space permits, you must adhere to the following guidelines when stowing general stems:

- Locate heavy bulk materials in areas convenient to hatches and materials-handling equipment. This minimizes the physical effort required for loading, stowage, and breakouts.
- Locate light bulky material in storerooms with high overhead clearances for maximum use of available space.
- Segregate unlike materials (e.g., hazardous versus nonhazardous, classified versus unclassified, large versus small).
- Locate frequently requested material, such as selected item maintenance (SIM) items, as close as possible to the point of issue as possible, in a storeroom that is convenient to maintenance personnel.
- Locate shelf-life items in a readily accessible area to facilitate periodic screening.
- Install appropriate stowage aids in spaces where they can be effectively used.
- Provide for aisles at least 30 inches wide between bins, racks, and/or cabinets.
- Arrange materials with identification labels facing outward to facilitate issues and inventory.
- Avoid multiple locations for the same item.

HAZARDOUS MATERIAL STOREROOMS AND LOCKERS

Certain materials with inherent hazardous properties require special stowage facilities and handling precautions. The *Naval Ships' Technical Manual* and the *Hazardous Material Information System* outline the requirements for shipboard stowage of dangerous and semi-safe materials. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

Flammable Liquids Storeroom

The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine and be equipped with an automatic fire alarm and CO₂ system.

This storeroom also should have incandescent and explosion-proof overhead lights (protected by lamp guards). The switch should be outside the compartment, and non-sparking vent fans, with the controllers outside the compartment.

Acid Locker

An acid locker is a leak-proof, led-lined box, chest, or locker especially designed for stowing bottles or carboys of acid. A label bearing the inscription "**ACID BOTTLE STOWAGE**" in 3/8-inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. However, acid lockers that contain only medical acids may be kept in a medical storeroom.

Alcohol Locker

An alcohol locker is a chest or locker used for security storage of grain alcohols that are highly susceptible to pilferage (i.e., ethanol or ethyl alcohol). Alcohol lockers will be located in the flammable liquids storeroom. However, lockers that contain only medicinal alcohol (100 proof or less) may be located in any secure space designated by the commanding officer.

MATERIAL REQUIRING SPECIAL HANDLING

Certain materials with inherent hazardous properties, delicate instruments, classified items, and pilferable material require special handling or storage. We will first consider the classifications of material and then discuss the special handling or storage requirements for material that is carried for ship's use. Requirements for cargo stowage are not covered because the types of cargo and ship's characteristics vary and must be considered on an individual basis.

Hazardous Materials

The *Naval Ships' Technical Manual*, chapters 670 and 9230, and the DOD Hazardous Material Information System (HMIS) outline the requirements for shipboard use and storage of dangerous and semi-safe materials. The DOD 6050.5-LR lists these items under each classification. The HMIS also includes the procurement, transportation, physical, fire-fighting, spill, and leak information for each item. To determine the storage requirements of the item, cross-reference the type storage code from HMIS to

the code listed in NAVSUP P-485 Volume II. Disposal of hazardous materials will be in accordance with the following publications:

- OPNAVINST 5090.1 (series), *Navy Environmental and Natural Resources Manual*
- *Naval Ships' Technical Manual* (NSTM), chapter 593, Pollution Control
- NAVSEAS9593-A7-PLN-010, *Shipboard Hazardous Material Hazardous Waste Management Plan*

The labeling of hazardous material should provide enough information about the hazard presented by the material. Storage tanks and pipes containing hazardous material also must be labeled. Stock hazardous material should be at the minimum quantity required to meet the operational requirements. The following paragraphs list some of hazardous items used afloat.

ACID.—Unless classified as safe material in the *Naval Ships' Technical Manual*, chapter 670, store liquid acid in the acid locker. If the acid locker is not available, stow acid bottles in the flammable

storeroom. However, a watertight rubber lining must cover the deck and the lower part of the bulkhead. Also, label the space with **ACID BOTTLE STOWAGE**, in 3/8-inch letters, securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards. Stow corrosive acids separately from oxidizing or flammable materials. Avoid contact of corrosive acids with your skin or eyes. Personnel handling these acids must wear rubber gloves, rubber aprons, and goggles for protection.

ALCOHOL.—Since most alcohols have a flash point below 100°F, all alcohol must be stored in flammable liquid storerooms. Store grain alcohol (ethanol or ethyl alcohol) in an alcohol locker.

OXIDIZING MATERIAL.—The HMIS lists oxidizing material by Special Material Content Code J (Juliet). Store all oxidizing material in a dry compartment away from combustible materials. One of the oxidizing materials used on board ships is calcium hypochlorite. It is a bleaching agent and disinfectant. Ships use calcium hypochlorite for purification of potable water, sewage treatment, and biological and chemical agent decontamination. Calcium hypochlorite itself is noncombustible. However, it is a strong oxidizing agent that will generate heat and liberate chlorine. It can also cause

fire when stowed in contact with paints, grease, oils, detergents, and other combustible materials.

Calcium hypochlorite itself is noncombustible. However, it is a strong oxidizing agent that will generate heat, liberate chlorine, and cause fire when it comes in contact with paints, oils, greases, detergents, acids, alkaline, antifreeze, fabrics, and other organic and combustible materials. Calcium hypochlorite should be stored in bins or lockers. The storage space must contain the label "HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE" in red letters on a white background.

COMPRESSED GASES.—Compressed gas is any material or mixture in the container that has an absolute pressure of more than 40 psi (pounds per square inch) at 70°F. Or, regardless of pressure at 70°F, it may contain an absolute pressure of more than 104 psi at 130°F. Compressed gas also includes any liquid flammable material that has a vapor pressure above 40 psi at 100°F.

On ships, compressed gases are stored on the weather deck unless the ship has specifically designed spaces below deck for such material. When stored, compressed gas cylinders must be vertical and secured with the valve protection caps in place. Compressed gas cylinders must be located away from other flammable materials, especially grease and oil. Also, the cylinders must be as far away as possible from navigation, fire control, or gun stations. The cylinders must be protected from the direct rays of the sun or accumulations of snow and ice.

You must take precautions when storing compressed gases below decks. You must prevent any leaking fumes from entering ventilation air intakes leading to working or living spaces.

Usually, empty cylinders still have some gas remaining in them; therefore, you must stow and handle empty cylinders with the same precautions as full cylinders. You must handle compressed gases, particularly the flammable and explosive gases, with extreme care.

You must prevent cylinders from dropping or forcefully striking against hard surfaces. You must not allow the tampering of cylinder safety devices. When not in use, be sure that the valve protection cap is securely in place. If the valve of the cylinder should snap off, the cylinder can behave like a missile. For example, a cylinder with 2,200 pounds per square inch (psi) pressure can travel 2,600 feet in free flight. This is disastrous when it happens in a confined space. The

following paragraphs describe the safety requirements you must observe when handling compressed gas cylinders.

You must prevent cylinders from coming in contact with tire, sparks, or electrical circuits. Exploding steel cylinders have the same destructive effect as a bomb.

Do not drag or slide cylinders when moving them. You must use hand trucks, as prescribed by *Naval Ships' Technical Manual*, chapter 9230. If hand trucks are not available, tilt the cylinder and roll it on the bottom edge. During loading or offloading of gas cylinders, you must secure them to a cradle, pallet, or rack. Never hoist cylinders with electromagnets, or with hooks or lines attached to the valve protection caps.

You must prevent the altering or defacing of the numbers or markings on the cylinders. Do not add markings to the cylinders without approval from the engineering officer. Do not issue cylinders if you cannot identify their contents.

The *Naval Ships' Technical Manual*, chapter 550, contains detailed information about the stowage, handling, and use of various types of compressed gases.

Anyone handling gas cylinders must be familiar with the color-coding used on them. The color codes and markings identify the contents of the cylinders. The color-coding is used as a hazard warning. The color-coding consists of primary and secondary color warnings. The primary color warning is the color assigned to identify the classification of the material according to its primary hazard from a safety standpoint. These colors appear as the main body, top, or band colors on compressed gas cylinders. A secondary color warning is the color assigned as a warning of a secondary hazard held by a material. This means that the material may have another type of secondary hazard that is distinctly different from that shown by its primary color warning. These colors appear as band colors on compressed gas cylinders. The following sections list the colors used as both primary and secondary warnings.

Yellow identifies flammable or combustible materials.

Brown identifies toxic and poisonous materials.

Blue identifies anesthetics and harmful materials. These are materials that produce anesthetic vapors and liquid chemicals and compounds hazardous to life and

property. However, these materials do not normally produce dangerous quantities of fumes or vapors.

Green identifies oxidizing materials. These are all materials that readily furnish oxygen for combustion and react explosively when they come in contact with hot material.

Gray identifies physically dangerous materials. These are materials, safe in themselves, that are asphyxiating in confined areas. These also are materials handled in a dangerous physical state of pressure or temperature.

Red identifies fire protection materials.

Black identifies a combination of oxygen and other gases.

Buff (tan) identifies industrial gases.

Orange identifies refrigerants.

In addition to its basic colors, each cylinder marking may include a combination of colored stripes to identify a particular compressed gas. Refer to chapter 2 of NAVSUP P-485 or to P-567 for a listing of the different types of gases and the color markings used on compressed gas cylinders.

ACETYLENE.—Acetylene is inherently unstable, and may explode when subjected to heat or shock or upon contact with chlorine or certain metals such as copper, silver, and mercury. Therefore, acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound. The gas must never be allowed to escape into an enclosed area. The cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.

Toxicity.—In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness and ultimately asphyxiation. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.

Upright Stowage Required.—Acetylene in cylinders is dissolved in acetone that has a tendency to flow into the valve if the cylinders are stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position with the valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not

be used until they have been in a vertical position for at least 2 hours.

OXYGEN AND CHLORINE.—Oxygen and chlorine are oxidizing gases that strongly support combustion. Chlorine is also poisonous. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom, which has at least one compartment between it and any space that is used for the stowage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline, and oil.

NONFLAMMABLE GASES.—Helium, nitrogen, carbon dioxide, and argon are nonflammable gases. Because of their inert characteristics, they may be stowed with flammable or oxidizing gases. Since these non-flammable gases will not support expiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stowed on the weather deck or in other well-ventilated spaces.

AEROSOL PRODUCTS.—Aerosol products are liquids, solutions, or powders contained in pressurized dispensers. The dispensers have release valves to control the discharge amount of the product. Aerosol containers are commonly used for the disposal of paints, enamels, lacquers, insecticides, silicones, and rust preventives. The aerosol propellant may be low-boiling, halogenated hydrocarbons or other hydrocarbons such as liquid propane or isobutane. Aerosol cylinders will burst if exposed to heat sources more than 120°F. Aerosol cans are prone to leakage when dented or hit against hard objects. Aerosol propellants are extremely flammable and, in enough concentration, can be anesthetic or asphyxiating. Therefore, aerosol products should be stowed in the flammable liquids storeroom or in cabinets away from oxidizing materials. The space should have mechanical ventilation, when necessary, to remove accumulated vapors.

TOXIC SUBSTANCES.—A toxic (poisonous) substance may cause discomfort, asphyxiation and/or death if ingested or inhaled, or if absorbed through the skin. Therefore, adequate precautions must be taken to prevent such dangers when stowing or issuing toxic material. Toxic substances will be stowed in a cool, well-ventilated area, separate from acids. It will be protected from fire hazards or impacts, which may break seals or damage containers. Each case, carton, and individual container of toxic material must be labeled with a warning such as the following:

“POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS, AND POSSIBLE DEATH!”

It is particularly important to make sure that containers of poisonous liquids such as industrial alcohol are clearly identified and labeled (i.e., to prevent human consumption, which can be fatal). Stowage and handling of miscellaneous non-hazardous material are covered in the NAVSUP P-485.

RADIOACTIVE MATERIAL.—Radioactive materials are assigned an SMCC of R or X if radioactive and magnetic. These materials have the United States Nuclear Regulatory Commission (USNRC) radiation symbol label. This label must be in good condition and remain with the material at all times. Any area used for storing radioactive material must have the standard radiation symbol and the words **CAUTION RADIOACTIVE MATERIAL** conspicuously posted. Report any suspected radiation hazard promptly to the radiological safety officer and a representative of the medical department.

CLASSIFIED MATERIAL.—Stowage and handling of classified material must be in accordance with the Department of the Navy Supplement to the *DOD Information Security Program Regulation*, SECNAVINST 5510.36.

DELICATE INSTRUMENTS.—Delicate instruments are usually expensive and easily damaged. These materials require especially careful handling and protective stowage. You must keep the instruments in a dry atmosphere, away from magnetron tubes or magnetic devices. When possible, the storeroom temperature should be 70°F or below.

DRUMMED PRODUCTS.—Drummed products on board ships may contain flammable liquids or nonflammable material. Stow drums on end with the bung end on top. Each drum must have adequate identification of its contents legibly indicated on the side of the drum. If stowed on the weather deck, cover the drums with a tarpaulin (when practical). Drummed products must be inspected at least weekly to make sure the bungs are tight and there are no leaks or corrosion.

SHELF-LIFE MATERIAL.—Shelf-life material requires inspection upon receipt to ensure adequate packaging and preservation. You must locate this material in spaces that are least likely to cause its deterioration. You also must use the coolest and driest space available for storing the more deteriorative materials, such as dry cell batteries and rubber products. To make periodic screening easier,

consolidate shelf-life items in a readily accessible area whenever possible.

AIRCRAFT ENGINES.—While stored, an engine must be in its original container unless authorized to be stowed on an engine stand/cart. Aircraft engines are expensive items and require extreme protection and accountability. In older ships, aircraft engines are stowed on weather decks or sponsons. Stowage and issue of aircraft engines to and from the weather deck area require the use of a crane or hoisting equipment. Newer ships have bulk stowage areas assigned in the hangar bay area. Movement of aircraft engines in the hangar bay area requires a forklift or an overhead hoist. Regardless of stowage space, you must always keep aircraft engines and containers secured for sea. Securing for sea means tie down the engines and containers to prevent shifting in any direction. To preserve the condition of an engine, conduct corrosion preventive maintenance according to the specific engine manual. The supporting maintenance department normally conducts the corrosion preventive maintenance.

STOREROOM MAINTENANCE

When you are in charge of a storeroom, you are also responsible for maintaining the space. Before you secure each night, sweep the storeroom and remove all trash. Clean bins, shelves, ventilation ducts, and fans periodically. If you practice good housekeeping, your spaces will always present a neat and efficient appearance.

The material condition of your space is also your responsibility. Rust is an ever-present enemy and requires constant vigilance to keep it under control. Rust spots should be chipped, wired brushed or sanded, primed, and spot painted. Loose bolts should be tightened promptly to prevent possible damage to the storeroom or its contents. Pipes, valves, electrical system, watertight fittings, and firefighting equipment must be examined daily and any defects reported to the supply officer.

The supply officer or duty supply officer requires daily security reports. The method and time of these reports are established in each ship's routine.

Before getting underway into open seas, storerooms must be thoroughly inspected and secured to prevent stores from shifting due to the ship's motion. Bulk stores must be braced or lashed to bulkheads, stanchions, or battens, and the fronts of open bins and

shelves secured to prevent stores from falling out on deck.

Unless approval is obtained from the commanding officer, personal gear must not be stowed in supply storerooms.

SECURITY PROCEDURES

The following general security rules apply to supply department spaces.

1. Materials in store are always kept under lock and key except when the bulk of such material makes stowage under lock and key impractical.
2. Supply spaces are kept locked when not attended by authorized personnel.
3. Responsibility for the security of spaces rests with the person in charge of each space.
4. Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the supply officer or the delegated assistant.
5. No supply space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.
6. Keys to supply space padlocks will not be taken from the ship by the custodian.
7. A key log will be used to identify the holders of keys removed from the key locker.
8. Combinations to combination locks are not recorded in writing except as prescribed in NAVSUP P-485.
9. All key padlocks must be 1-1/2 inch, pin tumbler type, with dead bolts, either brass or bronze. The locks must be keyed individually and furnished with two master keys for each group and two grand master keys for each set.
10. All keyless padlocks will be the three-combination, manipulation-resistance type 8077A, NSN 9Z5340-00-285-6523.
11. Combinations on keyless padlocks must be changed at least every 6 months.

Group of Spaces

For purposes of key administration, supply department spaces are divided into four groups:

GROUP I—General stores spaces, including general storerooms, repair parts storerooms, and

special lockers and spaces related to them. Each lock must have an original and a duplicate key, each different from the keys to any other space. The person in charge of the space during working hours has possession of the original key. After working hours this person must turn over the key to the duty petty officer for safekeeping in a general key locker in the supply office. The duplicate key may be kept in the supply office key locker, in a special duplicate key locker, or in the supply officer's safe. An original master key that passes (opens) all locks in group I may be retained in the custody of the officer or petty officer designated by the supply officer. The supply officer retains the duplicate master key in his possession.

GROUP II—Foodservice spaces, including the galley, bakeshop, bread room, vegetable preparation room, subsistence issue room, butcher shop, refrigeration spaces, and subsistence storeroom. Each lock must have an original and a duplicate key different from the keys to any other space. These keys are handled in the same manner as for group I, except that the keys to the galley, bakeshop, bread room, butcher shop, and vegetable preparation room are not turned in to the key locker but are passed between watch captains as they relieve each other. There must be a master key, different from group I, which will pass all locks in group II. This master key maybe retained in the custody of the supply officer or a designated petty officer. If a duplicate master key is furnished, it is retained in the custody of the supply officer.

GROUP III—Ship's store and clothing spaces (including the bulk storerooms), retail stores, and all associated spaces. These spaces are secured with combination padlocks. The combination padlock comes with a "setting-in" key and instructions for setting the combination. The custodian of the space must:

1. Set a combination in the lock.
2. Record the combination on a piece of paper.
3. Place the paper and the "setting-in" key in an opaque letter-size envelope.
4. Seal the envelope.
5. Sign his name over the flap of the envelope in the presence of the ship's store officer.
6. Turn the envelope over to the ship's store officer.

The custodian does not record the combination anywhere other than on the paper turned in to the ship's store officer, nor does the custodian disclose the

combination to any person. The ship's store officer receives the sealed envelope, signs his name over the flap in the presence of the custodian, and retains the sealed envelope in his safe. In the absence of the custodian, emergency entry into the space is accomplished by the ship's store officer, who removes the combination from the sealed envelope and enters the space in the presence of at least two witnesses. If required, damage control nippers or burners provide easy and quick entry. These spaces must not remain unattended while unlocked. After entry is made in the absence of the custodian, the space must be secured by replacing the lock and sealing the space with a lead or car seal in the presence of the two persons witnessing the entry. The seal is removed by the custodian upon his return. When entry is obtained in the absence of the custodian, he is required, upon his return, to change the combination. Before doing so, the custodian may, if he so desires, conduct an inventory of the stores in the space.

GROUP IV—All of the ship's service activities (barbershop, tailor shop, laundry, cobbler shop, and photographic shop) when cash sales are not made through them, or no material for cash sale is stowed therein. When the latter conditions exist, these spaces are placed under group III.

Each lock in group IV must have an original key different from the keys to other spaces. It must be kept

by the person in charge of the space during working hours. After duty hours, the person in charge of the space must turn the key over to the duty petty officer for safekeeping in the key locker in the supply office. A duplicate key for each space is safeguarded in the same manner as for group I. The supply officer or the designated assistant retains in his custody a master key (original) to all locks in group IV. The supply officer retains the duplicate master key in his custody.

Grand Master Key

The supply officer is required to maintain in his custody a grand master key, which will open all locks in groups I, II, and IV. It will NOT open locks in group III. If authorized by the supply Officer, duty supply officers or duty petty officers may pass the duplicate key between them when the number of supply officers aboard is such that the senior petty officers are required to set as department duty officers.

Figure 4-20 illustrates typical custody with regard to keys. Study and become familiar with it.

Sets of locks containing locks for group I, II, and IV supply spaces, are available in various sizes to meet the requirements of different ships. When a single series padlock set is inadequate to meet the needs of large ships, more than one set may be used. For example, one set for group I and a second set for groups II and IV.

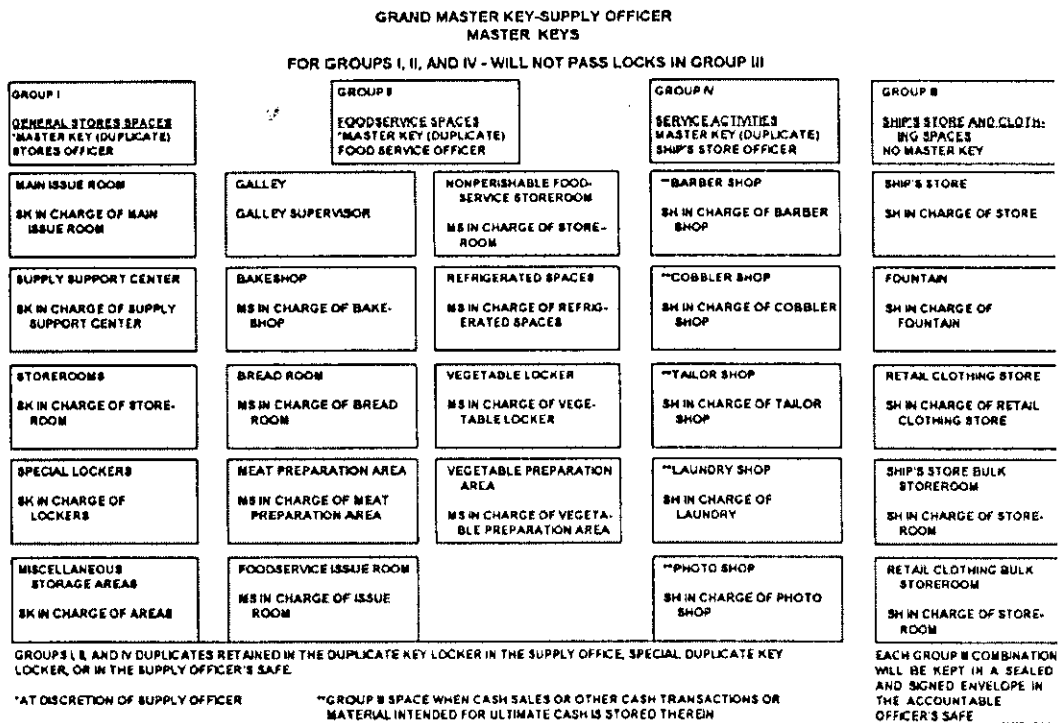


Figure 4-20. —A sample of supply space groups and custody chart.

CHAPTER 5

MATERIAL EXPENDITURES

The effectiveness of a supply department is measured primarily by its response to the requirements of other departments. Within the supply department, your effectiveness will be measured by your overall performance. This chapter will help us learn the types of documentation and procedures used for each type of transaction.

EXPENDITURE

Learning Objective: *Identify the procedures used in processing expenditures, offloads and movement.*

Expenditure is any act that results in a decrease of Navy assets (material or funds). Material expenditure is the act of removing a specific quantity of items from the activity's stock records. Then, the activity passes these items to an end-user, another activity, or disposes of them according to higher authority. Expenditure also applies to material that is lost or is no longer usable (shelf-life expired or damaged).

TYPES OF EXPENDITURES

The methods for processing expenditures are issue, transfer, survey or cash sale. In this chapter we are concerned with the material held in supply department storerooms and its expenditure.

Expenditures are any requirements that results in a decrease in Navy assets (material or funds). There are three ways of expending material: (1) issue, (2) transfer, and (3) survey. (Refer to the glossary for the definition for these terms.) Of these three, issue is of primary importance to the ship.

When a survey is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.

Issue

The most often used method of expenditure is the issue. The term *issue* refers to the physical turnover of material to the end-user. Material issue results in a charge of Navy Stock Account (NSA) material against a current operating budget or operating target (OPTAR). Issue of Appropriation Purchase Account

(APA) material results to statistical data only and does not affect operating budget or OPTAR.

For stock control, issue is a reduction of material available to support operations. The issue transaction also includes posting of the demand data for predicting future requirements. Issue also involves reduction of the money value carried on the supply officer's records. The money value appears as charges to the operating budget or OPTAR of the customer.

Issue documents used to expend material in support of maintenance require maintenance data in the Remarks block of the form. For example, maintenance data, such as job control number, aircraft bureau number, Type Equipment code, Work Unit code, Commercial and Government Entity code, part number, and Record Type code, should be in blocks L-V of DD Form 1348 (6-pt). These are statistical data produced by the issue documents, and are part of the Maintenance Data System (MDS). The MDS is a basic element of the 3-M Systems that provides a means of recording maintenance actions in detail. The recorded information includes labor and material used in equipment maintenance. The 3-M Systems allow retrieval of information concerning maintenance requirements and equipment performance, when needed.

The term *on station issue* means the issue of material from supply department stock to a supported squadron or unit. It also includes issues to a department of the issuing ship or station.

The term *off station issue* means the issue of material from another supply activity. This transaction involves a decrease in the issuing activity's records and billing the receiving supply activity.

Transfer

The term *transfer* refers to the movement of material from the custody and records of one activity to another activity.

Survey

A survey is the procedure used for expending lost, damaged, or unserviceable material. An approved

survey is an expenditure document, and it should have an assigned serial number in the expenditure document series.

EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four-digit Julian date, and a four-digit serial number. For example: If the volume of expenditure documents or the location and size of physical facilities warrants, the serial numbers may be divided into separate blocks of numbers for assignment to categories, such as ordnance, food, ship's stores, and clothing items, and other expenditures. Expenditure document numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement mandatory turn-in repairable (MTR) items. Through the fiscal year, all serial numbers, except for MTR items, run consecutively within each block for each type of expenditure.

EXPENDITURE RECORD LOG

The expenditure record log is used to control expenditure document number assignments and to provide a record of all expenditures. The expenditure record log is divided into two segments described in the following paragraphs.

Expenditures, Except for MTR Items—This section of the expenditure record log will be maintained for recording all transfers and surveys. If the ship assigns blocks of serial numbers, this segment will be subdivided to include a separate section for each material category. The serial numbers in each section will run consecutively throughout the fiscal year.

MTR Items.—This section will be maintained for recording all shipments of unserviceable MTR items. Document numbers in this section will duplicate document numbers assigned to replacement requisitions.

EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original of each expenditure invoice prepared by the

ship, or a copy if the original is required elsewhere. Internal issue documents, NAVSUP Forms 1250-1, will not be included in the expenditure file. Expenditure invoices will be filed by expenditure document number. However, expenditure invoices for MTR items will be placed on the opposite side from other expenditure invoices. The expenditure invoice file will be retained for 1 year after completion of transfer or survey action.

EXPENDITURE FILE

This file contains the original copies of transaction documents processed by the activity. If the original is not available, the activity may use a copy of the transaction document. The transaction documents referred to in this section are the forms used for each transfer, cash sale, or survey. The sequence for filing the invoices is Julian date and serial number sequence. The retention period of the expenditure invoice file is 3 years after completion of the expenditure transaction.

MATERIAL ISSUES

The term *issue* means the process of expending material in response to a requisition from a user, supported unit, or activity. Refer to issue processing procedures described in NAVSUP P-485. For mechanized activities, refer to the publications and procedures for prescribed system.

Issues Ashore

Heads of departments have authority to request material for the operation of their respective departments. Normally, department heads authorize someone in the department to submit issue requests and receive material. This may be done by submitting a list to the supply officer, naming the individuals authorized. The department head may use a credit card system that authorizes the bearer to request and receive material. Either method serves not only as an authorization for you to accept the request but also as a control over requests submitted by departments.

Control of issues is necessary to make sure that the ship stays within the OPTAR granted by the TYCOM and that only essential material is requested. The commanding officer normally provides for an equitable distribution of the OPTAR to the various departments by means of a departmental budget. Each head of department is required to operate within this budget. The budget may be exceeded only with the approval of the commanding officer.

Naval air stations and other stations under the management of Naval Air Systems Command (NAVAIR) use MILSTRIP for internal procedures. The Naval Aviation Maintenance Program (NAMP) procedures are also mandatory at naval air stations. Document processing of material issues at supply departments ashore generally follows the pre-posting method. However, supply departments may establish the post-posting method for issuing material in direct support of a weapons system. This method is necessary to meet the time frame for processing requirements. The chronological order of requisition processing procedures ashore may vary among supply activities. For example, mechanized processing involves different organizational areas than does manual processing. The processing of on-station issues by using the requestor's requisitions differs from the processing of off-station requisitions. Receipts from off-station may be on DD Form 1348-1, DD Form 1348-1A, or other shipment documents.

Activities with automated systems can transfer data to other parts of the organization by electronic means. The computer system can send requisitions, received electronically, direct to the storage area. The requisitions received via the computer system goes through a validation process first. Then, the computer program allows processing of requisitions that passed the validation process. In the validation process, the computer system checks for mandatory entries and correctness of data. Requisitions with errors will need correction before the computer can continue processing.

Issues Afloat

This section provides issue procedures for general use consumables, repair parts, and repairable. The basic rule for issuing material afloat is the same as for shore sites. That is, the authority for issuing material afloat is also a request from the customer. Upon receipt of the requisition, the supply activity processes issue or referral and provides status to the customer. Upon

delivery of material, the customer signs and put the current date on the issue document. The customer retains one copy of the issue document as record of the completed requisition. Delivery personnel forward the signed copy of the issue document to the stock control branch or supply response section for use as proof of delivery.

Whether the ship uses the manual or mechanized procedures, the NAMP processing standards still apply. Refer to Table 5-1 for the processing standards.

Under mechanized procedures, activities can submit material requirements on-line by using a computer. The Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) provides this function. Aviation activities use the Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures. Entries in the customer identification and user identification files control access to this function in the computer. Refer to SUADPS-RT support procedures and NALCOMIS publications for use of this function.

The term *off-line*, used by supply on board ships, refers to manual processing. In off-line processing, the customer submits requisitions on a locally approved form to the Supply Response Section or customer service. The requisitions must contain, at a minimum, the following information:

- NSN/NICN/LICN or part number
- Unit of issue
- Quantity
- Document number
- Chargeable end-use fund code
- Project code
- Priority
- Advice code, if applicable
- MDS data, if applicable

Table 5-1. —Processing Standards

| Priority Group | Priority | Processing Time |
|----------------|----------|-----------------|
| I | 1-3 | 1 Hour |
| II | 4-8 | 2 Hours |
| III | 9-15 | 24 Hours |

- Cognizance symbol (NC items only)
- Nomenclature (NC items only)

Supply personnel may process the requisitions received off-line into SUADPS-RT or completely off-line if necessary. At the first opportunity, supply personnel can process issues processed off-line in SUADPS-RT by using the post-post option.

Requisition Handling Precedence

The basis for internal handling of requisitions is the assigned priority designator. By using the priority designators, the requisitions are classified into three separate groups. Material requests bearing priority designators 01-03 are in Issue Group I. Issue Group I is given special handling or expeditious processing from the receipt of requisition until delivery of material. Also, issuing activities can process issue group I requisitions as BEARER PICKUP.

Material requests bearing priority designators 04-08 are in Issue Group II. Material requests in this group require identification or marking before sending them to storage for issue. Handling of material requests in this group may be “issue on requisition” basis, but not bearer pickup.

Material requests bearing priority designators 09-15 are in Issue Group III. Material requests in this group do not need identification or marking, but are processed on a first-in, first-out basis.

When a requisition contains a required delivery date (RDD), process the requisition in the proper issue group to meet the RDD. The assigned RDD can be earlier or later than the SDD listed in the Uniform Material Movement and Issue Priority System (UMMIPS). Refer to OPNAVINST 4614.1 (series), UMMIPS, or NAVSUP P-485, chapter 3, for additional information on RDD.

Table 5-1 is the NAMP Processing Standards for requisitions submitted by squadrons and AIMD in support of maintenance. The processing time standards also apply to furnishing requisition status. The elapsed time starts when the customer places a requirement to the supporting supply activity. The elapsed time stops upon delivery of material or receipt of status by the customer. If the requested material is not in stock (NIS) or not carried (NC), the supply activity must give this information to the customer.

The term *requisition status* means the action being taken by the supply activity to file the requisition.

Status data refers to the information on the requisition status. The media and status code of the requisition tells the supply activity how and where to send the status. Providing requisition status on time helps customers decide about the job and material requirement situations.

Local deliveries involve movement of material within the supported area of the supply activity. Material movement starts from the storage area and ends at the assigned delivery point. During the delivery process, material must have packaging protection to prevent damage. By keeping material in the original container, it will provide the desired protection. However, use of cushioning material, such as bubble wrap, can reduce shock and vibration during material movement. Refer to NAVSUP Publication 484 for packaging procedures afloat. Also, the NAVICP Publication C0030 provides packaging data for aviation repairable assemblies. During delivery, material must be properly loaded and secured in the vehicle to prevent damage from falling or jolting.

All material for issue will have documentation. The material will have at least two copies of the issue documents. One copy for the customer and one signed copy as proof of delivery.

MECHANIZED PROCESSING.—Upon submission, SUADPS-RT automatically compares the material requests entered via computer to the control and validation files. This validation process allows for entering only the valid data in the system. Validation errors will cause an error message, and will require correction to continue processing. Upon completion of the validation process, SUADPS-RT will produce an issue document for available material. Storage personnel use the issue document to locate, pick up, and deliver material. The issue document lists up to four locations of the material. Storage personnel must search these locations to find the material for issue. If needed, a list of additional locations may be available in location files.

There are several types of transactions involved when you operate under SUADPS-RT. They are complete issue, standard pack adjustment, partial issue, or not in stock (NIS).

The term *complete issue* refers to the issuance of the complete quantity requested (fig 5-1). When processing the issue document, personnel making the issue must circle the quantity issued on the document and attach one copy to the material. Personnel may use the FIRST DESTINATION ADDRESS of the issue

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| WAREHOUSE LOCATION | TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | N MFC | FREIGHT RATE | DOCUMENT DATE | MAT COND | QUANTITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ABC123, XYZ321 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE | JOB CONTROL NUMBER | XXXXXXXX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| RECEIVED BY AND DATE | NO. OF CONTAINER(S) | TOTAL CUBE | WAREHOUSED BY AND DATE | WAREHOUSE (LOCATION) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| TRANSPORTATION CHARGEABLE TO | BY (LOADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | RECEIVER'S DOCUMENT NUMBER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Figure 5-1.—Complete issue documentation on DD Form 1348-1.

SK105001

document for the staging area location, name, and date. Upon delivery of material, the customer signs and date, the issue document.

Personnel making the issue must adjust the issue quantity to coincide with the standard pack of the item. To process the issue, line out the quantity requested and enter and circle the quantity issued. Mark the issue document with the words STANDARD PACK ADJUSTMENT and deliver the material. See figure 5-2 for an example of issue with standard pack adjustment.

Partial issue means only part of the requested quantity is available for issue. Storage personnel must search all locations and check the on-hand quantity in stock records. If the quantity of the item found is less than the quantity requested, process the requisition as partial issue. To process partial issues, line out the requested quantity and enter and circle the issued quantity. See figure 5-3 for an example of partial issue document. Based on local policy, issue of a substitute item may satisfy the remainder of the requirement. If alternatives cannot fill the remaining requirement, process an off-station requisition through the stock control branch.

Consider material not in stock (NIS) only after a thorough check of all the locations. To process, mark

the document TOTAL NIS or WAREHOUSE REFUSAL. Based on local policy, conduct issue if there is an acceptable substitute; otherwise, refer the requisition off-station. If a substitute item is available and acceptable for issue, SUADPS-RT will produce the issue document (figure 5-4). When substitute material is not available, the computer will produce a DTO requisition.

After processing the requisition as DTO, mark the original issue document with RECORDED IN SUADPS. Then, initial and forward the document to stock control for filing.

The issue transaction is complete after getting the customer's signature and posting in the records file. Upon delivery or pickup of material, the customer must sign and enter the current date on the issue document. Personnel issuing the material must forward the signed issue document to the processing point for the particular storage area. The processing point posts the issue transaction to update the records file. See figure 5-5 for an example of completed issue document. (See figures 5-6 and 5-7 for samples of NAVSUP 1250-1.)

MANUAL PROCESSING.—Off-line processing of material requests, when the computer is down, consist of four steps. They are the Supply/Logistics Support Center (S/LSC) processing, warehouse

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| WAREHOUSE LOCATION | TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | N M F C | FREIGHT RATE | DOCUMENT DATE | MAT. COND. | QUANTITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | G | H | I | J | K | L | M | N | O | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE | JOB CONTROL NUMBER | XXXXXXX | T | U | V | W | X | Y | Z | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ITEM NOMENCLATURE | TUBE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD FORM 1348-1 | 1 MAR 74 | EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED | DOD SINGLE LINE ITEM RELEASE / RECEIPT DOCUMENT | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 5-4.—Substitute issue documentation on DD Form 1348-1.

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| 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 |
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| A | XXX012, YXL001 | ABC123, XYZ321 | W | 71 | 7701 | C | D | E | 00009999 | 00009999 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WAREHOUSE LOCATION | TYPE OF CARGO | UNIT PAC | UNIT WEIGHT | UNIT CUBE | UFC | N M F C | FREIGHT RATE | DOCUMENT DATE | MAT. COND. | QUANTITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | G | H | I | J | K | L | M | N | O | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) | FREIGHT CLASSIFICATION NOMENCLATURE | JOB CONTROL NUMBER | XXXXXXX | T | U | V | W | X | Y | Z | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T | U | V | W | X | Y | Z | AA | AB | AC | AD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ITEM NOMENCLATURE | TUBE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | T | U | V | W | X | Y | Z | AA | AB | AC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REMARKS | HOLDING AREA # 5 | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FIRST DESTINATION ADDRESS | DATE SHIPPED | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | INSPECTED BY AND DATE | RECEIVED BY AND DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 TRANSPORTATION CHARGEABLE TO | 14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE) | 15 RECEIVER'S DOCUMENT NUMBER | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD FORM 1348-1 | 1 MAR 74 | EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED | DOD SINGLE LINE ITEM RELEASE / RECEIPT DOCUMENT | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 5-5.—Completed material delivery documentation on DD Form 1348-1.

SKI05005

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|---|--|----------------------|--|--------------|--|----------------|--|------------------------------------|--|--|--|---|--|------------------------------------|--|---|--|---------------------------|--|----------------|--|----------|--|--------|--|-------|--|-------|--|---------------|--|-------|--|------|--|-----|--|------|--|-----|--|-----|--|-----|--|
| 1. REQ. DATE 6196 | | 2. DEPT. NO. 0692 | | 3. URGY B | | 4. ROD 6206 | | 5. LOCATION | | 6. SWM <input type="checkbox"/> SWM <input checked="" type="checkbox"/> NON-SWM | | 7. ISSUE DATE | | A. REGN. QTY. 00002 | | B. REGN. NO. 6196-3456 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. MOLN NAME OR REF SYM BLOCK | | | | | | | | 9. FPH <input type="checkbox"/> | | 10. AFL/REL/LOD 01689426 | | 11. INV QTY NBS <input type="checkbox"/> NCS <input checked="" type="checkbox"/> | | C. OKR AMT 264 | | D. POSSIBLE SVR (REQN ONS) OPTAR LOG SVR (ISSUE) <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB CONTROL NUMBER 13. UIC 14. WIC 15. JSN 16. EIC V051520E01Z000P31R000 | | | | | | | | | | | | 17. EQUIP COSAL SUPPTD YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | | E. URG <input type="checkbox"/> | | MART <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STOCK NUMBER 18. SC 19. COG 20. MCC 21. FSC 22. NIN J9N 5920001604895 | | | | | | | | | | | | 23. NAME 24. LM EA0002 | | 25. QUANTITY | | 26. UNIT PRICE 132 | | 27. EXTENDED PRICE 264 | | 28. FUND CR | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 29. APPROVED BY Ronald Spence | | 30. RECEIVED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOCUMENT NUMBER 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 A B A R T P 3 3 5 5 V 0 5 1 5 2 6 1 9 6 3 4 5 6 R V 0 5 8 5 1 B 9 N I K 5 # 6 | | | | | | | | | | | | DOC IDENT | | REQ IDENT | | M A B | | SVC | | UIC | | JUL DATE | | SERIAL | | D M Y | | S V C | | SUPPL ADDRESS | | S I G | | FUND | | DST | | PHSU | | PHI | | HQA | | ADV | |

Figure 5-6.—Sample of NAVSUP 1250-1 (NIS).

SK105006

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|---|--|----------------------|--|--------------|--|----------------|--|------------------------------------|--|--|--|---|--|------------------------------------|--|---|--|---------------------------|--|----------------|--|----------|--|--------|--|-------|--|-------|--|---------------|--|-------|--|------|--|-----|--|------|--|-----|--|-----|--|-----|--|
| 1. REQ. DATE 6196 | | 2. DEPT. NO. 0692 | | 3. URGY B | | 4. ROD 6206 | | 5. LOCATION | | 6. SWM <input type="checkbox"/> SWM <input checked="" type="checkbox"/> NON-SWM | | 7. ISSUE DATE | | A. REGN. QTY. 00002 | | B. REGN. NO. 6196-3456 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. MOLN NAME OR REF SYM BLOCK | | | | | | | | 9. FPH <input type="checkbox"/> | | 10. AFL/REL/LOD 01689426 | | 11. INV QTY NBS <input type="checkbox"/> NCS <input checked="" type="checkbox"/> | | C. OKR AMT 264 | | D. POSSIBLE SVR (REQN ONS) OPTAR LOG SVR (ISSUE) <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB CONTROL NUMBER 13. UIC 14. WIC 15. JSN 16. EIC V051520E01Z000P31R000 | | | | | | | | | | | | 17. EQUIP COSAL SUPPTD YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | | E. URG <input type="checkbox"/> | | MART <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STOCK NUMBER 18. SC 19. COG 20. MCC 21. FSC 22. NIN J9N 5920001604895 | | | | | | | | | | | | 23. NAME 24. LM EA0002 | | 25. QUANTITY | | 26. UNIT PRICE 132 | | 27. EXTENDED PRICE 264 | | 28. FUND CR | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 29. APPROVED BY Ronald Spence | | 30. RECEIVED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOCUMENT NUMBER 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 A B A R T P 3 3 5 5 V 0 5 1 5 2 6 1 9 6 3 4 5 6 R V 0 5 8 5 1 B 9 N I K 5 # 6 | | | | | | | | | | | | DOC IDENT | | REQ IDENT | | M A B | | SVC | | UIC | | JUL DATE | | SERIAL | | D M Y | | S V C | | SUPPL ADDRESS | | S I G | | FUND | | DST | | PHSU | | PHI | | HQA | | ADV | |

REQUISITION DATA ENTRIES ARE SHADED

Figure 5-7.—Sample of NAVSUP 1250-1 (NC).

SK105007

aviation stores division. The following sections describe the responsibilities of the S/LSC for manual processing.

- The S/LSC or SRS checks the requisitions for completeness and correctness of information.
- It is responsible for determining the availability of the requested item by using the Master Stock Status and Locator Listing (MSSLL). It writes the locations of the material on the back of the form.

It is responsible for putting the stock numbers and locations of available substitute material on the back of the form. For substitute issue, the S/LSC is responsible for entering the stock number of material identified for issue.

- When requested material is not available for issue, the S/LSC forwards the requisition to the procurement section for DTO processing.

- The S/LSC is responsible for pulling and placing one copy of the issue documents in the issue pending file (manual).

The next step in processing requisitions off-line is the storeroom or warehouse. During this process, personnel use the marked-up requisition form to get the material from the location. After finding the item, storeroom personnel move it to the issue staging area for pickup. The storeroom personnel process the issue document according to the following transactions.

For complete issue, the following procedures apply:

- Circle the quantity when issuing the full quantity requested.
- Signs and mark the staging area location on the issue document.

- Attach a copy of the issue document to the material.
- Deliver the issue document to the customer contact point.

For standard pack adjustment, the following procedures apply:

- Adjust the issue quantity to match the standard pack of the item; line out the requested quantity.
- Enter and circle the issued quantity on the issue document.
- Mark the issue document with the words STANDARD PACK ADJUSTMENT.
- Sign the issue document and move material to staging area. Mark the location of the staging area on the issue document.
- Attach a copy of the issue document to the material
- Deliver the issue document to the customer contact point.

For partial NIS issue, the following applies:

- When issuing partial quantity and no substitute is available, line out the requested quantity. Enter and circle the issued quantity on the document.
- Sign the issue document and move the material to the issue staging area. Enter the staging area location on the issue document.
- Attach a copy of the issue document on the material.
- Deliver the issue document to the customer contact point.
- Inform the customer of the partial issue action, and determine the requirement for the remaining quantity.
- Mark the issue document with PARTIAL ISSUE, BALANCE REQUIRED or BALANCE CANCELED.

For partial NIS, substitute issue, the following applies:

In this situation, a partial quantity is available for issue and a substitute is available for the balance. This process involves two separate issue documents. The original document to process the partial issue

transaction and the second to process the substitute issue.

Line out the requested quantity on the first document. Then, enter and circle the issued quantity above the original quantity.

Mark the first issue document with PARTIAL NIS SUB ISSUE.

Prepare the second document by duplicating all entries from the first except the NSN, unit of issue, and quantity. Enter new document number and the unit of issue and quantity of the substitute item.

Sign both documents and move material to the issue staging area. Put the staging area location on the issue document.

Attach a copy of the issue document to the material.

Deliver the issue document to the customer contact point.

The partial substitute issue transaction can fill part of the requested quantity if an acceptable substitute is available. To process the issue, line out the requested quantity and stock number. Then, enter the issued NSN and quantity on the issue document. Process the issue document in the same manner as the partial NIS issue. Refer back to figure 5-4 for a sample of a substitute issue document.

The substitute issue transaction is the process of filling the request by an acceptable substitute. To process the requisition, line out the stock number originally requested. Then, enter the stock number issued and circle the quantity. The issue document is processed the same as complete issue as described in previous text.

The next step in off-line processing is the material turnover. This process involves material delivery or pickup from the staging area. Upon turnover of material, the customer must sign and enter the current date on the issue document. The supply representative forwards the signed issue document to the S/LSC or SRS for further processing and filing.

The last step in off-line processing is the post-post issue processing. The S/LSC or SRS uses the issue document to update the records in the computer. After receiving the signed copy of the issue document, the S/LSC or SRS discards the suspense copy in the issue pending file (manual). The S/LSC or SRS retains the completed issue document in the transaction holding file until the computer is ready for use. When the

computer becomes available, the S/LSC or SRS records the issue transaction in the post-post option of SUADPS-RT. After posting in the computer, the S/LSC or SRS marks the issue document with RECORDED IN SUADPS-RT. The S/LSC or SRS forwards the completed issue document to stock control for filing in the history file.

Special Issue Procedures

This section describes some of the regulations that the LS must know about legal and illegal issues of material. The legal issue refers to the issuance of material with the proper authority and paperwork.

The LS, working in spaces containing flight clothing or hand tools, may be approached to make illegal issue of an item. Some may even be tempted to sell this material or use it for personal benefit.

The definition of unauthorized issue is the issuance of material for other than its intended use. This also includes issuance without proper authority and paperwork, selling of government property, or giving away material. Obtaining government material for one's own use without proper authority is also an unauthorized issue.

The LS may use a regulation, instruction, manual, publication, or written order from the supply officer as proper authority for issuing material.

FLIGHT CLOTHING.—The supply department has custody of flight clothing and flight operational equipment in store until issued. The supply department also has the custody of returned, damaged, or soiled clothing. This includes clothing held pending survey, repair, or cleaning. Certain designated personnel may use flight clothing on an individual basis. Other personnel may use flight clothing included in the flight clothing pool. The NAVAIR 00-35-QH-2 publication lists the flight clothing items issued on individual basis. Also, it lists the designated personnel authorized to use flight clothing and equipments.

Issue procedures for items of flight clothing are different from other material. NAVSUP Publication 1, volume 2, chapter 5, describes the procedures for flight clothing. The form used for requisitioning flight clothing is DD Form 1348 (automated or manual). Requisition may come from aviation squadrons or the material control division of an activity.

Issues for replacement of surveyed articles of flight clothing have different procedures. Lost or missing articles of flight clothing must be surveyed.

The requisitioner can accomplish the survey by inserting a brief explanation of the cause and responsibility on DD Form 1348. The statement on DD Form 1348 must have the commanding officer's approval and signature.

Issues of flight clothing require entry to the Record of Flight Equipment Issue, OPNAV 3760/32B, in the individual's record. OPNAV 3760/32B is part of the Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification Jacket. The flight gear custodian of the receiving activity is responsible for entering the information in the individual's OPNAV 3760/32B.

Submit requisitions for flight clothing items that require special measurement through the Commander, Defense Supply Center Philadelphia (DSCP). DSCP processes the DD Form 1348 (requisition) and the Armed Forces Measurement Blank DD Form 358 (male)/DD Form 1111 (female) to fill the requests. Refer to NAVSUPINST 4400.70 (series) for additional information.

Authorized personnel receive initial outfitting of leather flight jackets upon completion of schools or training. NAS Pensacola records the issue of leather flight jacket in the individual's OPNAV 3760/32B. The only authorized stock point for leather flight jacket is Naval Air Station, Pensacola. Customers may submit requests for leather flight jacket by letter and requisition to the supply officer of NAS Pensacola. The letter must contain the name, rank and social security number of the bona fide recipient, and it must be signed by the commanding officer. The requisition document may be a DD Form 1348 or NAVSUP Form 1250-1. Only upon turn-in of the old jacket to NAS Pensacola can a replacement be issued. The turn-in document must contain the name, rank and social security number of the individual turning in the jacket.

Submit replacement request for lost or stolen leather flight jacket with an approved DD Form 200.

MAINTENANCE SUPPORT PACKAGE.— Issue procedures for items included in the maintenance support package (MSP) may vary. The issue procedures may be the same as the off-line processing or mechanized processing. Another way of issuing items from MSP is by use of a locally developed drop sheet. When used, the drop sheet contains separate line entries for each item issued. The format of the drop sheet must include the information necessary to record the issue according to set procedures. It also must

include the Maintenance Data System (MDS) information for 3-M reporting. The drop sheet must include the following information:

- NSN, NICN, LICN
- Unit of issue
- Julian date
- Serial number
- Job control number
- Type Equipment code
- Work Unit code
- Project code
- Priority
- Receipt signature
- Fund code

Activities may use the Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures, when available, for issuing MSP items.

SEAMART.—This is a self-service store onboard ships. Materials stocked in SEAMART are low-cost, consumable items frequently used by work centers of the activity. The procedures for SEAMART issues may vary from other activities. The procedures may be the same as off-line processing or they can be a shopping list. Automated activities can use the SEAMART issue function described in the *RSUPPLY Support Procedures User's Manual, Volume IV*.

Ashore, SERVMART has the same function as SEAMART afloat. Issues from SERVMART require a money-value-only document and a shopping list. The SERVMART shopping list may be NAVSUP Form 1314 or a facsimile printed from the computer system. Issues from SERVMART are conducted by each category of material. The transactions require one supporting requisition per material category. The material categories are as follows:

- Stock replenishment of consumables
- Stock replenishment of repair parts
- DTO consumables
- DTO repair parts
- Equipage
- Medical/dental material

- Hull and structural maintenance preservation material

Aviation activities and squadrons get material from SERVMART by using separate requisitions for each category of item. These activities use different requisitions for buying items for aircraft maintenance and administrative functions. The NAVSO P-3013-2 lists the authorized fund codes used by these activities for buying specific types of materials.

After completing the issue, the activity's account is charged, with the total cost of the items listed in the shopping list, on the document.

AVIATION FUELS.—The document used for issues of aviation fuels to onboard aircraft squadrons or detachments is DD Form 1348 (6-pt). The transaction document must cite the squadron's end-use fund code. The completed transaction will result in the ship recording a SAC 207 NSA material issue. For example, the issues will appear in the financial inventory report (FIR), caption J1, Issues With Reimbursement-Service use.

MATERIAL TRANSFERS

A transfer is the movement of material from the custody and records of one activity to another activity. One of the general duties of the supply officer is material transfer. The supply officer, or his/her assistant, is responsible for approving transfers of material from the activity. These materials include consumables, equipage, repair parts, ships' store stock and food items. Before transferring the material, the supply officer is responsible for ensuring that the department using the material does not need it anymore. The supply or command duty officer may approve material transfer during the supply officer's absence.

Authority For Transfer

Material transfer must be made only after receipt of an approved official request document. The document may be a requisition, letter, or message. The offload of excess material to a shore activity does not need a request document. Excess material transferred to shore activities requires the supply officer's approval.

Other department heads that have custody of material must turn-in the material to supply for documentation and transfer. Other department heads are responsible for informing the supply officer if they

need to retain the materials that are considered for transfer.

NOTE: Transfer of the Maintenance Assist Module (MAM) must have the type commander's approval.

Types of Transfers

The following paragraphs describe the different types of transfers.

TRANSFER TO END-USE OPERATING FORCES.—For this type of transfer, the Service Designator code assigned to the activity will be R or V. The Fund code used will indicate the fund and the Defense Accounting Office (DAO) supporting the activity.

TRANSFER TO END-USE SHORE ACTIVITIES.—In this type of transfer, the activity's Service Designator code is N.

TRANSFER TO DEFENSE BUSINESS OPERATING FUND.—On this type of transfer, the accounting data cited must contain the DBOF appropriation 17X4930 on the transfer document. When used, the Fund code must apply to the DBOF appropriation. The following are DBOF activities:

- Special Accounting Class (SAC) 207 ships and activities. SAC 207 is a segment of the Navy stock account (NSA) that identifies material carried on board specific types of ships. This includes aircraft carriers, amphibious assault ships, marine aircraft groups (MAG), tenders, repair ships, and combat stores ships.
- Special Accounting Class (SAC) 224 ships. SAC 224 is a segment of NSA that identifies material carried on board ship types AE, A0, AOE, and AOR.

The DBOF facilities ashore include the fleet industrial support centers (FISC) and naval air stations (NAS).

Transfer Procedures For End-Use Material

Transfers of NSA material between ships of the same type commander are nonchargeable transactions. However, the value of the transaction will be included in the B summary of the transferring ship. See NAVSO P-3013-2 for more details. Transfers between ships of different type commanders are chargeable transactions. The value of the transaction will be

included in the A summary of the transferring ship. Transfers between ships of the same or different type commanders will not give credit to the OPTAR of the transferring ship. However, the transferring activity may use the value of such transfer to support an OPTAR augment request from the type commander. An example of an intership transfer document is shown in figures 5-8 and 5-9.

Transfers of Appropriation Purchase Account (APA) materials are nonchargeable transactions. Transactions on APA material does not require summarization.

Documentation

Forces afloat normally use the DD Form 1348 (6-pt) to transfer material. The requesting ship prepares and submits DD Form 1348 (6-pt) to the transferring ship. However, the requesting ship may send the request by a different method. When requested by a different method, the transferring ship prepares the DD Form 1348-1 to document the transaction. The requesting ship must prepare the DD Form 1348 (6-pt) according to MILSTRIP.

The following text describes the distribution of the copies of DD Form 1348 (6-pt) used as transfer document.

The original copy stays with the transferring ship. After posting the transaction, the transferring ship files this copy in the expenditure invoice file.

The green copy is filed in holding file No. 1 of the requesting ship if the material is chargeable to the OPTAR.

The yellow copy stays with the transferring ship to support summary. The transferring ship submits this copy to the Defense Accounting Office if material is chargeable. If material is nonchargeable, the transferring activity discards this copy.

The white copy is returned to the requesting ship if receipt signature is required.

The hardback copy is used as the material outstanding file by the requesting activity.

The other form used as a transfer document is the DD Form 1348-1. Activities use this form as a controlling document when transferring material to another activity. When the transferring ship uses DD Form 1348-1 to document the transfer, distribute copies as described in the following texts.

Activities may include other information on the document when transferring aviation depot-level repairable (AVDLR) material. This information may include the job control number (JCN), part number, serial number, and family group code. Refer to NAVSUP P-545 or NAVSUP P-485, chapter 5, for the procedures in transferring depot-level repairable (DLR) items.

Transfer of Aviation Fuel

Transfer of aviation fuels and lubricants between ships with AVCAL accounts use DD Form 1348 to document the transaction. The document must cite the special Accounting Class 207 NSA fund code. The SUADPS system will treat the transfer as an Other Supply Officer (OSO) transaction.

Transfers from ships with AVCAL accounts to ships without AVCAL accounts can be documented on DD Forms 1149, 1348, or 1348-1.

Transfer of aviation fuel to shore activities (offload) is documented on an unpriced DD Form 1149. The transaction is not summarized but must be reported according to NAVSO P-3013-2.

NAVSUP P-485 provides specific instructions covering the transfer of fuel from ship to ashore activities and transfer of aviation fuels. Transfers or losses of bulk propulsion fuel from tankers are expended in accordance with fleet or type commander and Military Sealift Command instructions.

Transfer of Special Clothing

Transfer of special clothing to other ships needs approval from the commanding officer. Ships can transfer special clothing to a shore activity only when the on-hand quantity is in excess of the authorized allowance. The documentation used for transferring special clothing is DD Form 1348-1.

Transfer of Aircraft Engines

Transfer of aircraft engines from the custody of a reporting custodian to another activity requires submitting a report. See procedures described in NAVAIRINST 13700.15 (series). The Aircraft Engine Management System (AEMS) allows the use of an on-line computer terminal for submitting reports on aircraft engines. The AEMS terminal also allows retrieval of information on specific engines. AEMS provides accurate and timely data to Naval Air

Systems Command (N AVAIR) and air type commanders.

The document used for shipping aircraft engines is DD Form 1348-1. With MILSTRIP data, the document also must include the type, model, serial number, and condition of the engine.

MATERIAL TURNED INTO STORE ASHORE

Material is normally turned in because it is in excess, unserviceable mandatory turn-in repairable, preservation required salvage, or disposal. The supply officer must approve each transfer. Credit for excess material turned in will be granted to the appropriate TYCOM operating budget in accordance with the credit policy of the inventory manager. An example of a DD Form 1348-1 used for turn-into store ashore is shown in figure 5-10. The distribution instructions for the DD Form 1348-1 used for turn-in to store ashore are found in the NAVSUP P-485.

Identification of Turn-In Material

Material turned in to store ashore must be identified, tagged, and marked accurately. This allows the receiving activity to process and grant credit, when applicable. Ships must follow the procedures outlined in NAVSUP P-485 when identifying material for turn-in to stores ashore.

Accounting for Turn-Ins

Accounting for material turned in to store ashore from non-stock funded ships is performed by ashore activities. Summaries are not required. Transfers should not be recorded in the ship's OPTAR Log. Although turn-ins of material to store ashore have no impact on the transferring ship's OPTAR, large dollar value transfers may be used as a basis for requesting an OPTAR augmentation from the type commander.

MTR ITEMS

The term "mandatory turn-in repairable items" describes all material listed in the Master Repairable Item List (MRIL) and fleet ballistic missile master repair list (FBMMRL) which are coded for return to the supply system when unserviceable and not locally repairable.

MTR items are listed on the MRIL and FBMMRL. They are provided to assist in the identification of

government property. Also, it determines the procedure for establishing personal responsibility (if any) and documenting necessary inventory adjustments to stock records. The form used for survey is the Financial Liability Investigation of Property Loss, DD Form 200. The purpose of the form is to report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DOD-controlled property.

Even with the physical security and quality control established by activities to take care of government between stock or property book balances and the physical status of material in storage. The discrepancies are subject to review/approval thresholds, as described by their applicable category. The categories are supply system stock or property book material. The NAVSUPINST 4440.115 (series) provides procedures for processing the DD Form 200. See figures 5-11 and 5-12.

All items with discrepancies are subject to survey report procedures. The only exception is incoming shipments that can be attributed to shipper or carrier liability. In which case, a Supply Discrepancy Report (SDR) (Standard Form 364) must be submitted. For more information, consult NAVSUPINST 4440.179 (series) or NAVSUP P-485.

Initial Requests

Either the accountable or responsible person will initiate the DD Form 200.

When circumstances warrant, such as when there is an indication of criminal action or gross negligence, the commanding officer or the CO's designee may appoint a surveying officer or survey board. Refer to the NAVSUP P-485 for Survey Board procedures.

Survey Criteria

If the discrepancy between the records and physical status of material is due to paperwork error, make the proper transaction to adjust and correct it. You must ensure proper processing of transactions when you make the corrections. These are resolved discrepancies and do not need a DD Form 200.

Unresolved discrepancies that do not meet the criteria for submitting DD Form 200 must be corrected by inventory adjustments. A DD Form 200 is not required to substantiate the inventory adjustment. The stock record will be adjusted with inventory gain or loss when the preliminary research fails to resolve the

discrepancy. Contingent upon the extended dollar value or type of item involved, a causative research must be conducted to determine the cause of the physical inventory adjustment.

Exceptions

Research action is not required when it is the opinion of the commanding officer or a designated representative that negligence is not indicated in the loss, damage, or destruction of government property; negligence, or responsibility cannot be determined; and research under those conditions would constitute an unnecessary administrative burden. Research action is not usually required when an individual accepts responsibility for loss, damage, or destruction of government property. At the discretion of the commanding officer or a designated representative, investigative reports required by other appropriate DOD component regulations may be used in lieu of research procedures prescribed in the NAVSUP P-485 under the following circumstances:

1. There is no death or personal injury involved.
2. The total property damage does not exceed \$200.
3. There is no possible claim against the government.

Action by the Appointing Authority

The appointing authority is usually the commanding officer, designee, or officer in the chain of command with jurisdiction over the individual having custodial responsibility for the property involved.

For detailed instructions concerning the preparation and submission of the Supply Discrepancy Report (SDR), refer to the NAVSUP P-485.

Distribution of DD Form 200

After the final action, distribute copies of DD Form 200 according to the following texts.

ORIGINAL.—The activity retains the original copy with all the attachments, except when needed by higher authority.

DUPLICATE.—This copy is returned to the proper property officer to replace the quadruplicate

| FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS | | | | | | | |
|--|--|--|--|---|--------------------------|-------------------------------------|--|
| PRIVACY ACT STATEMENT | | | | | | | |
| AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397. | | ROUTINE USE: <u>None</u> | | (*) <u>MLSR REPORT 1996/01</u> | | | |
| PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD - controlled property. The purpose of soliciting the SSN is for positive identification. | | DISCLOSURE: | | Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable. | | | |
| 1. DATE INITIATED (YYMMDD) 950425 | | 2. INQUIRY / INVESTIGATION NUMBER 25APR95-8746-6T1 | | 3. DATE LOSS DISCOVERED (YYMMDD) 950424 | | | |
| 4. NATIONAL STOCK NO. 5820-01-079-9536 | | 5. ITEM DESCRIPTION 19" RCA Color Track Television | | 6. QUANTITY 03 | 7. UNIT COST \$298.00 | 8. TOTAL COST \$894.00 | |
| 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS <u>LOST</u> (*) <u>STOLEN</u> <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED <input type="checkbox"/> (Attach additional pages as necessary) Television sets discovered missing from barracks 128 rooms 132, 143, and 166 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LAW OPNAVINST 8530.14B, para. 0321, to prevent theft. | | | | | | | |
| 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts. (*) NCIS NAVAL AIR STATION NOTIFIED 950424, ASSUMED CASE. | | | | | | | |
| 11. INDIVIDUAL COMPLETING BLOCK 9 THROUGH 10 | | | | | | | |
| a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | | b. TYPED NAME (Last, First, Middle Initial) Sample, Eye, M. SK1 | | c. AUTOVON / DSN NUMBER 476-7234 | | d. SIGNATURE <i>Sample Eye M</i> | |
| e. DATE SIGNED 950425 | | 12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input checked="" type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS) | | | | | |
| a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No | | b. COMMENTS / RECOMMENDATIONS Televisions discovered missing upon making morning rounds. | | | | | |
| c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | | d. TYPED NAME (Last, First, Middle Initial) Smith, John, J. BM1 | | e. AUTOVON / DSN NUMBER 476-3731 | | f. DATE SIGNED 950502 | |
| g. SIGNATURE <i>John J. Smith</i> | | 13. APPOINTING AUTHORITY | | | | | |
| a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove | | b. COMMENTS / RATIONALE | | c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No | | | |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | | e. TYPED NAME (Last, First, Middle Initial) Sea, Arn, L. LCDR | | f. AUTOVON / DSN NUMBER 476-4488 | | g. DATE SIGNED 950804 | |
| h. SIGNATURE <i>Sea, Arn L.</i> | | 14. APPROVING AUTHORITY | | | | | |
| a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove | | b. COMMENTS / RATIONALE Submit copies to: (*) CNO (NO9N1) NAVSURFWARCEMDIV CRANE (3046) | | c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No | | | |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | | e. TYPED NAME (Last, First, Middle Initial) Doe, John, J. CDR | | f. AUTOVON / DSN NUMBER 476-0001 | | g. DATE SIGNED 950804 | |
| h. SIGNATURE <i>John J. Doe</i> | | 86NP0179 | | | | | |

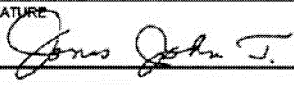
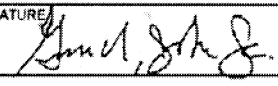
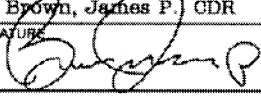
DD Form 200, FEB 91

Previous editions are obsolete.

Attachment (1)
to Enclosure (4)

SKF05011

Figure 5-11.—Completed Financial Liability Investigation of Property Loss, DD Form 200 (Front).

| | | |
|--|--|--|
| 15. FINANCIAL LIABILITY OFFICER | | |
| a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary) | | |
| <p>Findings:</p> <ol style="list-style-type: none"> 1. B M 1 Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government. 2. Remove from property record. 3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts. | | |
| b. DOLLAR AMOUNT OF LOSS \$894.00 | c. MONTHLY BASIC PAY \$1,623.00 | d. RECOMMENDED FINANCIAL LIABILITY \$894.00 |
| e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | f. TYPED NAME (Last, First, Middle Initial) Jones, John J. LT | g. AUTOVON / DSN NUMBER 476-7387 |
| | h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD) | i. DATE APPOINTED (YYMMDD) 980424 |
| | j. SIGNATURE  | k. DATE SIGNED 980801 |
| 16. INDIVIDUAL CHARGED | | |
| a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one) | | |
| (1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement. | | |
| b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY. | | |
| c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | d. TYPED NAME (Last, First, Middle Initial) Smith, John J. B M 1 | e. SOCIAL SECURITY NUMBER 123-48-6789 |
| | g. SIGNATURE  | h. DATE SIGNED 980803 |
| f. AUTOVON / DSN NUMBER 476-3731 | | |
| 17. ACCOUNTABLE OFFICER | | |
| a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD | | |
| b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010 | c. TYPED NAME (Last, First, Middle Initial) Brown, James P. CDR | d. AUTOVON / DSN NUMBER 427-7877 |
| | e. SIGNATURE  | f. DATE SIGNED 980804 |

DD Form 200 (Back), FEB 91
Attachment (1)
to Enclosure (4)

SKF05012

Figure 5-12. —Completed Financial Liability Investigation of Property Loss, DD Form 200 (Back).

copy that may then be destroyed. Submit this copy to higher authority when required.

TRIPPLICATE.—Destroy this copy if there is no financial liability involved. If there is financial liability involved, send this copy to the disbursing officer.

The individual who started the survey may keep the remaining copies of DD Form 200 for local use. Forward the required copies of DD Form 200 for surveys exceeding \$100,000 to the type commander with monthly financial returns.

CHAPTER 6

STOCK CONTROL AND INVENTORY MANAGEMENT

The primary function of any supply organization is to ensure the availability of material to support the needs of its customers. Supply must manage all material in stock continuously and judiciously to accomplish this function. This chapter provides information about stock control afloat. However, some of the procedures described may also apply to stock control ashore.

The implementation of computer systems to gather and analyze supply data has made inventory management easier to accomplish. There are several kinds of computer systems used throughout the Navy. Aboard ship, the LS working in stock control will most likely use computer systems. These computers use the Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) and Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures. Personnel assigned to stock control afloat should attend the SUADPS-RT and NALCOMIS training. This training will help personnel become familiar with the procedures for processing different transactions and reports.

Stock control uses different methods to perform inventory control functions. In mechanized activities, stock control uses several kinds of reports in managing stock items. The computer produces the mechanized reports used by stock control or supply personnel. The person requesting the report can select any of the optional criteria provided by the computer system to produce the specific report. The person requesting the report fills out and submits the request to the Functional Area Supervisor (FAS). The FAS will include the request for the report in the planning calendar. Supply personnel can use the mechanized reports to analyze various situations in stock posture and to check completed transactions.

As an LS, you must be able to perform stock control functions. The LS working in stock control is responsible for maintaining stock records, conducting inventory, and maintaining files. Personnel working in stock control must be familiar with the procedures used by other divisions in supply because all supply personnel performing receipts, stowage, or issues generate transactions that affect records in stock control. While in stock control, you will come in

contact with certain supply terms used in inventory management. You must familiarize yourself with these terms.

SUPPLY AND STOCK MANAGEMENT TERMINOLOGY

Learning Objective: *Recall the following terms frequently used in connection with the supply system.*

The first step in learning stock control procedures is to become familiar with the terminology used throughout the various levels of supply and stock management. The following text describes some of these terms:

Average Endurance Level—The quantity of material normally required to be on hand to sustain operations for a stated period without augmentation. It is the median between the safety level and stockage objective; that is, safety level plus one-half of the operating level.

Carried Items—This term refers to items in stock for which the supply department is required to maintain on board.

Consumption Document—This form is used to affect records, and/or report issues of material. Consumption occurs upon issue of material regardless of when it was used.

Demand/Quantity—The quantity of an item requested and issued regardless of the number of requests involved.

Demand-Based Item (DBI)—The same definition as peacetime operating stock (POS) items. These items experience at least two demands within a 6-month period and continues to have at least one demand every 6 months thereafter.

Depth—The quantity of a particular item stocked. For example, if the allowance quantity of an NSN is 10, the item depth for that NSN is 10. Inventory management uses this term with stock levels; that is, when referring to the depth of all NSNs stocked by an activity within the past 6 months. Selected Item Management (SIM) items also refer to items that have

a predictable demand of two or more based on deployed or seasonal usage. SIM is similar to the criteria for POS and DBI used in automated ships.

Direct Turnover (DTO)—This term refers to material ordered from sources external to the ship or station. Immediately upon receipt, supply personnel turn over the material to the using department or squadron. Such material is required for immediate or planned use.

Frequency of Demand—The number of requests (hits) that an item experiences within a given time frame. For example, if there are five requisitions processed for an item within the given time frame, the frequency of demand is five. The total quantity demanded could be any number, depending on the quantity per request.

High Limit—The maximum quantity of material to be on hand and on order to sustain current operations. It includes the sum of stocks represented by the operating level, the safety level, and the order and shipping time. It is equivalent to the requisitioning objective (RO).

Low Limit—The stock position that signals the need to start a replenishment action. It includes the stocks represented by the safety level plus the order and shipping time. It is equivalent to the reorder point.

Not Carried—Refers to items that the supply department does not stock. The supply department does not maintain stock records for these items.

Not in Stock—Refers to items stocked by a supply department but not on board when the demand occurs.

Operating Level—The quantity of material (exclusive of safety level) required to sustain operations during the interval between successive requisitions. Normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).

Order and Shipping Time—The anticipated (or advertised) time between order and receipt.

Peacetime Operating Stock (POS) Item—Used by automated ships to identify items that have a relatively high issue rate. POS items experience a demand frequency of two or more in a period of 6 months and continue to have at least one demand every 6 months afterwards. POS items require semiannual review of stock records to compute the new

requisitioning objective. POS item is synonymous with the term *demand-based item* (DBI).

Range—The number of different items stocked. To increase the stock range is to add new line items to stock. For example, if an activity stocks 7,000 different line items (stock numbers), the item range is 7,000.

Reorder Point—The stock position that signals the need to start replenishment action. It includes stocks represented by the safety level plus the order and shipping time. It is the same as low limit.

Requisitioning Objective—The maximum quantity of material to be maintained on hand and on order to sustain current operations. It includes the sum of stocks represented by operating level, safety level, and order and shipping time. It is the same as high limit.

Safety Level—The quantity of material, in addition to the operating level, required to be on hand to permit continual operations. This is the quantity of material used as a buffer to reduce the number of not in stock (NIS) situations.

SIM (Selected Item Management) Item—SIM is an inventory control principle for nonautomated ships. SIM items are those items that have experienced a frequency of demand of two or more.

Stockage Objective—The maximum quantity of material to be maintained on hand to sustain current operations. It includes the sum of stocks represented by the operating level and the safety level.

STOCK CONTROL RESPONSIBILITIES AND FUNCTIONS

Learning Objective: *Classify the different responsibilities and functions to control the availability of all items of stock under stock control cognizance.*

Aboard ship, stock control is the nerve center of the supply department under the Shipboard Uniform Automated Data Processing System (SUADPS). The Naval Aviation Logistics Command Management Information System (NALCOMIS) used by aviation units also interfaces with SUADPS. The inventory control procedures used afloat are compatible with the 3-M reporting and OPTAR accounting requirements in the Navy. These are the 3-M reports as defined in OPNAVINST 4790.4 (ship's) and OPNAVINST 4790.2 (series) for aviation. The *Financial Management of Resources (Operating Forces)*,

NAVSO P-3013-2, describes OPTAR accounting and reporting procedures.

RESPONSIBILITIES

Stock control is responsible for the inventory control and management of all stock items in the custody of the supply officer. These are items located in the supply department spaces or under the custody of other departments. Stock control processes all requisitions submitted manually or electronically by the computer. Stock control posts transactions, such as receipts, issues, surveys, and inventory adjustments. Stock control also prepares and submits financial reports and maintains various files. This includes the manual and mechanized output files. Stock control personnel encode input documents and check codes inserted by other personnel in the supply department. Stock control also prepares requests for reports and listings and interprets computer output data. It is clear that the accuracy and completeness of the computer product will be no better than the accuracy and completeness of the stock control personnel's efforts.

FUNCTIONS

Stock control personnel act to facilitate paperwork flow while accommodating computer requirements within SUADPS constraints to perform the supply functions described in the following paragraphs.

Files

Stock control maintains mechanized and manual files. Refer to the SUADPS-RT Support Procedures for lists of mechanized files. The following paragraphs describe some of the manual files maintained by stock control.

The Stock Control History File contains a copy of transaction documents, such as issues, off-ship requisitions, change notices, and receipts. The material completed file contains the copy of completed procurement documents submitted by ship departments. The receipt file contains a copy of all signed shipping documents used to process the receipt transaction.

The Data Processing History File consists of all computer-generated listings or documents used for updating the records.

Stock control also maintains copies of reports generated by the computer system. Stock control uses

these reports when conducting an audit trail for a specific item or document number.

Updates

An update is the processing of collected transactions or information into the computer system. The process includes inputting information to the system tape files, which allows the system to produce a report or printout. Stock control manages the update by specifying what input documents should be processed first. Stock control does this by submitting a request for update to the systems coordinator, together with requests for specific reports and other output. Computer systems with real-time capability update records automatically when customers enter transactions in the computer.

Stock records are normally updated monthly based on change notice management information provided by NAVICP. A complete reconciliation of stock record data should be accomplished with NAVICP once a year. Each fiscal year, a unit price change tape will be received from NAVICP to update the unit price information in the stock records. The unit price change tape normally has an effective date of 1 October.

Procurements

Stock control is responsible for buying material for the ship and embarked squadrons. This includes submitting requisitions for stock, as well as DTO requisitions for embarked aviation squadrons and ship's departments.

Stock replenishment policy afloat includes the computation of demand quantity during the past 6-, 9-, or 12-month period. Use the endurance table in chapter 6 of NAVSUP P-485 to adjust the high limit, low limit, and safety level. When using the endurance table, determine the proper order and shipping time (O&ST) before selecting the high/low limit for SIM items. The authorized O&ST are as follows:

- 0 (zero) days for deployed and non-deployed ships when items are readily available in SERVMART or tending ship throughout the following quarter.
- 30 days for non-deployed ships in the United States, excluding Alaska and Hawaii. It is also 30 days for deployed ships when the items are available from stock points in Alaska, Hawaii, and outside the United States or from Combat

Logistics Force (CLF) ships throughout the following quarter.

- 75 days for deployed ships in areas other than Western Pacific when items are available only in the United States, excluding Alaska and Hawaii.
- 90 days for deployed ships in Western Pacific when items are available only in the United States, excluding Alaska and Hawaii.

The cognizant fleet commander in chief may authorize changes to the O&ST when it is considered necessary to maintain the prescribed average endurance level.

Replenishment of SIM items is determined when expenditure transactions have been posted to the stock records. SIM items are replenished when the on-hand plus the on-order quantity is equal to or less than the low limit. Non-SIM items are replenished on a one-for-one replacement basis, depending on the availability of funds. Replenishment of aviation depot level repairable (AVDLR) is accomplished on a one-for-one basis after a beyond capable maintenance (BCM) action on the unserviceable turn-in.

Automated activities can process stock replenishment by using the automatic reorder function in the computer system. This function can screen the stock records and prepare MILSTRIP requisitions for each deficient item.

Receipts

Receiving and storage personnel submit completed receipt documents to stock control. Stock control is responsible for checking the receipt documents for annotations and markings made by receiving or storage personnel. The annotations made in the receipt document determine the action required before processing the receipt through the computer program. Stock control personnel also must review receipt documents for completeness of information. This information includes the receipt signature, receipt date, quantity circled, and suffix code (record position 44).

When processing receipts, compare receipt document data with stock control data. The following are some of the data that you should check:

- Cognizance symbol
- Stock number
- Unit of issue

- Unit price
- Quantity requisitioned
- Storage location

After comparing the data, receipts that are in agreement can be processed by using local procedures.

In receipts, the stock number is the most common data that is substituted from the original requisition. Before posting these receipts, check the requisition file for the supply status that contains information about the substitute stock number. You can distinguish a new or substitute stock number by status codes BG or BH, respectively. If the status data is not listed in the requisition file, use the other publications in the technical library to ensure the substitute data is correct. In automated activities, after posting the receipt, cross-reference records for substitute stock numbers are created automatically by the computer.

A suffix code in record position (record position 44) of a MILSTRIP format identifies partial receipts. When posting partial receipts, be sure to include the suffix code in the input.

The term *receipt not from due* means that the document number of the material received is not in the outstanding requisition file. This situation exists when requisitions processed off-line are not recorded in the requisition file but remain outstanding in the supply system. Other causes of unrecorded requisitions may be push items from the inventory control points to ship's stock for which there is no basic NSN file in the record. For whatever reason, the material arrives and stock control must process the receipt.

Issues

Stock control gets a copy of the proof of issue documents after the delivery of material to the customer. These documents have been edited by the aviation support division (ASD) or supply support center (SSC) during the initial submission of requisitions. Upon receipt of the proof of issue documents, stock control posts the transactions in the stock records. In automated activities, the computer procedures allow automatic processing of issue transactions in the stock records. Transactions processed by ASD/SSC via NALCOMIS interface with and automatically post into SUADPS. For repairable items, automated activities post issue transactions for aviation depot-level repairable (AVDLR) items only after a beyond capable

maintenance (BCM) action by the intermediate maintenance activity (IMA).

Transfers

Activities may transfer material only upon receipt of an authorized request from another ship or activity. A requisition is the most common form of request for transfer of material. Higher commands may direct transfer of material by message, letter, or memorandum. Stock control is responsible for processing material transfer by using the applicable procedures. After completing the transfer, shipping section personnel forward the copy of the expenditure document to stock control for posting to the stock records.

Change Notice Actions

Normally, NAVICP sends change notice information to other activities on magnetic tape. Stock control receives and forwards the tape to the systems coordinator for processing in the computer update. Change notices received by other means require manual processing by stock control.

Financial Reports

The use of computers has virtually eliminated the manual preparation of financial reports. When stock control needs a report printed, stock control will submit a request to the system's coordinator. The financial manager reviews and makes corrections to the report, if needed. In most cases, the printed report will require no further action from stock control other than a signature from the reporting officer.

Aviation Depot-Level Repairables

Repairables are components or subassemblies that can be repaired for reuse. The term *depot level repairable* (DLR) refers to repairables for which the condemnation decisions are made at the depot maintenance level. The term *aviation depot-level repairable* (AVDLR) refers to DLR under the management of the NAVICP-PHIL. NAVICP-MECH manages DLR for ships. An AVDLR item can be repaired at the intermediate maintenance activity (IMA). The AVDLR items that are processed as beyond capability of maintenance (BCM) by the IMA must be shipped to the designated overhaul point (DOP) for repair.

Stock control manages AVDLR and DLR items in the supply department stock. The LSs processing these items should be familiar with the procedures outlined in NAVSUP P-485 and NAVSUP P-545. The following paragraphs describe the AVDLR program.

IDENTIFICATION AND STORES ACCOUNT.—Material assigned with a 7 in the first digit of the cognizance symbol identifies End-Use AVDLRs afloat. An example of this cognizance symbol is the 7R. SUADPS-RT activities hold these items in the End-Use Store Account 55000. Only those SUADPS-RT activities with a uniform system identification (USID) code of C or M maintain End-Use Stores Account 55000. The supply officer owns the End-Use Stores Account 55000. The supply officer uses the allotted operations and maintenance funds apportioned by the type commander to maintain the End-Use inventory.

Items assigned with a 7_ Cog are also known as Navy Stock Account (NSA) depot-level repairable (DLR). The Defense Business Operating Fund (DBOF) owned NSA DLRs are under the management of NAVICP-PHIL or NAVICP-MECH and carried in stores account 51000.

Repairable items in the Appropriation Purchase Account (APA) are identified by an even number as the first digit of the cognizance symbol. These items are held in APA Stores Account 52000. Issue transactions for APA items do not create a charge to the budget of the fleet or other Navy users.

Items carried in the supply system are basically grouped as either principal or secondary items. Principal items generally stand-alone and perform a function. They are not financed by DBOF. Secondary items are used in or along with principal items in performing their function. Secondary items are grouped based on their repair ability. Items that are not considered economical to repair at the depot maintenance level are grouped as consumables or field-level repairable (FLR).

As new principal items are purchased for the Navy, there is an interim period when logistics support for secondary items applicable to the principal items is provided by the contractor. These secondary items are assigned with a 0 (zero) in the first position of the cognizance symbol (for example, 0M, 0R) for the interim support period. The 0_ Cog item will migrate to a 1_ or 7_ Cog when the material support date (MSD) is reached. The MSD is the date agreed upon when the ICP will accept responsibility of the 0_ Cog

item. Naval Air Stations carry these items in the Stores Account 55000 (W or L purpose) during the interim period. Afloat activities carry these items in the Statistical Stores Account with APA items. The contractor issues interim support items to users without charge.

REQUISITIONING.—Requisitioning an NSA DLR requires a financial obligation of End-User funds. However, re-order replenishment on Aviation Consolidated Allowance List (AVCAL) requisitions for activities under End-User procedures do not require financial obligations. Draw-down requisitions for initial or increased AVCAL allowances for 7_Cog AVDLR are chargeable to central outfitting funds held by the NAVICP. The price obligated is Net Price when an exchange turn-in is or will be made, or Standard Price if there is no turn-in. APA and Interim Support DLRs are requisitioned at Standard Price, but do not require a financial obligation. Requisitions for APA and Interim Support DLRs do not result in an expenditure of End-Use funds. Prepare requisitions for AVDLR according to MILSTRIP. An Advice code is a mandatory entry for requisitioning AVDLR items.

OUTFITTING.—Ships that support aircraft are outfitted according to the Aviation Consolidated Allowance List (AVCAL). The AVCAL is a document that lists the authorized items and quantities of aeronautical material for stock. Ships use these items to support operations of embarked aircraft. The AVCAL is tailored for each ship, and the items selected apply to each type of embarked aircraft.

Before each deployment, ships will receive a new AVCAL for review. The NAVICP convenes the AVCAL Quality Review Conference (AQRC) for negotiating site allowance requirements. During the AQRC, the NAVICP makes adjustments to the preliminary requirement level to reflect the negotiated allowance. The final AVCAL product released to the applicable activity includes all authorized changes to the range and depth. Activities update the fixed allowance levels in stock records by using the procedures for processing Allowance Change Request-Fixed (ACR-F). The ACR-F is a tool used by the Fleet to revise the authorized allowance level. The Fleet can use the ACR-F for requesting additions or decreases to the allowance quantity.

Before the work-up, ships submit requisitions for initial or increases in allowances of “R” Cog items to NAVICP. Unless otherwise directed, requisitions for 7R Cog items will have a Demand code N, Signal code C, Fund code QZ, and Advice code 5D. Requisitions

for APA and interim support items will have a Demand code N, Advice code 5D, and Fund code Y6. Submit requisitions for APA and interim support DLRs to the proper inventory control points (ICP) via normal requisitioning transmission mode. Refer to appendix 18 of NAVSUP P-485 for a list of cognizant inventory managers.

During the AVCAL/SHORCAL process, initial outfitting of Maintenance Assist Modules (MAM) and Test Bench Installation (TBI) items are identified. These items are not part of the AVCAL/SHORCAL fixed allowance or carried in the supply officer’s stock records. NAVICP will push the initial outfitting requirements for these items to the operating sites. Upon receipt of these items, the supply officer will assign custody of MAM and TBI items to the IMA.

CARCASS TURN-INS.—Turn-in of non-RFI AVDLR as a result of an issue transaction must have the same attention as requisitioning the replenishment. In automated activities, posting of issue transactions for AVDLR occurs after a completed BCM action by the IMA. To prevent spending excessive time in research, you must start carcass tracking upon receipt of the requisition from the customer. Delays in carcass turn-in affects readiness because of the decrease in asset availability. The delay can also result in a charge for the carcass value against the OPTAR or operating budget of the activity. The carcass value is the difference between the Net Price and Standard Price.

Inventory control points maintain a master carcass tracking record for items under their cognizance. NAVICP maintains carcass tracking records for 7R items. The record contains transactions received from activities about the issue/receipt of AVDLR that requires a turn-in. The ICP uses this record to monitor the turn-in of carcasses as an exchange for the RFI issue. The ICP also uses the carcass tracking record to determine whether to send a follow-up action or additional billing to activities.

Applicable transactions in the carcass tracking record involve several types of document identifiers. The LS responsible for carcass tracking should be familiar with these document identifiers. Read as follows:

- Document identifier AO_ is a record of the requisition.
- Document identifier A4_ is for the referral action.

- Document identifier D7_ is a record of issue through the Transaction Item Report (TIR).
- Document identifier B7_ is a record of issue by a non-TIR activity.
- Document identifier D6_ is a record of receipt through TIR.
- Document identifier D6R is a shipment notification.
- Document identifier FTA is a record of automatic material returns to other services.

In essence, an issue transaction or requisition citing an exchange Advice code will open the carcass tracking. The matching carcass receipt transaction from the designated support point (DSP)/designated overhaul point (DOP) will close the carcass tracking.

Total carcass tracking is predicated on the premise that the carcass tracking record will be closed out within a specific time frame. If the record remains open, the ICP will submit follow-up action to the requisitioner by using document identifier BK1. Refer to NAVSUP P-485 or P-545 for the format of BK1 documents. If the carcass tracking record involves a trans-shipper, the ICP will send a BK5 follow-up inquiry to the trans-shipper instead of BK1 to the requisitioner. The ICP submits a BK1 follow-up inquiry under the following time guidelines:

| <u>ADVICE CODE SENT</u> | <u>NUMBER OF DAYS REQUISITION DATE FOLLOW-UP</u> |
|-------------------------|--|
| 5G, 5V, 56 | 45 days for "N" Service code requisitions to NAVICP. 60 days for "R" or "V" Service code requisitions to NAVICP. 90 days for all requisitions to NAVICP. |
| <u>5R, 5Y, 5S, 52</u> | <u>NUMBER OF DAYS FROM JULIAN DATE OF RFI ISSUE</u> |
| | 45 days for "N" Service code requisitions to NAVICP. 60 days for "R or "V" Service code requisitions to NAVICP. 90 days for all requisitions to NAVICP. |

Upon receipt of BK1 follow-up inquiry, the person maintaining the carcass tracking record should conduct the research. When conducting the research, check the requisition and the status of the turn-in. The person maintaining the carcass tracking record must submit a BK2 response for each BK1 follow-up inquiry. Refer to chapter 5 of NAVSUP P-485 or appendix P of NAVSUP P-545 for the BK2 format.

NAVICP must receive the BK2 response within 21 days of the follow-up date on the BK1 document (record position 50-54) to avoid additional billing. NAVICP should receive BK2 responses within 50 days to avoid additional billings. The BK2 document must contain the applicable response code in record position (record position 47). NAVSUP P-485 and NAVSUP P-545 contain a complete list of response codes. The following texts list some examples of response codes:

- Response code A means the shipment document number used for the carcass is the same as the original requisition number.
- Response code B means the document number used for shipping the carcass is different from the requisition number. The turn-in document number is in record position 48-61.
- Response code C means there will be no carcass turn-in. The Advice code of the requisition should be 5A.
- Response code D means there will be no carcass turn-in. The Advice code of the requisition should be 5D.

The Carcass Tracking System also permits activities to send an Advance BK2 document. Activities can send an Advance BK2 to the ICP to negate processing of a BK1. Activities should send an Advance BK2 for the following situations:

- System cancellations. The supply system canceled the requisition, and the requisitioner turned in the carcass on the original document number. Upon submitting the reorder document, also submit an Advance BK2 with Response code B (record position 47) and the original document number in record position 48-61.
- Loss In Shipment. Submit an Advance BK2 with Response code J for non-receipt of requisitioned AVDLR. In this situation, the supply source shipped the AVDLR, but the requisitioner did not receive it. Also, the requisitioner already shipped the carcass turn-in on the original document number. Use Response code J if the carcass was turned in on the reorder document number. In record position 27-40 of the Advance BK2, put the document number that did not have a turn-in and put the Response code J in record position 47. In record position 48-61, put the document number that has a turn-in. In this case, the reorder document will always beat net price because there is an exchange turn-in. The activity that did not receive the material should submit the Supply Discrepancy Report (SF 364). The activity

should also prepare and submit a DD Form 200 for the lost material.

If the ICP considers the BK2 response as invalid, the ICP will send a BKR document with a Rejection code to the requisitioner. Record position 65 of the BKR document will contain the Rejection reason code. Chapter 5 of NAVSUP P-485 or appendix U of NAVSUP P-545 provides a list of Rejection codes. Upon receipt of the BKR with the Rejection code, the requisitioner should conduct a research and submit the correct BK2 to the ICP. The BKR document received on a transaction does not alter the time frame in generating the BK3 from the ICP.

When the ICP has not received a BK2 response within the allotted time frame, the ICP will process a BK3 document. The BK3 document is an advance notification of billing to the requisitioning activity. The amount of the bill is the difference between the net and standard price. NAVSUP P-485 and NAVSUP P-545 describe the format for the BK3 document. The BK3 document sent by the ICP will contain a Reason code (record position 65), which tells the activity the reason for sending the bill. These Reason codes are as follows:

| REASON CODE | REMARKS |
|-------------|---|
| A | BK3 produced due to BK2 with C, D, or G Response code. Billing will be at standard price. |
| B | BK3 produced due to non-response to BK1. No BK2 received. Submit/resubmit BK2. |
| C | BK3 produced due to the use of a second F or K response. |
| D | ICP delayed this transaction because it was suspended for review. |
| E | ICP deleted a match that was generated by the imperfect match review. |

To correct the carcass tracking record, the requisitioner should submit/resubmit a BK2. If the activity can correct the carcass tracking, it can also request a billing reversal. The activity can request a billing reversal by using the BK2 format and submitting it to contest ICP records. The ICP will review the BK2 document and determine if credit applies. If a carcass value credit applies, the ICP will send a BK4 document to the requisitioning activity.

A BK4 document is a notification of reduced billing to a customer. Refer to NAVSUP P-485 and appendix W of NAVSUP P-545 for the format of BK4

documents. When processing the BK4 document, check the quantity (record position 22-26) and the Reason code (record position 65). The following are the Reason codes used in BK4 documents:

- A Positive turn-in data received against a tracking record in billing status.
- B Positive turn-in data received against a tracking record in BK3 status.
- C BK3 suppressed as a result of a B or F reject.

A BK4 with Response code A will result in a credit on the Summary Filled Order/ Expenditure Difference Listing (SFOEDL). The credit is posted because the additional billing was previously posted in the SFOEDL. The BK4 with a Response code B or C will not cause a credit to the SFOEDL because the carcass value was never billed by the ICP.

TURN-IN OF EXCESS AVDLR.—When a customer turns in a non-RFI AVDLR item with no corresponding requisition, check the NSN of the item if it is carried in stock. If the item is carried in stock, induct the item into IMA for repair. If the item is not carried (NC), create a record of the NSN in the stock record before inducting the item into IMA. Process the turn-in document as “Material Returned to Store”. If the item was confirmed as beyond capable maintenance (BCM) by IMA, ship the item according to ATAC procedures. If credit is provided by the ICP, it will be provided to your type commander (TYCOM).

When the customer returns an RFI AVDLR, check the stock record if it is carried in stock. If the item is carried in stock, process the turn-in document as “Material Returned to Store” by using the local procedures.

If the item is needed to fill a stock replenishment requirement, process the transaction as “Material Returned to Store.” Submit a cancellation request for the outstanding stock replenishment requisition. In most cases, the turn-in item will cause an excess situation in the stock posture. The cyclic inventory schedule will identify those items in excess of authorized allowance.

Activities should offload AVDLR items identified as excess. Activities should offload the RFI AVDLR item to the closest Navy Transaction Item Reporting (TIR) activity. The shipping document (usually DD Form 1348-1) should have Fund Code QZ or Y6 (record position 52-53), Movement Priority Designator 06 (record position 60-61), Condition Code A (record position 71), and Management Code C

(record position 72). The Document Identifier (record position 1-3) of the shipping document must be blank. Refer to NAVSUP P-485 and NAVSUP P-545 for the detailed format of DD Form 1348-1 used in shipping excess AVDLR. The Management code C (record position 72) means the item is being returned for possible credit. If the ICP grants the credit, it will be given to the type commander of the requesting activity.

If the returned RFI AVDLR item is not carried (NC) in stock, create the record of the NSN in the stock records. Process the item as “Material Returned to Store,” and then offload it at the first opportunity.

OFFLOADING AVDLR ITEMS.—The re-AVCAL or physical inventory will identify the AVDLR items that are no longer needed for stock or excess to the authorized allowances. These items must be offloaded to the nearest TIR activity for processing. The shipping document must be prepared according to the format described in NAVSUP P-485 and NAVSUP P-545. Automated activities can process offload items by using the mechanized offload procedures in SUADPS-RT. Stock control personnel can also use SUADPS-RT to process offload items manually by using the proper option and computer screens.

Aviation Fuel

Aviation ships record inventories of aviation fuel in the same manner as Navy stock account (NSA) items. Stock control maintains the material data information for aviation fuel in the stock records. Stock control uses the stock record for recording all transactions, such as receipts, issues, and transfers. For activities using SUADPS-RT, refer to the support procedures for processing the transactions.

PROCUREMENT.—The aviation fuels officer is responsible for determining fuel requirements. The aviation fuels officer advises the supply officer of the quantity and desired delivery date of stock replenishment. Stock control prepares requisitions for aviation fuels by using the off-line procedures. Refer to chapter 3 of NAVSUP P-485 for additional information about requisitioning procedures.

RECEIPTS.—Stock control processes receipt transactions according to the local procedures. Differences between the quantity invoiced and quantity received are processed as gain or loss by inventory.

EXPENDITURES.—Aviation fuel expenditures include issue to aviation units, issue to ship’s propulsion, offload, or cash sales.

Issues and transfers of fuels to aviation units will result to a charge to the unit’s OPTAR. This will appear as a charge to the proper flight operations (FLTOPS) fired code of the squadron or unit.

Issues of aviation fuel to ship’s propulsion will be charged to the fleet commander’s open allotment.

Aviation fuels offloaded to Navy shore activities are documented on DD Form 1149 and processed as other supply officer (OSO) transfers.

Aviation fuel provided to Air Force planes or activities or other DOD aircraft will be processed as cash sale transactions.

INVENTORY ADJUSTMENTS.—Aviation fuel lost by other than receipt adjustment should be documented by a survey. Some causes of fuel losses include stripping, flushing, spills, or contamination. Stock control will prepare a separate survey each time a loss of fuel is determined. At the end of each month, stock control sends a message report of fuel inventory adjustments to NAVICP. This report is required monthly to include negative reports. NAVICP uses these reports to review and combine gains, losses, and surveys on a quarterly basis. NAVICP will process the result as charge or credit to an allotment provided by the type commander for the net gains or losses.

INVENTORY MANAGEMENT

Learning Objective: *Recall the various material inventories normally taken by the material custodian (afloat) or inventory division (ashore).*

The information contained in this chapter has general application to all ships. Except for reactor or plant support material in nuclear powered ships, shipboard material inventories are divided into five areas for management purposes as follows:

- **OPERATING SPACE ITEMS (OSIs).** Operating space items are in the custody and under the management of the department heads. Certain operating space items that require special inventory control are designated as “equipage.”
- **REPAIR PARTS.** Repair parts are in the custody of the supply officer when supply department

stowage space permits. They are always under his or her management.

- **CONSUMABLES.** Consumables are in the custody of the supply officer when supply department stowage space permits. Stocked consumables (i.e., consumable items “carried as supply department stock) are managed by the supply officer. This is the case if the items are stored in supply or other department spaces. Nonstocked consumables (i.e., consumable items “not carried as supply department stock) are in the custody and under the management of other department heads.
- **MAINTENANCE ASSISTANCE MODULES (MAMs).** Maintenance assistance modules are in the custody of the supply officer. They are located in the appropriate operating and maintenance spaces under the subcustody of operating or maintenance personnel.
- **READY SERVICE SPARES (RSSs).** Ready service spares are repair parts in the custody of the supply officer. They are located in the appropriate operating and maintenance spaces under the subcustody of operating/maintenance personnel.

PHYSICAL INVENTORIES

Learning Objective: *Describe physical inventories conducted that account for Navy-owned material in stores account.*

Physical inventories are a prerequisite to efficient inventory control. The primary goal of a physical inventory is to ensure that the quantity reflected in records agrees with the quantity in location. The computer program can produce inventory count cards or listings to aid in accomplishing the inventory schedules on almost any basis desired. Some of the options available are inventory by storeroom, cognizance symbol, money value, or shelf life. To get the inventory aid, stock control submits a request to the Functional Area Supervisor for the specific option desired. Based on the stock control request, the FAS prepares the necessary documentation to get the desired inventory output.

Automated activities may use the Logistics Applications Marking and Reading Symbols (LOGMARS) Inventory Module. This is an integrated program designed for shipboard scheduled or unscheduled physical inventory functions. The

LOGMARS inventory program uses the barcode reader to gather inventory data. These data are uploaded to the host computer system. The LOGMARS inventory program provides two inventory options. They are the NIIN and location inventory options. The NIIN inventory option allows the user to inventory all locations on file for selected items of stock. The location inventory option allows users to inventory all or selected group of stock within a specified location or range of locations. Refer to the *LOGMARS User’s Guide* for detailed procedures about the system.

FORMS AND PUBLICATIONS

The forms and publications used in the inventory management of general stores in non-automated ships are found in the NAVSUP P-485. These publications contain the “how to” detailed information in the area of inventory management for which each LS is responsible. Each of the forms is a tool for you to document the inventory process.

TYPES OF INVENTORY

The type of inventory to be performed depends on the type of material to be inventoried and the type of information needed.

Bulkhead to Bulkhead

A bulkhead to bulkhead inventory is a physical count of all stock material aboard the ship or within a specific storeroom. A bulkhead to bulkhead inventory of the ship’s entire stock of repair parts is usually performed during a Supply Operating Assistance Program/Integrated Logistics Overhaul. A bulkhead to bulkhead inventory of a specific storeroom is performed when a random sampling inventory of that storeroom fails to meet an inventory accuracy rate of 90 percent. It is also performed when directed by the TYCOM incident to a supply management assist (SMA), when directed by the commanding officer, or when circumstances indicate that it is needed to maintain effective inventory control.

Specific Commodity

The specific commodity inventory is a physical count of all items under the same cognizance symbol, federal supply class, or which support the same operational function, such as boat spares, electron tubes, boiler tubes, or firebrick. This type of inventory

is performed under the same conditions as a bulkhead to bulkhead inventory. However, prior knowledge of specific stock numbers and item locations is required to perform a specific commodity inventory.

Special Material

A special material inventory requires the physical count of all items that are specifically selected for separate identification and inventory control. These items may be selected because of their physical characteristics, costs, mission essentiality, criticality, or other reasons. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Special material inventories also include controlled equipment and presentation silver. Physical inventory of such material is required on a scheduled basis as prescribed by the NAVSUP P-485.

CLASSIFIED ITEMS.—Classified items require an inventory annually and upon change of custodial responsibility. Security codes identify classified items in stock records. See listing of security codes in appendix 9 of NAVSUP P-485.

HAZARDOUS ITEMS.—Perform physical inventory of hazardous items annually. During the inventory, carefully inspect each unit of every item or material condition, correct identification, and proper marking or labeling.

DEPOT LEVEL REPAIRABLES.—Inventory aviation depot-level repairable (AVDLR) items annually. After completing the inventory, turn in all repairables identified as excess to the nearest ashore supporting activity. Induct those repairables requiring condition tags to the supporting maintenance for test, check, or repair. Items not in the stock record must be taken up in stock after adding the information to the record. Stock control should completely research these items to avoid duplication or erroneous records.

SHELF-LIFE ITEMS.—Deteriorative shelf-life items, other than those included in the items just discussed, are not required to be periodically inventoried but must be screened as often as necessary to ensure timely use or transfer before their shelf-life expiration date.

OTHER MATERIALS.—Other stock items that may be specifically designated by the inventory manager, fleet commander, TYCOM, or the CO for special inventory control should be inventoried

according to the frequency criteria established by the directing authority.

Spot

A spot inventory is an unscheduled type of physical inventory performed to verify the existence of a specific stock item. The inventory is performed as the result of a total not in stock (NIS) indication in the issue request when the verified stock record for the requested item shows an on-hand balance. A spot inventory also is performed to determine the on-hand quantity of a particular item when requested by the commanding officer, a fleet or type commander, a cognizant inventory manager, or other competent authority. For example, the commanding officer may request the physical inventory of any item that he or she considers to be highly essential to prospective operations. A fleet or type commander may need to have total asset visibility of a particular critical item, or an inventory, disposition, and report of certain items, which after distribution within the supply system, are found to be defective.

Velocity

A velocity inventory is based on the premise that inaccuracies of stock record balances for any item increases with issue frequency. This means that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory requires a periodic physical count of all stock items that experience relatively frequent demands (fast movers) and a physical count of items that experience infrequent or no demands (slow movers) only when such items are issued. Periodic inventories of selected item management (SIM) items and post-issue inventories of non-SIM items, respectively, are examples of velocity inventories.

Random Sampling

The random sampling inventory is considered to be part of the annual scheduled inventory program. It is used only on authorized ships (automated special accounting class 207). A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. Guidelines for conducting a physical inventory by the random sampling method are outlined in the NAVSUP P-485.

PHYSICAL INVENTORY SCHEDULES

Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule is prepared by the supply officer before the commencement of each fiscal year. For stock material in department custody, the inventory schedule reflects the time frames jointly determined by the supply officer and the respective department head. An example of an inventory schedule is shown in figure 6-1. Refer to the NAVSUP P-485 for scheduled inventory requirements.

INVENTORY PERSONNEL

The supply officer is responsible for an accurate physical inventory of stock material and controlled equipment in supply department custody. The supply officer also provides advisory assistance for inventories of material in the custody of other departments. Qualified personnel used for inventorying material in the supply department are assigned by supply department memorandum. The Logistics Specialist in charge of each storeroom is usually responsible for the inventory of material in that storeroom.

PREPARATION FOR INVENTORY

Before inventory, all receipt and expenditure documents concerning the material to be inventoried must be collected and posted to the stock record cards.

The storeroom Logistics Specialists should inspect their spaces and rearrange stock to ensure that:

- loose articles are repackaged in standard bulk lots where possible;
- all stock is labeled or otherwise clearly identified;
- cartons and other containers are stowed with labels and identifying information facing out where possible
- containers with broken seals are checked to make sure that a full count of material is present and the container is prominently marked to show the actual count and the date of the count.

At least 1 week before the inventory, the supply officer should request that an official notice be placed in the “plan of the day,” identifying the storeroom or stock being inventoried. This notice sets the dates and restrictions that must be observed during the inventory period.

| Last SOAP/ILD completed <u>April 1983</u> Next SOAP/ILD tentatively scheduled <u>April 1986</u> | | | | |
|--|-----------|----------------------------|-------------------|-----------------|
| PHYSICAL INVENTORY SCHEDULE FY 1984 | | | | |
| INVENTORY SEGMENT | NO. ITEMS | STOREROOM(S)/ OTHER SPACES | INCLUSIVE DATES | ACCURACY RATE % |
| SIM MAT'L | 650 | C, D | 10/1- 10/12/83 | |
| BULKHEAD MOUNTED SPARES | 9 | ENGRM #1 & MACHINE SHOP | 11/1/83 | |
| BULKHEAD MOUNTED SPARES | 9 | ENGRM #1 & MACHINE SHOP | 2/1/84 | |
| CONTROLLED EQUIPAGE | 125 | DEPT'L SPACES | 2/15- 3/15/84 | |
| SIM MAT'L | 650 | C, D | 4/1/- 4/12/84 | |
| BULKHEAD MOUNTED SPARES | 9 | ENGRM #1 & MACHINE SHOP | 5/1/84 | |
| ELECTRON TUBES (C. O. designated items) | 36 | D | 6/3/84 | |
| CLASSIFIED NUC WEPS MAT'L | 156 | A | 7/2/- 7/16/84 | |
| HAZARDOUS MAT'L (NON-SIM ONLY) | 48 | B | 7/16/84 | |
| BULKHEAD MOUNTED SPARES | 9 | ENGRM #1 & MACHINE SHOP | 8/1/84 | |

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Supply Officer

SK10601

Figure 6-1.—A sample of an inventory schedule.

INVENTORY PROCEDURES

Keeping in mind that inventories are performed to bring stock and stock records into agreement, you can see the importance of a complete and accurate inventory. To reduce inventory errors, you should do the following:

- Work quietly and without haste.
- Write legibly.
- Make sure that the count is accurate.
- Make sure that the right unit of issue is used when performing the count.

Count Documents

Documents authorized for conducting inventory counts of stock material include NAVSUP Form 1075 (whether or not maintained as locator records) and machine or manually prepared listings. Stock Record Cards Afloat, NAVSUP Form 1114, even when maintained in storerooms, are not to be used as inventory count documents. Inventory count documents should contain the following information for each item:

- Complete stock number or part number
- Description (optional)
- Unit of issue
- All locations except for bulkhead to bulkhead inventory of a specific storeroom or other storage area

Count Procedures

A complete and accurate item count is basic to conducting a physical inventory. Inventory personnel must make sure that the total quantity of each item is determined as accurately as possible during the initial count of a storage area. Inventory aids, such as tape measures, scales, equivalency tables, and measuring devices, must be used when available. You may open sealed containers when necessary for item identification or quantity verification. Preservation packaging must not be broken without approval of the supply officer. All opened containers must be resealed after identification and count have been determined. Each container must be dated and initialed by the person who verified its contents.

Regardless if all items in a specific area or only certain items in specific locations are to be inventoried,

inventory personnel equipped with appropriate count documents and inventory aids must proceed

systematically from location to location in predetermined sequence. For each item subject to inventory, inventory personnel must make sure that:

- Each item is legibly identified by an appropriate stock number or part number. Each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning.
- Each unit of each item is inspected for material condition and any quantity found unfit for issue or in need of re-preservation is recorded.
- Each item is carefully counted, weighed, or measured, and the quantity inventoried is legibly recorded on the count document. (If the same item is stored in multiple locations, the quantity in each location must be recorded.)
- Quantities and units of issue recorded in count documents are compatible (e.g., if the unit of issue is PR and 100 bearings are counted, record 50, not 100).
- A tag, label, or card annotated with the inventory quantity and date is attached to each reel or container from which an item is issued in a unit of measure (foot, pound, gallon, etc.). This makes sure that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container.
- Actual location of each item is either checked or entered in the count document.
- Consolidated storage of items with multiple locations is achieved when possible. If directed by the supply officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been performed and verified.

Inventory personnel are responsible for keeping themselves aware of all receipts and expenditures of items included in the segment being inventoried. They must also make sure that documents applicable to such receipts and expenditures are conspicuously stamped or annotated "BEFORE INVENTORY" or "AFTER INVENTORY," as appropriate.

Review of Count Documents

Promptly upon completion of the physical inventory of a material segment or storage area and

differences must be reconciled according to procedures outlined in the NAVSUP P-485.

Preliminary Research

The preliminary research consists of checking recent transactions, unposted or rejected documentation, and temporary locations. It also includes verifying catalog data, such as unit of issue, quantity per unit pack, or other data.

Causative Research

This is an in-depth investigation of specific inventory discrepancies. Causative research is conducted to determine the cause of the inventory discrepancy so corrective action can be taken. This consists of a complete review of all transactions, within the allowable look-back period, in the history files. The transactions that need review are the receipts, change notices, expenditures, location updates, and unposted or erroneous documents. Normally, causative research is conducted after posting the inventory adjustment to the stock record. The research should be completed within 30 days from the date the adjustment was posted to the stock record. The supply officer reviews the results of causative research periodically. Also, the supply officer initiates actions to prevent recurrence of such inventory discrepancies.

Posting Inventory Results

The procedures for posting the result of physical inventories may vary with each activity. Posting depends upon the method or equipment used by the activity. Activities using the manual procedures use the Stock Record Card Afloat, NAVSUP Form 1114. Activities using automated procedures may process the results by using the inventory function in the computer program. After posting, file the inventory count documents in the Stock Control History File in NIIN sequence. Keep the completed count documents on file until completion of the next scheduled inventory of the same items.

Inventory Adjustments

After comparing the inventory count with the stock record count, process an inventory adjustment record, if necessary. Process the inventory adjustments only after all transactions affecting the inventory balance have been posted. Inventory loss of an aviation

depot-level repairable (AVDLR) will be processed as a survey. Therefore, a causative research must be conducted before processing a loss for an AVDLR item.

For minor differences, process a gain by inventory (GBI) if the inventory count is greater than the stock record balance. The processed GBI will increase the on-hand quantity. Process a loss by inventory (LBI) if the inventory count is less than the stock record balance. The LBI will decrease the on-hand quantity in the stock record.

Location Differences

Stock control personnel must check location differences noted in the inventory count documents with those in stock records. When locations do not agree, check the physical location of the material. If differences still exist, correct the item locations in the stock records to conform with the count documents. You should consider locations for items with zero balance in the count documents as valid locations if an outstanding stock requisition exists.

Inventory Accuracy Rate

After completion of a scheduled inventory, the count and adjustment documents will be reviewed to compute the accuracy rate. As a minimum, 90 percent is the acceptable accuracy rate. The differences considered as errors when computing the accuracy rate are as follows:

- Each location difference, and
- Quantity difference for each item when the adjustment quantity exceeds 10 percent of the stock record balance or the adjusted value is more than \$25.

Location and quantity errors in the same stock record are counted as only one error when computing the inventory accuracy rate. Changes made to correct the cognizance symbol, unit of issue, unit price, or other material data are not considered as errors. To compute the accuracy rate, subtract the errors from the number of items inventoried, and then divide the difference by the number of items inventoried. For example, there are 300 items inventoried and the number of errors is 12; 300 minus 12 equals 288; 288 divided by 300 equals .96. The inventory accuracy rate is 96 percent.

UPDATING STOREROOM INFORMATION

Accurate storeroom information helps in performing material receipt, issue, stowage, and inventory. The Location Audit Program (LAP) is the method used to check locations in storage with stock records. Location audits should be scheduled for completion just before the scheduled inventory of a particular storage area. All storage areas must be audited annually. The benefits of conducting location audits are as follows:

- Improved supply effectiveness
- Reduced inventory effort
- Improved inventory accuracy
- Maximum usage of storage spaces

The NAVSUPINST 4440.185 and type commander directives contain the location and audit procedures. The information checked during the location audit is the stock number, location, unit of issue, and shelf-life expiration date. Location audits can produce computer listings for various information. This may be a listing of stock items with on-hand quantity but no locations listed. The computer listings may be lists of materials that have multiple locations assigned.

You should make every effort to find out the location of the items listed as “Material On-Hand With No Location.” Perform the research by using the stock control history files, transaction listings, or other files. If a location for the item is found, add the location in the stock record. If unable to find the location, process an LBI or survey to adjust the stock records.

When an item found in the location is not in the master stock record, list the item in stock as GBI. The GBI action is subject to the threshold for the preliminary and causative research.

Consolidate items with excessive locations into as few locations in the same storeroom as possible. Delete locations listed in the stock record that do not contain any of the material. Record location changes in the stock records.

Put items found in the wrong location into the existing location. If needed, assign a new location for the item. When assigning a new location, consider the number of items already assigned in the same location.

By using the sampling procedures of the type commander, personnel must ensure that a 98 percent location validity is verified annually. The location

validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. Auditing 5 percent of the locations involved, and then subtracting the number of erroneous locations from the number of locations audited compute the rate. Then divide the number of valid locations by the total number of locations audited. As an example, the validation of 850 locations resulted in 17 errors. Subtract 17 from 850, which equals 833. Divide 833 by 850, which equals .98. This shows the accuracy rate is 98 percent.

To update the location data in stock records, follow the procedures set for your activity.

EQUIPAGE

Learning Objective: *Interpret supply procedures involved with record keeping, acquisition, inventory, custody and turn-in of custody type material.*

Equipage consists of shipboard items selected or approved by fleet commanders in chief for special inventory control. Accurate inventory management of equipage issued for use requires the maintenance of separate custody cards for individual items as well as certain physical inventory criteria prescribed in the NAVSUP P-485.

DESIGNATION OF EQUIPAGE

The commanding officer or type commander may designate equipage (either as “signature required” or “non-signature required”) as additional equipage items which he or she deems necessary to be so controlled. Any of the “non-signature required” items listed in the NAVSUP P-485 may be designated as “signature required when the commander deems necessary.”

Items designated by the commanding officer are identified in a list prepared by the supply officer and approved by the commanding officer. The supply officer retains the original list, and a copy is provided to each department head concerned. When the type commander designates items, the supply officer retains a copy of the type commander’s directive and provides a copy to each department head concerned.

EQUIPAGE CUSTODY CODES

Each equipage item listed in the Allowance Equipage Lists (AELs) and the Coordinated Shipboard Allowance Lists (COSALs) is assigned a code that shows if the item is controlled or noncontrolled

equipment. If controlled equipment, the code also indicates if a custody signature is or is not required. It also shows the departments normally assigned custodial responsibility. The equipment custody codes are found in the NAVSUP P-485. When distributed by the NAVICP, COSALs, in which equipment items are custody coded, will be accompanied with partially prepared NAVSUP Form 306 for certain items and with ADP lists for others. The NAVSUP Form 306 are provided for use as custody records, after other required data, such as department card number, additional description, and serial numbers have been entered. The ADP lists are provided only for use as convenient “master” lists and are not to be used as custody records. Equipment and Equipment Categorization and Custody (EEC) codes are defined as follows:

- Equipment item
- Repair parts and equipment-related consumables
- General use consumables
- Signature required

EQUIPAGE CUSTODY RECORD

The Equipment Custody Record, NAVSUP Form 306, is prescribed as a custody record and inventory control document for controlled equipment in non-automated ships. When items are designated as controlled equipment by the commanding commander, the notation “CO DESIGNATED ITEM” or “TYCOM DESIGNATED ITEM,” as appropriate, is entered in the top or bottom margin of the NAVSUP Form 306.

Preparation

Unless NAVSUP Form 306 are provided with the COSAL, equipment custody records are prepared in an original and one copy for each item of equipment in the custody of each department head. The original of each custody record, as well as each duplicate for equipment in the custody of the supply department, is retained by the supply officer. All other duplicate custody records are given to the cognizant department head.

An example of a NAVSUP Form 306 is shown in figure 6-3. Guidelines for preparing the NAVSUP Form 306 are found in NAVSUP P-485.

Posting

Receipts and expenditures should be entered promptly. Each entry must show the date of the transaction, receipt or expenditure document number, activity received from or expended to, the quantity received or expended, and the balance. When signature is required, each new balance must be attested by the signature of the responsible head of department. Figure 6-4 shows sample requisition, receipt, and issue documents for equipment.

Inventory

All equipment items must be inventoried once a year during the period starting 15 February and ending 15 March. An equipment item inventory is also required on the following events:

- When a ship is commissioned, inactivated, or deactivated
- Upon relief of the head of department for items in the department concerned
- Upon change of command at the discretion of the relieving commanding officer

Annual inventories must be completed by 15 March. This is so that post-inventory actions can be accomplished in time to be reflected in the “Equipment Control/Redistribution Source Document.” This document may be required as an addendum to the type commander’s copy of the Budget/OPTAR Report for March according to NAVSUP P-485. When a ship-wide or departmental inventory of equipment has been taken during the 6-month period before the start of the annual inventory, the requirement for the current year is considered to be satisfied. When a departmental inventory of equipment is taken incident to the relief of a department head, the relieved and relieving department heads takes it jointly. It must be completed before the detachment of the relieved department head.

Preparing for Inventory

Before a physical inventory of equipment, all unprocessed receipt and expenditure documents relating to controlled equipment must be completed and posted to applicable NAVSUP Form 306. The originals of NAVSUP Form 306 for items with serial numbers are reviewed to make sure the serial numbers are on them. Original custody records without serial numbers are marked to show that serial numbers must

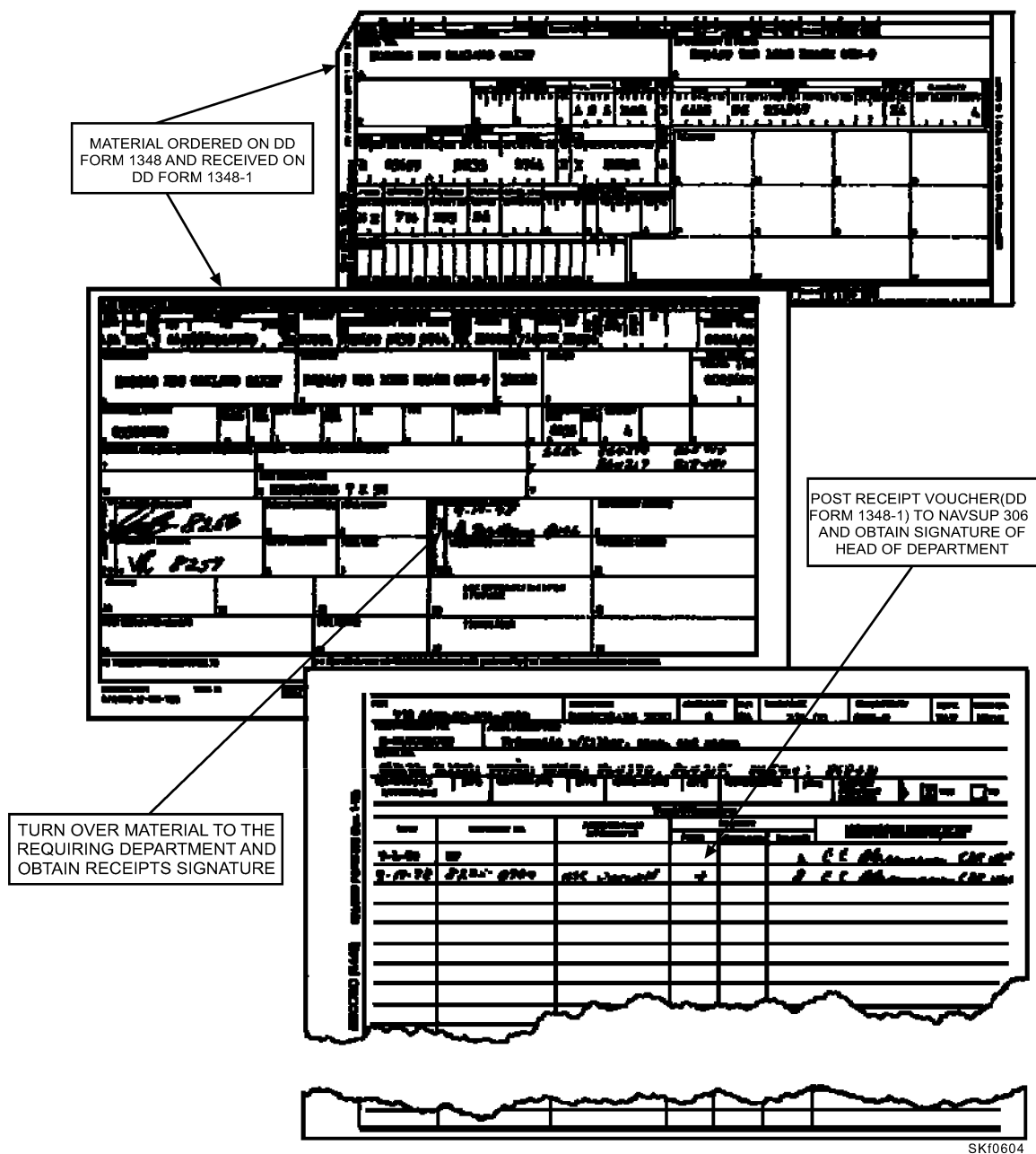


Figure 6-4.—A sample requisition receipt and issue documents for equipment.

the originals maintained by the supply officer. When the inventoried quantity of an item differs from the verified custody record balance, recounts and/or investigative research are required according to NAVSUP P-485.

Upon completion of a controlled equipment inventory, each department head must submit a letter report to the commanding officer. A copy is also sent to the supply officer. When controlled equipment is inventoried because of a change of department head, both the relieved and relieving department heads must sign the letter.

Deficiencies and Excesses

To maintain effective management of controlled equipment assets, some type commanders keep a computerized program designed to do the following:

- Afford ready visibility of existing controlled equipment deficiencies and excesses.
- Match the reported deficiencies of one ship with the reported excesses of another.
- Facilitate the redistribution of reported excesses.

- Point out deficiencies of urgently required items for which no excesses are available for redistribution.

Input to this program comes from required deficiency/excess reports from individual ships of the type command. The request for reporting procedures is found in the NAVSUP P-485.

INVENTORY CONTROL OBJECTIVES

The basic objectives of inventory control procedures used afloat are to:

- focus attention on the relatively few items that will satisfy the majority of onboard demands for material;
- provide for the accumulation of accurate consumption data required for ACCESS and the 3-M program and for maintaining adequate supply levels;
- establish a historical demand file for accumulating usage data for not carried (NC) material;
- prescribe that each request for an NC repair part be used to make sure that the parent equipment is supported in the Coordinated Shipboard Allowance List (COSAL);

- reduce physical inventory requirements and to prescribe standard physical inventory procedures;

- provide for effective management of controlled equipment, presentation silver, and mandatory turn-in repairable;
- reduce the number of stock record management data changes required to be made by non-automated ships;
- prescribe the NAVSUP Form 1250-1 (Single Line Item Consumption/Requisition Document [manual]) as the issue request document in non-automated ships and as the normal requisitioning document of the non-automated ships of the submarine forces; and
- prescribe the DD Form 1348 (Single Line Item Requisition System Document [manual]) as the issue request document in automated ships other than those in the submarine forces.

Meeting these inventory control objectives are of major concern to all store keeping personnel. The LS3 and LS2 should be aware of the above objectives and understand their importance. The results of the division's SMA will depend on how well these objectives are met.

NOTE:

As per Chief of Naval Operations message 112209Z MAY 99, NAVOP004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled. Owing to the impact on readiness and/or the financial implications of replacing material formally designated Controlled Equipage, it is still incumbent upon all hands to maintain positive control of such items. Identification of material requiring such control and appropriate procedures for safeguarding same rest with the Commanding Officer. Survey and Missing, Lost, Stolen or Recovered Property (MLSR) reports for types of material formerly designated as Controlled Equipage will be submitted only when material meets other survey/MLSR criteria as per pars. 5125-5134. NAVSUP remains the technical authority for development and implementation of methods to maintain accountability of government property. Questions may be address to NAVSUP Code4B2E, at 717 605-6136, DSN 430-6136. It is recommended that issues of Palm Pilots, personal assistant computers, be documented with the completion of a "Page 13" entry in service record. These Palm pilots remain government property and should be retained by the government upon an individual's termination of Naval Service.

Source: Chapter 8, NAVSUP P-485 Volume I—
Afloat Supply

CHAPTER 7

MATERIAL HANDLING AND SHIPMENT

To keep the Navy supplied with the volume of material it requires, many types of handling equipment are selected to haul, unload, store, and issue material. You must remember that whether the job at hand is handling or storing of material, a piece of equipment is usually available for the job. Also, remember that any piece of material-handling equipment is only as efficient as the person operating it.

Throughout your naval career as an LS, your job may be operating material-handling equipment or supervising an operation that uses the equipment. Therefore, you should be familiar with the types of material-handling equipment commonly used at naval activities. *Storage and Material-Handling*, DOD 4145.19-R-1, chapter 4, and *Naval Ships' Technical Manual*, chapter 572; *Storage and Material Handling*, NAVSUP P-284, give detailed information on this topic.

Material handling is the lifting and shifting of materials up, down, or sideways. In other words, it means the movement of material other than by a common carrier. We constantly move material for processing in receiving, storage, packing, and shipping areas. In the process of moving material, a piece of equipment is usually available for the handling of that material.

When assigned, you can be the material-handling equipment operator or supervisor of the operation. Therefore, you must become familiar with the types of material-handling equipment used in the Navy. The Navy uses a variety of material-handling equipment. The following text contains descriptions of the equipment and information about its use.

NOTE: The information presented here is not a complete training guide for the use of material-handling equipment. Its purpose is to give you the basic knowledge about the equipment. You must get proper training and licensing before operating any material-handling equipment.

TYPES OF MATERIALS-HANDLING EQUIPMENT

Learning Objective: *Identify and understand the proper use of various mechanical equipments in handling stores.*

Descriptions and uses of handling equipment normally found in supply operations are contained in the paragraphs that follow.

FORKLIFT TRUCK

The forklift truck is the most widely used power driven piece of handling equipment used by the supply department. It is designed to pickup, carry, and stack palletized unit loads of supplies and equipment. Standard forklift trucks are available with lifting capacities of 2,000 to 15,000 pounds and lifting heights of 100 to 210 inches.

Forklift trucks are equipped with telescopic masts that permit loads to be lifted beyond the height of the collapsed mast. Most trucks have free lift, which is the height to which the forks can be raised before the inner slides move upward from the mast and increase the overall height.

Gasoline-powered forklift trucks may be equipped with solid rubber or semisolid tires for use in warehouses, or with pneumatic tires for use in outdoor storage areas. Electric-powered forklift trucks are equipped with solid rubber or semisolid tires for indoor operations only.

Forklift trucks are commonly used for handling palletized unit loads. They are also used for hauling boxes or containers equipped with skids and large rigid containers or packages. Forklift trucks are used aboard ship, on barges, on piers, in warehouses, in freight terminals, and on the ground to lift heavy containers. In unpaved yards or storage areas not covered with hard surfaces, the trucks must have pneumatic tires to operate efficiently.

Occasionally, forklift trucks are used in place of tractors. Forklift trucks are more efficient if used for elevating palletized loads into storage and for handling palletized loads between hauling operations. You

should not use forklift trucks for traveling with individual loads for distances of more than 400 feet. Use tractor-trailer trains if the operation requires travel for greater distances. When using tractor-trailer trains or other material-handling equipment, use a forklift truck at each end of the haul for loading, unloading, and stacking. This will make the operation faster and easier. Figure 7-1 shows a 6,000-pound truck, and figure 7-2 shows a 15,000-pound forklift truck.

TRACTOR-TRAILER TRAINS

The tractor-trailer train (figure 7-3) is a system that consists of a self-propelled power unit connected to a series of trailers. There are various types of tractors used for pulling the trailers. Tractor-trailer trains can haul heavier tonnage than carrier-type trucks of equal horsepower capacity. They can pull trains up to the total drawbar pull of the tractor. The number of trailers one tractor can continuously pull depends upon the trailer length, nature of material, and weight of the load of each trailer. Under normal conditions, one tractor should be able to operate with three sets of trailers. Tractor-trailer trains are effective for hauling loads between 400 feet to 1 mile.

WAREHOUSE TRACTORS

A warehouse tractor is an electric or gasoline powered vehicle designed to pull a train of warehouse trailers. The gasoline-powered models used in the Navy have pneumatic tires and a rated drawbar pull of 4,000 to 7,500 pounds. Electric-powered models commonly used in the Navy have solid rubber tires and a rated drawbar pull of 2,000 or 4,000 pounds. The drawbar pull, the motive force that a tractor can exert in pushing or pulling loads, is merely a means of saying tractor capability. The actual capacity of the tractor is

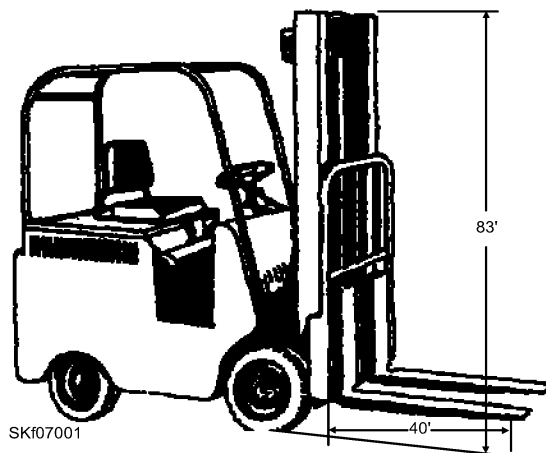


Figure 7-1.—A 6,000 pound forklift truck.

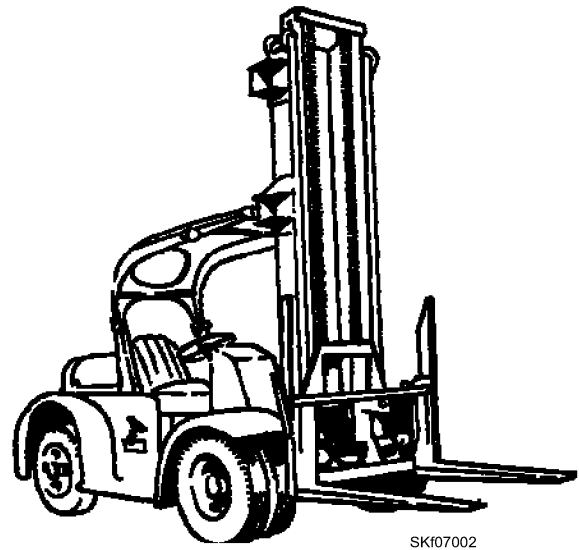


Figure 7-2.—A 15,000 pound forklift truck.

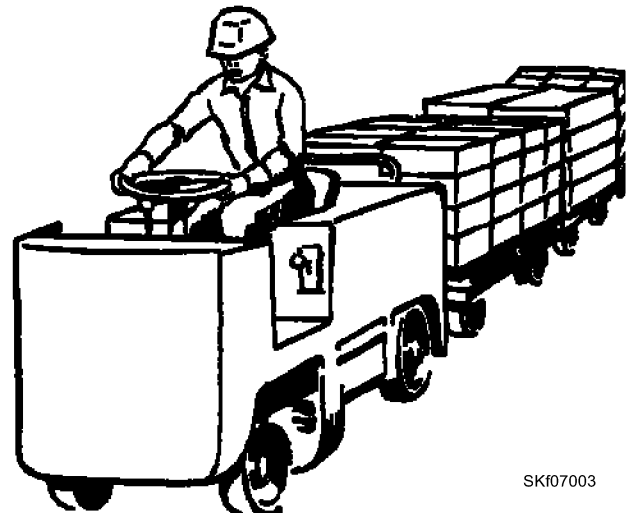


Figure 7-3.—Tractor-trailer train.

normally far more than the drawbar-pull rating. For example, a tractor with a drawbar pull of 4,000 pounds may have an actual towing capacity of 90 tons.

Five different models of tractors were adopted as standard for the military services. The 2,000-pound, drawbar-pull, electric-powered warehouse tractor has solid rubber tires. It is a light-duty tractor for operation in warehouses and other closed storage areas.

The 4,000-pound, drawbar-pull, electric-powered warehouse tractor has solid rubber tires. It is the standard heavy-duty tractor for indoor warehousing operations. This type of tractor is used in a similar manner and for the same purposes as the light-duty, 2,000-pound model.

The 4,000-pound, drawbar-pull, gasoline-powered warehouse tractor has pneumatic tires. It is a standard medium-duty tractor for outdoor storage

operations. This tractor is used in outside storage areas for hauling trailers or for towing aircraft. It also may be used for general-purpose towing or pulling at freight sheds, piers, warehouses, or other areas. It has enough weight, horsepower, and traction to operate on virtually all types of running surfaces.

The 7,500-pound, drawbar-pull, gasoline-powered warehouse tractor has pneumatic tires. It is the standard heavy-duty tractor for outdoor storage operations. This capacity tractor is available in two sizes. The first type is the low profile, industrial type tractor with conventional pneumatic tires on both drive and steering wheels. The second type is the high flotation model with oversized pneumatic tires on the drive wheels.

WAREHOUSE TRAILERS

A warehouse trailer is a load-carrying platform mounted on caster wheels. Standard trailers are available in a wide variety of sizes and capacities and may have solid rubber or pneumatic tires. The caster-steering type has fixed rear wheels that carry about two-thirds of the load and caster wheels at the front for steering. There are two models of caster steering type trailers. They are the 4,000- and 6,000-pound capacity models, similar to the one illustrated in figure 7-4. The caster steering type trailer suites indoor operations better.

The fifth-wheel steering type warehouse trailer has rear wheels mounted on a rigid axle and front wheels mounted on a center-pivoted steering axle with a drawbar attachment. This type of trailer is available with a capacity of either 6,000 or 20,000 pounds. It is more suitable for heavy loads or for operations over rough surfaces.

HAND TRUCKS

Hand trucks may be constructed of wood or metal. They are used in phases that mechanical equipment cannot be operated because of space limitations.

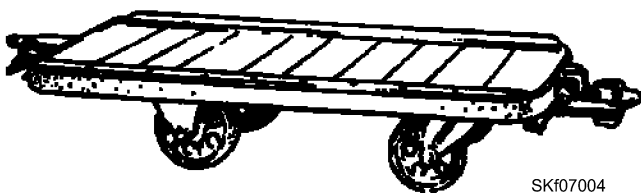


Figure 7-4.—Warehouse trailer.

The four-wheel platform hand truck (figure 7-5) may be used to advantage in breaking out retail issues for bins, carrying light loads, or for any operation involving short hauls with frequent stops. It may also be used in multistory warehouses and for small-lot stock picking. The truck may be equipped with solid rubber tires or steel wheels.

The two-wheel hand truck (figure 7-6) consists of two handles a platform on which the load rests, and wheels attached to the bottom of the framework. A blade extends at an angle from the bottom of the platform to hold the load.

A stock picker truck (figure 7-7) is a hand truck used for picking stock from shelves when filling orders. The Logistics Specialist pushes the truck in the aisles between the shelves to carry small issues in cardboard containers, paper envelopes, or tote boxes. Some models are equipped with a ladder so the stock picker can reach materials on high shelves safely.

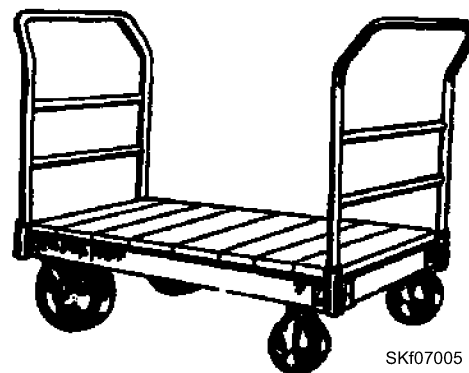


Figure 7-5.—Four-wheel platform hand truck.

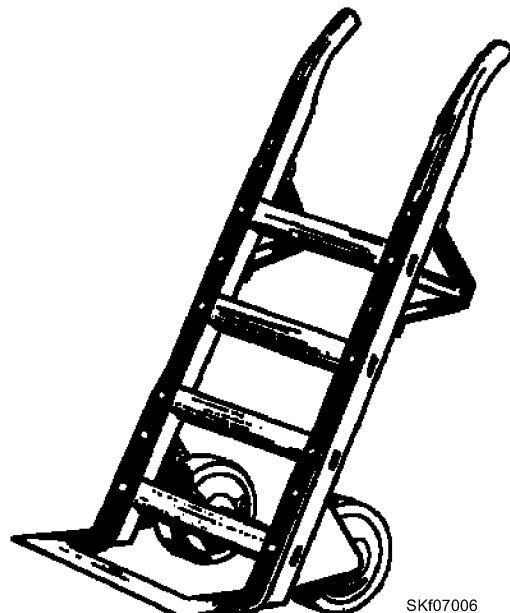
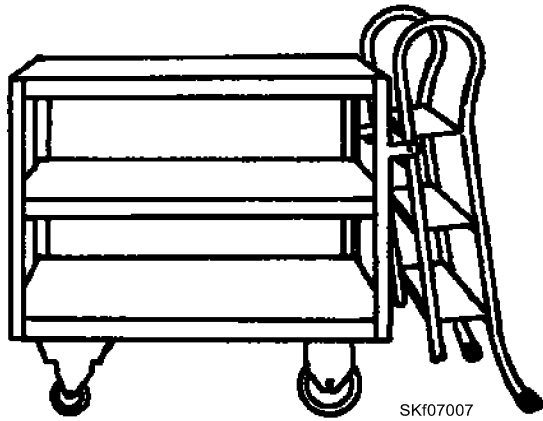


Figure 7-6.—Two-wheel hand truck.



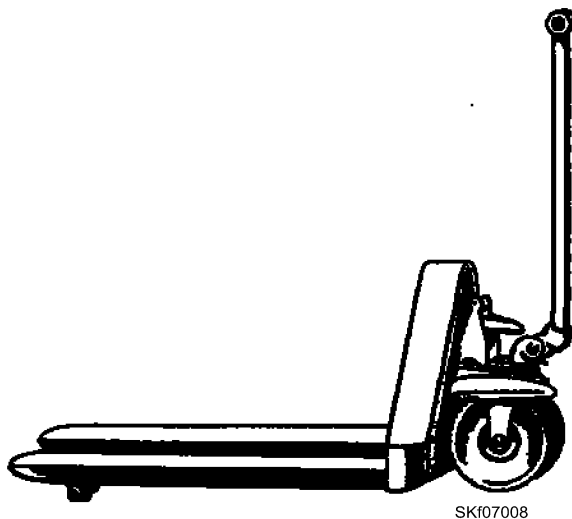
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Figure 7-7.—Stock picker truck.

HAND PALLET TRUCK

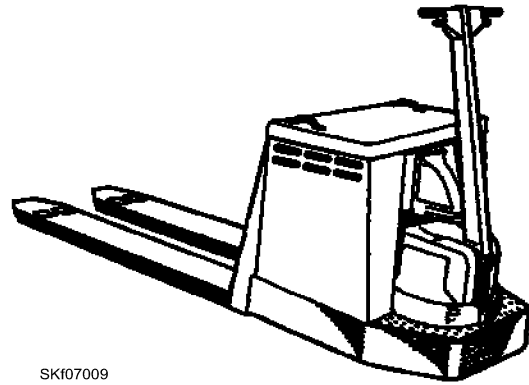
The hand pallet truck is available in two distinct designs. They are the hand-operated, hand-propelled model and the electric-powered, hand-operated model. The pallet truck has two load-carrying forks that can rise about 4 inches to carry palletized loads. Its purpose is to move pallet loads, which do not require stacking, in short hauls. This includes moving pallet loads into cargo trucks as well as moving material during shipping and receiving operations. It works well with forklift trucks and can access areas where a forklift cannot because of space limitations.

The manual/hydraulic hand pallet truck (figure 7-8) works well in loading and unloading cargo trucks and aircraft. This model is used whenever the operating conditions do not require a hand truck with the special characteristics of the powered model.

The electric hand pallet truck (figure 7-9) is advantageous for moving pallet loads to longer distances. We also use this truck when the size of the



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Figure 7-8.—Hand pallet truck (manual/hydraulic).

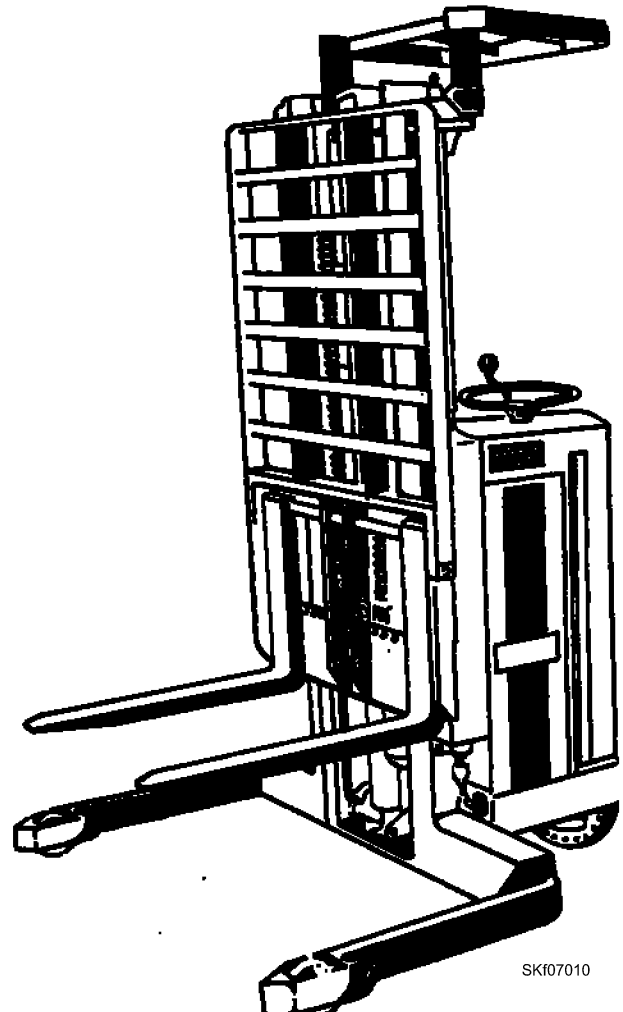


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Figure 7-9.—Hand pallet truck (electric).

load, the presence of grades or inclines along the route, or other considerations require the use of powered equipment.

TIERING TRUCK

The tiering truck (figure 7-10) is an electric-powered forklift truck of the straddle-arm design. The forks on the tiering truck are located between two



SK107010
Figure 7-10.—Tiering truck.

outriggers, or straddle arms. The tiering truck is more maneuverable than the standard forklift truck and can generally operate in 6-foot aisles. The standard tiering truck for the military services is the electric-powered type that has a load capacity of 4,000 pounds and a lifting height of 68 to 150 inches.

STRADDLE TRUCK

The straddle truck is a diesel- or gasoline-powered four-wheel vehicle designed to straddle, pick up, and transport loads of long and heavy supplies such as pipe, lumber, and steel. The straddle truck (figure 7-11) is used as an efficient conveyance for intra-station movement of palletized material at many supply activities. Straddle trucks offer a faster and more efficient method of moving unitized pallet loads over intermediate distances than the tractor-trailer train.

PALLET SLING

The pallet sling (figure 7-12) is used for overhead lifting of palletized loads by a crane or ship's boom. Normally, a cable is used for the sling, but a line or chain may be used, depending on the weight of material to be lifted.

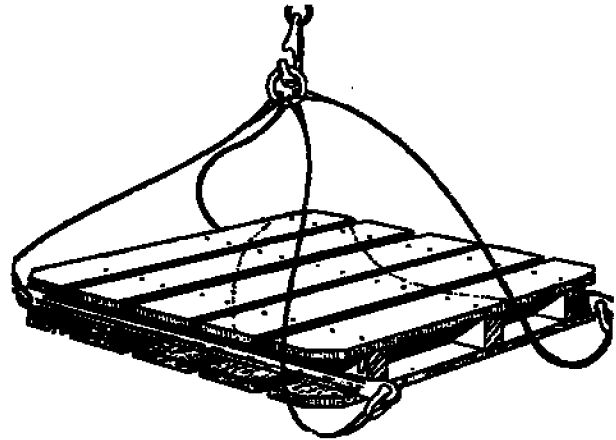
Slings have rigid horizontal supports at the base, usually made of steel bars or pipes. The horizontal support must be strong enough to distribute the load across the entire length. Some slings have movable spreader bars at the top to prevent crushing the load while it is being lifted.

PALLETS

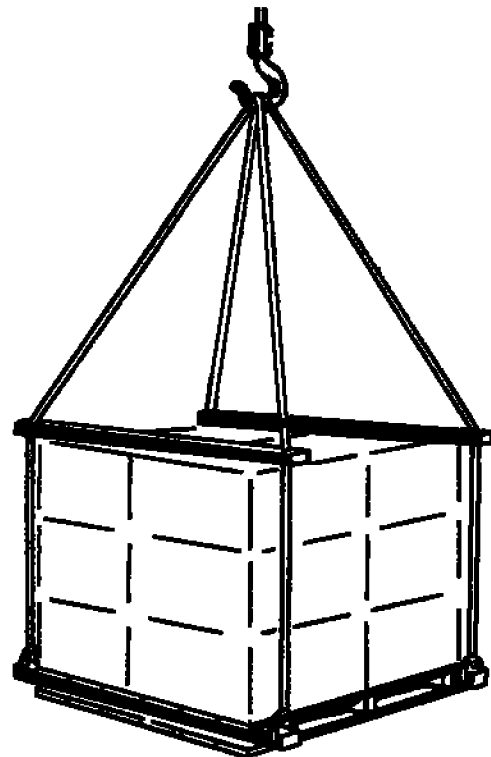
A pallet is a wooden, steel, or aluminum platform on which supplies are loaded, transported, or stored in units. Use of pallets permits handling the material with

forklift trucks, cranes, and other transporting equipment.

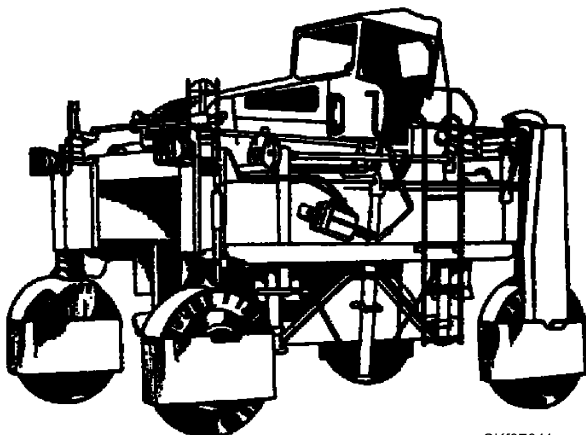
The standard pallet is a 40- by 48-inch platform that accommodates most packages and stores in warehouses. It is regarded as the general-purpose pallet. General-purpose pallets may be either the flat type or box type. Flat Pallets may be single-faced or double-faced. Single-faced pallets (fig. 7-13, views A and B) have one platform nailed or bolted to stringers, usually made of 2- by 4-inch material. A double-faced pallet (fig. 7-12) has platforms on the top and the



A



B

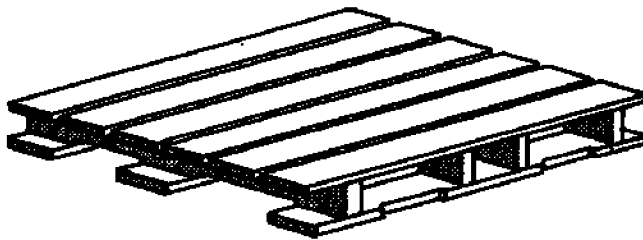


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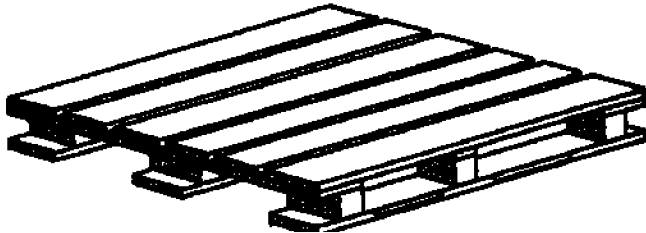
Figure 7-11.—Straddle truck.

Figure 7-12.—Pallet slings.

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A



B

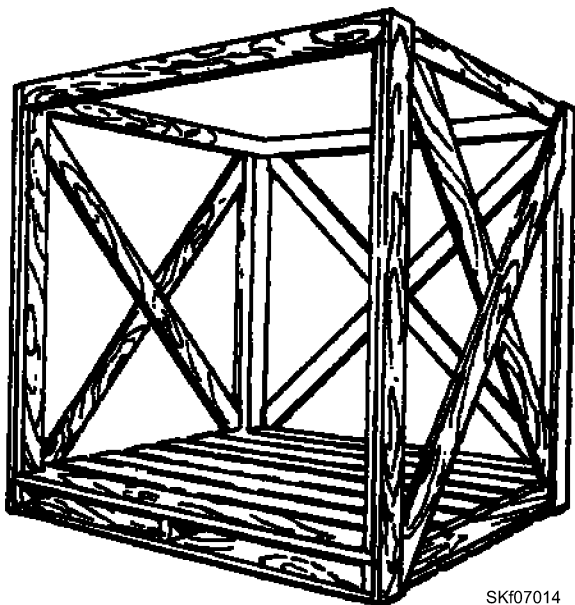
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Figure 7-13.—Pallet, 40 x 48 inches, four-way entry: (View A) Partial stringers (View B) post construction.

bottom of the stringers and is excellent for stevedoring and transit-shed operations.

The box-type pallet, illustrated in figure 7-14, is used for handling small-lot items or easily crushed cargo. When discharging items from a ship to a transit shed, loading directly into a box pallet saves considerable time and labor.

Sheet metal pallets are convenient for three reasons (1) the maintenance cost is low, (2) they save storage space, and (3) you have no problem keeping



SK107014

Figure 7-14.—Box pallet.

them sanitary. Lightweight aluminum pallets also are used, but are expensive and difficult to repair.

Loading Pallets

When a pallet is loaded, three things must be considered: (1) maximum load, (2) stability, and (3) proper pallet size. The pallet must pass through all doors, aisles, and hatches likely to be encountered. The stability of the material on the pallet must be considered and a decision made as to the type of pallet to use.

Figure 7-15 shows the recommended way to load material on a pallet. The size of the boxes being loaded will determine their arrangement on the pallet. A standard loading pattern is not always appropriate.

However, in the illustration you can see that the material not only fits the pallet, as recommended in A and B stacking, but is arranged so as to provide stability against slipping or sliding.

Boxes of materials are not always the same size. When this is true, place the highest and strongest cases at each end of the pallet and the smaller and more fragile cases in the center. This arrangement provides a stronger surface for a second tier of cases on the pallet and also makes it possible to place a second loaded pallet on top for storage.

When you palletize round items, such as gas cylinders, use specially constructed notched spacers or collars as shown in figure 7-16.

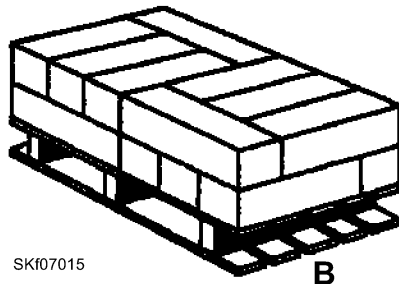
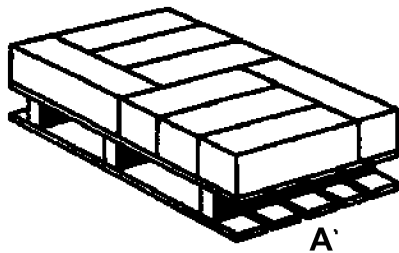
Palletized material that must be moved several times should be strapped. Metal or nylon strapping may be used; the number of straps required for a palletized unit depends upon the kind of handling it is to receive.

The tool used to tighten the strapping is capable of exerting a great amount of force. Therefore you must be careful not to crush the material. Metal or folded cardboard corners may be placed under the strapping to distribute the force over a wider area and help prevent damage to the cartons or their contents.

DRUM-HANDLING EQUIPMENT

The drum-handling sling is a device for picking up drums or barrels. It was designed for shipboard loading, but may be used with a crane for any drum or barrel handling operation. The sling may be of the chain type (figure 7-17, View A), which is a series of chain loops and sliding hooks. It may also be of the frame type,

RECOMMENDED



NOT RECOMMENDED

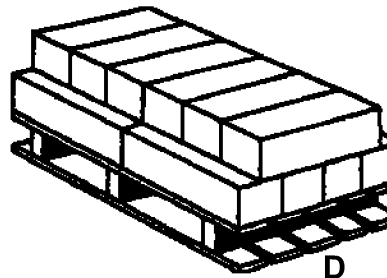
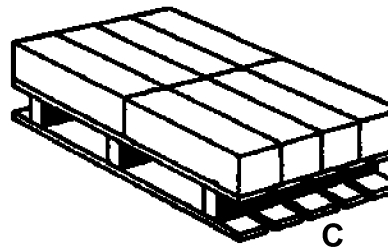


Figure 7-15.—Best way to load a pallet.

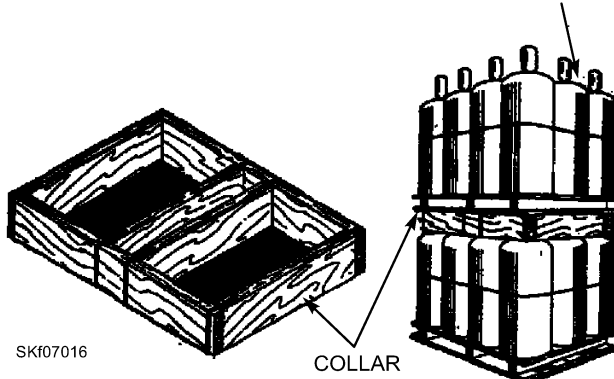
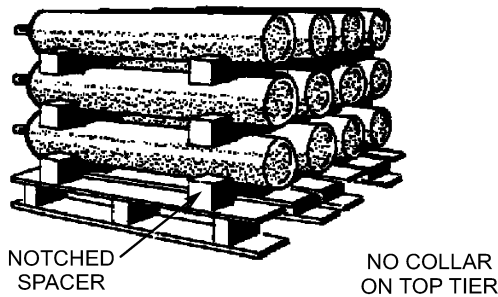


Figure 7-16.—Palletized gas cylinders

which is a steel bar from which a series of sling hooks are suspended.

Other drum-handling equipment in use includes several forklift truck attachments capable of handling filled 55-gallon drums. Four such attachments are available. The first consists of a series of specially shaped and spaced forks that cradle the drums to be handled. (See figure 7-17, View B). Normally this attachment is fabricated to handle three filled drums at one time. The second type of attachment, which is mounted on the regular truck forks, consists of side rails

from which specially designed hooks are suspended at front and rear (figure 7-17, View C). The attachment is lowered over the drums until the hooks drop into position over the drum rims. This attachment handles two filled drums at one time. The third type of attachment, which is vertically operated, handles one filled drum at a time. (See figure 7-17, View D). The fourth type of drum-handling attachment operates on the principle of vacuum. This attachment is not in wide use. This is because of the expense involved in the installation of this attachment and the fact that once installed the use of the forklift truck is restricted to drum handling only.

CARGO NET SLING

The cargo net sling (figure 7-18) is made of nylon straps in a crisscross pattern to form a 12-foot square or 14-foot square net. The four corners of the net have steel rings sewn in for the pickup hoist hooks or lines used to form an apex. In this type of sling, no bars are used as supports. The idea being that the net closes about the material being lifted.

Cargo net slings are generally used aboard Combat Logistics Force (CLF) ships for underway replenishment (UNREP) operations support. Pallets of cargo can be placed in the net and transferred with a minimum of loss. Some ships use cargo net slings for handling miscellaneous cargo that is placed directly into the net as shown in figure 7-18.

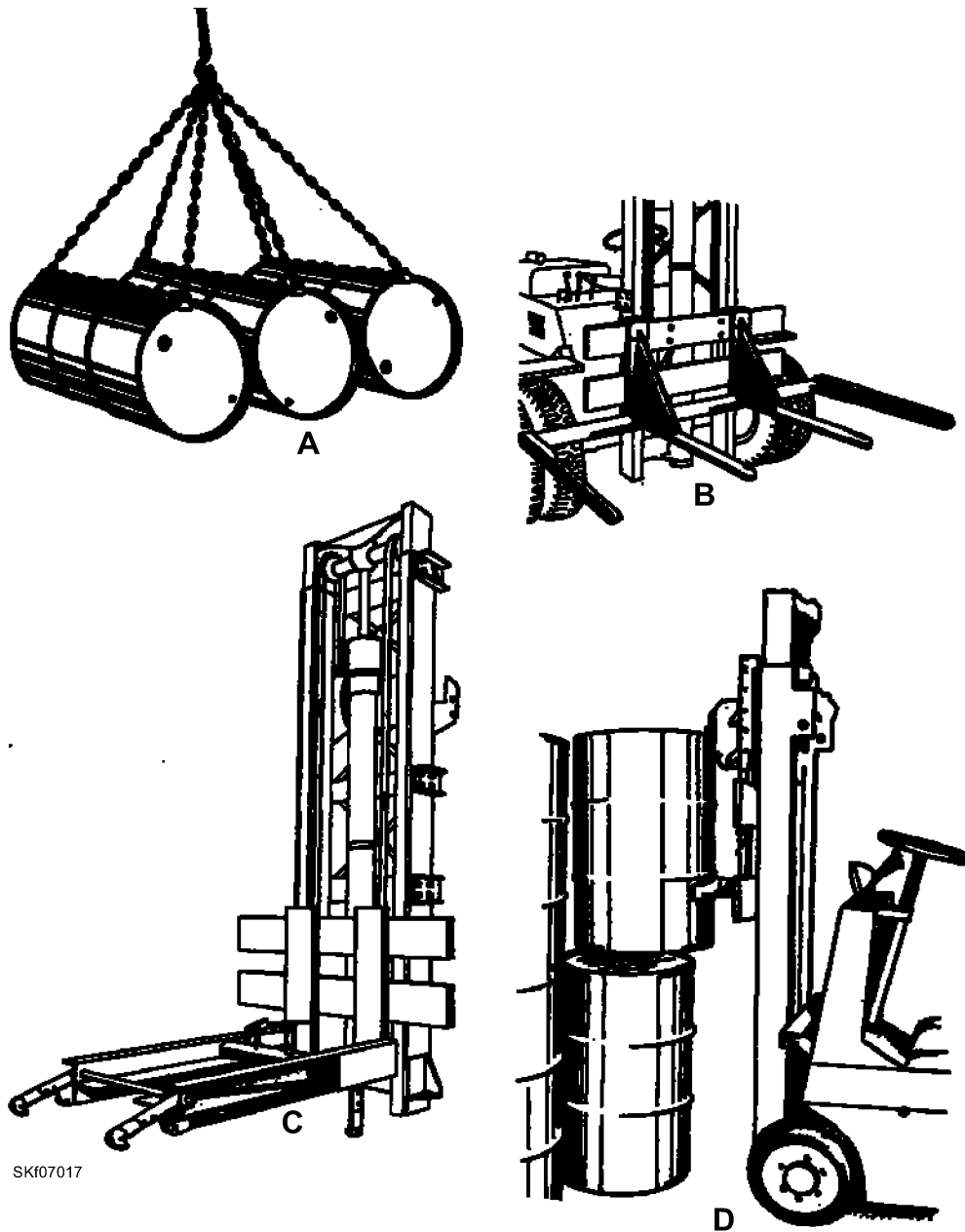


Figure 7-17.—Drum handling equipment: (View A) Sling; (View B) Cradle attachment; (View C) Horizontal carry attachment; (View D) Vertical carry attachment.

ROLLERS, CONVEYORS, AND CHUTES

Conditions may be such that rollers conveyors, or chutes are more effective than mobile equipment or may supplement mobile equipment when a deficiency of mobile equipment exists.

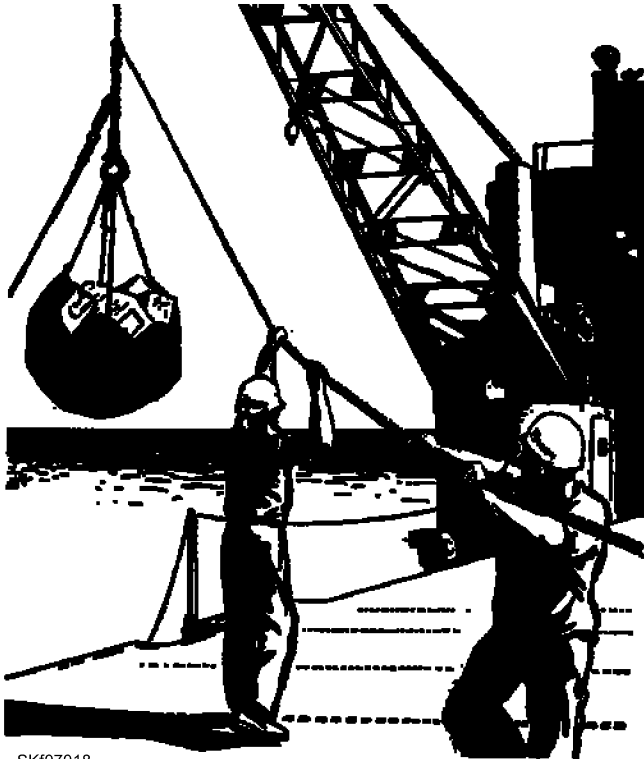
Rollers

Hardwood rollers or pipes may be placed under heavy boxes or skids so that they may be moved about in a storeroom or vehicle. Two or more rollers are used, depending on the weight of the box. A hoist, lever, or other lifting device raises the end of the box toward the

direction in which the box is to be moved, and a roller is placed under it. The box is then pushed forward as more rollers are placed in front of it. As the box passes off a roller, the roller is picked up and placed in front of the box.

Conveyors

A conveyor is a device for moving supplies in a fixed line of travel. Two basic types of conveyors have been adopted as standard for the military departments, the power-driven belt conveyor and the gravity-type roller or wheel conveyor.



SKf07018

Figure 7-18.—Cargo net sling.

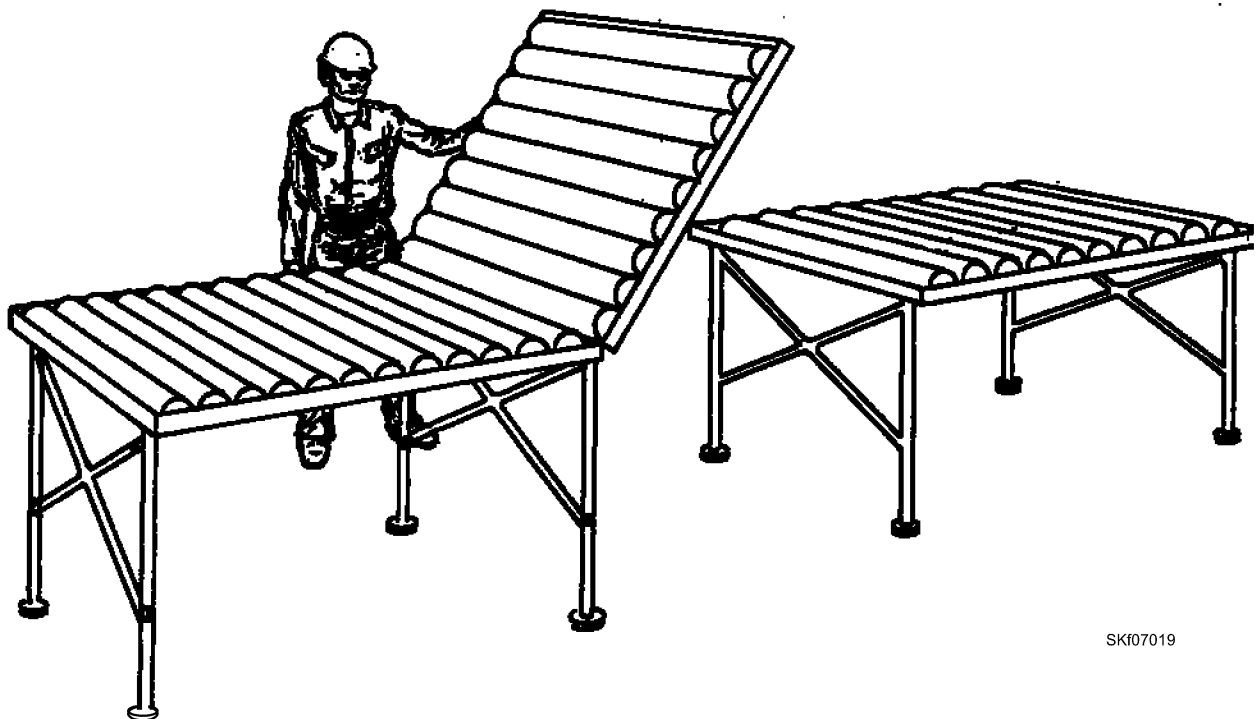
The power-driven belt conveyor consists of an endless belt mounted on a frame and driven by a pulley connected to a drive motor. The belt travels over a series of rollers or a sliding bed. The belt conveyor can be used to transport materials over a fixed path of travel up inclines of as much as 25 degrees.

The roller conveyor can be installed with one end lower than the other to take advantage of gravity. It can also be installed level and the load pushed along manually. Several sections can be put together and developed into a continuous system for movement of material. The conveyor can be used on piers, in storerooms, or wherever a steady flow of supplies is desired. A drop of one-half inch per foot is usually required to keep an object in motion on the rollers. Folding stands maybe used when it is necessary to clear obstructions on the deck or to pass through doors. Accessories for horizontal conveyors include turntables and curved sections.

Roller conveyors with hinged gate actions are also available for warehouse operations involving the crossing of thoroughfares. (See figure 7-19.) If a roller conveyor is used, the cargo should be moved slowly enough to permit personnel at the end of the conveyor to handle the boxes. A brake may be improved using a belt as shown in figure 7-20.

Chutes

The chute (fig. 7-21) provides a rapid means of conveying packages downward. The principal application is aboard ships where a need exists to strike down stems.



SKf07019

Figure 7-19.—Roller conveyor hinged gate multiphase warehouse operation.

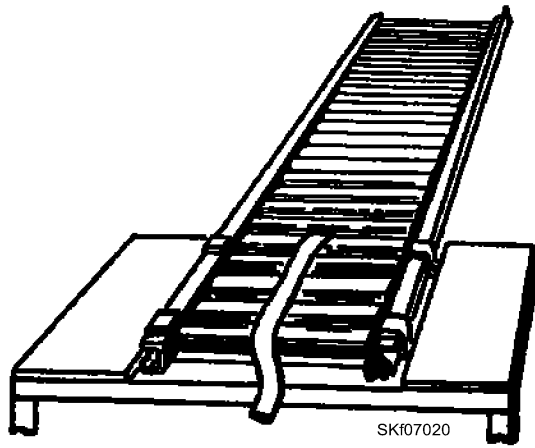


Figure 7-20.—Brake on a roller conveyor.

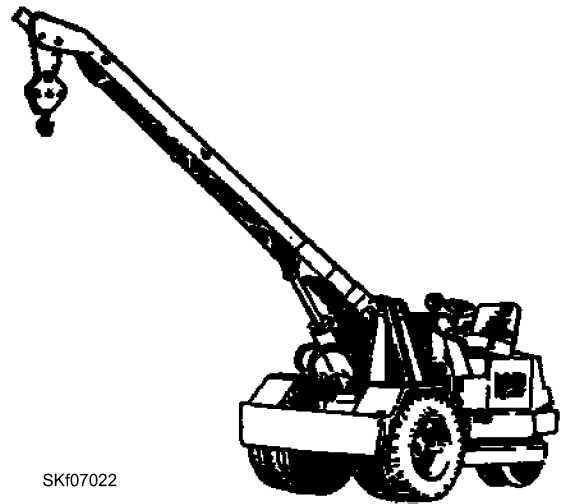


Figure 7-22.—Warehouse crane, gasoline-powered.

CRANE

A warehouse crane is a power-driven, self-propelled unit consisting of a boom mounted on a mobile wheeled chassis. The boom can be operated independently so that sluing and topping can be accomplished without movement of the chassis. Power is supplied by a gasoline engine or by electric motors. Gasoline-powered cranes (fig. 7-22) are equipped with pneumatic tires for outdoor operation. They have 180 or 360 degree sling booms, and have capacities of 6,000, 10,000, or 20,000 pounds. Electric-powered cranes are equipped with solid rubber tires for indoor

operations. They have 270 degree sluing booms and have a capacity of 6,000 or 10,000 pounds.

The mobile crane consists of a boom mounted on a truck chassis and has characteristics similar to that of a warehouse crane. However, the mobile crane has a greater topping distance and is, therefore, used in a wide range of operations.

The gantry crane is a hoisting unit mounted on a gantry (any frame or structure spanning or bridging an intervening space). Gantries may be arched, bridged, full, or half.

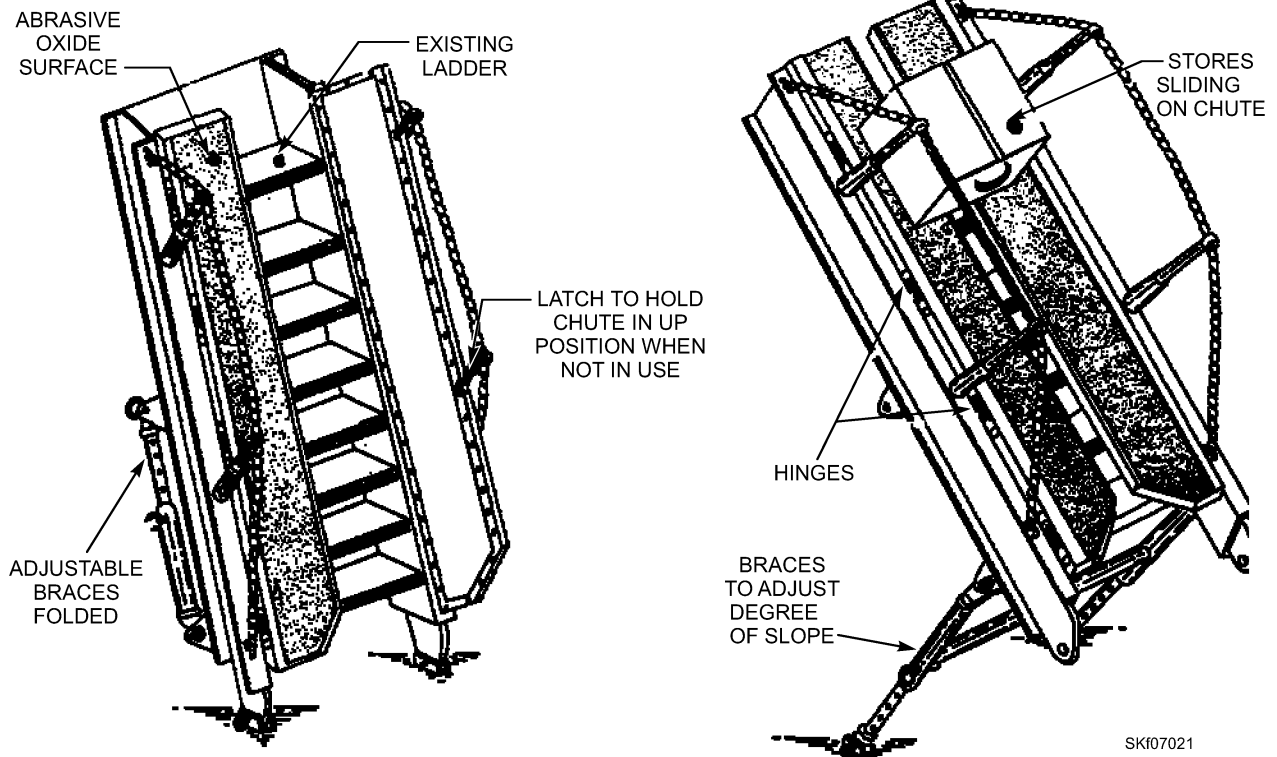


Figure 7-21.—Stores strike-down chute.

The unit shown in figure 7-23 is an adaptation of the overhead type of crane applied to outdoor service where no permanent elevated structure exists on which to install a crane. The crane bridge is mounted on trestles having legs that are generally constructed with wheel trucks for operating on tracks. Such cranes are referred to as portable gantry cranes.

If the trestles rest directly on the ground or footings, the term “fixed gantry crane” is applied. This type of crane is built especially for particular locations. It has been constructed with a span of 200 or more feet. The gantry may have a trolley running on the bridge carrying a hoist. This is the most common form and is what is meant by gantry crane. However, the gantry may have a stiff-legged derrick, a rotating pillar, a job crane, or a hammerhead crane mounted on its bridge as auxiliary equipment.

Because this type of crane spans the area over which it operates, it has been particularly useful in shipbuilding, in storage yards, and at docks for handling bulk material.

A wharf crane is located on and generally is a part of the wharf or pier structure. It is particularly adapted to the transfer of cargo between the wharf or pier and a vessel.

HOISTS, PULLEYS, AND DOLLIES

Various types of hoists, pulleys, and dollies are available ashore and afloat for moving equipment and supplies. You should familiarize yourself with this

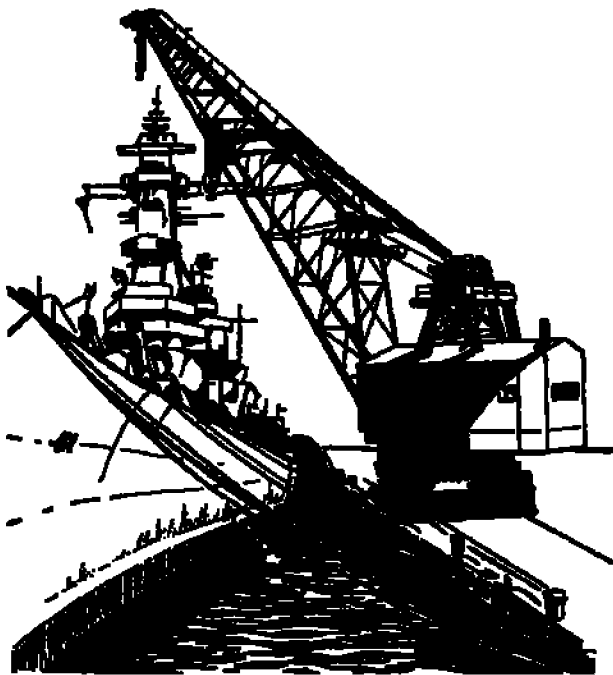


Figure 7-23.—Crane, gantry.

equipment and its purpose so that as various situations arise, you can select the proper piece of equipment.

Hoists

Chain hoists or chain falls provide a convenient and efficient method for hoisting loads by hand. The advantages of chain hoists are that one person can raise a load of several tons. Also, without securing the load, it can remain stationary. One person can carry and operate the manually operated chain hoists (figure 7-24, View A). They are particularly useful in loading and unloading cargo trucks. They also are convenient for working in small storerooms aboard ship when other mechanized equipment is not available.

Some larger storerooms have electrically operated hoists that move along overhead tracks (figure 7-24, View B). Electric hoists lift their loads by either chain or cable. Other models are pneumatic or air hoists that operate by compressed air. These hoists have the advantages of speed and ease of operation.

Block and Tackle

A block and tackle is the arrangement of one or more pulleys with rope or cable for pulling or hoisting large or heavy objects. The block and tackle (also called tackle or pulley) is used in the same situations as the chain hoist, except for smaller loads. Figure 7-25 shows the different types of blocks and tackles. It also provides the formula for figuring the amount of power needed to move the weight of the load.

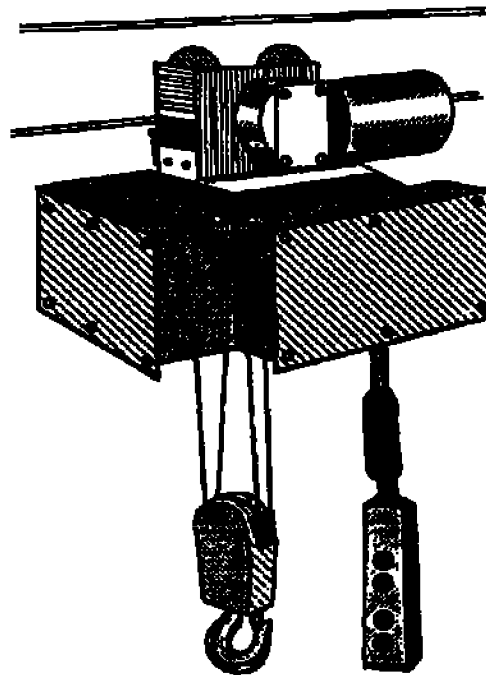
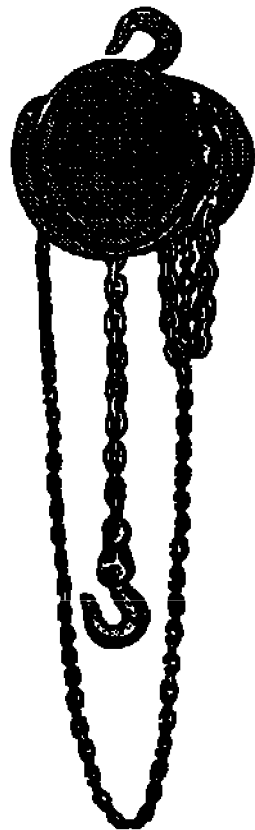
Dollies

The dolly or dolly truck is a frame mounted on wheels or rollers. Dolly trucks are used for moving or shifting heavy loads for short distances. Figure 7-26 shows the three common types of dollies used by the Navy.

The general-purpose dolly (figure 7-26, View A) is used to move unpalletized large, bulky, or heavy material over short distances.

The pallet-rollers dolly (figure 7-26, View B) has a capacity of 4,000 pounds. The purpose of the pallet-rollers dolly is to move palletized loads in and out of boxcars, trucks, trailers, and storerooms.

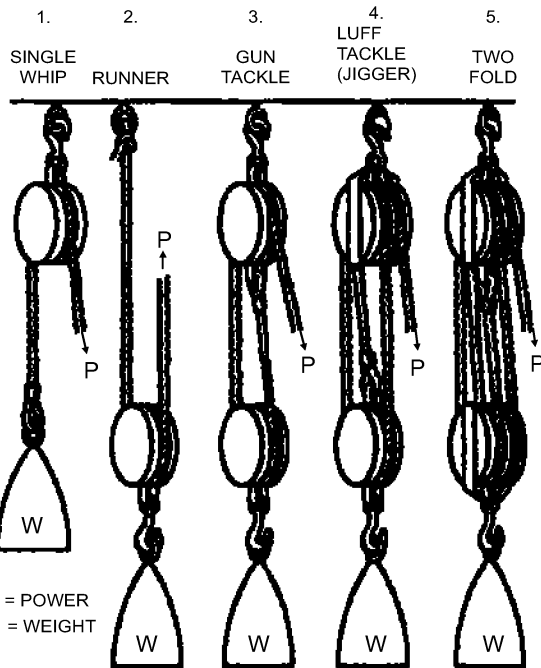
The reefer-car dolly (figure 7-26, View C) is easy to maneuver, and is suitable for use on truck and reefer floors. The 24 wheels in the central position are slightly lower than the wheels at the ends. The springs hold the end wheels in position to allow the wheels to



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Figure 7-24.—Chain hoists: (View A) Manual; (View B) Electric.

move on their axles while guiding the load to its destination.



PB = POWER
W = WEIGHT

IGNORING FRICTION, MECHANICAL ADVANTAGE OF EACH WOULD BE

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Figure 7-25.—Block and tackle.

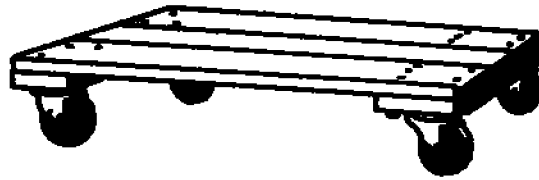
SAFETY

Learning Objective: *Recognize safety precautions and unsafe conditions, and understand how to implement a sound safety program using derived workable systems for inspecting hazardous or potential hazardous situations, equipment, and areas.*

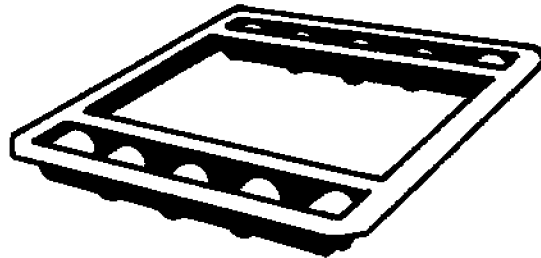
This section provides information about general industrial and operational safety for storage and handling of material. This information is based in part from DOD4145. 19-R-1. The Navy *Occupational Safety and Health (NAVOSH) Program Manual*, OPNAVINST 5100.23, addresses the maintenance of safe and healthful conditions in the workplace. Check with your activity's safety program manager for specific safety requirements in your command.

ACCIDENTS

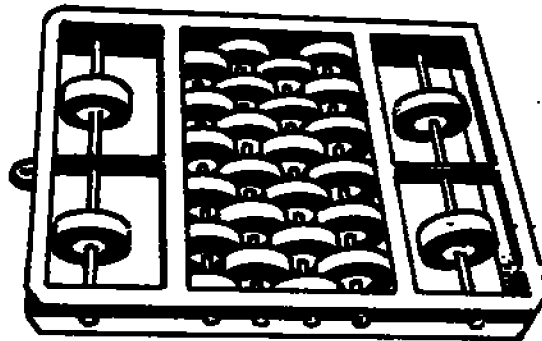
Manpower is the number one resource in the Navy. Accidents involving personnel directly affect productive man-hours and planned schedules. It takes time to recover man-hours lost because of accidents.



A DOLLY, GENERAL PURPOSE



B DOLLY, PALLET ROLLERS



C DOLLY, (REEFER CAR)

SKF07026

Figure 7-26.—Dollies: (View A) General purpose; (View B) Pallet rollers; (View C) Reefer car.

Replacement personnel, or required skills, are not readily available.

When an accident causes destruction of material, it cost dollars to make necessary repairs or replacement. This can also result in a delay in production and possible shortage of critical material.

DANGER AREAS

Many types of accidents can happen when handling cargo. Some of the danger areas and causes of accidents are discussed below:

- **Defective Equipment**—Defective equipment such as winches, rigging, chains, nets, and bridles should not be used. Report their condition to your superior. Only qualified personnel should make repairs since a poor repair job may constitute a worse hazard than the defective equipment.

- **Thrown Objects**—Objects such as blocks, crowbars, and slings should not be thrown from the deck into the hold or onto the pier.
- **Improperly Assembled Drafts**—Nets and pallets should be so loaded that items will not fall during hoisting.
- **Failure to Stand Clear**—The warning **STAND CLEAR!** should be given when cargo or hoisting gear is being lowered into a hold or onto the pier.
- **Cargo Improperly Landed**—Cargo should be guided to a safe landing after being stopped about 1 foot above the intended landing area.
- **Loads Stopped Overhead**—The stopping of loads overhead should be avoided. If a hoisted load must be stopped before being lowered into the hold, it should be stopped over the weather deck—never over the square of the hatch nor over the heads of personnel on the pier.

- **Improper Stowage**—When stowed, cargo should be tiered, tied in, stepped back, or floored off to prevent collapse. Dunnage should be used as a firm flooring for tiering. Never stow cargo, even temporarily, in a halfway manner.
- **Hatch Beans or Beads**—When only part of a cargo hatch is open, remaining hatch beans should be pinned or locked in place to prevent them from being dislodged and falling on personnel below. Hatch boards should be stacked well back from the hatch to prevent them from being accidentally knocked into the hold.
- **Standing in Bight of Line**—Individuals should not stand with their feet in the bight of a line or in the eye of a cargo strip or sling. To do so may result in broken bones or even more serious injury.
- **Fires and Explosions**—Fires and explosions may be caused by: (1) explosive vapor, (2) spilled flammables or explosives, (3) ignition source such as smoking, hot work, open fires, electrical equipment, naked lights, and sparks from tools, (4) heat, (5) spontaneous ignition, (6) water causing chemical reaction with certain substances, (7) improper handling, and (8) inadequate sentries.

Fire is a potential danger with almost all types of cargo. The possibility of fire or explosion is greatly increased when cargo operations involve flammables and ammunition. However, extra precautions are normally taken when these dangerous materials are handled. Probably most fires occur in ordinary combustible material (paper, rags, wood, etc.).

Since the fire hazard is not as great when handling these materials, fewer precautions are usually taken and cargo handlers are apt to become careless.

- **Fleet Freight**—Carefully inspect all material received as fleet freight for evidence of damaged or leaking containers. Extremely hazardous conditions can result from several compounds normally used aboard ship.
- **Open Hatches**—Guards should be placed near open hatches and other open spaces. Safety lines must be used around such openings when cargo is not being handled through them.
- **Temporarily Covered Hatches**—Hatches covered only with a tarpaulin or other temporary covering are dangerous, perhaps more so than uncovered hatches, which are fully visible.

Temporary coverings should be used only during inclement weather, if at all.

- **Riding on Hooks**—Personnel should not be permitted to ride cargo-handling gear, such as hooks or nets, between pier and ship or between the deck and hold. The save-all must not be used as a ladder between the pier and the ship.
- **Removed Handrails**—When handrails are removed to load cargo or for other reasons, the working area should be roped off to prevent personnel from falling over the side.
- **Ladders**—Ladders in the square of the hatch should not be used when cargo is being lowered or hoisted in the hold. Much care must be exercised when using these ladders, particularly when hatchboards from several decks have been removed. Stairway-type ladders should be used when they are available.
- **Slippery Decks**—Oil, grease, ice, or any slippery material on the deck or pier should be removed immediately or covered with sand, cinders, sawdust, or other suitable anti-slip material.
- **Improper Lighting**—When concealment is unimportant, floodlights should be provided at night on the weather deck, over side, and in cargo holds. Flashlights should be available for emergencies. When entering unlighted compartments, personnel should carry portable safety lights.
- **Asphyxia and Poisoning**—During some cargo handling or related operations, asphyxia or poisoning may result from: (1) lack of oxygen, (2) poisonous gases or fumes, or (3) exposing skin or eyes to or swallowing petroleum products. (Some vapors may be swallowed without the knowledge of the victim.) An individual showing signs of asphyxia or poisoning should receive immediate medical attention and the cargo officer should be notified. The space should be inspected before work is continued.
- **Lifting Cases**—There is a right and a wrong way of picking up heavy cases of material. The correct method of lifting heavy objects is illustrated in figure 7-27. Individuals stand close to the load, with their feet slightly apart and solidly placed. With knees bent, they grasp the object firmly and lift it by straightening their



Figure 7-27. —An example of manual lifting.

legs, keeping the back as vertical as possible. When lifting from an elevated position, keep the object close to the body.

The square of the hatch should be kept clear and free of debris. Place a solid, level floor of dunnage on top of stowed cargo, when it is needed, to provide sound footing for hold workers or a safe landing area for cargo coming in. Persons in the hold must stand clear of the hatch when a draft is overhead—cargo being hoisted from or lowered into the hold. The hold crew should take cover either forward or aft of the square of the hatch.

When a draft is lowered into a hold, it should be stopped approximately one foot above its intended landing spot. After the draft has been stopped, the hold crew should then come from under the deck and guide the draft to the desired landing area. Slings or bridles are easily removed from drafts by four crewmen working in pairs. The slings or bridles should be steadied before being hoisted out of the hold. If they are permitted to swing widely during hoisting, they may become entangled in hull fittings or cargo and cause damage to the equipment or cargo or injury to personnel.

You can safely handle small cases on a horizontal conveyor described earlier. For some cargo, you may even substitute finished lumber or waxed dunnage for conveyors. If walking space permits, pallet trucks, pallet jacks, handtrucks, or dollies may be used to move cargo to the storage location.

SAFETY TRAINING

Personnel must be given the proper safety training associated with their daily work. Safety training will reduce the potential for accidents.

SAFETY EQUIPMENT AND CLOTHING

The use of safety equipment and clothing provide extra protection to personnel. The following text describes some of the items that you can use to protect yourself while working.

Synthetic Rubber Gloves—You must wear synthetic rubber gloves for protection when handling ordinary commercial concentrations of harmful chemicals, petroleum products, or chlorinated solvents.

Natural Rubber Gloves—You must wear natural rubber gloves when handling high concentrations of acids and alkalis, organic solvents, or highly toxic or corrosive chemicals. DO NOT use this type of glove for protection against petroleum products and chlorinated solvents.

General-Purpose Work Gloves—You must wear general-purpose work gloves for protection against cuts or abrasions when handling sharp or rough material. These gloves are made from leather material that cover the palm, thumb, and index finger areas. When using gloves with leather parts, make sure the leather parts do not become greasy.

Hoods, Aprons, Sleeves, and Suits—You must wear hoods, aprons, sleeves, or suits made from natural or synthetic rubber or acid-resistance rubberized cloth when handling acid.

Rubber-Framed Goggles—You must use rubber framed goggles to protect your eyes against smoke, gas, fine dust, mists, and sprays of liquid or substances.

Spectacle Goggles—You must wear spectacle goggles with side shields for protection against flying particles of dust, chips, and machine cuttings.

Protective Helmet—You must wear a helmet for protection against falling or flying objects. While working in cramped places, you must wear a helmet to protect you from bumps against hard objects. A helmet is mandatory when you are working in a shipyard or in areas where you are hoisting and lifting materials.

Safety Shoes—You must wear authorized safety shoes while working in foot-hazardous areas.

SUPERVISORY RESPONSIBILITY

If you are in charge of a working party or cargo-handling crew, their safety and proper cargo handling are your responsibility. To prevent injuries to personnel and damage to cargo and ship, all safety

precautions must be observed and enforced. Danger is ever present during the handling of any cargo aboard ship.

Through minor accidents or improper handling, cargo-handling equipment or the cargo itself may become potentially dangerous or unusable without showing visible evidence of damage. If in doubt concerning damage to cargo or safety of equipment, report it to your immediate superior or the cargo officer.

Inspection and maintenance of the pier or wharf are primarily the responsibility of the shore station. However, such defects as bad flooring should be reported. In some cases, temporary repairs must be made to make cargo operations safe.

People may try to use faulty or incorrect cargo-handling equipment and injure themselves or others. Many accidents are caused by pure carelessness. The human factor is always present in accidents, but it can be partially overcome by

- Thorough training in the use of cargo handling equipment
- Instruction in safety
 - Safety precautions to observe
 - Penalties for violations of prescribed safety measures
- Alert supervision

The following is a guide you may use in discharging your responsibility as a supervisor.

- Tell and demonstrate how to work safely.
- Never permit personnel to stand or work under suspended sling loads.
- Tell and demonstrate how to grip slings and bridles.
- See that personnel stand out of the bight, and clear of the throw of the block and hook when using a bull line to move cargo.
- Show personnel how to break down or build piles of Sling loads and safely break out and stow cargo.
- Show your crew how to lift properly.
- See that your crew does not enter dark places (holds, decks, or compartments) without a light.

- Discourage the wearing of rings, gauntlet-type gloves, and trousers with legs so long that they are tripping hazards.
- Ensure that your crew wears safety shoes and helmets while handling cargo.
- Do not permit the use of holders in the square of the hatch when the hoist is moving.
- Ensure your crew's alertness. Have the hold crew take occasional breaks topside for fresh air if necessary.
- Know where to obtain suitable anti-slip material if the need should arise.
- Know what to do in case of injuries.
- Know the location of fire axes, hose, and other firefighting equipment.
- Know how to remove personnel quickly from the hold should a fire develop or they require medical attention.
- Observe your crew and ensure that they work in a safe manner.

Do not block passageways or openings (doors, hatches, etc.) with cargo, hatch beams, or other material, without permission from the responsible head of department. If a passage must be blocked off, do it in a manner that will enable personnel to regain quick access.

The need for speed in emergency situations or during underway replenishment may outweigh the value of some safety precautions that would ordinarily be taken. However, do not suspend a safety practice unless the degree of urgency warrants it. In all decisions affecting safety, during usual or unusual conditions, there is no substitute for good judgment and experience.

SAFE CARGO-HANDLING PRACTICES

All cargo handlers should observe the following list of safety precautions.

- Wear safety shoes and helmets.
- Do not wear rings.
- Use the accommodation ladder or brow for boarding or leaving the ship.
- Use the ladders in the square of the hatch only when hoist is not in motion.

- Use the walkway on ship's side away from the side on which cargo is being worked.
- Secure all lashings to permanent deck fastenings. Never depend on movable objects lying on deck (dunnage, hatch covers, etc.).
- Secure hatch rollers properly.
- Lower blocks, crowbars, slings, bridles, and other objects into the hold by cargo falls or other lines. Do not drop or throw.
- Stack hatch covers in an orderly manner. Disorderly piles create tripping and stumbling hazards.
- Lay strong backs flats to prevent tipping over.
- When removing or repairing strong backs, keep them between you and the open hatch.
- Stand in the clear away from suspended loads.
- When steadying loads, always fire them and keep your feet in the clear.
- Stand clear when strong backs and hatch covers are handled on the deck above.
- Be particularly careful when handling objects with sharp or rough edges.
- Learn and practice proper lifting techniques to prevent strains and sprains.
- Never walk backward.
- Step down from elevations, do not jump.
- Report all defects in tools, materials, and equipment.
- Report all injuries, however slight, and get immediate first aid or medical treatment.
- Do not smoke in holds or storerooms.
- Learn the location of fire alarm boxes and firefighting equipment.
- Do not engage in horseplay, practical jokes, or arguments while working cargo.

SAFE STORAGE RULES

Good housekeeping practices are essential to safety as well as to efficient storage operations. Storage areas maintained in a clean and orderly condition can prevent many potential accidents and fires. Adequate lighting in storage areas decreases the hazards of accidents and enhances personnel health

and morale. Place and secure storage materials in a safe manner that will prevent them from shifting or falling. Stack pallet loads with 2 inches of clearance on both sides to prevent dislocation of adjacent units.

SHIPMENT

Learning Objective: *Describe and select the proper transportation methods available within the Defense Transportation System (DTS).*

Selecting the proper mode of transportation for material depends on the priority, weight and size, and the availability of transportation means. The three major categories of material movement are air, ocean, and surface transportation. The following paragraphs describe these methods.

AIR SHIPMENTS

Air shipments are used when they are more economical than surface transportation, or when surface transportation is not available. Air shipments within the Defense Transportation System (DTS) normally are limited to transportation priorities 1 and 2 (TP-1 and TP-2). TP-3 shipments that have advance required delivery dates (RDDs) also may qualify for air shipment under certain conditions. The UMMIPS priority designator (PD) determines the transportation priority (TP) assignment. TP-1 priorities are for shipment documents with PDs 01 through 03, TP-2 for PDs 04 through 08, and TP-3 for PDs 09 through 15. The airlift systems used by the Navy are Logistics Express (LOG-EX), Air Mobility Command (AMC), and Special Assignment Airlift Missions (SAAMs).

Logistics Express

The LOG-EX airlift system includes carrier onboard delivery (COD) shipments to aircraft carriers. Also, it includes other airlift systems used to supplement AMC (formerly MAC) operations. LOG-EX is also referred to as Fleet Logistics Airlift System or LOGAIR. The goal of LOG-EX is to provide 24-hour or less transit time for TP-1 shipments. The Navy Overseas Air Cargo Terminal (NOACT) teams supervise air terminal operations of LOG-EX. NOACT also exercises traffic management and administers the LOG-EX airspace availability to the Navy within their geographic areas of responsibility.

Air Mobility Command

AMC (formerly Military Airlift Command) is a worldwide system operating transport aircraft over scheduled air routes. It also operates in air terminals at appointed areas. Most overseas air shipments and personnel movements use AMC service.

Special Assignment Airlift Missions (SAAM)

The purpose for using SAAM is to move aircraft loads of cargo rapidly when regularly scheduled airlift service is not available to meet fleet requirements. When SAAMs are required, a commercial aircraft is leased to transport material from and to a specific point. Requests for SAAMs are submitted to

NAVMTO via message or telephone, 7 days a week, 24 hours a day.

The *Procedures for Arranging Navy-Sponsored Special Assignment Airlift Missions*, OPNAVINST 4630.26, provides guidelines and procedures for the use of SAAMs.

OCEAN SHIPMENTS

Ocean shipments of Navy-owned or sponsored cargo are made by Navy fleet vessels or vessels provided by the Military Sealift Command (MSC). Cargo is moved in Navy fleet ships under established procedures of the proper fleet or type commander of their authorized representatives. Normally cargo transported in Navy fleet vessels is limited to material moving in direct support of fleet operations. However, available space may be used to transport other low-priority supplies.

The MSC is responsible for providing ocean shipments to meet the requirements of the DOD. The type of shipping space provided by the MSC includes space on vessels controlled and operated by the MSC. MSC also provides space on vessels controlled but not operated by the MSC and space obtained in commercial vessels by the MSC.

Sea Express

Shipments that do not meet requirements for air transportation but require rush processing may use the Sea Express (SEA-EX). Shipments that qualify for air shipment also may qualify for SEA-EX when air transportation is not available.

Opportune Lift

The Opportune Lift (OPLIFT) program is a system used to divert government-sponsored cargo within the DTS from MSC to Navy vessels. The OPLIFT program was started to conserve transportation funds by moving Navy material into available space on U.S. Navy ships during scheduled deployments. Heavy, bulky, or low-priority shipments that do not have a specific RDD are eligible for the OPLIFT program. NAVMTO provides technical assistance to shippers requesting OPLIFT and coordinates movements of general cargo from CONUS. NAVMTO also maintains direct liaison with fleet commanders, shippers, and water terminal facilities. OPLIFTs that begin overseas are coordinated directly through cognizant fleet commanders. When last minute changes in operational commitments occur, cargo may be removed from vessels without advance notice. Therefore, activities using OPLIFTs must make sure material with specific RDD or high-priority material is not shipped through this program.

SURFACE SHIPMENTS

When possible, you should use surface transportation for shipping material. The following paragraphs describe some means of surface shipments.

Shipment by Government Vehicle

When directed by local authority, you may use government-owned and operated equipment to transport freight in distances up to 100 miles. During emergency situations, use of government-owned and operated motor vehicles may be authorized for distances beyond 100 miles. Travel of more than 100 miles must have justification. It may be for security reasons or when the use of such vehicles would be in the best interest of the government. Government vehicles used for transporting freight with excessive dimensions or weight require a state permit.

Commercial Trucks

The Navy or commercial truck lines may be used for small shipments within CONUS or commercial trucks may be leased for exclusive use. The following paragraphs describes the contract truck (CONTRUCK) and the Northeast Dedicated Truck System (NDTS), managed by NAVMTO.

Contract Truck

CONTRUCK is a commercially operated system. Its purpose is to provide fast, over-the-road delivery at a reduced cost for less than truck load (LTL) transcontinental Navy shipments. CONTRUCK was first established to move LTL shipments between the east and west coasts. It was expanded to include 5 days per week service between Norfolk, Virginia; Charleston, South Carolina; and Jacksonville, Florida. CONTRUCK shipments are combined for movement and distribution at terminals located in Norfolk, Charleston, Jacksonville, and San Diego, Long Beach, and Travis Air Force Base (AFB), California. Shipments eligible for CONTRUCK are for items less than 10,000 pounds. Shipments include direct procurement method shipments of personal property and unaccompanied baggage. Material classified as Confidential or pilferable and general commodity cargo shipments may use CONTRUCK system. Shipments not eligible for CONTRUCK are class A and B explosives, material requiring special handling (such as heater service, electrical connections, refrigerators, or oversize cargo), and metal products over 10 feet in length or over 3,000 pounds per piece.

Shipments by Mail

The U.S. Postal Service (USPS) regulation governs shipments of all mailable material entered into the postal system, including surface and air parcel post. Mail is the primary and preferred means of moving material to and from ships. Mailable material includes official letters or packages that meet USPS standards according to weight, size, and physical dimensions. The various types of special mail services include registered mail, certified mail, and insured mail. The use of special delivery or special handling offered by the USPS is not authorized for use by the Department of the Navy. All mailable matter in the United States domestic postal system is classified as first, second, third, or fourth class mail, and military official mail (MOM). To determine the class of mail to use for shipping supply parcels, refer to table 7-1.

Un-mailable Material

Un-mailable material includes all material that, by law or regulation, is prohibited from being sent through the USPS. Examples of un-mailable matter are as follows:

- All kinds of poisons, such as caustics, acids, and alkalis.

- Oxidizing materials or flammable liquids and solids.
- Materials that are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes, or as a result of heat retained from manufacturing or processing.
- Ammunition and explosives.
- Containers previously used for shipping high explosives, such as dynamite.
- Intoxicating liquors.
- Items subject to damage from freezing and permanently magnetic materials with unconfined fields are not mailable by air shipment.
- Radioactive, combustible, gaseous liquid, perishable material, and items subject to plant quarantines are either un-mailable or subject to special mailing conditions. Detailed information on these categories may be obtained from local postal authorities.

Military Official Mail (MOM)

MOM is a special procedure approved by the LISPS for providing air transportation of official mail addressed to or from a military post office. It is handled as third- or fourth-class mail at a cost cheaper than priority mail. Refer to *Navy Official Mail Management Instructions*, OPNAVINST 5218.7, for additional details.

MOM is the normal means of mailing official parcels that require airlift to overseas destinations not included in the domestic postal systems. It is also used for mailing official parcels that do not meet the criteria for priority or first-class mail. MOM may send mail that has a critical date of delivery on a piece-by-piece basis. Under no circumstances may both MOM and first class be marked on the same package. However, markings such as third-class MOM, controlled circulation MOM, and third-class bulk rate MOM are authorized if such mailings have a required delivery date and are addressed to an overseas activity.

Express Mail Service

Express Mail Service (EMS) is an overnight service developed by the USPS, and is available between designated post offices in CONUS and to some points served by international mail. Any

Table 7-1.—Decision Table for Mailing Supply Parcels

| DECISION RULES FOR MAILING SUPPLY PARCELS | | |
|--|---|---|
| 0 TO 12 ounces | All mailable material | Use First Class Mail |
| Over 12 ounces | NMCS, PMCS, CASREP, SEAREP, MICAP, 999, and material critical to flying or marine safety. | Use priority mail |
| | Shipment consigned to mobile units and overseas activities (including Alaska and Hawaii). Issue Group I or II (TP-1 or 2) Issue Group III (TP-3) | Use priority mail. Use third- or fourth-class mail or hold for consolidated freight, whichever is less costly and will meet UMMIPS time frames. |
| | Shipments consigned to activities within CONUS. Consignee located within 300 miles of the shipper: Issue group I or II (TP-1 or 2) Issue group III (TP-3) Consignee located beyond 300 miles of the shipper: Issue group I or II (TP-1 or 2) Issue group III (TP-3) | Use third or fourth-class mail. Use third or fourth-class mail or hold for consolidation as freight, whichever is less costly. Use priority mail. (*See note) Use third or fourth-class mail or consolidation as freight, whichever is less costly and will meet UMMIPS time frames. |
| | Foreign Military Sales (FMS) program material. | Airmail is authorized in the FMS program since the cost of mailings under this program has no impact on Navy postal costs. In some cases airmail is required in order to comply with the FMS shipment instructions. |
| <p>(*NOTE: If analyses identify specific locations to which surface USPS movement can be effected in accordance with UMMIPS transit times, surface movement should be used to conserve indicia funds.)</p> | | |

mailable matter, properly prepared, can be moved by EMS. At this time EMS is not available for APO/FPO addresses, but can be used to quickly ship material to CONUS APO/FPO fleet forwarding post offices for normal service beyond. Three basic services are offered by EMS. They are same day airport service, custom-designated service, and next-day service. EMS is a premium means of moving mail, and specific authorization for each case must be requested from the Chief of Naval Operations (Postal Affairs Branch).

Weight and Size Limitations

Material eligible for all classes of mail, including MOM, is limited to 70 pounds or less and no more than 100 inches in length and girth combined. Individual pieces of third-class mail may weigh up to, but not exceed, 16 ounces, and the total weight placed in one bag may not exceed 70 pounds. Fourth-class mail parcels, including parcels marked Special

Fourth-Class Rate, must weigh 16 ounces or more and may not exceed 70 pounds or 100 inches in length and girth combined.

External Markings

The statement "Postage and Fees Paid, DOD-316," must be professionally imprinted in the upper-right corner of all envelopes, labels, tags, or wrappers used to send official mailable matter, including matter sent by any of the special mail services. The statements "Official Business" and "Penalty for Private Use, \$300," must be imprinted in the upper-left corner, below the sender's return address. Markings that show the mail classification or type of special service, when appropriate, must be stamped on the address side of the parcel. The city, state, and ZIP Code must be the last line of the address, and no other information may appear below this line.

| TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (4810) | | | | | | | | | | | | | | | | | PAGE NO | |
|---|---------------------------------|------------------------------|------------------------------|--------------|---------------------|----------------------------|--------------|----------------------------------|--------------|----------|---|--------------|------------|------|--------------------------|--|---------|--|
| 1 DOC NO | 2 TRN-CONTY | 3 CONSIGNOR | 4 COMMSPEC HOLE | 5 AIR OR SEA | 6 POE | 7 POD | | | | | | | | | | | | |
| TJ1 | | USS UNDERWAY (CV-00) | HD ELECTRON TUBE-MAGNETIC | A | PROVIDED BY THE ACA | PROVIDED BY THE ACA | | | | | | | | | | | | |
| 8 MODE | 9 PACK | 10 TRANS CONTROL NO | 11 CONSIGNEE | 12 ORN | 13 ROD | 14 PROJ | 15 DATE SHIP | 16 ETA | 17 TR ACCT | | | | | | | | | |
| 9 | CT | V12345-0001-0001 RXX | FISC. SOMEWHERE, STATE | 1 | | 715 | S92 | U | N522 | | | | | | | | | |
| 18 CARRIER | 19 FLIGHT/TRUCK/VOY DOC NO | 20 REF | 21 REMARKS | 22 PAGES | 23 WEIGHT | 24 GUM | | | | | | | | | | | | |
| | | | | 1 | 75 | 4 | | | | | | | | | | | | |
| 25A TRANSHP POINT (1) | 26 DATE REC | 27 CAYWNSD | 28 DATE SHIP | 29 MODE | 30 CARRIER | 31 FLIGHT/TRUCK/VOY DOC NO | 32 REF | 33 STOW | 34 LOCK | 35 SPLIT | 36 COND | 37 SIGNATURE | 38 REMARKS | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 25B TRANSHP POINT (2) | 26 DATE REC | 27 CAYWNSD | 28 DATE SHIP | 29 MODE | 30 CARRIER | 31 FLIGHT/TRUCK/VOY DOC NO | 32 REF | 33 STOW | 34 LOCK | 35 SPLIT | 36 COND | 37 SIGNATURE | 38 REMARKS | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 25C TRANSHP POINT (3) | 26 DATE REC | 27 CAYWNSD | 28 DATE SHIP | 29 MODE | 30 CARRIER | 31 FLIGHT/TRUCK/VOY DOC NO | 32 REF | 33 STOW | 34 LOCK | 35 SPLIT | 36 COND | 37 SIGNATURE | 38 REMARKS | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 39 CONSIGNEE | 40 DATE RECEIVED/OFFERED (year) | 41 CONDITION | 42 REMARKS | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 43 DOC ID | 44 TRAILER CONTAINER | 45 CONSIGNOR FORM ADDR OTHER | 46 COMMODITY SPEC HLDS | 47 VOY NO | 48 POE | 49 POE | 50 TYPE | 51 TRANSPORTATION CONTROL NUMBER | 52 CONSIGNEE | 53 P I | REMARKS | | | | 44 ADDITIONAL REMARKS OR | | | |
| TJ6 | | | LSOP-18 | | | | | | | | REMARKS | PECS | WEIGHT | CUBE | | | | |
| TJ9 | | | | | | | | | | | NATIONAL STOCK NUMBER 5960 00 681 8036 | UNCLAS | SIFIED | | UN2807 | | | |
| TJ9 | | | | | | | | | | | PROPER SHIPPING NAME C MAGNETIZED MATERIAL | ASSIF | CATION | | OPM-C | | | |
| TJ9 | | | | | | | | | | | LABEL REQUIRED MAGNETIZED MATERIAL | 1CT | 75LBS | | | | | |
| | | | | | | | | | | | FLASH POINT | | | | IF APPLICABLE) | | | |

DD FORM 1384 MC 1 APR 68 (REV 11-67) (GPO)

REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED

SKF07028

Figure 7-28.—Transportation Control and Movement Document, DD Form 1384.

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

The *Military Standard Transportation and Movement Procedures* (MILS TAMP), DOD 4500.32-R, provides DOD policy for the transportation and movement of material through the DTS. Volume I contains standard data elements, codes, formats, documents, forms, rules, methods, and procedures. These are information required by DOD activities in the transportation and movement of material to, within, and beyond the DTS. Volume II contains instructions and procedures for applying transportation account codes (TAC) to transportation documents.

MILSTAMP policy simplifies the exchange of logistics data between armed services and agencies. Deviation or exemptions may not be approved unless the user shows that MILSTAMP does not provide workable methods or procedures.

To standardize cargo movements and documentation, MILSTAMP interfaces with UMMIPS and the following publications:

- Military Standard Requisitioning and Issue Procedures (MILSTRIP)
- Military Supply and Transportation Evaluation Procedures (MILSTRP)
- Military Standard Marking for Shipment and Storage, MIL-STD 129 (series)
- Customs Inspections (DOD 5030.49-R)
- Federal Acquisition Regulations (FAR)

MILSTAMP also specifies responsibilities of shipping/receiving activities, clearance for routing of material, and cargo terminal operations.

DOCUMENTATION

The movement control document for all CONUS shipments by a commercial carrier is the government or commercial bill of lading (GBL/CBL). Shipments originating from an overseas point, moving within the DTS, use TCMD. Figure 7-28 shows an example of a TCMD. The basic data elements required to prepare TCMD are the same from the original MILSTRIP requisition. (See DOD 4500.32-R, appendix D, or NAVSUP P-485, chapter 7).

PREPARATION OF THE TCMD

Specific data elements on the TCMD provide a summary of essential transportation data. The following text describes other required entries when filling out the TCMD.

Block 1—Document Identifier. Enter TX1 for general cargo, TJ1 for hazardous material, or TE1 for ammunition.

Block 4—Commodity and Special Handling. This is a code that describes the type of cargo.

Block 5—Air Dimension. Enter the code A when any single dimension (length, width, or height) is less than 72 inches. When any single dimension is greater than 72 inches, enter the code Z. When using code Z, enter the actual dimension as an additional entry in the Remarks section.

Block 10—Transportation Control Number (TCN). The TCN is a 17-character data element assigned to control and manage each shipment unit throughout the transportation movement pipeline. See DOD 4500.32-R for more information about TCN.

Block 12—Transportation Priority (TP). There are four TPs used on the TCMD. They are determined by the issue priority designator (IPD).

Block 17—Transportation Account Code (TAC). The TAC is a four-position alphanumeric code. The first position identifies the activity that will be charged (billed) for all services for movement transportation of the item within the DTS. All Navy-funded shipments are identified by the letter N in the first position of the TAC.

The second, third, and fourth positions are assigned and controlled by the sponsoring service/agency. These codes are used to identify the purpose code (second position), the specific fund to be charged (third position), and the type of cargo or commodity being shipped (fourth position). For example, a shipment in response to a requisition with a document number V12345-0001-GO01 and cognizance symbol 7R material would have TAC code N217 assigned. When shipping the retrograde, using the same document number, the TAC code will be N517.

Block 22—Pieces. Enter the number of pieces in the shipment unit.

Block 23—Weight. Enter the total weight of the shipment unit, rounded off to the next higher whole number.

Block 24—Cube. Enter the total cube of the shipment unit, rounded off to the next higher whole number.

CHAPTER 8

FINANCIAL MANAGEMENT

Each year the Navy must have billions of dollars to carry out its mission. This money comes from the taxpayers of the United States as determined by Congress.

The Navy must keep accounts to show how the money is spent. The accounts show the receipt and expenditure of public funds; the amount of government money, materials, and property on hand; and the cost of all operations, broken down by projects and programs. All these functions are part of financial management. Financial management is necessary to guarantee that government property and money are economically used in the public interest. Cost data assembled by projects and programs are used for budget planning and justification.

Although as a Logistics Specialist (LS), you are not an accountant or bookkeeper, you will often account for large amounts of public funds in the form of materials and stores. You are also involved in the preparation and processing of requisitions that constitute an expenditure of public funds. In addition, in keeping ship's operating target (OP TAR) records and submitting required reports, you are accounting for public funds.

Accounting for material and accounting for cash are basically the same. All government accounting is performed with the objective of guaranteeing that expenditures are made according to the desires expressed by Congress when the program was approved and the funds appropriated. According to this objective, records must be kept so that transactions can be examined at a later date and reconstruction of events made. Also within this objective, the disposition of funds and material must be provable. The logic of this recordkeeping is easy to understand if you have some knowledge of the overall financial operation of the government.

As a Logistics Specialist, you need to know the types of accounting and their uses in the Navy. They are as follows:

APPROPRIATION ACCOUNTING—An account of how much money has been spent, how much is obligated, and how much is available under each appropriation or subdivision (e.g., operating budget).

Thus, the Navy controls expenditures to keep them within the monetary limits established by the appropriation act.

COST ACCOUNTING—An account through which the Navy can accumulate all costs according to activity or unit, purpose, and type of expenditure.

INVENTORY (STORES) ACCOUNTING—An account used to maintain records of material and supplies on hand. These records provide the information necessary to prepare returns or reports.

PLANT PROPERTY ACCOUNTING—An account used to maintain records of all Navy-owned or Navy-controlled real property and equipment of a capital nature ashore.

PAYROLL ACCOUNTING—An account used to maintain records of payments to civilian and military personnel of the Navy.

For accounting purposes, Navy activities are designated either shore activities or operating forces. As a general rule, shore activities perform all of the accounting functions listed above. In the interest of economy, large shore activities frequently perform some of these functions for the smaller activities.

The Navy expends money from one of two major classifications, appropriations or funds. This chapter explains the purpose and use of the two classifications so that you have some understanding of what appropriations and funds are, and the difference between them.

APPROPRIATIONS

Learning Objective: *Recall the purpose of appropriation funding to accomplish operational and maintenance functions.*

An appropriation is an authorization by an Act of Congress to incur obligations for a specified time and purpose and to make payments out of the Treasury. It is in this form that the Navy receives money to pay for ships and the cost of their operation and maintenance. It also covers the cost of training, the pay for those who operate them, and the money to operate the shore establishment that supports the fleet.

ACCOUNTING PERIOD

The accounting period of the Navy is the fiscal year. fiscal year differs from the calendar year in that it begins on 1 October and ends on the following 30 September. The fiscal year is designated by the calendar year in which it ends. Thus, fiscal year 2000 began on 1 October 1999 and ended on 30 September 2000.

TYPES OF APPROPRIATIONS

Three types of appropriations may be used in the Navy, depending upon the purpose for which they are issued. Most appropriations are for 1 fiscal year and are used to finance the normal operating costs of the Navy. Other types may be granted without a time limitation or for a specific period of time that is more than 1 year.

Annual Appropriations

Annual appropriations generally cover the current operating and maintenance expenses of the Navy. They become available at the beginning of the fiscal year stated in the appropriation act. From that time on throughout the fiscal year, they may be either directly expended or obligated. An obligation occurs when an order is placed by an afloat unit or material is issued to an ashore activity, or similar transactions during a given period that requires future payments.

After the end of the fiscal year, the Navy must return any unobligated balance to the Treasury. Obligated funds remain available for an additional 2 years. At the end of the additional 2-year period, the balance remaining in the account is transferred to the successor "M" account. These funds represent unliquidated obligations less reimbursement to be collected. The successor "M" account is available for disbursement of appropriated funds.

Continuing Appropriations

An appropriation is available for incurring obligations until the appropriation is exhausted or until the purpose for which the appropriation was made is accomplished. An appropriation without restriction to a fixed period is called a continuing appropriation or a no-year appropriation. Examples of continuing appropriations are Military Construction Navy and revolving funds such as the Defense Business Operating Fund.

Continuing appropriations become available for obligation and expenditure at the beginning of the fiscal year following the passage of the appropriation act. They may become immediately available if specified in the act. When the purpose of a continuing appropriation has been accomplished, the balance equal to the total of unliquidated obligations, less the total of reimbursements to be collected, is transferred to the successor "M" account. Any remaining unobligated balance is transferred to the surplus of the Treasury.

Multiple-Year Appropriations

Multiple-year appropriations are generally made for purposes that require long lead-time of planning and execution such as procurement of Aircraft and Missiles Navy and Shipbuilding and Conversion Navy. Multiple-year appropriations become available for obligation and expenditure at the beginning of the fiscal year designated in the appropriation act unless otherwise stated in the act. They are available for incurring obligations only during the fiscal years specified in the act. However, they are available for the payment of such obligations for an additional 2 years thereafter.

At the end of the last fiscal year included in the appropriation, the appropriation expires for obligation purposes. The unobligated balance is transferred to the surplus of the Treasury. At the end of the 2 years following the expiration of obligation availability, the balance remaining in the account, representing unliquidated obligations less reimbursements to be collected, is transferred to the successor "M" account.

STATUS OF APPROPRIATIONS

Three terms are used to designate the status of appropriations.

CURRENT APPROPRIATION—An appropriation that is available for incurring obligations during the current fiscal year.

EXPIRED APPROPRIATION—An appropriation that is no longer available for incurring obligations. It does remain available to liquidate existing obligations.

LAPSED APPROPRIATION—The undisbursed balance of an appropriation. It is no longer available for disbursement by the department and is called a lapsed appropriation.

By way of explanation, let us follow an annual appropriation for fiscal year 2000 through the above terms.

Current appropriation 1 October 1999 to 30 September 2000. Available for obligation and disbursement. At the end of the fiscal year (30 September 2000), the Navy must return the unobligated balance to the Treasury.

Expired appropriation 1 October 1999 to 30 September 2001. No new obligations may be incurred. The obligated balance is retained and disbursements made to liquidate the obligations.

Lapsed appropriation 1 October 2001. No further disbursements may be made. The balance of outstanding unliquidated obligations remaining is transferred to a successor account, which is available indefinitely for payment of obligations still outstanding.

FUND IDENTIFICATION

The fund identification system is broken down into several elements. These elements are discussed in the following paragraphs.

Appropriation Symbol

An appropriation symbol consists of a seven-digit number identifying the government agency responsible for administering the appropriation, the fiscal year, and the specific appropriation. Figure 8-1 is an example of an appropriation symbol.

All appropriations assigned to the Navy are identified by “17,” which is shown as the first two digits of the appropriation symbol.

The third digit identifies the fiscal year limitation of the appropriation. In the example, “5” designates Fiscal Year 1995. Continuing appropriations that have no fiscal year limitation are identified by an “X.” A multiple-year appropriation is indicated by the first and last fiscal year that it is available for obligation; i.e., “9/0” indicates Fiscal Year 1999 and 2000.

The next four digits show the purpose of the appropriation. The numerals “1804” shown identify the appropriation for Operation and Maintenance, Navy. It is used for operation and maintenance expenses for both afloat units and shore activities. For afloat units, it includes repair parts, consumables, equipage, alterations, overhaul of ships, fleet

training, and fuel. For ashore, expenses generally are for the cost of supporting fleet activities.

Subhead Symbol

The four-digit subhead symbol for the O&MN appropriation identifies the major program of the Five-Year Defense Plan (FYDP). The first two digits represent the last two digits of the major claimant’s UIC. The third digit identifies the major program or budget activity of the FYDP. The fourth digit is a zero at the major claimant (fleet) level. Figure 8-2 is an example of a subhead symbol.

Expense Limitation

An expense limitation cites the same subhead from which it is issued, except that the fourth digit is an alphabetic or numeric character by the major claimant to identify the expense limitation an example of an expense limitation subhead symbol.

Object Class

Object class codes are three characters long, and are used only in OPTAR transactions that affect the international balance of payments. These codes are contained in *NAVCOMPT Manual, Volume 2*.

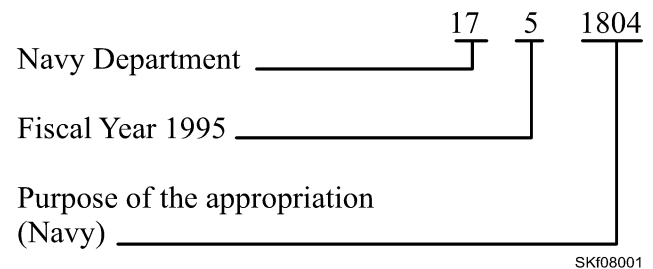


Figure 8-1.—Examples of a fund appropriation symbols.

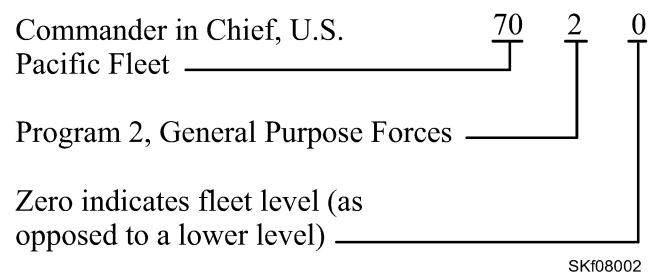


Figure 8-2.—Example of a subhead symbol to an appropriation.

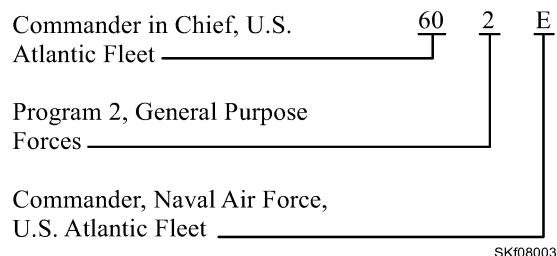


Figure 8-3.—Expense Limitation Subhead Symbol.

Operating Budget (Bureau Control Number)

The CNO has fiscal responsibility for the appropriation 1751804 for operation and maintenance of Navy forces. In discussing appropriations, you saw how they might be apportioned. The responsibility for administering the appropriation is shown by subhead. However, it is not possible for one office to efficiently control all charges to this appropriation. It is allocated to subordinate commands to administer.

For example, one of these commands is COMUSFLTFORCOM. It is still impractical for the one office to administer the appropriation to the hundreds of ships under command. Portions of the appropriation then, are granted to TYCOMS (e.g., COMNAVSURFOR, COMNAVAIRFOR, etc.) in the form of operating budgets. An operating budget number identifies operating budgets, which is always the unit identification code (UIC) of the activity receiving the operating budget grant. For example, the operating budget number for a grant to COMNAVSURFPAC would be 53824.

Suballotment/Operation Budget suffix

When a budget holder has two or more operating budgets, then a suffix is used to identify the different operating budgets. For example, FLTFORCOM receives two operating budgets. One for ship repair, the other for fuel. Both under operating budget number 00070 and subhead 702A. To identify the separate grants, FLTFORCOM assigns operating budget suffix code R to identify charges for ship overhaul and operating budget suffix code F to identify charges for ship's propulsion fuel.

Authorization Accounting Activity

The Authorization Accounting Activity (AAA) is the UIC of the activity that performs the accounting for an operating budget/fund. In connection with

operating form OPTAR accounting, the AAA is the UIC of the DFAS.

Transaction-Type Codes

Transaction-type codes are identified by a two-character code. This permits easy identification in data processing systems of stores accounting, travel advances, and other special interest category transactions. The codes and an explanation of their use are contained in *NAVCOMPT Manual, Volume 2*.

Property Accounting Activity (PAA)

For the Operating Forces material or service requisitions, the service designator code and unit identification code (UIC) of the requisitioner will be shown. In these cases the PAA is used as an extension of the cost code. In some cases the UIC of an activity assigned to perform formal "stores" or "property" accounting is cited as the PAA. Unit identification codes (UICs) are assigned by the Comptroller of the Navy to ships, aircraft units, shore activities, divisions of shore activities, bureaus and offices, contractors' plants, and in some instances to functions or other specialized elements for identification.

UICs are prefixed by a service designator code. It is a single-character code that identifies a service or element of the service. The letters R, V, and N have been established to identify naval requisitioning activities.

All UICs currently assigned are listed in *NAVCOMPT Manual, Volume 2*. You should become familiar with this reference because you will have many occasions to use it. Assume, for example, you are transferring stores to another ship. You must know the unit identification code to show it on the expenditure document so that the receiving ship will be charged. Remember, it is the responsibility of the ship or activity preparing the accounting papers to make sure that the UIC is correct.

Cost Code

The cost code consists of 12 characters and may be alphabetic, numeric, or both. This code provides information to further classify transactions or in some cases, aid in identifying a specific transaction. In most cases the information to be used for this data element is determined locally by the administrator of the funds in conjunction with the accounting activity. *NAVCOMPT Manual, Volume 2*, provides information on the

structure of cost codes based on the purpose for which used. The cost code in figure 8-4 is the most common code structure used by afloat units in requisitions for material and services. The cost code consists of two zeros followed by the four-digit Julian date, the four-character serial number and the two-character fund code. As you will be using fund codes almost daily, a further explanation is provided.

Fund Codes

As stated above fund codes consist of two characters. The first character identifies the FYDP and the operating budget holder. The second character identifies the type of material or service procured. Consult NAVSO P-3013 for a complete listing of all fund codes and the cross-reference guide that crosses fund codes to appropriations.

FUNDS

Learning Objective: *Recognize different types of funds to finance various operations.*

Funds fill a very important need in financing the day-to-day operations of the Navy. Two types of funds, revolving and trust, are used extensively. You must understand how and why they are used. Funds are sums of money or other resources established for a specific purpose. They are usually without fiscal year limitations.

REVOLVING FUNDS

A revolving fund is a fund established to finance a cycle of operations. Reimbursements and collections are returned to the fund for reuse to maintain the principal of the fund; for example, loan funds and working capital funds. The capital amount of a fund may be in the form of cash, inventory receivables, or other assets.

Navy Working Capital Fund (NWCF)

The one fund that you will be most concerned with is the Navy Working Capital Fund. It is not practical for each activity of the Navy to purchase all of its requirements directly from commercial suppliers using its operating money. It is for this reason that the NWCF exists. It provides the necessary capital to finance the purchase and maintenance of stocks of common supply items required by the Navy. Basic capital for the NWCF is made available from Congress. The total value of the NWCF is reviewed annually by Congress and adjusted to meet current requirements. Within the Navy, the Commander, Naval Supply Systems Command is the administrator of the NWCF.

NAVY WORKING CAPITAL FUND CHARGES—Navy Working Capital Fund is charged with the following:

- Expenditures for the purchase or manufacture of stores, supplies, equipment, and services which are to be taken up in the Navy Stock Account (NSA).
- Appropriation adjustments lodged against the fund for sale of materials from a stores account to the Navy Stock Account. They are used for return “with charge” of material previously charged to an end-use functional account.
- Navy Stock Account losses by accounting, price adjustment, appraisal, inventory, sale, and survey, which are not properly charged to an appropriation.
- Donations of surplus NSA material for public health and educational purposes, including research.
- Authorized charges for repair of NSA material in store.

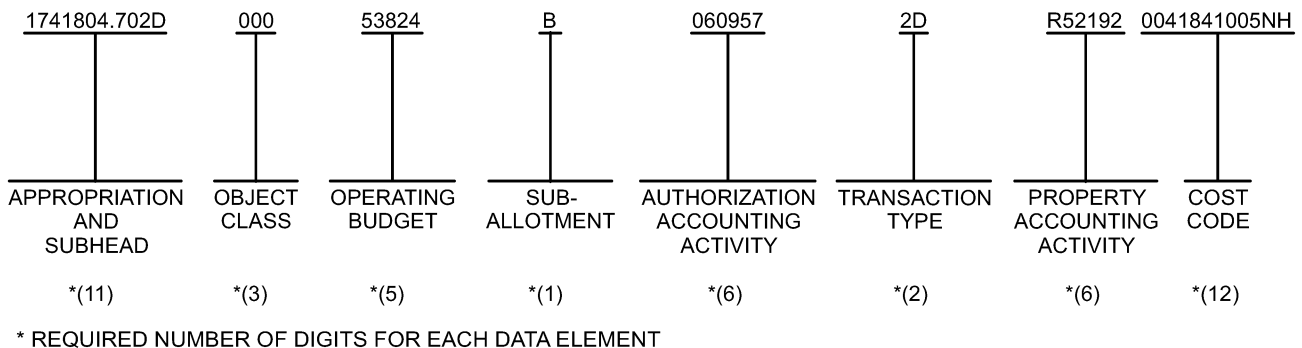


Figure 8-4. —A sample format of accounting data.

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- Issues from the NSA of clothing items for health and comfort, when not chargeable to another appropriation.
- Payment of claims approved by the General Accounting Office (GAO).

NAVY WORKING CAPITAL FUND

CREDIT—The Defense Business Operating Fund is credited with the following:

- Issues from the NSA charged to an appropriation or fund.
- Cash sales from the NSA (including sales to other government departments and foreign governments),
- Sales from the NSA to other stores accounts.
- Collections from carriers for NSA material lost or damaged in transit.
- NSA gains by accounting, price adjustment, appraisal, inventory, sale, and survey which are not properly creditable to an appropriation.
- Reimbursements from the Defense Logistics Agency for the pro rata share of proceeds from sale of surplus, scrap, and salvage material expended from the NSA.

NAVY WORKING CAPITAL FUND

SYMBOLS—Symbols used in the elements that make up the NWCF serve the same purpose as those for appropriations. They identify charges and credits made against the NWCF. The symbols used in the construction of the NWCF consist of eleven digits. The first seven digits designate the department responsible for administering the fund; an indicator of fiscal year limitation, the type, and the particular fund. The other four digits compose the subhead. It identifies the command or bureau within the Navy responsible for administering this element of the fund and the purpose for which it is to be used. The meaning of each digit or combination of digits is shown in figure 8-5.

Use.—NWCF fulfills its role as a revolving fund by purchasing designated supplies from commercial sources, Defense Logistics Agency, the General Services Administration, and the Departments of the Army and Air Force, and then selling them. These supplies may be sold to a specific appropriation or for cash. The NWCF is reimbursed for supplies when they are ISSUED or SOLD. While these supplies are waiting to be sold, they are in the Navy Stock Account (NSA).

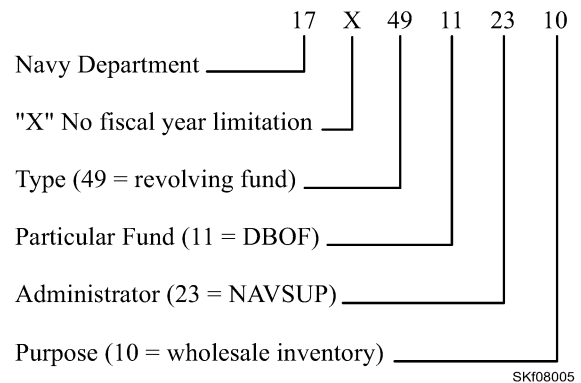


Figure 8-5. —Example of A Navy Working Capital Fund.

NAVY STOCK ACCOUNT—The Navy Stock Account (NSA) is an inventory account and an integral part of the NWCF. It serves as the “holding account” for NWCF procured supplies before their sale. Thus, the total value of the NWCF consists of money plus supplies in the NSA. The NSA is also used by NAVSUP as the accounting device to account for and control the expenditure of NWCF funds.

NAVY WORKING CAPITAL FUND AND NAVY STOCK ACCOUNT IN OPERATION.—

Refer to figure 8-6 as you read the following steps covering the operation of the Navy Working Capital Fund and Navy Stock Account .

1. Material is purchased by NWCF from commercial suppliers, Defense Logistics Agency, Departments of the Army and Air Force and the General Services Administration.
2. Suppliers deliver material to designated naval supply activities where it is held in the inventory account, Navy Stock Account (NSA), until needed by a Navy customer,
3. A ship has to replace material, which has been used in its operations. A requisition, DD Form 1348, is submitted to the appropriate supply activity.
4. A ship forwards a copy of the requisition document (i.e., green copy of the DD Form 1348) to the appropriate DFAS for use in performing the ship’s official OPTAR accounting. Monthly, the ship submits a Budget/OPTAR Report, which summarizes the obligation documents. The report authorizes the DFAS to reduce the ship’s OPTAR and the ship’s type commander’s operating budget.
5. The material is issued to the ship.

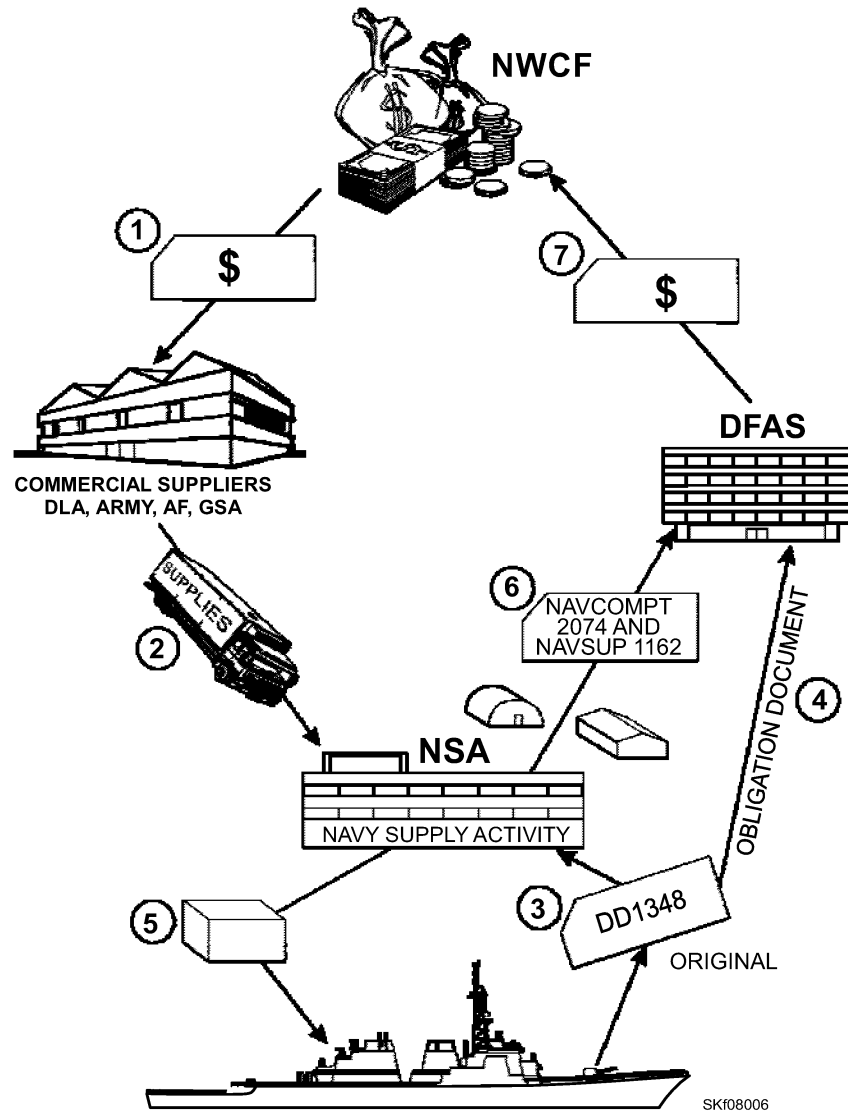


Figure 8-6. — Typical Working Capital Fund in Operation.

6. The supply activity submits “Report of Fired Authorization Charges,” (NAVCOMPT Form 2074) with supporting “Financial Detail” cards, (NAVSUP Form 1162) to the DFAS. This authorizes the DFAS to charge the ship’s OPTAR.
7. Credits the NWCF, thus completing the cycle.

The Defense Logistics Agency, General Services Administration, and the Departments of the Army and Air Force have similar funds to finance procurement of materials managed by the respective agency or department.

Navy Industrial Fund

The Navy Industrial Fund is a revolving fund used to finance industrial commercial-type activities. The Navy Industrial Fund serves much the same purpose as

the Defense Business Operating Fund. The exception is that it is used to finance the cost of maintaining and operating such industrial commercial-type activities as naval shipyards. Major charges to the fund are civilian labor, material purchases, travel of personnel, transportation of material, cost of purchased utilities, and equipment and property rental. The fund is reimbursed through the sales of materials and for services performed for the Navy and other government agencies.

Naval Working Fund

The Naval Working Fund provides a single permanent revolving fund for financing all work not chargeable to a current naval appropriation. It is used to receive advance deposits for work or services furnished. This type of work is performed by the Navy for other government departments, foreign

governments, and private parties. For example, assume that the U.S. Navy had Sailors from an allied government embarked aboard U.S. Navy ships for training. The foreign government might deposit funds with the Navy to cover pay and allowances for their personnel. The money deposited would go into the Naval Working Fund and be assigned a deposit allotment number. Disbursing officers aboard the ships concerned would receive authorization to pay these foreign sailors and would be furnished the deposit allotment number to charge when making the payments.

Navy Management Fund

This fund is used for the economical and efficient completion of Navy operations, which are financed by two or more appropriations. When the costs of such an operation cannot be distributed, change immediately to an appropriation. An example of a charge financed by the Navy Management Fund is the shipment of household goods.

When the amount of money in the Navy Management Fund is not enough to finance a program some Navy organization or when appropriate, other government departments advance additional funds. The fund is credited with these advances, and it is charged with all expenditures required by the program. All unobligated balances of funds advanced are repaid later from the Navy Management Fund, as specified in contracts for programs financed by the fund.

TRUST FUNDS

A trust fund is a fund held in trust by the Navy for use as specified in a special agreement or Act of Congress. Private parties or sources may provide money for a special trust for the Navy. For example, public contributions received for the purpose of constructing and maintaining the USS Arizona Memorial at Pearl Harbor.

The Ship's Store Profits, Navy is a trust fund for providing recreation and entertainment for enlisted personnel. Items sold in the ship's store are purchased by the NWCF and held in the NSA. When sold, the NWCF is reimbursed for their cost, with the profits going into the Ship's Store Profits, Navy fund.

FUND SYMBOLS

The symbols for the various funds we have discussed are shown in figure 8-7.

| <u>Symbol</u> | <u>Title</u> | <u>Abbreviation</u> |
|---------------|----------------------------|---------------------|
| 17X4911 | Navy Working Capital Fund | NWCF |
| 17X4912 | Navy Industrial Fund | NIF |
| 17X4888 | Naval Working Fund | NWF |
| 17X6875 | Navy Management Fund | NMF |
| 17X8723 | Ship's Store Profits, Navy | SSPN |
| | | SKf08007 |

Figure 8-7. —Examples of various fund symbols.

RESOURCE MANAGEMENT SYSTEM

Learning Objective: *Recall the functions within Resource Management System to obtain and control resources to accomplish mission.*

The resource management system (RMS) is a series of systems designed to promote better management procedures throughout the Department of Defense (DOD) by providing managers with improved methods of obtaining and controlling resources required to accomplish the assigned missions.

A resource manager is any individual, either military or civilian, who is accountable and responsible for carrying out a significant mission or function and who makes decisions that will have a significant effect on the resources used.

As an LS you have daily contact with some aspect of the RMS. An understanding of the background, objectives, and terms used will provide you with a clearer picture of the system. The following paragraphs contain some RMS financial terms and information about the background and objectives applicable to all activities within the DOD.

FINANCIAL TERMS

For a better understanding of the RMS, take a look at the following definitions of terms used throughout the LS community.

Accrual accounting is the method used where operating costs are accounted for in the fiscal (accounting) period during which the costs of resources consumed or applied are received.

Aviation Operating Forces include aviation squadrons, units, staffs, and ships supporting aircraft (for aviation funds only) assigned to the Defense

Finance Accounting Service (DFAS) for accounting purposes.

Expense element codes are codes established by DOD to classify expenses for cost accounting and reporting purposes. They are listed and defined in the *Navy Comptroller (NAVCOMPT) Manual, Volume 2, Chapter 4*.

An *expense limitation* is the financial authority issued by a major claimant or subclaimant to an intermediate level of command. An example of an intermediate level command is the type commander (TYCOM), COMNAVAIRFOR, or COMNAVSURFOR.

A *field (shore) activity*, for purposes of the RMS, is a shore station that is issued an operating budget. It could be issued this operating budget by a major claimant; subclaimant, or expense limitation holder, depending on who has immediate responsibility. Because it is issued an operating budget, it is also a responsibility center.

A *major claimant* (or *operating budget grantor*) is a bureau, office, or command designated as an administering office under the Operations and Maintenance, Navy (O&MN) (regular and reserve) appropriations listed in the *NAVCOMPT Manual*, volume 2, chapter 2. Major claimants receive operating budgets directly from the Chief of Naval Operations (CNO).

Obligation authority is the budgeted amount within an operating budget approved in a fixed amount for incurring obligations or unfilled orders.

An *operating budget* is the annual budget and financial authority of an activity or command that contains the resources to perform that activity's mission.

An *operating target* (OPTAR) is an authorization of funds subject to administrative control issued to a level below the responsibility center. The recipient of an OPTAR is referred to as an OPTAR holder.

A *responsibility center* is an organizational unit headed by an officer or supervisor who is responsible for the management of all resources within the unit, and who, in most cases, can significantly influence the expense incurred within the unit.

Resources consist of military and civilian personnel; material on hand and on order; the entitlement to procure or use material, utilities, services required for performance of the basic

mission of the responsibility center; and work or services to be performed for others.

Ship Operating Forces include active fleet ships, amphibious battalions and units, staff and commands, and certain designated shore activities,

Threshold is an administrative money ceiling established by the fleet commander. With OPTAR accounting, aged unfilled orders below the established threshold are authorized administrative cancelled, and OPTAR funds reclaimed. By the same token, unmatched expenditures below the established threshold are authorized by the DFAS to be threshold charged by the fleet to the OPTAR without detailed review by the OPTAR holder, thereby reducing available OPTAR funds.

An *unfilled order*, for accounting purposes, is a general term used to describe a request document for material or services that has been entered in the OPTAR log. Unfilled order documents (chargeable) are assembled and forwarded to the DFAS by the OPTAR holder when the procedures require the chargeable unfilled orders to be matched against expenditures submitted by issuing and paying activities.

A *work unit* is a unit of measurement such as documents processed, tonnage moved, students trained, or gallons processed. The term is used to provide quantitative information of the physical output applicable to a subdivision in the operating budget.

BACKGROUND

Under the procedures in effect before implementation of the RMS, financial management of naval activities was restricted to the materials and services that resulted in expenditures of appropriated funds granted to those activities. Little or no attention was paid to other costs such as military services, material issued at no cost (free issue), or material or services charged to open allotments. These costs were considered as other resources. In this situation, the responsible commander was only controlling a small percentage of his or her operating costs. The RMS was designed to correct this deficiency by providing the responsible commander with a budget that included all cost incurred instead of allotments to cover only limited portions of those costs. The DOD determined that management would be improved significantly if the financing of an activity was related to the total expense of the task or mission assigned

and if the expenses were recognized and recorded against the OPTAR at the time they occurred instead of when they were requisitioned or when payment was made. The responsible commander's flexibility to shift resources to meet these changing demands is greatly increased by the fact that his or her budget will contain additional resources that were previously provided by individual allotments.

Four interrelated subsystems make up the RMS to meet the objectives of the DOD. They are as follows:

- Programming and budgeting
- Management of resources for operating units
- Management of inventory and similar assets
- Management of acquisition, use, and disposition of capital assets

The first, third, and fourth items are applicable primarily at the department, bureau, or inventory manager level. The LS would be most concerned with the second item. Current guidelines for the management of resources for operating units are found in *Financial Management of Resources Operations and Maintenance (Shore Activities)*, NAVSO P-3006, *Financial Management of Resources Fund Administration (Operating Forces)*, NAVSO P-3013-1, and *Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2.

OBJECTIVES

The basic objectives of the RMS, as applied to operating units, are as follows:

- To determine the cost of operation of an activity in terms of total resources consumed or applied.

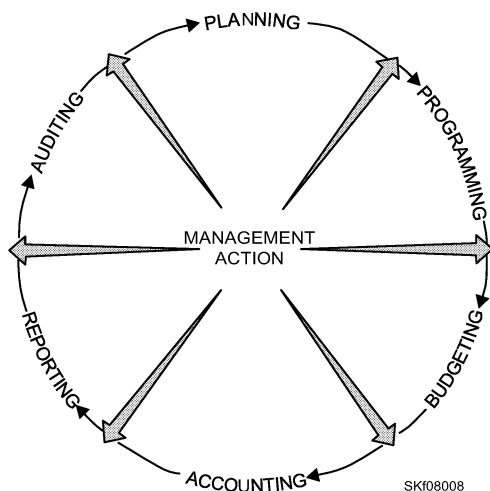


Figure 8-8.—Simplified Department of Defense management process.

- To establish a system of controls that will be of maximum value to commanders. Commanders use these controls to assure that resources are used effectively and efficiently in the accomplishment of the mission of the activity.
- To furnish operating budget grantors and other levels of management, up to and including the Navy Comptroller, that degree of financial information necessary for effective coordination and control of resources.

These objectives are achieved by implementation of the planning, programming, and budgeting system and the use of such functional terms as funds, appropriations, expense operating budgets, responsibility centers, cost centers, expense elements, and OPTARs. With an understanding of the interlocking functions of all these factors, the fiscal side of supply becomes a clear and purposeful system. The material presented in this chapter provides the necessary background information. Perhaps LSs may not be personally involved in the consolidation of budget estimates; however, it will be helpful if they know how the process is carried out and how the action taken at higher levels may both depend upon and affect what they do locally.

The RMS affects the entire management process in the DOD. The following paragraphs briefly define steps in the management process. Figure 8-8 indicates the normal sequence of the steps in the management cycle.

Planning in DOD is concerned with developing long and midrange strategy and operational concepts, objectives, and requirements based on continuously projected appraisals of the world situation and on technological and intelligence forecasts.

Programming is concerned with setting specific 5-year defense goals and the schedule for achieving them, grouping functions and activities sharing the same objectives into major programs, and estimating resource requirements for each.

Budgeting is the function of formulating 1-year projections of resource requirements for programs, balancing priorities in the competition for limited resources, and obtaining associated funds.

Accounting is the function of measuring the results of performance (progress and status of programs), usually in financial terms, both for functional areas and organizational units.

Reporting is concerned with transmitting financial and nonfinancial information on the status and progress of programs to appropriate management levels.

Auditing is the function of reviewing the accuracy of recorded and reported results, and judging both the adequacy of established policies and procedures and the activity's compliance with them.

RESOURCE MANAGEMENT SYSTEM AT THE OPERATING FORCES LEVEL

Each TYCOM (or equivalent) is responsible for the development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued, including the efficient and effective use of them. Corrective action is taken where necessary in the research and reconciliation of unfilled orders, unmatched expenditures, and expenses incurred.

FINANCIAL RECORDS

The duties and responsibilities of the financial record keeper are vitally important, especially at automated activities. The financial record keeper must perform both OPTAR accounting and Navy Working Capital Fund (NWCF) accounting.

and maintenance of the activity, for the repair of other vessels, and for flight operations. These OPTARs are administered and reported by the *Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2. The NWCF is administered and reported as prescribed by various Naval Supply Systems Command (NAVSUP) and NAVCOMPT manuals. The financial record keeper must recognize that the OPTAR funds are separate from the NWCF. However, there is a relationship between these two funds that must be understood.

NAVY WORKING CAPITAL FUND

The NWCF is a revolving fund established by Congress to purchase material carried in stock ashore as inventory by the Navy stock points and material carried afloat Military Sealift Command (MSC) ships, aircraft carriers (CVNs), amphibious assault ships (LPHs), helicopter assault landing ships (LHAs), and marine air groups (MAGs). These activities spend NWCF dollars to procure items expended to an end-use customer. The fund is reimbursed when material is requisitioned for use by charging the customer's OPTAR and crediting the NWCF. This transaction returns the money to the NWCF so replacement material may be purchased and the revolving fund continued, as shown in figure 8-9.

TYCOMs issue separate OPTARs for the operation

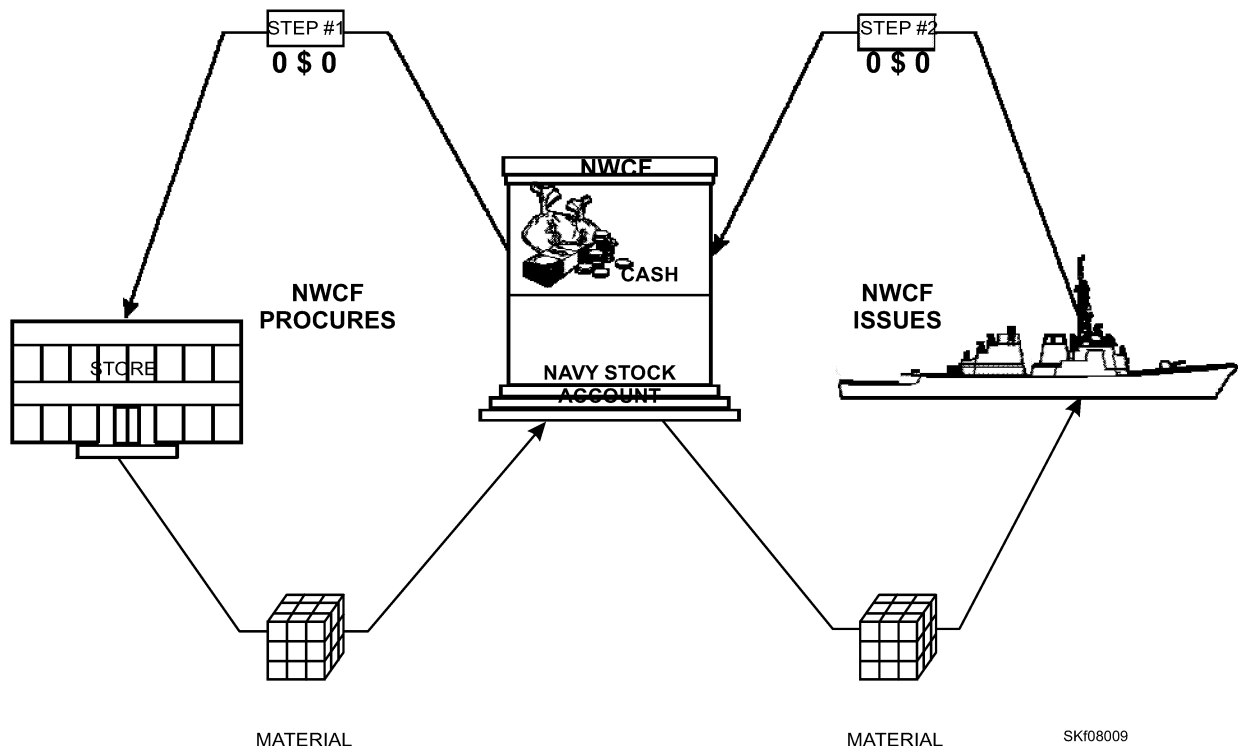


Figure 8-9.—The Navy Working Capital Fund (a revolving fund).

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The amount of the NWCF is determined by Congress and, when approved, is passed down through the chain of command to the Department of the Navy, as shown in figure 8-10. Within the Department of the Navy, the Naval Supply Systems Command (NAVSUPSYSCOM) is responsible for the overall administration of the NWCF.

NAVY STOCK ACCOUNT

For accountability, material procured with Navy Stock Account (NSA) money is classified as NSA material, and activities that stock this material are called NSA activities. The primary mission of afloat units such as tenders, repair ships, and combat stores ships is repair and/or supply support. Although the primary mission of aircraft carriers, amphibious assault ships, and MAGs is combat, they also are assigned a supply support function. Therefore, these activities are considered intermediate supply facilities and are authorized to carry NSA material as inventory. Material carried in inventory aboard these activities is in special accounting class (SAC) 207 to differentiate it from NSA material at other stock points as shown in figure 8-11.

SPECIAL ACCOUNTING CLASS 207 TRANSACTIONS

When SUADPS-RT activities requisition material for stock or direct turnover (DTO), they use NWCF money by citing the SAC 207 fund code on the external requisition. When the material is received, it is recorded as a receipt in the NSA.

When this material is issued to departments for use, OPTAR funds are used to reimburse the NWCF. This is done by citing the activity's unit identification code (UIC) and the TYCOM's fund code on the issue document, resulting in a charge to the OPTAR fund and a reimbursement to the NWCF. For DTO receipts, the SUADPS-RT computer processes the receipt into the SAC 207 fund and generates a charge to the end user's OPTAR fund.

FLOW OF FUNDS

It is a policy of the Secretary of the Navy (SECNAV) that the accounting effort performed by Navy Operating Forces is kept to the absolute minimum. The responsibility for formal accounting is to be placed ashore. All material and services requisitioned by a Navy squadron ultimately cost the U.S.

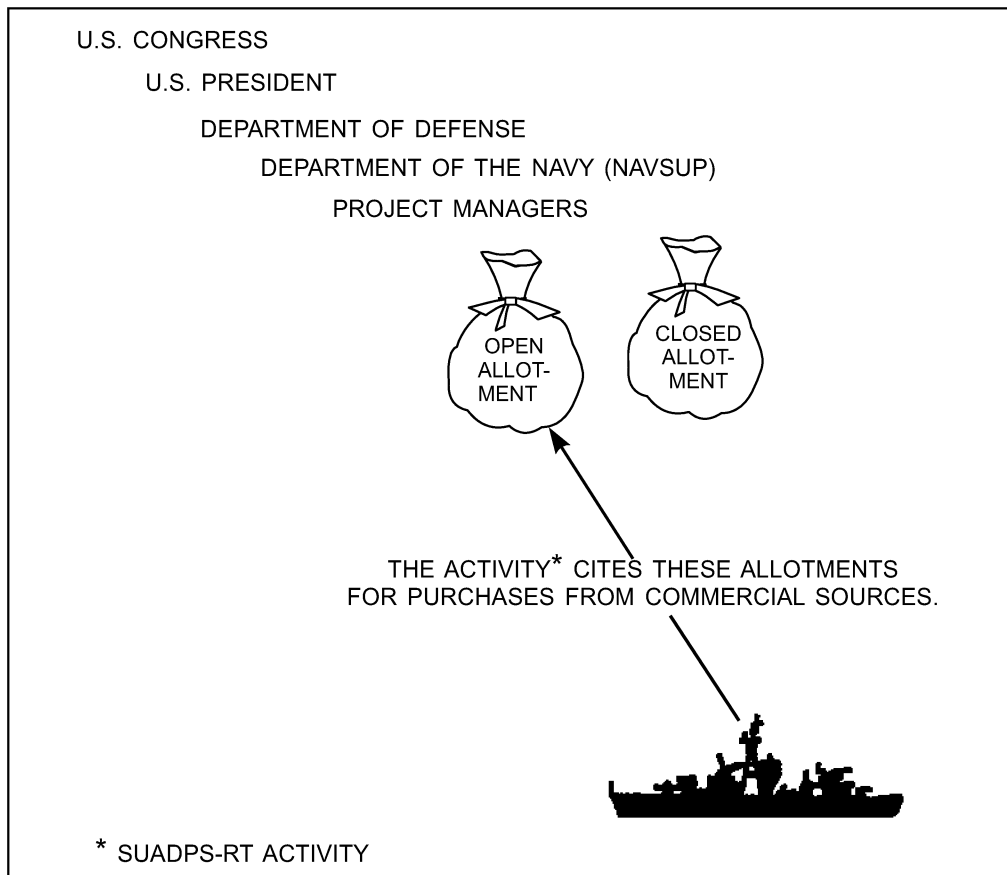
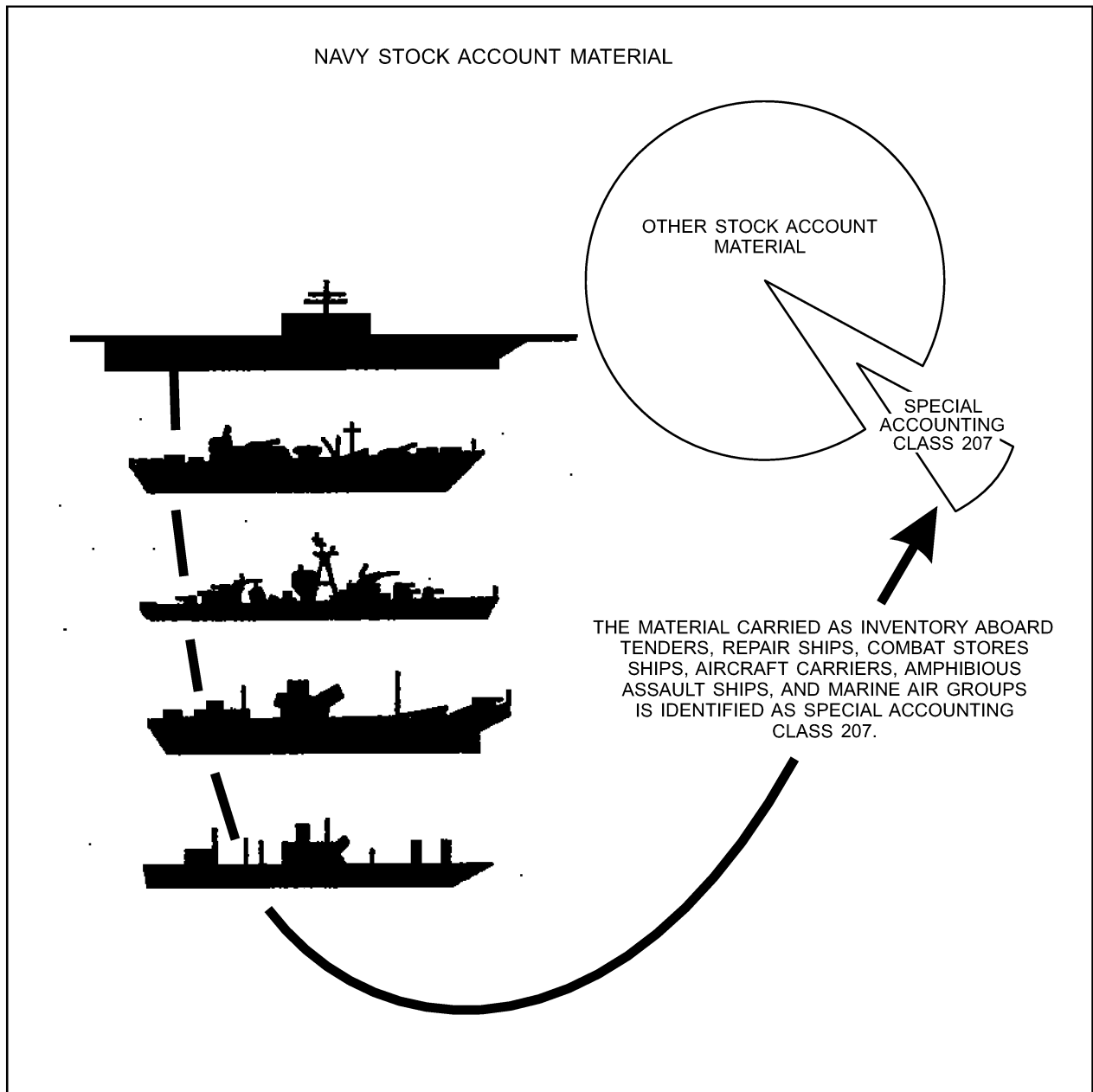


Figure 8-10.—The Navy Working Capital Fund (a revolving fund).



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Figure 8-11. —Navy Stock Account and SAC 207.

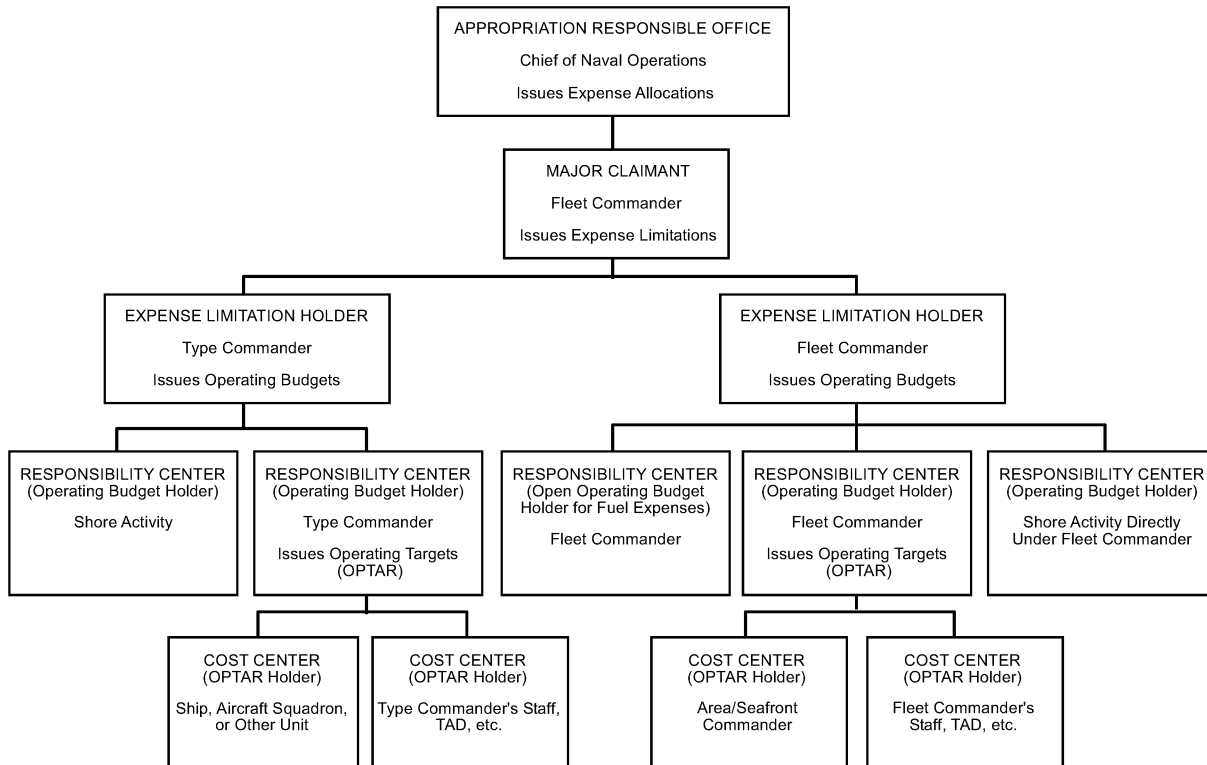
Government money. Since the requirement for these items originates in the squadron, it follows that financial responsibility starts there as well. The next higher level of financial responsibility is the aircraft controlling custodian (ACC) or TYCOM (fig 8-12). The LS does not get involved with funding above the ACC or TYCOM level. Therefore, for the purposes of this NRTC, a discussion of funding is limited to the ACC or TYCOM and the cost center.

DEFENSE FINANCE ACCOUNTING SERVICE MANAGEMENT REPORTS

The defense finance accounting service (DFAS) performs the official accounting and reporting for

OPTARs issued by the TYCOM. The DFAS establish the necessary controls to maintain and prove the accuracy and propriety of transactions. These controls include the required document files and related accounting records.

The DFAS maintain records of each obligation document and, as requisitioned material is supplied and vouchers paid, match them to the expenditure documents received from the supply activities and disbursing office. The result is reported to the ship or squadron by listings prepared on data processing equipment. The listings allow OPTAR LSs to make



SKf08012

Figure 8-12. —Flow of funds for Operations and Maintenance, Navy.

necessary corrections to the appropriate records and to report any errors to the DFAS.

To help in the proper accounting of fleet funds held by the individual OPTAR holders, the DFAS, U.S. Atlantic Fleet (DFAS NORFOLK) and U.S. Pacific Fleet (DFAS SAN DIEGO), periodically submit several transaction listings to the fleet units for review, validation, or correction.

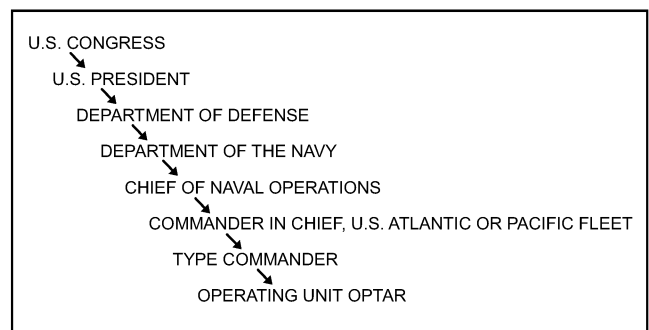
OPERATING TARGET FUNDS

The term *operating target* (OPTAR) is defined as an estimate of the amount of money that will be required by an operating ship, staff, squadron, or other unit to perform assigned tasks and functions.

Each year Congress enacts an O&MN appropriation that authorizes the Navy to buy needed material and services. A portion of this appropriation is passed down through the chain of command to the activity in the form of an OPTAR grant. As shown in figure 8-13, SUADPS-RT activities receive OPTAR grants from the TYCOMs. The number and type of OPTAR grants provided these activities depend on the mission of the activity. All SUADPS-RT activities (except MAGs) receive supplies and equipment (S&E) OPTAR grants to cover the operation and maintenance of the activity. They may also receive a

reimbursable OPTAR when a requirement exists to provide work or services to another TYCOM or government department as directed by the activity's TYCOM. Tenders and repair ships receive repair of other vessels OPTARs to finance the material or services used in the repair of other ships. Aircraft carriers, amphibious assault ships, and MAGs receive aircraft operations maintenance (AOM) OPTARs to cover the cost of aircraft maintenance. Aviation squadrons receive flight operations (FLTOPs) OPTARs to cover the cost of flight operations maintenance.

To determine the authorized charges to each of the above mentioned OPTARs, refer to NAVSO P-3013.



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Figure 8-13. —Distribution of OPTAR funds.

OPERATING TARGET ACCOUNTING

Procedures for the accounting of an activity's OPTAR are explained in detail in *Financial Management of Resources (Operating Forces.)*, NAVSO P-3013; *Automated Snap I Supply Procedures, volume 2*; and *SUADPS-RT Support Procedures, Financial Management Subsystem, volume III*. All these publications are important background references for LSs involved in OPTAR accounting.

THRESHOLD CONCEPT

The OPTAR holders and the DFAS in researching and verifying or correcting all transactions appearing in the various transaction listings have spent much time and effort. Because of the volume of transactions, significant processing delays by both parties have in the past resulted in unworkable backlogs of corrections to the official accounting records. Therefore, threshold procedures have been established to prevent spending undue time and effort on small dollar transactions for operation and maintenance material and services. The dollar level at which the threshold is established is a management prerogative of the fleet commanders. Currently, the threshold is \$100 per order in both Atlantic and Pacific Fleets. Under this procedure, when a below threshold category expenditure document (\$100 and less) does not match with a corresponding unfilled order document during the second monthly reconciliation process, the DFAS is authorized to lodge the charge against the OPTAR holder without achieving a match. Expenditure documents above threshold (\$100 and above) are charged to the OPTAR under similar procedures, if remaining unmatched during the second monthly reconciliation process. These above and below threshold charged expenditures are reported to the OPTAR holder as part of the difference by the DFAS on the Summary Filled Order/Expenditure Difference Listing (SFOEDL). In addition, the OPTAR holder is authorized to administratively cancel unfilled orders when material has been received 60 days before the date of the Unfilled Order Listing, thereby permitting recoupment of OPTAR funds on the assumption that either the expenditure has been threshold charged or that no expenditure document will be received. The \$100 value per line item has equal application in the review and validation or rejection of expenditures charged to open operating budget transactions.

GENERAL FUNDING AND ACCOUNTING

The TYCOMs issue an operating budget from the applicable FYDP expense limitation to finance the operations, maintenance, administrative, and temporary additional duty (TAD) travel requirements of their own staff and of units assigned. Records are maintained to show the value of transactions incurred and the available balance of the operating budget, including the values for each OPTAR granted. In addition, submissions of budget reports are required to report the expenditures incurred by expense elements. Each ship, aviation squadron, or command issued an OPTAR is responsible for the efficient and effective use including accurate and timely accounting and reporting according to procedures outlined in NAVSO P-3013. Prompt action must be taken in the search and validation of transactions reported by the DFAS relative to the status of each OPTAR held by the command.

To accomplish these accounting and reporting requirements, OPTAR holders forward copies of chargeable requisitions (unfilled orders) to the designated DFAS for reconciliation with corresponding expenditures. During the second monthly reconciliation process, unmatched expenditure documents for material or services below the dollar threshold amount established by the fleet commander will be automatically threshold charged to the OPTAR by the DFAS as a difference. Above threshold unmatched expenditures will also be recorded to the OPTAR in the same manner. However, if the expenditure (debit or credit) is \$1,000 or greater, the transaction will be held in suspense pending validation by the DFAS. Expenditures applicable to reimbursable OPTARS are exceptions to the threshold concept and require reconciliation with corresponding unfilled orders in every case. Since the threshold charge procedure has the effect of reducing the OPTAR balances, threshold procedures are also applied to aged unfilled orders, which allow for administrative cancellation and reclamation of OPTAR funds.

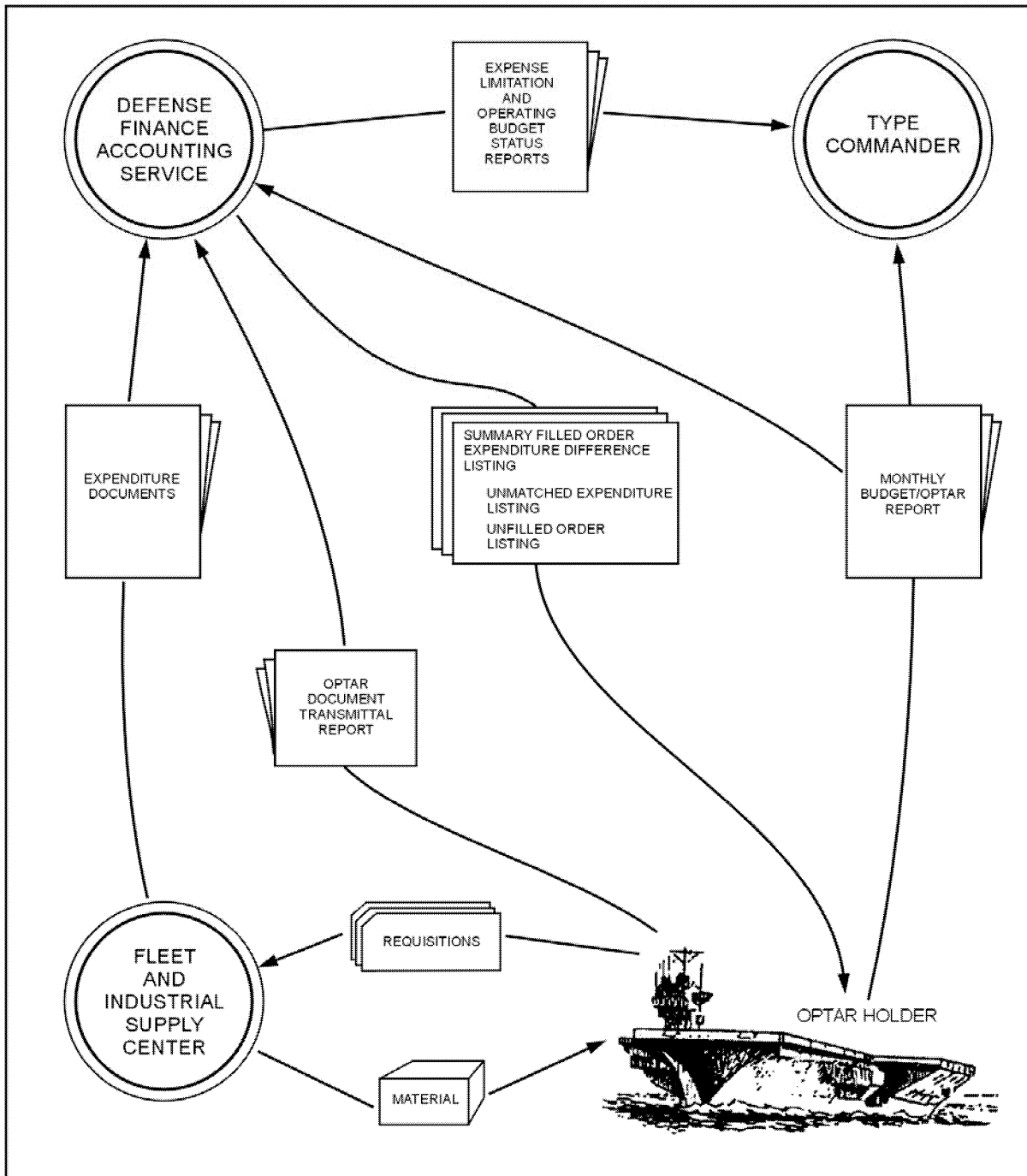
Therefore, upon receipt of the various transaction listings from the DFAS, it is necessary that the OPTAR holder initiate the required validation and specified action to make sure the maximum use is made of the OPTAR funds provided. The accuracy and timeliness of OPTAR record-keeping and reporting determine the accuracy and timeliness of financial management information available to each successive level of

command for management of available resources. Figure 8-14 shows the flow of accounting data.

REQUISITION ACCOUNTING DATA

A fund code is cited on all requisitions to identify the chargeable operating budget and expense element. The accounting data is entered on each purchase document and on all other supply documents that require a complete field of accounting data. Travel orders, work requests, and project orders are not

considered as supply documents and should be prepared according to the NAVSO P-3013-2. Each of the nine data fields of a complete line of accounting requires a specific number of data elements to complete its data field. When a data field does not contain sufficient digits to completely fill the data field, zeros are entered preceding the first significant digit to complete the field. When a data field is not required, zeros are entered to completely fill the data field. Country codes are NOT considered as one of the



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Figure 8-14. —Typical flow of accounting data.

nine data fields of a complete line of accounting data and blocks printed with the term *country* are to be left blank. The disbursing office assigns the country codes according to the *NAVCOMPT Manual*.

Fund codes and accounting classifications for use by the Operating Forces are contained in appendix II of NAVSO P-3013.

OPERATING TARGET RECORDS, LOGS, AND FILES

Learning Objective: *Recognize the proper OPTAR procedures to record, balance and report with accuracy to sustain optimum financial resources.*

Refer to *Financial Management of Resources*, NAVSO P-3013, for detailed procedures in the preparation of OPTAR records, logs, and files.

Requisition/OPTAR Log

Each activity establishes a Requisition/OPTAR Log, NAVCOMPT Form 2155, to record OPTAR grants and the value of transactions authorized to be incurred as chargeable to the TYCOM operating budget. A separate requisition/OPTAR log is established for each OPTAR received. Aviation Consolidated Allowance List (AVCAL) holders maintain an AVCAL Requisition/OPTAR Log, NAVCOMPT Form 2206, as an AVCAL account. The AVCAL OPTAR log is maintained by SUADPS-RT processing. When consolidated accounting is authorized, the command establishes a requisition/OPTAR log for each ship, aviation squadron, or unit concerned. The requisition/OPTAR log parallels and provides a check on the official accounting records maintained by the DFAS. OPTAR grants are entered on the log and reduced by the value of chargeable requisitions (unfilled orders). All chargeable requisitions and purchase orders must be recorded. All nonchargeable requisitions such as appropriation purchases account (APA) or free issue material is also entered; however, these documents have no effect on the OPTAR balance. In addition, all differences (increases or decreases) reported by the DFAS on the SFOEDL must be entered in the log and the OPTAR balance adjusted. A mechanized requisition/OPTAR log with data files maintained according to data processing approved by the TYCOM (and Office of the Comptroller of the Navy, if applicable) satisfies the requirements of the requisition/OPTAR log.

OPTAR Holding Files

OPTAR holding files are established by fiscal year for each OPTAR received to hold the appropriate accounting documents and listings pending transmittal to the DFAS. The contents of the holding files are as follows:

File 1. Unfilled Order Chargeable Documents for Transmittal. This file contains the accounting copy DD Form 1348 green copy, DD Form 1348m, and DD Form 1149. Underway replenishment requisitions and all debit adjustment documents that increase the estimated cost chargeable based on an advance price change are also included. Requisitions for no-cost items are not placed in this file. All documents are priced, extended, and entered in the Estimated Cost Chargeable section of the requisition/OPTAR log for the period involved, with a decrease to the OPTAR balance.

File 2. Unfilled Order Cancellation Documents/Lists for Transmittal. This file contains lists of confirmed cancellations or copies of individual cancellation documents, advance downward price adjustments, and copies or lists of administrative cancellations of above threshold unfilled orders that decrease the estimated cost chargeable (credit adjustments). All documents are priced, extended, and entered in the estimated cost chargeable section of the requisition/OPTAR log for the period involved, with a corresponding increase to the OPTAR balance.

OPTAR TRANSMITTALS AND REPORTS

The required transmittals and reports are the OPTAR Document Transmittal Report and the Budget/OPTAR Report. These reports may be produced manually or by the automated SUADPS-RT or R-Supply system.

OPTAR Document Transmittal Report, NAVCOMPT Form 2156

All unfilled orders, cancellation documents, processed DFAS listings (or detailed cards), and other transaction documents that affect the status of the OPTAR are transmitted to the DFAS on an accurate and timely basis to permit the up-to-date maintenance of the official accounting records of the TYCOM or other operating budget holder.

Manual (non-automated) OPTAR holders will remove the documents in holding files 1 and 2 and transmit them to the appropriate DFAS with the

OPTAR Document Transmittal Report, NAVCOMPT Form 2156, on the 15th and last day of each month for current fiscal year OPTARs. OPTAR holders operating under the automated SUADPS or R-Supply procedures will submit to the appropriate DFAS mechanized unfilled order (obligation) documents along with an OPTAR Document Transmittal Report, NAVCOMPT Form 2156, on the last day of each month for current fiscal year OPTARs. SUADPS/R-Supply OPTAR holders only submit detail unfilled order (obligation) documents for some of their transactions (for example, reimbursable OPTAR transactions, flight operations, and services). Refer to figure 8-15 for the frequency of submission of the OPTAR document transmittal reports.

Budget/OPTAR Report

Under normal circumstances, the message Budget/OPTAR Report, NAVCOMPT Form 2157, is used to report Budget/OPTAR Report data. However, when the operating unit is in the immediate vicinity of the DFAS or during periods of message MINIMIZE, the report is prepared and submitted instead of the message report. When prepared, the Budget/OPTAR Report is submitted by hand or mail to the DFAS, with a copy to the TYCOM, no later than the first workday of the month following the month to be reported. When a message report is submitted, the report is sent to the DFAS, with a copy to the TYCOM no later than the second day of the month following the end of the month being reported. In addition, when the message

| | |
|--|---|
| For the Current Fiscal Year OPTAR | NONAUTOMATED OPTAR HOLDERS on the 15th and Last day of the month* SNAP II OPTAR HOLDERS On the 15th and last day Of the month* SUADPS OPTAR HOLDERS On the last day of the Month* |
| For the Last Fiscal Year OPTAR (Prior Year 1) | On the last day of the Month but only if holding file 1 or 2 contains (a) document(s) for the FAADC |
| For the Fiscal Year Before the Last OPTAR (Prior Year 2) | On the last day of the Month but only if holding file 1 or 2 contains (a) document(s) for the FAADC |

*Note: If there is/are no document(s) in holding file 1 or 2, the transmittal will be skipped. However, except for deployed submarines, this would be unusual for a current fiscal year OPTAR.

SKF08015

Figure 8-15.—Frequency of submission of the OPTAR Document Transmittal Report, NAVCOMPT Form 2156.

report is submitted, the Budget/OPTAR Report copy is NOT submitted. Refer to figure 8-16 for the frequency of transmittal of the Budget/OPTAR Report.

DFAS TRANSACTION LISTINGS

The designated fleet accounting offices (DFAS NORFOLK and DFAS SAN DIEGO), as the authorization accounting activities perform the official accounting for OPTARs granted to ships, aviation squadrons, and other commands, as assigned. One part of the accounting process performed for each OPTAR holder is the matching of unfilled order documents transmitted by OPTAR holders with the corresponding expenditure documents received from supply activities. The reconciliation process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Some of these listings are submitted to the OPTAR holder for review and processing. The OPTAR holder returns copies of the listings, annotated with the action taken, to the DFAS so the official accounting records can be correctly maintained. These transactions listings are as follows:

- Detail Filled Order/Expenditure Listing (as required)
- Summary Filled Order/Expenditure Difference Listing (monthly)
- Unfilled Order Listing (monthly for the 4th through the 15th month and quarterly thereafter)
- Unmatched Expenditure Listing (quarterly)

| | |
|--|---|
| For the Current Fiscal Year OPTAR | Monthly (by the first workday of the month following the month being reported upon) |
| For the Last Fiscal Year OPTAR (Prior Year 1) | For the report months of October, November, December, January, February, and March: Monthly (by the first workday of the month following the month being reported upon) For the report months of April, May, June, July, August, and September: Only for months in which there is a change in gross obligations* |
| For the Fiscal Year Before the Last OPTAR (Prior Year 2) | Only for months in which there is a change in gross obligations* |

*Note: There is a change in gross obligations when there has been a change in the Estimated Cost Chargeable portion of the requisition/OPTAR Log, NAVCOMPT form 2155 (and therefore also block 22 of the Budget/OPTAR Report).

SKF08016

Figure 8-16.—Frequency of transmittal of the Budget/OPTAR Report, NAVCOMPT Form 2157.

The above listings, as applicable, are submitted to the OPTAR holder and should be reviewed immediately upon receipt, validated or corrective action taken, and returned to the DFAS as soon as they are processed. Except for reimbursable OPTARs, TAD transactions, and certain fleet command level funds, these listings are submitted during the current year and the next 24 months thereafter for each fiscal year appropriation. Listings applicable to reimbursable OPTARs and other special funds or transactions are submitted for the 36-month life cycle of the appropriation. The Detail Filled Order/Expenditure Listing is for backup purposes only and is retained by the DFAS. Figure 8-17 shows the distribution cycle for DFAS transactions listings.

Summary Filled Order/Expenditure Difference Listing

The Summary Filled Order/Expenditure Difference Listing (SFOEDL) (original and one copy) is forwarded monthly by the DFAS to individual OPTAR holders for each OPTAR held. The listing is a report of all filled orders with a difference of \$100 or more, as shown in figure 8-18. OPTAR holders accept and post to the requisition/OPTAR log all differences shown on the SFOEDL. All differences are listed by fund code. After posting the differences, the OPTAR holder reviews the listing and annotates transactions considered invalid with the appropriate rejection code. Rejection codes are listed in the NAVSO P-3013, paragraph 4108. The valid rejections are reversed and a correction appears on the next summary list from the DFAS. Differences of

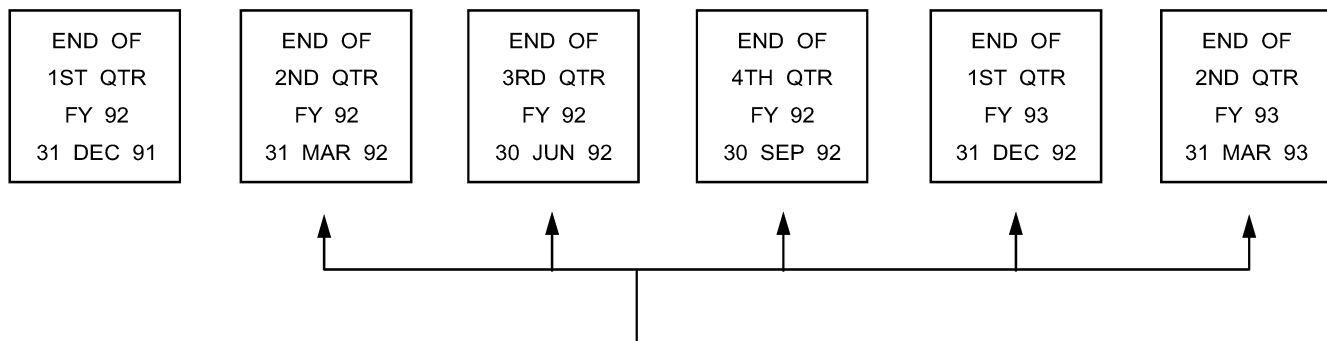
\$3,000 or more are manually researched by the DFAS before being reported to the OPTAR holder, and these differences must be accepted unless the investigation positively shows the difference to be invalid.

Unfilled Order Listing

The Unfilled Order Listing, as shown in figure 8-19, is forwarded monthly (except for the first quarter of the current fiscal year) by the DFAS to the individual OPTAR holders for each OPTAR held. The listing is distributed monthly for the 4th month through the 15th month of the reporting period, and then quarterly for the 16th report month through the 33rd report month. The original only, with supporting detail cards for each line item, is provided to Atlantic Fleet ships and Operating Forces units. An original and one copy are provided to Atlantic Fleet aviation Operating Forces and all Pacific Fleet units without supporting detail cards. The Unfilled Order Listing lists all unfilled orders over 120 days old held in the DFAS files that have not matched with related expenditure documents and have not been cancelled. When the material or services have been received, this indicates that the DFAS has not received the expenditure document, a number has been transposed thereby prohibiting a match and has been directly threshold charged, or the issuing activity has failed to forward an expenditure document.

Unmatched Expenditure Listing

An Unmatched Expenditure Listing (original and one copy) is forwarded quarterly, when applicable, by



NOTE: THE UNFILLED ORDER LISTING IS NOT RECEIVED AT THE END OF THE FIRST QUARTER OF THE CURRENT FISCAL YEAR, BUT IS RECEIVED MONTHLY FOR THE 4TH MONTH THROUGH THE 15TH MONTH AND QUARTERLY THEREAFTER. THE SUMMARY FILLED ORDER/EXPENDITURE/DIFFERENCE LISTING IS RECEIVED MONTHLY, BEGINNING WITH THE FIRST MONTH OF THE CURRENT FISCAL YEAR AND CONTINUING THROUGH THE SECOND QUARTER OF THE NEXT FISCAL YEAR.

SKf08017

Figure 8-17.—DFAS transaction listings submission cycle.

THIS REPORT WILL BE PROCESSED ACCORDING TO PAR. 4108-3 OF NAVSO P3013.

RPT SYM \$284.04.08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LIST FOR MARCH 1993 PROCESSED 04/23/93 PAGE 1

RY 93 EL 702C OB 57017 OH R05504

| DOCUMENT NO UIC JD SN | FC DOC IC | TL IC | NO ACT | PRI T O | BILL/SUP AD NO | COG UI | STOCK NUMBER FSC NIIN | POE/SUM DATE | QTY | AMOUNT | REMARKS |
|--------------------------|--------------|----------|-----------|------------|-------------------|-----------|-----------------------------|-----------------|-----|----------|---------|
| R05504 72940021 | KE | ZOA | 002 | 20 | 1H | | 2090 003436601 | | 1 | 100.00 | |
| R05504 72990029 | KR | ZOA | 002 | 16 | 1H | | 6250 002244963 | | 4 | 1,236.00 | |
| R05504 73040053 | KC | ZOA | 003 | 13 | 9G | | 6810 005944070 | | 25 | 13.75 | |
| R05504 73050054 | KE | ZOA | 003 | 9D | | | 8405 002237623 | POE 10/1 | 14 | 154.00 | |
| R05504 73050055 | KC | ZOE | 003 | | | | | SUM 06/0 | 13 | 10.00 | |
| R05504 73080064 | KC | ZOA | 003 | 18 | 9D | | 7210 002908300 | | 1 | 63.27 | |
| R05504 73090066 | KD | ZOA | 003 | 18 | | | | POE 11/0 C9999 | | 84.48 | |
| R05504 73090068 | KR | ZOA | 003 | 16 | | | 2825 001451031 | | 1 | 58.00 | |
| R05504 73110069 | KR | ZOE | 003 | | | | | POE 11/0 C9999 | | 51.41 | |

UNFILLED ORDERS: 1,168.04
 FILLED ORDERS: 2,629.87
 PART ORD ESTAB: 154.00
 DIFFERENCE: 461.45
 ANTICIP EXPEND: 2,216.91
 UNTRACKED EXPEND: 1,418.87

THIS REPORT WILL BE PROCESSED ACCORDING TO PAR. 4108-3 OF NAVSO P3013.

RPT SYM \$284.04.08A THRESHOLD CHANGES FOR MARCH 1993 - PROVIDED FOR INFORMATION ONLY PROCESSED 04/22/93 PAGE 2

RY 93 EL 702C OB 57017 OH R05504

| DOCUMENT NO UIC JD SN | FC DOC IC | TL IC | NO ACT | PRI T O | BILL/SUP AD NO | COG UI | STOCK NUMBER FSC NIIN | POE/SUM DATE | QTY | AMOUNT | REMARKS |
|--------------------------|--------------|----------|-----------|------------|-------------------|-----------|-----------------------------|-----------------|-----|--------|-------------------|
| R05504 72990029 | KR | ZOA | 002 | 16 | 1H | | 6250 002244963 | | 4 | 25.00 | NO CMC DIFFERENCE |
| R05504 73040053 | KC | ZOA | 003 | 13 | 9G | | 6810 005944070 | | 25 | 8.00 | NO CMC DIFFERENCE |
| R05504 73050054 | KE | ZOA | 003 | 9D | | | 8405 002237623 | POE 10/1 | 14 | 91.00 | DIFFERENCE |
| R05504 73050055 | KC | ZOE | 003 | | | | | SUM 06/0 | 13 | 96.00 | DIFFERENCE |
| R05504 73080064 | KC | ZOA | 003 | 18 | 9D | | 7210 002908300 | | 1 | 100.00 | DIFFERENCE |
| R05504 73090066 | KD | ZOA | 003 | 18 | | | | POE 11/0 C9999 | | 100.00 | DIFFERENCE |
| R05504 73090068 | KR | ZOA | 003 | 16 | | | 2825 001451031 | | 1 | 58.00 | DIFFERENCE |
| R05504 73110069 | KR | ZOE | 003 | | | | | POE 11/0 C9999 | | 51.41 | DIFFERENCE |

TOTAL DOLLAR VALUE (INCLUDED IN DIFFERENCE TOTAL ON PRIOR PAGE) 69.80

NO NAVSO P-3013 PROCESSING REQUIRED - DETACH AND DO NOT RETURN THIS PAGE TO THE FLEET ACCOUNTING OFFICE.

*Note: All differences at the end of the SFOEDL are listed by fund code.

SK108018

Figure 8-18. —Example of Summary Filled Order Expenditure Difference Listing (SFOEDL).

THIS REPORT WILL BE PROCESSED ACCORDING TO PAR. 4108-3 OF NAVSO P3013.P3013.

RPT SYM \$284.04.08A UNFILLED ORDER LISTING FOR MARCH 2002 PAGE 1

RY 92 EL 702C OB 57017 OH R05504

| DOCUMENT NO UIC JD SN | FC DOC IC | T L IC | PRI EDR | COG UI | STOCK NUMBER FSC NIIN | POE/SUM DATE | QTY | AMOUNT | OPTAR HOLDER REMARKS | |
|--------------------------|--------------|-----------|------------|-----------|-----------------------------|-----------------|----------------|----------------|-------------------------|--------|
| R05504 72940021 | KE | ZOA | 002 | 20 | 1H | | 2090 003436601 | 1 | 100.00 | |
| R05504 72990029 | KR | ZOA | 002 | 16 | 1H | | 6250 002244963 | 4 | 1,236.00 | |
| R05504 73040053 | KC | ZOA | 003 | 13 | 9G | | 6810 005944070 | 25 | 13.75 | |
| R05504 73050054 | KE | ZOA | 003 | 9D | | | 8405 002237623 | POE 10/1 | 14 | 154.00 |
| R05504 73050055 | KC | ZOE | 003 | | | | | SUM 06/0 | 13 | 10.00 |
| R05504 73080064 | KC | ZOA | 003 | 18 | 9D | | 7210 002908300 | 1 | 63.27 | |
| R05504 73090066 | KD | ZOA | 003 | 18 | | | | POE 11/0 C9999 | | 84.48 |
| R05504 73090068 | KR | ZOA | 003 | 16 | | | 2825 001451031 | 1 | 58.00 | |
| R05504 73110069 | KR | ZOE | 003 | | | | | POE 11/0 C9999 | | 51.41 |

END OF OPTAR LISTING

SK108019

Figure 8-19. —Example of Unfilled Order Listing (UOL).

the DFAS to the individual OPTAR holders. The Unmatched Expenditure Listing itemizes expenditure documents (regardless of value) received by the DFAS for material or services that have not matched with an unfilled order. The

Unmatched Expenditure Listing is prepared for the following categories of funds: reimbursable OPTAR transactions, ship overhaul funds, minor construction, and maintenance of real property.

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CHAPTER 9

AVIATION MATERIAL MANAGEMENT

Basic concepts and guidelines for aviation material management are established to guarantee that requisitioning procedures are standard and properly used by all maintenance activities, a positive control is maintained for all accountable material, personnel and material resources are used to the maximum, and supply response to material demands is optimum.

These concepts and guidelines represent material management policies of the Chief of Naval Operations (CNO) for maintenance and supply personnel at all levels engaged in supporting the Naval Aviation Maintenance Program (NAMMP). The impact of sophisticated weapons systems requires intensified material management by both maintenance and supply activities to improve turnaround time (TAT) of repairable through positive control and reporting procedures to maintain accurate stock records (to reflect material availability, location, condition, and quantity) and to improve the quality of data input for material reporting.

This chapter covers some areas and responsibilities of the LS involved in aviation material management functions as well as the procedures according to COMNAVAIRFORINST 4790.2 (series). It also contains basic information about the Naval Aviation Logistics Command Management Information System (NALCOMIS).

MATERIAL CONTROL CENTERS

Learning Objective: Understand material control center roles to support aviation maintenance and material management responsibilities.

Material control centers are contact points within maintenance organizations where requirements for parts and material are coordinated with the Aviation Support Division (ASDs). Material control centers are functional areas within the maintenance organizations and are tasked with making sure maintenance requirements for parts and material are forwarded to the ASD in a timely and continuous manner and parts and material received are quickly routed to the

applicable work centers and not allowed to accumulate.

O-LEVEL RESPONSIBILITIES

It is the responsibility of the material control centers to coordinate material ordering, receipt, and delivery. This is done to guarantee that the material ordered is the material required and that it reaches the work centers within the specified time frame. The material control centers provide material support to their cognizant organization by taking action as follows:

- Establishing delivery and pickup points for material as mutually agreed on by supply and maintenance and maintaining liaison with the supporting ASD on maintenance material matters to guarantee that the material needs of the organization are satisfied.
- Preparing documents for material required for operational support of weapons systems; for example, aviation fuel, lube oil, flight clothing, and material carried in service market outlets.
- Furnishing technical advice and information to the supply activity on the identity and quantity of supplies, parts, and material.
- Establishing procedures to ensure proper operation of toolrooms and the performance of tool inventories.
- Making sure surveys are prepared in the event of loss, damage, or destruction of accountable material.
- Keeping maintenance control advised of the overall supply situation and its effect on maintenance.
- Performing memorandum operating target (OPTAR) funding, accounting, charting, and budgeting of costs. A separate material control register is maintained for each OPTAR held.
- Maintaining adequate accountability of material and equipment on custody.

- Maintaining inventory control of authorized allowances of material listed in the individual material readiness list (IMRL).
- Validating not mission capable supply/partial mission capable supply (NMCS/PMCS) requisitions daily and maintaining (by aircraft bureau number) current NMCS/PMCS status records.
- Performing an inventory of aircraft with technical assistance upon receipt or transfer, and making sure inventory log entries are made and inventory shortage listings are prepared and forwarded to maintenance control for inclusion in the aircraft inventory record (AIR).
- Maintaining control and records to guarantee turn-in of defective components within established time frames.

AIRCRAFT INVENTORY RECORD

The aircraft inventory record (AIR) is used to establish a formal, continuous chain of accountability for specific equipment installed on or designated for use on any aircraft. The AIR is applicable to all aircraft and lists selected material and equipment accountable by all Navy organizations that are assigned or physically possess operational aircraft. The AIR is prepared by the aircraft manufacturer and is delivered with each individual aircraft. The following OPNAV forms are used in the aircraft inventory record.

- OPNAV 4790/104 Aircraft Inventory Record Certification and Record of Transfers
- OPNAV 4790/109 DON Aircraft Inventory Record - Cover
- OPNAV 4790/110 Aircraft Inventory Record
- OPNAV 4790/111 Aircraft Inventory Record (Equipment List)
- OPNAV 4790/112 Aircraft Inventory Record (Shortages)

Master Aircraft Inventory Record

The Commander, Naval Air Systems Command (NAVAIR), maintains the Master Aircraft Inventory Record (MAIR). The MAIR identifies those items of installed and loose equipment that require a periodic inventory. A MAIR shall be maintained as the standard for each type/model/series aircraft. The MAIR serves as a checklist for items requiring an inventory. Also, it

provides reasons/authority for any shortages that exist and documents certificates of accountability.

Equipment Accountability

In addition to the accountability of AIR items, an accounting of equipment will be done before aircraft transfer. These are equipments listed in or comprising subsystems of the applicable mission essential subsystem matrix (MESM). A number of MESM items are identified at the subsystem level, rather than by exact equipment designation. Therefore, you cannot use the MESM totally as a specific equipment checklist as you can the AIR. The accounting of most MESM items is by system operation checks and maintaining a VIDS/MAF file vice an AIR-type accountability. When transferring aircraft equipment accountability, those missing MESM-related items will be identified in the AIR as shortages, even though that specific equipment is not listed.

Aircraft are transferred and accepted only after completion of equipment/item inventory and notation on the forms of the AIR. In most instances of aircraft transfer, the inventory is accomplished based on the selected equipment and material listed in the AIR and systems identified in the MESM. The following paragraphs provide a list governing the selection of items to be included in the AIR. These items may be government-furnished equipment (GFE) or contractor-furnished equipment (CFE).

- Special equipment items essential to the health, safety, and morale of the crew. Some examples are bedding, life rafts, and first-aid kits.
- Equipment/material required for the protection of the aircraft during flight and overnight storage.
- Pilferable items or items that are readily convertible to personal use. Some examples are clocks, tool kits, compasses, and mirrors.
- All classified items, whether installed or provisioned for installation, have been incorporated on the aircraft except when items are accounted for by an authorized classified material accounting system during aircraft transferring actions.
- All items of loose equipment applicable to an aircraft that are designated for transfer by the aircraft controlling custodian/type commander (ACC/TYCOM) NAVAIR whenever the aircraft is transferred.

- All mission essential equipment that cannot be installed in a given aircraft or configured for other missions.

The following are items excluded from AIR:

- Equipment rigidly fixed and considered to be a basic/integral part of the aircraft. Some examples are engines, propellers, wheels, and brakes.
- Personal issue items that are furnished and authorized by squadron allowance.
- Equipment/material authorized by the IMRL.
- Equipment/material that is provided on less than a one-per-aircraft basis and is accounted for by another material accounting system.
- ACC/TYCOM controlled material.

Preparation of Air

The aircraft manufacturer prepares the AIR and delivers them with individual aircraft. A copy of the AIR for each block or series is forwarded to NAVAIR for approval before delivery to the Navy. The proposed AIR includes the CFE/GFE MESM-related items that will be provided following the delivery of aircraft. NAVAIR is responsible for determining the accuracy and adequacy of the AIR. Also, NAVAIR is responsible for ensuring the AIR has complete item identification and part numbers covered by the contract. The cognizant Army, Navy, Air Force plant representative or Defense Contract Administrative Services Representative (DCASR) is responsible for providing NAVAIR with the proposed AIR. Also, they are responsible for providing NAVAIR a copy of the AIR actually delivered for each aircraft block or series.

Use and Maintenance of Air

The following paragraphs describe the responsibilities of activities in the use and maintenance of AIR.

NAVAIR.—NAVAIR is the sole authority for changes and revisions of AIR. Forward recommendations for changes and revisions with justifications via the chain of command. NAVAIR also provides assistance, as required, to resolve supply support problems that cause long-term AIR shortages.

ACC/TYCOM.—The ACC/TYCOM provides assistance required for developing and maintaining

standard AIR within T/M/S aircraft of their organization.

CFA.—The cognizant field activity (CFA) is responsible for assisting in the maintenance of standard AIR within T/M/S aircraft. CFA also provides NAVAIR with recommended changes to T/M/S MAIR based on applicable technical directives or changes.

LOST OR DESTROYED AIR.—In the event an AIR becomes lost or destroyed, the reporting custodian reconstructs the AIR. The reporting custodian can use a copy of the MAIR provided by NAVAIR and a physical inventory.

ADDITIONAL COPIES OF FORMS.—When the AIR is completely used, additional copies of the specific forms may be obtained from the proper supply point. Insert the additional forms in the record after listing the items as shown in the originals. The inventories recorded on the new forms are numbered in sequence, starting with the first subsequent transfer. When the second subsequent transfer has been recorded on the new forms, you may destroy the superseded forms.

Aircraft Transfer and Acceptance

When an aircraft is to be transferred on site, designated inventory teams from the transferring and accepting activities jointly inventory the aircraft and record it in the appropriate column of the AIR Equipment List, OPNAV Form 4790/111, the quantity of each item on board the aircraft at the time of transfer. The AIR Shortages, OPNAV Form 4790/112, is completed to identify shortages of AIR items and mission-essential subsystems matrix (MESM) related equipment that are not available for transfer, concurrent with the aircraft.

When a ferry pilot is required to affect an aircraft transfer, two inventories are made—one before the ferry flight by the transferring activity and one on completion of transfer by the accepting activity. The ferry pilot does not participate in the inventories except to accept custody of pilferable and classified equipment from the transferring activity and to transfer custody of the items to the accepting activity.

AIR items that cannot be placed on the aircraft for transfer are shipped separately marked as AIR Equipment for Aircraft Bureau Number (BUNO). A note to indicate such shipments is made in Column E of the AIR equipment list opposite each affected equipment.

Immediately upon receipt of notification of transfer, the transfer ring activity inventories all equipment specifically assigned to the aircraft (AIR and MESM equipment), including all items that cannot be placed aboard the aircraft for transfer, and then lists such equipment on a DD Form 1149. This loose equipment is turned in to supply for appropriate shipment to the receiving activity. A receipt copy of the DD Form 1149 is attached to the AIR and one is retained by the shipping activity for the record.

When an aircraft is delivered to a depot or contractor facility and is scheduled to be returned to the same organization after special depot-level maintenance (SDLM), testing, or special projects, items not requiring rework or required by an activity for testing or special projects are retained by the current reporting activity. All removals should be appropriately noted on the OPNAV Form 4790/112 to relieve the depot or other activity of accountability requirements. The OPNAV Form 4790/104 is certified during the transfer action.

When an aircraft is transferred via a depot or contractor program, the transferring activity ships only the minimum of essential AIR items noting all shortages on the OPNAV Form 4790/112. The remaining equipment is shipped to the receiving activity 30 days before the scheduled depot or contractor completion date. The OPNAV Form 4790/104 is certified during this transferring action.

AIR Shortages

When shortages of inventory items are revealed in preparing an aircraft for transfer, every effort should be made to locate the items or effect replacement before transfer. However, transfer of the aircraft must not be delayed pending replacement of the items.

Before transfer, an OPNAV Form 4790/112 is prepared, listing all missing AIR- and MESM-related items. The original signed copy of this form is retained by the transferring activity as a permanent record of transfer. A second copy of the form remains in the AIR and is delivered to the accepting activity. A third copy of the form is forwarded to the aircraft controlling custodian/type commander (ACC/TYCOM) of the transferring activity. In case of an aircraft transfer between ACCs/TYCOMs, the third copy of the form is forwarded to the ACC/TYCOM of the accepting activity. A fourth copy is forwarded to the appropriate commander, fleet air (COMFAIR); the commanding general,

Marine air wing (CGMAW); and the functional wing/commanding general, Marine brigade (CGMARBDE).

For the AIR shortages to be related to any specific inventory or transfer transaction, the following mandatory entries are made on the OPNAV Form 4790/112:

- Name of transferring/receiving activity
- Equipment check/certification number
- Date
- Signature of the inventorying activity's commanding officer or representative authorized to sign by direction

When shortages are discovered on receipt of an aircraft and are not properly recorded in the AIR, the receiving organization itemizes shortages and submits a list of such shortages within ten working days after receipt of the aircraft to the organization from which the aircraft was received.

The transferring organization takes the following action within 15 working days after receipt of shortage identification:

- Furnishes voucher turn-in documents or shipping data indicating shortages are en route.
- If the transferring activity is unable to locate or justify missing items, an explanatory statement signed personally by the transferring activity's commanding officer is forwarded to the accepting activity indicating the authority for shortages; for example, the report of survey.

In all cases, authority for transferring aircraft with shortages must be obtained from the ACC/TYCOM before aircraft transfer.

FLIGHT PACKETS

Material control officers of aviation activities maintain a supply of flight packets for issue to pilots that make extended flights. Flight packets contain instructions to assist pilots in getting material or services needed for continuation of flight. The following paragraphs describe the items included in the flight packet.

Procurement Documents

Procurement documents are the documents used for getting material or services. The forms used are DD

In rp 31-35 type the UIC of the squadron or unit to which the aircraft is assigned.

In rp 40-43 type the requisition serial number.

In rp 44 type "N."

In rp 45 type the service designator code if you use UIC in rp 46-50; otherwise, leave this blank

In rp 46-50 type the UIC of the activity to be billed, if other than the requisitioner. If not needed, leave this blank.

In rp 51 type "A." If rp 46-50 contains a UIC other than the requisitioner, for billing, type "B."

In rp 52-53 type the applicable fund code.

In data blocks L-M, type the aircraft type and bureau number.

In data blocks N-O, type the purpose for which the DD Form 1348 (6-pt) is to be used and the aircraft TEC.

NOTE: The activity furnishing the material will complete data block A, rp 4-6, rp 8-29, and data blocks R-V of DD Form 1348 (6-pt), as shown in figure 9-1.

The Standard Form 44 must contain the following pretyped information, as shown in figure 9-2 and table 9-1.

Procurement from U.S. Government Sources

The pretyped DD Form 1348 (6-pt) is the document used for getting material and services from U.S. Government sources. However, it is not used for aviation fuels and lubricants. A separate document must be used for each item. The pilot will request instructions from the squadron commanding officer if the expected cost is more than \$2,500 and the source of supply is not a Navy activity.

The following paragraphs describe the pilot's responsibility in annotating the DD Form 1348 (6-pt):

- Print the pilot's name, rank, and social security number in data block B. Print the aircraft bureau number in data blocks L-M.
- Ensure legibility of entries in the green and hardback copies returned by the supply source.
- Upon return to home station, submit the green and hardback copies to the MCC of the squadron or unit.

The issuing activity enters the following information on the DD Form 1348 (6-pt):

In data block A, enter the service designator, UIC, and name of the issuing activity.

In rp 4-6, enter the issuing activity's routing identifier code (if assigned).

In rp 8-22, enter the NSN, NICN, or part number issued.

In rp 23-24, enter the unit of issue.

In rp 25-29, enter the quantity issued.

In rp 36-39, enter the Julian date of the transaction.

In data blocks T-U, enter the unit price and the total price.

The issuing activity will return the green and hardback copies of the DD Form 1348 (6-pt) to the pilot. The issuing activity retains the original and the remaining copies.

Figure 9-2. —A sample of Standard Form 44.

Table 9-1. —Pretyped Information on Standard Form 44

| Data block caption | ENTRY |
|---|--|
| ORDER NO. | Service designator code and UIC of the squadron or other unit to which the aircraft is assigned and the serial number of the purchase order. (The pilot will enter the Julian date in the order number.) |
| FURNISH SUPPLIES SERVICE TO | Service designator code, UIC, and name of the squadron or other unit supporting the aircraft, aircraft type, and bureau number. |
| AGENCY NAME AND BILLING ADDRESS | Mailing address of the Defense Accounting Office to which the form will be forwarded for payment. |
| PURPOSE AND ACCOUNTING DATA | Accounting data applicable to the purchase, however, the Julian date portion of the accounting spread will be left blank. |
| NOTE: Type commander's instructions may require additional data to be pretyped on forms in the flight packet. | |

After receiving the green and hardback copies, the material control or unit supply officer is responsible for the following:

- Review the documents for legibility and completeness.
- Ensure recording of the obligation in the Requisition/OPTAR log.
- Ensure placement of the green copy in file one for submission to DFAS.
- Ensure placement of the hardback copy in the completed requisition file.

The pilot uses the identaplates DD Form 1896 or 1897 for buying aviation fuel and lubricants from government sources. When used, the issuing activity will imprint the billing information on DD Form 1898. DD Form 1898 is the AVFUELS INTO-PLANE CONTRACT SALES SLIP. Air Force activities use the AF Form 1994, FUELS ISSUE/DEFUEL DOCUMENT.

After imprinting the DD Form 1898 or AF 1994, the fuel operator will enter the quantity and unit price. The operator then signs the space provided for the refueler's signature. The operator obtains the name, grade, SSN, and organization of the pilot, and provides the pilot a copy of each issue slip. The operator forwards the remaining copies of the issue slip to the issuing activity's fiscal office.

After refueling/lubrication, the refueling operator submits the issue slip to the pilot. Upon receipt of the issue slip, the pilot is responsible for the following:

- Sign the issue slip in the space provided for the customer's signature.

- Print the pilot's name, rank, SSN, and organization in the space provided.
- Ensure legibility of the imprinted and hand scribed entries.
- Obtain a copy of the completed issue slip for delivery to the operations officer.

Upon return of the aircraft from an extended flight, the operations officer is responsible for the following:

- Obtain and review copies of issue slips returned by the pilot.
- Forward the issue slip to the material control or unit supply officer.

Upon receipt of the issue slip from the operations officer, the material control or unit supply officer is responsible for the following:

- Review hand scribed entries for legibility, completeness, and accuracy.
- Ensure recording of obligation in requisition/OPTAR log.
- Ensure placement of issue slip in "Unmatched Fuel Documents" file until listed in Summary Filled Order/Expenditure Difference Listing (SFOEDL).
- Ensure that the value on the issue slip is included in the Money Value Only (MVO) DD Form 1348 (6-pt). The green copy of the MVO document is submitted to DFAS for the reporting period. MVO documents for the single fiscal year have the same document number assigned. It consists of the service designator code and UIC. The date

used is Julian date of the first day of the fiscal year. The serial number starts with “FO” and is followed by the last two digits of the fiscal year. Document number V12345-7274-FO88 is an example of an MVO document number.

There are two ways of constructing document numbers for billing purposes. For NAVY AIRCRAFT, the serial number used is the last four digits of the preprinted serial number on the issue slip. For other DOD AIRCRAFT, the serial number used is the last four digits of the aircraft tail number. This procedure permits the accounting activities to liquidate obligations.

Procurement from Commercial Sources

Material and services required to support aircraft on an extended flight may be procured from commercial sources. The following paragraphs describe the procedures and forms used for buying from commercial vendors.

STANDARD FORM 44.—The document used to purchase materials and services is the Standard Form 44. The cost of repairs and services is limited to \$2,500 for each transaction for each aircraft. (The limit cost for buying aviation fuel and lubricants is \$25,000.) If the expected cost will be more than \$2,500, the pilot must request instructions from the commanding official. If the commanding officer approves the total cost, the material control or unit supply officer submits a DD Form 1348. The DD Form 1348 should cover the expected cost, and it should be submitted to the nearest activity with contracting authority.

In processing the Standard Form 44, the pilot is responsible for the following:

- Entering the aircraft bureau number and Julian date in the ORDER NUMBER and ACCOUNTING DATA blocks.
- Requiring the dealer to enter a brief description of material and services furnished, unit price, and total price and obtaining the name, address, and signature of the dealer.
- Ensuring separate charges are shown for officer’s lodging and enlisted lodging and subsistence. Also, ensuring the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered.
- The pilot must enter his or her name, rank SSN, and sign the document. Present copies one and

two to the dealer. Instruct the dealer to submit copy one as an invoice to the activity listed in the block captioned “AGENCY NAME AND BILLING ADDRESS.”

- Submitting the remaining copies of Standard Form 44 to the material control or unit supply officer.

Upon receipt of Standard Form 44 copies, the material control or unit supply officer is responsible for the following:

- Checking the document for completeness and accuracy.
- Matching copy four with the issue request document that initiated the purchase. If the documents match, prepare an MVO DD Form 1348 (6-pt) as an obligation document. If required, adjust the issue request document to match with copy four. Attach copy four to the hardback copy of DD Form 1348 (6-pt). Enter the obligation to the requisition/OPTAR log, and file both documents in the material completed file.

DD FORM 1896 OR DD FORM 1897.—The pilot may use the identaplates for buying aviation fuel and lubricants from commercial airports. However, the commercial airport must hold an into-plane refueling contract with the Defense Fuel Supply Center (DFSC). The pilot will present the identaplate to the refueling operator for imprinting a DD Form 1898 (sales slip). After entering the quantity, signature, and other information, the operator returns the identaplate and a copy of the sales slip to the pilot. The operator retains the original and remaining copies of the sales slip. In some instances, the contractor may insist on using the vendor’s delivery form. In this case, the pilot should mark the delivery form with “DUPLICATE DD FORM 1898 ACCOMPLISHED.” If the DD Form 1898 is not available, the contractors have authorization to use the vendor’s delivery form. In this case, the pilot must ensure the form contains the aircraft type/model/series and tail number. Also, it must include the home station and major command of the aircraft. Also, the procurement document processed for the transaction is Standard Form 44. Upon return to home station, the pilot submits the copy of DD Form 1898 or other delivery form. The MVO DD Form 1348 for the reporting period must include the value of the purchase.

I-LEVEL RESPONSIBILITIES

The aircraft intermediate maintenance depot (AIMD) intermediate level material control work center performs basically the same functions as the organizational level material control. However, the AIMD is usually a larger organization and its functions are more complicated. In addition to the functions performed by a squadron material control (with the exception of flight operations fund OPTAR accounting), an AIMD material control is responsible for the following functions:

- Verifying the work stoppage requisitions.
- Maintaining an aeronautical material screening unit.
- Performing functions concerning the Individual Material Readiness List (IMRL). The AIMD IMRL functions are much more complex and require more work than similar functions at the O-level.
- Ensuring that all components turned-in to supply are properly preserved and packaged.
- In some cases, maintaining the OPTAR records and preparing corresponding reports for the aircraft fleet maintenance funds.
- Arranging for the return of locally repaired RFI components and non-RFI components certified BCM by the AIMD to the component control section (CCS).

The LS at the organizational level and the LS at the intermediate level have slightly different functions. The organizational (O) level LS orders parts for aircraft, while the LS at the intermediate (I) level orders parts for test equipment and parts to repair components.

AERONAUTICAL MATERIAL SCREENING UNIT

All components received in the AIMD material control area are processed through the aeronautical material screening unit (AMSU). AMSU determines whether the item is within the capability of the AIMD to check, test, or repair. To accomplish this task, the AMSU performs the following functions:

- AMSU receives check/test/repair components from the component control section (CCS) or repairable management section (RMS) for Marine Corps. At this point, AMSU ensures

that all the required documentation, such as logs, records, and Visual Information Display System/Maintenance Action Form (VIDS/MAF), is affixed to the component.

- Copy two of the VIDS/MAF is signed as an indication of receipt and given to the CCS representative.

AMSU positively identifies components and determines if they are within the check/test/repair capability of the AIMD through the use of the standard Individual Component Repair List (ICRL).

AMSU notifies production control of the receipt of components for scheduling into the appropriate work center.

AMSU receives notice from production control when components are to be scheduled for induction.

AMSU routes components to the appropriate work center.

NOTE: The Aircraft Intermediate Maintenance Depot (AIMD) MCC or the SSC/ASD AWP unit may be assigned primary responsibility for AWP piece part requisitioning at TYCOM discretion.

INDIVIDUAL COMPONENT REPAIR LIST

The Individual Component Repair List (ICRL) is a maintenance management tool that provides the AIMD with the ability to relate maintenance capability to individual items. NAVSUP and NAVAIR issue the policies and procedures for the ICRL. NAVICP maintains the database and publishes the ICRL. Capability data in the master data bank at NAVICP is based solely upon Intermediate Maintenance Activity (IMA) input. The standard ICRL contains existing repair capabilities data on items processed by the IMA based on past experience. NAVICP uses the ICRL as one factor in the negotiation process for the determination of site operational support inventories (OSIs), fixed allowance (CFA) quantities, and allowance change request authorizations.

GENERAL USE OF THE ICRL

The SSC/ASD uses the local ICRL as a data source when recomputing repairable item allowances. It maintains progress records on attainment of local repair capability for designated intermediate-level maintenance fixed allowance items. The IMA publishes an internal instruction that

amplifies ICRL maintenance and use. This is a combined AIMD and supply department effort. In most cases, AIMD and SSC/ASD each assigns an ICRL manager with responsibility for each ICRL distribution, update, training, audit, and coordination.

During the ICRL audit, items are selected from current production reports to verify that ICRL transactions are being executed and recorded. Selected work requests are reviewed for ICRL program application documentation, and IMRL SE is spot-checked for inclusion on the ICRL. ICRL reports and files are validated for accuracy and completeness, and actions being taken to improve repair capability for items shown on the various ICRL management reports are checked.

AIMD ensures that each production division processing repairables not inducted through a central AMSU (such as engines, drop tanks, and SE) record repair data and originate ICRL input cards.

To make a change to the ICRL, NAVSUP Form 1364 (Standard Individual Component Repair List Change Record) is used. A detail breakdown of ICRL codes, format, and their application can be found in NAVAIRINST 4790.14 (series).

GENERAL FUNCTIONS AND RESPONSIBILITIES

The following paragraphs cover general areas of the LS within an aviation material management functions.

Naval Aviation Maintenance Program

The Naval Aviation Maintenance Program (NAMP) describes policies, procedures, and responsibilities at all levels of aviation maintenance. It is the basic document and authority governing the management of all aviation maintenance. It is sponsored and directed by the Chief of Naval Operations (CNO).

The NAMP provides an integrated system for performing equipment maintenance and all related support functions. The support functions described in the NAMP include material control. On 26 October 1959, the CNO established the NAMP, and the Chief of the Bureau Of Aeronautics implemented it. On 1 January 1965, the Navy Maintenance and Material Management (3M) System was introduced. This

system is what we know now as AV-3M. The 3M System provided maintenance data collection and man-hour and aircraft accounting systems as part of the NAMP. In January 1968, the CNO noted that the major implementing directives of the NAMP needed revision to ensure a cohesive and command-oriented publication. The directives were consolidated into a single family of documents. The result was OPNAVINST 4790.2 issued in July of 1970. Several revisions of the OPNAVINST 4790.2 followed to continually upgrade readiness and safety standards established by the CNO. The NAMP program is further administered by NAVAIR and is issued under the COMNAVAIRFORINST 4790.2 series.

The contents of the NAMP provide information for all parts of aviation maintenance. It describes what to do, when to do it, where it will be done, and who is to do it. All aviation activities base their policies, plans, programs, and procedures on the NAMP. Whenever the Navy accepts a new model aircraft, it is expected that these aircraft fill a specific need for a given length of time. The purpose and mission of the aircraft are the basis for planning the requirements to support them. These include personnel, facilities, and material requirements. For this reason, all personnel associated with naval aircraft need to become familiar with the NAMP.

The CNAF 4790.2 consists of 17 chapters and 7 appendices. Chapter topics of particular interest to Logistics Specialists newly reporting to an aviation unit are:

- Chapter 5: Maintenance Control, Production Control, and Maintenance Material/Control
- Chapter 9: Material Management
- Chapter 10: Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOPS)

Naval Aviation Logistics Command Management Information System

The Naval Aviation Logistics Command Management Information System (NALCOMIS) is an integrated, on-line, real-time system. NALCOMIS is designed to collect, store, process, and distribute data according to NAMP procedures by using a computer system. The computer terminals, magnetic tape drives, and communications network are the devices used to enter data in NALCOMIS. The terminals are the primary input devices because of the on-line and

interactive nature of these systems. Terminals are available for data input by system users with proper access authorization. A valid password is required as an input to sign on to NALCOMIS.

An authorized user will be able to sign on from any terminal within the NALCOMIS environment. NALCOMIS will process the passwords in such a way that it recognizes the user signing on and the user's assigned organization, work center, and special maintenance qualification (SMQ). A user will be assigned only one password. The SMQ assigned to each person determines his or her ability to access a specific NALCOMIS conversation. Once a user is allowed access to a conversation, the user's SMQ and detailed maintenance qualifications will control data modifications at the data element level in NALCOMIS. After signing on to NALCOMIS, the user will be allowed to access most of the database by selecting an inquiry option on a menu and providing any necessary key prompt information.

NALCOMIS can provide data either by screen display, a hardcopy report, or external interface record. The information displayed on a screen in response to a user's input will be provided only if the user has the necessary SMQ to perform the transaction. Only authorized users will be allowed to request a report to be printed. The external interface records are automatically generated upon successful completion of the related transaction.

Potential users should attend the appropriate training class(es) before receiving access to NALCOMIS.

Logistics Specialists are responsible for providing parts, equipments, and materials needed by maintenance. The LS accomplishes this through the material control of a squadron or intermediate maintenance activity (IMA). The *AIRMAN* training manual describes the organization of the aircraft maintenance departments. You should be familiar with the functions of the entire maintenance department.

ORDERING PARTS AND MATERIAL

Rapid communication between the material control and the SSC is affected through the use of data transmission equipment. The effective use of communication devices permits maximum coordination between supply and maintenance, thereby improving the overall material management program. Communication equipment may include telephones, radios, teletypewriters, and computers.

When material or parts are ordered, material control should take action as follows:

- Receive requirements from work centers, support areas, and so forth.
- Forward requirements to the SSC using locally approved methods of communication. Make sure the data provided to the SSC is clear and legible and a document number is assigned.
- Enter the date and time that the material was ordered in the material control register to reflect the exact time of submission to the SSC. This time is required for determining accurate NMCS/PMCS start time and conducting follow-up inquiries.
- When a repairable component is ordered, make sure the defective component is available for simultaneous exchange.

In some instances, it is not feasible or advisable to remove a repairable component until a replacement is in hand. The items in this category are identified in the Consolidated Remain-in-Place List (CRIPL). The responsibilities and procedures for establishing, maintaining, and modifying the CRIPL are in OPNAVINST 4420.25. Items identified in the CRIPL are the only authorized exceptions to the one-for-one exchange rule.

Work centers and support areas forward requests for parts and material to MCC. These may be material required in support of weapons systems maintenance or administrative areas. These are known as direct and indirect support requirements. Direct support consists of MAF-related material requirements needed to complete a maintenance action. Indirect support consists of material requirements NOT related to the maintenance action form (MAF). The MCC is responsible for entering the data listed in the following paragraphs in the material control register.

NOTE: For activities using the NALCOMIS system, refer to the user's manual for procedures.

Enter the **ORGANIZATION (ORG)** code in the register. This is a three-character, alphanumeric code that identifies an organization. It identifies the organization that originally assigned the JCN to a maintenance action. In case of transient aircraft, the JCN will contain the organization code of the aircraft controlling custodian. The *3M Aviation Organization Code Master Listing*, NAMS0 4790.A7065-01, provides a complete listing of these codes. The first character of the organization code identifies the major

command. The second and third characters identify specific units within the major command. Refer to the NAMP, volume V, appendix K, for more information on organization code structuring.

Enter the **JOB CONTROL NUMBER (JCN)** in the register. The JCN is a 9-, 10-, or 11-character alphanumeric code that serves as the base for the maintenance data report (MDR) and control procedures. The JCN allows for separate identification of each maintenance action. Also, it provides a link with the maintenance actions performed by the intermediate maintenance activity (IMA) in support of an activity or an O-level maintenance discrepancy. The JCN consists of four parts. They are the organization code, date, serial number, and suffix. The paragraph above describes the organization code. The date is the last three digits of the Julian date. This is the date the JCN was assigned to a maintenance action. It does not necessarily reflect the date when the work started. The serial number may be a three-digit number that runs sequentially from 001 to 999. Also, it may be three alphanumeric characters. This number is used in sequence for each new job initiated. After using serial 999, the next number in sequence will be 001. The alphanumeric characters are used only when documenting inspections other than preflight, post-flight, turnaround, daily, special, conditional, corrosion, and acceptance/transfer. This element may be omitted for initial issues and issues from pre-expended bins.

Enter the **TYPE EQUIPMENT CODE (TEC)** that describes the end item on which the work is being performed. This is a four-character code that identifies the end item or category of equipment. Refer to the NAMP, volume V, appendix Q, for additional information about this code.

Enter the **BUREAU** or **SERIAL NUMBER** of the equipment or item being worked on. If the number is more than six digits, enter the last six. If it is less than six digits, prefix it with zeros to make six digits. This element may be omitted, if not applicable.

Enter the **WORK UNIT CODE (WUC)** that identifies the system, subsystem, or component. Refer to the WUC manual for specific aircraft type. The NAMP, volume V, appendix O, provides a list of general WUC. This element may be omitted for issues on technical directive compliance (RECTYP 64). Also, this element may be omitted for initial issues and issues from pre-expended bins.

Enter the **COMMERCIAL AND GOVERNMENT ENTITY (CAGE)** code. This element must contain the engine TEC in lieu of the CAGE when ordering engines. Cognizance symbol 4V identifies engines.

Enter the **PART NUMBER** of the required item.

Enter the **QUANTITY** needed to do the work

Enter the **PROJECT CODE** assigned. NAVSUP P-437 and P-485 provide a list of project codes.

Enter the proper **REQUISITION PRIORITY DESIGNATOR** according to OPNAVINST 4614.1 (series).

When required, enter the **REQUIRED DELIVERY DATE (RDD)**.

When needed, enter the **DELIVERY POINT**.

Enter the **ADVICE CODE** when needed. An advice code is mandatory for repairable items.

Enter the **DOCUMENT NUMBER** assigned from the requisition log.

Material for technical directive (TD) modifications are issued and accounted for based on the requirements stated on the TD. TD kits and government-furnished equipment (GFE) that complements these kits are budgeted and issued as NAVA IR-owned material. They are issued for one-time installation in specified equipment during fleet maintenance overhaul, repair, or modification programs. The Naval Aviation Maintenance Office (NAMO) assigns the kit identification numbers for TD kits and GFE. The purpose for assigning the kit number is for identifying, requisitioning, and reporting the items. The Naval Inventory Control Point (NAVICP) maintains the records and stock balances of the kits for NAMO on the master data file. The daily receipt and processing of transaction item reports (TIR) updates the master data file.

If available, use pre-expended bins (PEB) to get the required items. PEB consist of low-cost, frequently used, maintenance-related items. Items stocked in the PEB are already paid for. Issues made from PEB do not create a charge to a squadron's account. The value of material in the PEB is charged to the overhead of industrial-type activities. At other activities, the value is charged to the accounts chargeable. The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of specific items. The supply response section (SRS) of ASD manages the PEB. MCC should review requests for consumable

items against the PEB listing provided by the supporting supply activity.

Requisitioning

In the process of ordering the items needed to support maintenance, MCC should perform the following:

- Receive requests from work centers or areas.
- Log requirements in the material control register or log book.
- Enter the date and time in the register or log to reflect the exact time of submission to ASD. This time is required for determining the accurate timing for conducting follow-up inquiries.
- Forward requirements to ASD by using requisition forms or by electronic means. Ensure the data on requisitions are correct.

For activities using NALCOMIS, submit requisitions by using Conversation codes N601 or N602. Use Conversation code N601 for direct support (MAF-related) material requirements. Use N602 for indirect support (not related to MAF) material requirements.

When ordering a repairable component, the defective component must be available for simultaneous exchange upon delivery of the item. When ASD personnel pick up the defective component, you should obtain a signature as proof of turn-in.

Field-level repairable with assigned SM&R code PA000 must be processed through the aeronautical material screening unit (AMSU) for disposition. The AMSU is part of the maintenance department.

In some instances, it is not feasible or advisable to remove repairable components until a replacement is in hand. The Consolidated Remain-In-Place List (CRIPL) identifies those items included in this group. The items listed in the CRIPL are the only authorized exceptions to the one-for-one exchange rule. OPNAVINST 4440.25 (series) describes the responsibilities and procedures for establishing, maintaining, and modifying the CRIPL.

Establishment of phase maintenance kits is optional as directed by the aircraft controlling custodian (ACC) or type commander (TYCOM). When the program is implemented, the following procedures apply:

- Maintenance and material control officers jointly determine the phase maintenance kit

requirements. They do this by using the Maintenance Requirements Cards (MRCs) and other maintenance information.

- Material control prepares and submits a listing of items included in the phase kits. The listing must have the part number and quantity of each item in the kit. Also, the listing must include the support period of the kit; for example, 30-day maintenance period.
- Material control must tell SSC/ASD if the kit requires replenishment. MCC also must inform SSC/ASD about any changes in part numbers or quantity requirements in the kit.
- The phase maintenance kits may be pre-expended or charged to the user upon issue. This is based upon the total parts inventory cost in each kit.
- Mandatory turn-in repairable components are not authorized in phase maintenance kits. These are the depot-level and field-level repairable items.

Requisition Monitoring

Monitoring requisitions is necessary to keep the outstanding file current. You should monitor requisitions from the date of submission until receipt of material. There are options for modifiers, follow-ups, and cancellations, as well as receipt of status. A NALCOMIS activity uses Conversation code N668 to review past and current status of a specific requisition.

The supporting SSC/ASD provides a listing of all outstanding NMCS, PMCS, and ANMCS requisitions daily. This listing contains the document number, NSN, unit of issue, quantity, project code, and priority. Also, it may contain the nomenclature, aircraft bureau number, requisition status, JCN, and WUC. Listings may have additional information as set by existing procedures. You must review this listing with maintenance control and make changes as necessary.

To monitor the outstanding requisitions effectively, you must be familiar with set procedures. This includes procedures for requisition modifiers, follow-ups, and cancellation. Good outstanding requisition maintenance is key to success as an LS.

Material Obligation Validation

The purpose of the material obligation validation (MOV) request is to compare records and make sure

that a requirement still exists. Supply activity forwards the MOV requests according to the media and status (M&S) code of the requisition. If the M&S contains a zero, supply activity will send the requests to the monitoring activity. The record position (rp) 54 of the requisition contains the monitoring activity code. Appendix A3 of NAVSUP P-437 lists the monitoring activities. When record position 54 is blank and the M&S is zero, the supply activity forwards MOV requests to the requisitioner. Requisitions for aviation operation maintenance (AOM) use the UIC of the supporting activity. In this case, the supporting activity receives and forwards the MOV requests to MCC for validation.

Files

There are two basic files for keeping records of AOM requisitions. They are the material outstanding file and the material completed file. MCC may use the Visual Information Display System (VIDS) for keeping outstanding requisitions. The VIDS is a management tool that provides a visual display of up-to-date information on a continuing basis. In a squadron, the VIDS allows correlation of information on all assigned aircraft. It provides information on the number of outstanding requisitions for each aircraft. The Project code of the outstanding requisition tells the

status of the aircraft. For example, Project Code AKO means the aircraft is in Not Mission Capable Supply (NMCS) condition. MCC may use the Material Requisition Register (OPNAV 4790/11) or DD Form 1348 for the outstanding file. Activities that use NALCOMIS can use the printed copy of the requisition for the outstanding file. See figure 9-3.

The requisition completed file contains the receipt copy of each document removed from the outstanding file. Also, it contains canceled documents with attached cancellation confirmation. This file is in document number sequence and is retained for 3 years. There are two holding files used for Operating Target (OPTAR) accounting. They are file one and file two. File three is no longer used (see NAVSO P-3013-2, paragraph 4103-2). File one is the unfilled order chargeable documents for transmittal. It contains the accounting copy for submission to the proper Defense Accounting Office (DFAS) as obligation. This accounting copy may be the green copy of DD Form 1348 (6-pt) or a copy of Standard Form 44. File two is the unfilled order cancellation documents/lists for transmittal to DFAS. This file contains a list of confirmed cancellations or copies of each cancellation documents. MCC must maintain holding files one and two for a 36-month life cycle of each fiscal year appropriation. This means you must have files one and two for the current year, last year, and year before last.

MATERIAL REQUISITION REGISTER
OPNAV 4790/11 (REV. 1-75) S/N 0107-LF-047-9055

| | | | | | | | | | | | | | | | |
|-----------------------------------|----|-----------------|----|-------------------|----|-----------------------|----|----------------------|----------|----------------|----|----|----|----|----|
| A. DOC. IDENT | | 1. ROUT IDENT | | | | 2. M/S | | | | B. ORIG/SS/REC | | | | | |
| 3. FSC | | 4. NIIN | | | | 5. ADDT | | | | 6. U/I | | | | | |
| C. QUANTITY | | STATUS | | | | D. PCN | | | | | | | | | |
| E. MFG CODE | | F. PART NUMBER | | | | | | | | | | | | | |
| G. REFERENCE | | | | | | | | | | | | | | | |
| H. DOCUMENT NUMBER | | | | | | I. JOB CONTROL NUMBER | | | | | | | | | |
| 7. DM | | 8. SUPPLADDRESS | | | | 9. SIG | | | | J. TYPE EQUIP | | | | | |
| K. BUREAU/SER NO. | | | | L. WORK UNIT CODE | | | | M. REQUESTED BY/TIME | | | | | | | |
| N. RIC | | O. FC | | 10. DISTR | | P. PROJ | | Q. PRI | | R. RDO | | | | | |
| 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
| 81. UNIT PRICE | | | | 82. CARD CODE | | | | S. DELIVERY POINT | | | | | | | |
| 83. REMARKS: (NOMENCLATURE, ETC.) | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 84. RECEIVED/DELIVERED BY | | | | | | 85. DATE | | | 86. TIME | | | | | | |

Skf0903

Figure 9-3.—Material Requisition Register, OPNAV 4790/11.

Notes for Figure 9-3

1. Alphabetical blocks to be filled out by requisitioner, if possible.
2. Numeric blocks to be completed by the supply activity.
3. Status block for joint use as deemed necessary for local use.
4. Form will be a two-part standard carbon.
5. Copy one (original) will be filed by bureau number in sections B, C, or D of the material control board as applicable.
6. Copy two (carbon) will be displayed by document number sequence in section E of the material control board.
7. Copy two (carbon) not requisitioned against a particular bureau number may be discarded; copy one in master register section E of the material control board will suffice.
8. As bureau numbers are changed due to cannibalization actions, pencil change will be annotated on both copies and copy one will be shifted to applicable bureau number.
9. After receipt of material or cancellation, copies one and two will be removed from visual display register and discarded or filed as local procedures require.
10. Heavy outlined blocks contain data necessary for MILSTRIP requisition format (read top to bottom, left to right).

RECEIPT OR DELIVERY OF PARTS AND MATERIAL

Upon receipt of material or parts, material control has the following responsibilities:

- Receives the material and DD Form 1348 (or facsimile form) from the SSC material delivery unit.
 - Signs the DD Form 1348 hardback copy as a receipt (yellow, green, and hardback for repairable).
 - Enters the date and time the material is delivered to the specified delivery point on the DD Form 1348 pink and hardback copies and in the material control register or request document facsimile. This time is required for determining accurate NMCS stop time.
- Distributes received parts and material to the appropriate work center or work area.
 - Obtains the signature of the work center personnel receiving the material on the DD Form 1348 pink copy and files the copy in the completed requisition file.
 - Turns in defective repairable CRIPL components within 24 hours.

UNSATISFACTORY ISSUES

Instances will occur when the supply response section (SRS) delivers material that does not satisfy the intended maintenance action. This condition arises when the wrong material is delivered, the material was improperly marked, or the material is determined to be not ready for issue (NRFI) on receipt. When these instances occur, the following actions should be taken:

- Prepare a DD Form 1348-1 for turn-in using RECTYP 62.
- Notify the SRS that the material is ready for pickup.
- Reorder the material, if required.

Turn-In of Defective Components

Repairable material must be removed from an aircraft and made available for turn-in when a replacement is requested, unless specifically authorized to remain in place by the CRIPL.

When the replacement CRIPL item is received, turn-in of the old item must be made within 24 hours. Supporting supply activities must strictly enforce the one-for-one exchange of repairable using the CRIPL to identify the authorized exceptions.

All defective repairable components must be wrapped with a cushioning material, such as cellular plastic film (bubble wrap), PPC-C-795, class 1 or class 2, for short-term protection of equipment from handling and shock when the component is turned in to supply.

Under no circumstances spare repairable components, ready for issue (RFI) or not ready for issue (NRFI), are held in any activity, unless authorized by higher authority.

Handling and Preparation of Engineering Investigation or Quality Deficiency Report Material

Defective material awaiting engineering investigation (EI) or Quality Deficiency Report (QDR) disposition must be turned in to supply by the originating activities who will make sure the supporting supply department is an information addressee on the EI request/category (CAT) I QDR message. When material is submitted, the following actions must be taken:

- Attach the visual information display system/maintenance action form (VIDS/MAF), EI request/QDR/SRC card, to the equipment being turned in. The material control must make sure the VIDS/MAF is marked EI or QDR with 3-inch red letters that do not obscure any data elements.
- Special care must be taken to cap or package material immediately upon removal from the system to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors.
- Do not try to disassemble any material.
- Do not make any adjustments.
- Do not perform any type of cleaning.
- If contamination is suspected, forward samples of the fluid in a clean, sealed container.
- Forward all failed fragments. Do not try to reassemble. Wrap fragments separately to prevent damage by movement of one against another.
- Package all material to at least the same level of protection as RFI parts. Material for investigation must not be transported loose in boxes or on truck beds or floors. It may not be packed with any other items.
- Mark or tag each item with the control number provided by the cognizant field activity (CFA) if available.

The following procedures apply to supply departments forwarding material for investigation:

- Conspicuously mark containers and all documents, such as airbills, government bills of lading, Navy cargo documents, and so forth, with the words *Engineering Investigation*. Cite

control number, naval aviation depot (NADEP), customer service, or as instructed by the CFA.

- Register all parcel post shipments.
- On the DD Form 1348-1 shipping document, stamp EI in 3-inch letters on the face without obliterating any vital data elements. In the Ship to block, enter the words *Investigation Material* and the control number.

The supply department may not retain the material longer than the 30-day time limit. This time limit allows adequate time for the maintenance engineering cognizant field activity (MECFA) to report shipment of the deficient material.

FINANCIAL MANAGEMENT

All material and services requisitioned by an activity ultimately cost the government money. Since the requirements for these items begin in material control, financial responsibility starts there as well.

FUNDING

Annually, Congress enacts an Operation and Maintenance, Navy (O&MN) appropriation. At the squadron level in the chain of command, the O&MN is known as OPTAR. The squadron's aircraft controlling custodian (ACC) or TYCOM gives the squadron a portion of the OPTAR each fiscal quarter. Squadrons should get the OPTAR in the beginning of October, January, April, and July. Figure 9-4 illustrates the flow of funds for O&MN.

The Defense Business Operating Fund (DBOF), formerly known as Navy Stock Fund (NSF), finances aviation depot repairables (AVDLRs). Under this process, the end user finances the depot-level repair and procurement of 7R Cog items. The end user does this through local replenishment of repairable items that were BCM, lost, or missing. Although squadrons initiate repairable demands, the IMA has primary control over whether the transaction results in a DBOF charge. Thus the IMA or station will retain control of the AVDLR replenishment OPTAR and corresponding accounting responsibilities.

Aviation squadrons use two types of funds. They are the Flight Operation Fund (OFC-O1) and Aviation Operation Maintenance (AOM) Fund (OFC-50). OFC stands for OPTAR functional categories.

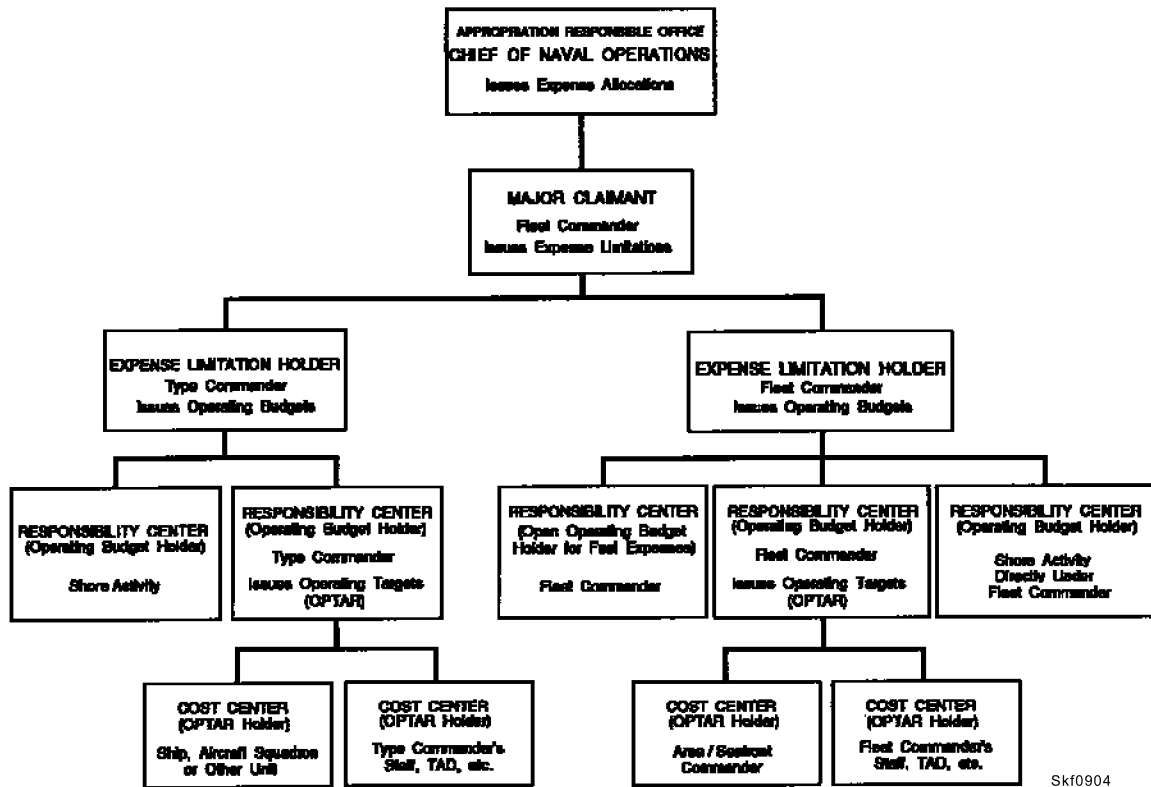


Figure 9-4.—Funding chain of command.

Flight Operations Funds

Flight operation funds, also known as OPTAR funds, are for buying supplies and services not used in direct support of maintenance. OPTAR is the amount of money required by a unit to perform its mission. Appendix 2 of NAVSO P-3013-2 lists the fund codes used for buying specific items. You should be familiar with this list to order supplies. The following paragraphs list some of the expense-type transactions that are proper charges to the OPTAR:

- Aviation fuels consumed in flight operations.
- Initial and replacement issues of authorized items listed in NAVAIR Allowance List 0035QH series. It does not include items used by maintenance personnel.
- Consumable office supplies for squadrons.
- Aerial film, recording tape, and chart paper used in flight.
- Flight deck and safety shoes used by squadron personnel in the readiness, launch, and recovery of aircraft.
- Unit identification marks for initial issue to newly reported squadron personnel.

- Liquid and breathing oxygen consumed during flight by the pilot and aircraft systems.
- Nitrogen consumed in flight.
- Forms and publications (Cog 11) and reproductions thereof. The OPTAR is not used for initial outfitting, newly commissioned squadrons, or forms and pubs in direct support of maintenance.
- Special-purpose, identifying clothing used by squadron personnel in the readiness, launch, and recovery of aircraft.

Aviation Operation Maintenance Funds

The aviation operation maintenance (AOM) fund is for buying supplies and services in direct support of maintenance. The following paragraphs list some of the items charged from the AOM. Refer to appendix 2 of NAVSO P-3013-2 for a complete list of items chargeable to AOM.

- Paints, wiping rags, towel service, cleaning agents, and cutting compounds used in preventive maintenance and corrosion control of aircraft.
- Consumable repair parts, miscellaneous material, and Navy stock account parts. These

are items used in direct maintenance of aircraft, drones, targets, component repair of AVDLR and related SE.

- Pre-expended, consumable maintenance material meeting the requirements of NAVSUP P-485. These are items used in maintenance of aircraft, aviation components, and SE.
- Aviation fuel and lubricants used in test and check of aircraft engines during buildup, change, or maintenance at the intermediate level only.
- Allowance list items (NAVAIR 00-35-QH series). Items strictly used for maintenance, such as impermeable aprons and explosive handler's coveralls. Also, it includes industrial face shields and goggles, gas welder leather gloves, and nonprescription safety glasses.
- Fuel used in related support equipment (ship board only).
- Test bench equipments. This is replacement of components used in the test bench repair and rotatable pools.
- Aircraft loose equipments. This is for maintenance and replacement of aircraft loose equipments included in aircraft inventory record.
- Consumable hand tools for maintenance of aircraft, repair, and maintenance of equipment and related SE.
- Safety and flight deck shoes used in maintenance shops.
- Decals used on aircraft.
- Repair and maintenance of flight clothing and pilot/crew equipment.
- Forms and publications (Cog 11) used in support of direct maintenance of aviation components or aircraft.
- Special clothing authorized for use on unusually dirty work while performing maintenance on aircraft.
- Cost incurred for IMRL repair.
- Oils, lubricants, and fuel additives consumed in flight operations. It does not include those used in aviation maintenance of drones, targets, component repair, or related SE.

- Repairable NSA material used in direct maintenance of aircraft, drones, targets, component repair, or related SE. These are NSA items (not AVDLR) that have MCC E, H, G, Q, or X assigned.

In addition to the above, the following are proper AFM charges for IMA:

- Items consumed in the interim packaging/preservation of repairable parts.
- Replacement for missing or unserviceable general-purpose, electronic test equipment allowance items.

Financial Accounting

The ACC/TYCOM issues the operating budget from the applicable Five Year Defense Plan (FYDP) expense limitation. This is to finance the operations, maintenance, administrative, and temporary additional duty travel requirements of units assigned and of their staff. This requires maintenance of auditable records that will show the transaction costs incurred and the balance of the operating budget. Also, it must include the value of each operating budget granted. Each ship, aviation squadron, or command is responsible for the efficient and effective use of the OPTAR. Also, each activity is responsible for accurate and timely accounting and reporting of OPTAR. Prompt action must be taken in research and validation of transactions reported by the accounting office relative to the status of each OPTAR held by the command.

REQUISITION/OPTAR LOG.—Each ship, aviation squadron, or command must establish this log (NAVCOMPT Form 2155). The purpose of the log is to record OPTAR grants. Also, it is used for recording the value of transactions incurred as chargeable to the type commander's operating budget. A separate requisition log will be established for each OPTAR received. The requisition/OPTAR log parallels and provides a check on the official accounting records maintained in the Defense Accounting Office (DFAS). OPTAR grants will be entered in the requisition/OPTAR log.

The value of chargeable requisitions (unfilled orders) reduces the amount on the OPTAR grant. Record all chargeable requisitions and purchase orders in the log. Also, record all non-chargeable requisitions in the log. Non-chargeable requisitions do not affect the OPTAR balance and do not require submission to DFAS. Requisitioning Appropriations Purchase

Account (APA) material is an example of non-chargeable requisition. Additionally, differences reported by the DFAS on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) must be entered in the log. See subparagraph 4108-6 of NAVSO P-3013-2 for information about SFOEDL. In SFOEDL, the debit differences will decrease and the credit differences will increase the OPTAR balance. For automated OPTAR holders, see paragraph 4104-7 of NAVSO P-3013-2 for applicability of log and files. Refer to paragraph 4104 and 4105 of NAVSO P-3013-2 for posting and maintaining requisition/OPTAR log and holding file transactions.

HOLDING FILES.—Establish files by fiscal year for each OPTAR received. The purpose of the file is to hold the appropriate accounting documents pending transmittal to DFAS. The following paragraphs list the types of files and describe their contents:

File 1 is the unfilled order chargeable documents for transmittal. This file contains the accounting copy (green copy) of the DD Form 1348 (6-pt). Also, it may contain a copy of DD Form 1149, DD Form 282 (DOD Printing Requisition), or Standard Form 44. Also included are price adjustment documents that increase the estimated chargeable costs. Do not place requisitions for APA or non-chargeable material in holding file 1. Transmit documents in this file to DFAS for matching with expenditure documents from the supplying or paying activity.

File 2 is the unfilled order cancellation documents/list for transmittal. This file contains documents that decrease the estimated cost chargeables (credit adjustments) of the OPTAR. These documents cancel or adjust unfilled orders previously established through the submission of holding file 1 documents. These documents are as follows:

- List of confirmed cancellations or copies of each cancellation documents.
- Advance downward price adjustments.
- Copies or list of administrative cancellations of above threshold unfilled orders.
- Optionally administrative cancellations of below threshold unfilled orders.

All the documents in this file must have the unit and extended price. Enter a transaction for each document in the estimated cost chargeable section of the requisition/OPTAR log. The transaction entry must be for the period involved with an increase to the OPTAR balance. Transmit documents in this file to the DFAS.

Holding file 3 is no longer used because the financial OPTAR holder listings or response sheets for transactions being challenged are to be sent directly to DFAS as soon as they have been processed.

OPTAR DOCUMENT TRANSMITTAL REPORT.—To maintain currency of accounting records, transmit proper transaction documents to DFAS on time. The transaction documents include unfilled orders, cancellation documents, and processed listings.

OPTAR holders that use manual procedures must submit a transmittal report to DFAS on the 15th and last day of each month for the current fiscal year OPTAR. Transmittal reports must include documents in holding files 1 and 2. OPTAR holders operating under automated (SNAP II) procedures must submit the report on the 15th and last day of each month for current fiscal year OPTAR. Automated activities must submit the mechanized unfilled order documents undercover of an OPTAR Document Transmittal Letter (Report 26) to DFAS. Table 9-2 provides the frequency for preparation and submission of the

Table 9-2.—Frequency of Submission, OPTAR Report

| | |
|---|--|
| The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) will be prepared and submitted as follows: | |
| Current Fiscal Year OPTAR | <ul style="list-style-type: none"> a. Nonautomated OPTAR holders on the 15th and last day of the month. b. SNAP II OPTAR holders on the 15th and last day of the month. c. SUADPS OPTAR holders on the last day of the month. |
| Last Fiscal Year OPTAR (prior 1 year) | On the last day of the month, but only if holding file 1 or 2 contains document(s) for DAO. |
| Fiscal Year before last (prior 2 years) | On the last day of the month, but only if holding file 1 or 2 contains document(s) for DAO. |

OPTAR Document Transmittal Report (NAVCOMPT Form 2156).

BUDGET/OPTAR REPORT.—Under normal circumstances, activities submit the Budget/OPTAR Report (BOR) by message. Activities or units in the vicinity of the DFAS, or during the periods of message minimize, are required to submit the report on NAVCOMPT Form 2157. When prepared, submit the BOR to DFAS by not later than the first workday of the month following the month to be reported. Also, submit a copy of the BOR to the appropriate type commander. When a message report is submitted, the Budget/ OPTAR Report will not be submitted. The requisition/OPTAR log is a principal source of data needed to prepare the BOR for manual OPTAR holders. Before preparation of the BOR, the requisition/OPTAR log will be balanced. Refer to paragraph 4107 of NAVSO P-301 3-2 for additional information about the BOR. Table 9-3 illustrates the frequency for submitting the BOR.

Transaction Listings Received from DFAS

The designated accounting offices (DFAS) perform the official accounting for OPTAR granted to ships, aviation squadrons, and other commands. One part of the accounting process for each OPTAR holder is matching the obligations with the bills from supply sources. This matching process results in the production of listings that provide a report of

transactions affecting the OPTAR holder’s funds. Some of these listings are submitted to the OPTAR holder for review and processing. The OPTAR holder returns the completed listing (or listing response sheet) to DFAS to correct the records. The annotated listing or response sheet will be sent separately from the OPTAR Document Transmittal Report (NAVCOMPT Form 2156). The following paragraphs describe these transaction OPTAR holder listings.

SUMMARY FILLED ORDER/ EXPENDITURE DIFFERENCE LISTING.—The DFAS sends this listing to OPTAR holders. The Summary Filled Order/Expenditure Difference Listing (SFOEDL) is distributed monthly for the 1st through 24th report months. Afterwards, it is distributed quarterly through the 33rd report month. Each SFOEDL, sent by DFAS, will contain the results of the monthly reconciliation since the last SFOEDL distributed to the OPTAR holder. The transactions will be printed in document number sequence for each OPTAR on both monthly and quarterly transmittals of this report. OPTAR holders will accept and post all differences in the SFOEDL to the Requisition/OPTAR Log. After posting, the OPTAR holder will review the listing and annotate transactions considered invalid with the proper rejection code. DFAS will reverse valid rejections with a correction transaction, and it will appear on a later SFOEDL. The DFAS performs research on differences of \$3,000 or more before

Table 9-3.—Decision Chart for Submitting BOR

| | |
|---|--|
| A Budget OPTAR Report will be prepared and submitted as follows: | |
| Current Fiscal Year OPTAR | <u>Monthly</u> (by the first workday of the month following the month being reported upon.) |
| Last Fiscal Year OPTAR (prior 1 year) | (1) For the report months of October, November, December, January, February, and March: <u>MONTHLY</u> (by the first workday of the month being reported upon.) (2) For the report months of April, May, June, July, August and September: <u>ONLY</u> for the <u>months</u> in which there is a <u>change</u> in gross obligations (see note). |
| Fiscal Year before the last OPTAR (prior 2 year) | Only for the months in which there is a change in gross obligations (see note). |
| Note: There is a change in gross obligations when there has been a change in the Estimated Cost Chargeable portion of the Requisition/OPTAR Log (NAVCOMPT Form 2155) and therefore, also Block 22 of the BOR. | |

including it in the SFOEDL. Therefore, consider these differences valid. You should carefully investigate before assigning rejection codes to transactions with differences of \$3,000 or more. Refer to paragraph 4108-6 of NAVSO P-301 3-2 for the format and processing procedures of SFOEDL.

UNFILLED ORDER LISTING.—DFAS sends Unfilled Order Listing (UOL) to OPTAR holders for whom they perform accounting. UOL is produced and distributed MONTHLY for the 4th through 15th report months, and then six times quarterly from the 18th through the 33rd report month. The UOL lists unfilled orders (obligations) that are 3 or more months old, held in DFAS files. These unfilled orders have not matched with expenditure documents and have not been canceled. Once the document appears in UOL, 3 months will pass before it will appear again if it has not been deleted by matching with its related expenditure or by cancellation. For example, a requisition prepared in October will first appear in the UOL for January. October is the first OPTAR report month, and January is the fourth OPTAR report month. If the requisition remains unmatched for another 3 months, it will again appear in the UOL for April. April is the seventh OPTAR report month. These October requisitions will appear in the UOL every 3 months until the OPTAR's 33rd report month. The requisitions will be continuously listed unless deleted by matching a related expenditure listing or canceled. Refer to paragraph 4108-3 of NAVSO P-3013-2 for UOL format and procedures. Activities must complete reviewing and validating the UOL within 20 days following receipt. After processing, mail the UOL or Response Sheet to DFAS. The annotated UOL is no longer included in the OPTAR Document Transmittal Report.

UNMATCHED EXPENDITURE LISTING.—This is an itemized listing of expenditure documents received by DFAS for material or services that have not matched with an unfilled order. The typical ship or aviation squadron does not receive this listing unless it has a reimbursable OPTAR. DFAS sends the Unmatched Expenditure Listing quarterly. DFAS sends it for report months of December, March, June, and September over the 36-month life cycle of the appropriation. Refer to paragraph 4108-4 of NAVSO P-3013-2 for more information about this listing.

TOOL CONTROL PROGRAM

This program provides a means to account for all tools rapidly after completing a maintenance task,

thus reducing the potential for foreign object damage (FOD).

Responsibility

The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) is responsible for the development of the Tool Control Plan (TCPL). NAVAIR coordinates with the cognizant wing in developing TCPL for new type/model aircraft introduced to the fleet. NAVAIR does this through the Naval Air Engineering Center (NAVAIRENGCEN). Other responsibilities of NAVAIR include the following:

- Submission of proposed TCPL and change recommendations to ACC for approval
- Approval and issue of TCPL and changes to TCPL
- Publishing list of approved TCPL via NAVAIRNOTE

The material control officer (MCO) is responsible for coordinating the Tool Control Program (TCP). The MCO also ensures that tools are ordered and issued in a controlled manner consistent with the approved Tool Control Plan (TCPL).

Tool Control Plan

The TCPL contains information that includes material requirements, tool inventories, and detailed instructions. Compliance with an approved TCPL is mandatory for O-level maintenance activities. Request for deviation, although not encouraged, is submitted to the cognizant wing for approval. If applicable, submit the request to the cognizant ACC/TYCOM designated wing serving as the TCPL model manager for specific T/M/S aircraft.

In the event a TCPL does not exist for specific type/model aircraft, the reporting custodian develops the TCPL. The reporting custodian can use other published TCPL as guidance for developing a TCPL. The reporting custodian submits the developed TCPL to the cognizant wing for approval via the chain of command.

Tool Containers

The exterior of all toolboxes or rollaways used for maintenance must clearly identify the organization, work center, and tool container number. The tools contained in the toolboxes must be etched with the

organization code, the work center code, and the container number. Special accountability procedures must be established locally for those tools not suitable for etching; for example, jewelers' screwdrivers.

Each tool must be placed in a silhouetted container against a contrasting background. The silhouetted tool outline highlights each tool location within the container. Those containers not silhouetted must contain a diagram of the tool locations. Additionally, they must include a separate listing of tools in calibration or requiring replacement.

AIRCRAFT MAINTENANCE MATERIAL READINESS LIST PROGRAM

The Aircraft Maintenance Material Readiness List Program (AMMRL) is an overall program that provides the data required for effective management of support equipments (SE). The AMMRL program is involved with over 27,000 end items of aircraft maintenance SE. These are items in the Individual Material Readiness List (IMRL). Also, the program is involved with over 10,000 items of operational test program set (OTPS) elements. Thee OTPS elements are the tailored outfitting list (TOL) items. NAVAIRINST 13650.1 (series) defines the procedures for allowance and inventory control for IMRL items. The objective of this program is to document technical and cataloging data and in-use information about the IMRL and TOL items. Refer to OPNAVINST 4790.2 (series) for more information about the AMMRL program.

Custody Codes

This is a single alpha character code that provides supplemental accountability details about an SE transaction. Also, it shows the effects of transactions on supply and financial records. The codes identify a specific category of SE items placed in the custody of an intermediate maintenance activity (IMA). IMA issues the items to other activities on a subcustody basis. The following paragraphs describe the custody codes:

Code D is assigned to items listed only in a detachment list code, requiring management, and having custody code of P or E. Code D will take precedence in IMRL printing. The issuing of allowances for items coded D is done in the same manner as the P-coded item. For example, code D would apply to items required on air capable ships by deployable detachments.

Code E is for items used infrequently (less than once per month). It means the item is available from the supporting IMA as required. The IMA makes the item available to activities. After use, the activities return the item to IMA.

Code M is for non-calibratable items requiring management that are not otherwise custody ceded. The quantity authorized for these items is the total quantity required for subcustody by each activity supported. An example of an M-coded item is a carrying case for a calibratable item when it is listed in the source data as a separate end item. There are two steps for assigning items in code M. First, the support equipment controlling authority (SECA) identifies the item. Second, NAVAIRENGCEN assigns code M to the item.

Code N is automatically assigned to items that do not require calibration or management, and, consequently, not otherwise coded. Code N is automatically entered if the maintenance level is intermediate (I).

Code P is for items weighing over 200 pounds (over 300 pounds for wheeled equipments). When authorized for a supporting IMA, the IMA or MALS contingency support package quantity is the total quantity required for subcustody to each O-level maintenance activity. The items are issued on a subcustody basis to squadrons for full-time utilization. The squadron returns the item to the IMA before deployment. While deployed, the new supporting IMA issues these items to embarked squadrons.

Code L is for all items requiring calibration and management. These are items designated for use at O-level maintenance and not already coded D, E, or P. The quantity authorized is the total quantity required for subcustody by each activity supported. The O-level activities retain the items when deployed.

Individual Material Readiness List

The Individual Material Readiness List (IMRL) is a consolidated allowance list of authorized quantities of SE items. These are items required by an activity to perform its assigned maintenance level functions. The following paragraphs describe the terms used in IMRL.

Support equipment (SE) refers to IMRL and non-IMRL equipment required to make a system, subsystem, or end item equipment operational.

The *Primary Support Equipment Controlling Authority* (PSECA) is the term applied to COMNAVAIRSYSCOM. The COMNAVAIRSYSCOM functions as the centralized SE inventory management authority. PSECA is responsible for coordinating distribution of in-use assets among the SECAs. Also, PSECA is responsible for prioritization of SE procurement and distribution of new SE.

SECA is the term applied to major aviation commands that exercise administrative control of AMMRL program SE end items. SECA performs the allowance and inventory control of these items. The following is a list of designated SECAs:

- Commander, Naval Air Force, Atlantic (COMNAVAIRLANT)
- Commander, Naval Air Force, Pacific (COMNAVAIRPAC)
- Chief of Naval Air Training (CNATRA)
- Commander, Naval Air Reserve Force (COMNAVAIRRESFOR)
- Naval Air Maintenance Training Group (NAMTRAGRU)
- Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

NOTE: COMNAVAIRSYSCOM has designated the Commanding Officer, Naval Aviation Maintenance Office (NAMO) to execute SECA functions for all NAVAIR field activities and depots. NAMO also has SECA functions for naval weapons stations with SE supplied by NAVAIR under the scope of the AMMRL program. The Support Equipment Resources Management Information System is also known as SERMIS. It is a collection of technical and catalog data that identifies SE end items required for O-, I-, and D-level aircraft maintenance. SERMIS provides SECA with on-line visibility of source, allowance, inventory, and rework data.

The Local Asset Management System (LAMS) is a management information system. It uses existing computers to provide standardized SE asset control within the activity. LAMS provides standardized inventory control for naval aviation IMRL SE. It also allows real-time tracking of an activity's assets.

An individual material readiness list (IMRL) is constructed for all Navy and Marine aviation maintenance activities by extracting applicable portions of the SERMIS. The on-hand quantity listed in the IMRL is based on reports of IMRL item

transactions and physical inventories. The format and content of IMRL are in five sections with a monthly cumulative supplement. These sections are employment data, change list, index, main body, and the activity's inventory record. Each monthly SERMIS source data update produces the cumulative supplement. The supplement provides a cumulative list of changes to the IMRL of an activity. Only the items appearing on the list require review. All other items on the basic IMRL remain the same. Changes will remain in the cumulative supplement until the next IMRL printing. The next IMRL printing will include the changes listed in the supplement in the change list section. After IMRL printing, the cumulative supplement cycle starts again. In the first cumulative supplement after an IMRL printing, an asterisk will appear in the first column for each item listed. The asterisk for the second subsequent listing differentiates the changes that occurred in the current month.

Upon receipt of the current cumulative supplement, check for new items listed. If new items are required but not on hand, do the following:

- Order items with even number cognizance symbols.
- Order, or include in the next budget, items with odd number cognizance symbols and non-NSN items.

Use existing instructions for submitting an IMRL revision request or requesting disposition instructions. Submit an IMRL revision for added items that were determined as not required to perform the mission. Also, submit an IMRL revision for deleted items that are required to perform the mission.

The maintenance department has an IMRL manager designated. The IMRL manager is responsible to the material control officer for the maintenance of the IMRL. The IMRL manager is responsible for the following:

- Submitting transaction reports of all reportable transactions to the SECA. These transactions are receipt of new items, transfer of items on hand, surveys, or changes in on-hand quantities. The reportable SE listed in the IMRL will be on hand, on order, or certified as not required for mission support by submission of a revision request.
- Conducting an annual physical inventory, and submitting an inventory report to SECA via the chain of command.

- Ensuring that IMRL revisions requests are submitted for all required changes.
- Revision Request, NAVAIR 13650/1, is available in the supply system.
- Submitting letter requests, via the chain of command, for disposition instructions of excess SE.
- Submitting DD Form 200 for survey.

- Maintaining custody records for on-hand assets.

All items listed in the IMRL with report code R are subject to transaction reporting. Report IMRL transactions at the time they occur. IMRL activities use the SE Transaction Report, OPNAV 4790/64, for reporting IMRL transactions. Refer to OPNAVINST 4790.2 (series) for information on how to complete OPNAV 4790/64.

CHAPTER 10

AVIATION SUPPLY SUPPORT

This chapter describes the aviation supply support procedures according to the Naval Aviation Maintenance Program (NAMP). It also describes some basic information about the Naval Aviation Logistics Command Management Information System (NALCOMIS). The *NALCOMIS User's Manual* contains detailed information on the NALCOMIS procedures. The LS assigned to the aviation support division or supply support center should be familiar with these procedures. This chapter will give you the knowledge you need to provide effective customer support. While working in supply, your goal is to provide the best supply support possible while maintaining a strict accountability of assets. The keys to achieving this goal are to know the procedures for processing documents and materials and maintain accurate transaction records.

The NAMP (CNAF 4790.2 series) outlines command, administrative, and management relationships. It also establishes policies and procedures for the assignment of maintenance tasks and responsibilities. The NAMP is the basic document and authority that governs the management of all aviation maintenance.

The NALCOMIS is an integrated, on-line, and real-time system. The devices used to input data in NALCOMIS include computer terminals, magnetic tape drives, and communication networks. The terminals are the primary devices for data input because of the on-line and interactive nature of the system. The data output from NALCOMIS is via screen displays, reports, and interfaces to the functional user of the system. The data resides within NALCOMIS on an integrated database that contains both static and dynamic data types.

The static data elements are used mainly for reference purposes during system operations. Many of these elements are added to the system during initial installation and require minimal updates during the use of the system. Updates to these elements are restricted to users that have the proper authority and responsibility to maintain the integrity of the database. Static data elements are used for validations and

reference purposes on input transactions, output reports, and displays.

The dynamic data are added and updated through the normal operations of the application system. The addition or update of dynamic data is done through on-line transaction processing and interfaces with other computer systems.

Personnel will require a password to sign-on to NALCOMIS. The data administrator at each NALCOMIS site maintains passwords. To prevent unauthorized use, the password is accessible only to a minimum number of authorized personnel. A user will be assigned only one password at any time. Passwords are processed in such a way that NALCOMIS recognizes the user signing on, the user's organization (ORG), work center (WC), and special maintenance qualification (SMQ). The SMQ assigned to each person will determine his or her ability to access a specific NALCOMIS menu.

The first opportunity for the user to provide input to NALCOMIS is during sign-on. Any unauthorized attempt to sign-on will produce an error message on line 2 of the display screen to indicate such condition has occurred. After a successful sign-on, the user's assigned SMQ will be referenced to determine if the user is allowed to do the transactions.

Supply and maintenance personnel assigned to appropriate work centers will be allowed to enter data in NALCOMIS. Once signed on to NALCOMIS, the organization, work center, and SMQ of the user will be known. Potential users should attend the proper training classes before getting access to NALCOMIS.

The Navy supply system is responsible for providing material in support of the operation and maintenance of aeronautical equipment. Its purpose is to locate material when and where it is needed. The intent is to make the relationship between the supplier and the user as simple and uncomplicated as possible. However, the procedures should be within the boundaries of the logistics directives published by higher authorities. Replenishment of stock may be by system basis as a direct result of recorded usage and demand data or program basis from pre-calculated usage. All Navy activities have an assigned area to

which they can submit requests for material or services. In the case of aviation maintenance, it starts at material control. The requests then flow to ASD/SSC or to the designated point in the supply system.

NOTE: Because of the nature of NALCOMIS Phase II conversion to NALCOMIS OPTIMIZED. For this chapter, conversation codes mentioned utilize the equivalent menus and transactions for your activity's current operating system.

NAMP POLICIES AND PROCEDURES

Learning Objective: *To achieve a successful maintenance and material management program to provide support of the operation and maintenance of the Navy.*

To be successful in maintenance and material management, you must follow the policies and procedures outlined in the NAMP. The following paragraphs describe some of the NAMP policies and procedures.

COMMON GOAL OF SUPPLY AND MAINTENANCE

The common goal of supply and maintenance organizations is to provide maximum weapons systems operational readiness. A close liaison between supply and maintenance personnel is essential in achieving this goal. It is important that supply and maintenance personnel have a single point of contact for coordinating those functions common to both.

MEETINGS BETWEEN SUPPLY AND MAINTENANCE PERSONNEL

Meetings are held at least weekly between supply and maintenance representatives. The status of high-priority requisitions is the general topic of the meetings. These requisitions are the Not Mission Capable Supply (NMCS), partial Mission Capable Supply (PMCS), and other related requisitions. Monthly meetings are also held to resolve problems, establish local procedures, and promote material support effectiveness.

SPECIAL MATERIAL MANAGEMENT PROGRAMS

The special material management programs control critical and costly repairable material used in

support of aircraft maintenance. They are listed as follows:

The Operational Support Inventory (OSI)/Fixed Allowances Program

The Intensive Repairable Item Management (IRIM) Program

The Aviation Depot-Level Repairable (AVDLR) Program

The Advanced Traceability and Control (ATAC) Retrograde Depot Level Repairable (DLR) Program

Weapons systems are supported under the OSI/fixed allowance concept. Activities cannot exceed a negotiated firm allowance without authorization from the inventory control point (ICP). All assets are carried on the supply officer's record in Purpose code W or L. Refer to NAVSUPINST 4440.160, FASOINST 4440.15, and FASOINST 4440.16 for additional information. The supply and maintenance activities must maintain the one-for-one exchange discipline for issues of AVDLR items. Pass requisitions off-station only after the Beyond Capable Maintenance (BCM) action. However, you may pass requisitions off-station for anticipated NMCS or items listed in the CRIPL before processing a turn-in.

The IRIM program at Navy ICP standardized previous programs for intensive management of high cost and critical repairable items. For aviation repairable, IRIM replaces the Intensive Closed Loop Aeronautical Management Program (I-CLAMP). The objectives of IRIM are to resolve troubled items, improve turn-around-time (TAT) and carcass returns, and reduce back orders. Refer to NAVSUPINST 4419.4 and ASOINST 4440.99 for additional information.

The Defense Business Operating Fund (DBOF), formerly Navy Stock Fund, finances the AVDLR. Essentially, the DBOF is a revolving account of funds and material. Aviation units pay for DBOF items with aviation operation maintenance (AOM) operating funds. In turn, DBOF uses the payment to replenish the items by paying for the repair or buying new replacement items. The benefits of the AVDLR program are reduced back orders, improved financial flexibility, and improved aircraft readiness. Also, it is an incentive for maintenance personnel to affect all repair permitted under the NAVAIR Aircraft Maintenance Plan.

The objective for establishing the ATAC Retrograde DLR Program is to improve control of turned in repairable items. The DLR Carcass Tracking Program provides improved accountability, traceability, and customer billing accuracy. Before implementation of the ATAC Program, each activity is shipped retrograde to different repair/overhaul points. Under ATAC procedures, activities send retrograde to the ATAC hub. The hubs serve as centralized DLR processing facilities. Refer to NAVSUPINST 4421.20 for complete ATAC procedures.

MATERIAL REPORTING

Material reporting is a procedure that uses supply action documents in support of maintenance. The information from the supply document is entered and merged with the material reporting history file. Activities forward the report to the Naval Sea Logistics Center (NAVSEALOGCEN). Material usage data in the report conveys information to different managerial levels in the Navy. This data allows management to accomplish the following:

- Relate material issues and turn-ins to weapons systems and components by activity and maintenance level.

- Appraise higher commands of material expenditures in support of maintenance.

- Determine weapons systems costs at the O- and I-levels of maintenance.

- Determine usage, failure, and TAT rates for allowance change requests and developing the OSI/fixed allowance.

A record type (RECTYP) code identifies each type of supply action document. The record type codes are as follows:

- RECTYP 60 - Material issues for weapons systems

- RECTYP 61 - RFI component from IMA

- RECTYP 62 - Deletion of previously submitted RECTYP

- RECTYP 63 - The non-RFI components from IMA

- RECTYP 64 - Material issue for technical directive (TD) compliance

- RECTYP 65 - Material issue to fill initial allowance

RECTYP 66-Material issue from SERVMART

RECTYP 67 - Material Issue to PEB and for indirect material support

The source documents used for gathering information for material reporting are the requisitions and the supply portion of maintenance actions. In manual processing, these are the completed DD Form 1348 (6-pt) and a copy of the maintenance action form (MAF). The completed documents require timely submission to the data services facility (DSF) for processing; that is, the document must be processed within 1 workday after completing the supply transaction. In automated activities, the computer automatically extracts the data for material reporting. Supply must complete revalidation of erroneous material reporting data within 1 workday after receipt from DSF.

NOTE: The NALCOMIS communication network allows output of the Aviation Maintenance and Material Management Systems to an external interface.

The local data services facility provides supply with local material reports. The MR-1-1 and MR-1-2 contain information for repairable management and fixed allowance determination. These reports merge supply and maintenance data to determine usage and TAT of repairable items. The MR-1-1 and MR-1-2 are identical reports except for the sequence in which they are produced and the totals taken. The MR-1-1 is by Work Unit Code (WUC), by NIIN, and by JCN sequence. The MR-1-2 is by NIIN and by JCN sequence. Each report has two parts. Part 1 is a detailed list, and part 2 is the summarization of the detailed list. The report contains the data for the current 6 months. Activities requesting the report can select the reporting period desired. The MR-2-1, MR-2-2, and MR-2-3 are expense item management data reports. The reports contain information for reviewing item usage to set stock levels. The reports display frequency and demand data on all maintenance and related expense items for up to the previous 6 months. Activities using NALCOMIS should refer to the *NALCOMIS User's Manual* for procedures on material reporting.

AVIATION SUPPORT DIVISION

Learning Objective: *Become familiar and understand the basic aviation support division/supply support center procedures according to Naval Aviation Maintenance Program (NAMP).*

Material management involves a direct relationship between the two complex operations of maintenance and supply. It is important that these operations have a single point of contact for coordinating those functions common to both. The success of material management at any activity depends largely on the success of this coordination effort. Supply and maintenance personnel should be familiar with both.

RESPONSIBILITIES

The ASD/SSC officer is responsible to the supply officer for the performance of the center and acts as a direct liaison between the aircraft intermediate maintenance department (AIMD) officer and the supply officer. The ASD/SSC is responsible for the following actions:

- Receiving requirements for material in support of weapons systems maintenance

- Performing technical research and preparing supply requisitions

- Delivering material to customers

- Monitoring turn-in of repairable components due from both O- and I-level maintenance activities

- Maintaining the local repair cycle asset (LRCA) storage areas and providing listings of available components to customers

- Establishing, maintaining, and replenishing pre-expended bins (PEBs) and providing PEB listings to customers

- Coordinating with the AIMD to originate customer service requests with the NADEP

- Initiating local expeditious repair (EXREP) requests

- Maintaining awaiting parts (AWP) storage areas and establishing requisitions and follow-up procedures for required AWP piece parts

- Expediting high-priority requisitions

- Measuring supply response time

For detailed procedures for the responsibilities of each unit, refer to OPNAVINST 4790.2.

LOCATION

The ASD/SSC should be located adjacent to maintenance areas to improve maintenance/material support coordination. The physical location of the ASD/SSC may vary according to local geographic and facilities layout.

HOURS OF OPERATION

All the functional areas of the ASD/SSC must be manned and operational during the operating hours of all maintenance activities being supported. When maintenance is being performed 24 hours a day, supply support is required 24 hours a day. Manning levels during other than normal working hours must be consistent with the support requirements and requisitioning processing standards.

MEANS OF RECEIVING REQUISITIONS

In manual processing, ASD/SSC may receive requisitions on various forms. These forms include DD Form 1348 (6-pt and DD Form 1348-6). ASD/SSC may also receive requisitions via message.

In automated activities, ASD/SSC receives requisitions electronically via computer terminals.

RESPONSE STANDARDS

Maximum elapsed response times are established for the issue of items available in local supply stock or furnishing the customer with requisition status on an automatic basis for not-carried (NC) or not-in-stock (NIS) items. Response time starts when the requirement is placed in the ASD/SSC and stops when the requested material or status is received at the delivery point.

These time standards are shown in table 5-1. Response time should be individually measured and maintained on a monthly basis for review by the supply officer.

The NALCOMIS activities can print the Issue Response Time Analysis Report. The user can specify the ORG code, Project code, and urgency of need designator along with inclusive dates for the report. This report summarizes the issue response time by Project code within Type Equipment code, within organizational code, and within issue group.

STATUS LISTINGS

Daily mechanized listings that provide complete supply status for all NMCS/PMCS and anticipated NMCS are provided by the program management unit (PMU) to both the O- and I-level maintenance activities in sufficient quantity to ensure adequate distribution. Data is sequenced to expedite the daily validation process. As a minimum, the listings contain the following information:

- Document number
- Cognizant symbol (COG), material control code (MCC), national stock number (NSN), and special material identification code (SMIC)
- Unit of issue and quantity
- Project and priority
- Bureau number
- Nomenclature
- Status/Routing Identifier code (RIC) of activity submitting status
- Job control number (JCN)
- Work Unit code (WUC)
- Originator code of requisitioner

The NALCOMIS activities can print NMCS/PMCS High Priority Report. This report will list all requisitions selected by the user.

An AWP status is provided weekly to the AIMD on a mechanized listing and contains, as a minimum, the same information as the previous NMCS/PMCS status listing, except the BUNO is replaced with the work center. The NALCOMIS activities can print the AWP Repair Parts Status Report. This report lists all of the components that are AWP.

INDIVIDUAL COMPONENT REPAIR LIST

The Individual Component Repair List (ICRL) contains the existing repair capability data on items previously processed by the IMA. The supporting supply activity is responsible for assisting IMA in maintaining an accurate ICRL. The supporting supply activity uses the ICRL for the following purposes:

- To enter the repair capability code on local stock records

As a source of data for re-computing repairable allowances for activities that use manual procedures

The NALCOMIS activities use conversation code N201 to add new ICRL records to the database. Conversation code N202 is used to update already established records or to delete an ICRL record. Conversation code N222 is used to display the ICRL record of an item on the computer screen. Conversation code N235 is used to request a printout of ICRL in the sequence selected by the user.

ORGANIZATION

The Aviation Support Division (ASD)/Supply Support Center (SSC) is the contact point for supply operations. It is the single contact point where material control centers of O- and I-level maintenance activities place requirements for material and equipment required for support of weapons systems maintenance. The ASD/SSC consist of two sections—the supply response section (SRS) and the component control section (CCS). Figure 10-1 shows the organization of the ASD/SSC.

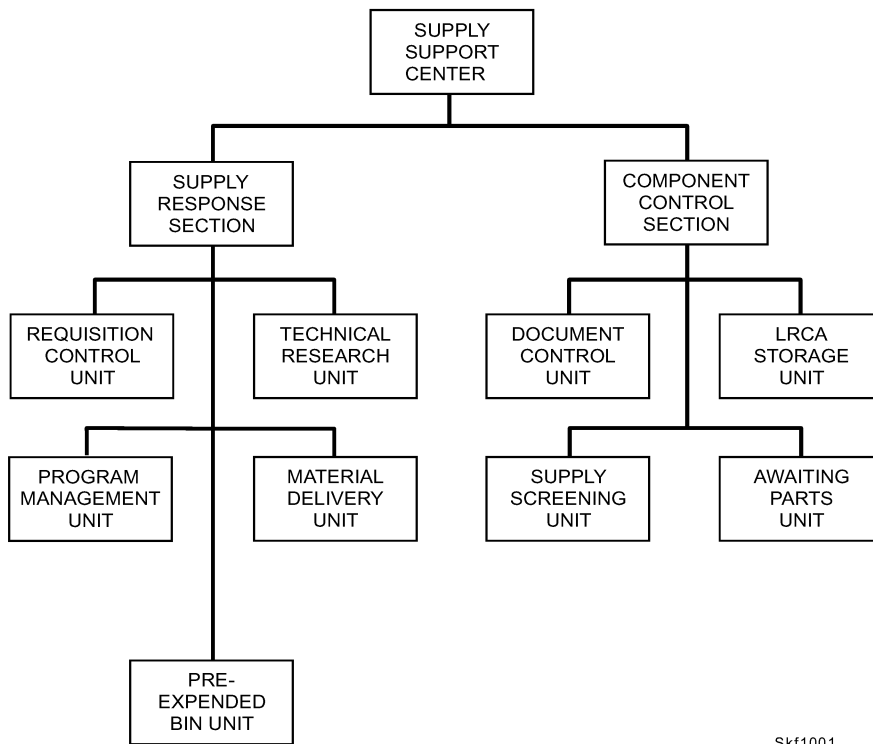
Supply Response Section

The supply response section (SRS) is the single point of contact for processing customer requirements and providing follow-ups and status as required. The SRS is divided into five units: requisition control unit (RCU), technical research unit (TRU), material delivery unit (MDU), pre-expended bin (PEB) unit, and program management unit (PMU).

The SRS is responsible for the following:

- Processing material requirements
- Maintaining control
- Transmitting requests to other on-station supply processing points as required
- Delivering all parts and materials to customers
- Providing status on all requirements received
- Maintaining all aviation PEBs
- Expediting all high-priority requisitions
- Reviewing and monitoring mailbox messages in NALCOMIS

Individual unit responsibilities of the SRS are listed in the following paragraphs.



Skf1001

Figure 10-1.—Aviation Support Division/Supply Support Center (ASD/SSC) organization.

REQUISITION CONTROL UNIT.—The Requisition Control Unit (RCU) receives all requests for material requirements, prepares appropriate documentation, maintains appropriate files and registers, and provides status to the customers. This unit also maintains the proof of delivery (POD) file.

The requisition from the customer will include the MILSTRIP and the following information:

Organizational (ORG) code.

Job control number (JCN).

Type Equipment code (TEC).

Bureau/serial number (BUNO), if applicable.

Work Unit code (WUC). The WUC may be omitted for RECTYP 64, 65, 66, or 67 issue. Requests for consumable material that do not have a unique WUC must indicate the WUC of the subsystem on which the material is being installed.

Commercial and Government Entity (CAGE) code. This element will have the engine TEC in lieu of the CAGE when requisitioning an aircraft engine.

Quantity.

Document Number.

Demand code.

Delivery point. (Used for intra-station only.)

Fund code, if applicable.

Project code.

Priority.

Required delivery code, if applicable.

Advice code. This code is mandatory for repairable items.

Under automated NALCOMIS activities, use DD1348-1 or DD1348-1A

Upon receipt of the requisition, RCU logs the information in the requisition register or log. Then RCU sends the requisition to the technical research unit (TRU).

The following paragraphs describe manual processing of the DD Form 1348 (6-pt).

If the requisition is for consumable material, RCU will receive the green copy from TRU. The RCU files the green copy in the suspense file.

RCU processes issue transactions as follows:

For consumable issue, RCU will receive the hardback copy from MDU. The RCU then makes the necessary entries in the requisition log, discards the green copy, and files the hardback in the proof of delivery (POD) file.

For repairable issues, RCU receives the hardback copy from the document control unit (DCU) for the POD file. The RCU also makes the proper entries in the requisition log.

The RCU processes not-carried (NC) or not-in-stock (NIS) requisitions for consumable material as follows:

The RCU receives and forwards requisitions marked NC/NIS to the technical research unit for substitutes or interchangeable. If the requisition is still NC/NIS, RCU provides the status to the customer. The RCU forwards NMCS, PMCS, and work stoppage requisitions [less yellow, white, and green copies of DD Form 1348 (6-pt)] to PMU. The RCU forwards indirect support requisitions to the control division for referral action. Upon receipt of the signed hardback copy, RCU files it in the proof of delivery file (POD) and discards the green copy from the suspense file.

The RCU processes NC/NIS requisitions for repairable material as follows:

Upon receipt of the green copy marked NC/NIS from storeroom custodian, RCU provides the status to the customer. If the requisition is NMCS/PMCS/work stoppage, RCU sends the green copy to the programs management unit (PMU) and notifies DCU of the EXREP or work stoppage status. Then RCU gives the yellow copy of the DD Form 1348 to the material delivery unit for pickup of retrograde.

The RCU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

Upon receipt of the DD Form 1348 (less white copy), RCU will provide the status to the customer. The RCU forwards the DD Form 1348 (less white copy) to the PMU for further processing.

The RCU acts upon unsatisfactory issues as follows:

Upon receiving notification that material is ready for pickup, RCU informs MDU to pickup the item. If the item is in ready for issue (RFI) condition, MDU routes the item to stock after checking the item with the turn-in document. If the item is in an unserviceable condition, MDU forwards the item to the component control section (CCS). In turn, CCS prepares the MAF (or other document) needed to induct the item to IMA.

The NALCOMIS activities use customer refusal transaction to record the return of consumable or repairable items from the customers. This process

creates a turn-in (D6A) record. It also generates a DD Form 1348-1 or Repairable Movement Notice (D6A) if the item is repairable.

NOTE: In the event that wrong material was received from off station, either RFI or non-RFI, and there is no allowance for the material, submit a Report of Discrepancy (ROD) for disposition instructions.

The RCU prepares a duplicate DD Form 1348 (6-pt) (or other document) of the original requisition with RECTYP 62. The RECTYP 62 will delete the RECTYP 60 previously submitted. The RCU forwards one copy of the DD Form 1348 to the data services facility (DSF) for processing. A duplicate DD Form 1348 is not required if the original copy can be located and destroyed before being forwarded to DSF.

In NALCOMIS activities, RCU is primarily involved with conversation codes N601, N602, N604, N607, N610, and N615. The RCU also uses conversation codes N606, N614, N619, N624, N630, N643, N668, and N679. Refer to the *NALCOMIS User's Manual* for other conversation codes used by RCU.

TECHNICAL RESEARCH UNIT.—The Technical Research Unit (TRU) is responsible for the verification of requisition data, such as part number, stock number, references, and other technical data. When applicable, a thorough technical research is made for substitution, interchangeability, and alternate national item identification numbers. When an NSN for requested material cannot be identified, enter the manufacturer's part number in its place—CAGE code in block R and 99 in card columns 55 and 56. In addition, the following data is required:

Document identifier (DI).

National stock number (NSN).

Unit of issue.

Cognizant symbol (COG). If COG 4V is entered indicating an aircraft engine request, block R must contain an engine TEC instead of a CAGE code.

Advice code, mandatory for repairable items with NSN. If an advice code not available, obtain the code from requisitioner.

Purpose code.

Condition code. Not required for SUADPS procedures.

Material control code (MCC). Like the advice code, the MCC is mandatory for repairable items with NSN.

RECTYP.

Price. Net price if the turn-in is available. Standard price if no turn-in is available (non-exchange advice codes).

The TRU processes requisitions as follows:

The TRU receives requisitions from RCU. Upon receipt of the requisitions, TRU performs technical research to find the required data needed to process the requisition. The TRU uses publications, catalogs, stock lists, manuals, or computers to perform the research.

If the requisition is for a consumable item, TRU sends the green copy of DD Form 1348 to RCU and discards the yellow and white copies. The TRU sends the remaining copies of DD Form 1348 to the storeroom custodian for further processing.

If the requisition is for a repairable item, TRU checks the CRIPL. If the requested item is not listed in the CRIPL, TRU marks the requisition as a mandatory turn-in repairable (MTR). The TRU also lists the applicable substitute, interchangeable, superseded, and next higher assembly information on the requisition. The TRU forwards the white copy of the DD Form 1348 to DCU and the remaining copies to the material delivery unit for retrograde pickup.

In NALCOMIS activities, TRU uses conversation codes N604, N610, N631, N650, N651, N654, N656, N657, and N679. It also uses conversation codes N682, N683, N687, N689, and N628.

MATERIAL DELIVERY UNIT.—The Material Delivery Unit (MDU) is responsible for the pickup and delivery of all material to and from supported activities. Also, this unit is responsible for planning and scheduling deliveries to meet the required time frame. The most direct route to reduce the risk of damage should deliver fragile material and delicate components that require special handling, special padding, or racks.

The MDU processes requisitions as follows:

Upon receipt of requisitions for carried items from storeroom custodian, MDU delivers the requisitions to the storage location. The MDU picks up the material from the storage location and delivers the items to the customer. Upon issue of consumable material, storage personnel detach the original and green copy of the DD

Form 1348 (6-pt). Storage personnel put the Julian date and time of issue below block V on the DD Form 1348 (6-pt). The MDU sends copies of the DD Form 1348 (6-pt) to stock control for financial and data processing actions. When MDU delivers a repairable item, it requires an immediate exchange or proof of previous turn-in unless the item is listed in the CRIPL or the requisition contains project code ZA9.

Upon delivery of the material, MDU will have the customer sign and put the date and time on the pink and hardback copy of the DD Form 1348 (6-pt). The MDU gives the pink copy to the customer and delivers the hardback copy to RCU. If the material issued is a repairable item, MDU will pickup the turn-in item and all associated documents. Documents that may accompany the item include the MAF (or facsimile), service record card, or logbook. The MDU delivers the part and documents to the aeronautical material screening unit (AMSU) via the supply screening unit (SSU). The MDU returns a signed and annotated copy of the MAF (if used) and the original, green, and hardback copies of the DD Form 1348 (6-pt) to DCU.

If the turn-in repairable is not available, MDU will have the customer sign the yellow and hardback copies of the DD Form 1348 (6-pt), which are then forwarded to DCU. The MDU will give the pink copy of the DD Form 1348 (6-pt) to the customer.

The MDU will receive the original, pink, yellow, and hardback copies of the DD Form 1348 (6-pt) for EXREP or work stoppage requisitions. The MDU will pick up the repairable turn-in item with the associated documents and give the signed yellow copy to the customer as proof of turn-in. The MDU delivers the turn-in item, associated documents, and the original, pink, and hardback copies of the DD Form 1348 (6-pt) to SSU.

The MDU may sign the local form/log when picking up repairable turn-in items before a requisition is processed by RCU. The MDU delivers the item and associated documents to AMSU and gives the MAF copy (if used) to DCU.

In activities that use the pre-posting method, MDU may receive the requisitions from stock control or the warehouse. In this case, the DD Form 1348 original and green copies are deleted from MDU procedures.

The MDU also delivers material received from off station. Upon receipt of the material in supply, receiving personnel inform SRS. The SRS ensures that proper documentation is attached for delivery of the material. The SRS makes the appropriate entries on the

requirements register, file, or log concerning the receipt.

In activities that use the pre-posting method, MDU delivers the DD Form 1348 (6-pt) marked "warehouse refusal" to TRU via RCU for processing.

NOTE: The NALCOMIS activities use the DD Form 1348-1 as an issue document. Distribution and use of DD Form 1348-1 copies may vary at each activity.

PRE-EXPENDED BIN UNIT.—The Pre-Expended Bin (PEB) unit contains high-usage, maintenance-related consumable materials that have been expended from the supply department stock records and financial accounts.

The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials. The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet Logistics Specialist to aid in recognizing abuses to the pre-expended system.

Items subject to pilferage are retained within an enclosure with access limited to authorized personnel.

The SRS is responsible for the management and maintenance of the PEB. This includes the replenishment or turn-in action, as required. The PEB stock is limited to maintenance-related material having a minimum demand frequency of three per month. The quantity of each item pre-expended may not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in-full package quantities.

The supply officer and the maintenance officer of the supported activity are jointly responsible for determining eligible items in the PEB. This includes items to be added or purged from pre-expended stocks. Eligible items with a unit cost of \$150 or less may be routinely established in PEB stock. Eligible items with a unit cost in excess of \$150 may be pre-expended with the approval of the commanding officer. The SRS will replenish the PEB as necessary.

Stock records require a quarterly review to ensure that all items have sufficient usage for retention in the PEB. You also should correct any mixing of pre-expended items during the quarterly review. As a minimum, purge and return to the supply department any item that had no demand within the last 12 months. Refer to OPNAVINST 4790.2 for list of items not authorized for inclusion in the PEB.

In NALCOMIS activities where PEB processing is implemented, supply personnel can use conversation code N603 to submit requisitions for replenishments. The user can also produce the pre-expended bin requisition listing by using conversation code N603.

PROGRAM MANAGEMENT UNIT.—The Program Management Unit (PMU) is responsible for processing and expediting high-priority requirements, such as NMCS/PMCS, broad arrow, work stoppage, and EXREP. The PMU distributes daily status listings to supported activities. The PMU also performs a continuous reconciliation of outstanding requirements between supply and maintenance activities.

The PMU processes NC/NIS requisitions for consumables as follows:

The PMU receives the DD Form 1348 (less yellow, white, and green copy) from RCU. Upon receipt of DD Form 1348 (6-pt) copies marked NC/NIS, PMU passes the requisition off station. The PMU files the requisition in the direct turnover (DTO) due file.

Upon receipt of material, PMU will receive a copy of the shipping document from the receiving section. The PMU forwards the original DD Form 1348 to stock control for RECTYP 60 processing. The PMU attaches the pink and hardback copy of DD Form 1348 (6-pt) to the receipt document. The PMU forwards the documents to MDU for pickup of material for delivery to the customer.

The PMU processes NC/NIS EXREP and work stoppage requisitions for repairable parts as follows:

The PMU receives the green copy of DD Form 1348 (6-pt) as notification of EXREP or work stoppage. The PMU files the green copy in the pending file.

If the EXREP or work stoppage is RFI, PMU receives the white copy of DD Form 1348 (6-pt) from the document control unit (DCU). The PMU removes the green copy of the DD Form 1348 from the pending file and discards both the white and green copies.

If the EXREP or work stoppage part is beyond capability of maintenance (BCM), PMU receives the original, pink, and hardback copies of the DD Form 1348 (6-pt) from DCU. The PMU files them in the outstanding requisition file. The PMU removes the green copy of the DD Form 1348 (6-pt) from the pending file. The PMU forwards the green copy to the supporting supply activity for financial obligation and initiates an off-station requisition.

Upon receipt of the receipt document from the receiving section, PMU must search the outstanding requisition file for the oldest requisition with the highest priority. If PMU does not find a requisition, PMU will coordinate with DCU to determine the disposition of the material. If PMU finds the requisition, PMU will notify MDU to pick up the pink and hardback copies of the DD Form 1348 (6-pt) from PMU and the material from receiving and deliver it to the customer. Concurrently, PMU will forward the original copy of the DD Form 1348 (6-pt) to DSF for RECTYP 60 processing.

The PMU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

The PMU receives the DD Form 1348 (6-pt), less white copy, from RCU. The PMU passes the requisition off station and forwards the green copy of the DD Form 1348 (6-pt) to the supporting supply for financial obligation.

Upon receipt of the material, PMU notifies MDU to pick up the remaining copies of the DD Form 1348 (6-pt) from PMU. The MDU picks up the material from the receiving section and delivers it to the customer.

In NALCOMIS requisition processing within SRS, TRU will not see the requirement until after an issue has been made, an EXREP turn-in notice has been generated, an exception is processed, or a problem occurs. If the requested item is available, NALCOMIS will process the requisition and print a DD Form 1348-1 (issue document). The issue document will be printed on the assigned printer, such as in the warehouse, rotatable pod, or other areas. Upon receipt of the signed proof of delivery (POD) copy from MDU, SRS processes the transaction by using conversation codes N613 and N615. If another unit is assigned to process the issue transaction for repairable, they will process the issues by using conversation code N615. If an off-station requisition was processed as Receipt On Board on conversation code N613 but not completed on N615, the requisition will appear in the daily DTO-ROB Report. On-station issues that were not completed on conversation code N615 will appear in the ISSIP Report.

Cancellation requests will be processed by PMU for issue priority groups I and II. The SRS processes all other requests for cancellation. Using conversation code N610 for on-station documents and N611 for off-station documents processes cancellations.

If the requested consumable item is not available, TRU will use conversation code N610 to update the local status. The TRU can also use conversation code N610 to refer the requisition to other computer systems, if linked, for processing. The TRU or PMU can update the supply system status on the requisition by using conversation code N609.

If the requested repairable item is NC/NIS and TRU determines that there are no substitutes available, two things will happen. First, if the requisition contains 5S advice code, NALCOMIS will assign a local status of OFFMP. This status means off-line for manual processing. Check to see if the CRIPL 5S Advice code is valid, and then coordinate with DCU to clear the status. If the requisition is valid, refer the requisition off station by using conversation code N610. If the requisition contains an Advice code 5G, NALCOMIS will post an EXREP status. When IMA confirms the item as BCM, the Carcass Tracking processing will pass the requisition off station. A REFER status will appear on the NMCS/PMCS Report after the JCBCM status.

Component Control Section

The component control section (CCS) is responsible for managing repairables in the local repair cycle asset (LRCA) storage area and the repair cycle, including retrograde. The CCS manages these items by performing inventory control over all repairable assets stored in the LRCA storage areas. This includes items in the intermediate maintenance activity (IMA) repair cycle and retrograde repairables being processed for shipment via ATAC. The CCS consists of four units. They are the document control unit (DCU), LRCA storage unit, supply screening unit (SSU), and awaiting parts (AWP) unit. The following paragraphs describe the responsibilities of the CCS units.

DOCUMENT CONTROL UNIT.—The document control unit (DCU) is responsible for the control of all non-RFI components in the IMA repair cycle (except rotatable pool components). The DCU also maintains control of components awaiting turn-in from customers and the following associated documents:

DD Form 1348-Department of Defense (DOD) Single Line Item Requisition System Document (manual and mechanized)

DD Form 1348-1-DOD Single Line Item Release/Receipt Document

OPNAV Form 4790/60-VIDS/MAF

OPNAV Form 4790/28A-Scheduled Removal Component (SRC) card

OPNAV Form 4790/106A-Assembly Service Record (ASR)

OPNAV Form 4790/113-Equipment History Record (EHR)

OPNAV Form 4790/135-Modular Service Record (MSR)

OPNAV Form 4790/29-Aeronautical Equipment/Service Record (AESR)

Any document formatted for requisitioning purposes other than the DD Form 1348

DCU maintains the following files:

The document suspense file is a record of demands for repairable items. In manual processing, it contains the white copy of the DD Form 1348 (6-pt) that was received from TRU/RCU. The DCU holds this file in job control number (JCN) sequence until receipt of the corresponding MAF as proof of induction from AMSU.

The exchange due file contains records to indicate that a defective turn-in is due. In manual processing, this file contains the yellow copy of the DD Form 1348 (6-pt) received from MDU. The DCU keeps this file in JCN sequence and uses it to follow up on the turn-in of defective units. The DCU ensures that customers turn-in defective components, listed in CRIPL, within 24 hours after receipt of the replacement. Upon receipt of the turn-in item, DCU gives the signed yellow copy of the DD Form 1348 (6-pt) to the customer as proof of turn-in. The NALCOMIS conversation code N661 allows the user to print an IOU report. This report will list all of the criteria selected by the user. Conversation code N676 displays the IOU status information of a particular component. The NALCOMIS activities use a signed copy of the DD Form 1348-1 as proof of turn-in.

The due in from maintenance file contains records of components inducted in the repair cycle. In manual processing, it contains the MAF or facsimile copy. The DCU receives a copy of the MAF and the original, green, and hardback copies of the DD Form 1348 (6-pt) from AMSU. The DCU uses these documents to check the exchange due file and, if necessary, discards the yellow copy of DD Form 1348 (6-pt). The DCU writes the issue Julian date on the original copy of the DD Form 1348 (6-pt) and sends it to DSF. The DCU files

the MAF copy in the induction return due file until SSU submits the corresponding white copy of the DD Form 1348. The DCU also completes and verifies the Material Data block of the MAF copy.

If a component returned from AMSU is RFI, DCU discards the white and green copies of the DD Form 1348.

If a component returned from AMSU is non-RFI, DCU sends the green copy of the DD Form 1348 to the financial section and discards the white copy.

After processing the components returned from AMSU and the MAF copy in the induction return due file, DCU sends the MAF copy to DSF for 3-M processing. Upon receipt of the processed MAF copy from DSF, DCU files and retains it for 2 years.

The NALCOMIS conversation code N270 is the Automated Aeronautical Material Screening Unit (AMSU) Receipt. The AMSU uses this conversation to screen and induct items being turned-in for repair from the IMA. The AMSU uses conversation code N271 to screen and induct items turned-in by squadrons, ASD/SSC, or other external organizations. Processing in these conversation codes will create a DIFM record for tracking of items through the repair cycle. The process will also clear the IOU and suspense records.

The completed requisition file contains the signed copies of issues from the local repair cycle asset (LRCA). Upon receipt of proof of the delivery copy from MDU, DCU files a copy, by document number sequence within the organization code, in the completed requisition file. The DCU sends the signed DD Form 1348 (6-pt) hardback copy or DD Form 1348-1 to RCU for the POD file.

The EXREP or work stoppage file contains the DD Form 1348 (6-pt) for outstanding requisitions. This file represents the requirements for repairable items to be repaired by the IMA. When requisitions are in EXREP or work stoppage status, DCU files the DD Form 1348 in part number or national item identification number (NIIN) sequence. Activities may use VIDS board for maintaining this file. The NALCOMIS activities can print the EXREP status report by using conversation code N643.

If an RFI repairable component is received from IMA, DCU screens this file for the oldest requisition with the highest priority. The DCU removes the DD Form 1348 from the file, sends it to SSU, and informs PMU to remove the requisition from NMCS/PMCS/work stoppage listing.

NOTE: This should be the general guideline for material issues; however, latitude exists to fill other requirements when urgency of need does not fit within the age/priority parameters of UMMIPS, such as filling a younger requisition of a squadron with a more immediate requirement.

If an item received is non-RFI (beyond capability of maintenance), DCU removes the corresponding DD Form 1348 (6-pt) and sends it to PMU for processing.

There will be situations when customers turn-in defective components and do not require a replacement. Upon receipt of the MAF copy from AMSU, DCU prepares a DD Form 1348 (6-pt). The DD Form 1348 (6-pt) will contain the JCN, NSN, Purpose code, and material control code. The DCU marks the DD Form 1348 (6-pt) with the words "NO ISSUE" and sends it to SSU. The DCU files the MAF copy in the induction return due file or VIDS board. When DCU receives the component from AMSU, DCU processes the MAF copy (from the induction return due file) and component as a normal return from IMA.

In NALCOMIS activities, DCU maintains the induction log. The DCU posts the document date and serial number (DDSN), MAF control number (MCN), part number, item serial number, and date/time received in the log. The DCU can discard the MAF facsimile after verifying that the item has been inducted. Upon receipt of non-RFI items, confirmed as BCM, SSU will complete log entries in the BCM log. The information in the log should include the status, date, and disposition of the material.

If the item is RFI, DCU prints a copy of the display screen from conversation code N668. The DCU uses this copy to check the latest status of the requisition and match the information with the MAF and RFI condition tag. The DCU may also use conversation code N669 to check for cross issues. Conversation code N669 will display all of the outstanding requisitions for the same item. The DCU will complete all of the log entries for the RFI item. The DCU marks or stamps the MAF "CLEARED CCS" and also stamps "R/POOL" on the outside of the pool items. Items processed as EXREP and returned in RFI condition will be returned to the requisitioner. The DCU will generate an issue document by using conversation code N621. The DCU will notify MDU to pick up the material for delivery to the requisitioner. Refer to the *NALCOMIS User's Manual* for additional information.

LOCAL REPAIR CYCLE ASSET STORAGE UNIT.—The local repair cycle asset (LRCA) storage unit is responsible for the receipt, storage, issue, and accountability of repairable assets for ASD/SSC. This includes items in the rotatable pool. The LRCA is part of an activity's repairable fixed allowance. The LRCA assets are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition.

The rotatable pool portion of the LRCA is located in an area that promotes efficient supply support of aircraft maintenance. The location should facilitate rapid issue to an organizational maintenance activity/intermediate maintenance activity (OMA/IMA). Co-location of the rotatable pool with either IMA production control or the IMA is the most desirable arrangement. The major criteria for managing items in the rotatable pool are supply support improvement, local demand, and space availability. However, inclusion of an item in the rotatable pool will not be constrained by a specific usage rate. Proper management of rotatable pool assets depends on judicious use of low limits to alert the IMA of critical situations. Use of low limits will prevent NIS situations by triggering a higher production priority in the IMA for repair. Repeated critical situations should highlight logistics management deficiencies and start review actions.

The supply department prepares a list of LRCA items carried in storage locations. The list specifically identifies those items in the rotatable pool. Supply distributes the list to all aircraft maintenance activities requiring supply support. The format of the list includes the NSN, manufacturer's part number, CAGE code, WUC, family group code, description, and LRCA item number. Supply prepares the list in various sequences adapted to the needs of the maintenance activities.

Afloat activities maintain an operational support inventory (OSI) by using the aviation consolidated allowance list (AVCAL) process. FASOINST 4440.15 describes procedures for establishing retail requirement levels for consumables and repairables afloat. Shore activities use the shore-based consolidated allowance list (SHORCAL) process. FASOINST 4440.16 describes the procedures for the retail establishment levels ashore.

The OSI/fixed allowance is a result of negotiations between the operating sites and the Naval Inventory Control Point (NAVICP). The activity's OSI/fixed allowance assets are subject to NAVICP redistribution

only to fill issue priority 1, issue group 1, NMCS, or PMCS requisitions. Otherwise, it is protected from ICP redistribution. The OSI/fixed allowances are managed under several Purpose codes. The following paragraphs describe the Purpose codes:

Purpose code "W" is assigned to the OSI retail level and consists of aviation depot-level repairable (AVDLR) and field level repairable (FLR).

Purpose code "L" is assigned to the supplemental aviation spares support requirements. The quantity on hand in "L" will equate to the quantity deployed.

Purpose code "A" is assigned to the wholesale FLR and AVDLR that are not part of the authorized site fixed allowance.

Allowance change requests are submitted to ICP with information copies to ACC/TYCOM and are subject to negotiations. Use NAVSUP Form 1375 for submitting allowance change request. Allowance computation after the initial outfitting or reAVCAL/reSHORCAL is based on the activity's usage and repair history. The local usage/repair history database used for allowance computation will be 12 months, except for new systems or aircraft. In case of new equipment or aircraft aboard for less than 1 year, use a minimum of 6 months of data. Use the local repair cycle requirement (LRCR) table provided in FASOINST 4440.15 and FASOINST 4440.16 for determining allowance quantity. OPNAVINST 4790.2 also provides an LRCA table for computing allowances.

Repairable item fixed allowances are determined by turnaround time (TAT) and monthly usage. If the TAT is stable, assets will be available as requirements occur. If TAT lengthens for any unusual reason, rotation of assets slows and affects readiness. The TAT performance must be monitored. Supply should conduct liaison with IMA when excessive TAT begins to impact support performance. When using TAT in computing allowances, each TAT element will be constrained as follows:

Removal to IMA, 1 day

Scheduling time, 3 days

AWP time, 20 days

Actual repair time, 8 days

NOTE: The total average TAT will be limited to a maximum of 20 days for each NIIN in each case.

Constraints will be applied to each case before totaling.

Issue procedures for LRCA may vary between activities. The procedures depend upon manual or automated processing. In manual processing, issue of LRCA begins in SRS when the storage area and SRS are collocated.

The LRCA will receive the original, green, pink, yellow, and hardback copies of the DD Form 1348 (6-pt) from MDU. The LRCA will break out the requested item and put the Julian date and time below block V of the original copy of the DD Form 1348 (6-pt). The LRCA will give the material and all DD Form 1348 (6-pt) copies to MDU for delivery to the customer. The LRCA posts the issue transaction on stock records.

Flight deck issue is the process of issuing repairable material to meet the flight deck or flight line urgent requirements. In this case, an item is issued without normal documentation. Issue and control procedures must be established for issuing repairable items to the customers. The following procedures apply:

Receive demand directly from the customer (customer must provide JCN).

Break out the material and issue it to the customer.

Prepare the DD Form 1348 (or similar document) and enter the Julian date and time below block V on the original and green copies.

Send the green copy of DD Form 1348 to DSF and post the issue on the stock record.

Send the DD Form 1348 white, green, and yellow copies to DCU.

The LRCA will receive RFI repairable items that have been inducted through the repair cycle from AMSU. The repairable items must have the applicable logs, records, SRC, or other associated documents. Upon receipt of an item, LRCA will stow the material and post the receipt transaction on the stock record.

The NALCOMIS activities may have several LRCA storage locations or repairable pools. If the item requested by the customer is available, the issue document (DD Form 1348-1) will be printed from the designated printer location. If the requested item is located in the R-pool, personnel will break out the item for issue by using the location on DD Form 1348-1, and stamp all copies "R-POOL." The individual doing the

break out will sign, put the date and time of breakout, and put the serial number of the item being issued on the DD Form 1348-1. The R-pool retains copy 6 of the DD Form 1348-1 until receipt of the POD from MDU. The primary conversation codes used are N609, N610, N612, N613, N614, N615, N616, N639, N670, N671, N676, and N677. Refer to the *NALCOMIS User's Manual* for other conversation codes used by the LRCA unit.

SUPPLY SCREENING UNIT.—The supply screening unit (SSU) is responsible for processing all items returned from the IMA. The SSU should be located next to the AMSU. The SSU is also responsible for preparing retrograde for shipment via ATAC within 2 working days. The SSU also processes field level repairable for shipment or return to storage. Where practical, retain items with assigned movement priority designator 03 in the Master Repairable Item List (MRIL) in awaiting shipment no longer than one-half of a workday.

Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DOP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 Project code). Every section or unit concerned with repairable must handle BCM DLRs quickly.

Assign document numbers for shipping unserviceable AVDLR as follows:

For material issued from the wholesale stock or DBOF stores account, use the requisition number. For example, the stock point issued the item on a ZA9 requisition. Upon receipt of the item, the squadron turned in the unserviceable part for repair to AIMD. After induction, AIMD certifies the item as BCM. In this case, the shipment document number for the retrograde must be the same as the requisition.

For material issued from end use, such as ASD/SSC, use the replenishment document number. The retrograde shipment document must cite the document number of the stock replenishment. This will close the loop of carcass tracking.

NOTE: Refer to FASOINST 13490.3 for identification and disposition of repairable aircraft tires.

The SSU maintains the IMA due file. This file contains the white copy of the DD Form 1348 received

from DCU. The SSU retains this copy until receipt of the signed off MAF copy (or facsimile) from AIMD.

Upon receipt of the items from IMA, SSU processes them as follows:

Checks the condition of the item as indicated on the MAF (or facsimile).

Removes the corresponding white copy of the DD Form 1348 (6-pt) from the IMA due file and sends it to DCU with the appropriate annotation.

SSU processes RFI items for stock as follows:

If the item was issued from Purpose code A or LRCA Purpose code W stock, mark a copy of the MAF (or facsimile) "STOCK." Mark or stamp "RFI" on the DD Form 1348 (6-pt) white copy and forward it to DCU. Initiate a DD Form 1348-1 and send the item and associated documents to the warehouse.

If the item was issued from Purpose code W and is locally repairable, mark a copy of the MAF (or facsimile) "LRCA." Mark or stamp the DD Form 1348 (6-pt) white copy "RFI" and forward it to DCU. Send the RFI item with the MAF copy (or facsimile) and associated documents to the LRCA storage unit.

SSU processes RFI items for issue on requisitions as follows:

If an outstanding requisition exists for the item, SSU will receive the requisition from DCU. The SSU will provide MDU with the RFI item, associated documents, and DD Form 1348 (6-pt) pink and hardback copies.

There will be instances when the DD Form 1348 (6-pt) white copy in the IMA due file indicates that an RFI item should be returned to LRCA storage. In this case, SSU will process the item as follows:

Attach the original copy of the DD Form 1348 (6-pt) to the MAF copy. Forward the copies to the LRCA storage location with the appropriate remarks for affecting a receipt against the JCN on the MAF copy and for issue against the JCN on the original copy of the DD Form 1348 (6-pt).

Mark or stamp the white copy of the DD Form 1348 (6-pt) "RFI." Send the white copy of the DD Form 1348 (6-pt) to DCU for completion of the MAF copy (or facsimile) in the induction return due file.

There will be instances when the white copy of the DD Form 1348 (6-pt) indicates that the RFI item was

intended to be returned to Purpose code A stock. In this case, SSU will process the RFI item as follows:

Notify DCU to process MAF copy (or facsimile) with RECTYP 61.

Mark or stamp the white copy of the DD Form 1348 (6-pt) in the IMA due file "RFI." Attach the white copy with the original copy of the DD Form 1348 (6-pt), used as the issue document. Send both copies to the inventory control division to clear the due in from maintenance (DIFM) file (if used) and post the issue. The completed original copy of the DD Form 1348 (6-pt) will be forwarded to DSF for processing.

SSU processes non-RFI items as follows:

Upon receipt of a non-RFI item from AIMD, SSU will process the item and associated documents as follows:

Match and verify the part number, serial number, CAGE, and other data on the item with the MAF copy (or facsimile).

Determine the disposition by using the MRIL and NAVSUPINST 4421.20.

If not provided from another source (automated procedures), prepare a DD Form 1348-1 by using the information from the white copy of the DD Form 1348 (6-pt). Assign a shipment document number as described in previous paragraphs.

Enter the JCN from each non-RFI item to be shipped in blocks V and Y of the DD Form 1348-1.

Mark or stamp the white copy of the DD Form 1348 (6-pt) "DSP" or "dispose of," as applicable. Enter the activity to which the item is to be sent, such as ATAC, and enter the Julian date it is released for transportation. Forward the completed white copy of the DD Form 1348 (6-pt) to DCU.

Ensure the JCN on the MAF copy (or facsimile) is legible.

Ensure that a material condition tags (fig. 10-2) is securely attached to the item. The Remarks block should contain the Type Equipment code (TEC) and JCN.

Insert the SRC, logs, records, and other documents in a sealed plastic envelope separate from the DD Form 1348-1, condition tag, and MAF copy (or facsimile).

Route the non-RFI item, MAF copy (or facsimile), DD Form 1348-1, and associated documents to the next point of action. This may be the packing section, shipping section, or ATAC hub representative.

NOTE: Dispose of those items that are coded WW in the MRIL to the nearest Defense Reutilization and Marketing Office (DRMO). When material is physically shipped or transferred to DRMO, furnish a

| | | | | | |
|--|--|--|---|---------------------|--|
| WARNING: Unauthorized persons removing, defacing, or destroying this label may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361) | FSN, PART NO. AND ITEM | | UNSERVICEABLE (REPAIRABLE) | | |
| | 7RH 1560-00-123-4567SX 215-04123-1 VALVE | | INSPECTION ACTIVITY | CONDITION CODE F | |
| | SERIAL NUMBER/LOT NUMBER 0123 | | REASON FOR REPAIRABLE | | |
| | UNIT OF ISSUE EA | | BCM-1 | | |
| | CONTRACT OR PURCHASE ORDER NO. | | REMOVED FROM | | |
| | QUANTITY 1 | | INSPECTOR'S NAME OR STAMP AND AMH1 CLARK | | |
| REMARKS AAFF PD4-123-456 SAMPLE | | | | | |

DD FORM 1577-2/1577-3 (1 OCT 66)
 GPO 1985-508-146

Figure 10-2.—Unserviceable repairable label-material, DD Form 1577-2.

Skf1002

shipment status card (DI A53) according to DOD 4000.25-1-M, MILSTRIP.

SSU processes field-level repairable (FLR) as follows:

Cognizance symbol 1R and material control code D identify FLR items. These are repairable assemblies that have an SM&R code that limits their restoration to usable condition to I-level maintenance. Upon receipt of a defective FLR, IMA will determine its repair ability and return it to RFI condition or declare it BCM. If the item is BCM, SSU will arrange for a disposition by using the information in the MRIL. The SSU procedures for processing FLR items are essentially the same as for DLR with the following exception. Some FLR have an assigned DOP (as indicated in the MRIL) and must be shipped to the DOP or DSP when BCM action occurs.

According to NAVSUPINST 4421.20, FLR must not be shipped via ATAC hub.

Handle non-RFI repairable items in the same manner as RFI items. Provide particular care to prevent further damage of repairable that is being shipped for rework. The RFI repairable items that will be reissued to local operating units in a short period of time need minimum packaging and preservation.

The IMA is responsible for internal and external preservation (before packing) of all items. The IMA is also responsible for providing adequate protection to items during movement to the supply packing and preservation section. Supply is responsible for the final packing and preservation of repairable items (less engines) before shipment or storage. The IMA performs the packing and preservation of engines. Use the proper container when storing (for a long period) or shipping engines.

The supply department is responsible for processing material exhibits for investigation. These are items needed for an engineering investigation (EI) or Quality Deficiency Report (QDR). According to the NAMP, supply should hold material for 30 days pending disposition instructions from the cognizant field activity (CFA). When directed, supply will screen stock items suspected as defective. If the disposition instruction is not received in 30 days, request a disposition instruction from the CFA. If it is determined that an investigation is needed, the maintenance engineering cognizant field activity (MECFA) will request the holding activity to ship the item. Ship items via the ATAC hub.

Ship the item in “as is” condition. If contradictory safety instructions exist, they take precedence over the instructions in OPNAVINST 4790.2. When a hazardous condition is evident, perform only those tasks necessary to protect the item. When processing the item, the following procedures apply:

Cap or package the item immediately to prevent contamination, corrosion, or further damage.

Do not attempt any disassembly of the material.

Do not make any adjustments.

Do not perform any type of cleaning.

For suspected contamination, send a sample of the fluid in a clean and sealed container.

Send all failed fragments, wrapped separately.

Package the item in the same level of protection as RFI parts.

Mark or tag the item with the control number provided by the CFA.

The following paragraphs describe the procedures for preparing the EI/QDR exhibit for shipment:

Mark the document and all sides of the container with the words “ENGINEERING INVESTIGATION” or “QDR.” Cite the control number provided by the CFA. When using parcel post, register the shipment. Attach a copy of the message report to the material.

Prepare the DD Form 1348-1 accordingly. In record positions 1-3, enter BEI (for EI) or BQD (for QDR). Enter Condition Code L in record position 71. Enter other data according to MILSTRIP.

In the “Ship To” block (block B), enter the shipping code and address according to the disposition message. If an item is being sent to a commercial activity, the shipping code is that of the commercial repair facility. An item being sent to an organic depot will have the shipping code of the collocated supporting supply department (SSD) or designated support point (DSP). The MRIL contains shipping codes used for EI/QDR material.

In block D, enter the words “INVESTIGATION MATERIAL” and the control number. Use block N for security code, if required. Assign Project code 754 and movement priority designator 03. Enter Condition code L in block P and the JCN in

block V. Enter the nomenclature and serial number (if required) in blocks X and Y. Enter the contract number, project order, or other material data in blocks AA-CC, and send a copy to ASO (R Cog). Enter the words "PACKAGING REQUIRED" in block EE if the item requires additional packaging by a transshipping activity. Enter the UIC and name of the receiving activity in block 11 if the item is turned over to another Navy activity for transshipment. Enter the Julian date of shipment in block 12. Refer to NAVSUPINST 4440.187 for additional policies and procedures for control of DLR forwarded for investigation.

The DD Form 1348-1 must be stamped with "EI" or "QDR," in 3-inch letters without obliterating any vital data element. This will help in receipt and routing of material.

The activity shipping the item for investigation is responsible for notifying the receiving activity about the shipment. When notified by CFA that the EI/QDR exhibits have not been received, supply will assist in locating the material.

The supply department must process any EI/QDR items to be shipped directly to a contractor's plant or released to a contractor's representative. Supply will issue the item on a custody basis, only after receiving the authority from the MECFA. Ship DLR exhibits destined to a commercial contractor's depot via ATAC hubs for processing.

In NALCOMIS activities, SSU uses conversation codes N618 and N667 as primary conversation codes in the computer. The SSU uses conversation codes N659, N660, N668, N675, N677, and N679 as supporting conversations. The DCU will process components returned from the IMA on conversation code N621. When using conversation code N621, the computer will record the disposition of the component and produce the hardcopy notice to accompany the component. Also, this conversation code will produce a DD Form 1348-1 issue document for RFI components being issued to the original requestor. It also produces a DD 1348-1 shipping documents for components with confirmed BCM action. Conversation code N621 will generate a stow notice if the RFI item is for stock. Refer to the *NALCOMIS User's Manual* for more details on SSU procedures.

AWAITING PARTS UNIT.—The awaiting parts (AWP) unit is responsible for receiving, storing, and controlling all AWP components returned from the

IMA. This unit should be located next to IMA production control.

The following is a partial list of AWP responsibilities. (Refer to OPNAVINST 4790.2 for more details.)

Establishing holding and staging areas.

Requisitioning piece parts and maintaining requisition files, registers, and records necessary to monitor, follow up, expedite, reconcile, and report material demands for component repair.

Maintaining liaison with the SRS on maintenance material matters to guarantee delivery of material required for component repair.

Receiving incoming material, identifying it to the failed component, and when all required material is received re-inducting the component.

Continually reviewing and following up on off-station requisitions to fill AWP requirements.

Establishing procedures to make sure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.

Making recommendations for controlled cannibalization of AWP components after joint review and determination between the AWP unit representative and the IMA production control.

Establishing procedures to BCM components to the next level of repair when appropriate. The AWP management personnel must be responsive to aircraft maintenance needs by performing timely follow-up, validation, and BCM actions.

The supporting DSF provides the AWP listing weekly. The contents of the listing are basically the same as the NMCS/PMCS listings.

There are occasions when the part, needed by maintenance to fix a repairable item, is not available locally. When this occurs, the repairable item is considered to be in AWP status. Upon notification of the requisition status, the maintenance work center supervisor will prepare the item and documents for transfer to AWP holding area. In all cases, even if requisition status is not received, the AWP item will be delivered to the AWP holding area within 24 hours from the time a part is requisitioned by the work center.

The intent is to move all AWP items from the work center to AWP holding area when local supply action is complete. Aircraft engines and other large components may be retained in the work center when movement to an AWP holding area is impractical.

Before accepting the AWP item, ensure the work center has completed the required data on the MAF (or facsimile). The AWP unit personnel submit the requisition to SRS and put the requisition date and serial in the Failed/Required Material block of the MAF (or facsimile).

In some occasions, AWP unit personnel may receive a part that does not satisfy the intended maintenance action. This occurs when wrong material was received/ordered, material was improperly marked, or non-RFI. When material received was determined to be non-RFI after installation, requisition a replacement item. If the item is a shop replaceable assembly (SRA), use the original MAF (or facsimile). If the item is a weapons replaceable assembly (WRA), use a new JCN. The applicable work center prepares the MAF (or facsimile) turn-in document by using When Discovered code "Y" to accompany the non-RFI item.

When the repairable part received was determined to be non-RFI but was not installed, prepare a DD Form 1348-1 as the turn-in document. Put enough information in the Remarks block of the DD 1348-1 to permit the supply department to submit a ROD, if required. Reorder the material (if required) by using a new document number. Put the original document number in the Remarks block of the new requisition. In this case, the original MAF (or facsimile) remains outstanding.

The AWP unit personnel must conduct the following requirements:

Establish a location system for the AWP components. A work unit code (WUC) system may be the most efficient.

Assign document serial numbers unique to AWP requisitions.

Move requisitions from one component to another when cannibalization is authorized.

Store repair parts received, associated documents, and hardware received from the work center with the AWP item.

Present AWP items for re-induction to IMA when all required parts are received.

Ensure that the VIDS/MAF (or facsimile) contains the proper entries before receiving or delivering the AWP item.

Deliver all repair parts accompanying the component to the proper work center.

The accuracy of AWP inventory requisition records and outstanding requisitions must be maintained through weekly reviews. A standard of no less than 98 percent accuracy is necessary for effective AWP management.

Record the results of each validation in terms of overall accuracy for the following categories:

—Any valid outstanding requisition exists for each AWP item. Submit requisition for noted deficiency.

—A valid AWP component exists for each outstanding requisition. Cancel requisitions to correct the error.

—The locator system reflects the same location as the AWP item. Update records to correct errors.

To validate AWP items, use the MAF (or facsimile) to validate with the AWP items in the holding area location. Tag the validated items. Upon completion, research those AWP items not tagged and perform corrective actions. Also, validate all AWP items retained in work centers during this time.

Use the MAF (or facsimile) to validate required parts with the outstanding requisition file. Submit a requisition for items listed in the Failed/Required Material block of the MAF (or facsimile) with no outstanding requisition on file. Cancel those requisitions in the outstanding requisition file that are not listed on the MAF (or facsimile). Upon completion of AWP validation, correct the AWP listing accordingly.

The AWP retention goals and thresholds apply to all fixed allowance assets. A daily count of AWP items must be conducted to provide management flexibility. The age of AWP components should be color coded (20, 30, 60, and over 60-day increments).

Supply and maintenance personnel must review the AWP when the following situations exist:

Any time the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions.

The number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions.

There will be situations that will require the use of a piece of a part on a given AWP item that was received for another AWP item. It is sometimes necessary to remove an installed part from an AWP item to fix another AWP item. To ensure replacement of a cannibalized part, a control system is required. The key to controlled cannibalization is documentation. Some occurrences are as follows:

AWP work center review. The work center supervisor or representative determines that by judicious use of available piece parts accumulated among a group of like AWP items. A given number of those AWP items can be repaired.

CCS initiated review. Outstanding NMCS or PMCS requirements for repairable may require CCS to screen AWP items. The CCS may determine if potential cannibalization is feasible to satisfy the NMCS/PMCS and request the work center to take action.

The BCM-4 is an Action Taken code assigned to a repairable item that was not repaired because of lack of parts. Before processing an AWP item as BCM-4, ensure all necessary actions were taken to get the part. Review outstanding requisitions for AWP items on a daily basis. Submit a follow-up if a positive status is not received within 10 days. If a satisfactory status is not received 10 days after the follow-up, submit a request for assistance to the ACC/TYCOM. Refer to NAVSUP P-485 for additional information about supply assistance requests.

There are many variables to consider before you can BCM an item. They are listed as follows:

Operational requirement. The component may be required to meet a specific operational tasking.

Readiness. Mission capable (MC); full mission capable (FMC).

IMA production capacity.

Supply system availability of repair parts versus availability of WRA or SRA.

Financial impact. Considering the cost of repair parts vice net cost of WRA or SRA.

To process the item for BCM-4, re-induct the item into the work center. The work center will reinstall the piece parts and perform preservation on the item. Ensure that the item is complete (no missing parts) before shipping it to the designated ATAC hub. Request for approval to retrograde assets will include the following information:

Nomenclature

NSN

Part number

Quantity

Past 90-day removal rate

Normal median TAT in IMA

Tentative BCM code of defective item

Narrative of problem precluding local repair

Include the 30-day assist message previously submitted to the ACC/TYCOM as reference. Other assets held in AWP may be BCM without prior ACC/TYCOM approval when the retention limitations are reached.

In a NALCOMIS activity, AWP personnel use several conversation codes to perform AWP functions. Some of these conversation codes are as follows:

Conversation code N203 provides a cross-reference of part number to a CAGE and stock number.

Conversation code N216 displays the Failed/Required Material Data of the MAF Control Number (MCN).

Conversation code N644 is used to receive a component into the AWP location. The Job Status code must be "WT" to process component into AWP location.

Conversation code N646 is used to release AWP components back to the repair cycle. The Job Status code must be "WQ" (awaiting parts) to release documents from AWP.

Conversation code N648 is used to perform transpose actions (AWP cannibalization) of repair parts from an AWP component to another.

Conversation code N649 is used to update or identify AWP location of a component.

Conversation code N680 displays information concerning the status of a particular component and its material requirement.

Other conversation codes used by AWP personnel are N605, N607, N608, N609, N611, N612, N613, N615, N668, N669, N670, N675, or N679. Refer to the *NALCOMIS User's Manual* for detailed information about these conversation codes.

INTER-IMA SUPPORT

Instances will occur where a repairable item, which is beyond the capability of the local IMA, is shipped to an off-station IMA for repair and return. The procedures for the repair and return program are in two parts. It consists of procedures for the shipping activity and the receiving activity.

The shipping activity will process defective items for repair and return as follows:

SSU receives the defective item with a new MAF (or facsimile) from the work center. The JCN and other data on the MAF (or facsimile) must be the same as in the original MAF.

NOTE: Jointly, AMSU and AWP will prepare the new MAF (or facsimile).

DCU removes the corresponding copy of the MAF (or facsimile) from the induction return due file and completes the Material Data block. The DCU will forward the completed copy of the MAF (or facsimile) to DSF for 3-M processing.

Supply ships the defective item, new MAF (or facsimile), copy of original MAF (or facsimile), and the DD Form 1348-1 according to local procedures. Attach all applicable records, log books, SRC, or other associated documents with the item. Retain one copy of DD Form 1348-1 for tracking the shipment.

The receiving activity uses local procedures in processing receipts of items for repair and return. The item should have with it the new MAF (or facsimile), a copy of the original MAF (or facsimile), associated logs and records, and DD Form 1348-1. The following procedures for processing the items apply:

ASD/SSC receives the items, new MAF (or facsimile), copy of the original MAF (or facsimile), associated logs and records, and DD Form 1348-1.

ASD/SSC delivers the defective items and associated documents to AMSU for induction. Files the new MAF copy (or facsimile) in the induction return due file.

After completion of the maintenance action, SSU receives the item, a copy of the new MAF (or facsimile), and associated documents from AMSU.

DCU completes the MAF copy (or facsimile) from the induction return due file and sends it to DSF for 3-M processing.

The supporting supply will ship the items, a copy of the new MAF (or facsimile), associated documents, and the DD Form 1348-1 according to local procedures.

The NALCOMIS activities use conversation code N271 to induct items for inter-IMA repair. Upon return of the component from the inter-IMA repair, NALCOMIS activities use conversation code N641 to process the item. All other conversation codes used for processing the item during the repair cycle are the same as AMSU and CCS use.

DEPOT CUSTOMER SERVICE REQUEST

The ASD/SSC initiates customer service requests (OPNAV 4790/36A) that are not initiated by IMA. The IMA requests are limited to services not requiring repair of repairable item. ASD/SSC will initiate a request if one of the following conditions exists:

Outstanding NMCS/PMCS/work stoppage requisitions exist.

The unserviceable item requires depot test or check.

Supply system asset status indicates that a replacement is not now available.

ASD/SSC is responsible for the following:

—Preparing a funded OPNAV 4790/36A

—Transporting material for customer service to and from the depot via traceable means

—Maintaining suspense and completed records on depot customer service transactions and record associated statistics and usage data

Depot customer service will not be requested for repairable items requiring extensive repair or overhaul. However, if the item is not included in the HI BURNER and Application Operation B08 Scheduling Programs,

the Naval Aviation Depot Operations Center will be requested to authorize customer service if a serious NMCS/PMCS/Work stoppage condition exists.

NALCOMIS activities use conversation code N271 to enter the JCN to the system. Conversation code N641 is used to process the return of a component from depot customer service. This conversation code will record the disposition of the item and produce the hardcopy notice to accompany the item.

ALLOWANCE DETERMINATION

The complex process of identifying and specifying the material needs of an organization is referred to as allowance or requirements determination. The determination of material requirements is a user responsibility, rather than a supply responsibility. However, the Navy supply system assists in certain computation aspects of the requirements determination process as well as the production of standard uniform requirements statements, such as allowance lists.

ALLOWANCE LIST PREPARATION

The inventory control points (ICPs) are responsible for the various data inputs, computing the onboard repair part and equipage requirements, and publishing the applicable allowance lists designed to identify the material requirements of a ship, aircraft squadron, or shore activity.

Coordinated Shipboard Allowance List

The *Coordinated Shipboard Allowance List* (COSAL) specifies the range of shipboard material required for support of all installed and portable equipment and provides a list of equipage required for a ship to perform its operational mission.

Coordinated Shore-Based Allowance List

The *Coordinated Shore-Based Allowance List* (COSBAL) is essentially the same design as the COSAL but is provided to selected shore activities based on mission essentiality, special operational requirements, remoteness from normal sources of supply, and/or a combination of all three.

Aviation Consolidated Allowance List

The *Aviation Consolidated Allowance List* (AVCAL), prepared by the Naval Inventory Control

Point (NAVICP), is a list of aircraft materials, stated in quantities that will satisfy predicted requirements for maintenance of a specified mix of aircraft for a predetermined period of time. Its purpose is to provide the aviation ship or air station with a tailored list of materials that can be used as a stock guide.

Shore Consolidated Allowance List

The *Shore Consolidated Allowance List* (SHORCAL), prepared by the NAVICP, lists repairable items and subassemblies required for a shore station to perform its operational mission in support of assigned aircraft, engines, and end items of support equipment (SE) based on available local repair capability.

OPERATIONAL SUPPORT INVENTORY/FIXED ALLOWANCE

The operational support inventory (OSI) is a retail stock level comprised of a fixed allowance for DLRs and field level repairables (FLRs) as well as consumables. The OSI is that quantity of pre-positioned material required to support the planned aircraft program and the unique maintenance mission assigned to a given activity.

Weapons systems are supported under the OSI/fixed allowance concept as outlined in FASOINST 4441.16. A negotiated firm allowance of repairable assets may not be exceeded without ICP authorization. Strict one-for-one exchange procedures between the O- and I-level maintenance activities and the supply department must be maintained. Requisitions passed off station are not authorized before BCM action, except for CRIPL items. All OSI/fixed allowance assets are carried in Purpose code W on the supply officer's records. Storage of fixed allowance assets is authorized at any designated location within an operating site.

The fixed allowance concept is designed to guarantee equal distribution of repairable assets and to ensure adequate levels of supply for operating forces as outlined in NAVSUPINST 4440.16. The retail operation division of the ASO establishes fixed allowances with the assistance of each appropriate ACC/TYCOM for DLRs and FLRs (1RD COG) authorized for stock at each operating site and are considered as part of the activity's OSI.

Between periodic revisions of the allowance authorization document, the item manager, ACC/

| ALLOWANCE CHANGE REQUEST - FIXED NAVSUP FORM 1375 (9-80) | | |
|---|--------------------------------|--------------|
| ACTIVITY SUBMITTING REPORT | DATE REQUESTED | |
| A. REPAIRABLE ITEM (Head of Family) | | |
| 1. NATIONAL STOCK NUMBER | 2. NOMENCLATURE | |
| 3. PART NUMBER AND TSOA | 4. SAGER CODE | |
| 5. APPLICATION TYPE MODEL SERIES | | |
| a. AIRCRAFT | b. ENGINE | c. EQUIPMENT |
| 6. USAGE | | |
| a. PREVIOUS ALLOWANCE | b. NUMBER ATTACHED BY CATEGORY | |
| c. NUMBER REPAIRED | BOC 1 2 3 4 5 6 7 8 9 | |
| D FOR BOC 2, 3, 4, 5 ESTIMATE DURATION | | |
| d. TURN-AROUND-TIME BY CATEGORY (Minimum of Actual or as Constrained) (Indicated in Parentheses) | | |
| IN PROCESS (7 Day) | AWP (20 Day) | |
| SCHEDULING (2 Days) | REPAIR (8 Days) | |
| 7. REPORTING PERIOD DISTRIBUTION (If Required) - USE REVERSE SIDE IF NECESSARY | | |
| e. ENGINES REPAIRED (If Applicable) | 9. CURRENT ICR CAPABILITY CODE | |
| 10. COMPUTATION | | |
| <p>a. BOC RATE = $\frac{NO. OF BOCs \times ENDURANCE PERIOD (in Months)}{NO. OF MONTHS IN PAST PERIOD}$</p> <p>ENDURANCE PERIOD (30 DAYS, 60 DAYS, AS APPLICABLE. SEE PAR. 11d. OF FASOINST 4441.109 PAR. 12d OF FASOINST 4441.20)</p> <p>b. REPAIRABLE: APPLY NUMBER OF REPAIRS IN ONE MONTH AND TAT TO MATRIX OF ENCLOSURE (1) OF FASOINST 4441.109 / FASOINST 4441.20</p> <p>c. RANGE: IN ORDER TO DETERMINE IF ITEM QUALIFIES FOR ALLOWANCE, FIRST, COMPUTE THE BOC RATE AND LACK QUANTITY (AS ABOVE); SECOND, DETERMINE IF ONE OF THE FOLLOWING IS MET:</p> <p><input type="checkbox"/> THE LACK IS POSITIVE</p> <p><input type="checkbox"/> FOR A UNIT PRICE < \$5800 IF THE BOC RATE IS a.</p> <p>11 FOR AN ENDURANCE LEVEL OF ONE MONTH 22 FOR AN ENDURANCE LEVEL OF TWO MONTHS 34 FOR AN ENDURANCE LEVEL OF THREE MONTHS</p> <p><input type="checkbox"/> FOR A UNIT PRICE > \$5800 IF THE BOC RATE IS b.</p> <p>12 FOR AN ENDURANCE LEVEL OF ONE MONTH 34 FOR AN ENDURANCE LEVEL OF TWO MONTHS 58 FOR AN ENDURANCE LEVEL OF THREE MONTHS</p> <p>IF ONE OF THE ABOVE IS MET, AN ALLOWANCE IS JUSTIFIED (As defined in paragraph 11.c. of FASOINST 4441.109 or PAR 12d of FASOINST 4441.20)</p> | | |
| <p>8. ASSIGN A DOCUMENT NUMBER TO ALL CHANGE REQUESTS USING THE STANDARD MILSTRIP TECHNIQUE, I.e., UNIFORM JANUARY DATE SERIAL NUMBERS SEQUENTIALLY. RESULTING MPRIPA (381) DOCUMENTS WILL CARRY THESE DOCUMENT NUMBERS.</p> | | |
| 1M 0108-01-901-3750 | | |

SK11003

Figure 10-3.—Allowance Change Request-Fixed, NAVSUP Form 1375.

TYCOM, or the operating site may request changes to the fixed allowance quantity, based on usage demand.

ALLOWANCE CHANGE REQUEST-FIXED

The allowance change request-fixed (ACR-F) is a means for the fleet to recommend a revision to the authorized fixed allowance levels. An ACR-F is submitted when the current allowance quantity does not appear to be sufficient to support the activity's

present and continuing mission. Fully justified ACR-FS are submitted on NAVSUP Form 1375 for all 7R and 1RD repairable. An ACR-F is not submitted for consumable expense-type items.

The ACR is negotiated between the NAVICP and the operating activity. The NAVICP should process ACR-Fs within 15 working days from receipt or provide an interim message pending disposition. All unjustified requests are automatically disapproved and returned with an explanation.

ACR-F Procedures

All ships (CVs/LHAs/LPHs) and marine aircraft groups (MAGs) submitting ACR-F to the NAVICP must follow procedures for quantity computations outlined in FASOINST 4441.15. All shore-based operating site activities submitting ACR-F to the NAVICP must follow procedures for quantity computations outlined in FASOINST 4441.16 and 4441.20.

All ACR-F should be submitted to the NAVICP by message with the ACC/TYCOM as an information addressee on NAVSUP Form 1375 (fig. 10-3).

A copy of the completed NAVSUP Form 1375 should be retained for local files and attached to the copy of the message request forwarded to the NAVICP.

ACR-F Format

The ACR-F, NAVSUP Form 1375, is prepared as follows:

Section A, items 1 through 5. Self-explanatory.

Item 6 (Usage). Enter previous allowance, number of BCMs (by category), repairs, and actual TAT (the constraints in parentheses should be used in computing the requirements).

Item 7 (Reporting Period). Include the period of time for BCMs and the period of time for repairs. Provide justification for time frames of less than 90 days for BCMs and 60 days for repairs.

Item 8 (Engines Repaired). Self-explanatory.

Item 9 (Current ICRL Capability Code). Enter the repair capability code from the most current individual component repair list (ICRL).

Item 10 (Computation). The computation method is provided on the form to give the activity an indication of requirement depth based on the activity's data submission to the NAVICP. These computations are in no way intended to guarantee the requesting activity that the computed quantity will be the actual revised fixed allowance quantity after validation by the NAVICP. The input data provided by the activity is carefully reviewed independent of and in comparison with the past usage experience of other similar activities. Accordingly, comparative analysis may affect the final ACR-F requirement decision by the NAVICP.

Section B (Document Number). Self-explanatory.

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CHAPTER 11

MAINTENANCE AND MATERIAL MANAGEMENT SYSTEMS

The Standard Navy Maintenance and Material Management Systems (3-M) was developed to meet the need for a more effective means of recording, reporting, and evaluating the maintenance requirements of the fleet. In the past, most maintenance work was recorded only in the shipboard logs. Although some reports were required for failures of specified electronic equipment systems and components, material commands had no way of knowing if maintenance was being performed on equipment under their cognizance. There was also a lack of financial information. There was no effective way of determining what part of the ship's operating target (OPTAR) was being spent for repair parts and how much for consumable material.

These needs were partially met by using different fund codes for the different classifications of material. For example: Equipage, Repair parts, and Consumables. Commands were then able to evaluate OPTAR usage. It was not until the advent of the Maintenance Data System (MDS) that cognizant commands could determine where maintenance man-hours and materials were being used and thereby evaluate the performance of equipment.

While 3-M and MDS are primarily the responsibility of other departments, supply does have a definite part in making MDS work. This chapter discusses the general concept of the shipboard 3-M Systems and your responsibility in the overall effectiveness of the program.

THE 3-M SYSTEMS

Learning Objective: *Interpret how the Maintenance and Material Management Systems (3-M) addresses effective means of recording, reporting, and evaluating the Organizational (O-Level) and Intermediate (I-Level) maintenance and material requirements of the fleet.*

Each year, newly developed equipments requiring highly specialized maintenance are installed aboard the Navy's ships. The maintenance requirements for an

electric motor or a circulating pump are relatively few and simple. This is because of simplicity of design, a small number of moving parts, and the fact that several persons may be qualified to perform the maintenance work. This is not the case for automatic engineering controls or the computers used for the control or missile guidance systems. To perform properly, these control systems must react immediately and accurately to changing conditions. The 3-M systems endeavor to substitute preventive maintenance for corrective maintenance, thus reducing equipment malfunction and downtime.

Proper evaluation of equipment cannot be based only on planned exercises when all possible preparations are made ahead of time. The 3-M systems provide a means of continuously reporting maintenance actions, equipment downtime, repair parts used, and the maintenance personnel required to perform the work, (Equipment downtime is the amount of time an equipment is inoperable due to performance of maintenance, lack of repair parts to fix it, or repair is beyond the capability of ship's personnel.) The 3-M system is not limited to complex systems. It is equally applicable to, and effective for all types of shipboard equipment.

The ship's 3-M systems consist of the following systems designed for maintenance management:

- PMS (Planned Maintenance System)
 - Inactive Equipment Maintenance (IEM)
- MDS (Maintenance Data System)
 - AMS (Alteration Management System)
 - IMMS (Intermediate Maintenance Activity Maintenance Management System)

The scope of these systems of most importance to the LS is described in the following subparagraphs.

PLANNED MAINTENANCE SYSTEM

The Planned Maintenance System (PMS) was developed after extensive research on various types of equipment to determine all maintenance actions

required for each equipment. This includes the frequency of performance, procedures for performing the maintenance, and the skill level (rate) required to accomplish the work. Also the tools and materials needed to do the job, normal time required, and safety precautions to be observed. The system provides planning and scheduling information to the departments heads, division officers, and maintenance personnel. Thus, they are able to schedule routine maintenance for underway or inport periods whichever is the best time to accomplish the maintenance.

OPNAVINST 4790.4 contains thorough coverage of the 3-M Systems from a maintenance management point of view. The 3-M system also includes material management by providing information as to how the Navy is using both its material and manpower.

MAINTENANCE DATA SYSTEM

The Maintenance Data System (MDS) provides a means of recording information on maintenance actions that have been taken. Each action is documented on a Maintenance Data Form.

Any data collection system must have some means of sorting and classifying information. If you were handed a stack of stock record cards and told to sort them, you would also have to be told what kind of a sort was needed before you could proceed. These sorts include putting them in national stock number (NSN) or national item identification number (NIIN) sequence; separating them by cognizance or location; removing all cards with excess stock or removing all cards showing outstanding requisitions. Certain items of information that must be shown on the OPNAV

Form 4790/2K and on issue documents provide this means of classification.

All material that is consumed in support of a maintenance action must be reported. In most cases, repair parts will be drawn from supply storerooms or ordered through supply. The request documents must contain all data elements necessary for MDS processing. Figure 11-1 shows a NAVSUP Form 1250-1 used for this purpose. The various elements of MDS data are explained in OPNAVINST 4790.4.

SUPPLY RESPONSIBILITY FOR MDS

Supply responsibilities for the proper functioning of the 3-M systems involve:

1. Issuing the material required to accomplish the necessary maintenance actions, and
2. Making sure that issue documents are correctly prepared.

The Maintenance Supply Support Center (MSC) is the logical place to make sure that the request document is completely and accurately prepared. The MSC is the first to receive requests submitted by maintenance department representatives. It is far better to require complete data when the request is received than to make an issue on an incomplete document and then try to obtain the missing information.

The issue documents, DD Form 1348 or NAVSUP Form 1250-1, have previously been discussed as they pertained to material expenditure. See figure 11-2.

| | | | | | | | |
|-------------------------------------|----------------------|---------------------|-------------------|-------------------------|-----------------------------|---------------------------|----------------|
| 1. REQ. DATE 8176 | 2. DEPT. NO. 0692 | 3. UIC 5 | 4. RDB 8206 | 5. LOCATION | 6. <input type="checkbox"/> | 7. ISSUE DATE 7 | 8. DEGN. NO. |
| 9. HOUR NAME OR REF. SYM. FUSE | | 10. P/N 91689426 | 11. QUANTITY 1 | | 12. UNIT PRICE 264 | 13. EXTENDED PRICE 264 | 14. LINE CR |
| 15. NSN V051520E012000731R000 | | | | 16. GROUP CODE Y0002 | | 17. SUPPLY SOURCE 132 | |
| 18. REMARKS | | | | | | | |
| 19. RECEIVED BY: <i>[Signature]</i> | | | | | | | |
| 20. DOCUMENT NUMBER | | | | | | | |

Figure 11-1.—MDS entries on NAVSUP Form 1250-1.

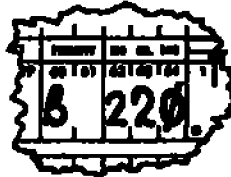
| | |
|---------|---------------------|
| SEND TO | REQUISITION IS FROM |
| A | B |
| C | D |
| E | F |
| G | H |
| I | J |
| K | L |
| M | N |
| O | P |
| Q | R |
| S | T |
| U | V |
| W | X |
| Y | Z |

Handwritten entries on the form include: 3110001566846, EA00001, 71533501, R04667 OE01 0326, ZQ01170, 016160013, and BEARING.

CARD COLUMN DATA TO BE SHOWN WHEN MATERIAL ISSUED FROM STOCK.

- B-22** NSN AND SMIC WHEN APPLICABLE.
- 23-29** UNIT OF ISSUE AND QUANTITY.
NOTE: ONLY A QUANTITY OF ONE MAY BE ORDERED WHEN A REFERENCE/CIRCUIT SYMBOL IS SHOWN IN BLOCK U.
- 36-43** JULIAN DATE THAT THE REQUEST IS SUBMITTED, AND SERIAL NUMBER.
- L-M-N** JOB CONTROL NUMBER. THIS CONSISTS OF THE UIC OF THE USING SHIP (*block L*), THE WORK CENTER CODE IDENTIFYING THE SHOP PERFORMING THE REPAIR WORK (*block M*), AND THE JOB SEQUENCE NUMBER (*block N*).
- P** ENTER THE APPLICABLE FOUR-CHARACTER EQUIPMENT IDENTIFICATION CODE FROM THE EIC MASTER INDEX.
- Q** ENTER "FPR" IF THE REQUESTED ITEM IS CONSIDERED TO BE A *failed* PART. OTHERWISE, LEAVE BLANK.
- R-5** ALLOWANCE PARTS LIST/ALLOWANCE EQUIPAGE LIST FOR THE EQUIPMENT/COMPONENT BEING WORKED ON.
- U** REFERENCE/CIRCUIT SYMBOL FOR ELECTRONICS AND ORDNANCE PARTS. NOUN NAME FOR OTHER MATERIALS.

WHEN REQUESTED MATERIAL IS N/C OR NIS.



- 60-61** URGENCY OF NEED.
- 62-64** REQUIRED DELIVERY DATE. JULIAN DATE ASSIGNED WHEN MATERIAL IS ESSENTIAL TO COMPLETE REPAIRS PRIOR TO SHIP'S OPERATIONS AND REGULARLY ASSIGNED PRIORITY WOULD NOT ENSURE DELIVERY BY THE REQUIRED DATE.

NOTE: ENTRIES IN CARD COLUMNS 60 THROUGH 64 MUST BE MADE BY

Figure 11-2.—MDS entries on the DD Form 1348.

Equipment Identification Code

The equipment identification code (EIC) is a seven-digit alphanumeric code that identifies a specific hardware item from the highest to the lowest level.

That is system to the component/subassembly level. These codes are designed to provide a description of the functional and physical relationships of the various elements within a given hardware application rather than to design and/or manufacturer's differences.

Allowance Parts List/Allowance Equipage List Number

The Allowance Parts List/Allowance Equipage List (APL/AEL) number identifies a specific item of equipment. NOTE: Both the EIC and APL/AEL numbers are necessary to provide complete identification. For example, two identical electric motors are installed in a water cooler and a refrigerator. If maintenance is performed on both of these motors, the MDS report will identify the specific motor by the APL number and the system in which it is installed by the EIC number. In this case, the APL number is the same for both, but each has a different EIC. The above example could be reversed. Two different motors could be installed in one system, such as the ventilation system. In this case, the MDS forms would show the same EIC number but different APL numbers.

Ship's UIC

The ship's unit identification code (UIC) identifies each maintenance action to the ship on which, or for which it was performed. After the MDS forms are prepared on the ship, they are submitted to the TYCOM Data Processing Facility for processing and positive ship identification must be provided. Work that is performed by a tender or repair ship must show the receiving ship's UIC so that the maintenance data can be identified to the proper ship.

Let's look at some ways that this MDS information can be used.

By sorting MDS data by UIC, the total maintenance cost and man-hours can be determined for each ship. Commands can use this data in budgetary and manning-level planning.

By sorting MDS data by EIC, the maintenance cost for each system, subsystem, or component of equipment can be determined. This provides an evaluation of equipment performance

By sorting MDS data by APL/AEL number, the maintenance cost and material usage can be determined for specific items of equipment. This data can be used by inventory control points (ICPs) to adjust the Coordinated Shipboard Allowance List (COSAL). The allowances of repair parts to be carried in your storerooms.

By sorting material usage by NSN, the ICPs can analyze past usage and more accurately predict future usage thereby providing better COSAL support. This information may also be used by supply activities to

plan future stock requirements. Previously, this information could only be obtained from ships as they went through a supply overhaul. It is now available as current information from all ships reporting under MDS.

Source Codes

A source code is entered to assist in the evaluation of supply storeroom support. The source code is normally entered by the stock records Logistics Specialist as he processes the issue documents. These source codes are used on NAVSUP Form 1250-1 and DD Form 1348. Refer to NAVSUP P-485 for detailed information about these codes.

The data obtained from issue documents also provides management information to the ship. The Afloat Consumption and Cost Effectiveness Surveillance System (ACCESS)/Ship's Edit and Audit System (SEAS) program collects and processes usage data. Then reports are prepared that enable the commanding officer and supply officer to review and evaluate the effectiveness of supply support and make more efficient use of the OPTAR. ACCESS and SEAS use the issue documents that support the MDS plus the issue documents for consumables.

The Selected Item Management (SIM) Item Identification Listing provides SIM consumption data and machine calculated stocking limits. The supply officer and stock records Logistics Specialist can use the SIM listing to make the quarterly review of SIM items and also use the information shown on the listing to determine stock replenishment requirements.

Copies of the issue documents that are not in stock or not carried are used to prepare a report on the ship's supply effectiveness and COSAL support.

Pre-Expended Bin Material

Commonly used low-cost repair parts and repair-related consumable items may be pre-expended and a small stock maintained within a department for general use. The criteria for determining the type and quantity of material to be pre-expended are given in NAVSUP P-485. The supply officer and the department head using the items mutually agree on the specific items to be pre-expended.

Materials that might be pre-expended include nuts, bolts, solder, gaskets, fuses, and vacuum tubes.

Pre-expended bin material should not be confused with material in custody of other departments. The latter is carried on stock record cards by supply and issue documents must be prepared each time an item is used. Pre-expended bin material has already been issued and expended from the stock record cards. No further accountability is required, other than for the using department to make sure that it is properly used.

The use of pre-expended bin material permits more realistic reporting. For example, a Machinist's Mate is repairing a pump and must replace a 5/16-18 hex nut. The unit of issue for the 5/16-18 hex nut is HD (hundred). Only one nut is used on the pump. Without pre-expended material, a request for 1 HD nuts must be submitted with the total material and cost usage being charged to the pump.

Using pre-expended bin material works equally well in reducing the volume of issue documents. If the ETs use a particular tube in several equipments, they might have an almost daily requirement for this tube in maintaining those equipments. If each requirement is submitted on a separate requests, an excessive amount of paperwork results. This can be prevented by submitting one pre-expended bin material request for a quantity of these tubes and maintaining a small stock in their shop.

The responsibility for replenishing pre-expended bins is determined by the maintenance level of the ship.

Intermediate level (tenders/repair ships)-the SSC is responsible for reviewing and replenishing pre-expended bins in the various using shops.

Organization level (other ships)-the using department or shop is responsible for maintaining adequate stocks for their own use. Designating an item as pre-expended material does not remove the item from supply storerooms. Supply must still maintain sufficient stock in their storeroom to meet demands.

Issue documents for pre-expended material are prepared in the same manner as they are for other issues.

Submitting MDS Documents

After issue documents have been processed by the stock records Logistics Specialist, the green copies (of either NAVSUP Form 1250-1, or DD Form 1348) are sent to the maintenance office for verification of MDS data. This should be done on a regular schedule and a checklist kept to show the number of documents sent to and returned by the maintenance office to prevent loss of copies. After they have been reviewed and returned, they are sent to the TYCOM data processing facility.

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CHAPTER 12

NAVAL CONSTRUCTION FORCES

The Naval Mobile Construction Battalion (NMCB) not only constructs advanced base facilities in support of the Navy, Marine Corps and other armed services engaged in military operations, but is also capable of defensive combat operations.

The most demanding operating environment anticipated for the NMCB is in foreign country during wartime, performing engineering combat service support for the Marine Air-Ground Task Force (MAGTF) operating in climates ranging from extreme cold to tropical to desert environments. The NMCB is capable of limited operations in a CBR contaminated environment.

An NMCB may operate in small task organized units (with a range of command and control options) throughout the theater within the full spectrum of threat environments. NMCBs may encounter organized battalion-sized ground combat units, special operations forces, guerrilla and terrorist activities. A substantial percentage of operations will be prosecuted in joint/combined scenarios.

In Operations Other Than War (OOTW), NMCBs are involved in the full spectrum of operations including peacekeeping, humanitarian assistance, civic action, disaster recovery and routine base facility operations and maintenance. These operations are frequently characterized by confined and congested areas occupied by friends, adversaries, and neutrals, making identification and coordination difficult. Well-armed adversaries and unstable geopolitical environments require increased defensive measures, making the prosecution of public works, construction and operations, maintenance and repair functions more difficult. NMCBs are capable of performing construction in a low-threat environment, which requires a defensive posture in unsecured and isolated locations without the direct protection of supported forces. A substantial percentage of operations will be prosecuted in joint/combined scenarios.

An NMCB may operate as part of an NCR or as the single NCF element in support of the Area of Force Commander.

Capable of performing assigned primary mission areas simultaneously while performing defensive

functions to protect NMCB personnel, camps, job sites and convoys against ground troops and light armored vehicles to include: perimeter defense; security patrols; opportune ambush; site/engineering reconnoitering; observations and listening posts; defensive reaction force; and other measures that enhance the defense of the unit. Construction and maintenance capabilities decrease as defensive requirements/combat situations increase.

NAVAL CONSTRUCTION FORCE ORGANIZATION AND ADMINISTRATION

Learning Objective: Define the major organizational components of the Naval Construction Forces.

The Naval Construction Force (NCF) consists of commissioned units of the Navy operating forces that are under control of the Chief of Naval Operations (CNO). The CNO commissions Naval Construction Force units, assigns them to the fleet, and approves their deployment. He also defines the general mission, approves personnel allowance lists, establishes detachment sites, and approves the NMCB table of allowance (TOA), except for small arms, weapons, and landing party equipment allowances.

The Commanders in Chief of the Atlantic and Pacific Fleets are charged with ensuring that NMCB deployments and assigned projects follow CNO policies. They exercise command or operational and administrative control of the NCF units assigned to their command.

Under the Commanders in Chief of the Fleets, various type commanders command all the ships or units of a certain type. Commander, Second Naval Construction Brigade (Norfolk) and Commander, Third Naval Construction Brigade (Pearl Harbor) have been established as representatives of the Commander in Chief, U.S. Atlantic Fleet and the Commander in Chief, U.S. Pacific Fleet, respectively, to exercise command and administrative control over assigned Seabee units. Much of this control is exercised through the homeport Naval Construction Regiment (NCR). The homeport NCR trains and supports brigade units,

including active and reserve NMCBs, CBU's, NCFUs and CBMUs. For active duty battalions, this support includes providing military, technical and special Seabee training to assist them in becoming completely self-sufficient and capable of deploying and accomplishing a mission anywhere in the world. The homeport NCR receives, processes and trains new personnel in transit to deployed battalions and receives personnel from battalions for processing for release from active duty or reassignment to new duty stations.

The Chief of Naval Operations may establish Naval Construction Regiments and Naval Construction Brigades (NCBs) to meet certain command requirements in particular geographic areas or situations. Operational regiments consist of two or more NMCBs under one commander; while a brigade is made up of two or more regiments under one commander. The mission of the operational brigades and regiments is different from the mission of the homeport regiments. Operational regiments and brigades are primary planning groups and exist as subdivisions of the military command, exercising the administrative and operational control to meet specific operational requirements.

Each brigade also has both administrative and operational control of Construction Battalion Units. Apart from the brigade chains of command, there are two Amphibious Construction Battalions, which are part of the Naval Support Element and report to the Fleet Commander via the Beach Group.

Naval Construction Force Command Relationships

The detailed functions and responsibilities of all NCF commands are contained in NAVFAC P-315. See figure 12-1 and 12-2.

Naval Facilities Engineering Command

Naval Facilities Engineering Command (NAVFAC) provides support for the NCF in the general area of shore facilities and related material and equipment. The commander of NAVFAC serves as technical advisor to the CNO on NCF matters and to the Chief of Naval Personnel on CEC officer and Seabee personnel matters.

Commander, SECOND Naval Construction Brigade, and Commander, THIRD Naval Construction Brigade

Commander, SECOND Naval Construction Brigade, (COMSECONDNCB) and Commander, THIRD Naval Construction Brigade, (COMTHIRDNCB) provide command, operational, and administrative control, and logistics guidance to assigned NCF components. The logistics function is assigned to Code N4. Personnel of all TYCOM logistic management organizations at headquarters and in the field are available for advice and assistance as required by NCF units. Supply Officer reporting to NCF units should visit headquarters for a familiarization briefing before relieving.

COMSECONDNCB/COMTHIRDNCB Logistic Representatives

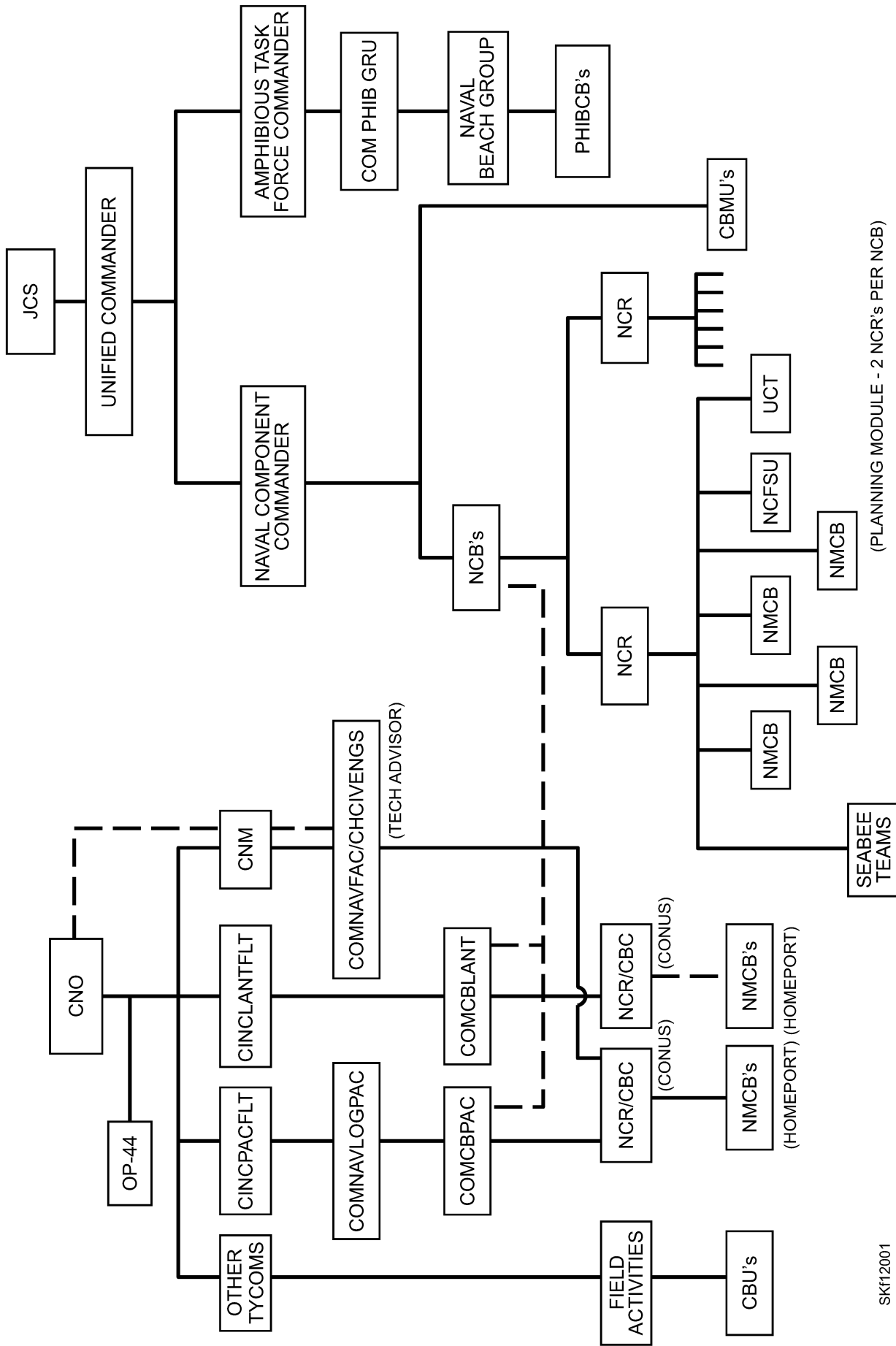
Logistic Representatives (LOGREPs) are at Camp Mitchell, Spain; Camp Moscrip, Puerto Rico; Camp Covington, Guam; and Camp Shields, Okinawa. They assist camp and detail sites in supply and logistics functions and act as liaison between battalion, host command support personnel and local material suppliers.

Naval Construction Regiments

Naval Construction Regiments (NCRs) provide command, administrative, and operational control of two or more NCBs as assigned. They develop construction project plans and estimates and assign construction projects and direct redistribution of equipment and materials within their area of cognizance. The homeport regiments (31st NCR and 20th NCR) are responsible for training of NMCBs, while they are in homeport. During mobilization, these regiments will coordinate the movement of NMCBs, both active and reserve through Port Hueneme and Gulfport respectively.

Naval Construction Battalion Centers

Naval Construction Battalion Centers (NCBCs) are shore stations equipped and staffed to support the NCF. The NCBC mission is five-fold: operate a naval base; support deployed Seabees; operate strategic storage site; support mobilization and reserves; and support amphibious forces. Each NCBC has a supply and fiscal department and a construction equipment department that furnishes intermediate level maintenance for units of automotive and construction



(PLANNING MODULE - 2 NCR's PER NCB)

Figure 12-1.—NCF Organization (Wartime).

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equipment. This type of maintenance uses facilities that are not readily available at the battalion level. The NCBC receives, preserves, stores, accounts for and issues advanced base material and equipment. There are two NCBCs, Port Hueneme, CA and Gulfport, MS.

Seabee Logistic Center

The Seabee Logistic Center (SLC) provides services in the area of planning and analysis, program management and material and equipment management. SLC coordinates, updates and maintains the dynamic databases that represent Tables of Allowance (TOAs), Consolidated Seabee Allowance Lists (COSAL) and Consolidated Shore Base Allowance Lists (COSBALs).

NMCB Organization

The NMCB is organizationally structured for the dual purpose of construction and military support operations to achieve its assigned mission, defense and disaster preparedness operations. NAVFAC P-315 contains the complete organizational structure for NMCBs and other Naval Construction Forces (NCF) units. See figure 12-4.

EXTERNAL ORGANIZATION

The external organization of the Civil Engineer Corps Officers School is discussed in the following paragraphs.

Civil Engineer Corps Officers School

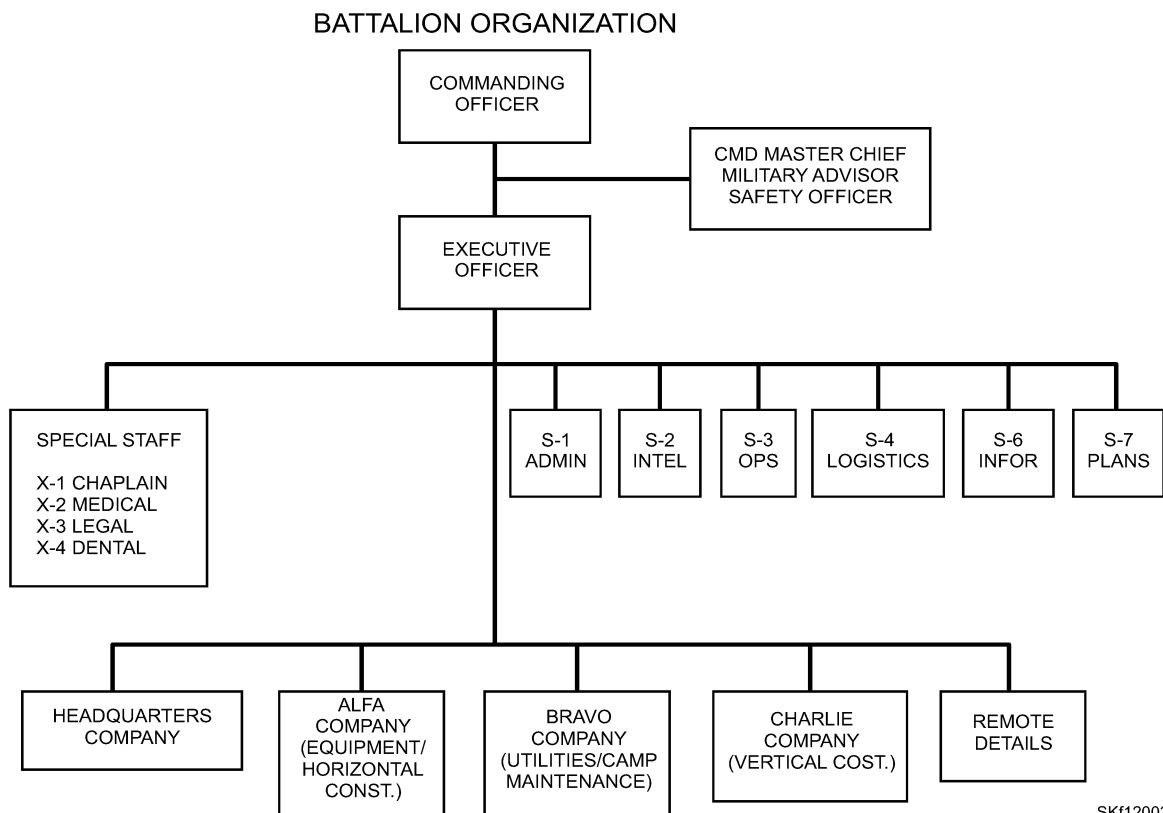
U.S. Naval School, Civil Engineer Corps Officers (CECOS) is located at NCBC Port Hueneme CA. The school provides educational services to CEC officers on subjects such as planning, design, acquisition, construction, maintenance, environment, natural resources, energy and disposal as well as Seabee construction management and warfare specialties.

Naval Construction Training Centers

Naval Construction Training Centers (NCTCs) are tenant commands of the NCBCs and provide training schools for NMCB personnel (see table 12-1).

OUTLETS

Most Logistics Specialists will be assigned to Stores Division. Additionally, a variety of other skills are assigned to augment the division in areas where



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Figure 12-3.—Naval Mobile Construction Battalion (NMCB) Organization.

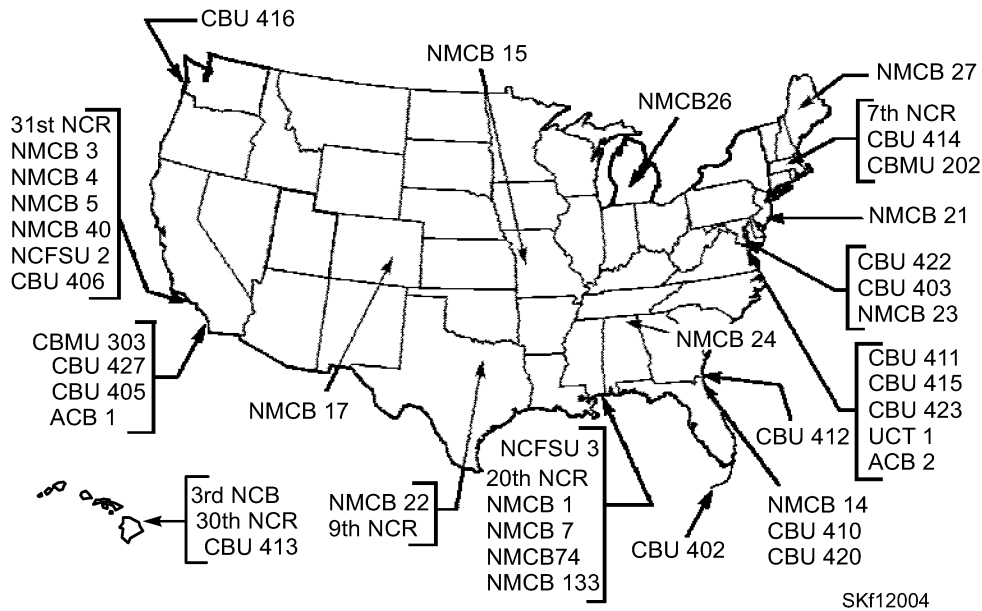


Figure 12-4.—Naval Construction Forces unit locations.

| | |
|---|--------------------|
| Second Naval Construction Brigade | Norfolk, VA |
| Third Naval Construction Regiment | Atlanta, GA |
| Naval Mobile Construction Battalion 14 | Jacksonville, FL |
| Naval Mobile Construction Battalion 23 | Ft. Belvoir, VA |
| Naval Mobile Construction Battalion 24 | Huntsville, AL |
| Naval Construction Force Support Unit 3 | Gulfport, MS |
| Seventh Naval Construction Regiment | Newport, R.I |
| Naval Mobile Construction Battalion 21 | Lakehurst, NJ |
| Naval Mobile Construction Battalion 26 | Detroit, MI |
| Naval Mobile Construction Battalion 27 | Brunswick, ME |
| Construction Battalion Maint. Unit 202 | New London, CT |
| Twentieth Naval Construction Regiment | Gulfport, MS |
| Twenty-Second Naval Construction Regiment | Little Creek, VA |
| Naval Mobile Construction Battalion 1 | Gulfport, MS |
| Naval Mobile Construction Battalion 7 | Gulfport, MS |
| Naval Mobile Construction Battalion 74 | Gulfport, MS |
| Naval Mobile Construction Battalion 133 | Gulfport, MS |
| Underwater Construction Team 1 | Little Creek, VA |
| Construction Battalion Unit 402 | Key West, FL |
| Construction Battalion Unit 403 | Annapolis, MD |
| Construction Battalion Unit 410 | Jacksonville, FL |
| Construction Battalion Unit 411 | Norfolk, VA |
| Construction Battalion Unit 412 | Kings Bay, GA |
| Construction Battalion Unit 414 | Groton, CT |
| Construction Battalion Unit 415 | Oceana, VA |
| Construction Battalion Unit 420 | Mayport, FL |
| Construction Battalion Unit 422 | Washington, DC |
| Construction Battalion Unit 423 | Little Creek, VA |

| Third Naval Construction Brigade | Pearl Harbor, HI |
|--|-------------------------|
| First Naval Construction Regiment | Port Hueneme, CA |
| Naval Mobile Construction Battalion 17 | Fort Carson, CO |
| Naval Mobile Construction Battalion 18 | Ft. Lewis, WA |
| Naval Construction Force Support Unit 2 | Port Hueneme, CA |
| Construction Battalion Maint. Unit 303 | San Diego, CA |
| Ninth Naval Construction Regiment | Ft. Worth, TX |
| Naval Mobile Construction Battalion 15 | Kansas City, MO |
| Naval Mobile Construction Battalion 22 | Ft. Worth, TX |
| Naval Mobile Construction Battalion 25 | Ft. McCoy, WI |
| Naval Mobile Construction Battalion 28 | Shreveport, LA |
| Thirtieth Naval Construction Regiment | Pearl Harbor, HI |
| Naval Mobile Construction Battalion 3 | Port Hueneme, CA |
| Naval Mobile Construction Battalion 4 | Port Hueneme, CA |
| Naval Mobile Construction Battalion 5 | Port Hueneme, CA |
| Naval Mobile Construction Battalion 40 | Port Hueneme, CA |
| Underwater Construction Team 2 | Port Hueneme, CA |
| Construction Battalion Unit 401 | Great Lakes, IL |
| Construction Battalion Unit 405 | North Island, CA |
| Construction Battalion Unit 406 | Lemoore, CA |
| Construction Battalion Unit 413 | Pearl Harbor, HI |
| Construction Battalion Unit 416 | Fallon, NV |
| Construction Battalion Unit 417 | Whidbey Island, WA |
| Construction Battalion Unit 418 | Bangor, WA |
| Construction Battalion Unit 421 | Everett, WA |
| Construction Battalion Unit 427 | San Diego, CA |
| Thirty-First Naval Construction Regiment | Port Hueneme, CA |
| Beach Group 1 | |
| Amphibious Construction Battalion 1 | San Diego, CA |
| Beach Group 2 | |
| Amphibious Construction Battalion 2 | Little Creek, VA |

construction technical expertise is needed. Upon request of the Supply Officer, assignments are reviewed and approved by the battalion Operations Officer.

Automotive Repair Parts Storeroom. The Automotive/Construction Equipment Repair Parts Storeroom is responsible for the receipt storage, issue, and inventory control of all CESE repair parts and technical manuals.

Automotive Repair Parts (ARP) Outlet

The Automotive Repair Parts (ARP) Outlet performs the following functions:

1. Stocks and maintains spare and repair parts as well as maintenance related consumables and Technical Manuals for a unit's Organic and Augment Civil Engineering Support Equipment (CESE).

DIVISIONS

S1 Administration
S2 Training and Intelligence Officer
S3 Operations
S4 Logistics/Supply Officer
S6 Information Technology
S7 Readiness/Training
S9 Reserves
Special Staff
Medical Officer
Dental Officer
Chaplain
PAO

COMPANIES

1. Headquarters Company
 - a. Comprised of S-divisions (see above)
2. Alfa Company
 - a. Horizontal Construction
3. Bravo Company
 - a. Utility Construction
 - b. Camp Maintenance
4. Charlie Company
 - a. Vertical Construction

Table 12-1.—Current Number of Units

| | Active | Reserve |
|---|--------|---------|
| Naval Construction Brigade | 2 | |
| Naval Construction Regiment | 4 | 4 |
| Naval Mobile Construction Battalion | 8 | 12 |
| Naval Construction Force Support Unit | | 2 |
| Construction Battalion Maintenance Unit | | 2 |
| Underwater Construction Team | 2 | |
| Construction Battalion Unit | 19 | |
| Amphibious Construction Battalion | 2 | |

2. Issues and reorders in accordance with standard supply practices.

Central Toolroom (CTR) Outlet

The Central Toolroom (CTR) Outlet performs the following functions:

1. Manages all hand and power tools, tradesman's tool kits, and other augment and special tools.
2. Checks all material and returns like books from a library.

Central Storeroom (CSR)

The Central Storeroom (CSR) performs the following functions:

1. CSR is maintained in the same way as GSK on board a ship. NAVSUP P-485 and MICRO SNAP procedures are prescribed for CSR.
2. Contains electronics, communications, weapons repair parts, office supplies, forms and consumables material.

Camouflage Utility Uniform (CUU)

The Camouflage Utility Uniform (CUU) performs the following functions:

- Responsible for individual combat equipment (782 Gear), CUUs and other organization and foul-weather clothing

Camp Maintenance Storeroom

The Camp Maintenance Storeroom performs the following functions:

1. Combines with the Central Storeroom as a general rule
2. Responsible for hardware supplies and replacement parts for camp facilities and equipment (non-TOA).
3. BRAVO Company is tasked with the maintenance and repair of camp facilities and installed equipment.
4. Camp Maintenance Storeroom can be located in either S-4 or BRAVO Company spaces.

Material Liaison Office (MLO)

The Material Liaison Office (MLO) performs the following functions:

Responsible to the S-4 for receipt, issue, storage, record/report keeping and expenditure (shipping, transferring) of "project material."

BATTALION LOGISTICS

Learning Objective: *Become familiar with Seabee Supply organization, policy and procedures within daily logistic operations.*

The responsibility for these tasks is that of the battalion Supply Officer (S-4) and the Supply department. This section will cover the general functions of battalion logistics and the organization of the Supply department and provided support.

An in-depth analysis of the entire logistics operations as related to the NCF is available in the Civil Engineer Support Office (CESO) publication, NCF Logistic Manual. A typical NMCB supply/logistics department organizational chart is shown on figure 12-5.

SUPPLY OFFICER

The senior officer of the Supply Corps assigned to the battalion is the S-4 of the executive staff and Supply Department Head. The S-4 Officer is detailed to the billet by the Chief of Naval Personnel. S-4 officer's responsibilities are to procure, receive, store, issue, ship, transfer, and account for supply items, equipage, repair parts and construction material. Enlisted Dining Facility (EDF) and disbursement and accounting for funds for battalion purchases and military pay are also functions of the S-4. In the NMCB, the Supply Officer is excepted to perform many of the duties usually associated with the broader concept of logistics.

Supply responsibilities and other logistic arrangements are published in the OPOD. On a joint operation, the force supported may furnish a major share of the logistic support. The general duties of the S-4 are to:

- Advise the Commanding Officer regarding supply and logistics related matters.
- Maintain liaison with COMCBPAC/COMCBLANT Logistics officers and supply officers on CBC, regimental brigade, division and advanced based staffs as well as other supply activities.
- Obtain, issue and account for all materials contained in the NMCB Table of Allowance.

- Arrange for the supply of consumables such as construction materials, project support items and petroleum and lubricants (POL).
- Manage budget preparations and administer Operations and Maintenance (O&M) and certain project funds.
- Supervise the movement of battalion material, the collection of prepositioned supplies and the documentation of the movement.
- Disburse government funds for military pay, travel claims, local purchase and rentals, as required
- Operate an Enlisted Dining Facility and Wardroom, where required.
- Operate laundry, barbershop, and when required, a ship's store.

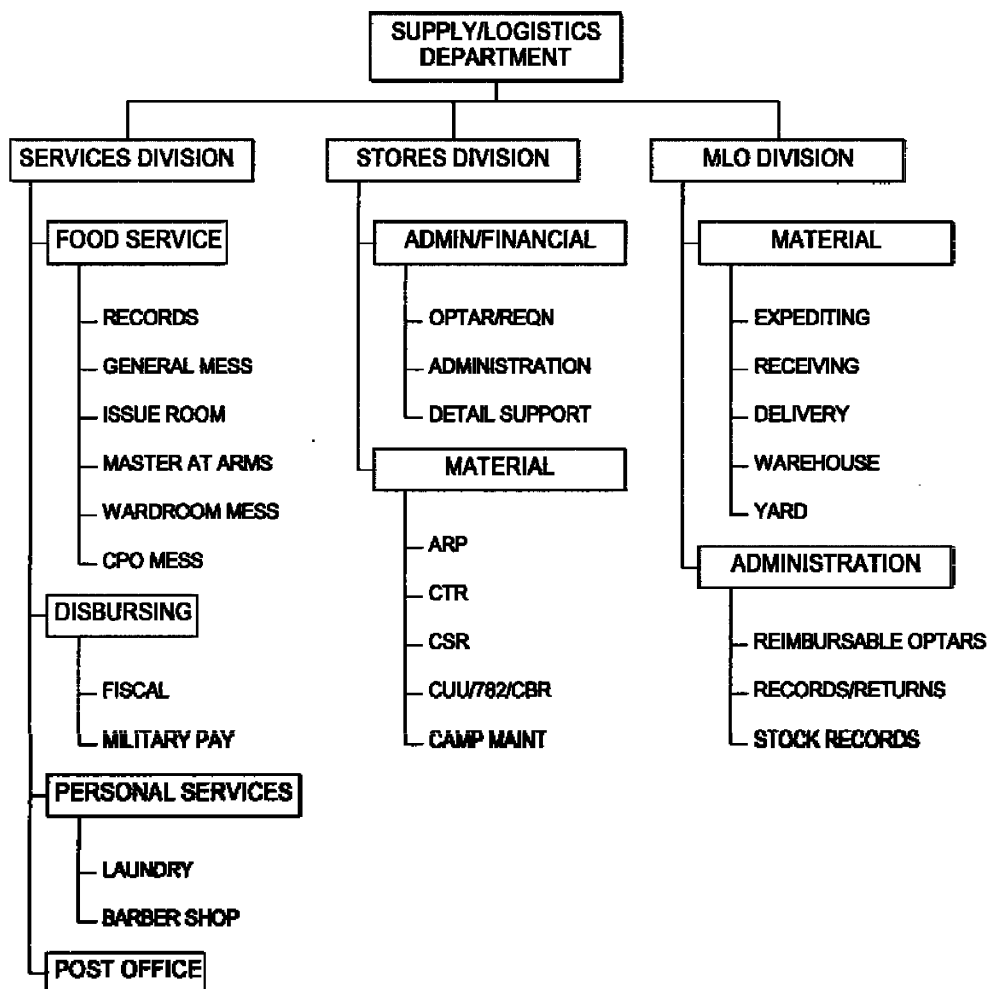
ASSISTANT SUPPLY OFFICER

The junior officer of the Supply Corps assigned to the battalion is the S-4A of the Executive Staff. The primary duty of the S-4A is that of a Disbursing Officer with other duties as assigned by the Commanding Officer. As Disbursing Officer, he or she maintains direct accountability of government funds. In addition, generally assigned as the Food Services and Ship's Service Officer.

RELIEVING PROCEDURES

Relief of the Battalion Supply Officer (S-4) in homeport will be in accordance with NAVSUP P-485. While deployed, in addition to requirements in paragraph 1163 of NAVSUP P-485, include the following information in the relieving letter:

- A statement on the status of any discrepancies noted in the most recent TYCOM MAV/LMA or turnover letter.



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Figure 12-5. —A typical NMCB Supply/Logistic department organization.

- A statement to address stock record accuracy should specify all categories of repair parts (ARP, CTR, COMM, WEPS, CSR, CAMP, CUU/782/CBR, ECWS, (Kits Organic (KITO) and Kits Argument (KITA)).
- A statement to address the financial status of the General Mess.
- A statement that indicates both Supply Officers have reviewed MicroSNAP SMS and FSM access.
- A statement indicating both Supply Officers has reviewed Micro-SNAP management reports and files and provided comments to the accuracy and completeness of management records and files.
- A statement that address the status of Automated UL processing.
- A statement indicating the status of stock deficiencies per the latest trial recorder.
- A statement indicating all accountable OPTAR balances.

Note: For relief of S4 functions and responsibilities between Battalions, such as at Camp turnovers, additional and detailed procedures are contained in Appendix B of COMSECONDNCB/COMTHIRDNCBINST 4400.3.

SUPPLY OFFICER'S MONTHLY REPORT TO COMMANDING OFFICER

Submit to the Commanding Officer a monthly report by the 10th of the following month on the status of the Supply Department. Routinely providing the CO with information on the "pulse points" of the Supply department serves a dual purpose. For the CO, it assists in evaluating the status of a key department. For the Supply Officer, the information gathered serves as a tool for assessing the health of the department.

SECURITY

Strict adherence to the security measures for Supply spaces contained in NAVSUP P-485 is imperative. Additionally, it is Brigade policy that keyless padlocks, NSN 9B 5340-00-285-6523, be used to secure CUU issue storerooms.

MILITARY DIVISION OFFICER

Usually an officer or senior enlisted member in the Supply ratings will be assigned the collateral duty of

Supply department military division officer. Their function will be to act in the areas of military, personnel, and department administration. Duties and responsibilities related to this function are as follow:

- Coordinate and provide overall military supervision for personnel assigned to the Supply department.
- Maintain liaison with other department and company commanders regarding military matters.
- Ensure the military organization established by the "H" company commander is followed.
- Conduct inspections of Supply department personnel berthing spaces as required.
- Ensure that the departmental training program is effective in supporting professional growth and operational readiness.
- Ensure enlisted performance evaluations are submitted on time.
- Review all personnel enlisted evaluations submitted by Supply department supervisors before submission to the Supply Officer.

LEADING CHIEF PETTY OFFICER

The senior enlisted in the Supply department will be assigned the collateral duty as the Supply Department Leading Chief Petty Officer. Primary duties will be to assist the Supply Department Division Officer in the accomplishment of his duties.

REQUISITIONS AND RECORDS

The S-4 office maintains the supply publications including those sections of the Federal and Navy Stock Catalogs frequently used by the battalion and prepares letters, reports and requests equipment. It also prepares, logs, process and monitors requisitions and post receiving documents. In addition, S-4 maintains a check on all stock levels particularly of consumables and repair parts under its jurisdiction and keeps proper custody and inventory control of battalion equipment.

Long lead-times and long-distance shipment require careful advance planning and action for procurement as soon as the requirements are established. To the extent that the situation permits, each NMCB officer must know what arrangements have been made to support the operation and take action to provide for any unusual development.

ACCOUNTING

Both COMCBPAC and COMCBLANT receive allocations of Operations and Maintenance Navy (O&MN) funds from their respective Fleet Commander in the form of an Expense Operating Budget (EOB). This EOB is received on a quarterly basis via the Resource Allocation Form (NAVCOMPT 2168). The principles and procedures for budget submission and allocation from the COMCBPAC and COMCBLANT levels through DOD OPTARS. The Commanding Officer of the battalion is then responsible for administering these funds in accordance with the regulations governing the receipt expenditure and accounting for public monies and stores. The S-4 Officer keeps memorandum records of funds available and expended. The procedures for accounting for OPTARS are set forth in Financial Management of Resources, NAVSO P-3013.

The NMCB uses the following cost category groups for funds accounting:

- 01 Operations
- 02 Equipment Operations and Maintenance
- 03 Camp Maintenance
- 04 Deployment Travel and Per Diem
- 05 Unit Moves (SAAM)
- 07 Civilian Personnel
- 08 Administrative Travel

The manner in which the unit's OPTAR is apportioned internally and whether or not departmental budget reports are required is the prerogative of the Commanding Officer. If unit departmental budget reports are required the supply officer will be responsible for the maintenance of such appropriate records. Details concerning the types of budgets reports are contained in the Afloat Supply Procedures, NAVSUP P-485.

BATTALION ALLOWANCE STOCK LEVELS

The effectiveness of deployed battalions is directly related to the proper provisioning, completeness and technical adequacy of the battalion Table of Allowance (TOA). The maintenance of the NMCB TOA is the responsibility of the S-4 and is carried in accordance with COMCBPAC and COMCBLANT instructions. Items are ordered to maintain the TOA in a continuing state of material readiness. Experience has

demonstrated that full material availability maintained in a ready-for-issue (RFI) condition is absolutely essential. Otherwise, the ability of the NMCB to perform its mission is downgraded. Additionally, TOAs portions have been prepositioned at CBCs and selected advance bases to assure a rapid mount out capability.

SHIP'S SERVICE

The facilities of a Navy Exchange are available to battalion personnel. Even though these facilities may include such personal services as laundry, barbershop, tailor shop, etc. Each battalion will normally operate under the functional control of the S-4. Each battalion is assigned Ship's Serviceman personnel to provide these services. Upon establishment of a Ship's Store, reporting and operating requirements will be followed under NAVSUP P-485.

ENLISTED DINING FACILITY

The largest section under S-4 that administers all phases of the battalion messing, including food storage, food preparation, food services and administration of records and returns. This section includes bulk provision storeroom, issue room, refrigeration spaces, bakeshop, galley, vegetable preparation room and scullery. Mess Management Specialists (MS) assignments are based on rate experience, training and ability. In addition Master-at-Arms and Food Service Attendant (FSA) are temporarily detailed from other departments and companies to assist in the EDF. When deployed CPO Mess and Wardroom are operated from the EDF.

DISBURSING

When battalion is operating at full complement, the junior officer Supply Corps serves as Disbursing Officer; otherwise, the disbursing functions are done by the S-4. When deployed to an established base, the disbursing facilities of the base may be used. Battalion disbursing clerks would then be assigned on a TAD basis to the base. Disbursing clerks assist the S-4 in maintaining pay records, paying bills for locally purchased materials or labor, travel claims and per diem, and accounting for disbursement of government funds including military pay. The Disbursing Officer however will not be charged with the handling, custody or accountability for other than public funds.

MATERIAL-RECEIPT CONTROL

The S-4 is responsible for the receipt, checking, identification and distribution of all incoming stores (except ammunition), and for processing the receipt paperwork. Company Commanders normally designate personnel to sign for receipt of material for their companies.

PROJECT MATERIALS

When the Supply Officer is responsible for project material receipt, stowage and issue, the Operations Officer who has a vital interest for this material supports the job site. Most unit Commanding Officers will assign an officer with basic knowledge of the nature and nomenclature of construction material, normally a CEC officer to assist the S-4 as Material Liaison Officer. In addition, a small staff of qualified OCCFLD 13 petty officers will be assigned to the material section for technical knowledge. The material section is responsible for the following duties:

Preparation, recording and follow-up of requisitions for material based on approved bills of materials.

Receipt of construction materials and record keeping against requisitions and bills of materials.

Operation and security of warehouses, compounds and yards for building materials.

Controlled issue of materials to authorized personnel in authorized amounts

Prompt notification to the Operations Officer of anticipated shortages or delays.

MLO section may be designated to assist the planning and estimating section when the battalion is responsible for preparing Bills of Material (BMs) before deployment. If battalion is drawing its building material directly from a base, regimental, brigade or other supply departments, members may be placed on TAD with the supply activities.

REPAIR PARTS

The repair parts section provides ready issue repair parts to mechanics of the Equipment Repair Platoons. The repair parts issue room is located in or near the equipment maintenance shops but is controlled by the S-4. The repair parts carry assemblies of parts peculiar and parts common for automotive, construction, weight-handling, material handling and service

equipment based upon the Coordinated Seabee Allowance Listings (COSALs), which are predicated upon 90 days initial outfitting supply. Ordnance and electronics repair parts are usually located at or near the work area but under the technical custody of the S-4.

SEABEE MATERIAL IDENTIFICATION

Learning Objective: Understand information regarding material identification and sources of information for Seabee-peculiar material.

The following paragraphs provide information regarding material identification, publications, and other sources peculiar to Seabee logistics.

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 Center's Supply Department procures and stocks these items.

NAVY CONSTRUCTION FORCE (NCF) PECULIAR STOCK NUMBERS

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.

Temporary Control Number

A temporary control number (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) (see insert concerning control number).

Permanent Control Number

A PCN is assigned to items that will not be given an NSN. PCNs are identified by an ALPHA character in the ninth digit of the control number (i.e. 6110-LL-LCA-0001). The ninth digit identifies the originating department within the SLC.

A—Equipment Management

B—Functional Component

C—Seabee Support D—

Unassigned

6110 – LL – LC3- 0001

6110 Federal Supply Class (FSC)
LL Navy Item Control Number
LC3 CESO Dept. Originator
 L Local Control Identification
 C SLC (Formerly CESO)
 3 SLC Department Originator
 1 – Equipment Management
 2 – Functional Component
 3 – Seabee Support

CESO TECHNICAL MANUAL IDENTIFICATION NUMBER SYSTEM

The SLC assigns stock numbers to commercial and military equipment technical manuals (see insert below).

NAVAL CONSTRUCTION FORCES ALLOWANCES

Learning Objective: *Recognize Allowance Lists Descriptions and their proper use peculiar to Seabee logistic support.*

Naval Construction Forces allowance lists are important elements in logistic support for Seabees. In the following paragraphs, our goal is to familiarize you with those lists as they relate to Seabee logistic support.

SEABEE ALLOWANCE LISTS

Seabee allowance lists, which are discussed in detail in COMSECONDNCB/COMTHIRDNCB INST 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 the SLC are jointly responsible for the development and update of COSAL's. SLC has sole responsibility for the development, publication and biennial update of the NCF Table of Allowances (TOAs).

Terms that are important for you to know are as follows:

Organic CESE—Refers to Civil Engineer Support Equipment in the Table of Allowance.

Augment CESE—Special mobile and construction equipment not in the allowance list, but which are on site to supplement allowance equipment and/or to satisfy special equipment requirements.

Commercial Equipment Technical Manual Number

1HL 7610 – LL – L7A 5001

| | | | |
|--------|-----------------------------------|-----|------------------------|
| 1HL | COG and AAC | A | Type Number Designator |
| 7610 | Group and Class | 5 | Fiscal Year |
| LL – L | NICN | 001 | MIPR |
| 9 | Decade (i.e. 7 identifies 1970's) | | |

Military Equipment Technical Manual Number

1HL 7610 – LL – L20 1620

| | | | |
|--------|-----|----|-------------|
| LL – L | AAC | 20 | Military TM |
|--------|-----|----|-------------|

Parts Common—Repair parts, usually consumables, that may be used in different makes, models, and types of vehicles from different manufacturers.

Parts Peculiar—Repair parts with application limited to a specific model, type, and/or manufacturer's equipment.

Maintenance Code—An alpha code assigned to each repair part in the COSAL to identify the level of maintenance authorized to repair, replace, and dispose of that item. These codes are used in the COSAL range determination process. They are listed and defined in Appendix C of the CESE COSAL.

NASUP Modifier—Identifies the repair parts support of equipment listed in ABFC P25. The term "modifier" is another word to describe repair parts "assemblies" in the TOA.

NAVSUP MOD 96 = Assy 05402Repair Parts Common (Mini)

NAVSUP MOD 97 = Assy 05400Repair Parts Common (Large)

NAVSUP MOD 98 = Assy 05401Repair Parts Peculiar

Unit Load (UL) Number—A number assigned to each COSAL to identify the respective camp, the update series, the NAVSUP modifier, and the activity/unit.

USN Registration Number—A unique number assigned to each piece of CESE and Material Handling Equipment (MHE) as defined in the NAVFAC P-300.

Equipment Code—Identifies the type of equipment and its accessories and attachments (NAVFAC P-300 and NAVFAC P-404)

Allowance Parts List (APL)—CESE COSAL APLs are identified with "95" as the first two digits of the APL number. The third, fourth, and fifth digits identify the group number of assemblies or sub-assemblies and the last four are arbitrary sequential numbers. The group number identification is listed in the Appendix C of the COSAL.

TABLE OF ALLOWANCES

The Table of Allowances (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 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 (NCMB), 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 NAVSUP P-485 describes the ABFC system.

Each NCF unit has a CNO approved TOA, a consolidation of all SYSCOM's ABIOLs tailored to meet the NCF mission requirements. The TOA enables the NCF units to carry out their operational requirements contained in OPNAVINST 5450.46 (series). When assigned project that require tools or equipment in excess of the unit's allowance, the TOA is augmented by the responsible TYCOM. The TOA sections are identified in table 12-2.

NOTE: AMMUNITION IS NOT A PART OF OR LISTED IN TOAs AND IS MANAGED IN ACCORDANCE WITH CINCLANTFLTINST C8010.4 (SERIES) AND CIPACFLTINST 8015.1 (SERIES).

CONSOLIDATED SEABEE ALLOWANCE LIST

The Consolidated Seabee Allowance List (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 COSAL's 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 processes the request for submission to NAVICP MECH. NAVICPMECH will publish separate COSAL's on any or all of the NAVSUP modifiers and assemblies listed in the TOA Section 25. Each COSAL is identified by a unique Unit Load (UL) number and NAVSUP modifier; i.e., ULM20 MOD 98 Augment.

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

Table 12-2. —Table of Allowance Contents

| Section | Description |
|---------|--|
| 01 | Personnel |
| 02 | Weapons and Infantry Equipment |
| 03 | NCB Warfare, Radiac, Damage Control and Safety Equipment |
| 04 | Administrative and General Services |
| 05 | Maintenance Tools and Shop Equipment |
| 06 | Construction Tools and Kits |
| 07 | Construction Oriented Consumables |
| 08 | Mount-Out Material and Containers |
| 09 | Clothing and Bedding |
| 10 | Medical and Dental |
| 11 | Communication and Test Equipment |
| 12 | Forms and Publications |
| 13 | Diver Tool Assemblies |
| 14 | Waterfront - Small Craft Marine Equipment |
| 19 | Schools - Training Equipment |
| 20 | Civil Engineering Support Equipment |
| 21 | Facilities (Tactical Support Facilities Components) |
| 22 | Collateral Equipment for Facilities |
| 23 | Petroleum-Oil-Lubricants |
| 24 | Provisions |
| 25 | Repair Parts |
| 28 | Homeport Support Equipment (PHIB) |
| 29 | Operations and Training |

Section B, Equipment Code Sequence

Section C, APL Number Sequence

b. Part II Allowance Parts List (APL)

Section A, Parts Peculiar Items (Mod 98 COSAL's Only)

Section B, Parts Common Items (Mod 96 and 97 COSAL's 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, Parts Number Cross Reference to Stock Number

Section D, Stock Number Cross Reference to Part Number

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.

ADVANCE BASE FUNCTIONAL COMPONENT SYSTEM

The Advance Base Functional Component System (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 are complete entities that 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).

MATERIAL PROCUREMENT

Learning Objective: *Recognize the basic material procurement to support Seabee operations.*

The guidance in this section is intended to support and amplify existing procedures in the NAVSUP P-485, NAVSUPINST 4200.85 series, NAVCOMPT Manual and NAVSO P-3013-2.

REQUISITION OPTAR LOG

Requisition/OPTAR log (DET sites/Units without Micro-SNAP) and the OPTAR document Transmittal Listing (Micro-SNAP sites) are units accounting ledgers. All chargeable requisitions and purchase orders and all APA (non-OPTAR chargeable) requisitions must be recorded in the log. For PACFLT NMCBs a separate requisition/OPTAR log (NAVCOMPT 22155) will be established for COG 04/08 grants received to record TAD orders. Refer to NAVSO P-3013-2, COMTHIRDNCBINST 7300.1 (series) for detailed instructions.

REQUISITION FILES

To ensure maximum affective use of TYCOM funds, Supply Officers shall establish internal management procedures to maintain outstanding obligations at the lowest possible level. The Material Outstanding and Material Completed files are required to provide material receipt control, maintain OPTAR financial status, and to develop the monthly Budget/OPTAR Report.

MATERIAL OBLIGATION VALIDATION (MOV) PROGRAM

Requisitions validation and MOV processing are ongoing processes that require close attention at all management levels. Stringent procedures are necessary to prevent the loss of critical OM&N and OM&NR dollars, to improve validity, ensure sound financial procedures are in effect in all units. MOV actions initiated by inventory managers by themselves are insufficient for efficient management and requisition validation. Additional internal procedures are required to ensure the use of limited funds and readiness are maximized.

The goal is ZERO invalid obligations. The minimum acceptable validity level for both number and dollar value of requisitions sampled for any fiscal year is 95 percent.

SOURCES OF SUPPLY

CBC. Unless otherwise directed, NCF units deployed to Atlantic Camps will submit requisitions for Seabee-peculiar items such as those listed below to (P95) CBC Gulfport, MS.

- a. CESE repair parts
- b. CESE technical manuals
- c. Unique TOA Materials
- d. Construction material except that specifically identified for “local procurement.”

NCF—Units deployed to Pacific sites will order all NSN numbered materials from the nearest shore supply activity, except that CEEI will be requested from the Third Brigade TOA Manager or N4 as specified in paragraph 3304, and the local (LL) items should be ordered from (P96) CBC Port Hueneme, CA.

Other—Consumable materials may be obtained from the nearest supply support activities and “on-site” sources within the parameters set forth in this chapter.

Tools/CUUs—Tools and CUUs will be ordered from the Third Brigade TOA Manager for PAC Units.

Non-NSN Requisitions—Non NSN materials with a value of \$25.00 or less and available locally, should be procured using the IMPAC card. (Refer to NAVSUPINST 4200.85 for additional guidance.)

REQUISITIONING

The following is an amplification of the procedures contained in NAVSUP P-485.

Serial Numbers

The following series of serial numbers will be used for designated supply transactions

| CATEGORY OF MATERIAL | SERIES |
|-----------------------------|---------------|
| Consumable (COG 01/02/03) | 1001 – 3999 |
| No Cost Publication | 6001 – 6999 |
| Expenditure Record Log | 7001 – 7499 |
| MTRs/DLRs | 7500 – 7999 |
| Repair Part (EMRM) | A001 – C999 |
| ANORS | D001 – D999 |
| NORS | W001 – W999 |

Transmission Mode

Whenever possible, Streamlined Alternative Logistics Transmission System (SALTS) will be used. Requisitions will be transmitted to Defense Automatic Address System (DAAS) via SALTS Central NAVICP Philadelphia. When requisitioning and transmitting via SALTS, ensure Media and Status Code “S” is used. This code will allow the system to flag those requisitions and return status via SALTS. Refer to the SALTS Program Operation Manual.

Nonchargeable Material

Requisitions for Appropriations Purchase Account (APA) and other nonchargeable materials including Defense Reutilization and Marketing Office (DRMO) items will be assigned a serial number from the 7500-7999 series and prepared off-line.

Detail (Det) Requirements

All Seabee DET requirements will be forwarded to the main body for procurement action, except DET sites with TYCOM issued OPTAR grants may submit their requisitions directly to the nearest supporting Supply activity. Exceptions may be specified by the respective TYCOM (see Appendix D for further guidance regarding DET support) in the Units OPLAN/OPORDER.

Work Request

Work Requests (NAVCOMPT Form 2275) and Requests for Procurement (NAVCOMP 2275) will be only issued by COMSECONDNCB or COMTHIRDNCB Comptroller Departments only.

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

UMMIPS designated Force/Activity Designators (FADs) and Urgency of Need Designator (UND) listed in the P-485 Chapter 3 shall be utilized to determine correct prioritization of requisitions. NMCBs deployed to Camp Mitchell, Camp Moscrip, Camp Covington, Camp Shields and all overseas DET sites will use FAD II.

- Commanding Officers or Officers in Charge will personally review requisitions which are assigned UND “A” priority (Priority 02 or 03)
- Assign media and status code (cc7) “S”

- Assign Distribution Code (cc54) “W”. Distribution Code “W” identifies the requisition for CBC monitoring. All requisitions, regardless of POE, will be assigned a “W” distribution code.

TURNOVER CUSTODY

Terms and duties as they relate to turnover custody are discussed in the paragraphs that follow.

Physical Inventory—The inventory procedures in Chapter 6 NAVSUP P-485 are mandatory. COMSECONDNCB/ COMTHIRDNCB Inventory Validity goal is 95 percent, except for controlled equipment and DLRs that have a 100 percent goal. Across the board with proper management procedures in place, 95 percent is a realistic goal.

Inventory Schedule—At least one month before deployment, the Supply Officer will prepare a physical inventory schedule for the upcoming deployment. The schedule will conform to the inventory frequency criteria for each material category. The first inventories will be scheduled during camp turnover.

Controlled Equipment.—Controlled Equipment is normally carried in allowance quantities only. Chapter 8 of NAVSUP P-485 lists the general categories of items considered Controlled Equipment. Table 6-1 is the NMCB TOA Controlled Equipment Item List (CEIL) and Figure 6-2 is the NCF Controlled Equipment Item List (CEIL). The automated listing generated by the unit is Controlled Equipment Inventory System (CEIS) will be maintained in accordance with NAVSUP P-485 Chapter 8 by the unit Supply Officer for all items listed in NAVSUP P-485 and in Figures 6-1 and 6-2. At Atlantic Camps all non-TOA ADP assets will be managed and controlled by the SECOND Brigade Det Office. In Pacific Camps, all ADP assets are controlled by COMTHIRD NCB (N6). Any movement of ADP assets within the Camp, DRMO of obsolete assets, or upgrades to hardware or software will be coordinated with the SECONDNCB Brigade Det personnel, or THIRD NCB N6 as appropriate. All controlled equipment will require custodial signature except where specifically indicated otherwise. Controlled equipment inventories will be performed as follows:

Seabee Camps—Inventories of Controlled Equipment will be conducted during the turnover of

main body and DET sites. Deployment sites will establish and maintain separate custody records for Air DET and augment Controlled Equipment. COMSECONDNCB and COMTHIRDNCB also require deployment sites to maintain custody records for Air Echelon Controlled Equipment in their custody.

Demand Effectiveness Goals Report—With the implementation of Micro-SNAP and future enhancements, NCF units will have the capability to generate a monthly demand Effectiveness Goals Report for internal use in accordance with the SNAP Users Guide. As part of the end of the month reports, Supply Officers will generate and retain a monthly Demand Effectiveness Goals Report. This report will be a part of the camp turnover file and will be reviewed during LMAs.

Camp Maintenance Allowances—If maintained, the COSBAL is the primary allowance for support of camp equipment. The COSBAL supports installed Galley and Facility equipment (i.e., air conditioners, and heaters). A biennial equipment validation is normally conducted at each campsite. During the Camp turnover, the Supply Department and BRAVO Company should verify this equipment by comparing the COSBAL with the actual item itself.

CTR INVENTORY MANAGEMENT

CTR records and files are discussed in the following paragraphs.

Records and Files

Micro-SNAP Sites Second Brigade will maintain Stock Record Cards (SRCs) on Micro-SNAP for all tools and Kits. Kits input into Micro-SNAP with the Kit Assembly Number in the Part Number Block of the SRC and 99999 in the CAGE block. Third Brigade sites will maintain manual CTR records in accordance with paragraph 6202.1.b. CTR records will not be incorporated in the Micro-SNAP database. All issues will be posted on 1250-1s. The original of the 1250-1 will be filed in Alpha Sequence by the last name of the person signing for the tool or tool kit. A copy of the 1250-1 will be filed in NIIN sequence to assist in inventory processing. Once tools are returned the original is discarded and the copy is moved to a History file to record demand. History files are discarded at the completion of turnover.

APPENDIX I

ACRONYMS

A

A&E/E-S*—Architect and Engineering Firm /
Engineering Service

A/C—Aircraft

AAA—Authorized Accounting Activity

AAC—Acquisition Advice Code or Activity
Address Code

AAP—Allowance Appendix Page

ABFC*—Advanced Base Functional Component

AC—Advice Code

ACA—Airlift Clearance Authority

ACB/PHIBCB*—Amphibious Construction
Battalion

ACC—Accountable Command or Area Coordination
Center or Aircraft Controlling Custodian

ACCESS*—Afloat Consumption, Cost, and
Effectiveness Surveillance System

ACG-ISS*—Area Coordination Group – Inter-
service Supply Support

ACR—Allowance Change Request

ACR-F—Allowance Change Request-Fixed

AD—Air Detachment or Destroyer Tender

ADCANC—Administrative Cancellation

ADCON—Administrative Control

ADL—Active Document List

ADMIS*—Automatic Data Management
Information Systems

ADMRL—Application Data for Material
Readiness List

ADP—Automatic Data Processing

ADPE—Automated Data Processing Equipment

ADS—Automated Data System

AE—Air Echelon or Ammunition Ship

AEL—Allowance Equipage List

AFS—Combat Stores Ship (Auxiliary, Fast, Stores)

AFSWP*—Armed Forces Special Weapon Project

AIG—Address Indicating Group

AIR—Aircraft Inventory Record

AIRP*—Accelerated Item Reduction
Program

ALCE*—Airlift Control Element

ALICE*—All Purpose Lightweight Individual
Carrying Equipment

ALT*—Administrative Lead Time (HIVAC)

AMC—Air Mobility Command or Army Material
Command

AMD—Average Monthly Demand

AMETA*—Army Management Engineering
Training Agency

AMMRL—Aviation Maintenance Material
Readiness List

AMTRAC*—Amphibious Tractor (Landing Craft)

ANGLICO*—Air/Naval Gunfire Liaison
Company (Marine Unit)

ANMCS—Anticipated Not Mission Capable
Supply

ANORS—Anticipated Not Operationally
Ready-Supply

ANSIA*—Army-Navy Shipping Information
Agency

AO—Fleet Oiler (Auxiliary Oiler)

AOIC—Assistant Officer in Charge

AOR—Area Of Responsibility or Replenishment
Oiler

AP—Acquisition Plans

APA—Appropriation Purchase Account

APAS*—Alternative Performance Appraisal
System

APL—Allowance Parts List

APO—Army/Air Force Post Office
APOD—Aerial Port of Debarkation/Discharge
APOE—Aerial Port of Embarkation
ARCONAV-SEA CARS*—Area Coordinator
Navy Sea Cargo
ARFCOS—Armed Forces Courier Service
ARP*—Automotive Repair Parts
ARR—Allowance Requirements Registers
ARRC—Automatic Reorder Restriction Code
ARS—Salvage Ship
AS—Submarine Tender
ASBCA*—Armed Services Board of Contract
Appeals
ASESB*—Armed Services Explosive Safety
Board
ASG—Afloat Shopping Guide
ASMRO*—Armed Services Medical Regulating
Office
ASN (S&L)—Assistant Secretary of the Navy
(Shipbuilding and Logistics)
ASO—Aviation Supply Office (replaced by
NAVICP-PHIL)
ASP*—Ammunition Supply Point
ASPPA*—Armed Services Petroleum Purchasing
Agent
ASR—Submarine Rescue Ship
ASTIA—Armed Services Technical Information
Agency
ASTM—American Society for Testing and
Materials
ATAC—Advanced Traceability and Control
ATC—Allowance Type Code
ATCMD—Advance Transportation Control and
Movement Document
ATF—Fleet Ocean Tug
ATS—Salvage and Rescue Ship
AUTODIN—Automatic Digital Network
AVCAL—Aviation Consolidated Allowance List
AVDLR—Aviation Depot Level Repairable

AWM—Awaiting Maintenance

AWP—Awaiting Parts

B

BARR*—Biannual Allowance Requirement
Review

BBP—Break Bulk Point

BCM—Beyond Capability of Maintenance

BDARP*—Battle Damage Assessment and Report
Program

BDU*—Battle Dress Uniform

BEEP*—Battalion Equipment Evaluation
Program

BEMAR*—Backlog of Essential Maintenance and
Repair

BESEP*—Base Electronics System Engineering
Plan

BEST*—Base Engineering Support, Technical

BFRL*—Base Facility Requirements List
(OPNAV Form 11000-1)

BII*—Basic Issue Items

BL—Bill of Lading

BOP—Balance of Payments

BOR—Budget OPTAR Report

BOSS—Buy Our Spares Smart

BP—Budget Project

BPA—Blanket Purchase Agreement

BRF*—Best Replacement Factor

BSA*—Basic Stock Allowance

BUMED—Bureau of Medicine and Surgery

BUPERS—Bureau of Naval Personnel (formerly
NMPC)

C

CADS—Containerized Ammunition Distribution
System

CAGE—Commercial and Government Entity

CALM*—Computer Aided Load Manifest

CALS*—Computer Assisted Logistics Support
 CAO—Contract Administrative Office
 CAPS—CINCPACFLT Automated Priority System
 CARGO—Consolidated Afloat Requisitioning Guide-Overseas
 CARP*—Contingency Alternate Routine Plan
 CASCAN—Casualty Canceled
 CASCOR—Casualty Corrected
 CASE*—Construction, Automotive, and Support Equipment
 CASEMIS—Construction Automotive and Special Equipment Management Information System
 CASREP—Casualty Reporting
 CAT*—Civic Action Team
 CBC*—Construction Battalion Center
 CBC/MIS*—Construction Battalion Center/Management Information System
 CBL—Commercial Bill of Lading
 CBM*—Contracts and Business Management
 CBMU*—Construction Battalion Mobile Unit
 CBR—Chemical, Biological, and Radiological
 CBU*—Construction Battalion Unit
 CC—Card Column or Country-within-Country
 CCG*—Cost Category Group
 CCR—Configuration Change Report
 CD-ROM—Compact Disc-Read Only Memory
 CEA—Civilian Employee Association
 CEC*—Civil Engineer Corps
 CECOS*—Naval School Civil Engineer Corps Officers
 CED*—Construction Equipment Department
 CEEI*—Civil Engineer End Item
 CEPAL*—Country Electronics Parts Allowance List
 CES (HR)*—Civil Engineer Squadron (Heavy Repair)
 CESE—Civil Engineer Support Equipment
 CESE/MIS—Civil Engineer Support Equipment/Management Information System
 CESO—Civil Engineer Support Office (See SLC)
 CG—Guided Missile Cruiser
 CGFMFLANT—Commanding General, Fleet Marine Force, Atlantic
 CGFMFPAC—Commanding General, Fleet Marine Force, Pacific
 CGN—Guided Missile Cruiser (Nuclear)
 CHAIN—Consolidated History of Alternate Item Numbers
 CHICIVENGs—Chief of Civil Engineers
 CHIL—Consolidated Hazardous Item List
 CID—Component Identification Number
 CINCLANT—Commander in Chief, Atlantic
 CINCLANTFLT—Commander in Chief, U.S. Atlantic Fleet (2nd Fleet)
 CINCPAC—Commander in Chief, Pacific
 CINCPACAF—Commander in Chief, Pacific Air Force
 CINCPACFLT—Commander in Chief, U.S. Pacific Fleet (3rd and 7th Fleet)
 CINCPACREP—Commander in Chief, Pacific Representative Guam and Trust Territory of the Pacific Islands
 CINCUSNAVEUR—Commander in Chief, U.S. Naval Forces Europe (6th Fleet)
 CIO—Common Items Order
 CLF—Combat Logistics Force
 CM—Construction Mechanic or Corrective Maintenance
 CMA—Clothing Maintenance Allowance
 CMC—Command Master Chief or Commandant of the Marine Corps
 CMR*—Contracting Management Review
 CMSR*—Camp Maintenance Storeroom
 CNAL—Commander, Naval Air Force, Atlantic Fleet
 CNAP—Commander, Naval Air Force, Pacific Fleet

CNET—Chief, Naval Education and Training

CNO—Chief of Naval Operations

COD—Carrier Onboard Delivery

COG—Cognizance

COLA—Cost of Living Allowance

COMSC—Commander, Military Sealift Command

COMSCELM—Commander, Military Sealift Command, Eastern Atlantic Fleet and Mediterranean

COMSCFE—Commander, Military Sealift Command, Far East

COMSCGULF—Commander, Military Sealift Command, Gulf Sub-operating Area

COMSCLANT—Commander, Military Sealift Command, Atlantic Fleet

COMSCMED—Commander, Military Sealift Command, Mediterranean

COMSCPAC—Commander, Military Sealift Command, Pacific Fleet

COMSECONDNCB—Commander, Second Naval Construction Brigade

COMSUBLANT—Commander, Submarine Force, Atlantic Fleet

COMSUBPAC—Commander, Submarine Force, Pacific Fleet

COMTHIRDNCB—Commander, Third Naval Construction Brigade

CONEX—Container Express (Reusable Shipping Container for Surface Movement)

CONREP—Connected Replenishment

CONTREQS*—Contingency Transportation Requirements System

CONUS—Continental United States

COPARS*—Contractor Operated Parts Stores

CORS—Cargo Outturn Report System

CORS—Cargo Outturn Reporting System

COSAL—Coordinated Shipboard Allowance List or Consolidated Seabee Allowance List

COSBAL—Coordinated Shorebase Allowance List

COSM—Contracting Officer for Security Matters

COSMAL*—Coordinated Shore-Base Material Allowance List

COST*—Comprehensive Onboard Supply Training

COTR—Contracting Officer’s Technical Representative

CPAF*—Cost-Plus-Award-Fee

CPM*—Critical Path Method

CPRRS—Civilian Personnel Resources Reporting System

CPX—Command Post Exercise

CRB—Contract Review Board

CRT—Cathode Ray Tube

CSF*—Combat Support Force

CSMP—Current Ships Maintenance Project

CSN—Circuit Symbol Number

CSNL—Circuit Symbol Number List

CSR*—Central Storeroom

CSS*—Consolidated Stock Status

CSSR*—Consolidated Stock Status Report

CTR*—Central Toolroom

CUU*—Camouflage Utility Uniform

CV—Aircraft Carrier

CVN—Aircraft Carrier (Nuclear)

CWE*—Current Working Estimate

D

DAAS—Defense Automatic Addressing System

DAC*—Depot Assembly Crates

DAR—Defense Acquisition Regulations

DASP*—Deployed Asset Surveillance Program

DBI—Demand Based Item

DBOF—Defense Business Operating Fund (Replaced by Navy Working Capital Fund)

DCAA—Defense Contract Audit Agency

DCAS—Defense Contract Administration Services

DCASO—Defense Contract Administration Services Office

DCASR—Defense Contract Administration Services Region

DCSA—Defense Construction Supply Agency

DCSC—Formerly Defense Construction Supply Center, Columbus, OH (merged with DESC to form DSCC)

DD—Defense Depot or Destroyer

DDC—Defense Documentation Center/Demurrage and Detention Charges

DDG—Guided Missile Destroyer DEFCON—Defense Condition

DEMIL—Demilitarization

DESC—Formerly Defense Electronics Supply Center, Dayton, OH (merged with DCSC to form DSCC)

DFARS—Defense Acquisition Regulation Supplement

DFAS—Defense Finance Accounting Service (formerly FAADC)

DFR—Defense Fuel Region

DFSC—Defense Fuel Supply Center, Washington, DC (replaced by Defense Energy Support Center, Fort Belvoir, VA)

DGSA—Defense General Supply Agency

DGSC—Defense General Supply Center, Richmond, VA (replaced by DSCR)

DI—Document Identifier

DIAL—Deficiency in Allowance List

DIDS—Defense Integrated Data Systems

DIFM—Due-In From Maintenance

DIIP—Defense Inactive Item Program

DIPEC—Defense Industrial Plant Equipment Center

DISC—Defense Industrial Supply Center, Philadelphia

DISCON—Discrepancy in Shipment Confirmation (SF 363)

DISREP—Discrepancy in Shipment Report (SF 361)

DLA—Defense Logistics Agency

DLIS—Defense Logistics Information Service (formerly DLSC)

DLR—Depot Level Repairable

DLSC—Defense Logistics Services Center (replaced by DLIS)

DMI—Departmental Management Inspection

DMR—Date Material Required

DMS—Defense Materials System

DOD—Department of Defense

DODAAC—DOD Activity Address Code

DODAAD—DOD Activity Address Directory

DODAC—DOD Ammunition Code

DOP—Designated Overhaul Point

DOT—Department of Transportation

DPSC—Defense Personnel Support Center, Philadelphia, PA (replaced by DSCP)

DRMO—Defense Reutilization and Marketing Office

DRMS—Defense Reutilization and Marketing Service

DSC—Defense Supply Center

DSCP—Defense Supply Center, Philadelphia, PA (formerly DPSC)

DSP—Designated Support Point

DSCR—Defense Supply Center, Richmond, VA (formerly DGSC)

DSSP—Direct Supply Support Points or Deep Submerge Systems Project

DTG—Date Time Group

DTO—Direct Turnover

DTS—Defense Transportation System

E

E3*—CBL Funded & Controlled Contingency Material

EAC—Estimate at Completion

EAOS—Expiration of Active Obligated Service

ECC*—Equipment Cost Code

EDD—Estimated Delivery Date
EDP—Electronic Data Processing
EFTO—Encrypted for Transmission Only
EIC—Equipment Identification Code
EOB—Expense Operating Budget
EQUIPO—Equipment Office
ERO—Equipment Repair Order
ERPAL—Electronic Repair Parts Allowance
List
ESD—Estimated Shipping Date
ETA—Estimated Time of Arrival
ETD—Estimated Time of Departure
EWO*—Equipment Work Order
EWORS*—Equipment Work Order Reporting
System
EXREP—Expeditious Repair

F

F/AD—Force Activity Designator
FAA—Federal Aviation Agency
FACSO—NAVFAC Engineering Command Field
Data Systems Office
FAK—Freight All Kinds
FAMREP—Fleet Reporting of Retrograde
Material
FAR—Federal Acquisition Regulation
FASO—Field Aviation Supply Office
FDL—Fast Deployment Logistics
FEDLOG—Federal Logistics Data
FEX—Field Exercise
FFG—Guided Missile Frigate
FIFO—First in First out
FILDR—Federal Item Logistics Data Record
FILL—Fleet Issue Load List
FIR—Financial Inventory Report
FIRL—Fleet Issue Requirements List
FIRM—Fleet Intensified Repairable Management

FISC—Fleet Industrial Supply Center
FLR—Fleet Level Repairable
FLSIP—Fleet Logistics Support Improvement
Program
FM—Field Manual
FMAV—Financial Management Assistance Visit
FMP—Fleet Modernization Program
FMSO—Fleet Material Support Office
FOA—Fitting Out Activity
FOB—Free On Board
FOCSL—Fleet Oriented Consolidated Stock
List
FOSSAC—Fitting Out Supply Support Assistance
Center
FOUO—For Official Use Only
FPO—Fleet Post Office
FPSM—Fleet Program Support Material
FRAA—Fleet Repairables Assistant Agent
FSA—Fleet Support Assets
FSC—Federal Supply Classification
FSS—Federal Supply System
FSSG—Force Supply Support Group
FY—Fiscal Year
FYDP—Five Year Defense Plan
FYTD—Fiscal Year to Date

G

GBI—Gain By Inventory
GBL—Government Bill of Lading
GEIR—GPETE End Item Replacement
GFE—Government Furnished Equipment
GFM—Government Furnished Material
GINO—GPETE Initial Outfitting
GMT—Greenwich Mean Time or General Military
Training
GPETE—General Purpose Electronic Test
Equipment

GPLD—Government Property Lost or Damaged
GSA—General Services Administration
GSE—Ground Support Equipment

H

HAZMAT—Hazardous Material
HCA—Head of Contracting Activity
HDF—Historical Demand File
HE—High Explosives
HERO—Hazard Of Electromagnetic Radiation or Ordnance
HHG—Household Goods
HIVAC—High Value Asset Control
HL—High Limit
HM—Helicopter Mine Countermeasures Squadron
HM&E—Hull, Mechanical and Electrical
HQ—Headquarters
HS—Helicopter Anti-Submarine Squadron
HSC—Hardware System Command
HSL—Light Helicopter Anti-Submarine Squadron
HT—Helicopter Training Squadron

I

I&A—Inspection and Acceptance
ICP—Inventory Control Point or Internal Control Program
ICRL—Individual Component Repair List
ICSS—Interim Contractor Supply Support
IDC—Identification Delivery Contracts
IDTC—Indefinite Delivery Type Contracts
IIN—Item Identification Number
ILCO—International Logistics Control Office
IL—Identification List
ILO—Integrated Logistics Overhaul
ILP—International Logistics Program
ILS—Integrated Logistics Support

IMA—Intermediate Maintenance Activity
IM—Inventory Manager
IMPP—Industrial Mobilization Planning Program
IMRL—Individual Material Readiness List
INREP—Inport Replenishment
IOL—Initial Outfitting List
IPB—Illustrated Parts Breakdown
IPD—Issue Priority Designator
IPE—Industrial Plant Equipment (Plant Property Class 4)
IPG—Issue Priority Group
IPL—Interim Parts List
IRRD—Issue/Receipt Release Document
ISL—Integrated Stock List
ISO—International Shipping Organization
ISSA/ISA—Inter/Intra-Service Support Agreement
ISSOT—Intra-Fleet Supply Support Operations Team
ISSP—Inter-Service Supply Support Procedures
IT—Information Technology

J

J&A—Justification and Approval
JAMTO—Joint Army Military Ticket Office
JANAP—Joint Army, Navy, Air Force Publication
JCN—Job Control Number
JCS—Joint Chiefs of Staff
JON—Job Order Number
JOPES—Joint Operation Planning Exercise System
JSN—Job Sequence Number or Job Serial Number
JTR—Joint Travel Regulations
JUMPS—Joint Unified Military Pay System

K

KIL—Kit Inventory List

L

L-3—Final Title Parts Support Material Funded by NAVFAC OPN

LAP—Location Audit Program

LAPL—Lead Allowance Parts List

LBI—Loss By Inventory

LCC—Amphibious Command Ship

LDS—Logistics Data System

LIRC—List of Items Returnable for Credit

LL—Low Limit

LMA—Logistics Management Assessment

LMC—Local Management Code

LOGAIR—Long Term Contract Airlift Service (Air Force managed)

LOGMARS—Logistics Applications of Automated Marking and Reading Symbols

LOGREP—Logistics Representative

LOGREQ—Logistics Request

LRCA—Local Repair Cycle Asset

LSA—Logistics Support Analysis

LSR—Logistics Support Requirements

M

M&S—Media and Status Code

M-3—Technical Manuals Funded and Controlled by CESO

MAAG—Military Assistance Advisory Group

MAF—Maintenance Action Form

MAL—Mobilization Allowance List

MAM—Maintenance Assist Module

MAP—Military Assistance Program

MARP—Manpower Allocation/Requirements Plan

MATCO—Military Air Traffic Coordinating Office (CONUS)

MAV—Management Assist Visit

MCC—Material Control Code

MCF—Material Completed File

MCI—Meals, Combat, Individual

MC—Mission Capable

MCO—Maintenance Check-Off

MCON—Military Construction, Navy

MCRL—Master Cross-Reference List (Navy)

MDC—Maintenance Data Collection

MDS—Maintenance Data System

MDU—Material Delivery Unit

MEASURE—Metrology Automated System for Uniform Recall and Reporting

MEC—Military Essentiality Code

MEDS—Mechanized Embarkation Data System

MEF—Marine Expeditionary Force

MEU—Marine Expeditionary Unit

MEU(SOC)—Marine Expeditionary Unit (Special Operations Capable)

MHE—Material Handling Equipment

MIAC—Material Identification and Accounting Codes

MIAE—Master Index of AELs

MIAPL—Master Index of APLs

MILCON PO—Military Construction Program Objectives

MILCON—Military Construction

MILSCAP—Military Standard Contract Administration Procedures

MILSTAAD—Military Standard Activity Address Directory

MILSTAMP—Military Standard Transportation and Movement Procedures

MILSTD—Military Standard

MILSTEP—Military Supply and Transportation Evaluation Procedures

MILSTRAP—Military Standard Transaction Reporting and Accounting Procedure

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MILVAN—Military-Owned Demountable Container Conforming to U.S., and International Standards (see SEAVAN)

MIPR—Military Interdepartmental Purchase Request

MIS—Management Information System

ML-C—Management List-Consolidated

MLI—Munitions List Items

ML-N—Management List-Navy

MLO—Material Liaison Office

MLSF—Mobile Logistic Support Force (Replaced by CSF Combat Support Force)

MLSR—Missing, Lost, Stolen or Recovered

MMC—Material Management Code

MML—Master Material List

MMSA—Medical Material Supply Agency

MOBCON—Mobilization Construction Plan

MOCC—Mount-Out Control Center

MOF—Material Outstanding File

MOM—Military Ordinary Mail

MOTBA—Military Ocean Terminal Bay Area

MOTBY—Military Ocean Terminal Bayonne

MOU—Memorandum of Understanding

MOV—Material Obligation Validation (Internal/External)

MPD—Movement Priority Designator

MPN—Military Personnel, Navy

MPSA—Military Petroleum Supply Agency

MRD/MRO—Material Release Document/Order

MRE—Meals, Ready to Eat

MRIL—Master Repairable Item List

MRMR—Mobilization Reserve Material Requirements

MRP—Material Returns Program/Maintenance of Real Property

MRPL—Manufacturer’s Recommended Parts List

MRQ—Maximum Release Quantity

MSC—Military Sea Lift Command

MSD—Material Support Date

MSDS—Material Safety Data Sheet

MSP—Maintenance Support Package

MSR—Main Supply Route

MSSA—Military Supply Support Agency

MSSO—Military Subsistence Supply Office

MSTS—Military Sea Transportation Service

MTA—Military Transportation Authorization

MTIS—Material Turned In To Store

MTMA—Military Traffic Management Agency

MTMC—Military Traffic Management Command

MTMCEA—Military Traffic Management Command, Eastern Area (Bayonne, NJ)

MTMCWA—Military Traffic Management Command, Western Area (Oakland, CA)

MTMR—Military Traffic Management Regulation (NAVSUP P-444)

MTO—Material Take-Off

MTR—Mandatory Turn-In Repairable

MUSE*—Mobile Utility Support Equipment

MVO—Money Value Only

MWO*—Modification of Work Order

MWR—Morale, Welfare, and Recreation

N

NADEP—Naval Aviation Depot

NAF—Nonappropriated Fund or Naval Air Facility

NALC—Navy Ammunition Logistics Code

NALCO—Naval Air Logistics Control Office

NALCOMIS—Naval Aviation Logistics Command Management Information System

NAMP—Naval Aviation Maintenance Program

NARDAC—Navy Regional Data Automation Center

NARSUP—Navy Acquisition Regulation Supplement

NAS—Naval Air Station

NATCO—Navy Air Traffic Coordinating Office

NATO—North Atlantic Treaty Organization

NAVAIRSYSCOM—Naval Air Systems Command, Washington, DC

NAVCOMPT—Navy Comptroller

NAVFAC—Naval Facilities Engineering Command (NAVFACENGCOM)

NAVSSO—Naval Food Service Systems Office

NAVICP MECH—Navy Inventory Control Point Mechanicsburg, PA

NAVICP PHIL—Navy Inventory Control Point Philadelphia, PA

NAVMASO—Navy Management Systems Support Office

NAVMTO—Navy Material Transportation Office (replaced by NAVTRANS)

NAVORDSYSCOM—Naval Ordnance Systems Command

NAVSCOLCONST—Naval Schools Construction

NAVSEA—Naval Sea Systems Command, Washington, DC

NAVSEEA—Naval Shore Electronics Engineering Activity

NAVSHIPSYSCOM—Naval Ship Systems Command

NAVSUPSYSCOM—Naval Supply Systems Command, Mechanicsburg, PA

NAVTRANS—Naval Transportation Support Center (formerly NAVMTO)

NBG—Naval Beach Group

NC—Not Carried

NCB—National Codification Bureau or Naval Construction Brigade

NCEL*—Naval Civil Engineer Laboratory

NCF*—Naval Construction Force

NCFSU*—Naval Construction Force Support Unit

NCR*—Naval Construction Regiment

NCTC*—Naval Construction Training Center

NEC—Navy Enlisted Classification

NEXCOM—Navy Resale and Services Support Office

NFCS—Navy Field Contracting System

NHA—Next Higher Assembly

NICN—Navy Item Control Number

NIF—Naval Industrial Fund

NIIN—National Item Identification Number

NIS—Not In Stock

NLL—Navy Logistics Library

NMC—Not Mission Capable

NMCB—Naval Mobile Construction Battalion

NMCM—Not Mission Capable Maintenance

NMCS—Not Mission Capable-Supply

NMF—Navy Management Fund

NMFC—National Motor Freight Classification

NMPC—Naval Military Personnel Command (replaced by BUPERS)

NOACT—Navy Overseas Air Cargo Terminal

NOF-13*—NON OCCUPATIONAL FIELD 13

NORS—Not Operationally Ready Supply

NPO—Navy Petroleum Office

NRCC—Naval Regional Contracting Center

NRCO—Navy Regional Contracting Office

NRFI—Not Ready For Issue

NRO—Navy Retail Office

NSA—Navy Stock Account

NSF—Navy Stock Fund (replaced by Navy Working Capital Fund)

NSMP—Navy Support and Mobilization Plan

NSN—National Stock Number

NTDS—Navy Tactical Data System

NWCF—Navy Working Capital Fund (formerly NSF or DBOF)

NVD—Night Vision Devices

Q

O&MN—Operation and Maintenance, Navy
O&ST—Order and Shipping Time
O/H—On Hand
OF-13*—Occupational Field 13 (Seabee Ratings)
OFSE*—Operating Forces Support Equipment
OIC—Officer in Charge
OICC*—Officer in Charge of Construction
OL—Operating Level
OMA—Organizational Maintenance Activity
OMB—Office of Management and Budget
OPCON*—Operational Control
OPLAN*—Operation Plan
OPLOC*—Operating Location
OPN—Other Procurement, Navy
OPNAV—Office of the Chief of Naval Operations
OPORD—Operational Order
OPTAR—Operating Target
ORDALT—Ordnance Alterations
ORG—Organizational Code
ORI*—Operational Readiness Inspection
OSA—Outfitting Supply Activity
OSI—Operating Space Item or Operating Space Inventory
OSO—Other Supply Officer
OST—Order and Shipping Time
OTK*—Other Than Kit

P

P&E—Planning and Estimating
P/N—Part Number
PAF—Procurement Action File
PAL—Parcel Airlift Mail
PATF—Procurement Action Tickler File
PC&H—Packing, Crating, and Handling

PCN—Permanent Control Number
PCR*—Project Control Report/Program Change Request
PCS—Permanent Change of Station
PD—Priority Designator
PDD—Priority Delivery Date
PEB—Pre-Engineered Building, or Pre-Expended Bin
PEETE—Portable Electrical/Electronic Test Equipment
PIIN—Procurement Instrument Identification Number
PLA—Plain Language Address or Principal Logistic Agent
PM—Preventive Maintenance
PMCM—Partial Mission Capable Maintenance
PMC—Partial Mission Capable
PMCS—Partial Mission Capable Supply
PMI—Precious Metal Indicator
PMR—Procurement Management Review or Planned Maintenance Requirement
PMRS—Procurement Management Reporting System
POA&M—Plan of Action and Milestones
POC—Point of Contact
POD—Port of Debarkation/Discharge or Proof of Delivery
POE—Port of Embarkation
POL—Petroleum, Oils, and Lubricants
POM—Program Objectives Memorandum
POS—Peacetime Operating Stock
POV—Privately Owned Vehicle
PP&P—Preservation, Packing and Packaging
PPB*—Planning, Programming, and Budgeting (Navy System)
PPF—Purchase Payment File
PPO—Pay Personnel Office
PPTO—Personal Property Transportation Officer
PQA—Procurement Quality Assurance

PQS—Personal Qualification Standard
PR—Purchase Request or Progressive Repair
PRA—Pay Record Access
PRCP—Personnel Readiness Capability Program
PRISM—Progressive Refinement of Integrated Supply Management
PSA—Post Shakedown Availability
PSD—Personnel Support Detachment
PSE—Personnel Support Equipment
PSO—Prospective Supply Officer
PWRMS—Pre-positioned War Reserve Material Stock
PWRR—Pre-positioned War Reserve Requirements
PWRS—Pre-Positioned War Reserve Stock

Q

QA—Quality Assurance
QDR—Quality Deficiency Report
QTY—Quantity
QUP—Quantity per Unit Pack

R

RADIAC—Radioactive Detection, Indication, and Computation
RDD—Required Delivery Date
RDI—Readiness to Deploy Inspection
REPSHIP—Report of Shipment
RFI—Ready For Issue
RIC—Routing Identifier Code or Repairable Identification Code
RIP—Remain-In-Place
RMS—Resource Management System
RO—Requisitioning Objective
ROB—Receipt On Board
ROD—Report of Discrepancy (replaced by Supply Discrepancy Report)
ROH—Regular Overhaul

RP—Repair Part or Reorder Point
RPPO—Repair Parts Petty Officer
RSF—Requisition Status File
RSG—Regional Support Group
RSN—Reference Symbol Number
RSS—Ready Service Spares
RT—Real Time

S

S&E—Supplies and Equipage OPTAR
SAAM—Special Assignment Airlift Mission
SAC—Special Accounting Class (207 or 224)
SALTS—Streamlined Automated Logistics Transmission System
SAM—Space Available Mail
SAMMA/SAL Stores—Account Material Management Afloat/Shipboard Authorized Levels
SAMMS*—Seabee Automated Mobile Management System
SAVE—Shortage and Valuable Excess
SCBT*—Seabee Construction Battalion Training
SCC—Supply Condition Code or Security Classification Code
SDCD—Sea Duty Commencement Date
SDD—Standard Delivery Date
SDR—Supply Discrepancy Report, SF 364 (formerly Report of Discrepancy)
SEAS—Supply, Edit, Audit, and SIM
SEAVAN—Commercial or Government-Owned (or Leased) Shipping Container Moved via Ocean Transportation without Bogey Wheels Attached
SFM—Supply and Financial Management Subsystem
SFOEDL—Summary Filled Order/Expenditure Difference Listing
SHORCAL—Shore Consolidated Allowance List
SIM—Selected Item Management

SIMA—Shore Based Intermediate Maintenance Activity
SKO—Sets, Kits, Outfits
SL—Shelf Life or Safety Level
SLAC—Shelf Life Action Code
SLC—Seabee Logistics Center or Shelf Life Code
SLCC—Summary List of Component Changes
SLEC—Summary List of Equipage Changes
SM&R—Source, Maintenance, and Recoverability Code
SMCC—Special Material Content Code
SMI—Supply Management Inspection
SMIC—Special Material Identification Code
SNAP—Shipboard Nontactical Automated Data Processing System
SNDL—Standard Navy Distribution List
SNSL—Stock Number Sequence List
SOEAPL—Summary of Effective Allowance Parts/Equipage Lists
SOP—Standard Operating Procedures
SOPA—Senior Officer Present Afloat
SOS—Source of Supply
SPAWARSSYSCOM—Space and Naval Warfare Systems Command, Washington, DC
SPCC—Ships' Parts Control Center (replaced by NAVICP MECH)
SPETERL—Ship Portable Electrical/Electronic Test Equipment Requirements List
SRC—Stock Record Card
SRF—Stock Record File (SFM)
SRI—Storeroom Item
SSC—Supply Support Center or Service School Command
SSIC—Standard Subject Identification Code
SSL—SERVMART Shopping List
STD—Standard
STEM*—Seabee Tactical Equipment Management System

STEMIS*—Seabee Tactical Equipment Management Information System
SUADPS-RT—Shipboard Uniform Automated Data Processing System-Real Time
SUPARS—Navy Supply Acquisition Publication Supplement
SWOP—Special Weapons Ordnance Publication

T

TAC—Transportation Account Code
TAD—Temporary Additional Duty
TAT—Turnaround Time
TBA—Table of Basic Allowances
TBOS—Test Bench Out of Service
TCMD—Transportation Control and Movement Document
TCN—Temporary Control Number or Transportation Control Number
TEC—Type Equipment Code
TIR—Transaction Item Report
TM—Technical Manual
TMINS—Technical Manual Identification Numbering System
TNICN—Temporary Navy Item Control Number
TOA—Table of Allowance
TOB—Technical Operating Budget (replaced by OPN Outfitting Account)
TOR—Technical Override or Time of Receipt
TP—Transportation Priority or Technical Publication
TR—Transportation Request
TYCOM—Type Commander

U

UADPS—Uniform Automated Data Processing System
UCMJ—Uniform Code of Military Justice
UCT*—Underwater Construction Team

UFI—Unfit for Issue
UI—Unit of Issue
UIC—Unit Identification Code
UMMIPS—Uniform Material Movement and Issue Priority System
UND—Urgency of Need Designator
UNREP—Underway Replenishment
UP—Unit Price
USID—Uniform System Identification Code

V

VA—Attack Squadron
VAQ—Tactical Electronic Warfare Squadron
VAW—Carrier Airborne Early Warning Squadron
VC—Fleet Composite Squadron
VERTREP—Vertical Replenishment
VF—Fighter Squadron
VFA—Strike-Fighter Squadron
VIDS—Visual Information Display System
VMA—(Marine) Attack Squadron
VMAAW—(Marine) Attack (All Weather) Squadron
VMAQ—(Marine) Electronic Warfare Squadron
VMFA—(Marine) Fighter-Attack Squadron
VOSL—Variable Operating and Safety Level
VP—Patrol Squadron
VQ—Fleet Air Reconnaissance Squadron
VR—Fleet Logistics Support Squadron
VRC—Fleet Logistics Support (COD) Squadron

VREP—Vendor Receipts and Expediting Program
VS—Air Anti-Submarine Squadron
VT—Training Squadron
VX—Air Test and Evaluation Squadron
VXE—Antarctic Development Squadron
VXN—Oceanographic Development Squadron

W

WC—Work Center
WCS—Work Center Supervisor
WPN—Weapons Procurement Navy
WSDC—Weapons Systems Designator Code
WSF—Weapon System File
WUC—Work Unit Code

X

XRF—NIIN Cross Reference File (SFM)

2M

2M—Miniature/Micro-miniature Repair

3M

3M—Maintenance and Material Management

(*) Denotes acronyms and terms peculiar to Seabee operation and support.

APPENDIX II

GLOSSARY

ACCOUNTABILITY—The obligation imposed upon any person authorized to have public property in custody or possession, or to produce the property, or evidence of its authorized disposition when directed by proper authority or upon proper occasion.

ACCOUNTABLE ACTIVITY—Activities that receive and issue materials in and out of a stores account (NSA or APA), maintain required records, and submit returns that reflect current inventory status.

ACCOUNTABLE OFFICER—An officer charged by law, regulation, or lawful order with the responsibility for public funds or property. In fulfilling this responsibility he/she must maintain accurate records, ensure that the funds or property are properly used, and submit periodic returns that reflect current inventory status.

ACCOUNTING PERIOD—A definite period of time fixed by law or administrative action, for assembling, recording, or reporting accounting data.

ACTIVITY ADDRESS CODE—A six-character code, consisting of the service code (N, R, or V) and the unit identification code (UIC), that identifies a specific activity and translates to a clear text address.

AEL—Allowance Equipage List. Contains the onboard allowance of equipage and supplies to support the ship's mission.

AERONAUTICAL EQUIPMENT—Aircraft, support equipment, aviator's equipment, and other similar devices.

AERONAUTICAL MATERIAL—All the material used in the operation and maintenance of aircraft.

AIRCRAFT CONTROLLING CUSTODIAN (ACC)—The air commands and Naval Air Systems Command (NAVAIR) that exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.

AIRCRAFT EQUIPMENT CONFIGURATION LIST—A listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers that contain the support requirements for outfitting purposes.

ALLOWANCE ITEMS—Items that appear in authorized allowance documents, such as COSAL, SHORCAL, and AVCAL with an allowed quantity.

ALLOWANCE LIST—A list of documents specifically tailored to an activity that identifies items/parts needed for support of maintenance of supply mission.

ALLOWED ITEMS—Items, both allowance and nonallowance, that qualify for local stock, or items authorized to be procured as DTO material for immediate or planned use.

APA—Appropriations Purchase Account. Material purchased by a bureau or command that has been charged to appropriated funds. The material is then available for issue to end-users without charge to operating funds.

APPOINTING OFFICIAL—An individual designated in writing by the approving official. When authorized, the appointing official approves or disapproves reports of survey only when there is no evidence of negligence or abuse. The appointing official is normally senior to the responsible officer, accountable officer, and survey officer. For supply system stocks held in SAC 207, the appointing official is normally the supply officer. The appointing official may act as the survey officer.

APPROPRIATION SYMBOL—A symbol used to identify a specific appropriation on accounting documents.

APPROPRIATION—An authorization from Congress to obligate public funds (known as obligations) for specific purposes and to make payments from the treasury to pay those obligations. The making of these obligations and payments are restricted by time and monetary limitations.

APPROVING OFFICIAL—The individual who approves or disapproves the report of survey and makes a determination to relieve all concerned from responsibility and/or accountability or to approve assessment of financial liability. The approving official appoints the survey officer in writing. The approving official's responsibility cannot be delegated and must remain with the commanding officer when there is evidence of personal responsibility or the adjustment involves classified or sensitive items, arms, ammunition, or explosives.

ASSEMBLY—When repairables are returned from the user for shipment to the designated overhaul point (DOP), you must sort out and tally the weight of items to be packaged or that are already unit packaged. This is the ASSEMBLY process. It is at this point that light and fragile items are segregated from heavy, rugged items and that the type of packaging necessary for each is determined.

AUDIT—A periodic evaluation of detailed plans, policies, procedures, products, directives, and records as applied to a Quality Assurance Program.

AUTHORIZATION ACCOUNTING ACTIVITY—The activity designated to perform allotment accounting for a ship or another activity. Allotment accounting does not include OPTAR accounting.

AUTOMATED ACTIVITIES—Activities equipped with an Electronic Digital Computer (EDC) system for processing supply and accounting documents and records.

AVAILABILITY PERIOD—A specific period of time established by the type commander for the accomplishment of approved maintenance by a naval shipyard.

AVERAGE ENDURANCE LEVEL—The quantity of on hand material required to sustain operations for a period of time without augmentation. It is set half-way between the safety level and stockage objective. That is, the safety level plus one-half of the operating level.

AVIATION CONSOLIDATED ALLOWANCE LIST—A consolidated listing of components, repair parts, and consumable items required for a mobile activity (ashore or afloat) to perform aviation organizational and intermediate level maintenance in support of assigned aircraft.

AVIATION LIFE SUPPORT SYSTEM—The items of equipment and clothing needed to allow

aircrew members and aircraft passengers to function within all parameters of the flight environment, to egress safely from disabled aircraft and descend to the surface, and to survive on land and water until rescue forces arrive.

AWAITING INDUCTION—The condition that exists when an item has been received by a supply activity but has not been inducted into the maintenance cycle for test/check/repair.

BACKORDER—A requisition that cannot be filled by the supply activity from current stock that is being held until additional stock is received.

BAR CODE—A method of labeling material that provides for automated data collection for processing material receipts, issue transactions, and inventory of stowed materials. The labels consist of a series of vertical lines and spaces that provide coded information. These codes are read and interpreted by special scanning equipment referred to as Logistics Applications of Automated Marking and Reading Symbols (LOGMARS).

BILL OF LADING—A document that acknowledges receipt of material by a commercial carrier. It serves as a contract between the shipping activity (U.S. Government) and the carrier for carriage of the material.

BLANKET PURCHASE AGREEMENT (BPA)—A simplified procedure of establishing charge accounts with qualified sources of supply to cover anticipated small purchases of the same general category.

BREAKOUT—The act of taking stock from bulk storerooms for issue, transfer, or sale.

BROAD ARROW—A program to identify an urgently required test bench item. This program is outlined in NAVSUPINST 5442.2.

CAGE—Commercial and Government entity. A five-digit code assigned to manufacturers and suppliers for purposes of identification in various supply publications.

CANCELLATION—A total or partial discontinuance of supply action requested by the requisitioner and confirmed by the supplier.

CARCASS VALUE—The value of the repairable NRFI carcass. This value is equal to the difference between the standard price and net price. Example—standard price of \$10,000 less net price of \$3,000 equals carcass value of \$7,000.

- CARCASS**—A not ready for issue (NRFI) repairable component that requires turn-in to a repair facility or designated overhaul point.
- CARGO OFFICER**—An individual designated by the supply officer to be responsible for receiving, inventorying, storing, issuing, offloading, and staging all material, as well as ensuring the material condition and security of all cargo holds and storerooms. The responsibility of the cargo officer may vary at the discretion of the supply officer or type commander. (Cargo officer is assigned on AFS ships only.)
- CARGO**—Items of supplies, materials, stores, baggage, or equipment (gear) that are transported as freight. This is in contrast to those items that are transported as part of passenger movements.
- CARRIED ITEMS**—Stocked items on which the supply department maintains stock records showing current on-hand stock balances.
- CARRIER**—This term includes railroads, small parcel carriers, freight forwarders, motor carriers, barge and steamship carriers, air carriers, pipeline companies, and the Navy's all cargo contract airlift system.
- CASUALTY REPORTING SYSTEM (CASREP)**—A system for requisitioning emergency replacement parts for equipment or components out of commission that are essential to the ship's mission. Requisitions submitted for a CASREP requirement are identified by a W in the first position of the serial number of the document number.
- CAUSATIVE RESEARCH**—An in-depth investigation of specific physical inventory discrepancies to determine why they occurred so corrective action can be taken. This consists of a complete review of all transactions, locations updates, previous adjustments, and suspended or erroneous documentation within the allowable look-back period (normally 365 days).
- CHARGEABLE ACTIVITY**—The activity for which an expenditure represents a cost of operation.
- COGNIZANCE (COG) SYMBOL**—A two-character symbol that designates the stores account in which a type of material is carried and the responsible inventory control point.
- COMBAT LOGISTICS FORCE (CLF)**—Ships assigned for the purpose of relieving deployed fleet units from direct dependency on shore bases for supply support. To accomplish this, the CLF provides items of known military essentiality and those in greatest demand by deployed fleet units.
- COMBINED ACCOUNTABILITY**—Refers to the operating procedures to be followed when the ship's store retail outlet and bulk storerooms are operated by the same person.
- CONSIGNEE**—The activity or person designated to receive the shipment of material.
- CONSIGNOR**—The activity or person shipping the material. The consignor enters into the bill of lading contract with the carrier.
- CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL)**—A microfiche publication identifying those intermediate level (I-level) and depot level (D-level) repairable that are authorized to remain in an aircraft until a serviceable item is received from supply.
- CONSUMABLES**—Items not specifically designated as equipage or repair parts. Examples are administrative and housekeeping items, common tools, paints, cognizance symbol II forms. When material is to be used for accomplishing maintenance actions, it is considered consumable for procurement transactions.
- CONTRACT CARRIER**—Under U.S. law, a person or company other than a common carrier who, under special and individual contracts or agreements, transports passengers or property for compensation.
- CONTRACTOR PROGRAMS**—Maintenance programs associated with support commercial derivative Navy aircraft where Navy personnel perform the organizational level maintenance with limited intermediate level effort. The contractor issues RFI components and provides limited diagnostic assistance.
- COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)**—Contains nomenclature and nameplate data on equipment, identification data for repair parts, and designates the allowance of repair parts to be stocked in supply storerooms.
- COST CODE**—A 12 digit number to classify accounting transactions by providing the Julian

date and serial number from a requisition and a 2 position fund code. The cost code is always preceded by two zeros on accounting data entries to make up the 12 positions.

COST ITEMS—Material used in ship's store service activities (such as the barbershop or laundry) in the performance of a service to patrons, and items sold through cup-type vending machines.

CRITICAL ITEM—An item essential to the operational readiness of a ship or aircraft. It is in short supply in system stocks (or expected to for an extended period of time). Lists of critical items, with reporting instructions, are distributed periodically by inventory managers (NAVICP) to designated ashore and afloat activities. The term may also be used afloat to refer to high usage, bulky consumables (e.g., "never out" items such as rags, toilet paper, etc.) that, because of space constraints, must be replenished at every opportunity.

CUBE—The amount of space occupied by an item to be shipped. It is normally expressed in cubic feet to the nearest tenth. The cube of an item is determined by multiplying the length times the width times the height.

CUSTODY—Responsibility for the care, stowage, use, and records of Navy material.

DEFENSE LOGISTICS AGENCY (DLA)—A supply support organization 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 a 9 in the first position of the cognizance symbol.

DEFENSE TRANSPORTATION SYSTEM (DTS)—Consists of military controlled terminal facilities; Military Airlift Command (MAC) controlled aircraft; Military Sealift Command (MSC) controlled or arranged sealift; and government-owned or controlled air or land transportation.

DEMAND BASED ITEM (DBI)—Peacetime operating stock (POS) items.

DEMAND—The total quantity of an item that has been used during a specific period of time. A request for a not carried item to be procured. An issue of a stock item.

DEPOT LEVEL MAINTENANCE INTER-SERVICE SUPPORT AGREEMENT—An agreement whereby one service performs depot level maintenance work for another service.

DESIGNATED OVERHAUL POINT—A depot-level rework facility assigned the technical and overhaul responsibility for designated weapons systems.

DIRECT TURNOVER (DTO) MATERIAL—Any consumable, repair part, or equipage item ordered from sources external to the ship for DTO to the using department for immediate or planned use.

DOCUMENT IDENTIFIER—A three-digit code that identifies the purpose of a MILSTRIP document.

DTG—Date/Time Group. The identifying number assigned to naval messages by the originator. It consists of the date, time, month, and year.

DTO—Direct Turnover. Material ordered to fill an immediate requirement and issued to the requesting department upon receipt.

DUE-IN FROM MAINTENANCE (DIFM)—Depot-level repairable (DLR) assets that are inducted into aircraft intermediate maintenance department (AIMD) and are expected to be placed in stock upon completion of repair.

DUNNAGE—Material (such as lumber or burlap) used in stowing material to provide protection to both the material and the ship.

EIC—Equipment Identification Code. A seven-digit alphanumeric code used to identify an equipment or its components or parts for the Maintenance Data Collection System.

ENDURANCE—The period of time required for a ship to use a definite quantity of supplies.

END-USE—Refers to the final accounting for material when it is issued from a stores account with a charge to operating funds.

ENGINE TYPE EQUIPMENT CODE—A cross-reference between all maintenance-type equipment codes and the aircraft-type equipment codes under which OPTAR obligations and expenditures will be accumulated.

EQUIPAGE—Items of a durable nature that are not consumed in use and are essential to the ship's mission. An allowed quantity is usually determined on an individual ship basis and is

contained in an APL, AEL, or similar list. Does not include mechanical, electrical, ordnance, or electronic equipments, components, or systems. Equipage items are identified with end use applications aboard ships to the extent that an allowed quantity of the item can be determined on an individual ship basis. Equipage items comprise the greater majority of items listed in the AELs and Part IIIB of the COSAL. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code (See NAVSO P-3013).

EQUIPMENT VALIDATION—The procedure of making sure that equipment descriptions shown on the allowance lists agree with the nameplate data on the installed equipment. This procedure usually begins at least 6 months before the ship arrives at a shipyard for the supply availability.

EQUIPMENT—Any functional unit of hull, mechanical, electrical, ordnance, or electronic type material operated singly or as a component of a system or subsystem and identified by a component identification number (CID), numerical control code (NCC), allowance parts list (APL), or similar designation.

EQUIVALENT ITEM—An item similar to another item to the extent that its characteristics are in strict accordance with drawings, specifications, standards, and performance qualification tests within limits or tolerances specified therein.

EXCEPTION STATUS—Any supply action taken on a requisition other than issue of material in the quantity requested.

EXPEDITIOUS REPAIR (EXREP)—The removal of a component from an aircraft or equipment, expedited delivery, and immediate induction for repair with the goal of the earliest return to the customer. EXREP is normally used when a replacement for stock is not available.

EXPENDITURE—Any act that results in a decrease in Navy assets (material or funds).

EXPIRED APPROPRIATION—An appropriation that is no longer available for obligation but is still available for disbursements to liquidate existing obligations.

FEDERAL CATALOG SYSTEM—The cataloging system under which all items under centralized

inventory control of the DOD and civil agencies of the U.S. Government are named, described, classified, and numbered.

FINANCIAL LIABILITY—The statutory obligation of an individual to reimburse the government for lost, damaged, or destroyed government property as a result of negligence or abuse.

FISCAL YEAR—A 12-month period selected for accounting purposes. The government fiscal year begins 1 October and ends 30 September of the following calendar year.

FOLLOW-UP—An inquiry to the last known holder of a requisition made by the requisitioner as to the action taken on that requisition.

FORCE/ACTIVITY DESIGNATOR (F/AD)—A Roman numeral designator that relates to the military mission of the force or activity.

FREQUENCY OF DEMAND—The number of times that an item is requested during a specific period of time regardless of the quantity requested or issued.

FSC—Federal Supply Classification. The first four digits of the NSN that indicates the group and class of an item. Use of the FSC permits placing all material in categories by use and characteristics.

FUND CODE—A two-character code used to cite the appropriate accounting data on requisitions.

FUND—A segregated sum of money or other resource to be expended or used for specified purposes.

GOVERNMENT BILL OF LADING (GBL)—A transportation contract between a commercial carrier 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.

GROSS WEIGHT—The combined weight of a container and its contents including packing material.

HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS)—A system that provides accurate, complete information to both fleet and shore personnel on the procurement, use, transportation, handling, storage, and disposal of hazardous materials.

HAZARDS—Conditions of risk known or anticipated to be encountered during shipping, storage, or handling of naval material. Hazards must be known so that an appropriate level of protection to prevent loss or damage can be instituted. Hazards are further classified as mechanical, climatic, and dangerous.

HIGH LIMIT—The maximum quantity of material to be maintained on hand and on order or to sustain current-operations. It includes the sum of stocks represented by the operating level, the safety level and order and shipping time (equivalent to “requisitioning objective”).

HUB—A Navy-operated facility that processes DLR and provides verification of drawing/part number to NSN, corrects erroneous documents, makes the MRIL inquiry to determine the DOP/DSP, and to cut off carcass tracking. Also prepares and submits Reports of Discrepancy (ROD)/ Transportation Discrepancy Reports to cut off carcass tracking. Repacks material for shipment.

HULL AND STRUCTURAL (FACILITIES) MAINTENANCE PRESERVATION

MATERIAL—All Navy Stock Account types of maintenance material used in hull and structural (facilities) maintenance and preservation exclusive of cleaning supplies.

ICP—Inventory Control Point. The inventory manager that has cognizance or control of material for specifications, procurement, and stocking. May be a Navy or other Defense activity.

ILLUSTRATED PARTS BREAKDOWN (IPB)—A list prepared by the manufacturer for each model aircraft, engine accessory, electronic equipment, or support equipment (SE).

INTEGRATED LOGISTICS OVERHAUL (ILO)—A concerted effort of assigned shipboard personnel, under the supervision of an ashore based ILO team, to refine shipboard inventories of repair parts, update related stock records consistent with authorized allowances or other stockage objective criteria, and identify material or excess stock.

INTEGRATED STOCK LIST (ISL)—A list, prepared as part of the ILO, in NIIN or NICN sequence of all repair parts required to support onboard equipment after the ship has undergone a shipyard overhaul. It is basically the Stock

Number Sequence List (SNSL) of storeroom items updated to integrate modified allowances made due to configuration changes accomplished during the overhaul.

INTERCHANGEABLE ITEM—A nonequivalent item that is used in place of another item in all applications.

INTERMEDIATE MAINTENANCE ACTIVITY (IMA) TECHNICAL STORES—Supply department stocks of repetitively demanded repair parts and equipment-related consumables (on board tenders and repair ships). They are stored in other departmental spaces for ready availability in accomplishing IMA functions. To qualify for inclusion in “IMA technical stores,” an item must be used by only one shop (or one group of contiguous shops), and must meet the frequency of demand criteria set by the type commander. The quantity of each item in the custody of another department, plus the on-hand quantity of any “backup” stock in supply department storerooms, must not exceed the ship’s prescribed stockage objective. IMA technical stores will not include MTR items, critical items, or PEB items. They also do not include bulkhead mounted spares or bulky consumables which are otherwise authorized to be stored in other departmental spaces.

INTERMEDIATE MAINTENANCE ACTIVITY—Any aviation activity (ship or station) authorized to provide intermediate level maintenance support. It consist of the intermediate maintenance department, the supply department, the weapons department, the public works department, and the engineering department.

INTERMEDIATE PACKAGE—The consolidation of two or more unit packages for ease in handling, storage, and shipping by the use of tie, wrap, bag, or interior containers, limiting the weight to 35 pounds, when possible.

INVENTORY CONTROL POINTS (ICPs)—The primary support activities of the Naval Supply Systems Command, bureaus, systems commands, and offices that exercise inventory control over specific categories of material.

INVENTORY CONTROL—Information in connection with material as to amounts on hand, amounts on order, rate of consumption, and prospective future rate of consumption.

INVENTORY SEGMENT—A subgrouping of stock material for physical inventory purposes. The segment may be by cognizance symbol, or Federal supply class. The segment may be some other form of commodity grouping, like SIM items, shelf-life material, boat spares, electron tubes, boiler tubes, fire brick, and so on.

INVENTORY—The quantity of stocks on hand for which stock records (cards/listings/tape) are maintained. It also means that the material on hand is physically inspected and counted, and stock records reconciled.

ISSUE—Expenditure of material from the supply officer's custody to shipboard use.

LOGISTICS APPLICATIONS OF AUTOMATED MARKING AND READING SYMBOLS (LOGMARS)—A system designed to improve the accuracy and productivity of the receipt and stowage process. It is a system used by SUADPS-RT activities to record incoming transactions by reading bar-code symbols.

LOW LIMIT—The stock position that signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time (equivalent to "reorder point").

MAINTENANCE AND MATERIAL MANAGEMENT (3M)—A system of recording, reporting, and evaluating the maintenance requirements of the fleet.

MAINTENANCE ASSISTANCE MODULES (MAMS)—Replaceable assemblies (modules) needed to perform an approved maintenance plan which calls for identifying the fault of failed module through progressive and/or selective module substitution. MAMs are found in the COSAL.

MAINTENANCE CODE—Two-position codes used in source, maintenance and recoverability (SM&R) codes with the first position indicating the lowest maintenance level authorized to remove, replace, and use the support item. The second position indicates the maintenance level with the capability to perform complete repair.

MAINTENANCE DATA SYSTEM (MDS)—A basic element of the 3-M program. It provides a means of recording maintenance actions in great detail. In addition to recording maintenance

actions performed, the system provides data about the initial discovery of the malfunction, such as how the equipment malfunctioned, how many man-hours were expended, what equipment was involved, what repair parts and materials were used, what delays were incurred, the reasons for delay, and the technical specialty or rating that performed the maintenance.

MAINTENANCE SOURCE CODE—A code that identifies the source of parts or other materials obtained from other than normal supply channels. When applicable, it is entered on NAVSUP Form 1250-1 or DD Form 1348 to document and report the use of nonissued maintenance items. Maintenance source codes are found in the NAVSUP P-485.

MANDATORY TURN-IN—A term applied to designated repair parts and components and which requires that the defective item be turned in when a replacement is ordered.

MANIFEST—A detailed listing by type of all cargo loaded in any one conveyance destined for a particular discharge point.

MARKING—The application by stamping, printing, painting, labeling or tagging of numbers, item name, NSN, symbols, or colors on containers and items for identification during shipment, handling, and storage.

MATERIAL CONTROL CODE—A one-letter code assigned by the inventory manager to indicate the rate of usage or to designate those items having special reporting and/or control requirements.

MATERIAL OBLIGATION VALIDATION (MOV)—A system used to verify the 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 OBLIGATION—Unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue.

MATERIAL RECEIPT—Gaining possession of an item of Navy property through acceptance of physical custody.

MATERLAL OBLIGATION—Unfilled quantity of a requisition that is not immediately available for

issue, but is recorded by the inventory manager or stock point as a commitment for future issue.

MCRL—Master Cross-Reference List. A conversion list from reference to NSN.

MDCS—The Maintenance Data Collection System provides a method of accumulating data on labor and material used in equipment maintenance.

MEDIA AND STATUS—A one-digit code assigned to MILSTRIP requisitions that indicates the type of status required and the activity to receive it.

MILITARY ORDINARY MAIL (MOM)—A special procedure approved by the U.S. Postal Service for providing air transportation of official fourth-class mail at a rate considerably cheaper than for priority mail. It may also be used for official second- and third-class mail if considered essential to timely delivery.

MILSTAMP—Military Standard Transportation and Movement Procedures. Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system. This is accomplished by the use of uniform coded and noncoded data, formats, and procedures. MILSTAMP is promulgated by DOD Regulation 4500.32R.

MILSTRIP—Military Standard Requisitioning and Issue Procedures that provide common forms and language for requisitions, issues, and transfers within the Department of Defense.

MISSING, LOST, STOLEN, OR RECOVERED (MLSR)—A program that requires the reporting of MLSR property valued at over \$500, serialized items valued at over \$100, and all losses of arms, ammunition, and explosives coded as sensitive.

MODULAR CONTAINERS—A series of specific-size containers so designed that they can be arranged together like blocks in several patterns and form uniform palletized unit loads.

NATIONAL CODIFICATION BUREAU (NCB) CODE—A two-digit code included in the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number or indicates that the stock number is used by two or more countries.

NATIONAL STOCK NUMBER—A 13 digit number assigned by Defense Logistic Agency to identify an item of material in the supply distribution system in the United States.

NAVY ITEM CONTROL NUMBER (NICN)—Items of material that are not included in the Federal Catalog System, but are stocked or monitored in the Navy supply system. NICNs are 13-character identification numbers assigned by ICPs or other Navy item managers for permanent or temporary control of selected non-NSN items under their cognizance.

NAVY STOCK ACCOUNT—Inventory of stores purchased from the Navy Stock Fund that have not yet been expended to end-use.

NAVY STOCK FUND—Replaced by Navy Working Capital Fund.

NC—Not Carried. Material for which there is no storeroom allowance.

NET UNIT PRICE—Price charged for a DLR when the carcass will be turned in. Net unit price includes repair cost, replacement cost when item is BCM, and a surcharge.

NET WEIGHT—The total weight of an item. It does not include the weight of the container or packaging material.

NEXT HIGHER ASSEMBLY—Refers to the next higher assembly on or with which an item is used as a subassembly, part, attachment, or accessory.

NIIN—National Item Identification Number. A nine-digit number assigned to a specific item of material for purposes of identification.

NIS—Not In Stock. Material that is normally stocked in the storeroom but the supply of which is temporarily exhausted.

NODE—A DLR collection, consolidation, and transshipment point (does not perform validation of part number/drawing to NSN). It may be operated by freight agent (civilian contractor) or government personnel.

NON-ALLOWANCE ITEMS—Items that do not appear in authorized allowance documents or, that appear without an allowed quantity.

NON-AUTOMATED SHIPS—Ships that do not have EDC equipment for processing supply and accounting documents and records. Ships having

only keypunch facilities are considered to be non-automated.

NON-SIM ITEM—An item that does not have sufficient demand frequency to qualify as a SIM item.

NOT CARRIED (NC) ITEMS—Synonymous with the term *non-stocked material*. Items that are not stocked (i.e., items for which the supply department does not maintain stock records showing current on-hand stock balances).

NOT IN STOCK (NIS) ITEMS—Carried items that are on board when a demand occurs.

OPERATING LEVEL—The quantity of material (exclusive of safety level) needed to sustain operations during the time between two successive requisitions. Normally, it is the quantity between the requisitioning objective (high limit) and the reorder point (low limit).

OPERATING SPACE ITEMS—Items required in shipboard operating spaces (e.g., shipfitter shop, electrical shop, laundry, etc.). These items are not recorded in stock records and are not under control of the supply office. Management of operating space items is vested in the department heads who control the operating spaces where they are located. The COSAL has a consolidated list of operating space items for the guidance of department heads. These items generally are equipage-type items or specific equipment-related consumables maintained under individual department head custody. The nuclear weapons segment of the COSAL also includes general-use consumables for which backup material may be stocked by the supply department when supply department stowage space is adequate.

OPERATING TARGET (OPTAR)—Operating Target. Obligation authority, which is granted by type commanders to ships and commands under his control, to cite his allotment in procuring materials and services. Instructions and limitations are provided by each type commander.

ORDER AND SHIPPING TIME—The elapsed time between the submission of a requisition and the receipt of the material requisitioned (equivalent to procurement lead time).

ORGANIZATIONAL ISSUE MATERIAL—Any Navy property issued on a loan basis to an individual for use in the performance of official duties. This material is returned when the

individual no longer requires it, transfers to another command, or is separated.

OTHER SUPPLY OFFICER (OSO) TRANSFER—A transfer of Navy Stock Fund material between two accountable officers.

OUTSTANDING REQUISITION—A requisition for which not all requested material has been received.

PACKAGING—The application of wrappings, cushioning, and interior containers to an item, depending on the type of load and level of protection required. This does not include the exterior shipping container. Packaging is used to prevent loss or damage from physical hazards. Afloat, items should be packaged individually, limiting the weight to 20 pounds when possible.

PALLET—A low wooden or steel wire platform on which unit loads can be loaded and moved by fork trucks, cargo nets, or other materials-handling equipment.

PALLETIZING—The placement of banding, when necessary, on units or shipping containers of material on pallets.

PEACETIME OPERATING STOCK (POS) ITEM—Synonymous with the term demand-based item. A term used by automated ships to identify items that have a relatively high issue rate. Normally, an item that has a demand frequency of two or more in a period of 6 months and continues to have at least one demand every 6 months thereafter is a POS item. It is the equivalent criteria of SIM items for nonautomated ships. The quantity of a POS item is that portion of the requisitioning objective that supplements the allowance and/or load list quantity(ies). If a POS item is not an allowance or load list item, the entire quantity of the requisitioning objective is considered to be POS. Semiannual review of stock records for POS items is required for recomputation of requisitioning objectives.

PORT OF DEBARKATION (POD)—The authorized point of entry into a foreign country or CONUS.

PORT OF EMBARKATION (POE)—The authorized point of departure from a foreign country or CONUS.

PRE-EXPENDED BIN (PEB) MATERIAL—SIM items having a low unit cost (\$25 or less) and

frequent usage. PEB items are expended from supply department records and placed in locations conveniently available to maintenance personnel.

PRESERVATION—The application of appropriate cleaning and drying methods, preservatives, and coatings.

PRIORITY DELIVERY DATE—The maximum standard delivery date for requested material based on date and priority of the requisition.

PRIORITY—A numerical designation, assigned to a requisition by the requisitioner, which is used to establish processing time for the requisition and anticipate delivery time for the material.

PROCUREMENT QUALITY ASSURANCE—The act of a qualified technician inspecting and certifying material acceptability for shipments received directly from a contractor. The inspection requires the technician to verify the original purchase contract specifications against the specifications of the material received and documented on the DD Form 250, Material Inspection and Receiving Report.

PROCUREMENT—The act of obtaining materials or services.

PROJECT CODE—A three-character code used on requisitions to identify the purpose for which the material is ordered.

PROVISIONING—The process of technical planning necessary to establish the individual item support; establishing minimum levels responsible for repair; identifying support equipment requirements, handbooks, manuals, and maintenance publications; determining the basic factory and field training requirements; and providing for the establishment of inventory management records. This process takes place when new equipment is purchased.

QUANTITY DEFICIENCY REPORT (QDR)—A report used to report quality deficient material to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.

RANDOM SAMPLING INVENTORY—A method of determining the current inventory accuracy level whether or not there is a need for a total item count. It is considered to be part of the annual

scheduled inventory program and a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment.

RANGE—The number of different line items stocked. To increase the stock range is to add new line items to stock.

RATION—One day's legal allowance of food for one person.

READY SERVICE SPARES (RSS)—Repair parts and spares designated by Hardware Systems Commands (HSCs) during Maintenance Engineering Analysis (MEA) to be stored in or near certain equipments for troubleshooting and for effecting rapid equipment/system repairs. A ready service spare will appear in the COSAL. This item may also appear in the SNSL as a storeroom item if usage warrants backup support.

REAL TIME—The posting and processing of transactions as they occur rather than by the batch.

RECONCILIATION—An effort between two or more activities, units, or work centers to bring a common file into agreement.

RECOVERABILITY CODE—The third position of the maintenance code, indicating the lowest level authorized to condemn and dispose of an item.

REFERENCE NUMBER—A number used to identify a repair part. It may be a manufacturer's part number, a drawing number, or a specification or standards number.

REFERRAL ORDER—An order used between NSDs, NSCs, IMs, and other managers in the supply distribution system. Its purpose is to pass requisitions for continued supply action when the initial activity cannot fill the demand.

REORDER POINT—The stock position that signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time (equivalent to "low limit").

REPAIR PART—A manufactured and replaceable part or assembly for a piece of machinery or equipment. Items, including modules and consumable-type materials, that have an equipment application and appears in an Allowance Parts List (APL), Stock Number Sequence List (SNSL), Integrated Stock List (ISL), Naval Sea Systems Command drawings, or

a manufacturer's handbook. The COSAL lists repair parts and equipment-related consumables normally stocked by the supply department.

REPAIRABLE ITEM—A component or item that can be returned to an RFI condition by use of repair parts or by overhaul.

REPAIRABLE—A component or part designated by the cognizant inventory manager as an item that can be economically repaired when it becomes unserviceable. These recoverable items represent a high monetary investment, and their availability is essential to fleet operations. Some of these items may be disposed of locally when they become unserviceable and cannot be repaired by an organizational or intermediate maintenance activity. Mandatory turn-in repairables must be transferred to a designated depot level repair facility when they become unserviceable and cannot be locally repaired.

REPLACEMENT ITEM—A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace.

REPORT OF DISCREPANCY (ROD)—Replaced by Supply Discrepancy Report (SDR) **Standard Form 364**

REQUISITIONING OBJECTIVE—The maximum quantity of material to be maintained on hand and on order to sustain current operations. It includes the sum of stocks represented by operating level, safety level, and order and shipping time (equivalent to "high limit").

RESPONSIBILITY OFFICER—An individual appointed to exercise custody, care, and safekeeping of property. This may include financial liability for losses occurring because of failure to exercise this obligation. For supply system stock, the supply officer is normally assigned this responsibility.

RETENTION LIMIT—The maximum quantity of an item authorized to be retained on board load carrying ships. The retention limit consists of the allowance and/or load list quantity(ies) (or the requisitioning objective for demand-based items), plus the economic retention quantity as authorized by CINCLANFLT or CINCPACFLT. Any long supply that exceeds the retention limit is considered excess.

RETROGRADE—Any movement to the rear. Material that is being returned to rear supply or maintenance echelons away from the forward theater.

REVOLVING FUND—A fund established to carry out a cycle of operations. Such a fund is replenished by earnings or is reimbursed by collections or by charges to other appropriations for such items as commodities furnished or services rendered.

ROUTING IDENTIFIER—A three-digit code assigned to all supply support activities, other ashore activities with supply departments, and mechanized ships for the purpose of identifying them on MILSTRIP documents.

SAFETY LEVEL—The quantity of material, in addition to the operating level, required for continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.

SELECTED ITEM MANAGEMENT (SIM)—An inventory control principle which, in nonautomated ships, focuses management attention on the small percentage of items that experience the majority of onboard demands for material. Inventory management techniques that apply to repair parts and consumables designated as SIM items in nonautomated ships are found in the NAVSUP P-485.

SERVICES—Nonmaterial requirements such as equipment, rental, commercial telephone, ferry tickets, or similar services authorized by proper authority. For accounting purposes, documents for services will indicate the appropriate fund code as shown in NAVSO P-3013.

SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM-REAL TIME (SUADPS-RT)—SUADPS-RT refers to the entire group of supply and financial computer programs using the SNAP I system.

SIGNAL CODE—A single-letter code on a MILSTRIP requisition that designates who is to receive the material and who is to pay for it.

SIM DTO ITEM—Any consumable item that meets the frequency of demand criteria for a SIM item but is not stocked by the supply department, usually because of space limitations. Materials received are issued immediately to the using department.

SIM ITEM—An item that has experienced a frequency of demand of two or more within the past 6 months or has a predictable demand frequency of two or more based on deployed or seasonal usage. (Similar to criteria for terms “peacetime operating stock” and “demand-based items” used in automated ships.) Frequency of demand is defined as the number of separate times an item is issued, regardless of the quantity of each issue.

SIM—Selected Item Maintenance. An inventory control system by which maximum attention is given to those items experiencing a high rate of usage.

STANDARD UNIT PRICE—The price charged to a customer for a DLR when there is no NRFI turn-in.

STOCK ARTICLE—A collection of like items within a class.

STOCK FUNDED SHIPS—Ships in which the inventory of general stores and repair parts is carried in NSA. The ship’s OPTAR is charged when material is issued from supply storerooms to the using departments.

STOCK ITEM—Consists of each size or color, et cetera, of an article.

STOCK UNIT—The smallest quantity of a stock item that can be issued.

STOCKAGE OBJECTIVE—The maximum quantity of material to be maintained on hand to sustain current operations. It includes the sum of stocks represented by the operating level and the safety level.

STOWAGE—The act of physically storing material properly so that it is protected from loss or damage, as well as making sure that it will not cause any hazard to the ship or its crew.

SUBASSEMBLY—Two or more parts that form a portion of an assembly or a unit replaceable as a whole, but having a part or parts that are individually replaceable.

SUBSTITUTE ITEM—An item authorized for one-time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term *substitute item*.

SUPPLIES AND EQUIPAGE OPTAR (S&E)—The term referring to funds granted to type

commanders to support the normal operating expenses of the fleet.

SUPPLY AVAILABILITY—The period of time assigned for the accomplishment of a supply overhaul.

SUPPLY DISCREPANCY REPORT (SDR)—Supply Discrepancy Report (SDR), Standard Form 364, which is used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper. This form is prepared by the receiving activity.

SUPPLY SOURCE CODE—Identifies the basis or means of material availability at the time an item is requested. It is a code that identifies previously issued material that is returned to the supply department in ready for issue (RFI) condition. The supply source codes to be used are found in the NAVSUP P-485.

SUPPLY SUPPORT CENTER—A single point of contact between the supply department and the ship’s other departments to provide material identification, requisition status, and stock status information.

SUPPLY SUPPORT—The materials and services that are necessary for the operation of the ship and which are obtained from ashore activities or other ships.

SURVEY OFFICER—An individual who is appointed in writing by the approving official to conduct a survey when personal responsibility is suspected for lost government property. Individuals appointed must not be accountable or responsible for or in anyway directly interested in the property being surveyed.

SURVEY—The procedure used to expend material from stock records and accounts when it is deteriorated, damaged, lost, missing, or otherwise unavailable for its intended use.

TARE WEIGHT—The weight of the container and the material used for packing.

TRANSFER—An action that shifts custody and responsibility for material from one supply officer to another supply officer or another activity.

TRANSPORTATION ACCOUNT CODES (TACs)—Four-position alphanumeric codes that identify the shipment of material to Navy operations and maintenance funds, procurement funds, and other Navy funds which ultimately

reimburse the Navy Management Fund for shipment charges. They must be shown on all government bills of lading (GBLs), transportation control and movement documents (TCMDs), and other transportation documents that incur obligations against the Navy Management Fund. To find a TAC number, to MILSTAMP DOD Regulation 4500.32R, Volume II.

TRANSPORTATION CONTROL NUMBERS (TCNs)—The basic element of the MILSTAMP system. A number is assigned to each shipment unit as the shipment control from origin to destination.

TRANSPORTATION OFFICER—An individual that act as agents for the government in the execution of contracts of carriage between carriers and the government. They initiate and receive shipments of property for which the government pays the transportation charges or in which the government has an interest.

TRUST FUND—A fund into which are deposited receipts that are held in trust in accordance with an agreement or legislative act and may be expended only in accordance with the terms of such trust or act.

UNIT IDENTIFICATION CODE—A symbol assigned by the Comptroller of the Navy to ships, aircraft units, stations, and other activities or units for purposes of identification on all accounting documents and reports.

UNIT LOAD—Assembling of packages or items into a single load, within a container, van, or palletized so it can be moved unbroken from the source to the user.

UNIT PACKAGE—The first tie, wrap, or container applied to a single item or a quantity, or to a group of items of a single stock number, that constitutes a complete or identifiable package.

USAGE DATA—Past experience figures showing the rate of issue for specific items of stock.

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APPENDIX III

REFERENCES USED TO DEVELOP THIS NONRESIDENT TRAINING COURSE

NOTE: Although the following references were current when this NRTC was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

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ASSIGNMENT 1

Textbook Assignment: "Supply Organization and Administration," chapter 1, pages 1-1 through 1-38.

- 1-1. Knowing the functions of the Navy Supply System organization will help you understand how your job relates to which of the following areas?
1. Managing supply items
 2. Linking your job to other commands, bureaus, or offices in the Federal Supply System
 3. Ordering items and the procedures for getting items
 4. All the above
- 1-2. Planning and determining the material support needs of the Navy is the responsibility of which of the following individuals or organizations?
1. The Assistant Secretary of the Navy only
 2. The Chief of Naval Operations only
 3. Both 1 and 2 above
 4. Department of the Defense
- 1-3. Who is responsible for the supervision of the Navy-wide policy in production, procurement, supply and disposal of material?
1. Secretary of the Navy
 2. Assistant Secretary of the Navy
 3. Chief of Naval Operations
 4. Assistant to the Chief of Naval Operations
- 1-4. What is the primary function of an inventory manager?
1. Assure proper balance between supply and demand
 2. Development and use
 3. Management and material
 4. None of the above
- 1-5. The Naval Supply Systems Command (NAVSUPSYSCOM) is responsible for providing supply management policies and technical guidance for Navy material to which of the following activities?
1. Activities of the Navy only
 2. Activities of the Marine Corp only
 3. Both 1 and 2 above
 4. The Department of Defense
- 1-6. The ICPs stock management responsibilities to the supply system consists of which of the following?
1. Position material at various stock points
 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
 4. All the above

- 1-7. The Naval Inventory Control Point in Philadelphia manages which of the following materials?
1. Aircraft equipment and spare only
 2. Arresting gear equipment only
 3. Photographic and meteorological equipment
 4. Aircraft equipment and spare parts, photographic, meteorological, catapult and arresting gear equipment and associated spare parts

- 1-8. The management of the defense business operations fund (DBOF) is under which of the following systems commands?
1. NAVAIR
 2. NAVSUP
 3. NAVSEA
 4. NAVFAC

- 1-9. Inventory managers are under the command of which of the following activities or officials?
1. Fleet Industrial Supply Centers
 2. Type commanders
 3. Naval Supply Systems Command
 4. Naval Sea Systems Command

- A. Commanding officer
- B. Executive officer
- C. Operations Directorate
- D. Special Assistants

- 1-10. Ensures the general effectiveness of the divisions under its control.
1. A
 2. B
 3. C
 4. D

- 1-11. Responsible for accomplishing the mission of the command.
1. A
 2. B
 3. C
 4. D

- 1-12. Provides advisory assistance to the command level of NAVICP.
1. A
 2. B
 3. C
 4. D

- 1-13. Direct representative of the commanding officer in maintaining the general efficiency of NAVICP.
1. A
 2. B
 3. C
 4. D

- 1-14. Which of the following items of supply are managed by an ICP?
1. Items assigned to a single agency
 2. Items assigned to a military service inventory manager for supporting retail stock
 3. Items for end-use requirements of the military service
 4. All material used by the Navy

IN ANSWERING QUESTIONS 1-10 THROUGH 1-13, CHOOSE FROM THE LIST ABOVE THE PERSON OR OFFICE RESPONSIBLE FOR THE DUTY LISTED IN THE QUESTION.

1-15. The Power Plant, Helicopter, and Support Equipment (SE) division is responsible for managing which of the following items?

1. Basic Navy supply items
2. Engines, SE, and helicopter items
3. Material in support of fighter and attack aircraft
4. All the above

1-16. What is the main function of the Customer Advocate branch under the Operations Directorate?

1. Serves as a connecting link between NAVICP and its customers
2. Serves as item manager for different types of material
3. Provides the material submitted by the stock points
4. Provides technical information to the customer

1-17. The tailored Aircraft Equipment Configuration List (AECL) is prepared for the supported unit review by which of the following divisions?

1. Strike Fighter division
2. ASW, Electronics and Trainer division
3. Customer Operations division
4. Power Plant, Helicopter and Support Equipment division

- | | |
|----|--|
| A. | Requisition Control Center |
| B. | Expediting Services Unit |
| C. | Inventory Control Point Systems Support Center |
| D. | Intergrated Logistics Support Division |

IN ANSWERING QUESTIONS 1-18 TO 1-21, CHOOSE FROM THE PREVIOUS LIST THE OFFICE THAT APPLIES TO THE QUESTION.

1-18. Provides a complete range of technical functions associated with provisioning of aeronautical requirements.

1. A
2. B
3. C
4. D

1-19. Edits material requests and related documents for correct format.

1. A
2. B
3. C
4. D

1-20. Interfaces with NAVICP Customer Advocates to provide status on expected material availability for customer requirements.

1. A
2. B
3. C
4. D

1-21. Maintains the currency of aviation depot-level repairable (AVDLR) items wear out and survival data

1. A
2. B
3. C
4. D

1-22. The Cataloging branch of ILS has the responsibility for which of the following?

1. Inventory management
2. Item identification/classification and NSN assignment
3. Point of contact for policies and procedures
4. Identify repairable electronic material

1-23. Processing requests for emergency NSN and NATO stock numbers is the function of which of the following branches?

1. Publication and forms
2. Technical policy and analysis
3. Inventory control
4. Cataloging

1-24. Responsibility for the inventory management of Navy forms and publications lies with which of the following offices?

1. Operations Directorate
2. Customer Advocate Branch
3. Naval Publications and Forms Directorate
4. Requisition Control Center

1-25. The NAVICP-MECH is responsible for which of the following functions?

1. Distributing change notices
2. Processing QDRs
3. Both 1 & 2 above
4. Processing requests for NSN numbers

1-26. What is the primary function of a Navy inventory manager?

1. Provide effective and efficient support to the fleet and shore activities
2. Developing and implementing policy
3. Cataloging Navy publications
4. Implementing NAVICP policies

1-27. Inventory control responsibility actions include which of the following?

1. Positioning and repositioning of material
2. Determining material and money requirements
3. Initiating procurement and disposal material
4. All the above

1-28. Fleet Industrial Supply Centers provide a variety of logistical support services to which of the following activities?

1. Fleet activities only
2. Shore activities only
3. Overseas bases and fleet activities only
4. Fleet, shore, and overseas activities

1-29. Which of the following activities are representative stock points?

1. FISC, Jacksonville
2. FISC, Yokosuka
3. FISC, Pearl Harbor
4. All the above

- | | |
|----|------------------------------|
| A. | Inventory Control Department |
| B. | Material Department |
| C. | Fuel Department |
| D. | Purchase Department |

IN ANSWERING QUESTIONS 1-30 THROUGH 1-33, CHOOSE FROM THE LIST ABOVE THE DEPARTMENT THAT IS MENTIONED IN THE STATEMENT.

1-30. Maintains and operates storage facilities.

1. A
2. B
3. C
4. D

1-31. Maintains stock levels and stock records

1. A
2. B
3. C

1-32. Reviews purchase requests and determines the method of purchase for the material or service.

1. A
2. B
3. C
4. D

1-33. Conducts the receiving, issuing, and inventory operations of fuels.

1. A
2. B
3. C
4. D

1-34. Which of the following functions is considered to be a supply department service?

1. Operation of the enlisted dining facility
2. Operation of the ship's store facility
3. Disbursement of government funds (on ships with supply corps officers attached)
4. Each of the above

A. Planning Division

B. Administrative Division

C. Technical Division

D. Inventory Division

IN ANSWERING QUESTIONS 1-35 THROUGH 1-38, CHOOSE FROM THE PREVIOUS LIST THE DIVISION THAT PERFORMS THE FUNCTION GIVEN AS THE QUESTION.

1-35. Distributes technical information and screens command and inventory manager bulletins.

1. A
2. B
3. C
4. D

1-36. Estimates and recommends allocation of funds within the supply department.

1. A
2. B
3. C
4. D

1-37. Reconciles the stock records and money value differences between the actual physical count and stock record balances.

1. A
2. B
3. C
4. D

- 1-38. Performs personnel and office services functions for the supply department.
1. A
 2. B
 3. C
 4. D
- 1-39. The inventory division in a supply department ashore consists of what total number of branches?
1. 5
 2. 2
 3. 3
 4. 4
- 1-40. In a supply department ashore, what branch is responsible for conducting the physical inventory count and recount?
1. The audit branch
 2. The fuel branch
 3. The receiving branch
 4. The count branch
- 1-41. In a supply department ashore, what division is responsible for maintaining stock records?
1. The planning division
 2. The inventory division
 3. The control division
 4. The material division
- 1-42. In a supply department ashore, what branch is responsible for receiving, inspecting, packing, and preserving material for shipment?
1. The audit branch
 2. The receiving branch
 3. The issue control branch
 4. The traffic branch
- 1-43. In a supply department ashore, the returned material section is part of what branch?
1. The traffic branch
 2. The material branch
 3. The receiving branch
 4. The inventory branch
- 1-44. The supply department ashore may set up a fuel branch when authorized by what command?
1. NAVAIR
 2. NAVSEA
 3. NAVSUP
 4. NAVMTO
- 1-45. What activity is the single point of contact for organizational and intermediate maintenance activities requiring direct supply support?
1. ASO
 2. ASD
 3. FISC
 4. NADEP
- 1-46. The supply officer is responsible to which of the following individuals for the performance of all supply department functions?
1. Stores officer
 2. Disbursing officer
 3. Commanding officer
 4. Each of the above
- 1-47. On most ships, stock control is part of what supply division?
1. S-1
 2. S-2
 3. S-3
 4. S-6

- 1-48. Aboard ship, what supply division receives, stores, and issues aviation material?
1. S-1
 2. S-3
 3. S-6
 4. S-7
- 1-49. The CPO mess caterer is responsible is responsible for which of the following areas?
1. Hotel management only
 2. Food service operations only
 3. Both 1 & 2 above
 4. Conducting inspections and audits
- 1-50. An activity that has logistic or financial responsibilities and provides supply support to other activities is which of the following?
1. Air type commander supply staff
 2. Fleet supply officer
 3. Defense accounting office
 4. All of the above
- 1-51. What total number of defense supply centers are under the DLA?
1. 6
 2. 2
 3. 8
 4. 4
- 1-52. The General Services Administration (GSA) provides which of the following items to the Navy?
1. Paints, hand tools, paper materials, and cleaning gear
 2. Airframe and aerospace products
 3. Electronic items
 4. Jet fuels and energy products
- 1-53. A general rating reflects which of the following qualifications?
1. Specialties within a service rating
 2. Broad occupational fields of related duties and functions
 3. Civilian skills identified with a wartime Navy
 4. Civilian skills identified with a peacetime Navy
- 1-54. A Logistics Specialist comes under what rating category?
1. General rating
 2. Service rating
 3. Special rating
 4. Subspecialty rating
- 1-55. The duties of an LS may include which of the following tasks?
1. Submitting, processing, and conducting technical research of requisitions
 2. Receiving, identifying, stowing, and expending material
 3. Performing financial accounting
 4. All of the above
- 1-56. When assigned to a supply department ashore, in which division will you most likely be called upon to prepare various forms of correspondence?
1. The Administrative division
 2. The Control division of a non-automated activity
 3. The Traffic division of a small supply activity
 4. The Shipping and Receiving division when there is no Services branch

- 1-57. An LS will be expected to use the allowance list and initial outfitting list to perform technical research when attached to which of the following activities?
1. AIMD only
 2. ASD only
 3. AIMD or ASD
 4. Material control
- 1-58. Outside the DOD, an LS may use the business letter to correspond with which of the following organizations?
1. U.S. Air Force Detachments
 2. U.S. Coast Guard patrol ships
 3. The U.S. Army Research Institute
 4. The Fleet Training Unit, Little Creek, Virginia
- 1-59. A brief form of correspondence used by the via addressee to comment on the contents of a letter is known by which of the following terms?
1. Business letter
 2. Memorandum
 3. Multiple address letter
 4. Endorsement
- 1-60. Informal communication within an activity or between activities on routine business may be accomplished by which of the following means?
1. A business letter
 2. An endorsement
 3. A memorandum
 4. A message
- 1-61. What is the most formal type of memorandum?
1. The printed type
 2. The memorandum-for type
 3. The letterhead type
 4. The plain paper type
- 1-62. What type of directive contains information of a continuing nature or requires continuing action?
1. A notice
 2. A memorandum
 3. A change transmittal
 4. An instruction
- 1-63. What part of OPNAVINST 4790.2E identifies the type of directive?
1. OPNAV
 2. INST
 3. 4790.2
 4. E
- 1-64. What part of OPNAVINST 4790.2E identifies the issuing activity?
1. OP only
 2. NAV only
 3. OPNAV
 4. E
- 1-65. In OPNAVINST 4790.2E, what does the letter E indicate?
1. The fifth revision
 2. The fifth change
 3. The fifth instruction number
 4. The fifth volume
- 1-66. Information that can cause serious damage to the national security if disclosed to the enemy is given what classification?
1. Unclassified
 2. Confidential
 3. Secret
 4. Top Secret

- 1-67. To obtain information on the single standard system for segregating and filing Navy and Marine Corps records, you should refer to which of the following instructions?
1. SECNAVINST 5212.5
 2. OPNAVINST 5510.1
 3. SECNAVINST 5210.11
 4. OPNAVINST 4790.2
- 1-68. The Navy's SSIC system is broken down into what total number of subject groups?
1. 10
 2. 11
 3. 12
 4. 13
- 1-69. As a general rule, what is the minimum requirement you should follow for ensuring security to supply spaces that are NOT attended by authorized personnel?
1. Post any person as a watch
 2. Lock the spaces from the inside
 3. Lock the spaces only if an authorized person will be out over 5 minutes
 4. Keep the spaces locked when not attended by authorized personnel
- 1-70. You should conduct a complete inventory of the keys in the key locker at which of the following times?
1. During turnover of the space
 2. After securing from work
 3. During the shift change or before securing from work
 4. After the duty section muster
- 1-71. Which of the following terms refers to a person for whom a service is provided?
1. A contact point
 2. A customer
 3. A supervisor
 4. A coworker
- 1-72. Which of the following areas is NOT an example of a contact point?
1. The awaiting parts unit
 2. The technical research unit
 3. The pre-expended bin
 4. The tire storeroom
- 1-73. The customer's first impression of you as a contact point representative is based primarily on which of the following characteristics?
1. Your total workload
 2. Your attitude
 3. Your appearance
 4. Your office space
- 1-74. Your attitude toward the customers is closely related to your attitude toward what other factor?
1. Your job
 2. Your family
 3. Your supervisor
 4. Your surroundings

ASSIGNMENT 2

Textbook Assignment: “Supply Organization and Administration,” chapter 1—continued, 1-39 to 1-47; and “Material Identification,” pages 2-1 through 2-18.

- 2-1. On matters pertaining to supply procedures, a Logistics Specialist would most likely refer to what references?
1. NAVSO Manuals
 2. NAVSUP Manuals
 3. Navy Regulations
 4. General Orders
- 2-2. Minimum procedures for the operation of supply departments on ships are contained in what reference?
1. Supply Ashore, Volume 1
 2. NAVSUP P-485
 3. NAVSUP P-484
 4. NAVSO P-3073
- 2-3. Which of the following publications should you use as a desktop reference for the proper coding of MILSTRIP requisitions?
1. NAVSUP P-567
 2. NAVSUP P-485
 3. NAVSUP P-437
 4. NAVSUP P-409
- | | |
|----|--------------|
| A. | NAVSUP P-485 |
| B. | NAVSUP P-486 |
| C. | NAVSUP P-487 |
| D. | NAVSUP P-484 |
- 2-4. Supply Afloat Packaging Procedures.
1. A
 2. B
 3. C
 4. D
- 2-5. Ship’s Store Afloat.
1. A
 2. B
 3. C
 4. D
- 2-6. Foodservice Management.
1. A
 2. B
 3. C
 4. D
- 2-7. Personnel assigned OPTAR record keeping duties should refer to which of the following publications when they desire information on recording OPTAR transactions?
1. NAVSO P-519
 2. NAVSO P-3073 only
 3. NAVSO P-3013 only
 4. NAVSO P-3073 and NAVSO P-3013
- 2-8. In what volume and chapter of the NAVCOMPT Manual should you refer for the unit identification code of the Fleet Industrial Supply Center, Norfolk?
1. Volume 2, chapter 5
 2. Volume 2, chapter 1
 3. Volume 3, chapter 3
 4. Volume 8, chapter 5

IN ANSWERING QUESTIONS 2-4 THROUGH 2-6, SELECT FROM THE LIST ABOVE THE PUBLICATION FOR THE TITLE USED AS THE QUESTION.

- 2-9. The policies established in NAVSUP-P-485 apply primarily to ships that use which of the following procedures?
1. Manual only
 2. Automated only
 3. Manual and automated
 4. Electronic interface
- 2-10. Information about military duties of shipboard personnel, general quarters, and emergency bills may be found in which of the following publications?
1. Ship's Organization and Regulation Manual
 2. U.S. Navy Regulations
 3. Department Organization Manual
 4. Naval Ship's Technical Manual
- 2-11. The professional duties and responsibilities of supply personnel of a particular ship are outlined in which of the following publications?
1. Naval Supply System Command Manual
 2. Supply Department Organizational Manual
 3. Ship's Organization and Regulations Manual
 4. Navy Comptroller Manual
- 2-12. The publication, NAVSO P-3013, Financial Management of Resources, is issued by which of the following organizations or individuals?
1. Assistant Secretary of Defense
 2. Secretary of the Navy
 3. Navy Supply Systems Command
 4. Department of the Navy Staff Offices
- 2-13. The manual that delineates the responsibility of disbursing officers ashore and afloat is issued by which of the following organizations or individuals?
1. Navy Supply Systems Command
 2. Comptroller of the Navy
 3. Assistant Secretary of the Navy
 4. Secretary of the Navy
- 2-14. What publication establishes equipage allowance for your ship?
1. Illustrated Shipboard Shopping Guide (ISSG)
 2. Coordinated Shipboard Allowance List (COSAL)
 3. Navy Supply System Command Manual
 4. Naval Ship Systems Command Technical Manual
- 2-15. Normally, changes to a NAVSUP Manual are issued in what form?
1. Pen-and-ink changes
 2. Page changes
 3. Change bulletins
 4. Directives
- 2-16. In the supply system, the term "material cognizance" refers to which of the following stock points or personnel?
1. The primary stock points
 2. The secondary stock points
 3. The inventory manager only
 4. The inventory managers and technical advisors

- 2-17. Materials are assigned to federal supply classifications according to which of the following characteristics?
1. Physical or performance
 2. Category and use
 3. Security requirements
 4. Manufacturers' identification
- 2-18. Which of the following items are vested to DLA for joint military management?
1. Retail
 2. Wholesale
 3. Repairable
 4. Consumable
- 2-19. What two-character code identifies the inventory manager and the stores account?
1. The Purpose code
 2. The Special Material Identification Code
 3. The Cognizance Symbol code
 4. The Fund Code
- 2-20. What character of a cognizance symbol identifies the stores account?
1. First
 2. Second
 3. Third
 4. Fourth
- 2-21. Material identification under the Federal Catalog System involves which of the following actions?
1. Naming, describing, classifying, and numbering
 2. Describing, classifying, numbering, and inventorying
 3. Classifying, numbering, inventorying, and naming
 4. Numbering, inventorying, naming, and describing
- 2-22. Administration of the Federal Catalog System is accomplished by which of the following agencies?
1. Naval Supply Systems Command
 2. Navy Material Command
 3. Defense Logistics Agency
 4. Department of Defense
- 2-23. The Navy uses the supply groups 01 through 09 for forms and publications that are not included in the Federal Catalog System.
1. True
 2. False
- 2-24. What does the second character of the cognizance symbol indicate?
1. Special reporting requirements for the material
 2. Inventory manager
 3. Federal supply classification
 4. Federal supply group
- 2-25. Which of the various elements of a national stock number may be used by itself to identify a specific item of material?
1. National item identification number
 2. Cognizance symbol
 3. Federal supply classification
 4. Federal supply group
- 2-26. When an item of material requires special inspection, testing, storage, or handling, the Commander, Navy Supply Systems Command may indicate this by assigning what designation?
1. MCC
 2. SMIC
 3. NIIN
 4. NSN

- | | |
|----|-------------|
| A. | 9Z |
| B. | 80 |
| C. | 8030 |
| D. | 00-244-1298 |

IN ANSWERING QUESTIONS 2-27 THROUGH 2-30, SELECT FROM THE LIST ABOVE THE NUMBER THAT CORRESPONDES WITH THE INFORMATION GIVEN AS THE QUESTION.

2-27. National item identification number.

1. A
2. B
3. C
4. D

2-28. Cognizance symbol.

1. A
2. B
3. C
4. D

2-29. Federal supply classification.

1. A
2. B
3. C
4. D

2-30. Federal supply group.

1. A
2. B
3. C
4. D

2-31. Which of the following Federal Supply Groups identifies medical material?

1. 10
2. 38
3. 53
4. 65

2-32. Which of the following cognizance symbols identifies APA material?

1. 1R
2. 2E
3. 6R
4. 8R

2-33. Which of the following cognizance symbols identifies NSA material?

1. 1R
2. 2E
3. 6R
4. 8R

2-34. An NIIN has what total number of digits?

1. 7
2. 9
3. 13
4. 15

2-35. What activity is responsible for assigning the NSN to material for supply department stock?

1. The Defense Logistics Agency
2. The Supply Department
3. The Naval Supply Center
4. The Defense Logistics Support

2-36. What cataloging handbook contains a list of groups and classes of material in the supply system?

1. QH2
2. H2
3. QR6
4. R6

- 2-37. Which of the following NSN was assigned by the U.S.?
1. 1234-012-3456
 2. 1234-001-2345
 3. 1234-01-234-5678
 4. 1234-13-234-6543
- 2-38. The SMIC is assigned to material for which of the following reasons?
1. To provide visibility to selected items
 2. To ensure maintenance integrity of material
 3. Both 1 and 2 above
 4. To provide stores account data
- 2-39. The SMIC for material requiring weapons system applicability is assigned by what person?
1. The technical advisor of the material systems group
 2. The inventory manager of the material
 3. The cognizant type commander
 4. The weapons system analyst
- 2-40. Which of the following parts of the SMIC identifies material for F-18 fighter aircraft?
1. SF
 2. MF
 3. FF
 4. BF
- 2-41. SMICs with an N in the second position apply to what weapons system?
1. Antisubmarine aircraft
 2. Helicopter
 3. Turboprop engine
 4. Jet engines
- 2-42. What does NICN stand for?
1. National Item Control Number
 2. Navy Item Control Number
 3. Navy Integrated Control Number
 4. Navy Item Consolidation Number
- 2-43. Which of the following items are identified by NICNs?
1. Kit numbers
 2. Publications and forms
 3. NAC numbers
 4. All of the above
- 2-44. Local item control numbers may be assigned to shipboard consumable items when they are not identified by an NSN or NICN.
1. True
 2. False
- 2-45. Color codes are used on compressed gas cylinders for what purpose?
1. To identify the type of cylinder
 2. To identify the type of gas contained in the cylinder
 3. To identify the type of metal the cylinder is made of
 4. To identify whether each cylinder is flammable or inflammable
- 2-46. A compressed gas cylinder that contains the highly flammable gas acetylene is painted what color?
1. Red
 2. Gray
 3. Yellow
 4. Brown

2-47. The white strip on an oxygen cylinder indicates that the contents are fit for human use. What is the body color of this cylinder?

1. Black
2. Blue
3. Green
4. Yellow

2-48. All EXCEPT which of the following items of information is normally etched on the manufacturer's nameplate of installed equipment?

1. Manufacturer's name
2. National stock number
3. Model number
4. Serial number

2-49. The IPB contains information relating to maintenance data for which of the following material?

1. Support equipment
2. Aircraft repair parts
3. Other aeronautical components
4. All the above

2-50. Which of the following, if any, are the advantages of using the Federal Logistics Catalog?

1. Reduces the time required to access the information needed to identify and order supplies only
2. Contains extracts from various FCS publications, only
3. Both 1 and 2 above
4. There are no advantages to using the Federal Logistics Catalog

2-51. The Afloat Shopping Guide is designed to assist the fleet in identifying the NSN items that are most frequently requested by ships.

1. True
2. False

- | |
|---|
| <ol style="list-style-type: none">A. Navy Stock List of Publications, Forms, and DirectivesB. Hazardous Material Information SystemC. Illustrated Parts BreakdownD. Coordinated Shipboard Allowance List |
|---|

IN ANSWERING QUESTIONS 2-52 THROUGH 2-55, CHOOSE FROM THE LIST ABOVE THE PUBLICATION LISTED AS THE QUESTION.

2-52. Provides descriptive data that associates a material requirement to an NSN.

1. A
2. B
3. C
4. D

2-53. Available in CD-ROM form that allows you to research by NSN form or publication number.

1. A
2. B
3. C
4. D

2-54. Printed and issued by the authority of NAVAIR for the purpose of identifying and ordering replacement items.

1. A
2. B
3. C
4. D

2-55. Provides information concerning the use, procurement, receipt, storage, and expenditure of hazardous material.

1. A
2. B
3. C
4. D

ASSIGNMENT 3

Textbook Assignment: "Material Procurement," chapter 3, pages 3-1 through 3-25; "Material Receipt, Custody and Storage," pages 4-1 through 4-3.

- 3-1. Which of the following processes is/are included in the Navy's procurement process?
1. Submission of requisitions
 2. Referral of requisitions
 3. Issuance of material
 4. All of the above
- 3-2. To obtain an item that does NOT have a stock number, a customer should take which of the following actions?
1. Buy the item with personal money and request reimbursement later
 2. Submit a requisition directly to the vendor
 3. Submit a requisition to the supporting supply activity
 4. Submit an emergency procurement request to the Navy exchange officer
- 3-3. Which of the following persons is responsible for procuring all equipment and supplies used by the ship?
1. Supply Officer
 2. Commanding Officer
 3. Executive Officer
 4. Leading Petty Officer
- 3-4. Materials, equipment and supplies used aboard ship that are not stocked in supply store rooms but are ordered to meet a specific requirement is known by which of the following terms?
1. Excess Materials
 2. Direct Turnover (DTO)
 3. Unauthorized supplies
 4. Equipage items
- 3-5. Who normally prepares procurement documents?
1. Department heads
 2. Storeroom supervisor
 3. Stock records supervisor
 4. Logistics Specialists
- 3-6. Define the term "endurance."
1. The amount of time a ship will be at sea
 2. The distance a ship can travel without refueling
 3. The period of time required by a ship to use a definite amount of supplies
 4. The period of time required by a ship to use all of its supplies
- 3-7. Once the supply officer knows the rate of usage and the total storage space available, he/she can estimate which of the following factors?
1. Excess amount of material
 2. Percentage of under stocking of standard items
 3. Percentage of overstocking of consumable
 4. Number of days can be maintained by capacity loading
- 3-8. What data should be your most accurate guide in determining the requirements for your ship?
1. Ship's allowance list
 2. Ship's experience as shown in accurate stock records
 3. Ship's initial outfitting list
 4. Ship's usage data tables

- 3-9. In determining quantities of supplies that should be stocked for a newly commissioned ship, the supply officer should be guided by which of the following data?
1. Allowance lists only
 2. Initial outfitting lists only
 3. Usage data tables and allowance list only
 4. Allowance lists, initial outfitting lists, and usage data tables
- 3-10. Which of the following factors may necessitate a review of stock records and a reevaluation of requirements for some or all items stocked aboard a ship?
1. Type of climate during operation and length of cruise only
 2. Length of cruise and type of operation (combat or training) only
 3. Supply support availability only
 4. Length of cruise, type of operation, supply support availability, and climate during operation
- 3-11. In preparing for your ship's deployment, what factor is of prime importance to the supply officer?
1. Stockage objective
 2. Amount of material on hand
 3. Availability of supply support during the cruise
 4. Ship's allowance
- 3-12. Which of the following actions is generally carried out on a routine basis?
1. Replacing material that has been surveyed
 2. Ordering material to replace that issued from storeroom
 3. Ordering new equiptage material
 4. Ordering in-excess material
- 3-13. The Navy supply system procedures for operating MILSTRIP for afloat units are contained in what publication?
1. OPNAVINST 4790.2
 2. NAVSUP P-485
 3. NAVSUP P-437
 4. NAVSUP P-545
- 3-14. When ordering non-NSN material, you should use what DD Form?
1. 1348 (6 PT)
 2. 1348-6
 3. 1384
 4. 1387-2
- 3-15. The DD Form 1348-6 format consists of what total number of parts?
1. One
 2. Two
 3. Three
 4. Four
- 3-16. What DD Form should you use to requisition rentals of copying machines and repairs of certain equipment?
1. 1348 (6PT)
 2. 1348-6
 3. 1348
 4. 1149
- 3-17. What form is normally used to procure bulk lube oil from an ashore supply activity?
1. DD Form 1149
 2. DD Form 1348
 3. DD Form 1348-1
 4. DD Form 1348-6

3-18. The use of what form is mandatory in all procurements of material from a SERVMART?

1. NAVSUP Form 1250
2. NAVSUP Form 1250-1
3. NAVSUP Form 1314
4. NAVSUP Form 1348

3-19. Which of the following documents must be prepared to support each category of material that is to be procured from SERVMART?

1. One DD 1348-1 for each item
2. One SSL, in triplicate
3. One DD 1348 or NAVSUP 1250-1 (MVO)
4. Both 2 and 3

3-20. The person designated to pick up material at a SERVMART is responsible for which of the following actions?

1. Annotating the SSL as to quantity of each item received and quantity NIS
2. Correcting SSL to reflect current prices, stock numbers, and unit of issue
3. Reconciling differences between the prices listed in the adding machine tape and SSL
4. All of the above

3-21. The DD Form 1348 emergency requirements requisition used to obtain material from ships other than supply ships and tenders should contain all EXCEPT which of the following entries?

1. Routing identifier
2. Document identifier
3. Identification of requisition
4. Identification of source supply

3-22. All except which of the following sources are customary sources of supply for fuel oil?

1. Commercial ships
2. Foreign commercial shore installations under Navy or defense contracts
3. Shore installations of other services
4. Other Navy ships

3-23. Who is responsible for requisitioning fuel?

1. Commanding Officer
2. Executive Officer
3. Supply Officer
4. Officer of the Deck

3-24. Which of the following forms is used in procuring fuel?

1. DD Form 1348-1
2. DD Form 1348 (6part)
3. DD Form 1149
4. NAVSUP Form 48

3-25. Which of the following entries is shown in card column 51 of a DD 1348 requisition for an I COG publication?

1. A
2. B
3. C
4. D

3-26. When material such as ship's store or subsistence stock is transferred for ship's use, it is chargeable to what ship's account?

1. Allowance
2. Store profile
3. OPTAR
4. Subsistence allowance

- 3-27. When requisitioning I COG publications, which of the following items of information pertaining to the transaction is provided by the Navy Stock List of Forms and Publications?
1. Special requisitioning instructions only
 2. Approval requirements only
 3. Requisition restrictions and approval requirements
 4. Restrictions, approval, and special requisitioning instructions
- 3-28. The material outstanding file should be maintained in what order?
1. Julian date
 2. Calendar date
 3. Document number
 4. Alphabetic
- 3-29. The amount and kind of supply status you receive on a requisition is indicated by which of the following codes?
1. Advice
 2. Media and status
 3. Priority designator
 4. Signal
- 3-30. Which of the following document identifiers is used on a DD Form 1348 Follow-up request?
1. A01
 2. A01
 3. AC1
 4. AF1
- 3-31. Your ship receives a group of supply status cards. What code indicates those requisitions for which automatic supply status has been requested?
1. AE1
 2. AR1
 3. AC1
 4. AS1
- 3-32. You prepare a document requesting a supply activity to discontinue supply action on one of your ship's MILSTRIP requisitions. This is the first step of what procedure?
1. Cancellation
 2. Referral
 3. Backorder
 4. Followup
- 3-33. What means is used by supply activities to inform customers about the action being taken on their requisitions?
1. A stock balance card
 2. A material obligation validation
 3. A requisition Status
 4. An Action Taken Code
- 3-34. Which of the following conditions must exist in order for the supply officer of a naval vessel to purchase supplies or service on the open market?
1. There is a immediate and urgent requirement
 2. The supplies or services are not available at the local supply support activity
 3. Time and scheduled operations will not permit procurement through normal shore-based purchasing activities
 4. Immediate and urgent requirement, services/supplies not available at local supply support center, and time and scheduled operations will not permit procurement through normal channels

- 3-35. Activities afloat may not purchase specified materials including automotive equipment, boats, library books, and printing equipment without specific authority from what source?
1. Cognizant bureau or command
 2. Commanding Officer
 3. SOPA
 4. Type Commander
- 3-36. Using the purchase order method, what is the maximum value of a purchase that a supply officer afloat may be authorized to make under normal conditions?
1. \$ 250
 2. \$ 500
 3. \$ 2,500
 4. \$25,000
- 3-37. When a purchase order is negotiated by an ashore activity, an OPTAR obligation document must be prepared. Which of the following forms should be used?
1. DD Form 1348
 2. DD Form 1155
 3. NAVSUP Form 48
 4. STD Form 44
- 3-38. You can use what total number of methods for making small purchases?
1. One
 2. Two
 3. Three
 4. Four
- 3-39. Each BPA should NOT exceed what maximum dollar limit?
1. \$ 500
 2. \$ 2,500
 3. \$ 10,000
 4. \$250,000
- 3-40. Which of the following forms is the purchase order-invoice-voucher used for over-the-counter purchases?
1. DD Form 1149
 2. DD Form 1348-6
 3. Standard Form 44
 4. Standard Form 364
- 3-41. Excluding purchases for fuel and oil, what is the maximum dollar limit for purchases when an SF-44 is used?
1. \$50,000
 2. \$25,000
 3. \$ 2,500
 4. \$ 500
- 3-42. The control exercised by an individual over a property or record is known by which of the following terms?
1. Storage
 2. Equipage
 3. Inventory
 4. Custody
- 3-43. Which person has overall responsibility for the storage, security, and inventory control of material stowed in supply department spaces?
1. The Supply Officer
 2. The storeroom supervisor
 3. The QA Officer
 4. The Division Officer

- | |
|---|
| <ul style="list-style-type: none"> A. Special Assistants B. Stock Control Officer C. Receiving Supervisor D. Duty Storekeeper |
|---|

IN ANSWERING QUESTIONS 3-44 THROUGH 3-47, CHOOSE FROM THE LIST ABOVE THE INDIVIDUAL RESPONSIBLE FOR THE DUTY GIVEN AS THE QUESTION.

3-44. Responsible for the financial report imbalances from receipts.

- 1. A
- 2. B
- 3. C
- 4. D

3-45. Makes sure that receipt documents are properly annotated and given to the leading storeroom Logistics Specialist the next workday.

- 1. A
- 2. B
- 3. C
- 4. D

3-46. Responsible for the administrative functions of stores.

- 1. A
- 2. B
- 3. C
- 4. D

3-47. Makes sure that incoming material is receipted, identified, inspected, sorted, and distributed.

- 1. A
- 2. B
- 3. C
- 4. D

3-48. Which of the following are good safety rules to follow in preparation for the receipt of material?

- 1. Personnel must be properly equipped with safety equipment such as safety shoes, gloves, and hard hats
- 2. Personnel must be qualified to operate materials-handling equipment used in the operation
- 3. Personnel must be knowledgeable of procedures to be followed during emergency situations
- 4. All of the above

3-49. The functions normally assigned to a receiving organization at a local supply activity include which of the following?

- 1. Receipt and inspection of incoming material
- 2. Segregation and delivery of incoming material
- 3. Both 1 and 2 above
- 4. Makes sure delivery is during normal working hours

3-50. All commercial and government deliveries shipped under a bill of lading are classified as which of the following types of delivery?

- 1. Direct delivery
- 2. Freight
- 3. Special delivery
- 4. Regular mail

3-51. Supplies delivered to a ship by a government or commercial source and accepted by a ship, squadron, or group representative are classified as which of the following receipt/delivery?

- 1. Mail/parcel post
- 2. Direct delivery
- 3. Consignments
- 4. Freight

3-52. The material receipt process afloat involves which of the following material functions?

- 1. Identification
- 2. Storage and issue
- 3. Record keeping
- 4. All of the above

- A. DD Form 250
- B. DD Form 1348
- C. DD Form 1348-1
- D. Miscellaneous Receipts

IN ANSWERING QUESTIONS 3-53 THROUGH 3-56, SELECT FROM THE ABOVE THE DOCUMENTATION USED FOR THE MATERIAL LISTED IN THE QUESTION.

3-53. Material ordered from another ship.

- 1. A
- 2. B
- 3. C
- 4. D

3-54. Material from Supply Activities ashore

- 1. A
- 2. B
- 3. C
- 4. D

3-55. Material from a contractor ordered by an inventory manager initiated contract.

- 1. A
- 2. B
- 3. C
- 4. D

3-56. Automatic shipments.

- 1. A
- 2. B
- 3. C
- 4. D

ASSIGNMENT 4

Textbook Assignment: “Material Receipt, Custody and Storage,” chapter 4—continued, pages 4-4 through 4-36.

4-1. Repairs or rental equipment is requisitioned using which of the following forms?

1. DD 1149
2. DD 1348
3. DD 1348-1
4. DD 1348-1A

4-2. The form designed to be used with the activity’s Logistics Applications of Automated Marking and Reading Symbols is which of the following?

1. DD 1149
2. DD 1348
3. DD 1348-1
4. DD 1348-1A

- | |
|--|
| <p>A. Direct delivery</p> <p>B. Fast Pay</p> <p>C. Indirect Delivery</p> <p>D. Report of Receipt, Nonreceipt or Nonconformance</p> |
|--|

4-4. Material will be delivered to a transshipper.

1. A
2. B
3. C
4. D

4-5. Allows pay to a contractor before the government’s verification that supplies have been received.

1. A
2. B
3. C
4. D

4-6. Material and invoice will be sent directly to the ordering activity.

1. A
2. B
3. C
4. D

4-7. The fast payment procedure requires the use of what forms?

1. DD Form 1149
2. DD Form 1155
3. DD Form 1348
4. DD Form 1384

IN ANSWER QUESTIONS 4-3 THROUGH 4-6, SELECT FROM THE LIST ABOVE THE TERM THAT IS DESCRIBED IN THE QUESTION.

4-3. Used when material under contract is not acceptable.

1. A
2. B
3. C
4. D

- 4-8. Under the fast payment purchase procedures, consignees should notify the purchasing activity of non-receipt of supplies due within how many days after the specified delivery date?
1. 7 days
 2. 14 days
 3. 30 days
 4. 60 days
- 4-9. To give delivery instructions to a commercial carrier, which of the following forms should you use?
1. Standard Form 1103
 2. DD Form 250
 3. DD Form 1149
 4. DD Form 1348-1
- 4-10. For which of the following reasons would you use a dummy receipt?
1. When you are ordering supplies from a contractor
 2. When you must process material received without paperwork
 3. When you are ordering material for another department
 4. When you must account for materials received after hours
- 4-11. Instructions for managing shelf-life items are contained in which of the following publications?
1. NAVSUP 485
 2. DOD 4500.32-R
 3. DD Form 1387
 4. DD 4140.27-M
- 4-12. For which of the following purposes would you use a Supply Discrepancy Report (SF364)?
1. Material shortage
 2. Report shipping discrepancies
 3. Report packing discrepancies
 4. All the above
- 4-13. Aboard ship, what officer must authorize storage of supply department stock in other department spaces?
1. The operations officer
 2. The air officer
 3. The commanding officer
 4. The supply officer
- 4-14. When supply department stock is stored in another department's spaces, the other department is responsible for all EXCEPT which of the following functions?
1. Physical inventory of the material
 2. Replenishment of the material
 3. Security of material
 4. Location of material
- 4-15. Maintaining the stock records of supply material stored in other department spaces is the responsibility of what person?
1. The designated custodian
 2. The other department head
 3. The person using the material
 4. The supply officer
- 4-16. The assigned custodian for material stowed in other department spaces is responsible for maintaining which of the following records?
1. The financial records
 2. The location records
 3. The transaction documents
 4. The demand records

- 4-17. In aviation maintenance, what does the acronym MAM stand for?
1. Maintenance avionics module
 2. Maintenance asset management
 3. Maintenance assistance module
 4. Maintenance activity material
- 4-18. Which of the following statements refers to the inventory management of items identified as MAMs?
1. MAMs are part of the supply spares inventory
 2. MAMs are included in the activity's fixed allowance
 3. MAMs are expended to the end user
 4. MAMs are listed in the AVCAL under the custody of the supply officer
- 4-19. The custody records of repairable MAMs are maintained by which of the following officers?
1. Any division officer in AIMD
 2. The supply officer
 3. The AIMD officer
 4. The operations officer
- 4-20. Which of the following terms refers to the placement of property in a storeroom or warehouse?
1. Inventory
 2. Packaging
 3. Shipment
 4. Storage
- 4-21. To maintain control of stored material, you should meet all EXCEPT which of the following criteria?
1. Provide orderly stowage and access
 2. Prevent damage to the ship or personnel
 3. Reduce material loss or damage
 4. Issue the newest stock first
- 4-22. Maximum use of storage space can provide which of the following results?
1. Savings in operational cost
 2. Maximum use of personnel
 3. Limited man hours
 4. Safety prevention
- 4-23. In material stowage, the storage area within any roofed structure is known by which of the following terms?
1. Facility
 2. Office building
 3. Covered storage space
 4. Hangar area
- 4-24. What type of warehouse has a roof and walls and is used for various storage functions?
1. A refrigerated warehouse
 2. A flammable warehouse
 3. A general-purpose warehouse
 4. A specific-purpose warehouse
- 4-25. Generally, where are the office spaces located in a general-purpose warehouse?
1. On the opposite side of the loading docks
 2. On the same side as the loading docks
 3. In any area inside the warehouse
 4. In the area away from the main aisle
- 4-26. What aisles allow movement of the material handling equipment or supplies through the length of a general-purpose warehouse?
1. The fire aisle
 2. The personnel aisle
 3. The main aisle
 4. The cross aisle

- 4-27. A refrigerated warehouse is usually separated in what total number of parts?
1. Five
 2. Two
 3. Three
 4. Four
- 4-28. The firewalls used in a flammable storage warehouse have what prescribed fire resistance rating?
1. 6-hr
 2. 2-hr
 3. 9-hr
 4. 4-hr
- 4-29. What type of storage facility is used for storing material that needs maximum ventilation but does NOT need complete protection from the weather?
1. A refrigerated warehouse
 2. A chill space
 3. A general-purpose warehouse
 4. A shed
- 4-30. There are a total of how many types of open storage spaces?
1. One
 2. Two
 3. Three
 4. Four
- 4-31. Aboard ship, what space is used as the central distribution area for general-type stores?
1. The rotatable pool storeroom
 2. The SEAMART storage space
 3. The main issue storeroom
 4. The bulk storeroom
- 4-32. Aboard ship, which of the following storage spaces must be located away from magazines?
1. The flammable liquid storeroom
 2. The general stores storeroom
 3. The repairable storeroom
 4. The pre-expanded bin storage space
- 4-33. Aboard ship, an allowance list item of equipment needs to be stored temporarily in a shore activity for over 1 year. The ship must obtain storage approval from what person?
1. The stock control officer
 2. The stores officer
 3. The department head
 4. The type commander
- 4-34. When a ship has material that needs to be placed in temporary storage at a shore activity, what activity is responsible for coordinating the offload and return of material?
1. The supporting shore activity
 2. The ship requesting storage
 3. The supply activity ashore
 4. The type commander's office
- 4-35. What material protection level provides protection against less severe conditions?
1. D
 2. C
 3. B
 4. A
- 4-36. What form is used to document material offload for temporary storage ashore?
1. DD Form 250
 2. DD Form 1149
 3. DD Form 1348-6
 4. DD Form 1348-1

- 4-37. Until issued, repair parts should be stored in what manner?
1. In bubble wrap
 2. In their original container
 3. In plastic bags
 4. In waterproof barrier material
- 4-38. What type of drawing shows the actual layout of a storage area and enables the stock person to match the location on the locator file with the floor plan?
1. A planograph
 2. A blueprint
 3. A gross storage space drawing
 4. A net storage space drawing
- 4-39. To keep the number of material locations for small lots to a minimum, which of the following actions should you take?
1. Delete the locations
 2. Relocate material to another storeroom
 3. Combine the material into one location
 4. Change all of the locations
- 4-40. When material is transferred to another location, what person is responsible for ensuring that the material is properly stowed in the new location?
1. The LS physically moving the material
 2. The storeroom leading LS
 3. The supply division officer
 4. The supply officer
- 4-41. Most 2,000 pound forklift trucks will lift 2,000 pounds if the load does NOT extend beyond what maximum distance from the heel or fork?
1. 10 in
 2. 20 in
 3. 24 in
 4. 36 in
- 4-42. Which of the following stowage aids is used for storing odd sized items or weak containers that will not support a superimposed load?
1. Safety pallet
 2. Horizontal dunnage
 3. Box pallet
 4. Notched spaces
- 4-43. When using a forklift to elevate personnel, you should use which of the following types of pallets?
1. A box pallet
 2. A safety pallet
 3. A standard pallet
 4. A winged pallet
- 4-44. Which of the following stowage aids can be made from cut salvaged lumber and used to protect material from water damage?
1. Standard pallets
 2. Notched spacers
 3. Pallet racks
 4. Floor dunnage
- 4-45. Which of the following stowage aids are used for horizontal palletizing of compressed gas cylinders?
1. Notched spacers
 2. Pallet racks
 3. Box pallets
 4. Collars
- 4-46. Information concerning hazardous material procurement, transportation, fire-fighting, spills, and leaks can be found in which of the following publications?
1. NAVSUP P-485
 2. HMIS
 3. NSTM, chapter 593
 4. NAVSEA S9593-A7-PLN-010

- 4-47. Aboard ship, when acid is stored in a flammable storeroom, the storeroom must be provided with which of the following materials?
1. Wood deck plates
 2. A plastic liner that covers the deck area
 3. A watertight rubber liner that covers the entire deck and lower part of the bulkhead
 4. Rubber tiles
- 4-48. The HMIS lists oxidizing material by what special material content code?
1. A
 2. D
 3. H
 4. J
- 4-49. Unless otherwise specified, compressed gas cylinders must be stored in what area of the ship?
1. Outside the flammable storeroom
 2. On the weather deck
 3. On either end of the ship, below the water line
 4. In the bulk storeroom below the main deck
- 4-50. Compressed gas cylinders are color-coded for which of the following reasons?
1. To identify the type of cylinders
 2. To identify the amount of gas in the cylinders
 3. To serve as a hazard warning
 4. To prevent corrosion
- 4-51. Aboard ship, a drummed product is stored in what manner?
1. On its end with the bung end up
 2. On its side secured with spacers
 3. On its end with the bung end down
 4. Horizontally
- 4-52. Aboard ship, aircraft engines must be secured in a manner that will prevent them from shifting in which of the following directions?
1. Forward only
 2. Port or starboard only
 3. Aft only
 4. Forward, port or starboard, and aft
- 4-53. The corrosion preventive maintenance on aircraft engines is performed by what department?
1. Engineering
 2. Supply
 3. Aircraft maintenance
 4. Operations
- 4-54. The supply officer or duty supply officer should make a security report of the storerooms at what internal(s)?
1. Twice a day
 2. Daily
 3. Weekly
 4. At irregular intervals
- 4-55. Key padlocks to supply spaces should be what size?
1. 1 inch
 2. 2 inches
 3. 1-1/2 inches
 4. 2-1/2 inches
- 4-56. The duplicate master key for all spaces of group I should be kept by what officer?
1. Supply officer
 2. Stores officer
 3. Mess officer
 4. Ship's store officer

4-57. A clothing space belongs to what space group?

1. Group I
2. Group II
3. Group III
4. Group IV

4-58. A master key is NOT provided for spaces of what groups?

1. I
2. II
3. III
4. IV

4-59. Security must be maintained for group III spaces in which of the following ways?

1. When entering a group III space, the ship's store officer must be accompanied by two witnesses
2. The recorded lock combination and "setting-in" key must be sealed in an opaque envelope, which is signed across the flap by the custodian and kept in the ship's store officers safe
3. The custodian must not disclose the combination of the lock to anyone
4. Each of the above

4-60. Which of the following personnel keeps a master key (original) to all locks in group IV spaces?

1. Chief Logistics Specialist or leading Logistics Specialist
2. Chief master-at-arms
3. Supply officer or a designated assistant
4. OOD or the petty officer of the watch

4-61. The supply officer is required to maintain custody of a grand master key which will pass locks in all EXCEPT which of the following groups?

1. I
2. II
3. III
4. IV

ASSIGNMENT 5

Textbook Assignment: "Material Expenditure," chapter 5, pages 5-1 through 5-18; and "Stock Control and Inventory Management," pages 6-1 through 6-5.

- 5-1. Any act that results in a decrease of Navy assets is known by which of the following terms?
1. Equipage
 2. Expenditure
 3. Stock balance
 4. Inventory
- 5-2. Which of the following methods is used to process expenditures?
1. Transfer
 2. Inventory
 3. Packing
 4. Storage
- 5-3. What is the most common method of expenditure used to charge the user's budget for consumables ordered?
1. Survey
 2. Transfer
 3. Custody
 4. Issue
- 5-4. The issue of material from a supply department to a supported unit or squadron is known by which of the following terms?
1. Subcustody
 2. Shipment
 3. On-station issue
 4. Off-station issue
- 5-5. The procedure used for expending lost, damaged, or unserviceable material is known by which of the following terms?
1. Issue
 2. Survey
 3. Transfer
 4. Pre-expended
- 5-6. After the completion date, documents filed in the expenditure invoice file should be retained at least how long?
1. 1 yr
 2. 2 yr
 3. 3 yr
 4. 4 yr
- 5-7. A requisition priority that is given special handling or processed as "bearer pick-up" is in what issue group?
1. I
 2. II
 3. III
 4. IV
- 5-8. What issue group is processed as an "issue on requisition" basis?
1. I
 2. II
 3. III
 4. IV

- 5-9. What issue group is processed on a "first in, first out" basis?
1. I
 2. II
 3. III
 4. IV
- 5-10. Requisition priorities 1 through 3 should be processed within what maximum time frame?
1. 1 hr
 2. 2 hr
 3. 12 hr
 4. 24 hr
- 5-11. On a requisition, the supplying activity uses which of the following information to determine how and where to send the supply status?
1. Routing identifier
 2. Signal code
 3. Media and Status code
 4. Demand code
- 5-12. Material delivered to a requisitioner should have at least how many copies of the issue document with it?
1. Six
 2. Two
 3. Three
 4. Four
- 5-13. For posting or to use as proof of delivery, afloat delivery personnel should send completed issue documents to what section or division in supply?
1. The receiving section
 2. The shipping section
 3. The supply response section
 4. The quality assurance division
- 5-14. In automated activities, what term refers to the manual processing of requisitions submitted on a DD Form 1348 (6 pt)?
1. In-line
 2. Off-line
 3. Real-time
 4. NALCOMIS
- 5-15. Personnel issuing material should complete the issue document by performing which of the following functions?
1. Circling the document number
 2. Lining out the quantity issued
 3. Circling the issued quantity
 4. Circling the unit of issue
- 5-16. What term refers to the issue of available quantity when less than the originally requested quantity is available?
1. Full issue
 2. Standard pack adjustment
 3. Substitute issue
 4. Partial issue
- 5-17. An issue transaction is complete after which of the following events?
1. After the POD is received
 2. After the material is delivered
 3. After getting the customer's signature and the issue is posted
 4. After the stock replenishment is submitted
- 5-18. During manual processing, what ASD area acts as the central point of entry for processing requisitions?
1. SRS
 2. DCU
 3. PMU
 4. AWP

- 5-19. The ASD is processing requisitions off-line. While awaiting receipt of the POD copy, the S/LSC should retain a copy of the issue document in what file?
1. The material completed file
 2. The material outstanding file
 3. The issue pending file
 4. The financial file
- 5-20. When issuing material for requisitions that require a standard pack adjustment, you should mark the document in which of the following ways?
1. Line out the issued quantity
 2. Circle the quantity originally requested
 3. Line out the quantity originally requested, then enter and circle the issued quantity
 4. Circle both the original and issued quantity
- 5-21. Before processing a requisition as a partial NIS issue, you should check which of the following items?
1. The availability of a substitute
 2. The date the requisition was received
 3. The Work Center Code
 4. The need for the remaining quantity
- 5-22. When partial NIS, substitute issue items are processed, what total number of issue documents is required?
1. One
 2. Two
 3. Three
 4. Four
- 5-23. An automated activity that processes transactions manually will use what issue processing method to post the documents to the computer?
1. Real-time
 2. Prepost
 3. Post-post
 4. Interactive
- 5-24. Personnel that are NOT authorized to be issued flight clothing may, on an individual basis, be issued flight clothing on a custody basis from what location?
1. The material control division
 2. The flight clothing pool
 3. The stock location
 4. The supply response section
- 5-25. A list of flight clothing items that may be issued to authorized personnel is contained in what NAVAIR publication?
1. 00-35QH-2
 2. 00-35QB-2
 3. 00-35QD-2
 4. 00-35QR-4
- 5-26. When a replacement for a surveyed item of flight clothing is ordered, the requisition must be approved by what officer?
1. The material control officer
 2. The commanding officer
 3. The operations officer
 4. The maintenance officer
- 5-27. Issues of flight clothing are entered in an individual's record on what form?
1. Standard Form 44
 2. OPNAV 3760/32B
 3. OPNAV 4790/60
 4. DD Form 1348

- 5-28. What person is responsible for entering the issue of flight clothing in an individual's record of flight equipment issue?
1. The supply person issuing the item
 2. The administrative officer
 3. The flight gear custodian of the receiving activity
 4. The material control officer
- 5-29. What NAVSUP instruction contains procedures for ordering odd sized flight clothing with special measurements?
1. 4400.70
 2. 4410.52
 3. 4421.20
 4. 4440.115
- 5-30. Leather flight jackets are initially issued to designated individuals after completing training or school. The issue transaction is recorded in the individual's record at what NAS location?
1. Albuquerque, New Mexico
 2. Pensacola, Florida
 3. Miramar, California
 4. Greensburg, Pennsylvania
- 5-31. When using a drop sheet to order parts from MSP, which of the following supply codes should you include on the sheet?
1. The Material Control code
 2. The Signal code
 3. The Fund code
 4. The Purpose code
- 5-32. On a ship, what self-service area stocks low-cost/high-usage items?
1. The main issue storeroom
 2. The flight gear storeroom
 3. The engine storeroom
 4. SEAMART
- 5-33. SERVMART items are issued by category. The transactions require what total amount of documents per category of material?
1. One
 2. Two
 3. Three
 4. Four
- 5-34. During manual processing afloat, what form is used to document issues of aviation fuel to embarked aircraft squadrons or detachments?
1. DD Form 1348-6
 2. DD Form 1348-1
 3. DD Form 1348 (6 pt)
 4. DD Form 1384
- 5-35. What officer is responsible for approving the transfer of material from ships?
1. The disbursing officer
 2. The administrative officer
 3. The operations officer
 4. The supply officer
- 5-36. When transferring material from a ship to a Navy Working Capital Fund activity, what appropriation number must be used on the transfer document?
1. 17X4930
 2. 17X1234
 3. 17X1804
 4. 97X8097
- 5-37. Special Accounting Class (SAC) 207 is part of the NSA material on board specific types of ships. Which of the following types of ships carry SAC 207?
1. AE
 2. AO
 3. AOR
 4. CV

- 5-38. What financial transaction applies to the transfer of NSA material between ships that have the same type commander?
1. Chargeable
 2. Nonchargeable
 3. Free issue
 4. Loss by inventory
- 5-39. What financial transaction applies to the transfer of NSA material between ships that have different type commanders?
1. Chargeable
 2. Nonchargeable
 3. Free issue
 4. Loss by inventory
- 5-40. What copy of DD Form 1348 (6 pt) is used by the transferring ship to post the transaction and for the expenditure invoice file?
1. Original
 2. Hardback
 3. Green
 4. Pink
- 5-41. Material being transferred should have what copies of DD Form 1348-1 attached to it?
1. The original and copy 2
 2. Copies 3 and 4
 3. Copies 4 and 5
 4. Copies 2 and 3
- 5-42. What form is used to report the facts and circumstances concerning the loss, damage, or destruction of DOD-controlled property?
1. DD Form 282
 2. DD Form 1155
 3. DD Form 200
 4. DD Form 828
- 5-43. After completing the survey process, the originator keeps what copy of DD Form 200?
1. The original copy, if not required by higher authority
 2. Copy 1
 3. Copy 2
 4. Copy 3
- 5-44. What is the primary purpose of any supply organization?
1. To maintain transaction files
 2. To ensure that material is available for customers
 3. To ensure that receipts are processed
 4. To maintain storage areas
- 5-45. An LS assigned to stock control may be tasked to perform which of the following functions?
1. Maintain stock records
 2. Deliver material
 3. Inspect material received from other activities
 4. Maintain receiving areas
- 5-46. The quantity of material normally required to be on hand to sustain operations for a stated period of time without augmentation is known by what term?
1. Demand
 2. High limit
 3. DTO
 4. Average endurance level
- 5-47. The number of requests (hits) for an item in a given time frame is known by what term?
1. DTO
 2. Frequency of demand
 3. High limit
 4. DBI

- 5-48. The maximum quantity of material required to be on hand and on order to sustain current operations is known by what term?
1. Demand-based item
 2. Carried item
 3. Endurance level
 4. High limit
- 5-49. The quantity of a particular NSN item stocked is known by what term?
1. High limit
 2. Low limit
 3. Item depth
 4. Operating level
- 5-50. A supply activity is allowed to stock 100 different line items with a high limit of 10 each per NSN. What is the "item range"?
1. 115
 2. 100
 3. 50
 4. 10
- 5-51. Which of the following terms is synonymous with low limit?
1. Requisitioning objective
 2. High limit
 3. Reorder point
 4. DBI
- 5-52. The anticipated (or advertised) time between order and receipt is known as what type of time?
1. Receipt processing time
 2. Product processing time
 3. Shipping elapse time
 4. Order and shipping time
- 5-53. POS items have a demand frequency of two or more in a 6-month period, and continue to have at least how many demands every 6 months afterwards?
1. One
 2. Two
 3. Three
 4. Four
- 5-54. The stock position that signals the need to start replenishment action is known by what term?
1. Not carried
 2. Reorder point
 3. Order and shipping time
 4. Frequency of demand
- 5-55. The quantity of material used as a buffer to reduce the number of NIS situations in a supply activity is known by what term?
1. Safety level
 2. Requisitioning objective
 3. Reorder point
 4. Item depth
- 5-56. The maximum quantity of material, which include the operating level plus the safety level, to be maintained on hand to sustain current operations is known by what term?
1. Item depth
 2. Item range
 3. Stockage objective
 4. Operating level
- 5-57. What area in the supply department is responsible for the inventory control and management of all supply stock?
1. Stock control
 2. Storage
 3. Receiving
 4. Shipping

- 5-58. Stock control is responsible for posting which of the following transactions?
1. Receipts only
 2. Expenditures only
 3. Inventory adjustments only
 4. Receipts, expenditures, and inventory adjustments
- 5-59. The stock control history file includes which of the following completed documents?
1. Offship requisitions only
 2. Issues and receipts only
 3. Change notices only
 4. Offship requisitions, issues and receipts, and change notices
- 5-60. The processing of collected transactions or information into the computer system to change the data file is known by what term?
1. Update
 2. Inquiry
 3. Real-time
 4. Interface
- 5-61. To update information in the stock records, NAVICP provides activities with a unit price change tape at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 5-62. When ordering replenishments for stock, nondeployed ships in CONUS should use what prescribed order and shipping time?
1. 10 days
 2. 30 days
 3. 75 days
 4. 90 days
- 5-63. When it is considered necessary to maintain the prescribed stock endurance level, what person may authorize changes to the O&ST?
1. The type commander
 2. The commander, NAVSUP
 3. The activity's supply officer
 4. The cognizant fleet commander
- 5-64. SIM items are replenished when the quantities on hand and on order are equal to or less than what prescribed amount?
1. The high limit
 2. The low limit
 3. The safety level
 4. The endurance level
- 5-65. Before processing receipt documents, stock control personnel should check the documents for which of the following information?
1. Completeness of required information
 2. Markings made by receiving or storage personnel
 3. Both 1 and 2 above
 4. The date of shipment
- 5-66. In receipt documents, which of the following MILSTRIP data is commonly substituted from the original requisition?
1. The Fund code
 2. The document number
 3. The Signal code
 4. The stock number
- 5-67. You can expect to receive an item with a different NSN (substitute) when which of the following requisition Status codes is provided by the source?
1. BA
 2. BB
 3. BH
 4. BV

- 5-68. In a receipt document, what code identifies a partial shipment?
1. The Media and Status code
 2. The Suffix code
 3. The Fund code
 4. The Signal code
- 5-69. What is the most common form of request for transfer of material between activities?
1. A requisition
 2. A phone call
 3. A memorandum
 4. A letter
- 5-70. Components or subassemblies that can be repaired for reuse are known by what term?
1. Consumables
 2. Reportables
 3. Repairables
 4. Expendables
- 5-71. The condemnation decisions are made at depot-level maintenance for which of the following items?
1. DLR items
 2. FLR items
 3. QDR items
 4. AIR items
- 5-72. What activity manages aviation depot-level repairable items?
1. GSA
 2. FMSO
 3. NAVICP-PHIL
 4. ASO
- 5-73. An aircraft carrier operating under end-use SUADPS-RT holds AVDLR items in what account series?
1. 51000
 2. 52000
 3. 55000
 4. 57000
- 5-74. To maintain the AVDLR end-use inventory, the supply officer uses what fund?
1. The Navy Management Fund
 2. The Operations and Maintenance Fund
 3. The Trust Fund
 4. The Defense Business Operating Fund
- 5-75. The AVDLRs owned under DBOF and carried in stores account 51000 are managed by which of the following activities?
1. DLA
 2. GSA
 3. FMSO
 4. NAVICP

ASSIGNMENT 6

Textbook Assignment: "Stock Control and Inventory Management," chapter 6, pages 6-5 through 6-20.

- 6-1. New secondary items, provided by the contractor to the Navy, which have NOT reached MSD, are identified by what number in the first digit of the cognizance symbol?
1. 0
 2. 1
 3. 7
 4. 8
- 6-2. What fund, if any, is charged for the interim support items issued to users by the contractor?
1. The OPTAR Fund
 2. The Operating & Maintenance Fund
 3. The DBOF
 4. None
- 6-3. What fund is used to buy the additional AVDLR items needed as a result of a re-AVCAL?
1. The Operating and Maintenance Fund
 2. The Central Outfitting NAVICP Fund
 3. The DBOF
 4. The Deposits Fund
- 6-4. When AVDLR items are requisitioned, what price is obligated when (a) there is no turn-in, and (b) the turn-in is or will be made?
1. (a) Net (b) standard
 2. (a) Net (b) repair
 3. (a) Standard (b) net
 4. (a) Repair (b) unit
- 6-5. What document lists the authorized items and quantities of material to be stocked aboard ship to support embarked aircraft and related equipment?
1. AVCAL
 2. COSAL
 3. IMRL
 4. SFOEDL
- 6-6. Normally, ships receive a new AVCAL for review at which of the following times?
1. During deployment
 2. 1 month after deployment
 3. Prior to each deployment
 4. Before commissioning
- 6-7. What activity convenes the AVCAL quality review conference?
1. NAVICP-PHIL
 2. FMSO
 3. NAVAIR
 4. NAVICP-MECH
- 6-8. After the AVCAL quantity has been set, fleet activities can request an increase or decrease to the allowance quantity by submitting what document?
1. An EI/QDR
 2. An ACR-F
 3. An AIR
 4. A DISREP

- 6-9. Unless otherwise directed, what (a) fund code and (b) advice code is normally used by ships when ordering the initial allowance quantity of AVDLR stock items?
1. (a) 7F (b) 5A
 2. (a) 7L (b) 5D
 3. (a) QZ (b) 5D
 4. (a) QZ (b) 5G
- 6-10. To prevent additional research time, you should start carcass tracking on NRFI AVDLR items at which of the following times?
1. Upon receipt of a requisition from the customer
 2. After shipment of the turn-in to ATAC hub
 3. Upon receipt of a follow-up from the ICP
 4. Upon receipt of extra billing from the ICP
- 6-11. Which of the following transactions will open the carcass tracking for an AVDLR?
1. The issue of material for initial outfitting
 2. The issue of material to replace a surveyed AVDLR
 3. The issue of material to fill a requisition with an exchange Advice code
 4. The submission of requisitions with an initial issue Advice code
- 6-12. If the carcass tracking record remains open for a specific time frame, the ICP will send a follow-up inquiry by using what document identifier?
1. BK1
 2. BK2
 3. BK3
 4. BK4
- 6-13. An afloat unit submitted a requisition for an AVDLR item by using a 5G Advice code. The ICP should send the carcass follow-up inquiry to the ship after what prescribed number of days from the requisition date?
1. 30 days
 2. 45 days
 3. 60 days
 4. 90 days
- 6-14. To avoid additional billing from NAVICP, activities must send a response to a BK1 by using what document identifier?
1. D6A
 2. BK2
 3. BK4
 4. BEI
- 6-15. ICP sent a BK1 for a requisition that was submitted to replace a surveyed item. What Response code should you use in the BK2?
1. A
 2. B
 3. C
 4. D
- 6-16. If a BK2 response is considered invalid, the ICP will notify the customer by using what document identifier?
1. D6A
 2. D6R
 3. BK1
 4. BKR
- 6-17. On a BK4 document sent by the ICP, which of the following Response codes requires a credit in the SFOEDL?
1. A
 2. B
 3. C
 4. D

- 6-18. Afloat activities should offload excess RFI AVDLR items at which of the following locations?
1. The closest civilian storage facility
 2. The closest Navy TIR activity
 3. The closest command that uses the items
 4. The type commander's general storage facility
- 6-19. When the ICP grants the credit requested by the activity for AVDLR items that were offloaded, the credit will be given to whose account?
1. The requisitioning activity
 2. The supporting FISC
 3. The type commander of the requesting activity
 4. The naval inventory control point
- 6-20. When AVDLR items are offloaded, the shipping document should be prepared according to what NAVSUP publication?
1. P-545
 2. P-484
 3. P-600
 4. P-529
- 6-21. Aboard an aviation ship, what person is responsible for determining the aviation fuel requirements?
1. The supply officer
 2. The aviation fuels officer
 3. The air wing commander
 4. The engineering officer
- 6-22. The requisition for aviation fuel requirements aboard an aviation ship is prepared by which of the following personnel?
1. The aviation fuels officer
 2. The duty engineer
 3. The ASD personnel
 4. The stock control personnel
- 6-23. Issues and transfers of aviation fuels from ships to squadrons are charged to what account?
1. AFM
 2. TYCOM's open allotment
 3. OPTAR
 4. Appropriations purchase
- 6-24. Message reports of fuel inventory adjustments are submitted to NAVICP at least how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 6-25. Shipboard Material Inventories are divided into how many areas for management purposes?
1. One
 2. Two
 3. Five
 4. Four
- 6-26. To ensure that the quantity of items reflected in the records agrees with the quantity of items in location, what functions are conducted?
1. Location audits
 2. Receipt processing
 3. Carcass tracking
 4. Physical inventories
- 6-27. What type of inventory involves the physical count of all stock material either shipwide or in a specific storeroom?
1. Velocity
 2. Spot
 3. Bulkhead-to-bulkhead
 4. Specific commodity

| |
|-------------------------|
| A. Bulkhead to bulkhead |
| B. Specific commodity |
| C. Special material |
| D. Velocity |

Figure 6B.—Types of inventory

IN ANSWERING QUESTIONS 6-28 THROUGH 6-31, SELECT THE TYPE OF INVENTORY FROM FIGURE 6B THAT IS USED FOR THE ONE DESCRIBED AS THE QUESTION.

6-28. An inventory of all pipe fittings.

1. A
2. B
3. C
4. D

6-29. An inventory of all fast movers.

1. A
2. B
3. C
4. D

6-30. An inventory of all items in a storeroom.

1. A
2. B
3. C
4. D

6-31. An inventory of all storeroom items that are specifically selected for separate identification and inventory control.

1. A
2. B
3. C
4. D

6-32. A bulkhead-to-bulkhead inventory may be conducted when a random sampling result is less than what percent accurate?

1. 90
2. 95
3. 98
4. 100

6-33. What type of inventory is performed if it includes only shelf-life items, pilferable items, or classified material?

1. Wall-to-wall
2. Specific commodity
3. Spot
4. Special material

6-34. The unscheduled inventory needed to verify the quantity of material on hand as a result of an NIS requisition status is known as a

1. velocity inventory
2. wall-to-wall
3. spot
4. special material

6-35. What is the minimum inventory frequency for AVDLRs?

1. Quarterly
2. Annually
3. Biennially
4. Semiannually

6-36. A classified material inventory is conducted upon a change of custodial responsibility and at which of the following prescribed intervals?

1. Weekly
2. Monthly
3. Quarterly
4. Annually

- 6-37. Velocity inventories are conducted to account for stock items that experience which of the following demand frequencies?
1. Medium movers only
 2. Slow movers only
 3. Fast movers only
 4. Slow and fast movers
- 6-38. Preparation for an inventory includes all EXCEPT which of the following actions?
1. Disposing of all opened containers or cartons
 2. Repacking loose items in standard packs when possible
 3. Posting all receipt and issue documents to stock record cards
 4. Re-stowing stock where necessary to facilitate identification
- 6-39. Before count documents are matched with stock record cards, they should be reviewed to ensure that all except which of the following checks have been made?
1. Entries are legible
 2. Items scheduled for inventory show the present quantity in stock
 3. Count documents are dated and initialed
 4. Incorrect prerecorded locations have been deleted
- 6-40. Promptly upon the completion of the physical inventory, the count documents for stock repair parts being inventoried must be reviewed by which of the following members of the ship's company?
1. Inventory personnel
 2. Supply officer only
 3. Engineering officer only
 4. Supply officers and engineering officer
- 6-41. After the review of the count documents is finished, which of the following actions should be the next step in the inventory process?
1. Applicable count documents should be dated and initialed
 2. The inventory physical count should be completed
 3. Inventory count documents should be reconciled with the stock records
 4. Re-verify the location of each item
- 6-42. During the inventory process, personnel may open containers sealed for preservation only when authorized by what person?
1. The stock control division officer
 2. The storeroom supervisor
 3. The supply officer
 4. The quality assurance officer
- 6-43. A major difference in inventory exists when the physical count of a stock item differs from the confirmed stock record balance by what minimum percentage?
1. 1%
 2. 3%
 3. 5%
 4. 10%
- 6-44. An inventory loss of an AVDLR item is processed as what type of expenditure?
1. Issue
 2. Transfer
 3. Survey
 4. Cash sales
- 6-45. After a scheduled inventory is completed, what minimum accuracy rate is considered acceptable?
1. 85%
 2. 87%
 3. 90%
 4. 98%

- 6-46. Equipage consists of shipboard items selected or approved by which of the following officials?
1. Fleet supply officers
 2. Chief of Naval Material
 3. Fleet commanders in chief
 4. Chief of Naval Operations
- 6-47. If the commanding officer does not consider the to be sufficiently inclusive, which of the following actions can be taken?
1. Designate additional equipage as required
 2. Designate as additional controlled equipage only those items that will also be designated as "signature required"
 3. Designate as additional controlled equipage only those items that will also be designate as "no signature required"
 4. Forward a request to the type commander requesting that additional items be added to the "CEIL"
- 6-48. The NAVSUP Form 306 also serves as which of the following other types of records?
1. Expenditure
 2. Maintenance
 3. Inventory control
 4. Consumption
- 6-49. What total number of copies of a Equipage Custody Record should be prepared when only one department has responsibility for the item indicated?
1. An original only
 2. An original and one copy
 3. An original and two copies
 4. An original and three copies
- 6-50. The original NAVSUP Form 306 must be retained by which of the following individuals?
1. Storeroom Logistics Specialist
 2. Supply officer
 3. Equipage custodian
 4. Commanding officer
- 6-51. Each new balance on a "signature required" equipage custody record must be attested to by the signature of which of the following individuals?
1. Commanding officer only
 2. Supply officer only
 3. Commanding officer and supply officer
 4. Responsible head of the department
- 6-52. An inventory of all equipage is taken annually during what specific time period?
1. 15 February - 15 March
 2. 15 June - 15 July
 3. 15 September - 15 October
 4. 15 December - 15 January
- 6-53. Normally, an inventory of the controlled equipage in the custody of the supply department should be made under which of the following circumstances?
1. The supply officer is being relieved
 2. The stores officer is being relieved
 3. The ship is scheduled for deployment
 4. The ship is undergoing shipyard overhaul
- 6-54. Responsibility for conducting the annual inventory of equipage rests with which of the following individuals?
1. The supply officer
 2. All heads of departments
 3. The controlled equipage Logistics Specialist
 4. An officer designated by the commanding officer

- 6-55. During inventory, equipment is discovered to be missing. Which of the following actions must the inventory officer take first?
1. Prepare a letter of explanation
 2. Reduce the allowance on the officer's copy of the NAVSUP 306
 3. Conduct a recount and/or investigative research
 4. Procure a replacement item

- 6-56. A type commander's deficiency/excess program provides for management of equipment assets in which of the following ways?
1. Affords ready visibility of deficiencies and excesses only
 2. Matches deficiencies to excesses only
 3. Facilitates redistribution and affords ready visibility of excesses only
 4. Affords ready visibility, matches deficiencies and excess, and facilitates redistribution

ASSIGNMENT 7

Textbook Assignment: "Material Handling and Shipping," chapter 7, pages 7-1 through 7-22.

- 7-1. Which of the following equipment is used to pickup, carry, and stack unit loads of supplies and material?
1. A two-wheel hand cart
 2. A hand pallet truck
 3. A tractor trailer
 4. A forklift truck
- 7-2. In reference to a forklift truck, what is meant by the term "free lift"?
1. The maximum lifting height of the forks
 2. The safe distance of the forks from the ground when travelling
 3. The lifting height of the forks before the inner slides move above the mast
 4. The maximum height of the forks when lifting loads over the weight limit
- 7-3. Forklift trucks are generally used at which of the following locations?
1. Aboard ship, on barges, on piers, and in warehouses
 2. In freight terminals and on the ground to hoist heavy containers
 3. In yards with or without hard surfaces
 4. All of the above
- 7-4. A forklift truck should NOT be used to move loads beyond what maximum distance?
1. 100 ft
 2. 200 ft
 3. 300 ft
 4. 400 ft
- 7-5. When moving loads beyond the maximum travel distance for a forklift, which of the following equipment should you use?
1. A hand pallet truck
 2. A tractor-trailer train
 3. A pneumatic wheel forklift
 4. A hand cart
- 7-6. Under normal supply operational conditions, a tractor should operate with a maximum of how many sets of trailers?
1. One
 2. Two
 3. Three
 4. Four
- 7-7. Which of the following statements is NOT correct in regards to tractor-trailer train operations?
1. Tractor-trailer trains should be used in hauling operations that require less than 400 feet hauling distances
 2. Tractor-trailer trains may be used in hauling operations involving hauls between 400 feet and 1 mile in length
 3. Under normal conditions, one tractor should be able to keep one set of trailers loading, a second set underway, and a third set unloading
 4. Tractor-trailer trains can haul heavier tonnage than carrier-type trucks of equal horsepower capacity

- 7-8. What is the rated drawbar pull range of a Navy gasoline-powered warehouse tractor?
1. 1,000 to 2,500 lb
 2. 2,500 to 3,000 lb
 3. 3,000 to 4,000 lb
 4. 4,000 to 7,500 lb
- 7-9. What is the towing capacity of a warehouse tractor if it has a drawbar pull of 2,600 pounds?
1. 50 tons
 2. 150 tons
 3. 250 tons
 4. 350 tons
- 7-10. The caster-steering type of warehouse trailers are available in what capacity?
1. 4,000 pound capacity only
 2. 6,000 pound capacity only
 3. Both 4,000 and 6,000 pound capacity
 4. 8,000 pound capacity
- 7-11. In storage operations where mechanical equipment cannot be used because of space limitations, which of the following types of materials-handling equipment would be most useful?
1. Hand trucks
 2. Warehouse trailers only
 3. Warehouse tractors only
 4. Warehouse tractors and trailers
- 7-12. When you have a large number of orders to fill for small retail issues, what type of hand truck should you normally use for breakout?
1. The single-platform hand truck
 2. The hand pallet truck
 3. The two-wheel hand truck
 4. The stockpicker truck
- 7-13. When warehouse operations involve short hauls and frequent stops, which of the following equipment should be used to move the material?
1. A two-wheel hand cart
 2. A tractor trailer
 3. A four-wheel platform hand truck
 4. A stock picker
- 7-14. The forks of a Navy hand-pallet truck can be raised what prescribed distance from the deck?
1. About 1 in.
 2. About 2 in.
 3. About 3 in.
 4. About 4 in.
- 7-15. The standard tiering truck used by the military services has what load capacity?
1. 1,000 pounds
 2. 2,000 pounds
 3. 3,000 pounds
 4. 4,000 pounds
- 7-16. What device is equipped with horizontal bars and is used to lift palletized loads by a crane or ship's boom?
1. A pallet sling
 2. A spreader bar
 3. A forklift truck
 4. A cargo net

- 7-17. A standard pallet is what size?
1. 36 by 40 in.
 2. 38 by 48 in.
 3. 40 by 48 in.
 4. 42 by 40 in
- 7-18. What feature does the tiering truck have that makes it more useful, in some materials-handling operations, than the standard forklift truck?
1. Greater lifting capacity
 2. Greater lifting-height capability
 3. Longer distance hauling capability
 4. More maneuverability
- 7-19. Which of the following stowage aids is used for storing odd sized items or weak containers that will NOT support a superimposed load?
1. Safety pallet
 2. Horizontal dunnage
 3. Box pallet
 4. Notched spacers
- 7-20. Which of the following stowage aids are used for horizontal palletizing of compressed gas cylinders?
1. Notched spacers
 2. Pallet racks
 3. Box pallets
 4. Collars
- 7-21. A straddle truck is designed to handle what type of loads?
1. Containers equipped with skids
 2. Long and heavy materials
 3. Boxes not Pelletized
 4. Large rigid containers or packages
- 7-22. The use of pallets permits which of the following types of materials-handling operations?
1. Storing material by units
 2. Transporting material by units
 3. Loading material by units
 4. Each of the above
- 7-23. Nestable sheet metal pallets are convenient for which of the following reasons?
1. They are easy to keep clean
 2. They save storage space
 3. Their maintenance cost is low
 4. All of the above
- 7-24. When you are loading a pallet with boxes of different sizes, the boxes should be arranged in what way?
1. The biggest and sturdiest boxes should go in the center
 2. The biggest and most fragile boxes should go at the ends
 3. The smallest and sturdiest boxes should go at the ends
 4. The smallest and most fragile boxes should go in the center
- 7-25. When you palletize material that will be moved several times before it reaches its destination, what additional step(s) should you take?
1. The material should be strapped to the pallet using nylon or metal strapping
 2. The material should be strapped and metal or folder cardboard corners placed under the strapping
 3. The height of the pelletized material should be reduced to one layer of containers
 4. Horizontal strapping should be added to ensure that the material will remain tightly packed

- 7-26. The drum-handling sling is designed for which of the following operations?
1. For shipboard loading only
 2. With a crane for any drum or barrel-handling operation only
 3. With a crane for any drum or barrel-handling operation and shipboard loading
 4. As a forklift truck attachment for any drum or barrel-handling operation
- 7-27. How many different types of drum-handling forklift truck attachments are available?
1. One
 2. Two
 3. Three
 4. Four
- 7-28. What type of drum-handling forklift truck attachment is NOT in wide use because of its installation cost?
1. Spaced forks that cradle drums
 2. Side rails with hooks
 3. Vacuum operative
 4. One drum vertically operated
- 7-29. Most cargo net slings are of what size(s)?
1. 12' x 12' only
 2. 14' x 14' only
 3. 12' x 12' or 14' x 14'
 4. 10' x 12' or 12' x 14'
- 7-30. Cargo net slings are used in what type(s) of materials-handling operations?
1. In general use aboard CLF ships and in UNREP operations
 2. In ship-to-ship transfers of unpalletized miscellaneous cargo only
 3. In vertical replenishment operations at sea only
 4. In ship-to-shore materials-handling operations only
- 7-31. Rollers should be used in materials-handling operations for which of the following operations?
1. To replace non-available mobile materials-handling equipment
 2. To supplement mobile materials-handling equipment
 3. To move heavy boxes or skids
 4. When a warehouse crane is not available
- 7-32. What are the basic types of conveyors that have been adopted as standard for the military departments?
1. The power-driven belt-type and the gravity-type roller or wheel conveyors
 2. The power-driven roller-type and the gravity-type wheel conveyors
 3. The power-driven wheel-type and the gravity-type roller conveyors
 4. The gravity-type roller and wheel conveyors
- 7-33. What materials-handling device having its principal application aboard ship is used to strike down stores?
1. Gravity-type conveyors
 2. Power-driven conveyors
 3. Chutes
 4. Rollers
- 7-34. Which of the following listed cranes has the greater topping distance?
1. The warehouse crane with a maximum sluing boom capacity of 10,000 pounds
 2. The warehouse crane with a maximum sluing boom capacity of 20,000 pounds
 3. The warehouse crane with a sluing boom range of 360 degrees
 4. The mobile crane with the truck chassis-mounted boom

- 7-35. The most common form of gantry used on gantry cranes is the one that has which of the following components?
1. A stiff-legged derrick
 2. A trolley running on the bridge, carrying a hoist
 3. A rotating-pillar or jib crane
 4. A hammerhead crane mounted on its bridge
- 7-36. What type of crane is particularly adapted to the transfer of cargo between the pier and a vessel?
1. Gantry
 2. Wharf
 3. Mobile
 4. Warehouse
- 7-37. Various materials-handling situations require an LS to be able to select the necessary piece of equipment arise aboard ship. Being acquainted with which of the following listed equipments would assist the LS in this selection?
1. Hoists only
 2. Pulleys only
 3. Dollies only
 4. Hoists, pulleys, and dollies
- 7-38. Which of the following types of materials-handling equipment used to raise a large load of several tons would be particularly useful in trucks or small storerooms aboard ship?
1. Manually operated chain hoist
 2. Electrically operated hoist with over track only
 3. Pallet dolly with a capacity of 2,000 pounds
 4. Pallet dolly with a capacity of 4,000 pounds
- 7-39. When a chain hoist is not available, a block and tackle arrangement can be used in its place for which of the following types of materials-handling operations?
1. Pulling or hoisting large, heavy objects
 2. Situations where a chain hoist is normally used to handle smaller loads
 3. For moving or shifting heavy loads 20 feet or more
 4. For moving or shifting heavy loads less than 20 feet
- 7-40. What are the common types of dollies used by the Navy?
1. General-purpose and reefer car dollies only
 2. Pallet rollers, reefer car, and general-purpose dollies
 3. Reefer car, boxcar, and storeroom dollies
 4. General-purpose, boxcar, and truck dollies
- 7-41. When cargo or hoisting gear is being lowered into a hold or onto the pier, what warning should be given?
1. "Heads up"
 2. "Turn to"
 3. "Stand clear"
 4. "Get hot"
- 7-42. When cargo is being loaded or unloaded, it should be stopped how far above the intended loading area and then guided to a safe landing?
1. 1 foot
 2. 2 feet
 3. 3 feet
 4. 4 feet

- 7-43. When cargo is NOT being handled through a hatch that has been left open, which of the following safety precautions should be taken?
1. Station guards around the hatch only
 2. Rig safety lines around the hatch only
 3. Station guards around the hatch and rig safety lines
 4. Rig a temporary cover over the hatch
- 7-44. The possibility of a fire is greatest during cargo-handling operations involving what type(s) of material?
1. Fuel only
 2. Ammunition only
 3. Flammables and ammunition
 4. Paper, rags, and wood
- 7-45. If oil or grease is spilled in the working area during a cargo loading operation, which of the following precautions would be appropriate?
1. The oil should be removed immediately
 2. The oil should be covered with sand or cinders
 3. The oil should be covered with sawdust or other suitable anti-slip material
 4. Each of the above precautions may be taken
- 7-46. How many members should steady a draft and remove slings from it?
1. One
 2. Two
 3. Three
 4. Four
- 7-47. Which of the following methods should you use to pick up heavy objects?
1. Stand close to the object, have your feet slightly apart and solidly placed. Grasp the object firmly and lift by coming to the upright position
 2. Stand close to the object, have your feet slightly apart and solidly placed. With knees bent, grasp the object firmly and lift by straightening your legs
 3. Stand close to the object, have your feet close together and firmly placed. With your legs straight, grasp the object firmly and lift by straitening your back
 4. Stand close to the object, have your feet slightly apart and solidly placed. With your legs straight, grasp the object firmly and lift by straitening your back
- 7-48. When cargo is being hoisted from or lowered into a hold, which of the following positions should the hold crew take?
1. Take cover aft of the square of the hatch only
 2. Take cover forward of the square of the hatch only
 3. Take cover aft or forward of the square of the hatch
 4. Stand ready to assist in landing or hoisting the cargo

- 7-49. For protection from falling objects when working in areas where lifting or hoisting operations are performed, you must wear which of the following safety equipment?
1. A protective helmet
 2. Rubber gloves
 3. Goggles
 4. A rubber apron
- 7-50. In discharging your responsibility as a supervisor of a cargo-handling crew, which of the following precautions should you enforce?
1. Never permit personnel to stand or work under suspended slingloads only
 2. See that your personnel do not enter dark places without a light only
 3. Ensure that your crew wear safety shoes and helmets while handling cargo only
 4. Never permit personnel to stand or work under suspended slingloads, or enter dark spaces, and ensure safety shoes and helmets are used while handling cargo
- 7-51. In relation to the supervision of cargo handlers, which of the following actions is NOT a good supervisory practice?
1. Telling and demonstrating how to work safely
 2. Telling and demonstrating how to grip slings and bridles
 3. Demonstrating your faith in your crew by allowing them to work on their own
 4. Discouraging the wearing of rings, gauntlet-type gloves, and trousers with legs so long that they are a tripping hazard
- 7-52. You are a member of an UNREP team receiving stores that must be removed from the cargo landing area as quickly as possible. What would be the determining factor as to whether you can block a passageway or door with these oncoming stores?
1. You must rely upon your own judgment
 2. You must obtain permission from the responsible department head
 3. You must obtain permission from Damage Control Central
 4. You must obtain permission from the supply officer
- 7-53. Air shipments of material may be made on items with which of the following priority designators(PDs)?
1. 3 only
 2. 8 only
 3. 15 only
 4. 3, 8, and 15
- 7-54. Within the Defense Transportation System, air shipments normally are limited to which of the following transportation priorities?
1. Priority 1 only
 2. Priority 2 only
 3. Priorities 1 and 2
 4. Priority 3
- 7-55. Shipment documents with priority designators 01 thru 03 are assigned what transportation priority?
1. Priority 1
 2. Priority 2
 3. Priority 3
 4. Priority 4

7-56. Which of the following means of material delivery is provided by LOG-EX for deployed CVs?

1. COD
2. Barge
3. INREP
4. UNREP

7-57. When authorized, government vehicles may be used to transport freight up to what maximum number of miles?

1. 15 miles
2. 25 miles
3. 50 miles
4. 100 miles

7-58. In the USPS, what class of mail should be used to mail NMCS/PMCS items weighing over 12 ounces?

1. Fourth class
2. Third class
3. Priority
4. Consolidated freight

7-59. Material eligible for all classes of mail, including MOM, is limited to 70 pounds or less and no more than what maximum number of inches in length and girth combined?

1. 75 in.
2. 100 in.
3. 125 in.
4. 200 in.

7-60. The document identifier TX1, used on a TCMD, identifies which of the following material categories?

1. Hazardous
2. Ammunition
3. General cargo
4. Explosive

ASSIGNMENT 8

Textbook Assignment: "Financial Management," chapter 8, pages 8-1 through 8-21.

- 8-1. For accounting purposes, naval activities are divided into what two categories?
1. Fleet units and landing parties
 2. Landing forces and sea support
 3. Districts and type commands
 4. Shore activities and operating forces
- 8-2. Who authorizes an appropriation to incur obligations?
1. Congress
 2. Secretary of the Navy
 3. Secretary of the Treasury
 4. President of the United States
- 8-3. Most appropriations used to finance the normal operating costs of the Navy are for what period of time?
1. A month
 2. A quarter
 3. Six months
 4. A year
- 8-4. The fiscal year covers what specific period of time?
1. 1 July to 30 June
 2. 1 October to 30 September
 3. 1 January to 31 December
 4. 1 April to 31 March
- 8-5. What type of work is supported by a continuing appropriation?
1. Maintenance of buildings
 2. Repair of office equipment
 3. Preventive maintenance on vehicles
 4. Construction of a supply building
- 8-6. Appropriations are placed in what order as to their status?
1. Current, lapsed, expired
 2. Current, expired, lapsed
 3. Lapsed, current, expired
 4. Expired, lapsed, current
- 8-7. At the end of their availability period, the unliquidated obligations of annual and/or multiple-year appropriations are transferred to which of the following government agencies?
1. Treasury
 2. Defense
 3. Navy
 4. Civil Defense
- 8-8. The third digit in the appropriation symbol on an accounting document covering charges and credits to funds provides which of the following items of information?
1. Type of fund
 2. Fiscal year
 3. Particular fund
 4. Department administering the fund
- 8-9. The first two digits of symbol 17X4911 indicate that the appropriation is administered by which of the following agencies?
1. Defense Department
 2. Comptroller of the United States
 3. Bureau of Naval Personnel
 4. Navy Department

- 8-10. The letter "X" in the appropriation symbol 17X1832 provides what specific information?
1. Bureau or office to which the appropriation is assigned
 2. Government department administering the appropriation
 3. No fiscal year limitations
 4. Specific purpose of the appropriation within a bureau or office
- 8-11. The systems command that administers a Navy appropriation is indicated in the accounting code by which of the following sets of digits?
1. The first six digits
 2. First two digits of the appropriation number subhead
 3. Last three digits of the fund symbol
 4. First two digits of the appropriation number
- 8-12. What type of fund is reimbursed in an amount equal to each expenditure?
1. Trust
 2. General
 3. Special
 4. Revolving
- 8-13. What fund is used to procure stocks of common supply items carried in the Navy Stock Account (NSA)?
1. Navy Industrial Fund
 2. Naval Working Fund
 3. Defense Working Capital Fund
 4. Navy Management Fund
- 8-14. Within the Navy, control of the Defense Working Capital Fund is the responsibility of which of the following individuals?
1. Chief of Naval Material
 2. Chief of Naval Operations
 3. Commander, Naval Supply Systems Command
 4. Secretary of the Navy
- 8-15. All except which of the following transactions would cause a charge against the Defense Business Operations Fund?
1. NSA losses by accounting, survey, or sale not properly charged to an appropriation
 2. Payment of claims approved by the General Accounting Office (GAO)
 3. Donations of surplus NSA material for public health and educational purposes
 4. Cash sales from the NSA to foreign governments
- 8-16. Which of the following symbols represents the Defense Business Operations Fund?
1. 17X4912
 2. 17X4888
 3. 17X4911
 4. 1711804
- 8-17. What is the inventory account title for material purchased by the Defense Business Operations Fund and held until needed by a Navy customer?
1. Navy Stores Account
 2. Navy Stock Account
 3. Appropriation Purchase Account
 4. Stores Inventory Account
- 8-18. Which of the following funds is a revolving fund used to finance commercial-type activities, such as a naval shipyard?
1. Naval Working Fund
 2. Navy Industrial Fund
 3. Navy Management Fund
 4. Navy Capital Fund
- 8-19. The Navy is involved in improving a runway of a British airfield. The cost of labor and material will probably be initially charged to which of the following funds?
1. Defense Business Operations
 2. Navy Industrial
 3. Naval Working
 4. Navy Management

- 8-20. A special short-time program financed by several bureau appropriations should be financed by which of the following funds?
1. Naval Working Fund
 2. Navy Management Fund
 3. Navy Stock Fund
 4. Special Project Fund
- 8-21. What funds are credited for money spent by Navy members procuring items from the ship's store of a naval vessel?
1. General Fund of the Treasury and Navy Management Fund
 2. Defense Business Operations Fund and Ship's Store Profits, Navy
 3. Ship's Store Profits Fund and Naval Working Fund
 4. Navy Management Fund and Navy Capital Fund
- 8-22. The Navy Ship's Store Profits Fund is what type of fund?
1. Trust
 2. Deposit
 3. Revolving
 4. Management
- 8-23. Object class codes are used in what type of transactions?
1. All OPTAR transactions
 2. All transactions that do not affect the international balance of payments
 3. Only OPTAR transactions which affect the international balance of payments
 4. Only transactions other than OPTAR transactions
- 8-24. What previously assigned code is always used as the operating budget number?
1. Unit identification code
 2. Budget suffix code
 3. Operating budget grant code
 4. Service designator code
- 8-25. In connection with operating force OPTAR accounting, the authorized accounting activity is the unit identification code of the appropriate DFAS.
1. True
 2. False
- 8-26. Unit identification numbers are assigned by which of the following individuals?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Comptroller of the Navy
 4. Director of the Budget
- 8-27. Responsibility for assigning accurate unit identification code on requisitions rests with which of the following organizations?
1. Navy Finance Center
 2. Naval Supply Center
 3. Preparing activity
 4. Shipping activity
- 8-28. Appropriated funds are made available at the operating level in what form(s)?
1. Appropriations or warrants
 2. Apportionments or allotments
 3. Operating budgets
 4. Allotments or suballotments
- 8-29. Which of the following operating budget numbers will be shown on an invoice for fuel transferred from a fleet oiler to a destroyer in the Pacific?
1. 00004
 2. 57070F
 3. 00070F
 4. 00070

- 8-30. CINCPACFLT's operating budgets for ship repair and for fuel are identified by budget suffix codes R and F.
1. True
 2. False
- 8-31. In which of the following OPTAR transactions should an object class code be indicated on each document?
1. When material is transferred between type commands
 2. When the transaction affected the international balance of payments
 3. When an issue for end use is made
 4. When material is transferred within the same type of command
- 8-32. CINCPACFLT receives two operating budgets. Which of the following codes is used to identify each budget?
1. A budget suffix code assigned by the CNO
 2. A budget suffix code assigned by CINCPACFLT
 3. Either 1 or 2 above
 4. A budget suffix code assigned by COMNAVSURFPAC
- 8-33. The cost code shown on a requisition consists of which of the following elements?
1. Two zeros, unit identification code, and appropriation
 2. Two zeros, Julian date, unit identification code, and fund code
 3. Two zeros, fund code, and appropriator
 4. Two zeros, Julian date, serial number, and fund code
- 8-34. The position of resource manager can only be held by a military person.
1. True
 2. False
- 8-35. For aviation funds accounting purposes, squadrons are referred to as
1. field activities
 2. major claimants
 3. aviation operating forces
 4. accounting and disbursing centers
- 8-36. The budgeted amount within an operating budget approved in a fixed amount for incurring obligating or unfilled orders is called a/an
1. obligation authority
 2. expense limitation
 3. unfilled order
 4. work unit
- 8-37. Which of the following commands or activities are NOT included in ship operating forces?
1. Active fleet ships
 2. All shore activities
 3. Amphibious battalions
 4. Staff and commands

- 8-38. Unfilled order chargeable documents are assembled and forwarded to what official or activity by the OPTAR holder?
1. TYCOM
 2. NAVAIR
 3. DFAS
 4. CNO
- 8-39. What program provides the responsible commanders with a budget that includes all costs incurred instead of allotments to cover only limited portions of those costs?
1. Accrual accounting
 2. Budgeting
 3. OPTAR
 4. RMS
- 8-40. Of the four subsystems that make up the RMS, an LS would be most concerned with which one?
1. Programming and budgeting
 2. Management of resources for operating units
 3. Management of inventory and similar assets
 4. Management of acquisition, use, and disposition of capital assets
- 8-41. Under the RMS management procedures, which of the following steps should you do first?
1. Budgeting
 2. Reporting
 3. Planning
 4. Accounting
- 8-42. The development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued is the responsibility of what command or officer?
1. TYCOM
 2. DFAS
 3. CNO
 4. NAVICP
- 8-43. To determine how OPTARs are to be administered and reported, you should refer to what publication?
1. OPNAVINST 4790.2
 2. NAVSO P-3013-2
 3. NAVCOMPT Manual, volume 5
 4. NAVSUP P-485
- 8-44. The Navy Working Capital Fund (NWCF) is reimbursed when material is requisitioned for use by charging the customer's
1. imprest fund
 2. expense limitation
 3. TYCOM
 4. OPTAR
- 8-45. Amphibious assault ships are not authorized to carry NSA material as inventory.
1. True
 2. False
- 8-46. When SUADPS-RT activities requisition material for stock or direct turnover (DTO), they use NSF money by citing what fund code on the external requisition?
1. 26
 2. Y6
 3. SAC 203
 4. SAC 207

- 8-47. The responsibility for formal accounting by the Navy Operating Forces is to be placed ashore.
1. True
 2. False
- 8-48. All but which of the following SUADPS-RT activities receive supplies and equipment (S&E) OPTAR grants to cover the operation and maintenance of the activity?
1. Aircraft carriers
 2. Amphibious assault ships
 3. Repair tenders
 4. Marine air groups
- 8-49. Under OPTAR accounting procedures, what dollar value currently is considered the threshold amount?
1. \$25
 2. \$50
 3. \$100
 4. \$150
- 8-50. What type of OPTAR, if any, is exempt from threshold concept?
1. AOM
 2. Reimbursable
 3. Nonreimbursable
 4. None
- 8-51. Which of the following codes is NOT considered as one of the nine data fields of a complete line of accounting data?
1. UIC
 2. Country
 3. Subhead
 4. Object class
- 8-52. Fund codes and accounting classifications for use by Operating Forces are contained in what appendix of NAVSO P-3013?
1. I
 2. II
 3. III
 4. IV
- 8-53. What form is used to record OPTAR grants?
1. NAVCOMPT 2155
 2. NAVCOMPT 2156
 3. NAVCOMPT 2157
 4. NAVCOMPT 2206
- 8-54. Free issue material should not be entered in the requisition OPTAR log.
1. True
 2. False
- 8-55. Underway replenishment requisitions should be maintained in what OPTAR holding file?
1. File 1
 2. File 2
 3. File 3
 4. File 4
- 8-56. OPTAR holders operating under SUADPS procedures should submit an OPTAR Document Transmittal Report to the DFAS for current fiscal year OPTARs on what day(s) of the month?
1. 1st of each month only
 2. 1st and 15th of each month
 3. Last day of each month only
 4. 15th and last day of each month

8-57. A message Budget/OPTAR Report, NAVCOMPT Form 2157, is submitted to the DFAS no later than what day of the month following the end of the month being reported?

1. 1st
2. 2nd
3. 15th
4. Last

8-58. What process results in the production of listings that provide a report of transactions affecting the OPTAR holders' funds?

1. Transmittal
2. Summary
3. Reconciliation
4. Requisition

8-59. The Unmatched Expenditure Listings are received how often?

1. As required
2. Weekly
3. Monthly
4. Quarterly

8-60. What listing is retained by the DFAS for backup purposes only?

1. Unmatched Expenditures
2. Detail Filled Order/Expenditure
3. Summary Filled Order/Expenditure
4. Aged Unfilled Order

8-61. All differences shown on the SFOEDL are listed by what code?

1. Rejection
2. Transaction type
3. Fund
4. Cost

8-62. Differences of what minimum dollar amount are manually researched by the DFAS before being reported to the OPTAR holder?

1. \$500
2. \$1,000
3. \$2,000
4. \$3,000

8-63. Unfilled orders that have not matched with related expenditure documents will appear on the Unfilled Order Listing after what minimum number of days?

1. 30 days
2. 60 days
3. 120 days
4. 180 days

8-64. The Unmatched Expenditure Listing itemizes expenditure documents that exceed \$100 in value.

1. True
2. False

ASSIGNMENT 9

Textbook Assignment: "Aviation Material Management," chapter 9, pages 9-1 through 9-14.

- 9-1. What OPNAV instruction serves as the basic document and authority in governing the management of aviation maintenance in the Navy?
1. 3750.6
 2. 4441.12
 3. 4790.2
 4. 5510.1
- 9-2. The NAMP provides information for which of the following levels of aviation maintenance?
1. Organizational only
 2. Intermediate only
 3. Depot only
 4. Organizational, intermediate, and depot
- 9-3. Through positive control and reporting procedures, maintenance and supply personnel can improve what aspect of repairable management?
1. Documentation time
 2. Turnaround time
 3. Allowance procedures
 4. Requisition preparation
- 9-4. What area within the maintenance organization is tasked with making sure maintenance requirements for parts and material are forwarded to the SSC?
1. Quality assurance
 2. Administrative control
 3. Maintenance control
 4. Material control
- 9-5. A material control center is NOT responsible for which of the following actions?
1. Delivering retrograde material to the SSC
 2. Establishing delivery and pickup points
 3. Preparing surveys
 4. Performing OPTAR accounting
- 9-6. The material control LS is responsible for ensuring that material receipts are processed in what manner?
1. Held until billing has cleared
 2. Expeditiously routed to the ordering work center
 3. Accumulated for processing the next day
 4. Held until needed by the ordering work center
- 9-7. In an aviation community, what activity is responsible for establishing the pickup and delivery points for material?
1. The maintenance activity only
 2. The supply activity only
 3. The maintenance and supply activities
 4. The commanding officer of the supporting activity
- 9-8. In an aviation squadron, what area is responsible for performing memorandum OPTAR funding, accounting, and budgeting?
1. Maintenance administration
 2. Maintenance control
 3. Material control
 4. Quality assurance/analysis

- 9-9. What area in an aviation squadron is the point of contact for material requirements?
1. Maintenance administration
 2. Maintenance control
 3. Quality assurance/analysis
 4. Material control
- 9-10. What record provides a continuous chain of accountability of specific aircraft equipment and material?
1. AIR
 2. ICRL
 3. IMRL
 4. CRIPL
- 9-11. The AIR is prepared and delivered with the aircraft by what source?
1. The type commander
 2. The air wing commander
 3. The supply department head
 4. The aircraft manufacturer
- 9-12. Shortages to the AIR are listed on what form?
1. OPNAV FORM 4790/104
 2. OPNAV FORM 4790/112
 3. OPNAV FORM 4790/116
 4. OPNAV FORM 4790/118
- 9-13. The transferring activity retains what copy of the AIR shortage form?
1. Original
 2. Second
 3. Third
 4. Fourth
- 9-14. The receiving activity should submit an itemized list of shortages that do not appear on the AIR within what number of working days?
1. 5 days
 2. 10 days
 3. 20 days
 4. 30 days
- 9-15. Authority for transferring aircraft with shortages must be obtained from what activity or official?
1. NAVICP
 2. NAMO
 3. NAVAIR
 4. ACC/TYCOM
- 9-16. What item is issued to a pilot so that he or she can order material or services while on an extended flight?
1. A flight packet
 2. An aircraft inventory record
 3. A service record card
 4. An aircraft logbook
- 9-17. To requisition repair parts for in-plane servicing at a Navy activity, a pilot uses what form?
1. Standard Form 44
 2. DD Form 1348 (6 pt)
 3. DD Form 1896
 4. DD Form 1897
- 9-18. The Standard Form 44 contained in a flight packet is used for all EXCEPT which of the following purchases?
1. Fuel from a non-DLA into-plane contract
 2. Services from a commercial vendor
 3. Food and lodging for enlisted personnel
 4. Food for officers

- 9-19. Which of the following items is NOT included in a flight packet?
1. Instructions for safeguarding and shipping damaged aircraft
 2. A Standard Form 95
 3. A Standard Form 94
 4. A Standard Form 93
- 9-20. A pilot using a DD Form 1348 (6 pt) from a flight packet should get instructions from his or her commanding officer if the purchase at a non-Navy activity exceeds what maximum dollar amount?
1. \$2,500
 2. \$2,000
 3. \$250
 4. \$25
- 9-21. A pilot on an extended flight used a DD Form 1348 (6 pt) to purchase material. What copies should he or she submit to material control?
1. The yellow and white copies
 2. The white and hardback copies
 3. The pink and yellow copies
 4. The green and hardback copies
- 9-22. Upon receiving the completed DD Form 1348 (6 pt) from the pilot, material control places what copy in OPTAR holding file 1 for submission to DFAS?
1. The hardback copy
 2. The yellow copy
 3. The green copy
 4. The white copy
- 9-23. What form is the AVFUELS INTO-PLANE CONTRACT SALES SLIP?
1. DD Form 1994
 2. DD Form 1898
 3. DD Form 1897
 4. DD Form 1896
- 9-24. A pilot returning from an extended flight is responsible for submitting the completed refueling slip to what officer?
1. The operations officer
 2. The administrative officer
 3. The material control officer
 4. The maintenance officer
- 9-25. The pilot must provide the dealer with what copies of a Standard Form 44?
1. Copies 1 and 3
 2. Copies 2 and 3
 3. Copies 1 and 2
 4. Copies 2 and 4
- 9-26. Which of the following functions is performed by an intermediate-level material control work center?
1. Verifying work stoppage requisitions
 2. Flight operations OPTAR accounting
 3. Verifying AWP status
 4. Verifying AWP requisitions
- 9-27. The AIMD material control work center returns items to the CCS that are in what condition?
1. Locally repairable RFI items only
 2. Non-RFI components certified BCM only
 3. Locally repairable RFI items and non-RFI components certified BCM
 4. Properly preserved items

- 9-28. Whether RFI or non-RFI, all components received by AIMD material control are processed through what element of the maintenance department?
1. Production control division
 2. Repairable management screening unit
 3. Aeronautical material screening unit
 4. Component control section
- 9-29. Upon receipt of a component for check and test, AMSU ensures that which of the following items are attached to the component?
1. Logs
 2. Records
 3. VIDS/MAF
 4. All of the above
- 9-30. What copy of the VIDS/MAF is signed by AMSU personnel to signify that a component was received?
1. Copy 1
 2. Copy 2
 3. Copy 3
 4. Copy 4
- 9-31. What tool is used by AMSU to ensure that a component is within the repair capabilities of the AIMD?
1. CRPL
 2. IMRL
 3. AMMRL
 4. ICRL
- 9-32. Routing of components for check, test, or repair to the appropriate work center is the responsibility of
1. AMSU
 2. CCS
 3. SSC
 4. RMS
- 9-33. Repair capability data on components processed by AIMD is contained in the ICRL. What is the basis of this data?
1. Future requirements
 2. Past experience
 3. Pool requirements
 4. Operational support inventories
- 9-34. Repair capability contained in the master data bank is based solely on information provided by what type of activity?
1. Operating squadrons
 2. Local supply activities
 3. Organizational maintenance activities
 4. Intermediate maintenance activities
- 9-35. NAVICP-PHIL uses the ICRL as one factor in its negotiation process for which of the following determinations?
1. Fixer allowance quantities
 2. Operational support inventories
 3. Allowance change request
 4. All of the above

- 9-36. When making changes to the ICRL, you should use which of the following forms?
1. NAVSUP Form 1364
 2. NAVSUP Form 1365
 3. OPNAV Form 4790/11
 4. SF 364
- 9-37. The required support of an aircraft is planned based upon which of the following factors?
1. The aircraft's purpose only
 2. The aircraft's mission only
 3. The aircraft's purpose and mission
 4. The aircraft model
- 9-38. NALCOMIS is basically what type of system?
1. An information system
 2. An aviation programs system
 3. A personal computer system
 4. An automated directive system
- 9-39. What are the primary devices used to input data into the NALCOMIS?
1. Magnetic tape drives
 2. Computer terminals
 3. Host computer systems
 4. Bar-coded readers
- 9-40. To access information in NALCOMIS, you are required to have what information?
1. A valid password
 2. A work center code number
 3. An organizational code number
 4. A NALCOMIS identification card
- 9-41. In NALCOMIS activities, what total number of passwords are assigned to each authorized user?
1. One
 2. Two
 3. Three
 4. Four
- 9-42. The user's ability to access, add, modify, or delete information in a specific NALCOMIS transaction is determined by what data?
1. The PQS
 2. The SMQ
 3. The NEC
 4. The FAQ
- 9-43. Which of the following training manuals describes the organization of the aviation maintenance departments?
1. Seaman
 2. Airman
 3. Customer Service Manual
 4. Human Behavior and Leadership

- 9-44. The communication equipment used between material control and the SSC may include which of the following types of equipment?
1. Computers
 2. Telephones
 3. Radios
 4. All of the above
- 9-45. To determine if it is advisable to remove a repairable component until a replacement is in hand, you should refer to what publication?
1. ICRL
 2. IMRL
 3. CRIPL
 4. P2300
- 9-46. Material is needed by maintenance to repair a weapons system that is documented on a MAF. This is known as what type of requirement?
1. Direct support
 2. Indirect support
 3. Direct delivery
 4. Supply support
- 9-47. The Organization code, used as part of the JCN, contains what total number of characters?
1. One
 2. Two
 3. Three
 4. Four
- 9-48. The JCN, including the suffix, contains what total number of parts?
1. Five
 2. Two
 3. Three
 4. Four
- 9-49. What four-character code identifies the end item or category of equipment that is being worked on by maintenance?
1. The Advice code
 2. The Project code
 3. The Fund code
 4. The Type Equipment code
- 9-50. What code identifies the system, subsystem, or component?
1. The Work Unit code
 2. The Fund code
 3. The Project code
 4. The Purpose code
- 9-51. When a repairable item is ordered, what code is mandatory on the requisition?
1. The Status code
 2. The Security code
 3. The Advice code
 4. The DEMIL code
- 9-52. What material is issued for onetime installation in specified equipment during fleet maintenance overhaul, repair, or modification programs?
1. TD kits
 2. Critical items
 3. Fixed allowance material
 4. AVCAL material
- 9-53. When a need is determined, phase maintenance kits are built based on the material requirements listed in which of the following sources of maintenance information?
1. SRC
 2. MRC
 3. EHR
 4. MAF

9-54. Which of the following items are NOT authorized in phase maintenance kits?

1. Consumable items
2. Pre-expended bin items
3. AVDLR items
4. Shelf-life items

9-55. Documents in the requisition completed file should be retained for at least what period of time?

1. 1 yr
2. 2 yr
3. 3 yr
4. 4 yr

9-56. Material control maintains what total number of OPTAR accounting holding files?

1. One
2. Two
3. Three
4. Four

9-57. The accounting copy of a DD Form 1348 (6 pt) or Standard Form 44 that is submitted to the DAO is held in what OPTAR holding file?

1. File 1
2. File 2
3. File 3
4. File 4

ASSIGNMENT 10

Textbook Assignment: "Aviation Material Management," chapter 9, pages 9-14 through 9-24; and "Aviation Supply Support," chapter 10, pages 10-1 through 10-4.

- 10-1. What OPTAR holding file contains a list of confirmed cancellations that need to be submitted to DFAS?
1. File 1
 2. File 2
 3. File 3
 4. File 4
- 10-2. In addition to a signature, what information should material control personnel put on a receipt document when receiving material from supply?
1. The receiving activity's name
 2. The date and time of delivery
 3. The Signal code
 4. The Delivery code
- 10-3. Upon receipt of an RFI item from MDU, MCC must turn in the defective item, listed in the CRIPL, within what maximum time frame?
1. 1 hr
 2. 2 hr
 3. 8 hr
 4. 24 hr
- 10-4. Aviation squadrons should turn in defective material for EI or QDR to what location?
1. ATAC hub
 2. ASD
 3. FISC
 4. NAVICP
- 10-5. If EI or QDR disposition instructions for defective material are NOT received within 30 days, what activity is responsible for submitting a request for the disposition instructions to the CFA?
1. The air wing
 2. The TYCOM
 3. The supporting ASD
 4. The supporting AIMD
- 10-6. In an aviation squadron, what area has the OPTAR financial responsibility for requisitioned material and services?
1. Maintenance control
 2. Material control
 3. Quality assurance
 4. Maintenance administration
- 10-7. A portion of the OPTAR is issued to an aviation squadron every quarter by what authority?
1. The squadron's TYCOM
 2. The air wing commander
 3. The supporting supply officer
 4. The CO of the supporting activity
- 10-8. The Flight Operation Fund of an aviation squadron is assigned what OPTAR functional category?
1. 01
 2. 05
 3. 10
 4. 50

- 10-9. What OPTAR functional category is assigned to the Aviation Operation Maintenance Fund?
1. 01
 2. 05
 3. 10
 4. 50
- 10-10. Which of the following transactions should be charged to the OPTAR (OFC-01) fund?
1. Issue of a pre-expended bin item
 2. Safety shoes bought for use by personnel in the readiness, launch, and recovery of aircraft
 3. Aviation fuel used to test and check aircraft engines in IMA
 4. Replacement of loose equipment included in the aircraft inventory records
- 10-11. What fund is used to buy the supplies and services needed in direct support of aviation maintenance?
1. OPTAR (OFC-01)
 2. NWCF
 3. AOM
 4. Revolving
- 10-12. Material control records OPTAR grants and transactions on which of the following forms?
1. NAVCOMPT Form 2155
 2. NAVCOMPT Form 2156
 3. NAVCOMPT Form 2157
 4. NAVCOMPT Form 2158
- 10-13. OPTAR holding file 1 contains all EXCEPT which of the following items?
1. The green copy of DD Form 1348 (6 pt)
 2. The requisitions for APA items
 3. The DD Form 1149
 4. The Standard Form 44
- 10-14. Transmittal reports for the current fiscal year must be submitted to DFAS at least how often?
1. Once a month
 2. Twice a month
 3. Quarterly
 4. Annually
- 10-15. The Budget OPTAR Report must be submitted to DFAS by what time?
1. Not later than the end of the month being reported
 2. On the first calendar day of the month following the month to be reported
 3. Not later than the second work day of the preceding month
 4. Not later than the first work day of the month following the month to be reported
- 10-16. The Requisition/OPTAR Log should be balanced before what form is submitted to DFAS?
1. DD Form 1348 (6 pt)
 2. NAVCOMPT Form 2156
 3. NAVCOMPT Form 2157
 4. Standard Form 44
- 10-17. The Budget OPTAR Report for the fiscal year before last (prior 2 years) should be submitted at least how often?
1. Monthly
 2. Quarterly
 3. Annually
 4. Only for months in which there is a change in gross obligations

- 10-18. All individual OPTAR holders receive the Summary Field Order/Expenditure Difference Listing (SFOEDL) from which of the following sources?
1. TYCOM
 2. DFAS
 3. NAMO
 4. CNO
- 10-19. The SFOEDL is distributed on a monthly basis up to what maximum number of report months?
1. 21
 2. 23
 3. 24
 4. 30
- 10-20. For procedures on processing the SFOEDL, you should refer to which of the following publications?
1. OPNAVINST 4790.2
 2. NAVCOMPT Manual, volume 2
 3. NAVSO P-3013-2
 4. NAVSUP P-485
- 10-21. A requisition will be listed in the UOL if it remains unfilled (no matching expenditure) for at least how long?
1. 1 month
 2. 2 months
 3. 3 months
 4. 4 months
- 10-22. NAVAIR coordinates the development of the TCPL for a new model aircraft that is introduced to the fleet with what activity?
1. The Naval Supply Systems Command
 2. The cognizant wing
 3. The Naval Supply Center
 4. The Defense Accounting Office
- 10-23. What overall program provides the data required for effective management of support equipment?
1. NAMP
 2. IMRL
 3. AMMRL
 4. LAP
- 10-24. What is the primary purpose of establishing a tool control program?
1. Reduce cost
 2. Prevent theft
 3. Reduce storage requirements
 4. Reduce foreign object damage
- 10-25. What is the purpose of the AMMRL program?
1. To document factual data and in-use asset information on all aeronautical equipment
 2. To keep up with in-use asset information on SE only
 3. To document factual and in-use asset information on SE only
 4. Each of the above
- 10-26. What list contains the authorized quantities of support equipment items required by an activity to perform its assigned maintenance level functions?
1. AMMRL
 2. IMRL
 3. ICRL
 4. CRIPL
- 10-27. To find information about data specifications for SE as it applies to a particular intermediate or organizational maintenance level, you should refer to which of the following lists?
1. AMMRL
 2. IMRL
 3. ICRL
 4. SERMIS

- 10-28. At what point is SE entered/deleted in an activity's IMRL?
1. When received
 2. When inventoried
 3. When transferred
 4. Each of the above
- 10-29. IMRL listings are divided into what total number of sections?
1. One
 2. Two
 3. Three
 4. Five
- 10-30. If an item is not subject to periodic calibration, what entry, if any, should you make in the CAL CODE column?
1. C
 2. P
 3. T
 4. None
- 10-31. What entry, if any, should you make in the P/P column to show that the item is available on a subcustody basis from the supporting AIMD/IMA?
1. E
 2. P
 3. L
 4. None
- 10-32. What does pre-position code E in the P/P column indicate?
1. The item is available on a subcustody basis from the AIMD
 2. The item is calibratable at the organizational level
 3. The item is available on as required basis
 4. The item is not otherwise pre-positioned
- 10-33. The IMRL manager is directly responsible to which of the following officers for the management of the IMRL?
1. Maintenance officer
 2. Supply officer
 3. Material control officer
 4. Production control officer
- 10-34. At what interval should the IMRL manager conduct a physical inventory?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 10-35. IMRL holders must report all reportable items for which of the following types of transactions?
1. Additions
 2. Changes
 3. Deletions
 4. All of the above
- 10-36. What form should IMRL activities use for SE transaction reporting?
1. OPNAV Form 4790/60
 2. OPNAV Form 4790/64
 3. DD Form 1348
 4. DD Form 1155
- 10-37. For validations and reference purposes on NALCOMIS input transactions, output reports, and screen displays, what type of data elements are used?
1. Abbreviated
 2. Laminated
 3. Dynamic
 4. Static

- 10-38. Dynamic data elements are added to NALCOMIS records in which of the following ways?
1. By personnel downloading the change notice tapes only
 2. By the supply officer during initial installation of the system only
 3. By the system coordinator on a monthly basis only
 4. By all authorized personnel during normal operations and on-line transaction processing
- 10-39. In NALCOMIS, a password is processed in such a way that the system recognizes what information about the user?
1. The user's organization
 2. The user's work center
 3. The user's special maintenance qualifications
 4. All of the above
- 10-40. An LS assigned to ASD/SSC must follow the aviation maintenance policies and procedures outlined in which of the following publications?
1. The NAMP manual
 2. The AVDLR
 3. The MILSTAMP
 4. The NAVOSH manual
- 10-41. The meetings between supply and maintenance representatives to discuss high priority requisitions should be held at least how often?
1. Annually
 2. Quarterly
 3. Monthly
 4. Weekly
- 10-42. Which of the following items is NOT a special material management program?
1. AVDLR
 2. ATAC DLR
 3. IRIM
 4. NWCF
- 10-43. Under the fixed allowance concept, additions to the allowance must be authorized by what activity?
1. IMA
 2. ICP
 3. FISC
 4. NAS
- 10-44. Unless otherwise authorized, requisitions for AVDLR items should NOT be passed off-station before the defective turn-in item is in what status?
1. AWP
 2. EXREP
 3. BCM
 4. RFI
- 10-45. Requisitions for AVDLR items may be passed off-station if the NSN of the item is contained in what listing?
1. The IMRL
 2. The CRIPL
 3. The NMCS/PMCS
 4. The ML-C
- 10-46. What fund is used to finance AVDLR items?
1. IRIM
 2. OSI
 3. NWCF
 4. LRCA

- 10-47. As compared to other programs, the AVDLR program provides which of the following advantages?
1. Reduced back orders
 2. Improved financial flexibility
 3. Improved aircraft readiness
 4. All of the above
- 10-48. What Record Type code identifies material issues?
1. 60
 2. 61
 3. 62
 4. 63
- 10-49. What Record Type code identifies RFI components received from AIMD?
1. 60
 2. 61
 3. 62
 4. 63
- 10-50. What Record Type code identifies NRFI components received from AIMD?
1. 60
 2. 61
 3. 62
 4. 63
- 10-51. What material report is produced in Work Unit Code sequence and contains information on AVDLR items?
1. The MR-1-1
 2. The MR-1-2
 3. The MR-2-1
 4. The MR-2-2
- 10-52. Which of the following reports is used to review the usage data of consumable items so that stock levels may be set?
1. MR-1-1
 2. MR-2-1
 3. MR-1-2
 4. MR-1-3
- 10-53. Which of the following functions is NOT the responsibility of an ASD/SSC?
1. Receiving requisitions for material in support of weapons systems maintenance
 2. Delivering material to customers
 3. Maintaining LRCA storage areas
 4. Expediting requisitions for wholesale stock replenishment
- 10-54. The operating hours of an ASD/SSC must be the same as which of the following activities?
1. The local AIMD only
 2. The NADEP only
 3. The squadron(s) only
 4. All maintenance organizations being supported
- 10-55. In reference to response standards, the response time starts when what event occurs?
1. When maintenance discovers the need for the material
 2. When the requirement is placed in the ASD/SSC
 3. When the customer receives the supply status
 4. When the material is delivered to the customer

10-56. In reference to response standards, the response time stops when what event occurs?

1. When maintenance completes the installation of the item
2. When the issue transaction is posted in the stock records
3. When the material or status is received by the customer
4. When the material is ready for delivery

ASSIGNMENT 11

Textbook Assignment: "Aviation Supply Support," chapter 10—continued; pages 10-5 through 10-22.

- 11-1. The supporting ASD/SSC should provide the NMCS/PMCS listing to supported units at least how often?
1. Hourly
 2. Daily
 3. Weekly
 4. Monthly
- 11-2. What document contains the repair capability data on repairable items previously processed by the IMA?
1. The CRIPL
 2. The R-POOL
 3. The SFOEDL
 4. The ICRL
- 11-3. In an aviation community, what area serves as the point of contact for the supplies and services needed to support aircraft maintenance?
1. SERVMART
 2. ASD/SSC
 3. AIMD
 4. NADEP
- 11-4. The ASD/SSC organization is composed of what sections?
1. Planning, supply response, and component control
 2. Material delivery, component control, and inventory control
 3. Supply response and component control
 4. Programs management and supply response
- 11-5. The supply response section of the ASD/SSC consists of how many units?
1. Seven
 2. Six
 3. Five
 4. Four
- 11-6. The programs management unit is directly under what supply department section or unit?
1. TRU
 2. SRS
 3. SSU
 4. CCS
- 11-7. What SRS unit is responsible for material pickup and delivery to and from supported units?
1. SSU
 2. MDU
 3. SLU
 4. PMU
- 11-8. What section is responsible for managing pre-expended bins?
1. CCS
 2. AMSU
 3. SRS
 4. RCU
- 11-9. When MDU delivers an AVDLR item to the squadron, what data in the requisition informs MDU that an immediate turn-in will NOT be available for pickup?
1. Exchange Advice code (5G)
 2. Project code ZA9
 3. Project code AK0
 4. Fund code Y6
- 11-10. Which of the following forms is used by NALCOMIS activities as an issue document?
1. DD Form 1149
 2. Standard Form 44
 3. DD Form 1348-1
 4. DD Form 1348-6

- 11-11. What SRS unit is responsible for managing high usage consumable items that have been expended from the supply records?
1. SLU
 2. TRU
 3. PMU
 4. PEB
- 11-12. Items subject to pilferage should be stored in the PEB in what manner?
1. In open bins for easy access to customers
 2. In an enclosure accessible only to authorized personnel
 3. In an enclosure accessible to all customers
 4. In a Confidential storeroom
- 11-13. To be included in the PEB, an item must be maintenance related and have what minimum demand frequency per month?
1. One
 2. Two
 3. Three
 4. Four
- 11-14. What unit of the SRS is responsible for the verification of technical data?
1. RCU
 2. TRU
 3. MDU
 4. SLU
- 11-15. What copy or copies of the DD Form 1348 should material control sign for repairable?
1. Yellow only
 2. Hardback only
 3. Green and hardback only
 4. Original, green, and hardback
- 11-16. What copy of the DD Form 1348 does the customer receive as proof of turn-in?
1. Pink
 2. Yellow
 3. Green
 4. Hardback
- 11-17. Eligible material with unit costs over \$150 can be included in the PEB when authorized by which of the following officials?
1. SUPO
 2. CO
 3. TYCOM
 4. CNO
- 11-18. The quantity of each item pre-expended may not exceed an estimated supply of what number of days?
1. 30 days
 2. 60 days
 3. 90 days
 4. 120 days
- 11-19. Stock records for PEB items should be reviewed how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 11-20. As a minimum, a PEB item should be purged if it had no demand for what total number of months?
1. 10 months
 2. 12 months
 3. 14 months
 4. 18 months

- 11-21. What unit of the supply department provides the daily status for all NMCS/PMCS requirements?
1. SRS
 2. TRU
 3. CCS
 4. PMU
- 11-22. Continuous reconciliation of outstanding high priority requisitions between supply and maintenance activities is the responsibility of what SRS unit?
1. PMU
 2. SSU
 3. SLU
 4. TRU
- 11-23. Cancellation requests for issue groups 1 and 2 requisitions that were passed off-station are processed by what ASD/SSC unit?
1. SLU
 2. SSU
 3. TRU
 4. PMU
- 11-24. What section of the supply department is responsible for performing inventory control over all repairable assets stored in the LCRA storage areas?
1. The packing section
 2. The supply response section
 3. The stock records section
 4. The component control section
- 11-25. Which of the following units is NOT under the component control section?
1. Supply screening
 2. Pre-expended bin
 3. Document control
 4. Awaiting parts
- 11-26. To ensure the Not Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) information is updated, the listing is prepared and validated at least how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 11-27. If a component requisition is made for a repairable item, TRU personnel check what list to find out whether the component is a remain-in place item or a mandatory turn-in item?
1. ICRL
 2. CRIPL
 3. IMRL
 4. AMMRL
- 11-28. The DCU is responsible for rotatable pool components.
1. True
 2. False
- 11-29. What unit of the CCS is responsible for all repairable assets under the control of the SSC?
1. LRCA
 2. AWP
 3. DCU
 4. SSU

- 11-30. The procedures for the establishment of retail requirement levels of consumable and repairable items afloat are contained in what instruction?
1. OPNAVINST 4790.2
 2. NAVSUPINST 4440.115
 3. FASOINST 4440.15
 4. OPNAVINST 5510.1
- 11-31. Rotatable pools are part of what unit?
1. LRCA
 2. AWP
 3. SSU
 4. RCU
- 11-32. What organization may authorize a redistribution of the OSI/fixed allowance assets of aviation items stocked by an activity?
1. NAS
 2. FISC
 3. NAVICP
 4. NAVSUP
- 11-33. Redistribution of the aviation OSI/fixed allowance assets of an activity can be ordered by an ICP to fill requisitions with what issue priority?
1. Priority 1
 2. Priority 2
 3. Priority 3
 4. Priority 4
- 11-34. What NAVSUP form is used to request changes in the fixed allowance of NAVICP-PHIL managed items?
1. 766
 2. 801
 3. 1250
 4. 1375
- 11-35. When the constrained TAT is computed for allowances, what maximum time is allowed for AWP?
1. 10 days
 2. 15 days
 3. 20 days
 4. 30 days
- 11-36. What ASD/SSC unit is responsible for processing all repairable items returned from the IMA?
1. MDU
 2. PEB
 3. SSU
 4. SLU
- 11-37. When computing a fixed allowance, the total average turn-around time is limited to a maximum of how many constrained days?
1. 5
 2. 7
 3. 10
 4. 20
- 11-38. Where practical, items designated movement priority designator 03 should be retained awaiting shipment by SSU no longer than what period of time?
1. 1 workday
 2. 2 workdays
 3. 3 workdays
 4. 1/2 workday
- 11-39. Field level repairable items have an SM&R code that limits their restoration to RFI in what level of maintenance?
1. Organizational
 2. Intermediate
 3. Depot
 4. Contract support

- 11-40. Every section or unit concerned with repairable must make sure BCM DLRs are handled quickly.
1. True
 2. False
- 11-41. The ASD/SSC is holding an EI/QDR exhibit awaiting disposition instructions. According to OPNAVINST 4790.2, what maximum number of days should ASD/SSC hold the exhibit before performing the next action?
1. 7 days
 2. 15 days
 3. 20 days
 4. 30 days
- 11-42. The material for an EI/QDR exhibit is assigned what Condition code?
1. A
 2. F
 3. L
 4. H
- 10-16/3>
- 11-43. The shipping documents for material exhibits must be stamped with "EI" or "QDR." What is the prescribed size of the lettering?
1. 1 in.
 2. 2 in.
 3. 3 in.
 4. 4 in.
- 11-44. What ASD/SSC unit is responsible for receiving, storing, and controlling all components returned from IMA needing repair parts?
1. SLU
 2. DCU
 3. SSU
 4. AWP
- 11-45. For effective AWP management, what minimum standard accuracy rate of outstanding requisitions and requisition inventory records must be maintained through weekly reviews?
1. 85%
 2. 95%
 3. 98%
 4. 100%
- 11-46. Supply and maintenance personnel must review the AWP when the number of components on hand exceeds what percent of the average monthly IMA inductions?
1. 25%
 2. 20%
 3. 15%
 4. 10%
- 11-47. When a part for a component undergoing repair is not available, the component is in what status?
1. NIS
 2. NMCS
 3. PMCS
 4. AWP
- 11-48. Which of the following statements describes a function of the AWP unit?
1. It establishes holding areas for AWP units
 2. It establishes staging areas for AWP components
 3. Both 1 and 2 above
 4. It maintains liaison with SSC

- 11-49. What form is used to request depot customer service?
1. DD Form 1348-1
 2. OPNAV 4790/36A
 3. DD Form 200
 4. Standard Form 44
- 11-50. Which of the following activities are responsible for computing the onboard repair part and equipage requirements?
1. TYCOMS
 2. Air wings
 3. NECs
 4. ICPs
- 11-51. What office or command prepares the AVCAL?
1. NAVICP
 2. SPCC
 3. NAMO
 4. NAVAIR
- 11-52. Which of the following allowance lists prepared by NAVICP contains repairable items and subassemblies required by shore stations?
1. COSAL
 2. COSBAL
 3. AVCAL
 4. SHORCAL
- 11-53. The operational support inventory (OSI) is a retail stock level comprised only of DLRs.
1. True
 2. False
- 11-54. Weapons system support under the OSI/fixed allowance concept is outlined in which of the following instructions?
1. FASOINST 4441.5
 2. FASOINST 4441.16
 3. SECNAVINST 5212.5
 4. SECNAVINST 4215.1
- 11-55. Allowance change request-fixed (ACR-F) should be submitted on which of the following forms?
1. DD Form 1348
 2. DD Form 1384
 3. NAVSUP Form 1375
 4. OPNAV Form 4790/60

ASSIGNMENT 12

Textbook Assignment: “Maintenance and Material Management Systems, chapter 11, pages 11-1 through 11-5; and “Naval Construction Forces,” chapter 12, pages 12-1 through 12-19.

- 12-1. The system developed to meet the need for a more effective means of recording, reporting, and evaluating the maintenance requirement of the fleet was which of the following systems?
1. AMS
 2. IMS
 3. 3-M System
 4. MDS
- 12-2. Cognizant commands can determine where maintenance man-hours and materials are being used and evaluate the performance of equipment by using which of the following systems?
1. MDS
 2. IEM
 3. PMS
 4. IMMS
- 12-3. Which of the following is considered an advantage of the 3-M Systems?
1. Substitutes preventive maintenance for corrective maintenance
 2. Provides a means of continuously reporting maintenance actions
 3. Applies to all types of shipboard equipment
 4. All the above
- 12-4. The 3-M Systems include which of the following systems designed for maintenance management?
1. Planned Maintenance System
 2. Maintenance Data System
 3. Both 1 and 2 above
 4. Supply Maintenance System
- 12-5. Through coverage of the 3-M Systems from a maintenance point of view is covered in which of the following instructions?
1. OPNAVINST 4790.4
 2. OPNAVINST 4780.5
 3. SECNAVINST 4790.4
 4. OPNAV 4790.5
- 12-6. All maintenance actions on documented on which of the following forms?
1. NAVSUP Form 1250-1
 2. DD Form 1348
 3. OPNAVINST 4790
 4. Maintenance Data Form

- 12-7. The responsibilities of the Supply personnel for the proper functioning of the 3-M systems include which of the following?
1. Issuing the material required to accomplish the necessary maintenance actions
 2. Making sure that issue documents are correctly prepared
 3. Both 1 and 2 above
 4. Making the necessary repairs to the equipment
- 12-8. A seven-digit alphanumeric code that identifies a specific hardware item from the highest to the lowest level is known by what term?
1. SSN
 2. EIC
 3. MDS
 4. NICCN
- 12-9. Which of the following documents identify a specific item of equipment?
1. Allowance Parts List only
 2. Allowance Equipage List only
 3. Both the Allowance Parts List and the Allowance Equipage List
 4. Table of Allowances
- 12-10. What is the purpose of a source code?
1. To identify a piece of equipment
 2. To show the price of material
 3. To assist in the evaluation of supply storeroom support
 4. To let the LS know where the material should be stored
- 12-11. The code that identifies each maintenance action to the ship on which or for which it was performed is which of the following codes?
1. UIC
 2. SSIC
 3. NSN
 4. PMS
- 12-12. Consumption data and machine calculated stocking limits are provided by which of the following documents?
1. Allowance Repair List
 2. COSAL
 3. Selected Item Management (SIM) Item Identification Listing
 4. Table of Allowances
- 12-13. Commonly used low-cost repair parts and repair-related consumable items are known by which of the following terms?
1. Pre-expended bin material
 2. Excess items or parts
 3. Expended items
 4. Selected parts
- 12-14. Which of the following, if any, is an advantage of the use of pre-expended bin material?
1. The material is cheaper
 2. The material is easy to purchase
 3. The material permits more realistic reporting
 4. There is no advantage to using the material

12-15. Green copies of either the NAVSUP Form 1250-1 or DD Form 1348 are sent for verification of MDS data to which of the following persons?

1. Leading Logistics Specialist
2. Supply officer
3. Leading CPO
4. Maintenance officer

12-16. The Naval Mobile Construction Battalion (NMCB) constructs advanced base facilities in support of which of the following armed services?

1. Navy
2. Marine Corp
3. Armed services engaged in military operations
4. All the above

12-17. In operations other than war, NMCBs are involved in which of the following operations?

1. Peacekeeping
2. Humanitarian assistance
3. Civic action
4. Each of the above

12-18. In support of the Area of Force Commander, an NMCB may operate as which of the following, if any, elements?

1. Single NCF
2. As part of an NCR
3. Both 1 and 2 above
4. It cannot operate as an element by itself

12-19. Naval Construction Forces are under the control of which of the following persons?

1. Chief of Naval Operations
2. Secretary of Defense
3. Commandant of the Marine Corp
4. Secretary of the Navy

- | | |
|----|---|
| A. | Commander-in-Chief of the Atlantic and Pacific Fleets |
| B. | Chief of Naval Operations |
| C. | Type commanders |
| D. | Naval Constructions Brigades |

IN ANSWERING QUESTIONS 12-20 THROUGH 12-23, CHOOSE FROM THE LIST ABOVE THE PERSON OR PERSONS RESPONSIBLE FOR THE FUNCTIONS GIVEN AS THE QUESTIONS.

12-20. Exercise command or operational and administrative control of the NCF units.

1. A
2. B
3. C
4. D

12-21. Under the fleet commanders, command all the ships or units of a certain type.

1. A
2. B
3. C
4. D

12-22. Ensure the NMCB deployments and assigned projects follow CNO policies.

1. A
2. B
3. C
4. D

12-23. Has both administrative and operational control of Construction Battalion units.

1. A
2. B
3. C
4. D

12-24. The Naval Facilities Engineering Command provides support for the NCF in which of the following areas?

1. Shore facilities
2. Related material and equipment
3. Both 1 and 2 above
4. Technical advisor

| | |
|----|--------------------------------------|
| A. | Naval Construction Regiments |
| B. | Naval Construction Battalion Centers |
| C. | Seabee Logistics Center |
| D. | Logistic Representatives |

IN ANSWERING QUESTIONS 12-25 THROUGH 12-28, SELECT THE ORGANIZATION OR PERSONS FROM THE ABOVE LIST THAT PERFORMS THE FUNCTIONS LISTED AS THE QUESTION.

12-25. Assist camp and detail sites in supply and logistics functions.

1. A
2. B
3. C
4. D

12-26. Shore stations equipped and staffed to support the Naval Construction Force.

1. A
2. B
3. C
4. D

12-27. Provides services in the area of planning and analysis, program management, and material and equipment managements.

1. A
2. B
3. C
4. D

12-28. Provide command, administrative, and operational control of two or more NCBs as assigned.

1. A
2. B
3. C
4. D

12-29. The Naval Mobile Construction Battalion is organizationally structured for which of the following purposes?

1. Construction operations
2. Military support operations
3. Defense and disaster preparedness operations
4. All the above

12-30. Which of the following organizations provide command, operational, and administrative control and logistics guidance to assigned NCF components?

1. Second Naval Construction Brigade
2. Third Naval Construction Brigade
3. Both 1 and 2 above
4. Naval Facilities Engineering Command

- 12-31. Where is the Civil Engineer Corps Officers School located?
1. San Diego, CA
 2. Norfolk, VA
 3. Port Hueneme, CA
 4. Athens, GA
- 12-32. Which of the following organizations provide training schools for the NMCB personnel?
1. Seabee Logistics Centers
 2. Naval Construction Training Centers
 3. Civil Engineer Corps Officers School
 4. Naval Facilities Engineering Command
- 12-33. Logistics Specialists assigned to battalions will most likely be assigned to which of the following divisions?
1. Stores Division
 2. Operations Division
 3. Construction Division
 4. Administrative Division
- 12-34. The Automotive/Construction Equipment Repair Parts Storeroom is responsible for which of the following areas?
1. Receipt storage
 2. Issue
 3. Inventory control of all CESE repair parts and technical manuals
 4. All the above
- 12-35. Electronics, communications, weapons repair parts, office supplies, forms, and consumables material are located in which of the following areas?
1. Automotive Repair Parts Outlet
 2. Central Toolroom Outlet
 3. Central Storeroom
 4. Camouflage Utility Uniform
- 12-36. The responsibility for hardware supplies and replacement parts for camp facilities and equipment is a function of which of the following areas?
1. Military Liaison Office
 2. Camp Maintenance Storeroom
 3. Central Storeroom
 4. Central Toolroom Outlet
- 12-37. The S-4 Officer is detailed as the senior officer of the Supply Corps by which of the following persons?
1. Chief of Naval Personnel
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. Battalion Commanding Officer
- 12-38. Which of the following are general duties of the S-4 officer?
1. Obtain, issue and account for all materials contained in the NMCB Table of Allowance
 2. Manage budget preparations and administer project funds
 3. Operate an Enlisted Dining Facility and Wardroom
 4. All the above
- 12-39. The S-4A officer of the battalion Supply Corp has which, if any, of the following as his/her primary duty?
1. Food Services and Ship's Service Officer
 2. Disbursing officer
 3. Both 1 and 2 above
 4. None of these duties are assigned to the S-4A officer

- 12-40. The Supply Officers Monthly Report is submitted to the commanding officer by which of the following days of the month?
1. 10th
 2. 15th
 3. 25th
 4. 30th
- 12-41. A collateral duty of an officer or senior enlisted member in the supply ratings is which of the following?
1. Officer of the deck
 2. Admin officer
 3. Supply department military division officer
 4. Duty officer
- 12-42. The supply publications are maintained by which of the following offices?
1. S-2
 2. S-3
 3. S-4A
 4. S-4
- 12-43. The procedures for accounting for OPTARS are set forth in which of the following publications?
1. NAVSUP P-485
 2. NAVSO P-3013
 3. OPNAVINST 5510
 4. NAVCOMPT 2168
- 12-44. The effectiveness of deployed battalions is directly related to the proper provisioning, completeness and technical adequacy of which of the following documents?
1. Table of Allowance
 2. Repair Parts List
 3. NAVSO P-3013
 4. NAVCOMPT 2168
- 12-45. When battalion is operating at full compliment and not deployed to an established base, who normally serves as Disbursing Officer?
1. S-4
 2. LSs
 3. Junior officer, Supply Corps
 4. PSs
- 12-46. A Temporary Control Number is assigned for which, if any, of the following reasons?
1. To permit item entry into the CBC/CESO systems pending the assignment of an NSN
 2. When the item is from a foreign source
 3. At the request of the Supply Officer
 4. A temporary control number is never assigned to an item
- 12-47. When is a permanent control number issued?
1. When an item entry into the CBC/CESO systems is pending the assignment of an NSN
 2. When the item is from a foreign source
 3. When S-4 requests that one be issued
 4. When an item will not be given an NSN
- 12-48. The primary authorized document of the Navy Construction Facility is which, if any, of the following?
1. COSAL
 2. Allowance Changes
 3. Table of Allowances
 4. None of the above

- 12-49. The document prepared for a unit/activity listing the equipment or components required to perform its operational assignment, and material support for the repair and upkeep of that equipment is which of the following?
1. Consolidated Seabee Allowance List
 2. Table of Allowances
 3. Allowance Changes
 4. Repair Parts List
- 12-50. The tool used by the Navy to provide logistic support to the Civil Engineer Support Plans is which of the following?
1. Consolidated Seabee Allowance List
 2. Table of Allowances
 3. Advance Base Initial Outfitting List
 4. Advance Base Functional Component System
- 12-51. The minimum acceptable validity level for both number and dollar value of requisitions sampled for any fiscal year is what percent?
1. 50
 2. 25
 3. 95
 4. 85
- 12-52. Unless otherwise directed, NCF units deployed to Atlantic Camps will submit requisitions for Seabee-peculiar items to which of the following locations?
1. Gulfport, MS
 2. Point Hueneme, CA
 3. Great Lakes, IL
 4. Little Creek, VA
- 12-53. Items that are considered peculiar to the Seabee-community include which of the following?
1. CESE repair parts
 2. CESE technical manuals
 3. Unique TOA Materials
 4. All the above
- 12-54. APA, DRMO, and other non-chargeable materials will be assigned serial numbers in which of the following ranges?
1. 1001-3999
 2. 7500-7999
 3. A001-C999
 4. D001-D999
- 12-55. Before deployment the Supply Officer should prepare a physical inventory schedule for the upcoming deployment no later than which of the following dates?
1. 1 month
 2. 2 months
 3. 3 months
 4. 6 months

