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NAVAL SUPPLY PROCEDURES

NAVSUP Publication 485

VOLUME I

AFLOAT SUPPLY

NAVAL SUPPLY SYSTEMS COMMAND

Revision 3

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
5450 Carlisle Pike
PO Box 2050
Mechanicsburg, PA 17055-0791

21 October 1997

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

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

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

RECORD OF CHANGE INFORMATION SHEET

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

Change		Date Change		Signature
Number	Date	Received	Made	
Revision 3	21 Oct 97			
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Change 2	6 Jul 99			
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Change 4	13 Sep 04			

Change		Date Change		Signature
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NAVAL SUPPLY PROCEDURES
NAVSUP PUBLICATION 485
VOLUME I
AFLOAT SUPPLY
CHANGE 4 TO REVISION 3

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEM COMMAND
P.O. Box 2050
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788
13 September 2004

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

W. S. MUNSON
CAPT,SC,USN
Deputy Commander
Naval Supply Systems Command

SPECIAL INFORMATION

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

CHANGES IN PROCEDURES

The following is a summary of Change 4:

Updated SPAWAR location and responsibilities 1012
Updated Aviation Stores Division function to include EI Exhibits 1050
Removed reference to Data Processing rating 1106
Removed reference to Controlled Equipage and C& H listings ..... Throughout
Updated retention of records timeframes 1184
Updated Personal Effects policy and procedures 1255-1310
Removed outdated reference to SNAP I/II hardware 1405,1602
Added RSUPPLY policy and procedures ..... Throughout
Updated Management Data Lists (FEDLOG and Afloat Shopping Guide) 2060-2079
Changed meteorological management from NAVAIR to SPAWAR 2101,2105
Updated Automated Shore Interface (ASI) process and procedures 2200-2215

Updated reference from SAC 207/224 to MFCS ..... Throughout
Removed reference to Standard Delivery Date (SDD) ..... Throughout
Added Transportation and Shipping Considerations 3003
Added FISC/NRCC Procurement Geographic Area of Responsibilities 3005
Updated UMMIPS chart and delivery areas 3049
Updated NAVSEA 08H contact information 3259
Updated Field Level Repairables identification procedures 3262
Updated 2M/MTR procedures 3263, 6138
Updated information on Flight Packets and example 3331
Updated NAVSEA OPN requisitioning procedures 3369
Added SDR term to Report of Discrepancy (ROD) ..... Throughout
Updated timeframe for submission of SDR (ROD) 4270
Updated information for reporting QDR's 4274
Added Engineering Investigations program description 4276
Corrected MRA format 4401
Removed Controlled Equipage reference 4507
Updated 1149 distribution for Cash Sales 5047
Updated reference instructions for Surveys 5125
Updated Survey threshold from $2500.00 to $6000.00 5126
Changed requirement for MLSR submission to OPREP NAVY BLUE 5134
Updated MTIS and MEDVIS dollar values 5323
Removed annual Hazardous item, added Q in use inventory requirement 6062
Added Total Asset Visibility (TAV) procedures 6145
Updated 2M/MTR packaging procedures 7001-7003
Updated General Transportation Guidance 7102-7124
Added procedures for shipping Unaccompanied Baggage (UB) 7106
Updated Presentation Silver procedures 8100-8144
Updated Hazardous Material procedures 8200-8264
Updated Carcass tracking information 8333-8339
Corrected procedures for purchase of ships fuel 8415
Revised and Restructured Financial Management sections ..... Chapter 9
Updated index as required ..... index

SHEETS IN FORCE

NAVAL SUPPLY PROCEDURES (NAVSUP PUBLICATION 485)

VOLUME I - AFLOAT SUPPLY

The following is a list of sheets in force for Change 4 to Revision 3. It is to be used to certify the accuracy of the publication in accordance with the need for such verification (see Introduction). In the following list "R3" indicates revision 3 and a number indicates the change number.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
R3	i	4	1-53	4	2-13	R3	2-85
4	iii	R3	1-55	4	2-15	R3	2-87
4	v	4	1-57	4	2-17	4	2-89
4	vii	4	1-59	4	2-19	4	2-91
4	ix	4	1-61	4	2-21	4	2-93
1	xi	4	1-63	4	2-23	4	2-95
1	xiii	4	1-65	4	2-25	4	2-97
4	xv	4	1-67	4	2-27	4	3-1
1	xvii	4	1-69	4	2-29	4	3-3
1	1-1	4	1-71	R3	2-31	4	3-5
4	1-3	4	1-73	R3	2-33	4	3-7
4	1-4-1	4	1-73-2	R3	2-35	4	3-9
R3	1-5	4	1-75	R3	2-37	4	3-10-1
1	1-7	4	1-77	R3	2-39	4	3-10-3
1	1-9	R3	1-79	R3	2-41	4	3-11
4	1-11	R3	1-81	R3	2-43	4	3-13
4	1-13	4	1-83	R3	2-45	4	3-15
4	1-15	3	1-85	R3	2-47	4	3-17
4	1-17	4	1-87	R3	2-49	1	3-19
4	1-19	4	1-89	R3	2-51	2	3-21
4	1-21	4	1-91	R3	2-53	R3	3-23
R3	1-23	4	1-93	4	2-55	2	3-25
4	1-25	4	1-95	R3	2-57	4	3-27
4	1-27	4	1-97	4	2-59	4	3-29
2	1-29	4	1-99	R3	2-61	1	3-31
R3	1-31	4	1-101	4	2-63	4	3-33
4	1-33	4	1-103	4	2-65	2	3-35
4	1-35	4	1-105	R3	2-67	R3	3-37
3	1-37	4	1-107	R3	2-69	1	3-39
4	1-39	4	1-109	4	2-71	1	3-41
4	1-41	R3	2-1	R3	2-73	4	3-43
1	1-43	4	2-3	R3	2-75	4	3-45
1	1-45	R3	2-5	4	2-77	4	3-47
3	1-47	R3	2-7	R3	2-79	4	3-49
4	1-49	R3	2-9	R3	2-81	R3	3-51
4	1-51	1	2-11	1	2-83	R3	3-53

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
4	3-55	4	3-147	R3	4-19	R3	5-13
4	3-56-1	2	3-149	R3	4-21	4	5-15
4	3-57	R3	3-151	4	4-23	2	5-17
4	3-59	R3	3-153	4	4-25	4	5-19
1	3-61	4	3-155	4	4-27	3	5-21
1	3-63	R3	3-157	4	4-29	R3	5-23
1	3-65	2	3-159	4	4-31	R3	5-25
4	3-67	R3	3-161	4	4-33	R3	5-27
4	3-69	R3	3-163	4	4-35	R3	5-29
4	3-71	R3	3-165	4	4-37	2	5-31
4	3-73	1	3-167	4	4-39	2	5-33
1	3-75	R3	3-169	4	4-41	R3	5-35
4	3-77	4	3-171	4	4-43	4	5-37
1	3-79	4	3-173	4	4-45	3	5-39
4	3-81	4	3-175	4	4-47	4	5-41
4	3-83	4	3-177	4	4-49	2	5-43
4	3-85	4	3-179	4	4-51	4	5-45
1	3-87	4	3-181	4	4-53	4	5-47
4	3-89	4	3-183	4	4-55	4	5-49
4	3-91	4	3-185	R3	4-57	4	5-51
4	3-93	4	3-187	4	4-59	4	5-53
4	3-95	4	3-189	4	4-61	4	5-55
4	3-97	4	3-191	4	4-63	R3	5-57
4	3-99	4	3-193	2	4-65	4	5-59
4	3-101	4	3-195	4	4-67	4	5-61
4	3-103	4	3-197	R3	4-69	4	5-63
4	3-105	4	3-199	R3	4-71	4	5-65
4	3-107	4	3-201	R3	4-73	4	5-67
R3	3-109	4	3-203	R3	4-75	R3	5-69
4	3-111	4	3-205	4	4-77	R3	5-71
R3	3-113	4	3-207	R3	4-79	4	6-1
4	3-115	4	3-209	3	4-81	4	6-3
4	3-117	4	3-211	4	4-83	4	6-5
4	3-119	4	3-213	4	4-85	4	6-7
R3	3-121	4	3-215	4	4-87	4	6-9
4	3-123	4	3-217	4	4-89	4	6-11
3	3-125	4	3-219	4	4-91	R3	6-13
3	3-127	4	3-221	4	4-93	R3	6-15
1	3-129	4	4-1	4	4-95	4	6-17
4	3-131	4	4-3	4	4-97	3	6-19
4	3-133	4	4-5	4	4-99	3	6-21
1	3-135	R3	4-7	4	5-1	R3	6-23
R3	3-137	R3	4-9	4	5-3	3	6-25
2	3-139	4	4-11	4	5-5	R3	6-27
4	3-141	R3	4-13	4	5-7	2	6-29
4	3-143	2	4-15	R3	5-9	2	6-31
4	3-145	R3	4-17	4	5-11	4	6-33

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
4	6-35	R3	6-123	4	7-1	4	8-65
R3	6-37	R3	6-125	4	7-3	4	8-67
R3	6-39	4	6-127	4	7-5	4	8-69
4	6-41	4	6-129	4	7-7	4	8-71
R3	6-43	4	6-131	4	7-9	4	8-73
R3	6-45	4	6-133	4	7-11	4	8-75
R3	6-47	4	6-135	4	7-13	4	8-77
R3	6-49	4	6-137	4	7-15	4	8-79
R3	6-51	4	6-139	4	7-17	4	8-81
4	6-53	4	6-141	4	7-19	4	8-83
R3	6-55	4	6-143	4	7-21	4	8-85
2	6-57	4	6-145	4	7-23	4	8-87
2	6-59	4	6-147	4	8-1	4	8-89
2	6-61	4	6-149	4	8-3	4	8-91
2	6-63	4	6-151	4	8-5	4	8-93
4	6-65	4	6-153	4	8-7	4	8-95
2	6-67	4	6-155	4	8-9	4	8-97
2	6-69	4	6-157	4	8-11	4	8-99
2	6-71	4	6-159	4	8-13	4	8-101
2	6-73	4	6-161	4	8-15	4	8-103
R3	6-75	4	6-163	4	8-17	4	8-105
R3	6-77	4	6-165	4	8-19	DEL	8-107
R3	6-79	4	6-167	4	8-21	DEL	8-109
4	6-81	4	6-169	4	8-23	DEL	8-111
R3	6-83	4	6-171	4	8-25	DEL	8-113
R3	6-85	4	6-173	4	8-27	DEL	8-115
R3	6-87	4	6-175	4	8-29	DEL	8-117
R3	6-89	4	6-177	4	8-31	DEL	8-119
R3	6-91	4	6-179	4	8-33	4	9-1
R3	6-93	4	6-181	4	8-35	4	9-3
R3	6-95	4	6-183	4	8-37	4	9-5
1	6-97	4	6-185	4	8-39	4	9-7
2	6-99	4	6-187	4	8-41	4	9-9
2	6-101	4	6-189	4	8-43	4	9-11
1	6-103	4	6-191	4	8-45	4	9-13
1	6-105	4	6-193	4	8-47	4	9-15
R3	6-107	4	6-195	4	8-49	4	9-17
R3	6-109	4	6-197	4	8-51	4	9-19
R3	6-111	4	6-199	4	8-53	4	9-21
4	6-113	4	6-201	4	8-55	4	9-23
4	6-115	4	6-203	4	8-57	4	9-25
4	6-117	4	6-205	4	8-59	4	9-27
4	6-119	4	6-207	4	8-61	4	9-29
1	6-121	4	6-209	4	8-63	4	9-31

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
4	9-33	4	i-31				
4	9-35	4	i-33				
4	9-37	4	i-35				
4	9-39	4	i-37				
4	9-41	4	i-39				
4	9-43	4	i-41				
4	9-45	4	i-43				
4	9-47						
4	9-49						
DEL	9-51						
DEL	9-53						
DEL	9-55						
DEL	9-57						
DEL	9-59						
DEL	9-61						
DEL	9-63						
DEL	9-65						
DEL	9-67						
DEL	9-69						
DEL	9-71						
DEL	9-73						
DEL	9-75						
DEL	9-77						
DEL	9-79						
DEL	9-81						
DEL	9-83						
DEL	9-85						
DEL	9-87						
DEL	9-89						
4	i-1						
4	i-3						
4	i-5						
4	i-7						
4	i-9						
4	i-11						
4	i-13						
4	i-15						
4	i-17						
4	i-19						
4	i-21						
4	i-23						
4	i-25						
4	i-27						
4	i-29						

INTRODUCTION

to

Volume I - AFLOAT SUPPLY

PURPOSE

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

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

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

AUTHORIZATION

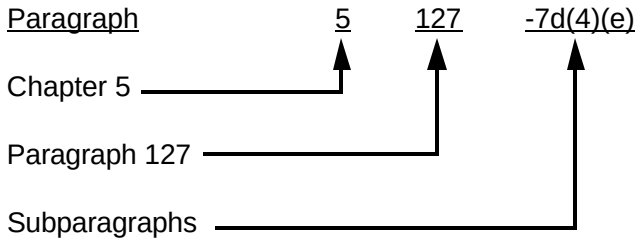
The Commander of the Naval Supply Systems Command may authorize, in writing, deviations from the instructions contained in this publication, provided matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

ARRANGEMENT OF SUBJECTS

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

PARAGRAPH NUMBERING SYSTEM

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



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

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

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

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

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

PAGE IDENTIFICATION

PAGE NUMBERS

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

RUNNING HEADS

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

ILLUSTRATIONS

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

TABLE OF CONTENTS AND INDEX

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

PERSONAL PRONOUNS AND ADJECTIVES IN THE TEXT

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

CHANGES

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

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

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

- ➔ line or lines on which a revision occurs
- 🡻 line on which the revision begins
- 🡹 line on which the revision ends

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

RECOMMENDATIONS FOR IMPROVEMENT

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

From: (Command or person originating recommendation)
To: Commander, Naval Supply Systems Command
Via: (Appropriate chain of command)

Subj: Improvement of NAVSUP P-485; recommendation for

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

_____
(Signature)

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

FIRST ENDORSEMENT on

From: (Appropriate via addressee)
To: Commander, Naval Supply Systems Command

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

_____
(Signature)

Copy to:
(As appropriate)

LIST OF SHEETS IN FORCE

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

a. Verification of the currency of the publication, in whole or in part (the publication, a chapter, a page), at anytime by anyone;

b. A control for retention, location, and disposition of transition instructions and special information sheets;

GENERAL INFORMATION

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

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

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NAVSUP P-485 ON CD-ROM

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

NAVSUP P-485 ON THE INTERNET

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

PUBLICATION STOCKING

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CONTENTS

AFLOAT SUPPLY

CHAPTER

1: Organization and Administration

2: Material Identification

3: Material Procurement

4: Material Receipt, Custody, and Stowage

5: Material Expenditure and Shipment

6: Inventory Management

7: Packaging and Transportation

8: Special Material

9: Financial Management

Index

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AFLOAT SUPPLY PROCEDURES

CHAPTER 1: ORGANIZATION AND ADMINISTRAT ION

Part A: ORGANIZATION

Section I: Navy Department and Shore Activities
- General....1000
- Secretary of the Navy....1001
- Under Secretary of the Navy....1002
- Assistant Secretary of the Navy (Financial Management)....1003
- Assistant Secretary of the Navy (Shipbuilding and Logistics)....1004
- Chief of Naval Operations....1005
- Commandant of the Marine Corps....1006
- Naval Supply Systems Command....1007
- Inventory Managers....1008
- Fleet and Industrial Supply Centers (FISCs)....1009
- Naval Regional Contracting Centers (NRCCs), Fleet and Industrial Supply Centers (FISCs) with Regional Contracting Functions....1010
- Naval Shipyards....1011
- Space and Naval Warfare Systems Center (SPAWARSYSCEN)....1012

Section II: Fleet Activities and Components Performing Supply Functions
- Fleet Commands....1025
- Type Commanders with Primary Logistics Responsibilities Extending Beyond Their Own Type Organization....1026
- Logistic Responsibilities of all Type Commander Staff Supply Officers....1027
- Force, Group, and Squadron Supply Officers....1028

Section III: Afloat Supply Organization
- Supply Department Functions....1049
- Supply Department Organization....1050

Section IV: Fleet Support
- Introduction....1065
- Deployed Fleet Support....1066
- Combat Logistics Forces (CLF)....1067
- Advanced Bases....1068
- Overseas Bases....1069
- Fleet Support in United States Waters....1070
- Fleet Support Policy and Responsibilities....1071
- Operation of the Integrated Navy Supply System....1072
- Naval Reserve Training Ships....1073

Part B: ADMINISTRATION

Section I: Personnel
- Officers of the Naval Service 1100
- Supply Officer 1101
- Assistant Supply Officer 1102
- Other Supply Department Officers 1104
- Enlisted Personnel 1106
- Duty Supply Department Representatives 1107

Section II: Inspections and Security
- Naval Command Inspection Program 1115
- Locally Initiated Inspections 1116
- Security of Files, Records and Publications 1117
- Security of Supply Department Spaces 1118

Section III: Accountability and Responsibility for Public Funds and Property
- Establishment of Accountability 1135
- Definitions 1136
- Assignment of Responsibilities 1137
- Retention of Responsibilities 1138
- Persons Authorized to Have Custody of Public Funds 1140
- Report of Excess or Deficit of Public Funds or Property 1141
- Absence or Incapacity of Accountable Person 1142

Section IV: Relief of Supply Officer
- Joint Inspection 1160
- Inventories and Returns 1161
- Outstanding and Pending Business 1162
- Relieving Report 1163
- ➔ Update of Systems Constant File/Site Activity Table 1164

Section V: Records of Communication
- Preparation of Official Correspondence 1180
- Security of Official Correspondence 1181
- Facsimile Signatures 1182
- Official Correspondence Files 1183
- Retention of Records 1184
- Ship and Supply Department Instructions 1185
- Training Records 1186
- Public Statements 1187
- Letters of Authority and/or Appointment 1188
- Lists Required for Inventory Management 1189

Section VI: Publications
- Listing and Annual Review of Publications on Hand 1190
- Disposition of Excess Publications 1191

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

General....1225
Recovery of Uniform Clothing....1226
Disposition of Recovered Uniform Clothing....1227
Allowance of Civilian Clothing....1228
Method of Procurement....1229

Part D: PERSONAL EFFECTS

Section I: Classification of and Responsibility for Personal Effects
- Classification of Personal Effects....1255
- Categories of Personal Effects....1256
- Responsibility for Personal Effects....1257

Section II: Inventory and Security of Personal Effects
- Inventory....1275
- Preparation of the Inventory of Personal Effects (NAVSUP Form 29)....1276
- Distribution of the Inventory of Personal Effects....1277
- Security....1278
- ➔ Determination of Next of Kin, Heir or Legal Representative....1279

Section III: Disposition of Personal Effects
- Shipment....1300
- ➔ Disposition and/or Disposal of Lost, Abandoned, or Unclaimed Personal Effects....1301
- Shipment of Personal Effects of Persons Determined to be Deceased or Missing....1302
- ➔ Administrative Guidance....1303
- Personal Effects of Persons Determined to be Mentally or Physically Incapacitated....1304
- "Lucky Bag" Items of Personal Effects....1305
- ➔ Disposition by Personal Effects Distribution Center (PEDC)....1306
- Personal Effects Unavoidably Separated from Owner....1307
- Personal Effects of Marine Corps Personnel....1308
- ➔ Claims for Reimbursement for Personal Effects....1309
- ➔ Claims for Reimbursement for Personal Property....1310

Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)

Section I: Introduction
- Overview....1400
- Objectives....1402
- Shipboard Non-Tactical Automated Data Processing (SNAP)....1405
- Subsystem Users....1410
- SFM Subsystem Security....1411
- Trouble Report Generation....1412
- SFM Enhancements....1414

Section II: Supply Control
SFM Subsystem Access 1510
Supply Files 1511
COSAL Record Types 1526
SFM Emergency Fallback Procedures 1527

Part F: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME

Section I: Introduction
Overview 1600
Objectives 1601
Shipboard Non-Tactical Automated Data Processing (SNAP) 1602
System Users 1603
Security 1604
Advisory Assistance 1605
Trouble Reports 1606
Software Changes and Modifications 1607

Section II: Supply Control
Introduction 1610
Organization 1611
Uniform System Identification (USID) Codes 1612
SUADPS-RT Access 1613
SUADPS-RT Reports 1614
System Failure 1615
Emergency Fallback Procedures 1616

Part G: RELATIONAL SUPPLY (RSUPPLY) - UNIT LEVEL

Section I: Introduction
Overview 1700
Objectives 1701
Navy Tactical Command Support System II (NTCSSII) 1702
System Users 1703
System Security (RSUPPLY) 1704
Advisory Assistance 1705
RSUPPLY Trouble Calls (TCS) 1706

Section II: Supply Control
Introduction 1710
Organization 1711
RSUPPLY Access 1712
RSUPPLY Reports 1713
System Failure 1714
Emergency Fallback Procedures 1715

Part H: RELATIONAL SUPPLY (RSUPPLY) - FORCE LEVEL

Section I: Introduction
- Overview 1800
- Objectives 1801
- Navy Tactical Command Support System II (NTCSSII) 1802
- System Users 1803
- System Security (RSUPPLY) 1804
- Advisory Assistance 1805
- RSUPPLY Trouble Calls (TCS) 1806

Section II: Supply Control
- Introduction 1810
- Organization 1811
- Uniform System Identification (USID) Codes 1812
- RSUPPLY Access 1813
- RSUPPLY Reports 1814
- System Failure 1815
- Emergency Fallback Procedures 1816

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CHAPTER 1

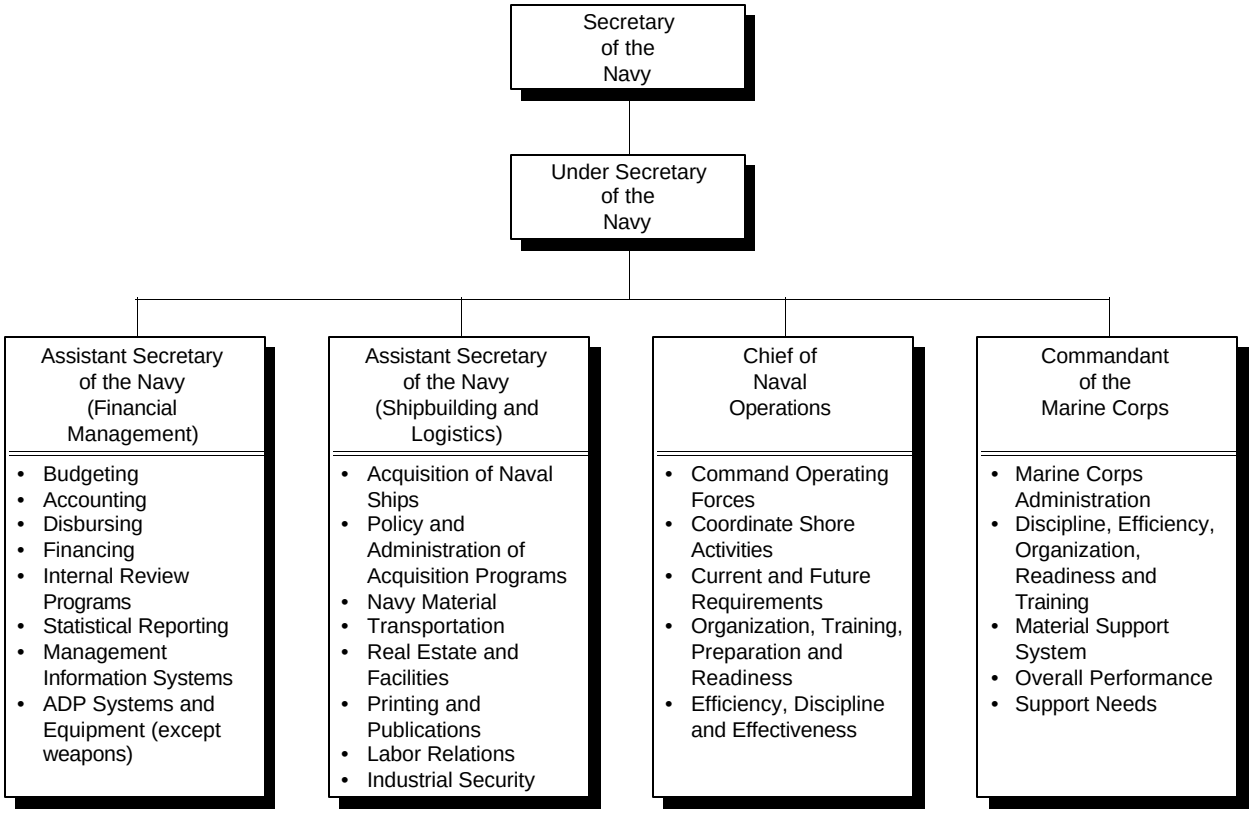
ORGANIZATION AND ADMINISTRATION

Part A: ORGANIZATION

Section I: NAVY DEPARTMENT AND SHORE ACTIVITIES

1000 GENERAL

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



1001 SECRETARY OF THE NAVY

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

1002 UNDER SECRETARY OF THE NAVY

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

1003 ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT)

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

1004 ASSISTANT SECRETARY OF THE NAVY (SHIPBUILDING AND LOGISTICS)

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

a. All Department of the Navy Acquisition programs following full scale production decision (Milestone III);

b. The business, contractual, manpower, and logistic support aspects of the Department of the Navy Acquisition programs, including policy and administration of affairs related thereto;

c. The maintenance, alteration, supply, distribution, and disposal of material;

d. All transportation matters;

e. The acquisition, construction, utilization, improvement, alteration, maintenance, and disposal of real estate and facilities, including capital equipment, utilities, housing and public quarters;

f. Printing and publications;

g. Labor relations with respect to contractors with the Department of the Navy;

h. Industrial security;

i. The Mutual Defense Assistance program, as related to the supplying of material, including Foreign Military Sales;

j. Supervision of offices and organizations as assigned by the Secretary.

1005 CHIEF OF NAVAL OPERATIONS

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

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

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

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

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

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

1006 COMMANDANT OF THE MARINE CORPS

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

1007 NAVAL SUPPLY SYSTEMS COMMAND

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

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

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

c. Administering:

(1) the Navy Supply System;

(2) the Navy Publications and Printing Program;

(3) the Navy Resale Program;

(4) the Navy Ration Law;

(5) the Navy Working Capital Fund (NWCF, formerly NSF);

(6) field purchasing;

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

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

(9) centralized control of Presentation Silver; and

(10) postal policy and overseeing all aspects of mail service afloat.

d. Performing assigned material support functions with respect to: material handling equipment, special clothing, food and other naval material for which such responsibility is not otherwise assigned;

e. Performing supply management functions with respect to items of naval material which are assigned to the Naval Supply Systems Command for that purpose;

f. Maintaining the official stores accounts for Navy material entrusted to the custody of an accountable officer;

g. Managing, funding, and controlling, worldwide, the transportation of Navy property and the authorization and administration of the transportation and storage of property of naval and civilian personnel consistent with responsibilities assigned to the single manager agencies for transportation;

h. Researching and developing efforts associated with the functions, methods, equipment, and materials assigned;

i. Providing technical guidance with respect to preparation and service of food in galleys (except at naval hospitals), and providing assistance in the planning and layout of supply spaces ashore and afloat.

2. PROCUREMENT RESPONSIBILITIES

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

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

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

1008 INVENTORY MANAGERS

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

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

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

1009 FLEET AND INDUSTRIAL SUPPLY CENTERS

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

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

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

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

a. Conducting purchase training programs (buying activity with PMR);

b. Providing technical contracting advice and assistance (any buying activity except for FISC San Diego);

c. Providing legal counsel or service when required (any buying activity except for FISC San Diego);

d. Assisting Type Commanders in reviewing and appraising afloat performance of purchasing functions (buying activity with PMR);

e. Grant purchase authority to and perform Procurement Management Reviews (PMRs) of shore based Fleet activities (buying activity with PMR).

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

1011 NAVAL SHIPYARDS

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

1012 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

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

Section II: FLEET ACTIVITIES AND COMPONENTS PERFORMING SUPPLY FUNCTIONS

1025 FLEET COMMANDS

1. FLEET COMMANDERS. Fleet Commanders have the following logistic responsibilities:

a. Promulgation of general logistic policies, plans, and orders for the support of Fleet and shore activities in the area;

b. Establishment of standards of logistics and logistic readiness;

c. Dissemination of information to subordinate commanders relative to operational logistic plans or projects;

d. Coordination of logistic activities of subordinate commanders;

e. Conducting Integrated Logistics Overhauls (ILOs).

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

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

1. GENERAL. Ship's of a fleet are grouped by ship types and are assigned to Type Commanders (TYCOMS) for purposes of administration. Certain TYCOMS have primary logistics responsibilities which extend beyond their own type organization. These are as follows:

a. Atlantic Fleet:
Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT);
Commanding General, Fleet Marine Force, U.S. Atlantic Fleet (CGFMFLANT);
Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT);

b. Pacific Fleet:
Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC);
Commanding General, Fleet Marine Force, U.S. Pacific Fleet (CGFMFPAC).

➔ 2. DUTIES OF THE COMMANDER, NAVAL AIR FORCE, U.S. ATLANTIC FLEET. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMNAVAIRLANT, as logistic agent for aviation support, acts for COMLANTFLT in aviation supply matters (including support in aeronautical, photographic, and aviation material) to provide for aviation supply support to COMNAVAIRLANT units, to FMFLANT, to aviation shore activities overseas in the Atlantic Command region, and to such other aviation commands as may be assigned specifically to COMNAVAIRLANT for aviation logistics. COMNAVAIRLANT makes recommendations to COMLANTFLT on matters of policy or of significance involving aviation supply support in LANTFLT. Specific functions delegated to COMNAVAIRLANT include the following:

a. Providing planning information to support bases relative to aircraft deployments;

b. Issuing aviation supply outfitting directives;

c. Controlling distribution of critical aviation materials;

d. Establishing supply procedures, stock levels, and requisitioning channels for aviation material for fleet ships and bases;

e. Implementing aviation supply policy and procedures directed by higher authority;

f. Exercising operational and administrative control of fleet support aircraft;

g. Issuing necessary instructions for the guidance of fleet units in requests for and utilization of fleet tactical aeronautical support services;

h. Developing plans which provide for the expansion of fleet tactical aeronautical support capability as required;

i. Providing information to COMLANTFLT on schedules and random airlift opportunities. Allocation of available airlift among requesting commands will be made with due regard to priorities and effect on fleet readiness. Matters involving policy and airlift allocation which cannot be resolved in coordination with other commands, will be referred to COMLANTFLT.

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

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

a. Coordinates, monitors, and controls as appropriate the procurement allocation and distribution of submarine and fleet ballistic missile material;

b. Coordinates with COMSUBPAC the allocation of critical submarine and fleet ballistic missile material to operating units of both forces;

c. Arranges for and schedules the air movements of FBM submarine relief crews;

d. In coordination with COMSCLANT, arranges and schedules the surface lift of fleet ballistic missiles and other submarine material to COMSUBLANT operating sites;

e. Arranges for the movements of air cargo to submarine support sites.

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

a. Providing planning information to support bases relative to aircraft deployments;

b. Issuing aviation supply outfitting directives;

c. Controlling distribution of critical aviation materials;

d. Establishing supply procedures, stock levels, and requisitioning channels for aviation material for fleet ships and bases;

e. Implementing aviation supply policy and procedures directed by higher authority;

f. Exercising operational and administrative control of fleet support aircraft;

g. Issuing necessary instructions for the guidance of fleet units in requests for and utilization of fleet tactical aeronautical support services;

h. Developing plans which provide for the expansion of fleet tactical aeronautical support capability as required;

i. Providing information to COMPACFLT on schedules and random airlift opportunities. Allocation of available airlift among requesting commands will be made with due regard to priorities and effect on fleet readiness. Matters involving policy and airlift allocation which cannot be resolved in coordination with other commands, will be referred to COMPACFLT.

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

1027 LOGISTICS RESPONSIBILITIES OF ALL TYPE COMMANDERS' STAFF SUPPLY OFFICERS

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

a. Keeping the Type Commander advised of supply requirements;

b. Ensuring compliance with Navy Department and Fleet supply directives;

c. Making recommendations to the Type Commander on matters regarding supply policies, procedures, and conditions of readiness affecting ships of the type command;

d. Conducting inspections of supply functions as required;

e. Supervising the replenishment of supplies from mobile supply units under the operational control of his Type Commander;

f. Reviewing and taking action on requisitions requiring approval of higher authority.

1028 FORCE, GROUP, AND SQUADRON SUPPLY OFFICERS

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

Section III: AFLOAT SUPPLY ORGANIZATION

1049 SUPPLY DEPARTMENT FUNCTIONS

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

2. MATERIAL SUPPORT FUNCTIONS

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

(1) Consumables;

(2) Equipage;

(3) Repair parts;

(4) Inert nuclear weapons material and associated test and handling equipment (less procurement), tools, and consumables;

(5) Fuel (preparation of procurement documents only);

(6) Ships store and retail clothing stock (when facilities are provided);

(7) Food items;

(8) Medical and dental supplies, in MFCS ships. (Procurement only, in end use ships);

(9) Navigational or intelligence charts, maps, and related publications.

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

(1) Ammunition, ammunition containers, and ammunition details will usually be the responsibility of the ship's Weapons Officer or Combat Systems Officer. The Type/Group Commander may direct that responsibility for cargo ordnance on board ammunition ships (AE, AOE, AOR, etc.) be assigned to the Supply Officer.

(2) War reserve stockpile nuclear weapons and major assemblies obtained through operational channels will be the responsibility of the ship's Weapons Officer.

(3) When there is a Marine Corps detachment aboard, Marine Corps material will be the responsibility of the Officer In Charge of the detachment.

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

a. General mess, including food preparation and service;

b. Ships store and related activities where facilities are provided aboard, including:

(1) Vending machines;

(2) Laundry;

(3) Barber shop.

↑ c. Disbursing government funds (when a Supply Corps Officer has been specifically ordered to this duty);

d. Wardroom mess (when a billet has been established for a Supply Corps Officer to be wardroom mess Officer);

e. CPO mess.

1050 SUPPLY DEPARTMENT ORGANIZATION

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

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

a. General Stores/Material - The General Stores/Material Division functions include:

(1) receiving material;

(2) stowing material;

(3) issuing material;

(4) offloading material;

(5) inventorying material;

(6) ensuring cleanliness, upkeep and security of storerooms and cargo holds;

(7) ensuring classified repair parts are properly secured and access is restricted to authorized personnel only;

(8) operating Seamart;

(9) ensuring controlled material, DLRs, and pilferable items are separated from routine stock items;

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

b. Stock Control - The Stock Control Division functions include:

(1) determination of stock requirements;

(2) stock reorder processing;

(3) processing and controlling receipt and expenditure documents;

(4) financial accounting;

(5) allowance processing;

(6) maintaining supply automated system files;

(7) load analysis;

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

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

(1) processing material requests;

(2) purchasing;

(3) maintaining material catalogs and technical publications, providing technical assistance to customers;

(4) processing DTO receipts;

(5) performing material obligation validations;

(6) performing COSAL maintenance;

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

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

(1) monitoring performance

(2) reviewing NIS documents/warehouse refusals

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

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

(1) receiving, stowing and issuing hazardous material;

(2) inventorying and accounting for all hazardous material and excess hazardous material onboard

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

(1) requisitioning, receiving, stowing, issuing, and accounting for aviation material;

(2) maintaining NALCOMIS system files;

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

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

➔ (5) managing DLR program;

g. Food Service - The Food Service Division functions include:

(1) Operating all phases of the general mess including preparation and service of food and operation of food preparation equipment;

(2) Making authorized sales and transfers of food items;

(3) Receiving, stowing and issuing all food stocks;

(4) Determining requirements;

(5) Conducting inventories;

(6) Perform accounting for food items;

(7) Ensuring cleanliness, upkeep and security of assigned spaces;

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

h. Wardroom Mess - The Wardroom Mess Division functions include:

(1) Procuring, receiving, issuing, and accounting for food service and other stores;

(2) Preparing and serving food;

(3) Ensuring cleanliness and upkeep of assigned spaces;

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

i. CPO Mess Caterer - The CPO Mess Caterer functions include:

(1) Procuring, receiving, issuing, and accounting for food service and other stores;

(2) Preparing and serving food;

(3) Ensuring cleanliness and upkeep of assigned spaces;

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

j. Ships Store and Retail Clothing - The Ships Store and Retail Clothing Division functions include (detailed guidance is provided in NAVSUP P-487):

(1) Determining requirements for retail items and operating supplies;

(2) Procuring, receiving, stowing, and issuing of retail items and operating supplies;

➔ (3) Operating resale and service activities such as ships store, vending machines, laundry and barber shops;

(4) Conducting inventories;

(5) Accounting for operating supplies and retail items;

(6) Ensuring cleanliness, upkeep and security of assigned storage spaces;

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

k. Disbursing - The Disbursing Division functions include:

(1) Collecting and disbursing all public funds aboard ship;

(2) Performing all afloat pay and allowance functions;

(3) Maintaining military pay records and preparing money lists;

(4) Preparing and verifying public vouchers as required;

(5) Making payments and collections of all public funds;

(6) Preparing financial returns;

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

l. Postal - The Postal Division functions include:

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

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

(3) Performs directory services on undeliverable mail;

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

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

(6) Maintains postal supplies, records and inventories;

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

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

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

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

(11) Reports suspected postal offenses and violations;

(12) Conducts mail transit time surveys; and

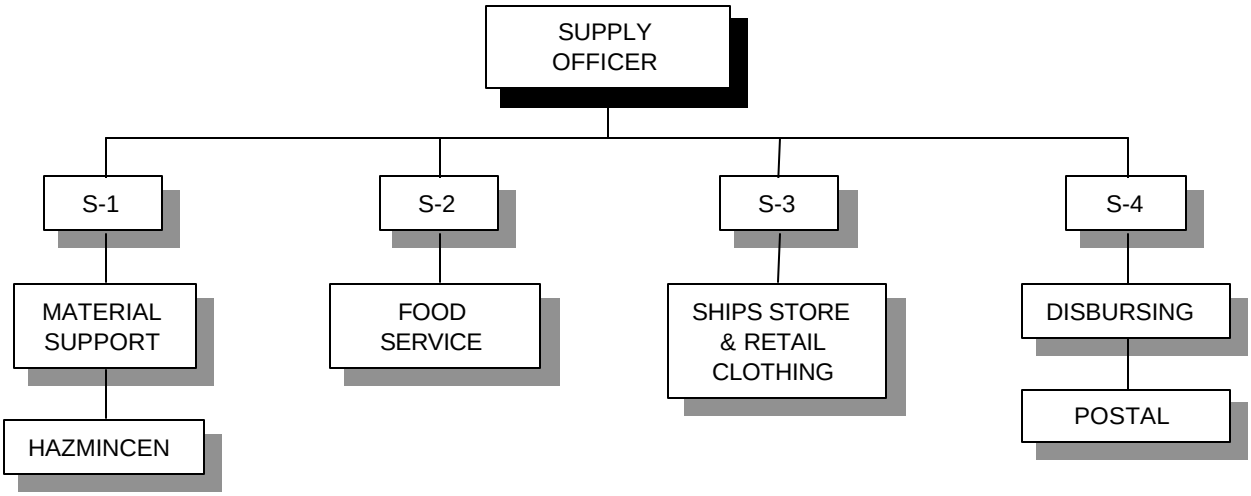
(13) Directs postal audits.

m. Training - The Training Division functions include:

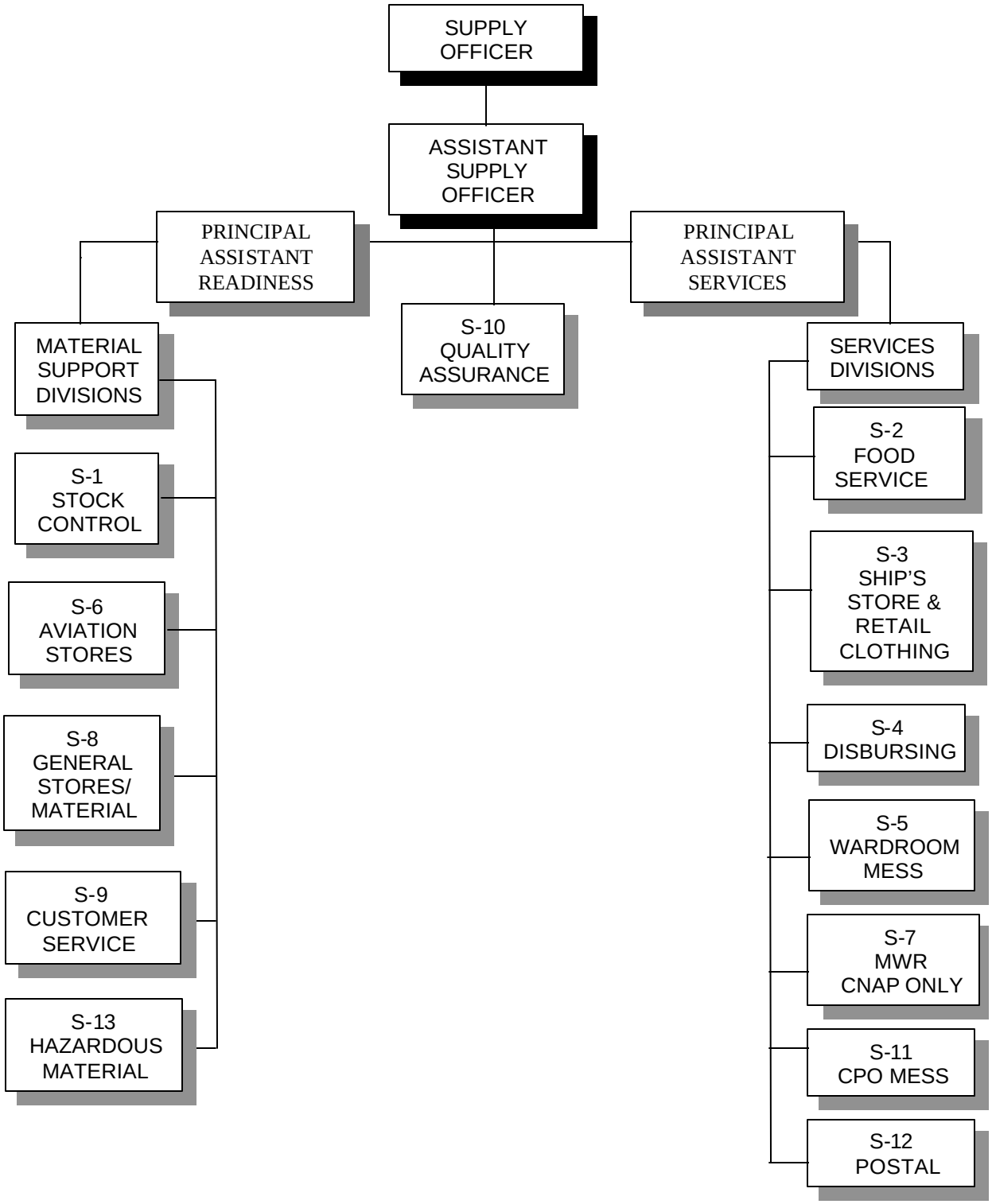
(1) Maintaining and administering a formal training program, which supplements on the job training to ensure a high state of readiness and to maintain continuity when personnel changes occur;

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

TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON A SMALL FLEET UNIT



TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON AN AIRCRAFT CARRIER



Section IV: FLEET SUPPORT

1065 INTRODUCTION

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

1066 DEPLOYED FLEET SUPPORT

1. GENERAL. To the maximum extent possible, support of deployed fleet units is provided by forces afloat, including own ship and the Combat Logistics Force. Supplemental fleet support responsibilities are assigned to overseas bases.

2. ORGANIC LEVEL OF SUPPLY. The organic level of supply consists of the allowance materials a ship is authorized to stock to sustain operations under specified maintenance concepts for a stated period. Ship's allowance materials, when not in excess of authorized levels, normally are not subject to redistribution by a central inventory manager except when an emergency exists and redistribution is approved by the applicable operational commander.

3. ECHELONS OF RESUPPLY. The first echelon of resupply is that material positioned in ships of the Combat Logistic Forces (CLF). There is no first echelon of resupply for aviation peculiar material. The second echelon of resupply is that material stocked at ashore activities for resupplying the operating forces.

1067 COMBAT LOGISTIC FORCES (CLF)

1. COMPOSITION. The CLF includes the following ship types:

a.	T-AFS	Combat stores ship
b.	T-AF	Stores Ship
c.	AO/T-A	Oiler
d.	AOR	Replenishment oiler
e.	AOE	Fast combat support ship
f.	AE	Ammunition ship

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

a. Fleet Issue Load List (FILL)

b. High Usage Load List (HULL)

c. Tender and Repair Ship Load List (TARSLL)

d. Ammunition

e. Deckload

f. Provisions

g. Ships store merchandise (1Q cog)

h. Bulk petroleum products

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

1068 ADVANCED BASES

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

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

1069 OVERSEAS BASES

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

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

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

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

1070 FLEET SUPPORT IN UNITED STATES WATERS

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

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

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

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

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

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

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

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

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

1071 FLEET SUPPORT POLICY AND RESPONSIBILITIES

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

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

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

a. utilize shipboard allowance lists as the basic stocking authority at shipboard level;

b. authorize in excess loading of ships;

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

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

(3) to meet unusual circumstances;

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

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

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

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

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

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

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

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

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

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

j. Determine Fleet program support material requirements for overseas bases;

k. Advise the Chief of Naval Operations as to the adequacy of Fleet and overseas base support;

l. Inspect assigned immediate subordinate commands and establish inspection programs at lower echelons;

m. Manage financial resources.

1072 OPERATION OF THE INTEGRATED NAVY SUPPLY SYSTEM

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

2. THE NAVY SUPPLY SYSTEM

➔ a. General. The term “Navy Supply System”, as used in this paragraph, describes that system under the direction of the Commander, Naval Supply Systems Command, consisting of inventory managers and Fleet and Industrial Supply Centers (FISCs), which functions to provide material to the operating forces of the Navy. The functions of inventory managers, including the Inventory Control Point (ICP) are described in par. 1008. The operation of FISCs and Naval Shipyards (NSYs) is described in pars. 1009-1011.

b. Inventory Control Point. The ICP manages material which is held in a distribution system composed of shore supply activities. The ICP provides the material required, based on transaction reports submitted by the Navy ashore supply activity. The ICP stock management responsibilities to the supply system are summarized as follows:

➔ (1) Position material at various Navy ashore supply activities (e.g. FISCs, Naval Air Stations, Trident Refit Facility, and Contractor warehouses);

(2) Retain inventory control of material through an extensive stock reporting system;

(3) Provide technical assistance and cataloging services to the supply system (and to its customers).

➔ c. Fleet and Industrial Supply Centers. The primary contact points of the operating force for material support are the FISCs. Other contact points such as NSYs (see par. 1011) are not usually associated with direct Fleet support, but may be used when necessary. The material support functions of the FISCs are summarized as follows:

(1) Procure, receive, store, and issue material;

(2) Invoice customers for material issued;

(3) Report issues of material to the cognizant ICP.

(4) Report receipt of material to cognizant ICP.

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

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

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

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

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

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

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

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

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

3. THE DEFENSE LOGISTICS AGENCY SUPPLY SYSTEMS

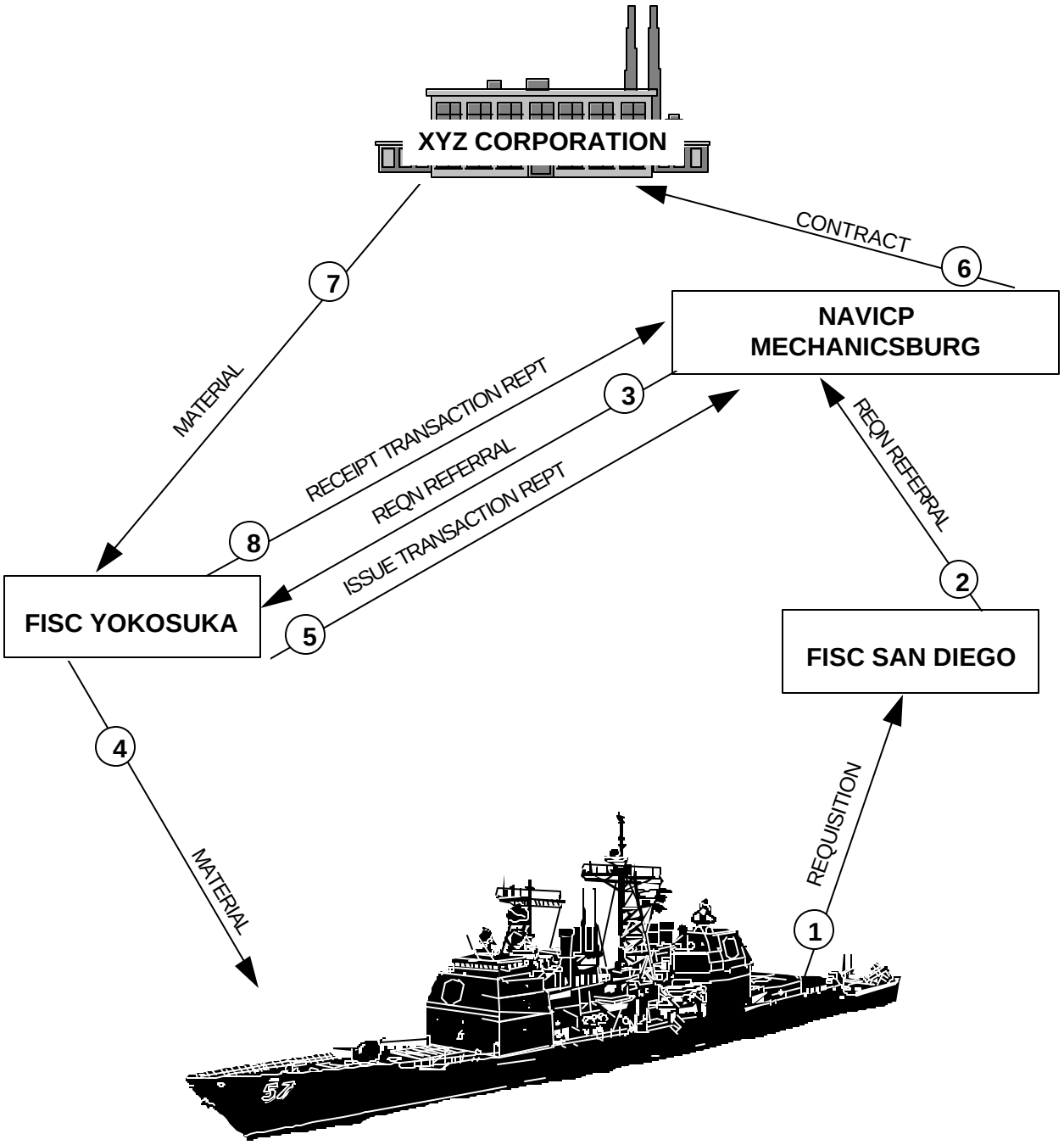
➔ a. General. DLA is a supply support organization which is assigned management responsibility and control of items in common use by all military services. About 60 percent of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by the number 3 or 9 preceding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

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

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

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

THE NAVY SUPPLY SYSTEM



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

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

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

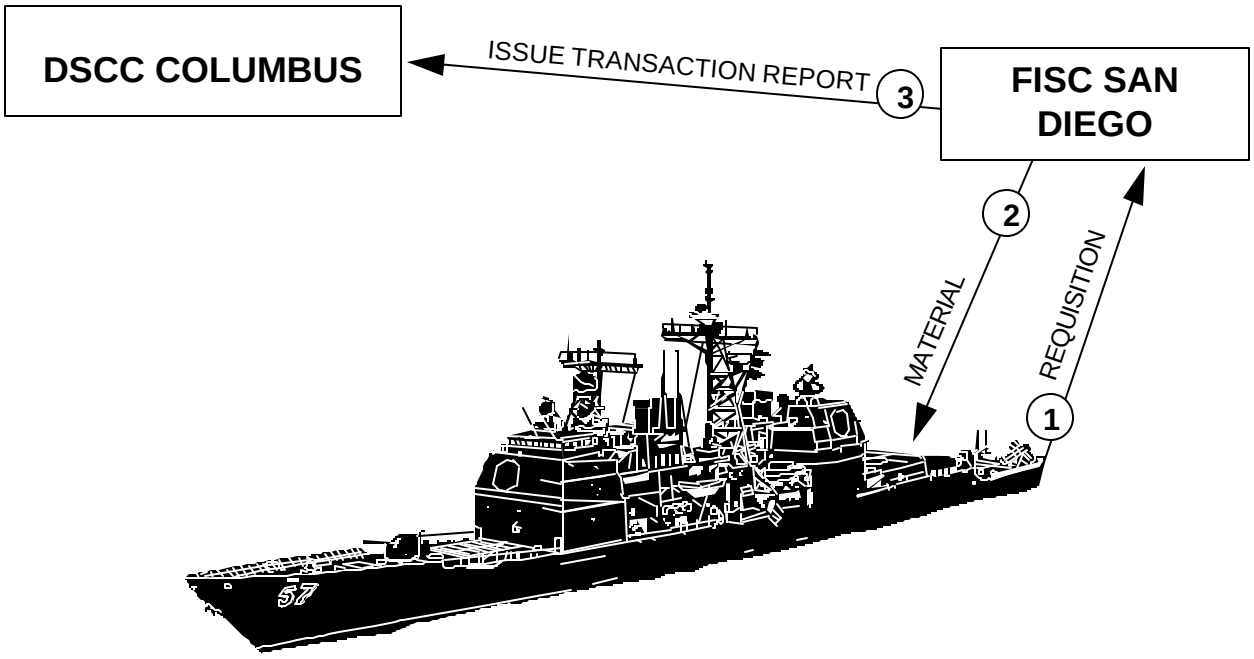
c. DLA Material Distribution Activities. Material distribution functions within the Defense Supply System are performed by Defense Depots (DDs). A defense depot is a storage point for DLA material. Issue of material from a DD is centrally controlled by the cognizant DSC and is based on a requisition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

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

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

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

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



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

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

a. USS JOHN PAUL requisitions cognizance symbol 9N material from FISC San Diego.

b. FISC, San Diego, after screening its stocks and determining that the requested material is not carried, refers the requisition to DSCC Columbus, the cognizant inventory manager.

c. DSCC Columbus, after researching its master records and determining that the material is available at FISC Yokosuka, refers the requisition to FISC Yokosuka.

d. FISC Yokosuka, issues the material to USS JOHN PAUL JONES.

e. FISC Yokosuka, makes an issue transaction report to DSCC Columbus.

f. DSCC Columbus, after applying the issue report to its master record, ascertains that stock of the item at FISC Yokosuka, is below the required level and issues a contract to the ABC Corporation for additional stocks of the item.

g. The ABC Corporation ships the material to FISC Yokosuka.

h. FISC Yokosuka, makes a receipt transaction report to DSCC Columbus.

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

1073 NAVAL RESERVE TRAINING SHIPS

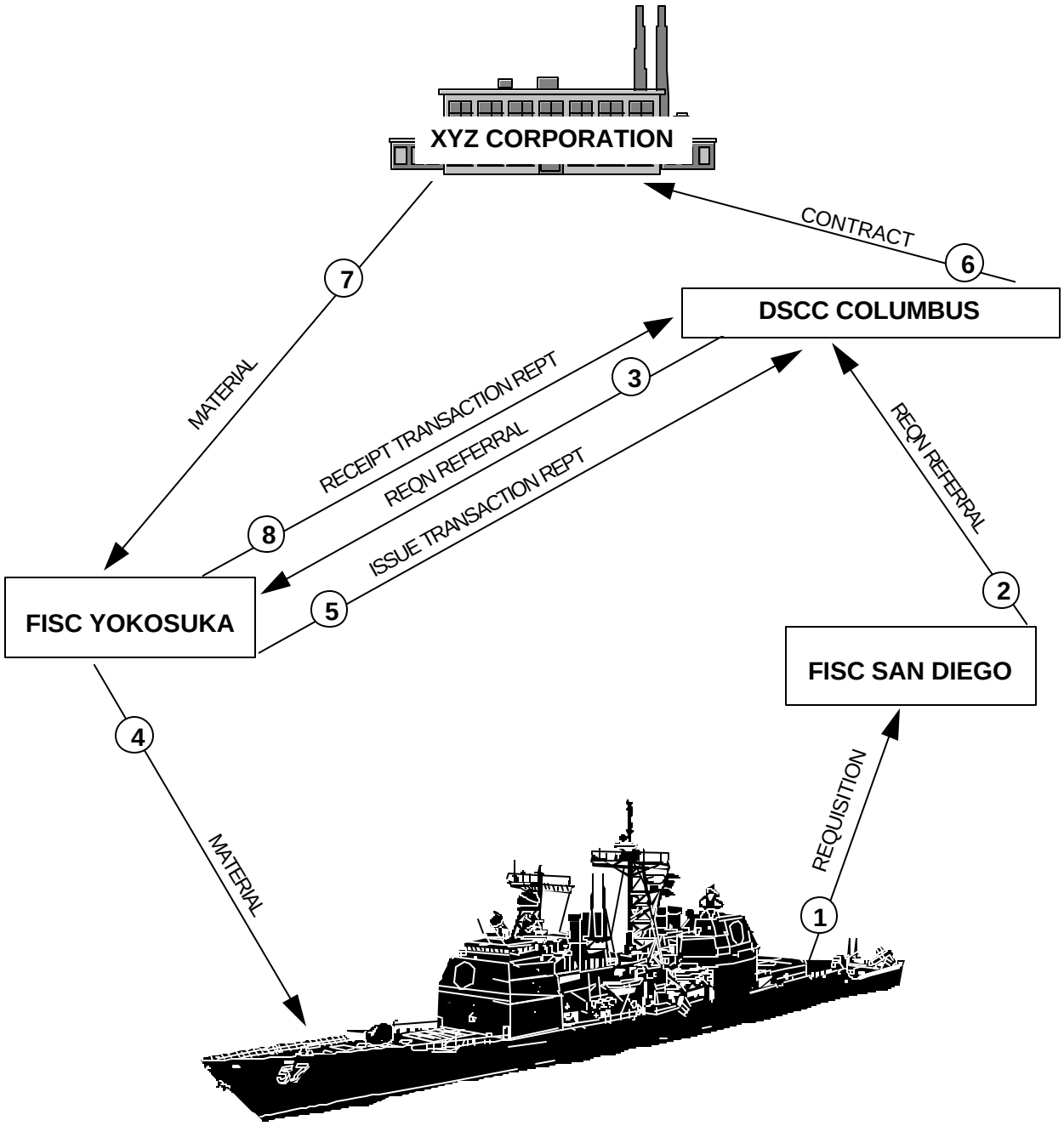
1. GENERAL. The supply functions of Naval Reserve Training Ships operate under the provisions of NAVSO Publication 3013-2; NAVSUP Publications 485, 486, and 487; and amplifying instructions of the respective Type Commanders. Naval Reserve Training Ships (NRT ships) are designated by the Chief of Naval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

a. NRT ships in commission "in reserve" (Group 1),

b. NRT ships in service "not in commission" (Group 2),

c. NRT ships out of commission (used for classrooms) (Group 3).

THE INTEGRATED NAVY SUPPLY SYSTEM



Part B: ADMINISTRATION

Section I: PERSONNEL

1100 OFFICERS OF THE NAVAL SERVICE

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

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

1101 SUPPLY OFFICER

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

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

a. letter of authority to perform as Supply Officer;

b. letter of authority to perform as Food Service Officer;

c. letter of authority pertaining to accountability for food service operations in accordance with NAVSUP Publication 486, Volume I, par. 1030-4.

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

a. the economical and efficient operation of the Supply Department;

b. the procurement, receipt, stowage (when applicable), issues, and accounting for equipage, repair parts, and consumables required to support the ship;

c. the operation and upkeep of equipment assigned to the Supply Department and the cleanliness and upkeep of assigned Supply Department spaces;

d. the training and supervision of personnel assigned to the Supply Department;

e. the certification for payment of lawful bills;

f. operation and supervision of the general mess, including the procurement, preparation, and service of food;

g. operation and supervision of the ships store except when the Ships Store Officer is designated, in writing, to be other than the Supply Officer;

h. the performance of such other collateral duties as are assigned by the Commanding Officer.

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

1102 ASSISTANT SUPPLY OFFICER

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

1104 OTHER SUPPLY DEPARTMENT OFFICERS

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

a. frequent inspections including spot inventories;

b. frequent record review;

c. training, to ensure that subordinate officers have broad knowledge of all phases of afloat supply operations;

d. written instructions to define clearly the duties and responsibilities of subordinates.

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

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

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

1106 ENLISTED PERSONNEL

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

➔ a. the handling of cash and other instruments such as money orders and postage stamps;

b. initiation or completion of purchase orders;

c. acceptance or certification of material or services;

d. receipt, stowage, issue, inventory or off-load of classified, pilferable or repairable items;

e. keeping of financial logs;

f. other positions as appropriate.

➔ Fleet or Type Commanders will determine and promulgate guidance as desired concerning documentation of this screening process. Special attention should be given to individuals considered for assignment to multiple duties which provide an extra opportunity for abuse or compromise through lack of a working cross-check. The mess deck Master at Arms and food service attendants will be assigned in accordance with Food Service Management Manual (NAVSUP Publication 486), Volume l, par. 1030. All ratings will be considered as supply ratings when such personnel are assigned to the Supply Department and should be given the same screening as that utilized for sensitive supply positions.

1107 DUTY SUPPLY DEPARTMENT REPRESENTATIVES

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

a. remaining on board for the period of assigned duty;

b. making required departmental reports;

c. Holding necessary master keys for access to supply spaces;

d. performing the duties of the head of department in absence of the Supply Officer;

e. handling emergency business, such as receipt and inspection of stores, issues, and procurement;

f. performing random inspections and security checks of Supply Department spaces;

g. informing the Supply Officer of business occurring and action taken during his absence.

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

Section II: INSPECTIONS AND SECURITY

1115 NAVAL COMMAND INSPECTION PROGRAM

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

1. The primary objectives of each inspection are to:

a. Evaluate the efficiency and effectiveness of Supply Department functions in support of the operating units assigned mission(s).

b. Determine the adequacy and quality of resources (i.e., personnel funds, facilities, equipment) available to the Supply Department.

c. Assess the effect of any resource or administrative deficiency(ies) on the unit's ability to perform its mission(s).

d. Recommend, via the chain of command, appropriate action to correct deficiencies.

2. Areas to be evaluated may include but are not limited to:

a. Standards of Conduct and Conflict of Interest,

b. Audiovisual Resources Management and Reporting,

c. Control of Organizational Issue Material,

d. Personnel and Material Upkeep and Cleanliness,

e. Resource Management,

f. Inventory/Material Management,

g. Unit Training.

1116 LOCALLY INITIAT ED INSPECTIONS

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

2. PERSONNEL INSPECTION

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

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

3. INSPECTION OF SHIP

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

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

1117 SECURITY OF FILES, RECORDS, AND PUBLICATIONS

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

1118 SECURITY OF SUPPLY DEPARTMENT SPACES

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

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

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

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

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

e. No supply space will be secured in such a manner to impede access by use of ordinary damage control equipment during an emergency;

f. Keys to supply space padlocks will not be taken from the ship;

g. A key log will be maintained to identify the holders of keys removed from the key locker;

h. Combinations to combination locks will not be recorded in writing except as prescribed in Ships Store Afloat (see NAVSUP Pub. 487, par. 1030);

i. All key padlocks will be 1½ inch, pin tumbler type, with dead bolt either brass or bronze. The locks will be keyed individually and furnished with two master keys for each group and two grand master keys for each set.

j. All key less padlocks will be the three combination manipulation resistance type 8077A, NSN 9Z5340-00-285-6523;

k. Combinations on keyless padlocks will be changed at least every six months.

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

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

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

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

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

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

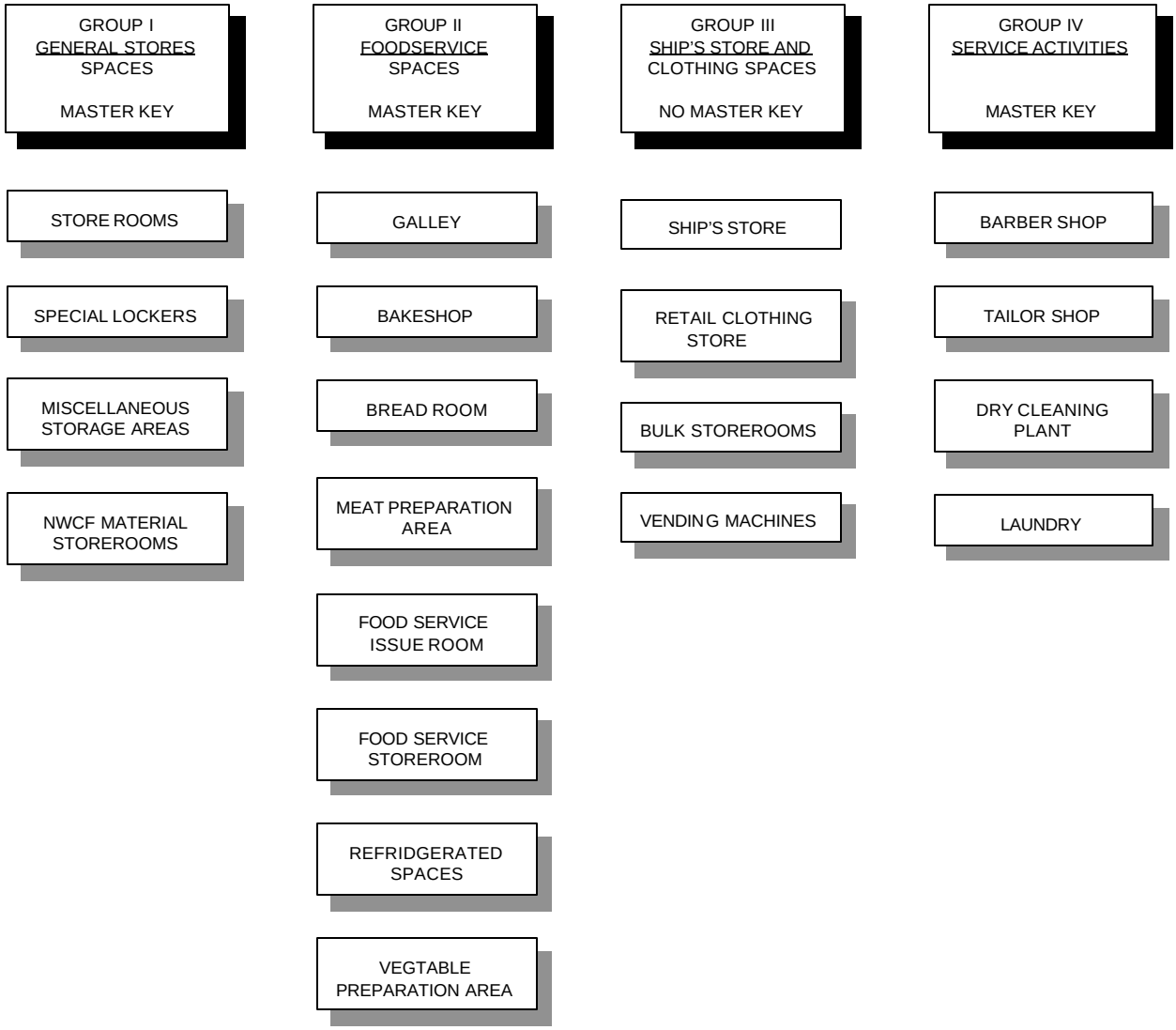
f. Separate Padlock Series within a Space Group. Separate padlock series sets will be used within a space group when the number of padlocks within a single series is insufficient to meet the requirements of the group. Keys will be maintained as prescribed in subpar. a, b, or c, as applicable.

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

4. MISCELLANEOUS

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

SUPPLY DEPARTMENT SPACE GROUPINGS



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

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

Section III: ACCOUNTABILITY AND RESPONSIBILITY FOR PUBLIC FUNDS AND PROPERTY

1135 ESTABLISHMENT OF ACCOUNTABILITY

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

1136 DEFINITIONS

1. ACCOUNTABILITY. The degrees of accountability to the United States cannot be set forth in detail because of the many fine distinctions contained in rulings of the courts, in opinions of the Attorney General, in decisions of the Comptroller General, etc. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case; the rule expressed, although of general interest, may not be for general application.

2. ACCOUNTABLE OFFICER. The term “accountable officer” will be construed to mean an officer detailed to duty involving financial responsibility for public funds and property in his custody.

3. ACCOUNTABLE OFFICER SUBMITTING RETURNS. For the personal accountability returns, i.e., disbursing, ships store, retail clothing store, and subsistence returns, the term “Accountability” is defined as the obligation to render an accounting of property and funds imposed upon an officer. This officer is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property. He assumes a public trust that such funds or property will be utilized for purposes authorized by law or regulations. The property or funds may or may not be in his physical possession.

4. ACCOUNTABLE PERSON NOT SUBMITTING RETURNS. An accountable person not submitting returns is a person who, in the performance of the primary duties of his official position, designation, or assignment, and within the limits of the authority vested in him, is required to receipt for and to assume jurisdiction and continuous security over public funds or public property which may come into his physical possession because of his position, designation, or assignment. In addition, the accountable person is required to exercise immediate personal supervision of the stowage, the storage spaces, the maintenance of required records, and the proper disposition of the funds or property.

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

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

1137 ASSIGNMENT OF RESPONSIBILITIES

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

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

a. custody, care, and protection of monies and property;

b. proper documentation of receipt and issue of material and monies;

c. custody and accurate maintenance of stock and financial control records;

d. inventory control practice to insure prescribed stock levels;

e. taking inventories and submission of inventory reports;

f. preparation of required reports and property returns;

h. rendition of required reports and property returns afloat when the pertinent provisions of par. 1104 have been complied with.

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

a. military and administrative responsibility to higher command;

b. rendition of accurate accounting for public property and monies (except afloat when the pertinent provisions of par. 1104 have been complied with);

c. coordination, guidance, and supervision of all assigned units;

d. accomplishment of assigned duties and functions;

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

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

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

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

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

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

1138 RETENTION OF RESPONSIBILITIES

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

1140 PERSONS AUTHORIZED TO HAVE CUSTODY OF PUBLIC FUNDS

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

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

a. retail clothing stores,

b. ships stores,

c. food items and meals from the general mess.

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

1141 REPORT OF EXCESS OR DEFICIT OF PUBLIC FUNDS OR PROPERTY

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

1142 ABSENCE OR INCAPACITY OF ACCOUNTABLE PERSON

1. ACTION BY THE COMMANDING OFFICER

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

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

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

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

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

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

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

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

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

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

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

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

2. ACTION BY THE INVENTORY BOARD

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

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

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

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

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

_____

(Name of principal)

By_____

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

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

Section IV: RELIEF OF SUPPLY OFFICER

1160 JOINT INSPECTION

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

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

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

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

a. the availability and currency of required publications and directives;

b. all applicable letters of authority are on file;

c. the training program, in order to determine if a comprehensive formal training program is in effect;

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

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

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

1161 INVENTORIES AND RETURNS

1. GENERAL STORES

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

(1) inventory 10 to 15 percent of the total SIM/DBI/POS items carried;

(2) inventory ¼ of 1 percent of the total non-SIM/non-DBI/non-POS items carried insuring that at least 50 percent of the items selected have recorded usage;

(3) location audit ¼ of 1 percent of the total line items carried;

(4) inventory 10 percent of total repairable assets carried.

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

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

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

(1) Review of 100 percent of the SIM/DBI/POS stock. Record all NIS items not on order, and the funds required to requisition the high limit quantities of such items.

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

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

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

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

1162 OUTSTANDING AND PENDING BUSINESS

The officer being relieved will inform his relief of:

a. the number and status of unfilled Issue Group One requisitions and other requisitions which, in the opinion of the outgoing officer, warrant special attention;

b. the number and status of outstanding purchase orders;

c. unpaid dealers' bills on board;

d. Supply Department material survey requests awaiting action by the Commanding Officer;

e. unanswered correspondence;

f. cargo or freight on board for which the Supply Officer is responsible;

g. the amount of unexpended ships store profits;

h. outstanding loans to be repaid from the ships store profit of the ship;

i. amount of over issue or under issue in the general mess;

j. status of ships operating target (OPTAR) and any other funds which it may administer;

k. circumstances surrounding all unsatisfactory conditions within the Supply Department such as uncorrected discrepancies noted on the last supply management inspection, inoperative equipment, etc;

➔ l. status of specific logistics and inventory management actions pending such as carcass bills.

1163 RELIEVING REPORT

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

a. a request for approval of relieving date;

↓ b. a statement of any defects or deficiencies noted during the inspection;

↑ c. a statement regarding stock record accuracy, that they have reviewed the latest change notice processing and that the latest allowance file updates have been conducted;

d. a statement indicating the number and replenishment cost of repair parts which are not in stock or on order and for automated ships, that a trial/dummy reorder review has been run to determine the dollar value and number of line items of storeroom stock deficiencies;

e. a statement indicating they have reviewed the automated supply system user access listing;

f. a statement indicating they have reviewed all automated supply system management reports and files and attesting to the accuracy and completeness of these reports and files;

g. the general condition of the Supply Department;

h. a statement of facts in dispute, if there is any disagreement between the officers as to the conditions discovered.

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

1164 UPDATE OF SYSTEMS CONSTANT FILE/SITE ACTIVITY TABLE

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

RELIEVING LETTER

10 November 1996

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

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

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

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

1. Approval is requested for LT G. C. DAVIS to be relieved of his duties as Supply Officer of USS JOHN PAUL JONES by LT I. L. GARNER as of the close of business this date.

2. In accordance with reference (a), a joint inspection of the Supply Department has been conducted, and the following discrepancies were noted:

a. The ship's OPTAR balance was found to be understated in the amount of $327.00 as a result of receiving nonchargeable material.

g. Accurate department training records were not maintained. This condition will be rectified.

3. Stock record accuracy, as determined by a sample inventory and location audit, was found to be 95% effective.

4. The stock record balances of all (218) SIM repair parts and 10% (1,070) of the non-SIM repair parts were reviewed. The cost of requisitioning the high limit quantities of 14 SIM items found to be not in stock or on order is $5,480. The cost of requisitioning minimum replacement unit quantities of 82 non-SIM items found to be not in stock or on order is $8,110.

5. The overall condition of the Supply Department was found to be satisfactory.

6. There is no disagreement between these officers as to the conditions discovered.

G.C. Davis

G. C. DAVIS

I.L. Garner

I. L. GARNER

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

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

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

1. Approved

R.G Dodson

R. G. DODSON

Section V: RECORDS OF COMMUNICATION

1180 PREPARATION OF OFFICIAL CORRESPONDENCE

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

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

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

1181 SECURITY OF OFFICIAL CORRESPONDENCE

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

1182 FACSIMILE SIGNATURES

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

1183 OFFICIAL CORRESPONDENCE FILES

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

1184 RETENTION OF RECORDS

➔ 1. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data. It is necessary that records in support of inventories and actions directly affecting inventories be readily available to provide an audit trail to facilitate future inventory reconciliation, causative research and Financial Liability Investigation of Property Loss (DD Form 200). Type Commanders may authorize the use of electronic/optical storage for storage of issue and receipt source documents in lieu of paper storage. All afloat activities will retain the following records:

a. Source documents/images which include accountability changes such as receipts, issues, shipments, transfers and supply condition code changes will be retained for the current and two prior fiscal years.

b. Information system transaction records will be retained for at least one year.

c. Physical inventory documentation/images which includes inventory counts, adjustment and reconciliation results will be retained for the current and two prior fiscal years.

d. Causative research documentation/images and findings will be retained for the current and two prior fiscal years. This includes DD Form 200, Financial Liability Investigation of Property Loss and back-up documentation that directly pertains to an individual physical inventory adjustment that was resolved or remains unresolved.

e. Financial reports shall be retained for the current and two prior fiscal years.

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

1185 SHIP AND SUPPLY DEPARTMENT INSTRUCTIONS

1. GENERAL. An effective supply support organization requires a considerable effort in interacting with all departments of the ship. Specific, detailed guidance or policy for certain operations must be provided in the form of ship and Supply Department instructions. The Supply Officer is required to prepare these instructions in accordance with the guidelines furnished in Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 series). Copies of instructions or plastic laminated placards prescribing sanitary regulations, safety precautions, and equipment operating instructions will be posted in conspicuous places where they may be readily seen by personnel concerned. The following subparagraphs outline ship and Supply Department instructions that the Supply Officer will prepare and keep current.

2. SHIP INSTRUCTIONS. The Supply Officer will prepare ship instructions covering, but not limited to, the following subjects:

a. Uniform Material Movement and Issue Priority System (UMMIPS);

b. turn in of DLR items;

c. supply/3M interface;

d. stocked, Q COSAL SNSL items “in use” in other departmental spaces (see par. 6009-2.);

e. purchasing Procedures and Authority (See NAVSUPINST 4200.85);

f. Material Obligation Validation (MOV).

3. SUPPLY DEPARTMENT INSTRUCTIONS. The Supply Officer will prepare Supply Department instructions, as required, covering the following subjects:

a. safety precautions and operating instructions for equipment operated by Supply Department personnel;

b. safety precautions and stowage procedures for hazardous materials;

c. safety precautions for food preparation, including the prohibition of the use of steel wool for cleaning food handling equipment;

d. sanitary regulations for the general mess and related spaces and ships store service activities (these regulations may be combined with instructions covering safety precautions and equipment operating instructions; however, all sanitary regulations must be approved in writing by the senior member of the Medical Department);

e. hours of operation for ships stores and related service activities;

f. regulations for the procurement, storage, custody, inventory, and sale of tax free tobacco products;

g. maintenance of a refrigerator log for entering temperature readings twice daily and at other times when considered necessary;

h. training program.

i. system failure procedures;

j. physical security;

k. Maintenance Assist Modules (MAMs) procedures;

l. bulkhead mounted spares procedures;

m. Pre-Expended Bin (PEB) procedures;

n. organizational issue material procedures.

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

1186 TRAINING RECORDS

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

1187 PUBLIC STATEMENTS

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

1188 LETTERS OF AUTHORITY AND/OR APPOINTMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1189 LISTS REQUIRED FOR INVENTORY MANAGEMENT

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

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

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

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

Section VI: PUBLICATIONS

1190 LISTING AND ANNUAL REVIEW OF PUBLICATIONS ON HAND

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

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

1191 DISPOSITION OF EXCESS PUBLICATIONS

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

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

1225 GENERAL

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

1226 RECOVERY OF UNIFORM CLOTHING

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

From enlisted men:

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

From enlisted women:

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

1227 DISPOSITION OF RECOVERED UNIFORM CLOTHING

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

1228 ALLOWANCE OF CIVILIAN CLOTHING

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

a. one suit coat or sport jacket (washable or non washable), or one windbreaker;

b. one pair of trousers (washable or non washable);

c. one shirt, washable (dress or sport);

d. one necktie;

e. one belt;

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

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

1229 METHOD OF PROCUREMENT

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

Part D: PERSONAL EFFECTS

Section I: CLASSIFICATION OF AND RESPONSIBILITY FOR PERSONAL EFFECTS

➔ 1255 CLASSIFICATION OF PERSONAL EFFECTS

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

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

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

c. Class 3 is money.

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

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

➔ 1256 CATEGORIES OF PERSONAL EFFECTS

1. GENERAL. Personal effects are categorized as follows:

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

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

c. personal effects of persons determined to be mentally or physically incapacitated;

d. personal effects unavoidably separated from owner;

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

➔ 1257 RESPONSIBILITY FOR PERSONAL EFFECTS

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

a. Collection. Gather the personal effects;

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

1. For Enlisted Personnel, the Division Officer (even if held by a senior enlisted) and the Divisions Leading Petty Officer;

2. For Officers, the inventory board will consist of two Officers.

c. Security. See paragraph 1278.

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

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

a. Custody. Signature required on NAVSUP Form 29 upon receipt of effects from inventory board;

b. Storage. Locally procured (security area, or when appropriate non-temporary storage).

c. Security. See paragraph 1278;

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

e. Disposition. See paragraphs 1300 through 1308;

f. Records. Maintain status and shipment file.

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

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

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

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

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

d. complete shipping documents.

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

a. the Casualty Assistance Message;

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

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

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

a. lost, abandoned, or unclaimed personal effects located aboard a deployed afloat unit, or an afloat unit with a homeport located outside of CONUS;

b. any lost, abandoned, or unclaimed personal effects erroneously sent to PEDC (see par. 1301).

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

Section II: INVENTORY AND SECURITY OF PERSONAL EFFECTS

➔ 1275 INVENTORY

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

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

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

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

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

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

a. Proceeds from sale of perishable items _____;

b. Government property retained at _____;

c. Articles (motor vehicles, boats, trailers, household goods, furniture, and furnishings) retained at _____ pending receipt of disposition instructions;

d. Condition of clothing (i.e. cleaned). If not cleaned, provide an explanation.

PREPARATION OF NAVSUP FORM 29 (FRONT)

INVENTORY OF PERSONAL EFFECTS
(Lost/Abandoned/Unclaimed)
NAVSUP Form 29 (REV 5-78)

THE PRIVACY ACT OF 1974. AUTHORITY: Title 5, U.S.C. Code 5724. USE OF SSN authorized by Executive Order 9397 of 22 November 1953: Title 4, U.S.C. Code 406. PRINCIPLE PURPOSE: to serve as a record of property impounded by the Government incident to a members death or disappearance. ROUTINE USES: (a) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (b) Serves as a source document for preparation of shipping documents used to return property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity, when names are the same, and this is a frequent occurrence.

NAME (LAST, FIRST, MIDDLE)	SSAN
JOHNSON, LARRY, BROWN	960 49 7301
SHIP/STATION	DATE ACQUIRED CUSTODY
USS JOHN PAUL JONES (DDG-32)	10 JAN 1997

HOME OF RECORD
973 "M" ST., S.E., WASHINGTON, D.C. 20381

NAME & ADDRESS OF NEXT OF KIN/HEIR/LEGAL REP
MR. JOSEPH L. JOHNSON (FATHER) 973 "M" ST., S.E., WASHINGTON, D.C. 20381

REASON FOR INTERVENTION (SELECT ONE ITEM)

[X] DECEASED [ ] DECLARED AWOL/DESERTER [ ] MENTALLY/PHYSICALLY INCAPACITATED

[ ] MIA	[ ] TRNSFRD ON LV OR TEMDU	[ ] TRSFRD W/O BELONGINGS	DATE
			10 JAN 1997

INVENTORY BOARD APPOINTED	DATE OF APPOINTMENT	APPOINTED BY (TYPE NAME OF CO/OINC SIGNATURE)
SENIOR: LT W. B. MCDONALD OTHER: ET1 K. MORRIS	10 JAN 1997	CDR R. C. DODSON, USN COMMANDING OFFICER

R. C. Dodson

REC'D FR INVENTORY BOARD DATE:	SIGNATURE/RANK/TITLE OF RECEIVING OFFICER	SHIP/STA (IF OTHER THAN AB)
10 JAN 1997	I. L. Garner LT I. L. GARNER,SC,USN SUPPLY OFFICER	

STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS

OWED TO ABOVE-NAMED MEMBER BY	AMOUNT	OWED BY ABOVE-NAMED MEMBER TO	AMOUNT
NONE			

PERSONAL EFFECTS BEING SHIPPED TO:
[ ] NEXT KIN [ ] LEGAL OWNER [X] PEDC CHEATHAM ANNEX [ ] PEDC OAKLAND CA

REMARKS (OVERSEAS/TYPED NAME OF CUSTOM INSPECTOR (IF APPLICABLE)

CUSTOM INSPECTOR: SK2 DARYL (NMN) WILSON
TRANSFERRED ON EXPENDITURE INVOICE R52192/7010/7012
TO: COMMANDING OFFICER, FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA JAPAN
FOR FURTHER SHIPMENT TO: PERSONAL EFFECTS DISTRIBUTION CENTER
FISC CHEATHAM ANNEX, WILLIAMSBURG VA
CLASS 3 MONEY: TREASURY CHECK #7,943,298 ISSUED IN THE AMOUNT OF $31.57,
PAYABLE TO COMMANDING OFFICER, PEDC, FISC CHEATHAM ANNEX, WILLIAMSBURG VA
FORWARDED: REGISTERED MAIL REGISTRY #421

PREPARATION OF NAVSUP FORM 29 (BACK)

NAME (LAST, FIRST, MIDDLE)	SSAN
JOHNSON, LARRY, BROWN	960 49 7301
ASSIGNED TO	DATE
"W" DIVISION	10 JAN 1997

LIST OF PERSONAL EFFECTS

	DESCRIPTION	NUMBER
CLASS I BEDDING	BLANKET	
	COVER, PILLOW	
	COVER, MATTRESS	
CLASS II - CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS	BAG, DUFFEL	1
	BELT	2
	BLOUSE/SHIRT	
	CAP (BLK/LB/KHAKI)	
	COAT (UTILITY/WINTER)	1
	COAT (RAIN)	1
	COAT UNIFORM (WINTER/SUMMER)	1
	GLOVES/HANDBAG	
	HAT (COMBINATION)	1
	HAT, COVERS (WH/BLK/KHAKI)	1
	HAVELOCK	
	HOOD, RAIN	
	INSIGNIA (AS REQUIRED)	
	LINGERIE	
	NECKTIE	2
	SCARF	
	SHIRT (WH/BLK/KHAKI)	1
	SHIRT (UTILITY)	2
	SHOE (DRESS)	1
	SHOE (GYM/SAFETY)	
	SHORTS	
	SKIRTS	
	SLACKS	
	SOCKS	6
	TROUSERS (UTILITY)	3
	TROUSERS (BL/WH/KHAKI)	1
	UNDERSHIRT	6
	UNDERDRAWERS	6

CLASS III - MONEY	DENOM .	NO.	AMOUNT
BILLS	$20	1	20 00
	10	1	10 00
	1	1	1 00
COINS SUBTOTAL			
	$1.00		
	.50		
	.25	1	25
	.10	2	20
	.05	1	05
	.01	7	07
SUBTOTAL			57
FOREIGN CURRENCY			
TOTAL		31	57

CLASS IV - NEGOTIABLE & NON-NEGOTIABLE INSTUMENTS	VALUE
TOTAL	

CLASS V - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTAMENTAL & UTILITY VALUE

RAZOR (NORELCO) (1 EA)
WATCH (SEIKO) (1 EA)
RADIO (PANASONIC) (1 EA) SER R-1492

INVENTORY BOARD

SEAL NO.	SENIOR BOARD MEMBER
	LT W. B. MCDONALD W. B. McDonald
DATE OF INVENTORY	OTHER BOARD MEMBER
10 JAN 1997	ET1 K. MORRIS K. Morris

FOR USE OF SUPPLY OFFICER

DISPOSITION *(if other than owner/bailee or shipment to other activity)*

APPROVED BY *(signature of appointing officer)*

REMARKS

➔ 1277 DISTRIBUTION OF THE INVENTORY OF PERSONAL EFFECTS

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

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

b. forward one copy to the convening authority;

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

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

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

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

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

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

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

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

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

➔ 1278 SECURITY

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

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

➔ 1279 DETERMINATION OF NEXT OF KIN, HEIR OR LEGAL REPRESENTATIVE

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

Section III: DISPOSITION OF PERSONAL EFFECTS

➔ 1300 SHIPMENT

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

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

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

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

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

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

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

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

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

2. PERSONAL EFFECTS – LOCKER ITEMS

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

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

3. HOUSEHOLD GOODS.

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

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

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

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

➔ 1303 ADMINISTRATIVE GUIDANCE

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

SAMPLE DD FORM 1149 FOR SHIPMENT OF PERSONAL EFFECTS

SHIPPING CONTAINER TALLY _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM *(Include ZIP Code)*
(R52192) USS JOHN PAUL JONES (DDG-32)

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE | 6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED *(YYMMDD)* | 8. PRIORITY

2. TO: *(Include ZIP Code)*
(N62649) COMMANDING OFFICER
FLEET AND INDUSTRIAL SUPPLY
CENTER, YOKOSUKA, JAPAN

9. AUTHORITY OR PURPOSE
NAVSUP P-485 PAR. 1303

10. SIGNATURE
LT J.L. GARNER,SC,USN

11a. VOUCHER NUMBER & DATE *(YYMMDD)*
R52192/7010/7012

3. SHIP TO - MARK FOR
(N00228) PERSONAL EFFECTS DISTRIBUTION CENTER
FISC CHEATHAM ANNEX
WILLIAMSBURG, VA 23185

12. DATE SHIPPED *(YYMMDD)* | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PERSONAL EFFECTS, PROPERTY OF: SN LARRY BROWN JOHNSON, 960-49-7301, USNR RECEIVED BY: _____ DATE: _____						NOTE: CONTAINERS CONSIST OF: 1 EA SEABAG 1 EA SUITCASE 1 EA CARDBOARD BOX	

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO | 17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY			TOTAL		

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	GRAND TOTAL
POSTED	DATE *(YYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, DEC 93 306/080 — *Previous editions are obsolete* — S/N 0102-LF-017-7900 — (Navy Overprint 1994)

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

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

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

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

➔ 1305 "LUCKY BAG" ITEMS OF PERSONAL EFFECTS

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

➔ 1306 DISPOSITION BY PERSONAL EFFECTS DISTRIBUTION CENTER (PEDC)

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

1307 PERSONAL EFFECTS UNAVOIDABLY SEPARATED FROM OWNER

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

1308 PERSONAL EFFECTS OF MARINE CORPS PERSONNEL

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

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

or

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

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

➔ 1309 CLAIMS FOR REIMBURSEMENT FOR PERSONAL EFFECTS

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

➔ 1310 CLAIMS FOR REIMBURSEMENT FOR PERSONAL PROPERTY

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

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Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)

Section I: INTRODUCTION

1400 OVERVIEW

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

1402 OBJECTIVES

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

1405 SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP)

➔ 1. SNAP II. The SFM subsystem is run on the Shipboard Non-Tactical Automated Data Processing II (SNAP II) system. SFM interacts with other subsystems when performing certain supply or financial management tasks. These subsystems and their relation to the SFM subsystem are as follows:

a. System Management Subsystem (SMS) - SMS is the control subsystem of SFM. It provides informational support for SFM subsystem use and maintenance, processes messages between users, and controls user access to other subsystems. SMS is also used to update databases and to upgrade the SFM subsystem software. This subsystem's main function with SFM is providing entry into SFM through the SMS main selection menu and providing the ability to print out or delete prepared supply and financial management reports and files and control subsystem access.

b. Maintenance Data Subsystem (MDS) - Used in support of the ship's maintenance functions. This includes equipment identification, maintenance action deferral and accomplishment, parts ordering, and Current Ships Maintenance Project (CSMP). The MDS subsystem is used to access SFM when preparing maintenance type requirements. In addition, MDS interfaces with SFM in the area of automated support of the ship's COSAL. Fleet COSAL Feedback Reports (FCFBRs) and 4790CKs are processed through this subsystem.

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

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

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

1410 SUBSYSTEM USERS

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

a. assignment of user access to the subsystems;

b. properly maintaining information in the subsystem files;

c. overseeing production of all supply and financial reports;

d. ensuring functional area users are properly trained in applicable functions.

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

a. monitoring the entire operation of the SFM subsystem and solving any problems;

b. controlling who has access to the SFM subsystem;

c. starting up and maintaining certain SFM unique information;

d. ensuring functional area users are properly trained in applicable functions.

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

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

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

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

1411 SFM SUBSYSTEM SECURITY

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

1412 TROUBLE REPORT GENERATION

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

1414 SFM ENHANCEMENTS

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

➔ SNAP II TROUBLE REPORT

FROM: (REPORTING SHIP)

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

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

(CLASSIFICATION) //N05230//

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

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

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

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

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

2. REPORTING ACTIVITY/UIC.

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

4. PROBLEM TYPE:

A. HARDWARE

B. APPLICATION SOFTWARE

C. SYSTEM SOFTWARE

D. DOCUMENTATION

E. PROCEDURES

5. PROBLEM DESCRIPTION (PROVIDE COMPLETE DETAILS)

6. SYSTEM CONFIGURATION DATA:

A. HARDWARE (LIST FAILED COMPONENT(S)

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

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

Section II: SUPPLY CONTROLS

1510 SFM SUBSYSTEM ACCESS

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

SFM ACCESS LIST

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

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

1511 SUPPLY FILES

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

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

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

File Names

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

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

1526 COSAL RECORD TYPES

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

1527 SFM EMERGENCY FALLBACK PROCEDURES

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

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

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

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

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

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

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

Section I: INTRODUCTION

1600 OVERVIEW

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

1601 OBJECTIVES

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

1602 SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP)

➔ 1. SNAP I. The SUADPS-RT application is run on the Shipboard Non-Tactical Automated Data Processing I (SNAP I) system. Several applications within the SNAP I system provide supply and maintenance data exchange to update their respective databases. These additional systems are:

a. Maintenance Resource Management System (MRMS);

b. Organizational Maintenance Systems-Real Time (OMMS-RT)

c. Naval Aviation Logistics Command Management Information System (NALCOMIS)

d. Logistics Applications of Automated Marking and Reading Symbology (LOGMARS)

e. Integrated Barcode System (IBS)

➔ 2. SNAP I hardware configuration consists of rack mounted Tactical Boxes (Tac Box) connected to a local area network (LAN).

1603 SYSTEM USERS

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

a. coordinating, monitoring, and scheduling SNAP I system production requirements with Functional Area Supervisors;

b. maintaining familiarity with the capabilities of all SNAP I equipment;

c. ensuring the operation and functional security of SNAP I equipment;

d. reviewing user access privileges for application software;

e. installing and implementing updated software and data files when received onboard;

f. scheduling and coordinating SNAP I assistance visits from SPAWARSYSCEN;

g. maintaining the hardware and software configuration implemented at that activity;

h. ensuring the efficient use of on-line storage on the SNAP I system;

i. ensuring scheduled and unscheduled maintenance is performed on equipment;

j. monitoring training for SNAP I users;

k. allocating ADPE resources to the users as required, specified, or needed;

l. submitting required trouble reports on hardware and software malfunctions;

m. coordinating data transfer requirements between SNAP I systems and other activities;

n. maintaining physical security in accordance with current directives.

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

a. approve, consolidate, or modify user batch requests via the automated batch facility;

b. assign, modify, and delete user access privileges;

c. provide adequate controls to ensure that the range and depth access granted to each functional user is consistent with the users duties;

d. schedule and review reports and data to be submitted to external activities;

e. ensure the validity and reliability of data files;

f. control use of remote printers assigned to respective functional areas;

g. ensure that effective training is accomplished for all users within assigned functional area;

h. submit trouble reports to the SNAP I System Coordinator when appropriate;

i. ensure efficient use of on-line storage within assigned functional area;

j. ensure proper use of terminals and other data processing resources assigned to respective functional areas.

3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a division officer or senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the FAS for management of their work centers.

4. JOURNEYMAN USERS. Journeyman users are normally petty officers/ NCOs and nonrated personnel who perform the majority of functions (i.e., BMF and BRF maintenance, receipt processing, and requisitioning) within their respective functional areas (e.g., SUADPS-RT, ADM, IMMS-RT, OMMIS-RT, etc.)

5. BASIC USERS. SUADPS-RT basic users are normally supply petty officers, repair parts petty officers or maintenance personnel who request material and perform status checks for their divisions and departments.

1604 SECURITY

1. SYSTEM SECURITY. System security is provided in the form of computer passwords. Honeywell software provides the SNAP System Coordinator the capability to require passwords in conjunction with user IDs. This is designed to prevent unauthorized users access to the Honeywell General Comprehensive Operational System (GCOS). This allows movement within volumes, directories, and files and access to command language. ADP personnel are normally the only ship personnel authorized such abilities.

2. APPLICATION SECURITY. Functional application systems, such as SUADPS-RT, IMMS-RT, etc., provide security control in the form of a LOGON ID. Each LOGON ID is assigned by the respective Functional Area Supervisor and limits the range of subsystems within which the user can work.

1605 ADVISORY ASSISTANCE

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

1606 TROUBLE REPORTS

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

➔ 1607 SOFTWARE CHANGES AND MODIFICATIONS

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

Section II: SUPPLY CONTROL

1610 INTRODUCTION

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

a. adjusting stock levels based on usage trends;

b. identifying stock shortages and requisition preparation;

c. identifying excess material and offload documentation;

d. processing change notice actions and managing material files;

e. preparing financial accounting reports;

f. managing depot level repairable;

g. monitoring requisition status, follow-up on requisitions, and managing requisition files;

h. controlling shipboard inventories;

i. reporting aviation and surface 3-M data.

1611 ORGANIZATION

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

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

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

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

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

1612 UNIFORM SYSTEM IDENTIFICATION (USID) CODES

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

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

1613 SUADPS-RT ACCESS

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

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

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

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

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

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

1614 SUADPS-RT REPORTS

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

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

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

➔ MONTHLY SCHEDULE OF REPORTS

Daily: External record release (ie ZOC, TIR), Morning Reports

MONTH OF: March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Change Notice	2 Change Notice DLR Print BRF/ BCM Return	3 MISC IQF Reports	4 Level Setting (including DLR) Level Setting (excluding DLR)	5 Cancellation Request for Excess Stock Due Fixed Allowance Management SAMMA / SAL	6 Automatic Reorder w/o ARRC DTO w/on-hand quantity (PRI 02)	7 Financial Update (weekly) FIF / MTE Delayed Receipt Report Locator List
8 MSLPNT	9 Automatic Reorder w/o ARRC DLR Print BRF/ BCM Return	10 MSSR SEAMART Review Listing	11 DTO w/0n-hand quantity (PRI-02) Automatic Reorder w/ARRC	12 MSSLL Print "NO" LMC SIMAR	13 Automatic Reorder w/o ARRC	14 Financial Update (weekly) FIF / MTE Delayed Receipt Report
15 RHISP / RENAP	16 Automatic Reorder w/o ARRC	17 Mechanized Offload (as required) Automatic Reorder Stock DLR Print BRF/ BCM Return	18 Location Validation Automatic Follow-up DTO	19 Inventory Scheduling Aids (as required) Material Obligation Validation for Stock and DTO DLR Print BRF/RHF	20 Automatic Reorder w / o ARRC SAMMA / SAL	21 Financial Update (weekly) FIF / MTE Delayed Receipt Report Locator List
22 MSLPNT	23 Automatic Reorder w/o ARRC DLR Print BRF/ BCM Return	24 Financial Update (monthly) FIF / MTE / FHP CRH / CHF OSO RRTMIS UMMIPS	25 RRTMIS DTO w/on-hand quantity (PRI 02)	26 Material Obligation Validation Automatic Reorder w/ARRC Internal MOV	27 Automatic Reorder w/o ARRC	28 Financial Update (weekly) FHF / MTE Delayed Receipt Report
29 RHISP / RENAP (BRF Print)	30	31				

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

1615 SYSTEM FAILURE

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

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

1616 EMERGENCY FALLBACK PROCEDURES

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

a. Document Number Control Log,

b. Material Requirement Request Form (DD Form 1348, or locally designed form),

c. Off-line Requisition Log,

d. Master Stock Status and Locator Listing and latest supplement,

e. Complete requisition file printout and latest supplement,

f. Hi Priority Requisition Listing with status,

g. Latest Budget Report (SUADPS Report 21),

h. Previous months budget OPTAR reports,

i. DD Forms 1348-1A.

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

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

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

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

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

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

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

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

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

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

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

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

Part G: RELATIONAL SUPPLY (RSUPPLY) - UNIT LEVEL

Section I: INTRODUCTION

1700 OVERVIEW

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

1701 OBJECTIVES

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

1702 NAVY TACTICAL COMMAND SUPPORT SYSTEM II (NTCSSII)

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

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

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

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

1703 SYSTEM USERS

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

a. coordinating, monitoring, and scheduling NTCSS system production requirements with the Supply Officer;

b. maintaining familiarity with the capabilities of all NTCSS equipment;

c. ensuring the operation and functional security of NTCSS equipment;

d. reviewing user access privileges for application software;

e. installing and implementing updated software and data files when received onboard;

f. scheduling and coordinating NTCSS assistance visits from SPAWARSYSCEN;

g. maintaining the hardware and software configuration implemented at that activity;

h. ensuring the efficient use of on-line storage on the NTCSS system;

i. ensuring scheduled and unscheduled maintenance is performed on equipment;

j. monitoring training for NTCSS users;

k. allocating NTCSS resources to the users as required, specified, or needed;

l. submitting required trouble reports on hardware and software malfunctions;

m. coordinating data transfer requirements between NTCSS systems and other activities;

n. maintaining physical security in accordance with current directives.

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

a. Batch Requests. Approve, consolidate, and modify user batch requests using automated batch utilities;

b. Maintain and Update Tables. Maintain RSUPPLY Site Subsystem: Activity Control, Technical Information and Financial Control Tables;

c. Control User Access. Assign, modify, and delete user access privileges within RSUPPLY;

d. Functional User Control. Provide adequate controls to ensure the degree of access granted to each functional user is consistent with the user's duties;

e. Reports. Schedule program runs to generate RSUPPLY output reports. May delegate this authority to other qualified users. Review reports and data for submission to external activities;

f. File Validity. Ensure the validity and reliability of automated data files in use within RSUPPLY;

g. Equipment. Control the use of remote printers and other peripheral equipment assigned to Supply divisions;

h. Training. Develop and conduct consistent user training using any pertinent information applicable to the storekeeper rating or RSUPPLY;

i. Trouble Reports. Submit RSUPPLY Fleet Trouble Call (FTC), Trouble Report (TR), and Change Proposal (CP) on NTCSS hardware system and RSUPPLY application problems. Liaison with the NTCSS Administrator, TYCOM Points Of Contact, and SPAWARSYSCEN representatives to resolve RSUPPLY related problems;

j. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS124), and Picking Tickets (JSS118) batch jobs daily;

k. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Requirements Listing (JSL308), and Issue Pending Listing (JSL314) each morning.

3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the Leading Storekeeper for management of their work centers.

4. SUPPLY USERS. Supply users are normally petty officers and non-rated personnel who perform the majority of functions (i.e., SIT and ART maintenance, receipt processing, and requisitioning).

5. WORK CENTER WORKER. Assigned to Repair Part Petty Officer's (RPPO) or other maintenance personnel who request material and perform status checks for their respective work centers.

1704 SYSTEMS SECURITY (RSUPPLY)

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

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

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

1705 ADVISORY ASSISTANCE

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

1706 RSUPPLY TROUBLE CALLS (TCS)

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

a. Type http://www.scn.spawar.navy.mil. Click on Software Maintenance Tracking System (SMTS) on the list of links on the left side of the screen. Log on by entering first initial and last name (all lower case) in the User block or typing "guest". Password is not needed.

b. When submitting trouble calls to SSC or TYCOM, have all pertinent information available such as brief/detail description of the problem, chronological timeline, name and version of software application installed onboard, information on Point of Contact.

c. SMTS will assign a TC number. Make sure to log the TC number for tracking/follow-up purposes. FTC/TC can evolve into TR, CP, or remote/on-site technical assist.

Section II: SUPPLY CONTROL

1710 INTRODUCTION

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

a. adjusting stock levels based on usage trends;

b. identifying stock shortages and requisition preparation;

c. identifying excess material and offload documentation;

d. processing change notice actions and managing material files;

e. preparing financial accounting reports;

f. monitoring requisition status, follow-up on requisitions, and managing requisition files;

g. controlling shipboard inventories.

1711 ORGANIZATION

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

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

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

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

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

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

1712 RSUPPLY ACCESS

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

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

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

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

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

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

1713 RSUPPLY REPORTS

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

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

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

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

1714 SYSTEM FAILURE

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

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

1715 EMERGENCY FALLBACK PROCEDURES

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

a. Material Requirement Request Form (DD Form 1348, or locally designed form);

b. Off-line Requisition Log;

c. Master Stock Status and Locator Listing (JSL322);

d. Complete active requisition file printout (JSL311);

e. Other and EMRM budget balances;

f. DD Forms 1348-1A.

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

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

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

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

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

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

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

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

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

Part H: RELATIONAL SUPPLY (RSUPPLY) - FORCE LEVEL

Section I: INTRODUCTION

1800 OVERVIEW

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

1801 OBJECTIVES

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

1802 NAVY TACTICAL COMMAND SUPPORT SYSTEM II (NTCSSII)

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

a. NALCOMIS IMA – Naval Aviation Logistics Command Management Information System for Intermediate Maintenance Activities

b. OMMS-NG – Organizational Maintenance Management System Next-Generation

c. Integrated Barcode System (IBS)

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

1803 SYSTEM USERS

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

a. coordinating, monitoring, and scheduling NTCSS system production requirements with Functional Area Supervisors;

b. maintaining familiarity with the capabilities of all NTCSS equipment;

c. ensuring the operation and functional security of NTCSS equipment;

d. reviewing user access privileges for application software;

e. installing and implementing updated software and data files when received onboard;

f. scheduling and coordinating NTCSS assistance visits from SPAWARSYSCEN;

g. maintaining the hardware and software configuration implemented at that activity;

h. ensuring the efficient use of on-line storage on the NTCSS system;

i. ensuring scheduled and unscheduled maintenance is performed on equipment;

j. monitoring training for NTCSS users;

k. allocating NTCSS resources to the users as required, specified, or needed;

l. submitting required trouble reports on hardware and software malfunctions;

m. coordinating data transfer requirements between NTCSS systems and other activities;

n. maintaining physical security in accordance with current directives.

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

a. Batch Requests. Approve, consolidate, and modify user batch requests using automated batch utilities;

b. Maintain and Update Table. Maintain RSUPPLY Site Subsystem: Activity Control, Technical Information, Maintenance Control and Financial Control Tables;

c. Control User Access. Assign, modify, and delete user access privileges within RSUPPLY;

d. Functional User Control. Provide adequate controls to ensure the degree of access granted to each functional user is consistent with the user's duties;

e. Reports. Schedule program runs to generate RSUPPLY output reports. FAS may delegate this authority to program run to other users. Review reports and data for submission to external activities;

f. File Validity. Ensure the validity and reliability of automated data files in use within RSUPPLY;

g. Equipment. Control the use of remote printers and other peripheral equipment assigned to Supply Readiness divisions;

h. Training. Develop and conduct constant user training using SSC-N RSUPPLY Force Level Technical Advisory messages and Summary of Changes from RSUPPLY Block upgrade. FAS should disseminate RSUPPLY related information to key Readiness personnel;

i. Trouble Reports. Submit RSUPPLY Fleet Trouble Call (FTC), Trouble Report (TR), and Change Proposal (CP) on NTCSS hardware system and RSUPPLY application problems. Liaison with the O-IMA DBA, NTCSS Administrator, TYCOM Point Of Contact, and SPAWARSYSCEN representatives to resolve RSUPPLY related problems;

j. Storage Capacity. Monitor RSUPPLY database capacity. Initiate database purge requests to SPAWARSYSCEN via TYCOM as necessary;

k. Terminal Use. Ensure proper use of terminals and other data processing resources in RSUPPLY assigned areas;

l. Other Utilities and Programs. Become familiar with RSUPPLY ADHOC / Data Mining Facility (DMF) Utility utilization;

m. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS105), Picking tickets (JSS110), NALCOMIS Outgoing (JSS181), Incoming/Outgoing Status/RUNZOC batch jobs daily;

n. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Suspense Listing (JSL325), and Issue Listing (JSL314) each morning.

3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a division officer or senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the FAS for management of their work centers.

4. WORK CENTER USERS. Work Center users are normally petty officers/ NCOs and non-rated personnel who perform the majority of functions (i.e., SIT and ART maintenance, receipt processing, and requisitioning) within their respective functional areas (e.g., LOGISTICS, INVENTORY, FINANCIAL, NALCOMIS, OMMS-NG, etc.)

5. REPAIR PARTS PETTY OFFICER USERS. RPPO users are normally supply petty officers, repair parts petty officers or maintenance personnel who request material and perform status checks for their divisions and departments.

1804 SYSTEMS SECURITY (RSUPPLY)

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

2. Access to RSUPPLY. The FAS will register any new users in RSUPPLY application and assign users the level of access required for job performance. The authorization established for each user will determine his capability for each business unit in RSUPPLY. This is important in controlling access to sensitive information as well as identifying the proper UIC, department, division, and work center codes to be used in posting transaction to inventory and financial

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

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

1805 ADVISORY ASSISTANCE

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

1806 RSUPPLY TROUBLE CALLS (TCS)

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

a. Type http://www.scn.spawar.navy.mil. Click on Software Maintenance Tracking System (SMTS) on the list of links on the left side of the screen. Log on by entering first initial and last name (all lower case) in the User block or typing "guest". Password is not needed.

b. When submitting trouble calls to SSC or TYCOM, have all pertinent information available such as brief/detail description of the problem, chronological timeline, name and version of software application installed onboard, information on Point of Contact.

c. SMTS will assign a TC number. Make sure to log the TC number for tracking / follow-up purposes. FTC/TC can evolve into TR, CP, or remote/on-site technical assist.

Section II: SUPPLY CONTROL

1810 INTRODUCTION

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

a. adjusting stock levels based on usage trends;

b. identifying stock shortages and requisition preparation;

c. identifying excess material and offload documentation;

d. processing change notice actions and managing material files;

e. preparing financial accounting reports;

f. monitoring requisition status, follow-up on requisitions, and managing requisition files;

g. controlling shipboard inventories.

1811 ORGANIZATION

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

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

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

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

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

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

1812 UNIFORM SYSTEM IDENTIFICATION (USID) CODES

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

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

1813 RSUPPLY ACCESS

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

a. NTCSS System Coordinator and Assistant . The NTCSS System Coordinator and Assistant are the overall managers of NTCSS, therefore, they will have the broadest access to the NTCSS.

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

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

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

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

1814 RSUPPLY REPORTS

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

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

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

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

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

1815 SYSTEM FAILURE

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

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

1816 EMERGENCY FALLBACK PROCEDURES

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

a. Document Number Control Log;

b. Material Requirement Request Form (DD Form 1348, or locally designed form);

c. Off-line Requisition Log;

d. Master Stock Status and Locator Listing and latest supplement;

e. Complete active requisition file printout;

f. Hi Priority Requisition Listing with status;

g. Latest Budget Report (RSUPPLY Report 21);

h. Previous months budget OPTAR reports;

i. DD Forms 1348-1A.

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

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

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

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

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

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

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

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

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

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

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

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AFLOAT SUPPLY PROCEDURES

CHAPTER 2: MATERIAL IDENTIFICATION

Part A: MATERIAL COGNIZANCE

Section I: General Information
Introduction....2000
Cognizance of Navy Material....2001

Part B: MATERIAL CLASSIFICATION

Section I: General Information
Federal Catalog System....2030
Federal Supply Classification System....2031
Cataloging of Navy Items....2032
Navy Item Control Numbers (NICNs)/Technical Manual Identification Numbering System (TMINS)....2033
Local Item Control Number (LICN)....2034
North Atlantic Treaty Organization (NATO) Use of the Federal Catalog System....2035

Section II: Seabee Material Identification
Introduction....2036
Navy Item Manager....2037
Naval Construction Force (NCF) Peculiar Stock Numbers....2038
CESE Technical Manual Identification Number System....2039

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

Section I: Introduction
Scope....2060

Section II: Management Data Lists
Federal Logistics Data (FEDLOG)....2070
Master Repairable Item List (MRIL)....2071
Identification Lists (ILs)....2072
Commercial and Government Entity (CAGE) Cataloging Handbook H4/H8....2073
Consolidated Master Cross Reference List (MCRL)....2074
Hazardous Material Control and Management Program (HMC&M)....2075
Department of Defense Sections of the Federal Supply Catalog....2076
GSA Supply Catalogs....2077
Catalog of Navy Ammunition Stock....2078
Afloat Shopping Guide....2079

Section III: Allowance Lists
Subsection I: General Information
Use in Fitting Out Ships 2089
Coordinated Shipboard Allowance Lists (COSAL) 2090
HMEO&E COSAL 2091
HMEO&E COSAL Part I 2092
HMEO&E COSAL Part II 2093
HMEO&E COSAL Part III 2094
Polaris/Poseidon Weapons System/Strategic Weapons System (PWS/SWS) COSAL 2095
Nuclear Weapons COSAL 2096
Reactor Plant COSAL 2097
NAVSEA Portable Radiac Equipment Allowances for Ships 2098
Other (Non-Aviation) Allowance Documents 2099
Aviation Consolidated Allowance List (AVCAL) 2100
Allowance Requirements Registers (ARRs), Allowance Lists, and Tables of Basic Allowances (TBAs) for Aviation Material 2101
Aviation Maintenance Material Readiness List (AMMRL) 2102
Configuration Validation 2103
COSAL Maintenance 2104
Allowance Change Requests (ACRs) 2105
Allowance of Recreation Material 2106

Subsection II: Naval Construction Forces (NCF) Allowances
Seabee Allowance Lists 2107
Table of Allowance (TOA) 2108
Consolidated Seabee Allowance List (COSAL) 2109
Advance Base Functional Component (ABFC) 2110

Section IV: Load Lists
Fleet Issue Load List (FILL) 2120
Consolidated Afloat Requisitioning Guide Overseas (CARGO) 2121
Tender and Repair Ship Load List (TARSLL) 2122
Fleet Guides 2123
Tender Load List (TLL) for 2S COG/1X SMIC Reactor Plant Components 2124

Part D: MISCELLANEOUS SOURCES OF IDENTIFICATION

General Information 2145
Aviation Publications 2146
Ordnance Publications 2148
Unabridged Navy Index of Publications and Forms (NAVSUP P-2002) 2149
General Distribution APL/AEL Bank (GDAPL) 2150

Part E: SPECIFICATIONS AND STANDARDS

Purpose and Use of Specifications 2175
Purpose and Use of Standards 2176
Specification Index 2177
Types of Specifications and Standards 2178

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (R-SUPPLY) UNIT LEVEL FUNCTIONS

Section I: General
Introduction 2200
Configuration Data Managers Database – Open Architecture 2201
Revised Alternative Dataflow (RAD) 2202
Automated Shore Interface (ASI) 2203

Section II: COSAL Maintenance
Background 2205
Automated Shore Interface (ASI) Procedures 2215
Cross Reference File Update 2225
Quality Assurance Process (Reconciling Discrepancies) 2227

Section III: Impact on Manual Methods
Manual Fallback Procedures During System Downtime 2237

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING - REAL TIME (SUADPS-RT) FUNCTIONS

Section I: Allowance Processing
Coordinated Shipboard Allowance List (COSAL) 2300
Aviation Consolidated Allowance List (AVCAL) 2301
Load List Allowances 2302
Marine Aviation Logistics Squadron (MALS) COSAL 2303
Supply Processing During Integrated Logistics Overhaul (ILO) 2304

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CHAPTER 2

MATERIAL IDENTIFICATION

Part A: MATERIAL COGNIZANCE

Section I: GENERAL INFORMATION

2000 INTRODUCTION

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

2001 COGNIZANCE OF NAVY MATERIAL

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

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

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

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

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

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

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

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

Part B: MATERIAL CLASSIFICATION

Section I: GENERAL INFORMATION

2030 FEDERAL CATALOG SYSTEM

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

2031 THE FEDERAL SUPPLY CLASSIFICATION SYSTEM

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

Group	Title
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

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

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

2032 CATALOGING OF NAVY ITEMS

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

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

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

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

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

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

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

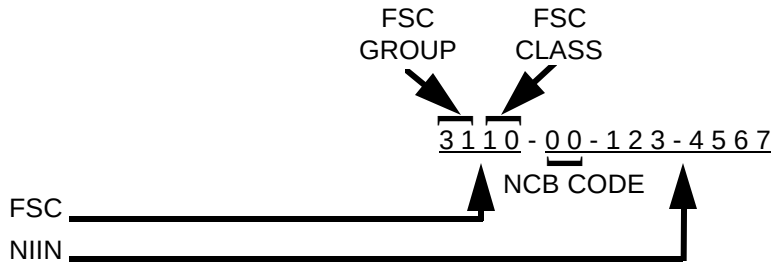
e. items obtained through overseas procurement and intended solely for overseas use;

f. items procured with non appropriated funds;

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

4. NATIONAL STOCK NUMBER (NSN) FORMAT

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



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

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

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

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

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

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

3. TEMPORARY “LL” CODED NICNs

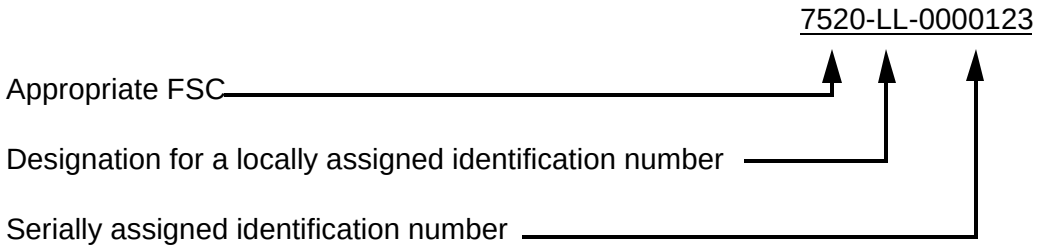
a. Purpose. NICNs with “LL” in the fifth and sixth positions and any letter except “C” in the seventh position are assigned by ICPs or other Navy inventory managers (including field activities) for temporary identification and control of selected non-NSN items pending assignment of NSNs by the Defense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

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

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

2034 LOCAL ITEM CONTROL NUMBER (LICN)

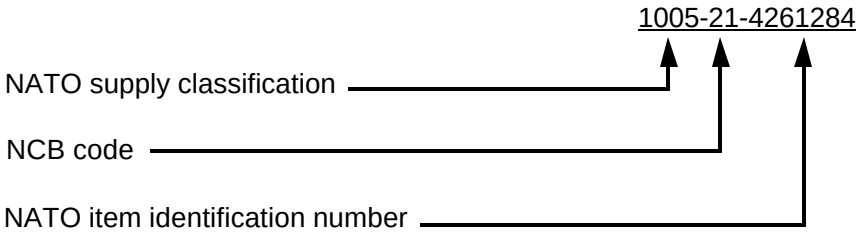
Technically, any item identification number assigned by an activity for its own use is an NICN. However, to distinguish between NICNs that are authorized in supply transaction documents (see par. 2033-1) and those that are not, the term "local item control number" (LICN) will be used in lieu of "NICN"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



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

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

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



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

NCB Code	Country
00	United States
01	United States
11	Used for NATO standard items
12	Germany
13	Belgium
14	France
15	Italy
➔ 16	Czech Republic
17	Netherlands
19	Brazil
➔ 20	Canada
21	Canada
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey
28	Luxembourg
29	Argentina
30	Japan
➔ 32	Singapore
➔ 33	Spain
➔ 43	Poland
➔ 51	Hungary
66	Australia
98	New Zealand
99	United Kingdom

Section II: SEABEE MATERIAL IDENTIFICATION

2036 INTRODUCTION

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

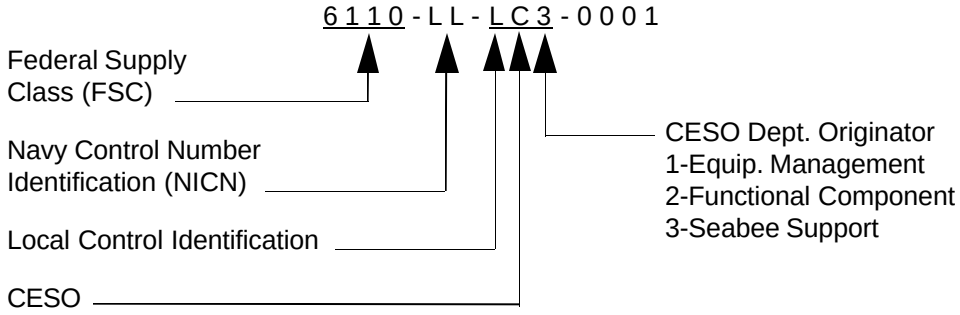
2037 NAVY ITEM MANAGER (2C COG)

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

2038 NAVAL CONSTRUCTION FORCE (NCF) PECULIAR STOCK NUMBERS

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

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



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

a. Equipment Management

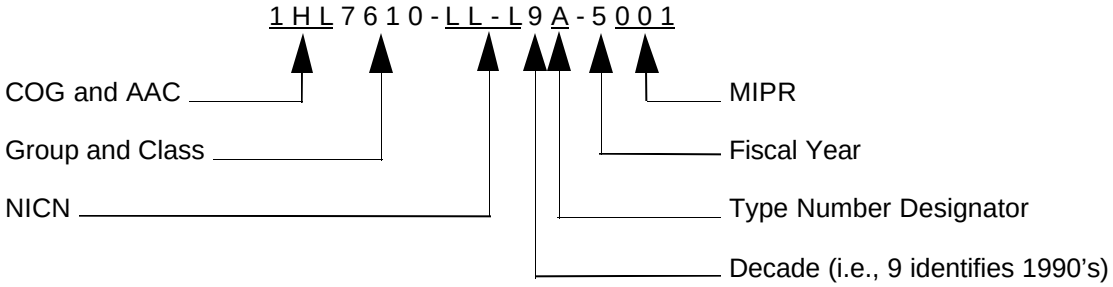
b. Functional Component

c. Seabee Support

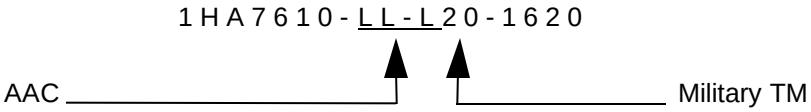
2039 CESE TECHNICAL MANUAL IDENTIFICATION NUMBER SYSTEM

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

a. Commercial Equipment Technical Manual Number



b. Military Equipment Technical Manual Number



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

Section I: INTRODUCTION

2060 SCOPE

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

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

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

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

Section II: MANAGEMENT DATA LISTS

2070 FEDERAL LOGISTICS DATA (FEDLOG)

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

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

a. Management List-Navy (ML-N);

b. Management List-Consolidated (ML-C);

c. Master Cross Reference List (MCRL);

d. Federal Item Logistics Data Record (FILDR);

e. Identification List (IL);

f. Interchangeability and Substitutability (I and S);

g. Commercial and Government Entity (CAGE);

h. Federal Supply Classification Groups and Classes (H2-1);

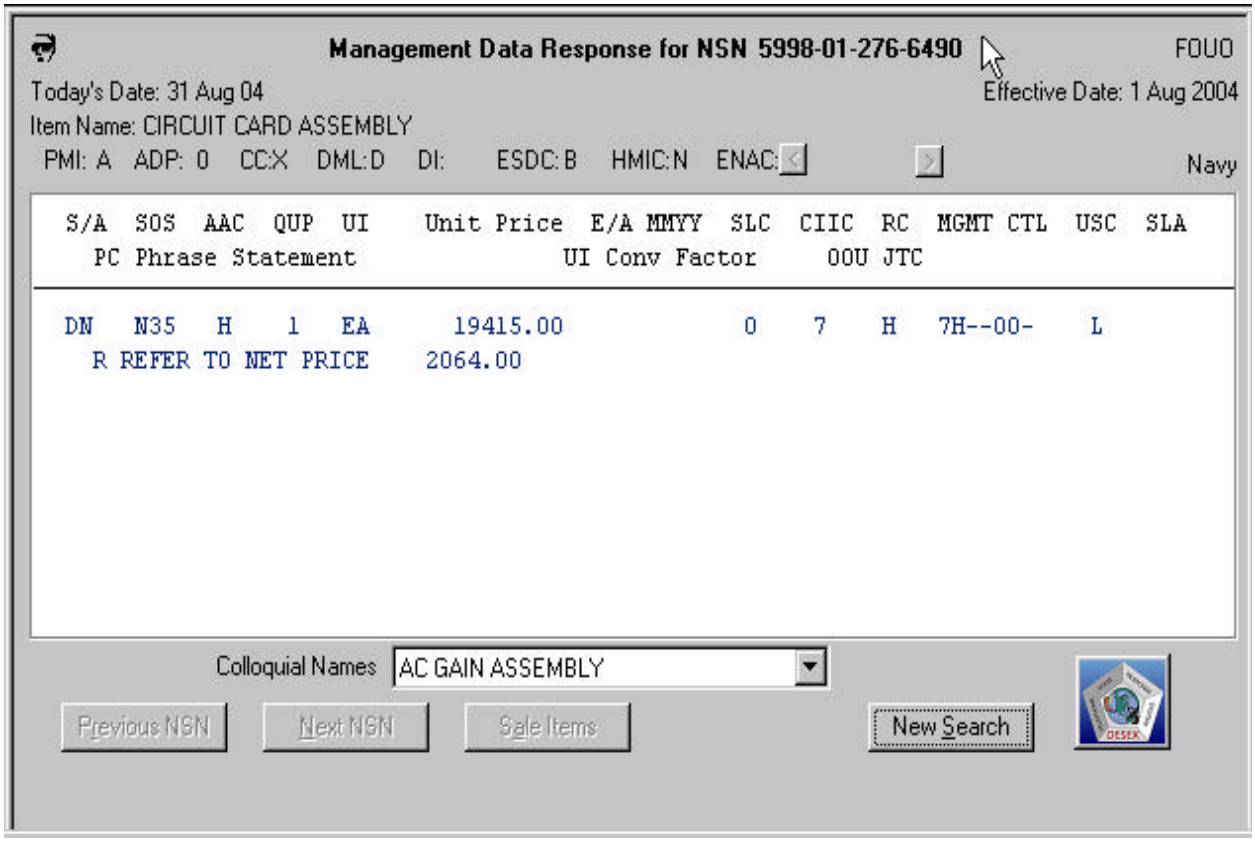
i. Freight;

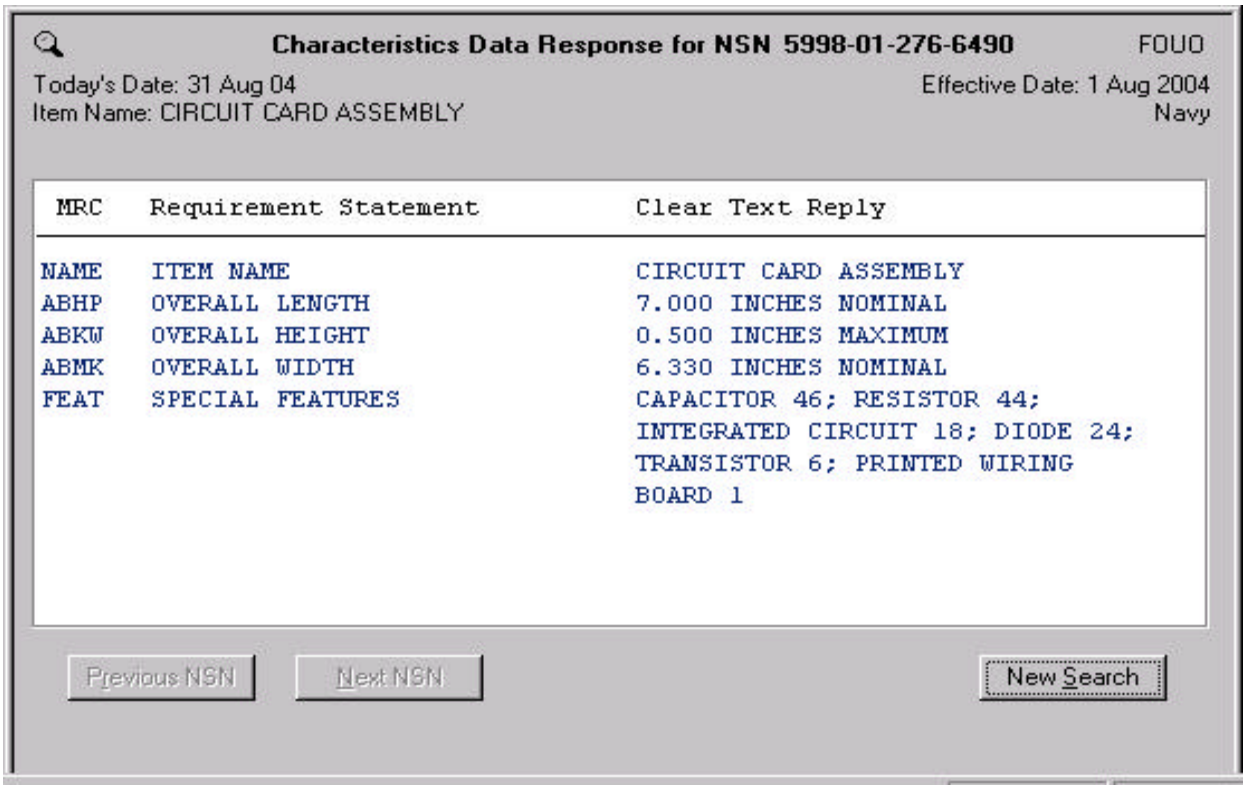
j. Selected Federal Item Name Directory For Supply Cataloging Data (H-6);

k. List of Items Requiring Special Handling (LIRSH);

l. Master Repairable Item List (MRIL);

m. Navy Item Control Number To National Item Identification Number (NICN-NIIN) Cross Reference.





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

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

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

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

b. Ships Store - CARGO (NAVSUP P-4998) published by NAVICP MECH; Contract Bulletins; and Afloat Stock Catalog.

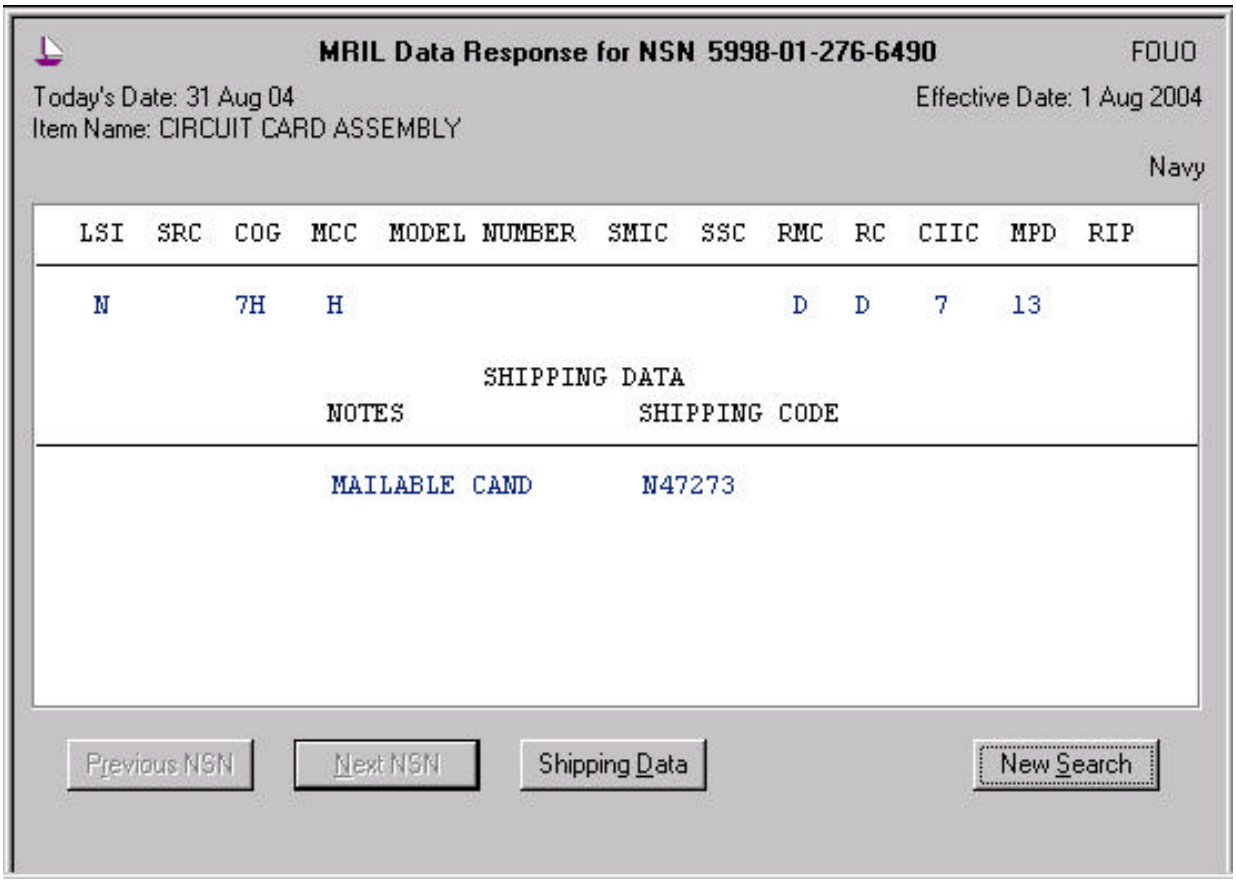
c. Special weapons - OA and 8A cog material can be identified in the 95000 series COSALs.

d. Subsistence - Department of Defense Sections of the Federal Supply Catalogs published by the Defense Personnel Support Center, Philadelphia, PA 19101; and Consolidated Afloat Requisitioning Guide Overseas (CARGO) (NAVSUP P-4998), published by NAVICP MECH.

e. Training Equipment - Directory of Navy Training Equipment published by the Naval Training Systems Center, Orlando, FL 32813.

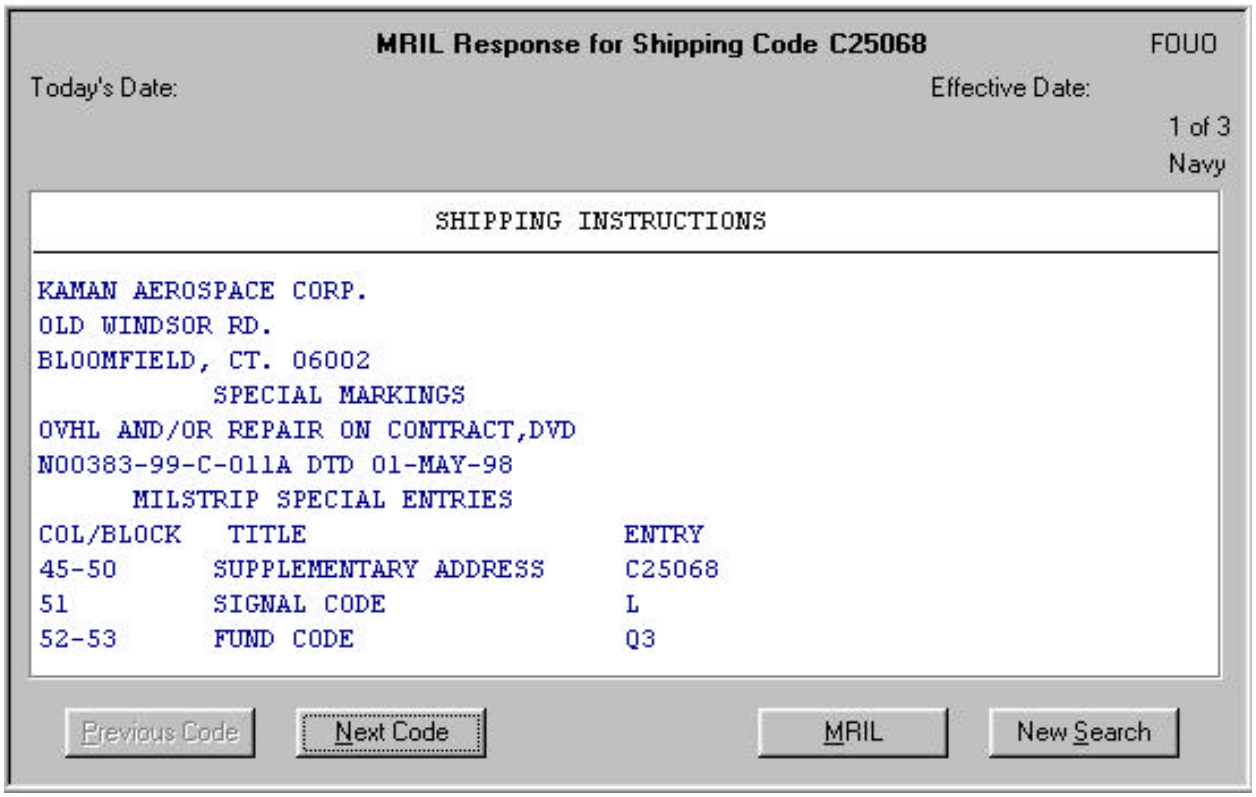
2071 MASTER REPAIRABLE ITEM LIST (MRIL)

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



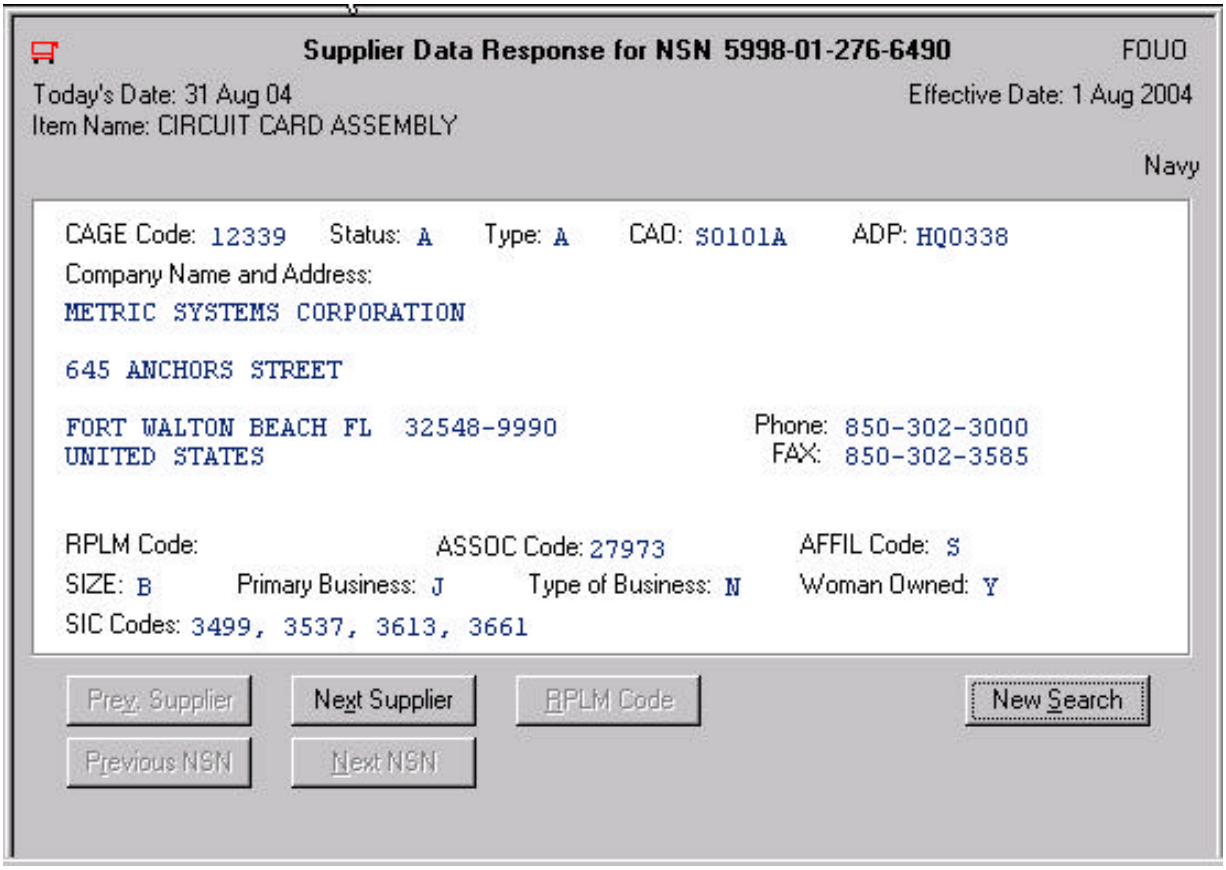
2072 IDENTIFICATION LISTS (ILS)

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



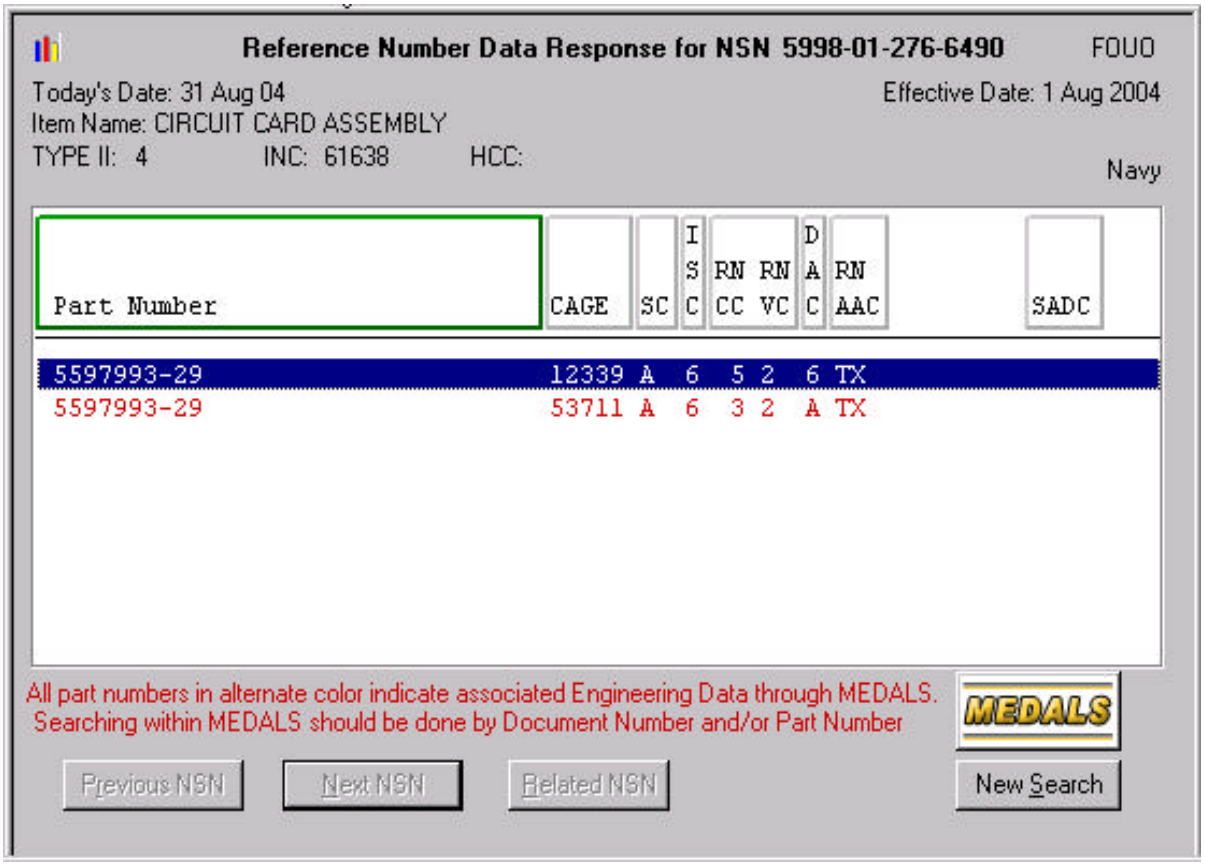
2073 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CATALOGING HANDBOOK H4/H8

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



2074 CONSOLIDATED MASTER CROSS REFERENCE LIST (MCRL)

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



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

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

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

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

2077 GSA SUPPLY CATALOGS

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

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

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

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

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

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

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

FSS PUBLICATIONS MAILING LIST APPLICATION

TO:
General Services Administration (7CAFL)
Centralized Mailing List Services
P.O. Box 6477
Fort Worth, TX 76115

1 *(Agency name and address to which publications are to be mailed- DO NOT exceed four lines).*

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2 COLS. 35-36

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3 COL. 28 (Enter "X" in applicable box(es)

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- ☐ C-Change No. of Copies
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D 4

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SECTION I - Informational Publications

If new applicant, do not complete star column(*). If not a new applicant, enter "A" for ADD, "C" for CHANGE, and "D" for DELETE in star column when requesting changes to your mailing list requirements.

Star Col. (*)	Mailing List Code	Number of Copies	INFORMATIONAL PUBLICATIONS
	OADP-00___		REGIONAL ADP SHAREGRAM enter "X" in applicable box(es) GSA region ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
	ONEW-00___		REGIONAL NEWSLETTER enter "X" in applicable box(es) GSA region ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10

GENERAL SERVICES ADMINISTRATION GSA Form 457 PAGE 1 (Rev. 10-73)

SECTION II - National and Regional Publications

If new applicant, do not complete star column (*). If not a new applicant, enter “A” for ADD, “C” for CHANGE, and “D” for DELETE in star column when requesting changes to your mailing list requirements.

Star Col . (*)	Publications Mailing List Codes	No. of Copies	Star Col . (*)	Publications Mailing List Codes	No. of Copies	Star Col . (*)	Publications Mailing List Codes	No. of Copies

GSA Form 457 PAGE 2 (Rev. 6-73)

2078 CATALOG OF NAVY AMMUNITION STOCK

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

2079 AFLOAT SHOPPING GUIDE (ASG)

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

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

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

AFLOAT SHOPPING GUIDE (ASG)

GROUP 48
VALVES
CLASS 4820
VALVES, NONPOWERED

BOOT DUST AND MOISTURE SEAL

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

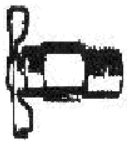
00-615-6762

COCK, DRAIN

AUTOMOTIVE TYPE

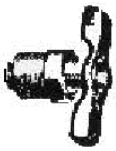
Threaded male pipe inlet. Brass body. For use in fluid pipping systems up to 150 PSI pressure.

Straight Internal Seat



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

Straight External Seat



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

Cross Extrernal Seat

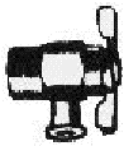
00-276-9041	3/8-18NPT	MS35782-6

BIBB TYPE

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

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

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



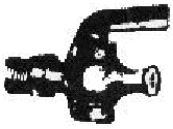
00-845-1096	1/4-18NPTF	MS35783-2

PET TYPE

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

50 PSI

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



125 PSI

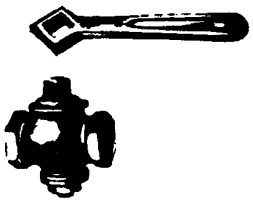
00-826-2190	1/8-27NPT	MS35785-1
00-272-3340	1/8-27NPT	
00-197-4984	1/4-18NPT	MS35785-2
00-554-8391*	1/2-14NPT	MS35785-4

*Disc or stem flow control device.

COCK, PLUG

FEMALE ENDS

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



00-274-3565	3/4-14NPT	

FEMALE to MALE

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

CONTINUED ON FOLLOWING PAGE

Section III: ALLOWANCE LISTS

Subsection I: GENERAL INFORMATION

2089 USE IN FITTING OUT SHIPS

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

➔ 2. RESPONSIBILITY FOR MATERIAL PROCUREMENT, ASSEMBLY, AND DELIVERY. The fitting out activity (FOA) designated by the CNO is responsible for assembly and on board delivery of allowance list material other than that which may have been place on board at the building or conversion shipyard. However, the outfit supply activity (OSA) designated by NAVSEA is responsible for the procurement, assembly, and delivery of most government furnished materials to the FOA, or the shipyard, as appropriate. Certain materials such as forms, publications, and directives are automatically furnished by the inventory manager or the issuing office. The loading point designated by NAVAIR is responsible for the procurement, assembly, and on board delivery of aeronautical allowance list materials.

➔ 3. RESPONSIBILITY OF SHIP'S PROSPECTIVE SUPPLY OFFICER (PSO). When facilities and personnel necessary for the receipt, storage, custody, and security of material have been assigned to the control of the ships PSO, he will advise the FOA via the prospective Commanding Officer (or other officer acting in such capacity) that he is ready to accept delivery of material. The PSO will ensure that all materials received are carefully checked; and that the items received are checked off in applicable allowance lists, posted to stock or custody records as required, and afforded adequate security until issued. Pre-commissioning supply assistance will be provided by personnel from FISC Norfolk.

2090 COORDINATED SHIPBOARD ALLOWANCE LISTS (COSALS)

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

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

a. the equipment/components verified by Ship Configuration and Logistics Support Information System (SCLSIS) to be installed on a ship to perform its operational mission;

b. the repair parts and special tools required for the operation, overhaul, and repair of equipment/components;

c. the Operating Space Items (OSI) and consumables necessary for the safety, care, and upkeep of the ship itself.

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

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

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

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

2092 HMEO&E COSAL PART I

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

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

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

SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS

EQUIPMENT/COMPONENT/EQUIPAGE IDENTIFICATION NUMBERS

017620041	030050010	051260318	061900047	070990003	130010008	140900046	151200524
017620128	030060005	051260331	070090004	070990064	131300293	140900049	151200525
017710001	030060006	057150025	070090005	070990066	131300466	140900052	151200530
017710003	030080004	057150032	070090017	070990067	131900029	140900054	151200551

1-480264002	1-870014002	1-9
1-480264003	1-870014005	1-9
1-480264005	1-870014007	1-9
1-620010001	1-870014018	1-9

(1)

2-470004015	2-550034012	2-820064002	2-870004013
2-480024003	2-560004010	2-820064004	2-870004019
2-510004001	2-560004015	2-860064007	2-870004025
2-510004002	2-560004020	2-820064009	2-870004027

DD 901		07-15-97	SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS	H5
SHIP TYPE & HULL NO.		DATE		PAGE

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

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

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

(1) Equipment/Component Military Essentially Code (MEC). The code appearing in this column is the Mission Criticality Code (MCC) (see NAVICPMECHINST 4441.170).

(2) Equipment/Component/Equipage Nomenclature/Characteristics. The noun name and partial characteristic description of each APL, AEL and ACL identification number.

(3) Identification Number. The APL, AEL, or ACL.

(4) Quantity. The allowance quantity of each equipment/component allowed for service aboard ship as defined by the applicable APL and ACL. The “Quantity” column is blank for all the AELs.

(5) Column Number. The applicable column number in the Onboard Allowance Table from which the allowance is determined. This column applies to AELs only and is blank for all APLs and ACLs

(6) Notes. Reserved for future COSAL use.

(7) Allowance Support Codes (ASC). A five digit Alphabetic code. The first digit indicates the Technical Cognizance code (TCC). The second and third digits indicate Application Identification Number Activity Code (AINAC), and the fourth and fifth digits represent the Logistic Support Status Code (LSSC) of equipment/components.

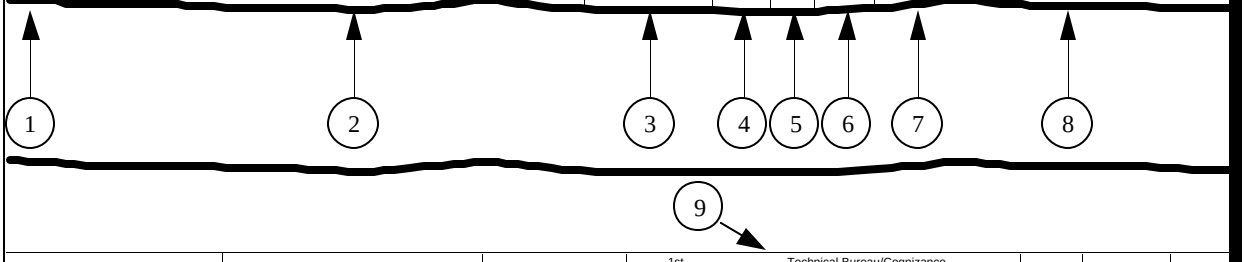
(8) Service Application/information. The service or major shipboard function in which the equipment/component/equipage operates or performs a service. The Service Application Code (SAC) is a variable five to ten digit code used by NAVICP MECH in the WSF to designate the service application of an equipment/component.

(9) Allowance Support Codes. Provides definitions for item (7).

PART I - INDEX SECTIONS A & B

COSAL INDEX - PART I (SECTION A)

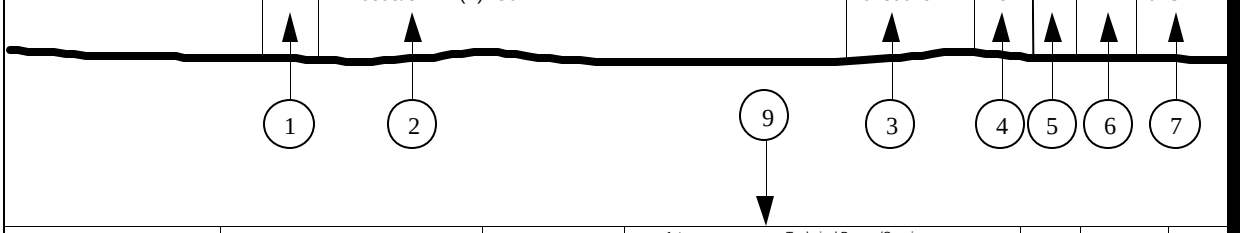
EQPT/ COMP MEC	EQUIPMENT/COMPONENT/EQUIPAGE NOMENCALTURE CHARACTERISTICS	IDENTIFICATION NUMBER	QUAN-TITY	COL. NO.	NOTES	*ALLOW SUPT CODE	SEVICE APPLICATION/INFORMATION
2	AN/UPZ-27 FC 6P/O AN/UPX27	58393722FE	2			EESAC	RADAR
1	AN/UQN-4, SOUNDING SET, SONAR	58413914CL	1			JEPAU	SONAR
1	AN/URA-170, COMPARATOR-CONVERTER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



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

COSAL INDEX - PART I (SECTION B)

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



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

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

(1) The Allowance Parts List (APL)/Allowance Equipage List Number (AEL).

(2) The Application/Identification Number Activity Code (AINAC). This is the second and third character of the Allowance Support Codes (ASC).

(3) Equipment Identification Code (EIC). Assigned to equipment/components to indicate their relative position in a shipboard system. These codes will be used by shipboard personnel in reporting maintenance actions under the Ships Maintenance and Material Management (3-M) Systems. NAVSEAINST 4790.4 Series defines standard EIC.

(4) Automated Integrated Language System Identification Number (AILSIN)/ Functional Group Code (FGC). This column represents the Hierarchical Structure Code (HSC). The HSC is the breakdown numbering system that defines the hierarchical structure of the configuration of the ship and its systems. Additional details for HSC creation are contained in the NAVSEA Technical Specification 9090-700B, SCLSIS.

(5) Service Application Code (SAC). A code used by NAVICP MECH to enter the service application of an equipment/component into the WSF. The SAC is used to group equipment, components, assemblies, etc., according to a particular service application onboard ship. NAVICPMECHINST 4441.170 series contains additional information.

(6) Work Center. Work center assigned to accomplish maintenance requirements for a specified installed equipment.

(7) Component Name. The noun name of each APL or AEL.

(8) Maintenance Index Page (MIP). A coded page number of the master Preventive Maintenance System (PMS) Manual which indexes a set of maintenance requirement cards for a specific installed piece of ship equipment.

(9) Record Identification Number (RIN) . If initialized under SCLSIS, assigned by the CDM. If non-initialized, assigned by NAVICP MECH.

(10) Quantity Column. The quantity of each equipment/component aboard ship or the applicable reference column number for equipage.

(11) Equipment Location. Identifies the location of the installed component within the end-use activity/ship.

(12) Ser Number/Valve Mark/Electronic Symbol Number. The serial Number identifies a specific unit of production. The Valve Mark/Electronic Symbol Number identifies a specific valve or electrical component used within a system when multiple applications of the same component are present within the same system.

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

PART I - INDEX SECTION C

COSAL INDEX - PART I (SECTION C) - APL/AEL TO EIC TO AILSIN/FGC

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

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

DD 901		07-15-97		I	C	3
SHIP TYPE & HULL NO.		DATE		PART	SECTION	PAGE

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

(1) Equipment Identification Code (EIC). Assigned to equipment/components to indicate their relative positions in a weapons system. These codes are used by shipboard personnel when reporting maintenance actions under the Ship's 3-M Systems. NAVSEA 4790.4 series defines standard EIC.

(2) The Allowance Parts List (APL)/Allowance Equipage List (AEL) Number.

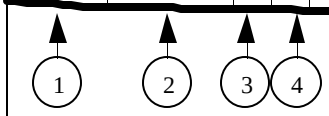
(3) The Application/Identification Number Activity Code (AINAC) is the second and third character of the Allowance Support Codes (ASC).

(4) Mission Criticality Code (MCC). See NAVICPMECHINST 4441.170.

PART I - INDEX SECTION D

COSAL INDEX - PART I (SECTION D) - EIC TO APL/AEL

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



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

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

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

(1) Automated Integrated Language System Identification Number (AILSIN)/ Functional Group Code (FGC). This column represents the Hierarchical Structure Code (HSC). The HSC is the breakdown numbering system that defines the hierarchical structure of the configuration of the ship and its systems. Additional details for HSC creation are contained in the NAVSEA Technical Specification 9090-700B, SCLSIS.

(2) The Allowance Parts List (APL)/Allowance Equipage List (AEL) Number.

(3) The Application/Identification Number Activity Code (AINAC) is the second and third character of the Allowance Support Codes (ASC).

PART I - INDEX SECTION E

COSAL INDEX - PART I (SECTION E) - AILSIN TO APL/AEL

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

DD 901		07-15-97		I	E	1
SHIP TYPE & HULL NO.		DATE		PART	SECTION	PAGE

2093 HMEO&E COSAL PART II

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

(1) Equipment/Component Nomenclature/Characteristics.

(2) Manual/Plan. The predominant technical manual and plan number.

(3) Identification Number. The APL identification number which applies to a specific equipment/component.

(4) Characteristics. A general description, characteristics and/or other identifying information concerning the equipment/component.

(5) Accessory Components Applicable to a "Parent Equipment" are listed on the "Parent APL". Any additional Accessory Components not listed on the APL should be reported to NAVICP.

(6) Reference/Symbol no. A number, other than a stock number, by which a part may identified; arranged in alphanumeric sequence. It may be a manufacturer's number, service part, drawing, piece or electric/circuit symbol number.

(7) Federal Supply Code for Manufacturers (FSCM).

(8) Item Name. The name listing of selected repair parts and/or related accessory components for the equipment/component.

(9) Stock no. The National Stock No. (NSN) assigned to a specific repair part. When a NSN is not assigned, a T-NICN or P-NICN will be shown. The MCC and SMIC will also be shown here when applicable.

(10) Military Essentiality Code (Part MEC). See NAVICPMECHINST 4441.170.

(11) Source Code. See NAVICPMECHINST 4441.170.

(12) Maintenance Code. See NAVICPMECHINST 4441.170.

(13) Recoverability Condemnation code. See NAVICPMECHINST 4441.170.

(14) Allowance Notes code. See NAVICPMECHINST 4441.170.

(15) Qty in One Equipment/Component. The total population of the part within the equipment/component described by the APL. Decimal Quantity may be displayed on an APL when a non-definitive Unit of Issue (U/I) such as package is used (e.g., 1PG is used when 10 each of a package of 100 is required.)

(16) Unit of Issue(U/I).

(17) Allowance Item Code. See NAVICPMECHINST 4441.170.

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

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

PART II - SECTION A

ALLOWANCE PARTS LIST (APL) (3)

EQUIPMENT COMPONENT NOMENCLATURE CHARACTERISTICS	TECHNICAL DOCUMENT NUMBER	MANUAL / PLAN	IDENTIFICATION NO.	DATE	PAGE
PUMP CTFGL 400GPM 1425 PSI 7300RPM TD VLT (1)		0947-107-8010 (2)	016031604	07-15-97	1

CHARACTERISTICS
MFR-WORTHINGTON MARINE AND INDUSTRIAL PRODUCTS INC A SUB
NAVCOM PLAN-
MFR DWG-RW140700
MFR ID-3UWS8
PATTERN NO-174
EQUIP SPEC-MILP17881
NSN-
LAPL-01-001
CAPACITY-400GPM (4)
TOTAL DYNAMIC HEAD-1425PSI
SPEED-7300RPM
POWER RATING-509BHP
IMPELLAR DIA-7.750 IN
TYPE-4 STG
MOUNTING-HORIZONTAL
ROTATION-CW
TYPE DRIVE-TD
ENGSC-A
FSCM-93232
0744

	PART MEC	SOURCE	MAINT	RECOVBLTY	NOTES	QTY IN ONE EQPT COMP	U/I	ALL ITEM	ON BOARD ALLOWANCE TABLE: NUMBER OF EQUIPMENTS/COMPONENTS 1	2	3	4	5-8	9-20	21-50
BEARING ASSY THR PV SGMT 370010291 (5)					8	1									
*SERVICE APPL-FEEDWATER SYSTEM-MAIN FEED PUMP															
026243PC4 (6)															
93232 PACKING-PREFMD 2.300 ID 9Z 5330-00-599-7953 (7)															
O-RING CPLG SE HUB (8) (9)	1	PC	2	ZZ		2	EA						SEE SNSL FOR ALLOW (19)		

(10) (11) (12) (13) (14) (15) (16) (17)

OTHER/ADDITIONAL MANUALS
0947-107-7010 (18)

END

REFERENCE/SYMBOL NO.	ITEM NAME	STOCK NO.	PART MEC	SOURCE	MAINT	RECOVBLTY	NOTES	QTY IN ONE EQPT COMP	U/I	AI	1	2	3	4	5-8	9-20	21-50
DD 901	H 18	PART II ALLOWANCE PARTS LIST (APL) SECTION A															
SHIP TYPE & HULL NO.	PAGE																

016031604	07-15-97	2
IDENTIFICATION NO.	DATE	PAGE

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

(1) Circuit Symbol Number. Also known as the Reference Symbol Number. This number is obtained from the equipment technical manual or drawings. When APLs are in Part Number (PN) sequence, the PN will also appear here.

(2) CAGE/FSCM and reference number, T-NICN/P-NICN/NIIN which applies to this CSN.

(3) Source Maintenance, and Recoverability Code (SM&R). See NAVICPMECHINST 4441.170.

(4) Number of applications with the same CSN.

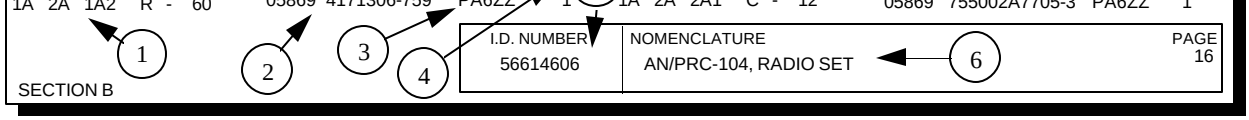
(5) The Equipment/Component APL identification number.

(6) Nomenclature. The equipment for which the APL is prepared.

PART II - SECTION B

ELECTRONICS ALLOWANCE PARTS LIST SECTION B

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



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

(1) Equipment Nomenclature/Characteristics.

(2) Manual/Plan. The predominant technical manual and plan number.

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

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

(4) Characteristics. A general description, characteristics and/or other identifying information concerning the equipment/component. This may include special information and the criteria used to establish quantities in the On Board Allowance Tables.

(5) Reference Number/Descriptive Data. Contains significant information, manufacturer's part number(s), reference number(s), special comments and references to other AELs, etc.

(6) Item name. Arranged in alphabetical sequence, the name of each item, and when appropriate or applicable, additional nomenclature, dimension, etc., to adequately describe the item named.

(7) Stock Number. The National Stock Number (NSN) assigned to the items named in item 6. When a NSN is not assigned, a T-NICN/P-NICN will be shown. The Material Control Code (MCC) will also be shown when applicable.

(8) Security Classification. The Controlled Item Inventory Code (CIIC), see Appendix 9I.

(9) Source Code. See NAVICPMECHINST 4441.170.

(10) Maintenance Code. See NAVICPMECHINST 4441.170.

(11) Recoverability/Condemnation Code. See NAVICPMECHINST 4441.170.

(12) Allowance Note Code (ANC). See NAVICPMECHINST 4441.170.

(13) Custody Code. See NAVICPMECHINST 4441.170.

(14) Unit of Issue (U/I). See Appendix 19.

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

(16) On Board Allowance Table. This table consists of eight numbered columns in which quantities may be shown. The criteria used to establish the quantities shown in one/several and/or all of these columns may be defined in the information contained on each AEL, as noted in the characteristics. In certain cases, the total shipboard allowance quantity will be determined by the sum total of all quantities appearing in designated columns of several AELs. In all cases, the applicable AEL Identification number(s) will be shown in the COSAL Index, Part I, Sections A and B. The acronym for As Required (AR) may appear in lieu of a specific quantity for certain items.

PART II - SECTION C

ALLOWANCE EQUIPAGE LIST (AEL) (3)

EQUIPMENT COMPONENT NOMENCLATURE CHARACTERISTICS	TECHNICAL DOCUMENT NUMBER	IDENTIFICATION NO.	DATE	PAGE
PUMP PLUMBERS FORCE (1)	MANUAL (2)	2-470004001	07-15-97	1
	PLAN (2)			

CHARACTERISTICS

PLUMBERS FORCE PUMP WITH FOUR 3FT LENGTHS HOSE AND FOUR COUPLING ASSEMBLIES AND ADAPTERS
ADAPTERS FOR USE IN CONNECTING PUMP AND HOSE TO CLEANOUT CONNECTIONS VARIANCE IN SIZE REQUIREMENTS PRECLUDES INSERTING QUANTITY
IN COLUMNS OF ALLOWANCE X ADAPTERS ARE LISTED FOR INFORMATION X ADAPTERS MAY BE EQUAL TO AKRON BRASS CO STYLE 362 X ADAPTERS MAY BE MANUFACTURED ON BOARD SHIP WHEN REQUIRED (4)
NOT APPLICABLE TO SUBMARINES
FOR COLUMN WHICH APPLIES INDEX PART I
COLUMN 1 - FOR 1 PUMP
COLUMN 2 - FOR 2 PUMPS
COLUMN 3 - FOR 3 PUMPS
COLUMN 4 - FOR 4 PUMPS
COLUMNS 5 THRU 8 BLANK
FSCM-03950

REFERENCE/SYMBOL NO.	ITEM NAME	STOCK NO.	SEC CL	SOURCE	MAINT	RECOVERY	NOTES	CUST	U/I	QTY	ON BOARD ALLOWANCE TABLE COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6	COL. 7	COL. 8
ATT TO PUMP	ADAPTER-HOSE BRS 3-4IN NPT M X 3-4IN NPSH	1HS0000-LL-CB8-1418	U	PF	OZ	Z		E	EA	2								
ATT TO HOSE	ADAPTER-HOSE BRS 1 1-4IN NPT FEMX3-4IN	1HS0000-LL-CB8-1419	U	PF	OZ	Z		E	EA	1								
WWC624TYA-0-750IN	FITTING HOSE	9C 4730-00-203-3545	U	PA	OZ	Z	1	E	EA		4	8	12	16				
----25FT LENGTH	HOSE-NON METALLIC 15 FT	9C 4720-00-230-6481	U	PC	OZ	Z	1	E	FT		12	24	36	48				
THE DEMING CO FIG594 TY	PUMP-RCIPG HND DRIVEN	9C 4320-00-368-3327	U	PA	OZ	C	1	E	EA		1	2	3	4				
		END																

(5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16)

REFERENCE/SYMBOL NO.	ITEM NAME	STOCK NO.	SEC CL	SOURCE	MAINT	RECOVERY	NOTES	CUST	U/I	QTY	1	2	3	4	5	6	7	8

DD 901	H 251	PART II ALLOWANCE EQUIPAGE LIST (AEL) SECTION C	2-470004001	07-15-97	1
SHIP TYPE & HULL NO.	PAGE		IDENTIFICATION NO.	DATE	PAGE

2094 HMEO&E COSAL PART III

1. SECTION A, SNSL OF STOREROOM ITEMS (SRI) OR INTEGRATED STOCK LIST (ISL). Section A contains the authorized allowance quantities of repair parts and equipment related consumables required to be stocked on board to support the equipment listed in Part I. Section A consolidates, in NIIN/NICN sequence, all allowed items listed in the APLs in Part II. The SRI will be superseded by the Integrated Stock List (ISL) after a ship completes a Integrated Logistics Overhaul (ILO). The ISL is basically the SRI updated to integrate modified allowances incident to configuration changes accomplished during the overhaul, as well as additional allowances justified by the ship's own demand data. It also indicates the storage location of each repair part. The ILO ISL is, in effect, the ship's temporary Post overhaul COSAL SNSL of Storeroom Items. When additional configuration changes occur after the cutoff date for input of the ISL, the ILO team reports the changes for inclusion in the post overhaul ISL. The post overhaul ISL, which supersedes the original ILO ISL as the primary allowance list, is mailed to the ship two to three months after the overhaul has been completed. The items listed below apply to the illustration on the following page:

(1) Material Control Codes (MCC). See Appendix 9F.

(2) Stock Number. The NSN arranged in NIIN sequence. Where an NSN is not assigned, a T-NICN OR P-NICN will be shown. The SMIC will also be shown when applicable.

(3) Item name. Item name and, when appropriate or applicable, additional nomenclature, dimensions, etc.

(4) Equipment/Component/Equipage Identification Number. The APL/AEL identification number(s) of all shipboard equipment(s)/component(s) equipage, on or in which the item is intended for use/repair purposes.

(5) Unit of issue.

(6) Allowance Quantity. The total onboard computed quantity of an individual storeroom item.

(7) Allowance Notes Codes. See NAVICPMECHINST 4441.170.

(8) Total Ships Population per Identification Number. The total shipboard population of the part, as installed in each individual APL/AEL listed.

(9) Military Essentiality Code (MEC)/Mission Criticality Code (MCC). See NAVICPMECHINST 4441.170.

(10) Supply Management Codes as follows: Shelf Life (SL) Code (see Appendix 9K); Shelf Life Action (SLA) Code (see Appendix 9J); Type of Storage Space (TSS) Codes (see NAVICPMECHINST 4441.170); Special Material Content (SMC) Code (see NAVICPMECHINST 4441.170); Controlled Inventory Item Code (CIIC) (see Appendix 9I).

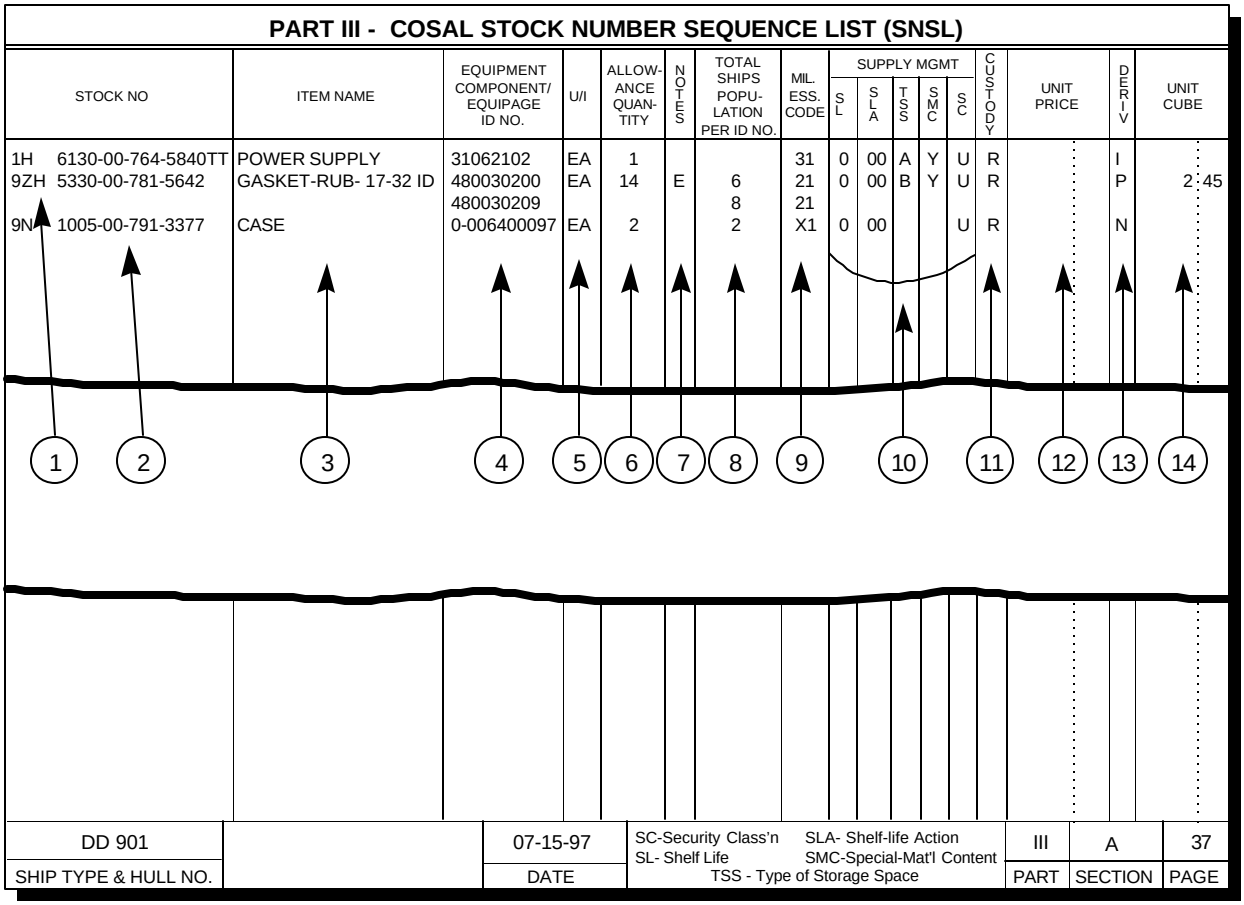
(11) Custody Code. See NAVICPMECHINST 4441.170.

(12) Unit Price. Current price should be obtained from FEDLOG.

(13) Derivation Code. A code used to reflect what determined the computed SNSL allowance (see NAVICPMECHINST 4441.170).

(14) Unit Cube. Quantity when expressed in cubic feet and includes the manufacturer's original wrapping, box or crate.

PART III, SECTION A (SRI)



PART III - COSAL STOCK NUMBER SEQUENCE LIST (SNSL)

STOCK NO	ITEM NAME	EQUIPMENT COMPONENT/ EQUIPAGE ID NO.	U/I	ALLOW-ANCE QUAN-TITY	NOTES	TOTAL SHIPS POPU-LATION PER ID NO.	MIL. ESS. CODE	SUPPLY MGMT SL	SLA	TSS	SMC	SC	CUSTODY	UNIT PRICE	DERIV	UNIT CUBE
1H 6130-00-764-5840TT	POWER SUPPLY	31062102	EA	1			31	0	00	A	Y	U	R		I	
9ZH 5330-00-781-5642	GASKET-RUB- 17-32 ID	480030200	EA	14	E	6	21	0	00	B	Y	U	R		P	2 45
		480030209				8	21									
9N 1005-00-791-3377	CASE	0-006400097	EA	2		2	X1	0	00			U	R		N	

1 2 3 4 5 6 7 8 9 10 11 12 13 14

DD 901		07-15-97	SC-Security Class'n SLA- Shelf-life Action SL- Shelf Life SMC-Special-Mat'l Content TSS - Type of Storage Space	III	A	37
SHIP TYPE & HULL NO.		DATE		PART	SECTION	PAGE

The items listed below apply to the illustration on the following page:

(1) Stock Number. Current Cognizance Symbol and NSN, T-NICN, or P-NICN.

(2) Nomenclature.

(3) Application Code. APL number (will only show up to nine applications). This column will also show substitute data when applicable.

(4) Unit of Issue.

(5) ISL Quantity. On board allowance quantity is computed by the ILO team based upon information furnished by the inventory manager or from the recorded usage data. An asterisk will be printed alongside this quantity if there has been a change for this item from the original COSAL quantity based on usage or equipment configuration.

(6) Source Code. For ILO use only, Control Code “A”, “D”, “E”, or “N”, if applicable do not have shipboard application and should not to be confused with Source Codes used in the preparation of NAVSUP 1250s.

(7) Location. Shipboard location.

(8) Allowance Type (AT) Code. The ILO assigned At Code will be carried forward to the succeeding record when an ILO prepared stock record is filled. When the ship prepares a stock record for a new stock item added between ILO’s, the appropriate AT Code will be entered.

(9) Equipage, Repairables, or Consumable Code (ERC). See NAVICPMECHINST 4441.170.

(10) Allowance Note Code (ANC). See NAVICPMECHINST 4441.170.

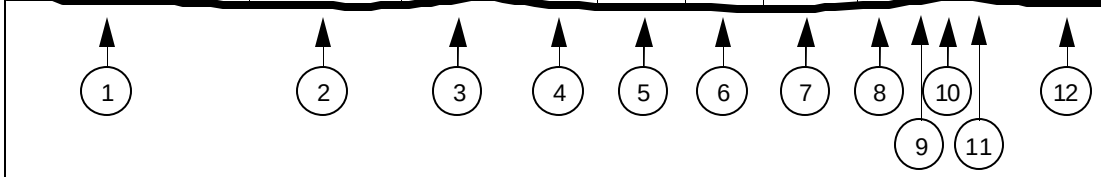
(11) Military Essentiality Code (MEC). See NAVICPMECHINST 4441.170.

(12) Non-Allowed. Prints for any item with Allowance Type Code “5” or “8”. Non-Allowed items are not reordered for stock unless demand criteria for Allowance Type Code “4” or “8” is met.

PART III, SECTION A (ISL)

INTEGRATED STOCK LIST

STOCK NUMBER	NOMENCLATURE	APPLICATION CODE	UNIT OF ISSUE	ISL QUANTITY	SOURCE CODE	LOCATION	AT	E R C	A N C	MEC
9Z 5360-00-314-7079	SPRING	8831926	EA	1		A0101	1	R		IV
9Z 5360-00 -314-7183	SPRING	882220457	EA	7		A0101	1	R	E	IV
1H 1440 -00-314-9302	LENS	006220068	EA	1	A	A1668	5	R		NON-ALLOWED
9N 5905-00-315-1833	RESIST	62766739BA	EA	1			1	R		IV
9G 6210-00-316-1168	BOOT	52504678BA	PG	1			1	R		3V
9Z 5305-00-316-2954	SCREW	017710005	EA	1			1	R	A	IV



9NM5905-00-318-3133	RESIST	613996378A	EA	1			1	R		IV
9Z 5330-00-318-4200	PACKIN	5906660003	EA	12		A0227	1	R		IV
1HM5815-00-318-5059	SPRING	58138305	EA	1		C0007	1	R		IV
9Z 3120-00-318-7238	SLEEVE	016031604	EA	1		A0101	1	R		IV
9G 6240-00-319-0173	LAMP-G	78733710	EA	1		A0101	1	R		IV
9V 3020-00-319-2707	GEAR	0193310078	EA	1	A	A0101	5	R		NON-ALLOWED

DD 901 DATE 07APR97 (POST-OVERHAUL) PAGE 274

2. SECTION B, SNSL OF OPERATING SPACE ITEMS (OSI). Section B consolidates, in NIIN/NICN sequence, all operating space items listed in the AELs and APLs in Part II. It also indicates (for each item) the allowance quantity, the applicable AEL or APL number(s), the population of supported systems or equipment, and other pertinent data. The format of the Section B SNSL for OSI is identical to the format of the Section A SNSL for SRI shown on page 2-45.

3. SECTION CF, MAINTENANCE ASSISTANCE MODULES (MAMS). MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan and will be located in the appropriate operating and maintenance spaces. MAMs are assigned an Allowance Note Code (ANC) "N" and may also appear in Part III, Section A as a storeroom item if usage warrants backup support. The items are arranged in NIIN sequence. The format of the Section CF SNSL for MAMs is identical to the format of the Section A SNSL for SRI shown on page 2-45.

4. OLD STOCK NUMBER CROSS REFERENCE LIST. This section, which should be filed between sections CF and D, contains all of the stock number updates from the previous COSAL to the most current stock numbers. It is arranged in "old" stock number sequence. The items listed below apply to the illustration on the following page:

(1) Old NIIN/NICN appearing in the previous COSAL.

(2) Special Material Identification Code (SMIC) from previous COSAL.

(3) New NIIN/NICN.

(4) SMIC of new stock number.

(5) Federal Supply Class (FSC) of new stock number.

(6) Cognizance Symbol (COG) of new stock number.

(7) Item Name.

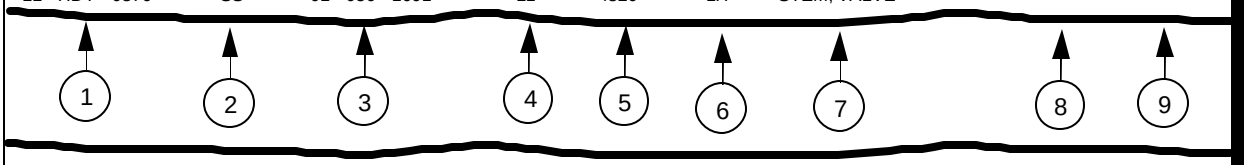
(8) Operation Space Item (OSI) "O" indicates item in Part III Section B of previous COSAL.

(9) Note Code indicates specific instructions or information concerning allowance. See NAVICPMECHINST 4441.170.

PART III, OLD STOCK NUMBER CROSS REFERENCE LIST

OLD TO NEW STOCK NUMBER CROSS REFENCE LIST

OLD NIIN / NICN	SMIC	NEW NIIN / NICN	SMIC	FSC	COG	ITEM NAME	OSI	NOTE CODE
LL - HDU - 9620		00 - 116 - 9360		5120	9Q	ADAPTER-EXTENSION,S	0	X
LL - HDU - 9780		00 - 844 - 8187		5905	9N	RESISTER, FIXED, WIRE		
LL - HDW - 3966		00 - 501 - 8038		4925	1H	SPLICE, WIRE, FEMALE	0	1
LL - HDW - 3967		00 - 501 - 8041		4921	1H	SPLICING KIT, WIRE	0	1
LL - HDW - 3968		00 - 501 - 8049		4921	1H	CRIMPING TOOL, CONTA	0	1
LL - HDW - 5126		01 - 029 - 4217		6810	1H	ION EXCHANGE COMPOU		2
LL - HDW - 6828		01 - 012 - 7533		9150	9G	LUBRICATING CONDITI		E
LL - HDW - 7475		01 - 061 - 5291		5330	9Z	GASKET		
LL - HDW - 8596		01 - 010 - 7557		5910	9N	CAPACITOR-FXD .25MF		
LL - HDW - 8597		00 - 709 - 7455		5905	9N	RESISTER FIXED		
LL - HDW - 9363		00 - 561 - 9917		5120	1H	WRENCH, SPANNER	0	1
LL - HDW - 9379		00 - 550 - 6911		1220	1H	PROJECTION LAMP ASS		
LL - HDW - 9364	L1	01 - 033 - 7260	L1	4820	1H	STEM ASSEMBLY		2
LL - HDY - 0876	SS	01 - 056 - 1691	L1	4820	1H	STEM, VALVE		



SHIP TYPE - HULL DD 901 UIC RX5971 DATE 07 - 15 - 97 PAGE NO. 3

5. SHIP VALUE LIST. This section, which should be filed between sections CF and D, is a statistical summary of item count and dollar value of the new COSAL. The total number of NSNs, the total allowance quantity, the total number of priced NSNs and the extended price of those NSNs is listed for each of the following categories (see illustration below):

(1) Totals by cognizance symbol for Storeroom Items only
(2) Totals by cognizance symbol for Operating Space Items only
(3) Totals by cognizance symbol for Storeroom Items plus Operating Space Items
(4) Overall shipboard totals for Storeroom Items only
(5) Overall shipboard totals for Operating Space Items only
(6) Overall shipboard totals for Storeroom Items plus Operating Space Items

PART III, SHIP VALUE LIST

COSAL SHIP VALUE LIST

COG	STOREROOM ITEMS (1)				OPERATING SPACE ITEMS (2)				TOTALS (3)			
	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED $ PRICE	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED $ PRICE	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED $ PRICE
9C	49	132	49	1675	10	39	10	3934	59	171	59	5609
	COG TOTAL				**COG TOTALS**				**COG TOTALS**			
	49	132	49	1675	10	39	10	3934	59	171	59	5609
9D	1	2	1	3	1	2	1	3	2	4	2	6
	COG TOTAL				**COG TOTALS**				**COG TOTALS**			
	1	2	1	3	1	2	1	3	2	4	2	6
7G	10	10	10	29430	1	1	1	915	11	11	11	30345
9G	95	278	95	4348	51	104	51	8108	146	382	146	12456
	COG TOTAL				**COG TOTALS**				**COG TOTALS**			
	105	288	105	33778	52	105	52	9023	157	393	157	42801
1H	146	398	146	23975	32	79	31	97695	178	477	177	121669
7H	36	45	36	134595	1	1	1	1290	37	46	37	135885
9H	2	2	2	2	6	6	6	7	8	8	8	9
	SHIP TOTALS (4)				**SHIP TOTALS** (5)				**SHIP TOTALS** (6)			
	1146	3157	1144	202483	173	434	1072	118028	1319	3591	1316	320512

SHIP TYPE - HULL DD 901 UIC RX5971 DATE 07 - 15 - 97 PAGE NO. 2

6. SECTION D, ALTERNATE NUMBER CROSS REFERENCE TO NIIN/NICN. Section D is a list of alternate numbers (part numbers, drawing numbers, piece numbers, etc.) arranged in alphanumeric sequence, and cross referenced to the applicable NIIN/NICN. The CAGE, if applicable, is also indicated for each alternate number. The following items apply to the illustration below:

(1) Commercial And Government Entity (CAGE)/Federal Supply Code for Manufacturers (FSCM).

(2) Alternate Number. Primary and secondary alternate part numbers cross reference to NIIN/NICN.

(3) NIIN / NICN. The latest NIIN/NICN for the alternate number in item 2.

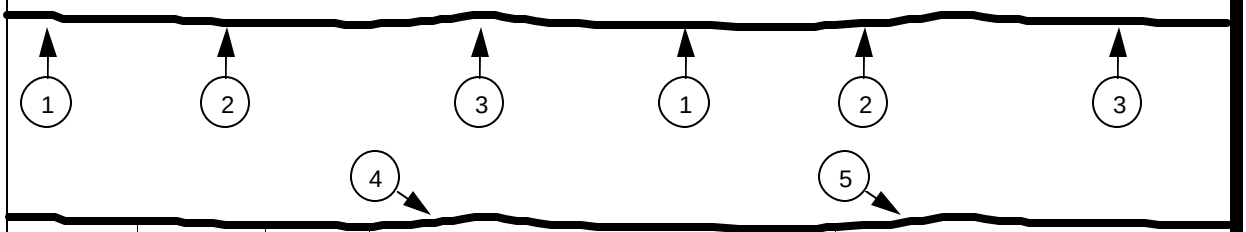
(4) First Alternate Number on Page. The first alternate number listed on the page.

(5) Last Alternate Number on Page. The last alternate number listed on the page.

PART III, SECTION D

PART III SECTION D ALTERNATE NUMBER CROSS REFERENCE TO NIIN/NICN

FSCM	ALTERNATE NR	NIIN/NICN	FSCM	ALTERNATE NR	NIIN/NICN
81349	M24308/24-2	01-061-9731	81349	M26655-2-0208	00-495-0042
81349	M24308/24-3	00-593-9415	17576	M2701-101	LL-HDL-U246
81349	M24308/24-4	01-049-5003	17576	M2722-1	00-622-8568
81349	M24308/24-5	01-011-7668	17576	M2725-101	01-032-9719
81349	M24308/25-1	01-069-6794	98920	M2726-34-001	00-196-2292
81349	M24308/25-5	01-071-1722	81349	M2726-34-001 BLACK	00-196-2292
81349	M24308/26-1	01-052-9436	80064	M2726-37-001	00-086-8922
81349	M24308/3-1	00-410-0251	81349	M2726-38-001	00-220-2213
81349	M24308/3-3	00-439-3748	81349	M2726-39-001	01-070-8414
81349	M24308/3-4	00-481-5560	96906	M2726-47-002	LL-CU2-6946
81349	M24308/3-5	00-493-0466	96906	M2726-47-003	LL-CU2-6947
81349	M24308/4-1	00-466-3394	81349	M2726-48-001	00-935-2312
81349	M24308/4-2	00-490-3743	80064	M2726-50-001	00-325-0469
81349	M24308/4-262	00-603-6737	81349	M2726-50-001	00-325-0469
81349	M24308/4-263	00-539-2398	81349	M2726-50-002	00-134-5268
81349	M24308/4-3	00-489-9999	81349	M2726-69-001	00-449-1189
81349	M24308/4-4	00-410-9252	81349	M2726150-001	00-325-0469
81349	M24308/4-5	00-490-8389	17576	M2727-101	01-043-2211
81349	M24308/4-7	01-031-6991	81349	M27426-1105D	01-062-1923
05574	M24368/2/001	01-054-7409	81349	M27426-1114D	LL-MB1-9708



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

7. SECTION E, GENERAL USE CONSUMABLES LIST (GUCL). The GUCL is a list of generally used non-equipment related consumable items for initial outfitting of a ship's operating spaces and storerooms. The GUCL is prepared by NAVICP MECH only for new construction, major conversion modernization, or reactivated ships. Normally, it will not be published with or for subsequent COSALs. Under unique circumstance, an extract copy of particular type ship can be obtained by submitting a special request to NAVICP MECH, code 05531, DSN 430-2494. The GUCL is provided with three subsections.

a. Subsection 1 is furnished in NIIN sequence in two segments: hazardous and non-hazardous. The following items apply to the illustration below:

(1) Notes. Alpha code indicates Type of Storage Space (TSS). See NAVICPMECHINST 4441.170.

(2) Quantity. For other than numerical quantity, see NAVICPMECHINST 4441.170 unique GUCL notes.

(3) Material Code Indicators (MCI). See NAVICPMECHINST 4441.170 for unique GUCL notes.

PART III, SECTION E, SUBSECTION 1

COSAL PART III, SECTION E, SUBSECTION 1

NIIN	NOMENCLATURE	U/I	UNIT PRICE	NOTES	DEPT	QTY	MCI
9Q 3590 - 00 - 058 - 1837	BARBER KIT	KT	281.76		ZZ SU	< 2	B
9Q 7920 - 00 - 061 - 0037	BRUSH SCRUB POT NYLN 5.5 X 2.5	EA	2.29				M
9Q 7920 - 00 - 061 - 0038	BRUSH SCRUB GALLEY NYLN 3X5W/H	EA	3.65		ZZ SU	< 12	M
9Q 7240 - 00 - 274 - 3875	PAISTEEL 12 QT.	EA	2.34		ZZ SU	< 8	C
9Q 7930 - 00 - 068 - 1669	DETERGENT GENERAL PURP 5GL	CO	2.16		ZZ WE EN	< 50 24	H
9Q 7510 - 00 - 074 - 5100	TAPE PRESSURE SENSI GREEN 60YD	RO	9.22		ZZ SU	< 24	G
					ZZ SU	< 24	M
9Q 7330 - 00 - 078 - 5706	BOARD FOOD RUBBER 20X15X1	EA	15.21		ZZ WE	< 8	A
9Q 7520 - 00 - 079 - 0286	MARKER FELT TIP-ORANGE	DZ	2.81				
9Q 7510 - 00 - 297 - 6656	CELLULOSIC DUNNAGE 3"	RO	11.07		ZZ WE	< 4	G

SHIP / HULL DD 901 DATE JULY 1997 PAGE 4

b. Subsection 2 is sequenced by shipboard department, then nomenclature within the department. The following items apply to the illustration below:

(1) Quantity. For other than numerical quantity, see NAVICPMECHINST 4441.170 unique GUCL Notes.

(2) Notes. Alpha code indicates Type of Storage Space (TSS). See NAVICPMECHINST 4441.170

PART III, SECTION E, SUBSECTION 2

COSAL PART III, SECTION E, SUBSECTION 2

DEPARTMENT NOMENCLATURE

STOREROOM/STOWAGE SPACE

HAZARDOUS ITEMS	NSN	U/I	QTY	NOTES	U/PRICE
ADHESIVE FBRS-GLS TAPE	9Q 8040-00-273-8708	GL			6.44
ADHESIVE FOR NAT/SYN RUBBER 1 QT	9Q 8040-00-291-8381	KT			4.62
ADHESIVE LATEX LINDL-TILE	9Q 8040-00-582-4596	GL	3	G	5.82
ADHESIVE LIQ-RUB PPR-MTG 4 OZ	9Q 8040-00-291-8625	JR			.49

(1) (2)

DEPARTMENT NOMENCLATURE

ENGINEERING

HAZARDOUS ITEMS	NSN	U/I	QTY	NOTES	U/PRICE
ADHESIVE FBRS-GLS TAPE	9Q 8040-00-273-8708	GL	2		6.44
ADHESIVE FOR NAT/SYN RUBBER 1 QT	9Q 8040-00-291-8381	KT	2		4.62
ADHESIVE MUCILAGE W/BRUSH 4 OZ	9Q 8040-00-290-2849	BT	1		.60
ADHESIVE POLYCHROROPRENE BASE	9Q 8040-00-290-4301	QT	10		2.96
ADHESIVE RTV SILICONE RUBBER	9Q 8040-00-255-4548	CA	1		1.56
ADHESIVE SYNTHETIC BUNA-N	9Q 8040-00-262-9011	PT	2		1.76
AMMONIUM CHLORIDE TECH	9Q 8040-00-281-2033	LB	3		1.08
ANTISEIZE COUMPOUND	9Q 8040-00-286-5453	CN	1		7.48

SHIP / HULL DD 901 DATE JULY 1997 PAGE 1

c. Subsection 3 is a statistical summary of the total number of line items by material category, separated into hazardous and non-hazardous. It lists for OSI and SRI the total number of line items and the total weight, cube and price of those items.

PART III, SECTION E, SUBSECTION 3

COSAL PART III, SECTION E, SUBSECTION 3

STATISTICAL SUMMARY
EXTENDED TOTALS - HAZARDOUS

	LINE ITEMS		WEIGHT		CUBE		PRICE	
COG	OSI	SRI	OSI	SRI	OSI	SRI	OSI	SRI
1H	1	0	10.50	.00	.270	.000	31.00	.00
9G	116	8	3,274.67	334.44	116.038	14.196	3,242.52	309.41
9L	1	0	2.08	.00	.100	.000	2.54	.00
9Q	134	4	13,848.66	481.79	426.791	11.093	10,419.63	272.62
	252	12	17,351.91	816.23	543.199	25.289	13,659.69	582.03
								14,277.72

STATISTICAL SUMMARY
EXTENDED TOTALS - NON HAZARDOUS AND HAZARDOUS

	LINE ITEMS		WEIGHT		CUBE		PRICE	
COG	OSI	SRI	OSI	SRI	OSI	SRI	OSI	SRI
XX	57	5	3,980.36	478.80	163.342	11.886	26,447.95	388.80
9Q	1342	31	31,809.10	1,743.75	1,998.282	93.103	43,190.28	1,409.89
9Y	4	1	87.60	21.90	.860	.215	73.80	18.45
9Z	520	4	5,883.19	12.90	125.589	.854	9,918.60	199.32
	2537	61	56,647.83	2,675.45	3,761.500	122.971	129,321.64	2,842.31
								132,143.95

SHIP / HULL DD 901 DATE JULY 1997 PAGE 1

8. SECTION F, FORMS AND PUBLICATIONS. Section F indicates the range and depth of forms considered necessary in the operating spaces and in storeroom stock to support routine maintenance and administrative operations during the ship's prescribed endurance period. Since publications are not normally stocked, the range and depth guide for publications is included in Section F for the operating spaces only. Section F contains two subsections. Subsection 1 is arranged in sequence by stock number, subsection 2 is arranged in sequence by title/nomenclature (see illustration on following page).

(1) Operating Space Item (OSI) Quantity. Recommended quantity for all Operating Space items; * indicates the requirement is less than the Unit of Issue and is included in SRI column.

(2) Store Room Item (SRI) Quantity. Recommended quantity of Forms for storeroom stock. Since all publications are OSI, the SRI QTY is zero.

(3) Security Classification Code (SC). The codes and definitions are as follows:
- 1 - Confidential
- 2 - Confidential - Restricted Data
- 3 - Secret
- 4 - Unclassified

(4) Requisition Restriction (RR). Limit quantity for a specific ship.

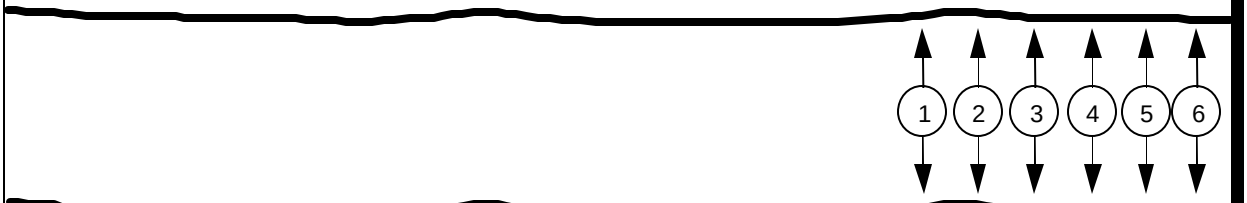
(5) Carrying Point (CP). Indicates the source of supply.

(6) Basic/Change (BC). Indicates the basic publication or change.

PART III, SECTION F

COSAL PART III, SECTION F, SUBSECTION 1

STOCK NO INCLUDING COG S/N SEQUENCE	FORM / PUB NO.	TITLE/NOMENCLATURE	UI	OSI QTY	SRI QTY	SC	RR	CP	BC
FORMS									
11 0101 - LF - 132 - 0070	NSEC 9881/8	DAMAGE CONTROL - FIRE PLUGS 2.10	PD	*	2	U		EF	
11 0101 - LF - 132 - 0080	NSEC 9881/9	DAMAGE CONTROL - RECORD OD PAGE REVISION D	PD	*	2	U		EF	
PUBLICATIONS									
01 0530 - LP - 016 - 1090	NSUP 7	INDEX (10110)	EA	2	0	U		EF	C
01 0530 - LP - 050 - 5007	NSUP 505	PREPERATION OF HAZARDOUS MATERIALS FOR MILITARY	EA	2	0	U		EF	B
01 0530 - LP - 052 - 0010	NSUP 520	ENLISTED DINING FACILITY MASTER AT ARMS HANDBOOK	EA	4	0	U	BG	EF	B



COSAL PART III, SECTION F, SUBSECTION 2

TITLE/NOMENCLATURE IN ALPHA SEQUENCE	STOCK NO	FORM / PUB NO.	UI	OSI QTY	SRI QTY	SC	RR	CP	BC
FORMS									
PUBLIC RELATIONS - HOME TOWN NEWS AUTHORIZED	0104 - LF - 907 - 2406	NSO 5724/1	PD	*	2	U		EF	
PUBLICATION									
SHIPBOARD ELECTRONICS MATERIAL OFFICER (1520)	0104 - LP - 052 - 3900	NEDTRA 10478	EA	1	0	U			
SHIPS CONCEALMENT CAMOUFLAGE INSTRUCTIONS	0283 - LP - 101 - 7010	NS 250374	SE	1	0	U		EF	

SHIP / HULL DD 901 DATE JULY 1997 PAGE 1

2095 POLARIS/POSEIDON WEAPONS SYSTEM/STRATEGIC WEAPONS SYSTEM (PWS/SWS) COSAL

1. GENERAL. The format of the PWS/SWS COSAL for Polaris, Poseidon, and Trident submarines is essentially the same as that of the HMEO&E COSAL (see par. 2091), with the following exceptions:

a. Part I, Index "A" is in drawing number or "top assembly" number sequence; and Index "B" is in APL number sequence.

b. Part II contains APLs only. No AELs are included since all operating space items listed in Part IIIB are reflected in the APLs as tools.

c. Part III Section C is a list of reference numbers, arranged in alphanumeric sequence, and cross referenced to applicable APL numbers and stock numbers.

d. Part III Section D is a list of superseded item identification numbers (NIINs) and/or related reference numbers, arranged in NIIN sequence, and cross referenced to superseding NIINs and/or related reference numbers.

2096 NUCLEAR WEAPONS COSAL

The format and use of the nuclear weapons COSAL is contained in Special Weapons Ordnance Publication (SWOP) 100-1A.

2097 REACTOR PLANT COSAL ("Q" COSAL)

1. DESCRIPTION. The reactor plant COSAL, or "Q" COSAL, is a document tailored to an individual ship which lists the equipment/components required for the ship to operate its reactor plant safely and reliably. It also lists the repair parts, special tools, chemicals, and other miscellaneous portable items necessary for the operation, overhaul, and repair of reactor plant equipment. The "Q" COSAL is not a technical document. When nuclear trained shipboard personnel are determining which repair parts are acceptable for reactor plant use, the appropriate technical manuals, drawings, or other technical correspondence must be consulted prior to using the "Q" COSAL. Due to Reactor Plant Manual changes, technical messages, etc, it is possible for items to be listed in the "Q" COSAL for which use has been prohibited or restricted. Such situations should be reported to NAVICP MECH (Code 87) with a copy to NAVSEA (CODE 08), and an Allowance Change Request initiated. Additionally, the "Q" COSAL does not include all items which could be required for operation, repair or maintenance of reactor plant systems or components (e.g. general purpose hand tools).

2. FORMAT. The "Q" COSAL is prepared in the same format as the HMEO&E COSAL (see par. 2091) with the following exceptions:

a. All allowed repair parts, special tools, equipage, and other miscellaneous material is listed in one SNSL and items are not classified as OSI.

b. Each page contains a pseudo UIC in the lower left hand corner. The pseudo UIC, consisting of the letter "X" plus four numeric digits, enables NAVICP MECH to segregate reactor plant information from normal HME&O information. The pseudo UIC is for NAVICP MECH use only and should not be referenced on any documentation generated by the ship.

c. The "Q" COSAL includes many situations where two or more NSNs are interchangeable within an equipment/component. The identification of interchangeable parts is provided on the applicable APL/AEL and will appear as follows:

(1) The superseding repair part is identified by a note code "S". Both the note code "S" and the note code "2" items are acceptable for the intended application.

(2) The superseded repair part will be identified by a note code "2". Both the note code "S" and the note code "2" items are acceptable for the intended application. The onboard allowance, if any, will appear against the note code "2" item until the supply system assets are exhausted.

(3) Descriptive data/instructional entries are furnished on both old and new items which identify the authorized alternate item.

d. The "SX" "Q" COSAL Record List contains stock numbers that are applicable to reactor plant components managed by NAVSEA 08. "SX" is used to describe items which are "2S" cognizance and "X1" SMIC.

➔ 2098 NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS

Ships that have not yet received an HMEO&E COSAL which includes AELs for portable radioactivity detection, indication, and computation RADIAC equipment will determine their allowances from the NAVSEA RADIAC Equipment allowance for ships (NAVSEA SE700-AA-MAN-100/RADIAC), the RADIAC Policies and Procedures Manual (RPPM). This manual is updated and reissued annually by NAVSEA 04LR based on shipboard requirements approved by the Chief of Naval Operations. The quantity of RADIAC equipment authorized for each ship type is listed in the appropriate "Allowance Code" column. Allowance Code and Ship Types are as follows:

NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS

Allowance Code and Ship Types

1. CV (less CV-19)
2. CV-19 Class, LHA
3. CG-4, -5, -10, -11, -12
4. AE-26 and later, AFS, AO-98 & -99, AOE, AOR, AR, AVM, CG-16 and later, DDG, LCC, LKA, LPA, LPD, LPH, LSD
5. AE-21 through -25, AF, AG, AGF, AGFF, AO (less A0-98 & -99), AOG, ARD, ASR, DD, FF, FFG, LST, WAGB, WHEC
6. AGEH, AGSS (less AGSS-555), ARS, ATF, ATS, MSC, MSO, SS, WAGO,WLB, WMEC, WTR
7. AGP, PG, WLM, WLV, WPB
8. T-AK (FBM Re-supply)

Notes

A. Nuclear Warfare and Nuclear Weapons handling allowance(AN/PDR-27( ) for certified Nuclear Weapons capable ship.
B. Radiography allowance for AD only.
C. Weapons handling allowance for certified nuclear weapons capable ships.
D. Watch repair shop allowance for AD and AR only.
E. Subarine rescue Allowance for ASR only.
F. Add one (1) for AGF-3.
H. Not allowed for PG class.
J. Aircraft maintenance Radiography CV, CVT, LPH-2, -3, -7, -9, -10, -11, -12, LHA-1 & -2.
L. CV,AD and T-AK (FBM Re-supply). Nuclear weapons handling allowance. To be filled only when these ships are Certified nuclear weapons capable.
M. AIR MONITOR, PORTABLE:
   1. For Allowance Codes 1 & 2: Require for CV'S only: For quanity shown, subject two for CV-67, subtract one for CV-63, and add three for CV-66.
   2. FOR ALLOWANCE CODE 3: Required for all CODE 3 ships.
   3. FOR ALLOWANCE CODE 4: Required by AO-98 & 99, AOE, AOR, CG-26 through -34, DDG-35, -36, AND -37 (only). Not required for other ALLOWANCE CODE 4 ships.
   4. FOR ALLOWANCE CODE 5: Required by AO-51, DD-937, -938, -940,- 941, -943, -948, AND -950 (only), FF's (except FF-1037, -1038, -1040, -1041, -1043, and -1045). FFG-4 (and later). Not required for other ALLOWANCE CODE 5 ships.
   5. FOR ALLOWANCE CODE 8: Required for all (T-AK FBM Re-supply).
N. AVM-1 allowance is 2 only (See NOTE A).

2099 OTHER ALLOWANCE DOCUMENTS

1. SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST (SPETERL). The SPETERL identifies the latest known test equipment required to perform preventative and corrective maintenance at the organizational and intermediate levels on a total shipboard basis. The SPETERL provides information about test equipment quantities required and reported onboard, equipment/system application, AEL numbers, suitable substitutes, and excess/deficiency status. In addition to Portable Electrical/Electronic Test Equipment (PEETE), the SPETERL also includes Special Purpose Electronic Test Equipment (SPETE), Built In Test Equipment (BITE), and selected electro-Mechanical Test Instruments (MTI). The SPETERL identifies and incorporates requirements for all categories of Test and Monitoring Systems (TAMS) in a single document. The SPETERL is prepared by NWS Earle.

2099 Material Identification

The below listed items apply to the illustration on the following page:

(1) SCAT (Sub-category). A four digit numeric code used to identify a range of measurement requirements by generic or functional grouping (oscilloscope, voltmeter, generator, etc).

(2) SCAT DESCRIPTION. A description of the minimum technical requirements of the SCAT code.

(3) COG SYN. Cognizance symbol of the NSN for the first standard model in the SCAT code.

(4) FSCM. The CAGE code.

(5) TEST EQUIPMENT MODEL NUMBER. An alpha-numeric identifier of an item of test equipment. This identifier may be a military or commercial model/type/part number.

(6) PRIORITY. A two digit numeric code used to identify the priority for test equipment within a SCAT code (see NAVICPMECHINST 4441.170A).

STD (Standard) (06-21). Denotes the most advanced and satisfactory equipment approved for service use. These are preferred for procurement.

SUB STD (Substitute Standard) (22-37). Denotes equipment approved for service use which do not have satisfactory military characteristics as STD equipment.

LTD STD (Limited Standard) (38-71). Denotes equipment approved for service use which do not have satisfactory military characteristics as STD or SUB STD equipment but are usable substitutes.

O (Obsolescent) (72-94). Denotes equipment which no longer has satisfactory military characteristics but which must be continued in service pending availability of replacement(s).

OBS (Obsolete) (95-99). Denotes equipment which have been declared unsuitable for its original military purpose. Disposal of obsolete equipment will be expedited.

(7) ALLOWANCE EQUIPAGE LIST NUMBER. The AEL for quantities of one to eight of that particular test equipment model.

(8) ACC (acceptable) QTY. Quantity of test equipment on board with priority in the STD or SUB STD categories.

(9) LTD (limited) QTY. Quantity of test equipment on board with priority in the LTD STD category.

(10) OBS (obsolescent/obsolete) QTY. Quantity of test equipment on board with priority in the O or OBS categories.

(11) EXC (excess) QTY. Quantity of test equipment on board which is in excess to the total required.

(12) DEF (deficient) QTY. Quantity of test equipment needed to fill a SCAT deficiency.

(13) TOTAL RQD. Quantity of test equipment required for the applications shown.

(14) PMS. The letter in this column indicates that the SCAT code/test equipment is required for Planned Maintenance System (PMS) tests on a daily (D), weekly (W), monthly (M), quarterly (Q), semiannual (S), unscheduled (U), routine (R), or other periodic basis.

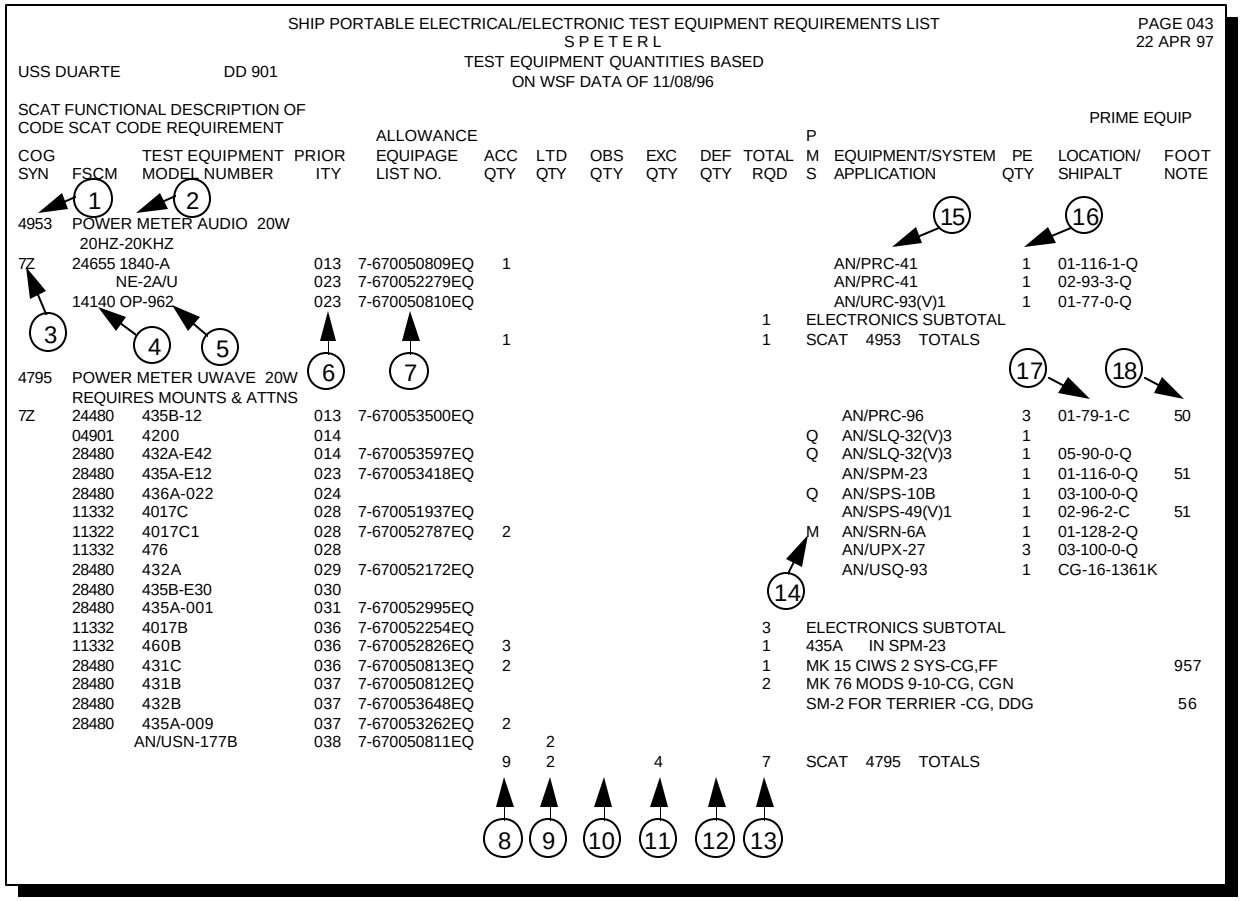
(15) EQUIPMENT/SYSTEM APPLICATION. The prime equipment, weapons system, workshop, or other specific application for which the test equipment is required. Requirements for prime electronic equipment are factored and shown as “ELECTRONIC SUBTOTAL”. When there are more than 25 applications, “GENERAL PURPOSE ELECTRONICS” is printed as the application.

(16) PE (prime electronic) QTY. Quantity of prime electronic equipment on board or to be installed.

(17) PRIME EQUIP LOCATION/SHIPALT. The location by deck, frame and compartment of the prime equipment supported as reported by SCLSI. For new or planned installations, the applicable SHIPALT is shown.

(18) FOOTNOTE. A numeric code used to provide comments applicable to a SCAT code or prime equipment application. An explanation of footnotes is provided with each SPETERL.

SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST (SPETERL).



SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST — PAGE 043
S P E T E R L — 22 APR 97
USS DUARTE DD 901 — TEST EQUIPMENT QUANTITIES BASED ON WSF DATA OF 11/08/96

COG SYN	FSCM	TEST EQUIPMENT MODEL NUMBER	PRIOR ITY	ALLOWANCE EQUIPAGE LIST NO.	ACC QTY	LTD QTY	OBS QTY	EXC QTY	DEF QTY	TOTAL RQD	P M S	EQUIPMENT/SYSTEM APPLICATION	PE QTY	LOCATION/ SHIPALT	FOOT NOTE
4953		POWER METER AUDIO 20W 20HZ-20KHZ													
7Z	24655	1840-A	013	7-670050809EQ	1							AN/PRC-41	1	01-116-1-Q	
		NE-2A/U	023	7-670052279EQ								AN/PRC-41	1	02-93-3-Q	
	14140	OP-962	023	7-670050810EQ								AN/URC-93(V)1	1	01-77-0-Q	
										1		ELECTRONICS SUBTOTAL			
					1					1		SCAT 4953 TOTALS			
4795		POWER METER UWAVE 20W REQUIRES MOUNTS & ATTNS													
7Z	24480	435B-12	013	7-670053500EQ								AN/PRC-96	3	01-79-1-C	50
	04901	4200	014								Q	AN/SLQ-32(V)3	1		
	28480	432A-E42	014	7-670053597EQ							Q	AN/SLQ-32(V)3	1	05-90-0-Q	
	28480	435A-E12	023	7-670053418EQ								AN/SPM-23	1	01-116-0-Q	51
	28480	436A-022	024								Q	AN/SPS-10B	1	03-100-0-Q	
	11332	4017C	028	7-670051937EQ								AN/SPS-49(V)1	1	02-96-2-C	51
	11322	4017C1	028	7-670052787EQ	2						M	AN/SRN-6A	1	01-128-2-Q	
	11332	476	028									AN/UPX-27	3	03-100-0-Q	
	28480	432A	029	7-670052172EQ								AN/USQ-93	1	CG-16-1361K	
	28480	435B-E30	030												
	28480	435A-001	031	7-670052995EQ											
	11332	4017B	036	7-670052254EQ						3		ELECTRONICS SUBTOTAL			
	11332	460B	036	7-670052826EQ	3					1		435A IN SPM-23			
	28480	431C	036	7-670050813EQ	2					1		MK 15 CIWS 2 SYS-CG,FF			957
	28480	431B	037	7-670050812EQ						2		MK 76 MODS 9-10-CG, CGN			
	28480	432B	037	7-670053648EQ								SM-2 FOR TERRIER -CG, DDG			56
	28480	435A-009	037	7-670053262EQ	2										
		AN/USN-177B	038	7-670050811EQ		2									
					9	2		4		7		SCAT 4795 TOTALS			

2. INTERIM APLs/AELs AND ALLOWANCE APPENDIX PAGES (AAPs). When a new component or equipage item is installed or placed onboard a ship during an overhaul or availability, the alteration activity (shipyard, Supervisor of Shipbuilding Conversion and Repair (SUPSHIP), or repair facility) will screen its files of applicable APLs/AELs to determine whether the new component or equipage item is already included in an APL/AEL. If it is, the alteration activity will reproduce a copy of the APL/AEL and stamp it “INTERIM APL” or “INTERIM AEL.” In the on board allowance table columns of an “INTERIM APL,” the alteration activity will also circle the quantity of each item which the ship is authorized to carry (i.e., items which indicate a maintenance code that is applicable to the type of ship in which the new equipment has been installed). If a new component or equipment item is not already included in an existing APL/AEL, the alteration activity will prepare AAPs, each of which will be stamped “APPENDIX PAGE,” for the new component or equipage item. The interim APLs/AELs and AAPs are provided to the ship upon completion of its overhaul or availability and will be included in the ship’s HMEO&E COSAL. These documents become the official APLs and AELs until the COSAL is republished (or new APLs/AELs are furnished) by the allowance list maintenance activity. Interim APLs/AELs and AAPs constitute authority to carry the additionally allowed

items or quantities required to support new components or equipage items. Detailed instructions and illustrations applicable to interim APLs/AELs are contained in NAVSEAINST 4441.3 series.

3. SUMMARY LISTS OF COMPONENT CHANGES/EQUIPAGE CHANGES. A Summary List of Component Changes (SLCC) and a Summary List of Equipage Changes (SLEC) are separate documents which provide a composite record of all component changes or all equipage changes required in a ship's HMEO&E COSAL incident to work accomplished by an alteration activity, or to COSAL verification performed by an ILO team during the ship's overhaul or availability. Upon completion of the ship's overhaul or availability, the alteration activity will provide the ship and the appropriate allowance list maintenance activity with copies of the summary list, accompanied with applicable interim APLs/AELs and AAPs. The summary lists, when received on board, will be filed with the ship's HMEO&E COSAL. Detailed instructions and illustrations applicable to SLCCs/SLECs are contained in NAVSEAINST 4441.3 series.

4. BOAT COSAL FOR LHA/LHD SHIPS. LHA and LHD class ships are provided with a separate COSAL tailored to support the landing craft assigned. This COSAL is similar in format to other COSALs. The applicable Surface Force Type Commander is responsible for notifying the ship and NAVICP MECH of any changes in the type of craft to be supported.

5. MARINE AVIATION LOGISTICS SQUADRONS (MALS) COSAL. MALS are provided with COSALs to support aviation ordnance systems and air tactical control units. These COSALs are developed by NAVICP MECH and are prepared in the same format as other COSALs. Instructions for maintaining these COSALs are provided in the USMC Aviation Supply Desk Top Procedures.

2100 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL)

➔ 1. GENERAL. The AVCAL, which is discussed in detail in NAVICPINST 4441.15 (series), is developed and published by the Naval Inventory Control Point, Philadelphia. The AVCAL lists the items and quantities of aeronautical material authorized to be stocked by CV/CVN/LHA/LHD ship types to support the maintenance and operations of embarked aircraft. It is tailored for each ship; and the items listed are selected from all Allowance Requirement Registers (ARRs)/Allowance Lists (ALs) (see par. 2101) that apply to the embarked aircraft. The allowance quantities are based on the ship's demand records and the support doctrine contained in OPNAVINST 4441.12 (series). The AVCAL includes allowances for the Maintenance Support Package (MSP) concept. It does not include support for the Integrated Operations Intelligence Center (IOIC), photographic equipment, or catapult and arresting gear. These equipment/systems are supported by APLs/AELs which, although prepared and distributed by NAVICP PHIL, are to be included in Part II of applicable HMEO&E COSALs published by NAVICP MECH. The allowance quantities, which are derived from pertinent ARRs/ALs, will have been included in the SNSLs in Part III of such COSALs. The AVCAL is comprised of the eight basic parts described in the following subparagraphs.

2. ARR INDEX. A consolidated listing of all ARRs used to compile the AVCAL. An index is produced upon completion of override processing.

3. AECL VALIDATION LIST AND ADDENDUM. Prepared in ARR List Code sequence, the AECL Validation List shows major component application to specific type aircraft. Additional data elements provided include Joint Electronics Type Designation System (JETDS), nomenclature or part number, aircraft model code, positions 3, 4, and 5 of the SM&R code, quantity installed by aircraft type, and total aircraft population. An AECL addendum which lists ARRs in support of the aircraft deckload but not identified in the Outfitting Directive is developed upon completion of override processing.

4. GROSS QUANTITY VALIDATION LISTS. Multiple gross requirements listings display ARR quantities applicable to line items prior to optimization. The data is arrayed in both NIIN sequence and in NIIN sequence within ARR List Code. The ARR List Code, component code, allowance quantity, and column selected for each item, including those items with zero allowances are shown. If the line item is common to multiple ARRs, each application and associated data will be displayed.

5. MANUFACTURERS' CROSS-REFERENCE REPORTS. Multiple listings in NIIN sequence and in Commercial and Government Entity (CAGE) Code and part number sequence of all items considered in the ARR gross computation. The data elements provided include CAGE and part number, national stock number (NSN), ARR List, and component codes.

6. AVCAL REQUIREMENTS REVIEW LISTING. This listing displays all items considered in the AVCAL, including those with zero allowances, after the mechanized optimization process. This list is in NIIN sequence and indicates the program decision made relative to requirements determination. The data provided includes ARR List and component code or demand indicator, separately identified AVCAL, demand and ARR quantities, assets onhand, unit price, and extended price. Where an item has multiple ARR applications, it will be identified by "MULT" in the ARR field. The listing is to be used as a point of departure in requirements negotiations.

7. NET REQUIREMENTS REPORT. This listing is produced upon completion of override processing and sequenced by NIIN within ARR List Code. When assets appear on the Ships AVCAL Asset Demand Tape (SAVAST), this listing represents deficiencies. Where no assets appear, listing represents the total AVCAL quantity. The data elements provided in this listing include ARR List Code, NSN, unit of issue, requirement (i.e. deficiency), unit price, extended deficiency values, Julian date, and serial number. Line item and dollar value summaries will be printed for each ARR List Code.

8. AVCAL FINAL ALLOWANCE REPORT. Listings of all items considered in the AVCAL less zero allowance candidates. The report is in NIIN sequence and is produced upon completion of override processing. The data elements contained therein include ARR List/component codes, NSN, unit of issue, ARR quantity, final AVCAL quantity (i.e., the preliminary net plus override decision), demand quantity, and onhand quantity.

9. INTERCHANGEABILITY REPORTS. Multiple listings tailored to the AVCAL containing carried items cross-referenced to interchangeable items as found in ASO technical files. The reports are sequenced in NIIN, part number, and family group code. Data contained therein includes the AVCAL NSN, registered alternate, family group and relationship codes, CAGE, and part numbers.

2101 ALLOWANCE REQUIREMENTS REGISTERS (ARRS), ALLOWANCE LISTS (A/LS), AND TABLES OF BASIC ALLOWANCES (TBAS) FOR AVIATION MAT ERIAL

1. GENERAL. Allowance Requirement Registers (ARRS), Allowance Lists (A/Ls), and Table of Basic Allowances (TBAs) are prepared by NAVAIR or NAVICP PHIL under the joint direction of NAVAIR and NAVSUP. Brief descriptions of ARRs, A/Ls, and TBAs are provided in the following subparagraphs. These allowance documents are commonly called "Sections", and each Section is separately identified by the alphabetic(s) following "00-35Q" in the NAVAIR publication number. For example, an ARR numbered "00-35QB" usually will be referred to as the "Section B" ARR. A list of the most common ARRs, A/Ls, and TBAs is provided in par. 2101-5. Each list includes:

a. a set of detailed instructions for its application and use;

b. the latest available information concerning interchangeable/superseding/superseded items;

c. a table of logistic data showing the weight and cube of each item listed;

d. instructions for submitting recommended changes.

2. ALLOWANCE REQUIREMENT REGISTERS (ARRs). ARRs list the repair parts, accessories, and other materials which, based on anticipated flight hours, will be required to support aircraft maintenance and operations for a 90 day period. Some ARRs are tailored to specific aircraft, aircraft engines, or aircraft equipment; others are common to various types of aircraft; and others apply to shipboard equipment/systems used to support aircraft flight operations. ARR allowances are "firm" only at the time of initial outfitting, inasmuch as all ARRs applicable to embarked aircraft are subsequently used to compute the "stock material" allowances in the AVCAL.

3. ALLOWANCE LISTS. A/Ls list maintenance support equipment such as test stands, aircraft jacks, lubricating guns, wrenches, drills, testers, and voltmeters. A/L material normally are maintained as organizational property in the custody of the using department(s). Although A/L items and quantities are not mandatory, deviations must be approved by COMNAVAIRLANT/COMNAVAIRPAC, as appropriate; and also by NAVAIR if cognizance symbol 2V, 4E, 8E, or 7R applies.

4. TABLES OF BASIC ALLOWANCES (TBAs). TBAs list the shop equipment and maintenance materials required for performance of specific missions. They also include allowances of tools and materials required for use by such activities as Fleet Marine Force squadrons, Navy tactical control squadrons, and drone type activities.

5. LIST OF ARRs, A/Ls, TBAs. The following is a list of the most common ARRs, A/Ls, and TBAs. A complete list is contained in the Navy Stock List of Publications and Forms (NAVSUP P-2002).

Section	NAVAIR Pub. No.	Contents
A (ARR)	00-35QA-1	General aviation and MSP materials common to various types of aircraft.
B (ARR)	00-35QB series	Repair parts (airframe, engines, accessories) peculiar to specific types of aircraft.
BR (ARR)	00-35QBR series	Repair parts (airframe, engines, accessories, electronics) peculiar to specific target aircraft or drone helicopters. (Prepared in lieu of separate pubs for Sections B and R).
D (ARR)	00-35QD series	Repair parts and special tools for maintenance support of catapults on aircraft carriers (CVs).
E (ARR)	00-35QE series	Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers
F (ARR, A/L)	00-35QF series	Aircraft launching accessories and visual landing aids.
G (A/L)	00-35QG-016 series	General support equipment and hand tools required for organizational and intermediate levels of aircraft maintenance.
H (A/L)	00-35QH series	Flight operational material such as flight clothing, parachutes, oxygen life jackets, compasses, etc.
↓ J (A/L)	00-35QJ-1	Aircraft model spotting templates for use of Air Department personnel on CVs/CVNs/LHAs/LHDs in simulating deck spotting of aircraft for aircraft operations.
↑ N (ARR)	00-35QN series	Repair parts peculiar to specific models of turbojet and turbo shaft aircraft engines.
P (A/L)	00-35QP-1 through 11 series	Photographic equipment and materials required by certain activities.
P (ARR)	00-35QP-20 series	Repair parts for the photographic components of the Integrated Operational Intelligence Center (IOIC), and for certain mobile photographic laboratories.

Section	NAVAIR Pub. No.	Contents
P (ARR)	00-35QP-30 series	Repair parts for airborne photographic systems.
R (ARR)	00-35QR-4	General electronic materials required for maintenance of various avionics equipment and systems.
R (ARR)	00-35QR-6	Aviation electronic accessories common to designated aircraft classes.
R (ARR)	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipment.
X (ARR)	00-35QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, fire control, instrument, or electrical systems.
Z (ARR)	00-35QZ series	Repair parts for portable electric power plants, precision measuring equipment, and ground support equipment (GSE).
(TBA)	00-35T series	Equipment and maintenance materials required to support the mission(s) of a specified aviation squadron or units.

2102 AVIATION MAINTENANCE MATERIAL READINESS LIST (AMMRL)

1. GENERAL. AMMRL is the title of the overall program which provides the data required for effective management of support equipment at the organizational and intermediate levels of aircraft maintenance. The AMMRL program includes the parts described in the following subparagraphs.

2. SUPPORT EQUIPMENT RESOURCES MANAGEMENT INFORMATION (SERMIS). The SERMIS is the repository of master data for printing Individual Material Readiness Lists (IMRLs) and provides in use asset visibility to the Support Equipment Controlling Authority (SECA), ICPs, Naval Aviation Depot Operations Center (NAVAVNDEPOTOPSCEN), Naval Air Engineering Center (NAVAIRENGCEN) and Commander Naval Air Systems Command (COMNAVAIRSYSCOM).

3. INDIVIDUAL MATERIAL READINESS LIST (IMRL). The IMRL is a consolidated allowance list specifying end items and computed authorized quantities of support equipment required for maintaining the material readiness of an aircraft maintenance activity. An IMRL is constructed by extracting applicable portions of SERMIS data. The on hand quantity listed in the IMRL is based on physical inventories and reported by IMRL Transaction Reports.

2103 CONFIGURATION VALIDATION

➔ 1. GENERAL. To ensure adequate on board supply support, it is essential that each ship's COSAL reflect the actual configuration of the ship; i.e., the actual equipment/systems installed. The COSAL is generated from the ship's configuration status stored in the Weapon Systems File (WSF) at NAVICP MECH. In order to ensure the COSAL is complete and accurate, configuration validations are conducted and the data stored in the WSF is matched to the equipment/systems physically located on board the ship. Any discrepancies noted are documented and the WSF is corrected. A validation of the total ship is conducted 18 to 21 months prior to the ships regular overhaul by Fleet Technical Support Center Atlantic (FTSCLANT) and Fleet Technical Support Center Pacific (FTSCPAC) teams as part of the Ship Equipment Configuration Accounting System (SECAS) Program, with assistance from ship's force to act as escorts, to assist in opening equipment, locating equipment, etc. The teams validate all ordnance and electronics equipment, including test equipment, and modifications thereto, and selected hull, mechanical and electrical (HM&E) equipment (exceptions: SSBNs and Nuclear Propulsion Systems are not included in the SECAS, but are validated by Strategic Systems Program teams in accordance with SSPINST 4441.3 series and NAVSEA 08, respectively).

2. UPDATING THE WSF. Upon completion of the site validation by the SECAS teams, the WSF is updated with all necessary changes. When the WSF is current, reports are provided to the ship listing all the electronics equipment and their modification status. These reports, which contain essentially the same information but in different sequences, are as follows:

SECAS Report No.	Sequence
502.1A	Type Designation (nomenclature)
502.1B	Type Designation (test equipment only)
502.1C	SCAT (test equipment only)
502.1R	Type Designation (total electronic with applicable field change status)
503.1	Location (deck, frame, compartment)
506.1	Type Designation (system and components listed together)
506.2	Category (system and components listed together)

COSAL will reflect the configuration of the HM&E equipment on the ship, and should be utilized as the configuration listing until such time as a SECAS HM&E report is available. The new COSAL also will include the new equipment to be installed during the overhaul. The SECAS Reports 502.1A/B/C should be reviewed upon receipt and every six months thereafter. Additional information is provided in Volume 4 of the SECAS Program Manual Shipboard Operations (TMINS number T0752-AA-MAN-040/SECAS).

2104 COSAL MAINTENANCE

1. GENERAL. Proper maintenance of the ship's COSAL(s) is vital to adequate support of installed shipboard equipment. Once a ship's installed equipment have been validated, reported, and reflected in an updated COSAL, it is incumbent upon the ship's Supply Officer to ensure that any subsequent equipment installations, removals, or modifications are reported to the ICP and Type Commander, and that the ship's COSAL is revised accordingly. When equipment population or configuration changes are accomplished during the ship's regular overhaul (ROH) or a complex overhaul (COH), the ILO team or the shipyard will be responsible for initiating the required reports and COSAL revisions in accordance with NAVSEAINST 4441.3. When such changes are accomplished between overhauls, the ship will be responsible for initiating the reports and COSAL update in accordance with the following subparagraphs and Volume 4 of the SECAS Program Manual (TMINS Number T0752-AA-MAN-O4O/SECAS).

2. EXCEPTIONS. Instructions in this paragraph do not apply to:

a. FBM submarines and FBM tenders when special procedures are prescribed in SSPINST 4400.3, SSPINST 4423.50, SSPINST 4441.3, SSPINST/COMSUBLANTINST 4490.1, and/or NAVSUP/SSP/NAVSEAINST 4441.6;

b. TRIDENT strategic weapons systems (SWS) for which special procedures are being developed;

c. reactor plant equipment for which special procedures are prescribed in NAVSEAINST 9210.25;

d. field changes installed and reported by SPAWAR field change technical teams.

e. Nuclear Weapons 95000 series COSALs

3. CONFIGURATION CHANGE REPORTING

a. Configuration Changes. To enable the allowance list maintenance activity to prepare and publish timely COSAL revisions which reflect a ship's configuration change, it is essential for each equipment/component installation, removal, or modification accomplished between regular overhauls to be promptly reported in a Ship's Configuration Change Form (OPNAV 4790/CK Rev 5/80) in accordance with Ship's 3-M Manual, Volume II (OPNAVINST 4790.4).

b. COSAL Errors. The OPNAV Form 4790/CK will also be used to report COSAL errors, such as listed equipment/components which are not on board, unlisted equipment/components which are on board, differences between the identification data in the COSAL and the nameplate data on the installed equipment/components, etc. The 4790/CK Form will be completed in accordance with the Ship's 3-M Manual.

c. Distribution. OPNAV Form 4790/CK will be distributed in accordance with instructions contained in the Ship's 3-M Manual. The copy of the OPNAV Form 4790/CK to be retained by the Supply Officer will be retained in COSAL maintenance action number sequence.

4. COSAL ADJUSTMENTS INCIDENT TO CONFIGURATION CHANGES.

a. Equipment Additions (Other Than Population Increases). When the installation of new equipment results in the issuance of a new APL, an interim APL, or an AAP, the following actions will be taken:

(1) Enter the APL/AAP number in the SOEAPL, and list the new equipment in Part I, Indexes A and B.

(2) Compare the organizational maintenance items and quantities in the new APL/AAP with the SNSL or ISL (organizational maintenance items in the APL/AAP are designated by maintenance code 2, 3, 4, 5, or 6). If the APL/AAP item is not listed, add the item to the SNSL or ISL in the same quantity as that shown in the APL/AAP. If the APL/AAP item is listed but the quantity is less than the APL/AAP quantity, revise the SNSL or ISL to indicate the quantity in the APL/AAP. If the SNSL or ISL quantity is greater than the APL/AAP quantity, no change is required.

(3) Submit NAVSEA outfitting requisitions for net allowance deficiencies in accordance with par. 3365.

(4) Prepare stock records for newly authorized items.

(5) Insert the APL/AAP in Part II, Section A, in numerical sequence.

b. Equipment Population Increases. When an equipment installation merely increases the population of an equipment already on board, the following actions will be taken:

(1) In Indexes A and B of Part I, increase the applicable equipment quantity to reflect the additional equipment.

(2) Examine the applicable CD-ROM APL to determine if additional quantities of repair parts are authorized for stock, and if so, revise the SNSL or ISL to indicate the quantity shown in the appropriate "ON BOARD ALLOWANCE TABLE" column of the APL.

(3) Submit requisitions in accordance with par. 3365 for net allowance deficiencies.

(4) Attach a copy of the CD-ROM APL to the related hard copy APL in Part II, Section A.

c. Equipment Removals (Other Than Population Decreases). When the total population of an equipment is removed from the ship, the following actions will be taken:

(1) Delete the applicable APL number in the SOEAPL; the equipment listed in Part I, Indexes A and B; and the APL pages in Part II, Section A.

(2) Delete any repair parts listed in the SNSL or ISL which apply only to the APL that is being totally deleted; transfer the repair parts as excess; and remove the applicable stock records from file.

(3) If the repair parts listed in the SNSL or ISL are related to APLs in addition to the one being totally deleted, line out the APL number for the removed equipment only; retain the repair parts on board; and leave the applicable stock records in file.

d. Equipment Population Decreases. When an equipment removal merely reduces the population of an on board equipment, the only COSAL adjustment required is to reduce the applicable equipment quantity in Indexes A and B of Part I to reflect the quantity of identical equipment remaining on board.

e. Equipment Modifications. When an on board HME equipment is modified, the existing APL for the equipment normally will be replaced with a new APL if the modification is major, or revised if the modification is minor. When an on board electronic or ordnance equipment is modified, the existing APL normally will be supplemented with an electronic field change APL or an ORDALT APL, as appropriate; and the supplemental APL will specify the adjustments required in the basic APL. Since APLs resulting from an equipment modification usually reflect additions of some components and/or repair parts, and deletions of others, COSAL adjustments incident to an equipment modification will be made in accordance with pertinent instructions in par. 2104-4.

5. COSAL SCREENING INCIDENT TO DEMANDS FOR NOT CARRIED (NC) ITEMS. The ship's HMEO&E COSAL is designed to support HMEO&E equipment on board, and the supply department is expected to stock all allowed repair parts which the ship has the capability to install (i.e., items in the SNSL or ISL, which is derived from the various APLs in Part II, Section A). Therefore, when a requested repair part is not carried by the supply department and is not listed in the COSAL SNSL or ISL, the Indexes in Part I and the APLs in Part II will be screened to ascertain whether or not the parent equipment/component is supported. If it is not supported, the issue request will be annotated as prescribed in par. 6207-2, the unsupported equipment will be reported as a COSAL error in accordance with par. 2104-3b, and the applicable APL will be obtained in accordance with par. 2104-8.

6. APL MAINTENANCE. APL deficiencies, which cause supply problems, could be the result of repair parts not listed, data missing (such as TM Number, components, characteristics, data, etc.), or APL containing errors such as wrong manufacturer, wrong nomenclature, wrong tech manual, erroneous Maintenance Capability Level Code assigned, etc. Deficiencies of this nature may be corrected through the submission of a Fleet COSAL Feedback Report (NAVSUP Form 1371 Rev 4/80) which will be prepared and submitted in accordance with the COSAL Use and Maintenance Manual (NAVICPMECHINST 4441.170 series).

7. REVIEW OF COSAL RELATED CORRESPONDENCE. Much COSAL related correspondence is directed to every ship. Some of it is always routed to the Supply Officer (e.g., NAVICP/SSP instructions, notices, and bulletins relevant to allowance documents; responses to CCRs and ACRs; APL/AEL revisions incident to fleet CASREPs and 3-M usage data). Other correspondence, which is less supply oriented but equally important to COSAL maintenance, may not always be routed to the Supply Officer (e.g., SHIPALTs, ORDALTs, SHPALTs; hardware system command (HSC) directives). All COSAL related correspondence which has or will have any impact on supply support should always be reviewed by the Supply Officer so that, when appropriate, prompt COSAL revisions and timely procurement actions can be initiated. If all such correspondence is not currently routed to him, the Supply Officer should request appropriate changes in the ship's correspondence routing procedures.

8. REQUESTS FOR APLs/AELs. When an initial or revised APL or AEL for a newly installed or modified equipment/system has not been received, or when a replacement is needed for an APL or AEL that is mutilated, illegible, or missing, it should be requested from the nearest tender, repair ship, Naval Shipyard, FISC or from the cognizant Type Commander. If the ship is not in the vicinity of such sources, it will be requested from NAVICP MECH. Requests for APLs or AELs may be submitted by telephone, message, letter, electronic mail or OPNAV 4790/CK.

2105 ALLOWANCE CHANGE REQUESTS (ACRS)

1. GENERAL. It is the ship's responsibility to recognize and promptly request necessary allowance list changes, if such changes have not been previously directed or authorized by the cognizant Type Commander, or other appropriate authority. However, prior to submittal of an ACR, the CD-ROM APLs/AELs should be reviewed (when practicable) to determine whether or not the desired change is already reflected in an APL or AEL that is more current than that on board. Although responsibility for initiating ACRs rests with the Commanding Officer, the Supply Officer normally is expected to prepare the ACRs for repair parts (including repairables) and to assist in the preparation of ACRs for equipment and equipage. Revisions of published allowance lists may be required for various reasons, including but not limited to:

a. material failure rates which are significantly greater or less than initially estimated;

b. new operating areas or conditions which require different levels of support;

c. mission assignments which require additional equipment, equipage, and/or repair parts;

d. technological improvements in equipment/systems and repair parts which can provide the ship with additional capabilities.

2. NAVSUP FORM 1220-2 (ALLOWANCE CHANGE REQUEST). Except as otherwise provided in par. 2105-3 - 4, the NAVSUP Form 1220-2 is the prescribed document for requesting item additions/deletions or quantity increases/decreases in all published allowance lists (an item may be an equipment/component, repair part or equipage). The NAVSUP Form 1220-2 will be prepared in accordance with the instructions printed on the reverse of the form (see sample on following page), and will be submitted via the Type Commander to the cognizant ACR processing control point (see illustrations on pages 2-71 and 2-72). If the NAVSUP Form 1220-2 applies to a reactor plant item refer to enclosure (4) of NAVSEAINST 9890.25 and the Introduction of the "Q" COSAL.

ALLOWANCE CHANGE REQUEST

ALLOWANCE CHANGE REQUEST
NAVSUP 1220-2 (12-76) S/N 0108-LF-501-2206

Instructions on Reverse | Please type or print

1. FROM: CO, USS JOHN PAUL JONES (DDG-32)
FPO San Francisco, CA 96601

TO: Commanding Officer
NAVSEALOGSUPENGACT, Mechancisburg, PA 17075

VIA: Commander Naval Surface Forces, U.S. Pacific Fleet
San Diego, CA 92155

2. Date/Serial Number
6/3/97 DDG32/005

3. APL/XXXXXXXXNUMBER
480110093

4. Status of Requested/Allowed item
[X] Item addition [X] Item on board
[ ] Quantity increase
[ ] Item deletion [ ] Item not on board

5. National Stock Number (NSN) or FSCM & Part Number	6. Equipment/Component (E/C) or item Nomenclature	7. Unit of Issue	8. Unit Price	9. Present Qty Allowed	10. New Total Qty	11. Estimated value of charge
9G/2940-00-287-1931	FILTER, FEED PRESSURE	EA	6.66	4	8	26.64

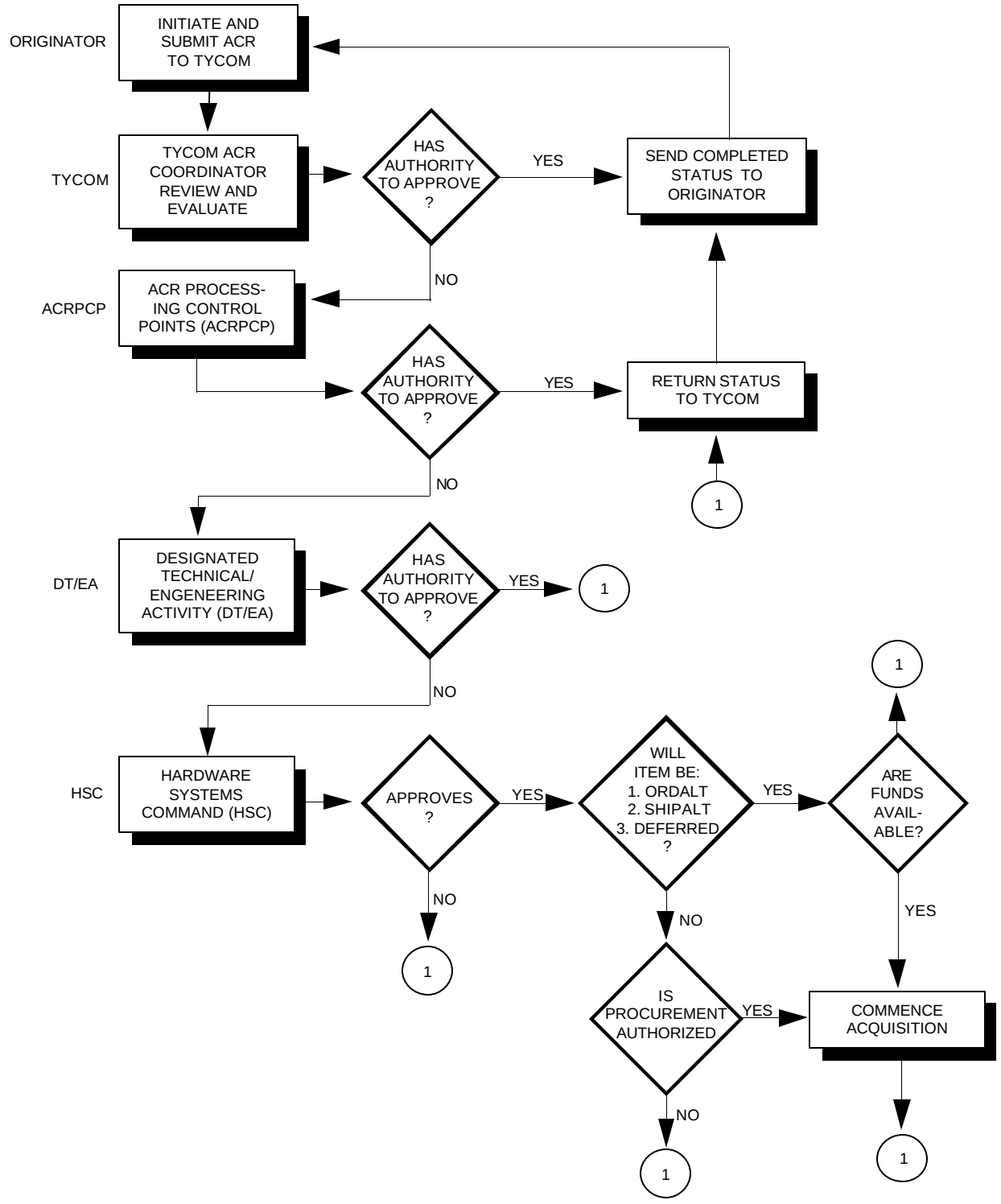
12. Justification (Mandatory)
Four feed pressure filters are installed in each of the ship's two emergenct diesel generators. Since these generators are run simutaneously, all eight filters usually are required to be replaced at the same time. Therefore, an allowance of eight filters is necessary to permit onhand availability of what is considered to be the "minumum replacement unit".

13. Copy To: COMNAVSURFPAC

14. Signature I. L. Garner
I. L. GARNER, LT, SC, USN
By direction

15. First Endorsement [ ] Approval Recommended [ ] Disapproved [ ] Other

LOGIC DIAGRAM FOR ROUTING ALLOWANCE CHANGE REQUESTS



PROCESSING CONTROL POINTS FOR ALLOWANCE CHANGE REQUESTS

Shipboard System(s)	Equipment	Components, Repair Parts, and Equipage (including Test Equipment)
Hull, Mechanical, Electrical & Electronic	NAVSEALOGCEN	NAVSEALOGCEN
Ordnance, Fire Control, & SONAR	NAVSEALOGCEN	NAVSEALOGCEN
FBM Weapons System	SSP (SP 206)	SSP (SP 206)
Nuclear Propulsion	NAVICP MECH (Code 87) Copy to NAVSEA (SEA O8H)	NAVICP MECH (Code 87) Copy to NAVSEA (SEA O8H)
Medical	NAVMEDMATSUPCOM	NAVMEDMATSUPCOM
Material Handling Equipment	NAVICP MECH (Code 1041)	NAVICP MECH (Code 500)
Photographic	NAVAIR (AIR 547) Copy to NAVAIR (AIR 4121B)	NAVAIR (AIR 547)
➔ Meteorological	SPAWAR PMW 185	NAVSEALOGCEN
Catapult, Arresting Gear, Optic Landing Systems, & Spotting Templates	NAVICP PHIL Copy to NAVAIR (AIR 4121B)	NAVICP PHIL
Aviation	NAVAIR (AIR 412)	NAVAIR
Portable Electrical/ Electronic Test Equipment	NAVSEA (04-DS)	
Ordnance Handling Equipment	NAVSURFWARCEN, Indian Head Det Earle, Code 71PM	

3. ALLOWANCE CHANGE REQUESTS - FIXED (ACR-F) FOR NAVICP MECH AND NAVICP PHIL MANAGED DLR ITEMS. NAVICP MECH and NAVICP PHIL managed depot level repairables (DLRs) are not authorized to be stocked as SIM/DBI material, but are managed under fixed allowance procedures. When the currently allowed quantities of DLRs need to be revised due to increased or decreased demand, authorization for the required changes must be requested in accordance with the following subparagraphs.

a. NAVICP MECH Managed Items. NAVICP MECH managed DLR items are identified in the MRIL by material control code (MCC) E, H, or X, and cog symbol 7E, 7G, 7H or 7Z. ACRs for demand based quantity increases/decreases of NAVICP MECH managed DLR items will be submitted by message in accordance with the demand criteria and message format specified in NAVICP MECHINST 4440.450. ACRs for non demand based quantity increases/decreases will be submitted by NAVSUP Form 1220-2 in accordance with par. 2105-2.The prescribed message format is as follows:

FM (ENTER SHIP NAME)//
TO (ENTER COGNIZANT TYPE COMMANDER) //N41//
INFO NAVICP MECHANICSBURG PA//055//
UNCLAS //N04400//
SUBJ: ALLOWANCE CHANGE REQUEST - FIXED
REF/A/DOC/NAVICP MECHINST 4440.450 (SERIES)//
NARR/
1. (ENTER NATIONAL STOCK NUMBER)
2. (ENTER DATE/SERIAL NUMBER OF THE ACR-F (HULL NR. + CONTROL NR.)
3. (ENTER APL/AEL/RIC AND DATE IF AVAILABLE, NAMEPLATE DATA IF APL/AEL/RIC IS NOT AVAILABLE, "MULTIPLE" IF MORE THAN ONE EQUIPMENT)
4. (ENTER ITEM NAME)
5. (LIST THE PAST TWELVE MONTHS DEMAND (DATE/QTY/"C" IF FOR CASREP-INDICATE IF DEMAND IS "RECURRING" OR "NON-RECURRING")
6. (ENTER CURRENT QUANTITY ALLOWED)
7. (ENTER REQUESTED ALLOWANCE QUANTITY)
8. (ENTER CURRENT QUANTITY ON HAND)
9. (ENTER CURRENT "ON ORDER" QUANTITY)
10. (ENTER JUSTIFICATION, DO NOT ENTER MILSTRIP OR APPROPRIATION DATA
POC/M.B. JONES/SKCS/PRIPHN: 619-457-1638/-/CODE 03X22/SECPHN: 557-1638/-//

c. NAVICP PHIL Managed items. NAVICP PHIL managed DLR items are identified in the MRIL by MCC E, H, or X, and cognizance symbol 0Q, 0R, 1R, 4Z, 6K, 6R, 7R or 8N. ACRs for item additions/deletions or quantity increases/decreases of NAVICP PHIL managed items will be submitted by message or letter in accordance with see NAVICP PHILINST 4441.15 (Series).

4. DEMAND BASED REPAIR PARTS (OTHER THAN DLR ITEMS). Unless otherwise directed by the Type Commander, an ACR is not required for additional repair parts (range adds) which qualify to be stocked in accordance with par. 6169, or for increased quantities (depth increases) of repair parts which are designated, or are qualified to be designated, as SIM or DBI in accordance with par. 6168 or the Type Commanders instructions. Nor is an ACR required to be submitted to delete or reduce such adds or increases if they should later be determined to be in excess. Required changes in allowances of repair parts which are not demand based or which are designated as DLR items must be requested in accordance with par. 2105-2 or 3, as appropriate.

2106 ALLOWANCE OF RECREATION MATERIAL

1. GENERAL. In general, standard allowance lists have not been established for recreation material aboard existing ships (an allowance list is used, however, for initial outfitting of recreation equipment for new construction ships). Type/Force Commanders are provided a "Shipboard Recreation Equipment List" for further distribution to all fleet units as guidance for recreation equipment procurement. It is the responsibility of the Commanding Officer to procure such authorized material as he considers necessary or desirable for the health and contentment of the personnel attached to the command. Except as otherwise provided in par. 3438 procurement of recreational equipment, supplies, and services identified in pars. 116 and 213 of the Special Services Manual (BUPERSINST 1710.11 series) normally will be charged to the ships OPTAR (see NAVCOMPT par. 075260). However, when OPTAR funds are unavailable, inadequate, or unauthorized, recreational materials and services may be charged to recreation funds provided that:

a. unit recreation funds are used (see Note), ships/units that do not have recreation funds (e.g., submarines and Naval Mobile Construction Battalions) but which participate in the composite recreation funds of a supporting base, may request recreational support from the appropriate recreation fund administrator;

b. the desired expenditures are not included among the prohibited items listed in article 607 of the Special Services Manual, and are for recreational purposes only;

c. procurement is approved by the recreation fund administrator in accordance with the provisions of article 601 of the Special Services Manual.

Subsection II: NAVAL CONSTRUCTION FORCES (NCF) ALLOWANCES

2107 SEABEE ALLOWANCE LISTS

1. GENERAL. Seabee allowance lists, which are discussed in detail in COMSECONDNCB/ COMTHIRDNCBINST 4400.3 (series), are published and promulgated to identify the necessary supplies, equipment, and parts to support NCF units in the event of a contingency deployment. NAVICP MECH and Civil Engineer Support Office (CESO) are jointly responsible for the development and update of COSALs. CESO has sole responsibility for the development, publication and biennial update of the NCF Table of Allowances (TOAs).

2108 TABLE OF ALLOWANCE (TOA)

1. INTRODUCTION. The TOA is the primary authorized allowance document of the NCF. It is the listing of the personnel, equipment, material, and facilities allowances approved by the Chief of the Naval Operation (CNO). Separate TOA's are developed for the various levels of NCF organization (i.e. Naval Construction Regiment (NCR), Naval Construction Training Center (NCTC), Naval Mobile Construction Battalion (NMCB), etc.); for the different units (i.e. Construction Battalion Unit (CBU), Amphibious Construction Battalion (ACB), Construction Battalion Maintenance Unit (CBMU), etc.); and for special employments (i.e. Diego Garcia Det., etc.). Most TOA's also constitute an Advance Base Functional Component (ABFC) NCF module. Paragraph 2110 describes the ABFC system.

2109 CONSOLIDATED SEABEE ALLOWANCE LIST (COSAL)

1. GENERAL. The COSAL is a document prepared for a unit/activity listing the equipment or components required to perform its operational assignment, and the material support for the repair and upkeep of that equipment. The allowance is computed to allow the unit to be self sufficient for 90 days or 1800 construction hours. The CESE COSALs are prepared and maintained for each camp site and updated for each battalion rotation. Requests for updates are initiated through CESO by the Atlantic and Pacific Equipment offices. CESO reviews and process the request for submission to NAVICP MECH. NAVICP MECH will publish separate COSALs on any or all of the NAVSUP modifiers and assemblies listed in TOA Section 25. Each COSAL is identified by a unique Unit Load (UL) number and NAVSUP modifier, i.e. ULM20 MOD 98 Augment.

2. FORMAT. The first page of each COSAL identifies the UL, NAVSUP Modifier, augment or organic, and the level of maintenance.

a. Part I, Equipment Indices

Section A, USN Number Sequence

Section B, Equipment Code Sequence

Section C, APL Number Sequence

b. Part II, Allowance Parts Lists (APL)

Section A, Parts Peculiar Allowance Parts Lists (Mod 98 COSALs Only)

Section B, Parts Common Allowance Parts Lists (Mod 96 and Mod 97 COSALs only)

c. Part III, Stock Number Sequence Listing (SNSL)

Section A, Parts Peculiar Items (Mod 98 only)

Section B, Parts Common Items (Mod 96 and 97 only)

Section C, Part Number Cross Reference to Stock Number

Section D, Stock Number Cross Reference to Part Number

3. ALLOWANCE CHANGES. The battalion is responsible for promptly requesting necessary allowance changes if the APL or the COSAL does not satisfactorily support the equipment or the mission. The Supply Officer is normally responsible for preparing the Allowance Change Request (ACR), while each cognizant department is responsible for submitting the recommended changes to the Supply Officer.

2110 ADVANCE BASE FUNCTIONAL COMPONENT (ABFC) SYSTEM

1. GENERAL DESCRIPTION. The ABFC system is the tool used by the Navy to provide logistic support to the Civil Engineer Support Plans. A component is a grouping of personnel and material assigned to perform one specific function or to accomplish a particular mission at an advance base. The component and their associated facilities and assemblies are complete entities which are detailed to the NSN level. Through specifying the requirements in terms of ABFC's, the user can rapidly and concisely communicate his needs to material and logistics mangers. An itemization of the material in each ABFC is presented in its respective Advanced Base Initial Outfitting List (ABIOL). The responsibility for documentation of the material and for providing information about the content of an ABFC comes under the direction of the CNO and is delineated in the table of Advanced Base Functional Components (OPNAV 41P3A).

Section IV: LOAD LISTS

2120 FLEET ISSUE LOAD LIST (FILL)

➔ The FILL projects the material requirements for resupply support of all deployed forces of the Atlantic and Pacific Fleets. It is based on actual past demands of those items most commonly requested by the Fleet units, plus a limited number of additional items included for support of designated weapons systems and equipment. As set forth by CNO, FILL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90 day period. FILL material is positioned aboard combat stores ships (AFS and T-AFS).

2121 CONSOLIDATED AFLOAT REQUISITIONING GUIDE OVERSEAS (CARGO)

➔ 1. GENERAL. The CARGO (NAVSUP P-4998) is issued two (2) times per year by NAVICP MECH. It consists of the following four chapters:

a. COMNAVSURFLANT/COMNAVSURFPAC Supply Sources and Requisitioning instructions,

b. NEXCOM - Ships Store Afloat Requisitioning and Load List,

c. NAVSUP - Subsistence Requisitioning Tables, and

d. NAVICP - The Fleet Issue Load List (FILL).

2122 TENDER AND REPAIR SHIP LOAD LIST (TARSLL)

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

a. equipment related items (items required by the tender to repair or alter equipment/ components installed in the supported units);

b. industrial items (general use items required for the direct support of shops and industrial service provided by tender);

c. items of resupply required for the support of assigned submarines.

2123 FLEET GUIDES

The Sixth Fleet Logistics Manual (COMSERVFORSIXTHFLTINST 4000.1) and the Pacific Fleet Requisitioning Guide (COMPACFLTINST 4235.3) are promulgated by Service Force Commanders (Atlantic/Pacific), outlining applicable requisitioning procedures.

2124 TENDER LOAD LISTS (TLL) FOR 2S COG/XI SMIC REACTOR PLANT COMPONENTS

1. GENERAL. NAVSEA 08 officially establishes for certain tenders a 2S Cog/X1 SMIC reactor plant component TLL which is individually tailored to support the tender's assigned nuclear powered ships. Subsequent additions to or deletions from the range and depth of 2S Cog/X1 SMIC reactor plant components in a TLL will be made only at NAVSEA 08 direction.

2. TLL MAINTENANCE REQUIREMENTS. Tenders authorized to carry 2S Cog/X1 SMIC components in a TLL act as intermediate stocking activities; the tender is not required to obtain NAVSEA 08 authorization to issue a component from the TLL. However, tenders should obtain justification for each TLL issue in accordance with par. 3259 as this information will be required when requisitioning a TLL replacement from NAVSEA. Tenders which hold 2S Cog/X1 SMIC component TLL will ensure that on hand ready for issue quantities plus on order quantities of these components are equal to the full NAVSEA 08 prescribed TLL allowance for each component at all times. Tenders will promptly requisition replacement 2S Cog/X1 SMIC components directly from NAVSEA 08 to replenish components issued from TLL (see par. 3259-7).

3. ANNUAL INVENTORY PROCEDURES. Tenders authorized to carry 2S Cog/X1 SMIC component TLLs will conduct an annual physical inventory of the 2S Cog/X1 SMIC components held in TLL. The tender will submit to NAVSEA 08H by 30 July each year, a report which lists;

(1) National Stock Number (NSN);

(2) the TLL allowance for the NSN;

(3) the serial number of each ready-for-issue component;

(4) the document number and quantity of any outstanding 2S COG/X1 SMIC component TLL requisitions.

Part D: MISCELLANEOUS SOURCES OF IDENTIFICATION

2145 GENERAL INFORMATION

1. COMMERCIAL CATALOGS AND INSTRUCTION BOOKS. Commercial catalogs and instruction books or pamphlets are issued by the manufacturer and contain information which is of value in the preparation of procurement documents for nonstandard material. These catalogs and instruction books provide a further source of identifying information and should be used as a supplement to Navy publications to provide a quick and accurate method of identifying commercial equipment, repair parts, and accessories.

2. SERIAL NUMBERS. Certain technical material may be serially numbered, either by direction of the responsible bureau or systems command or by the manufacturer. These serial numbers are used in maintaining records on the material and appear on all vouchers, records, custody cards, and survey reports.

3. NAMEPLATES. Material identification, particularly portable and installed equipment, is facilitated by reference to nameplates attached to the equipment. Information provided includes the manufacturer's name, make or model number, serial number, size, voltage, etc.

4. DRAWING NUMBERS. Certain technical materials are identified by a drawing or sketch number assigned by the controlling bureau or systems command or by the manufacturer. When requisitioning nonstandard items the drawing number, when available, will be included in the technical data being supplied in the Non-NSN Requisition (DD Form 1348-6) to assist in positive identification.

5. MARKINGS

a. Electronic Material. Various items of electronic equipment are identified by Joint Communications Electronics Committee (JCEC) nomenclature (e.g., AN/UYK-5(V)) or Navy type or model number as well as stock number and serial number. In addition, major units of fire control radar equipment, as identified by mark and modification numbers.

b. Ordnance Material. Ordnance material usually is given a mark and modification number, a drawing number, and a piece number. These serve to identify the part and facilitate reference to ordnance publications. Ordnance equipment also may be serially numbered, giving individual identity to units that are physically alike. This number is stamped into certain ordnance equipment, such as small arms, to facilitate identification of the manufacturer and to place responsibility for custody.

c. Metal. Federal Standard 183b (FEDSTD 183b) sets forth guidelines for continuous identification markings of iron and steel products. Marking requirements and applications are set forth in Table 1 of FEDSTD 183b (see illustration on following page).

CONTINUOUS MARKING INFORMATION

Subject to the limitations of column 2, markings showing producers name or trademark, commercial designation, specification data and heat number shall be printed, stamped, or otherwise legibly marked on the product. Where tags are specified, all the requiring marking shall be shown thereon. Heat number is required when consistent with industry practice for product involved. Equivalent numbers, such as slab or lift numbers which are traceable to heat numbers, may be used.

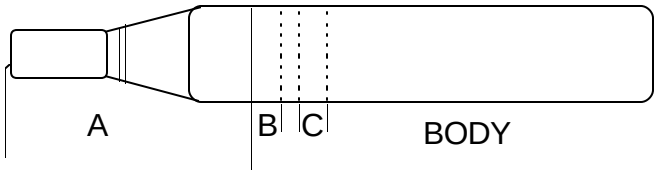
(1) Item	(2) Application
Bars (cut lengths only)	All squares, rectangles, hexagons, and octagons 1/2 inch or more in width of flat and all around 1/2 inch or more in diameter shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of bar. Secured lifts, bundles, and containers of sizes not required to be marked shall be tagged in two places with the required identification markings. Billets, forgings, blooms, slabs, and shapes included with bars in certain specification are to be marked in accordance with the requirements of the material specification and not this standard
Extruded shapes and shaped tubing	All extruded shapes and shaped tubing shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of extrusion of shaped tubing. Secured lifts, bundles, and containers of sizes not required to be marked shall be tagged in two places with the required identification markings.
Plates, sheets, and strips(cut lengths only)	All plates, sheets, and all strips 1 inch or more in width shall be marked in rows of constantly recurring symbols at intervals not greater than 3 feet throughout the length of product. Printing in adjacent rows shall be alternately staggered. Number in rows shall be determined by width of product as follows: a. For corrosion and heat resistant and alloy steels: 12 inches or less- not less than 1 row Over 12 to 24 inches- not less than 2 rows Over 24 to 36 inches- not less than 3 rows Over 36 to 48 inches- not less than 4 rows Over 48 inches- an additional row for every 12inches. b. For carbon and high strength low alloy steels: 24 inches or less- not less than 1 row Over 24 to 48 inches- not less than 3 rows Over 48 inches- not less than 3 rows
Tubular	All tubular products 1/4 inches or more in outside diameter shall be marked in constant recurring symbols at intervals not greater than 3 feet throughout lengths of product. Secured lifts, bundles, and containers of sizes not required not to be marked shall be tag in two places with the required identification markings.

d. Gas Cylinders. Compressed gas cylinders are color coded as a visual aid for identifying the materials contained therein. The basic cylinder color identifies one of the following nine classes of material:

Basic Class	Cylinder color	Class of material
1	Yellow	Flammable materials
2	Brown	Toxic and poisonous materials
3	Blue	Anesthetics and all liquid chemicals and compounds hazardous to life and property but not normally productive of dangerous quantities of fumes or vapors
4	Green	Oxidizing materials which readily furnish oxygen for combustion (except air) and fire producers which react explosively or with the evolution of head in contact with many other materials
5	Gray	All materials, not dangerous in themselves, which are asphyxiating in confined areas or which are generally handled in a dangerous physical state of pressure or temperature
6	Red	All materials provided in compressed gas cylinders exclusively for use in fire protection
7	Black	Combination of oxygen and other gases
8	Buff (tan)	Industrial
9	Orange	Refrigerants

In addition to its basic color, each cylinder is marked with a combination of colored stripes to identify a particular compressed gas as shown in the illustration below. The chart on the following page illustrates the color markings used to identify various types of gas.

COLOR IDENTIFICATION



COLOR IDENTIFICATION

TYPE OF GAS	COLOR MARKINGS A	B	C	BODY
Acetylene	Yellow	Yellow	Yellow	Yellow
Air (Oil-pumped)	Black	Green	Green	Black
Air (Water-pumped)	Black	Green	Black	Black
Ammonia	Brown	Yellow	Orange	Orange
Argon (Oil-pumped)	Gray	White	White	Gray
Argon (Water-pumped)	Gray	White	Gray	Gray
Argon-Oxygen	Gray	Green	Gray	Gray
Butane	Yellow	Orange	Yellow	Yellow
Butane-Propane mixture	Yellow	Orange	Yellow	Yellow
Carbon Dioxide	Gray	Gray	Gray	Gray
Carbon Dioxide (Fire only)	Red	Red	Red	Red
Chlorine	Brown	Brown	Brown	Brown
Dichlorodifluoromethane (Freon 12)	Orange	Orange	Orange	Orange
Dichlorotetrafluoromethane (Freon 114)	Orange	Orange	Orange	Orange
Ethylene Oxide	Yellow	Blue	Buff	Buff
Ethylene Oxide-Carbon Dioxide (Carboxide)	Buff	Blue	Buff	Buff
Helium (Oil free)	Buff	Gray	Gray	Gray
Helium (Oil-pumped)	Gray	Orange	Gray	Gray
Hydrogen	Yellow	Black	Yellow	Yellow
Monobromotrifluoromethane (Fire only)	Red	White	Gray	Red
Monobromotrifluoromethane (Freon 22)	Orange	Orange	Orange	Orange
Nitrogen (Oil-pumped)	Gray	Black	Gray	Gray
Nitrogen (Water-pumped)	Gray	Black	Black	Gray
Oxygen (Medical)	White	Green	Green	Green
Oxygen (Aviators Breathing)	Green	White	Green	Green
Oxygen (Technical)	Green	Green	Green	Green
Oxygen-Nitrogen	Black	White	Green	Green
Propane	Yellow	Orange	Yellow	Yellow

2146 AVIATION PUBLICATIONS

1. ILLUSTRATED PARTS BREAKDOWN (IPB). When requested by NAVAIR, an Illustrated Parts Breakdown (also known as an Illustrated Maintenance Parts List or an Illustrated Parts Catalog) is prepared by the manufacturer of each model aircraft, engine, accessory, or other aviation equipment. It is printed and distributed by the authority of NAVAIR, and provides an exploded view of each procurable assembly, thereby enabling quick and positive identification of each component and detail part comprising the assembly. The items are arranged continuously in a disassembly sequence with the illustrations placed as near as possible to their appropriate listing. As slight variations in format exist among various IPBs, the information and instructions contained in the preface of each IPB should be reviewed prior to using the publication. IPBs are listed and cross referenced to an aircraft model, engine type, or equipment part number in the Unabridged Navy Index of Publications and Forms, Cognizance Symbol I (NAVSUP P-2002) and NAVAIR Publication 00-500A and B (Naval Aeronautical Publications Index). IPBs are assigned cognizance symbol I stock numbers and are procured from the Naval Publications and Forms Directorate, Philadelphia, on a DOD Single Line Item Requisition System Document (DD Form 1348 or NAVSUP Form 1250-1).

2. BLUEPRINTS AND DRAWINGS. Blueprints and drawings show descriptive data of each major assembly, subassembly, and detail of airplanes, engines, accessories, and other aviation equipment. They show the part number, the name, a bill of materials, and other details of identification. Microfilm copies of prints and Army-Navy drawings which aid in identification are available through Naval Air Development Center, Warminster, PA. Microfilm copies of aeronautical drawings are available through the Naval Air Technical Services Facility, Philadelphia. Paper copies of A/N Standards drawings are available through the Naval Publications and Forms Center, Philadelphia.

3. NAVICP PHIL BULLETINS. The NAVICP PHIL bulletins contain aviation supply news, such as, projected supply plans, supply policies and procedures, and critical material lists. The bulletins also include notes on the technical aspects of the following types of material:

a. aviation standard materials;

b. airframes and armament;

c. accessories and instruments;

d. electronics and electrical;

e. preservation, packaging, and packing;

f. tools and ground handling equipment;

g. power plants and propellers.

The NAVICP PHIL bulletins are distributed monthly by NAVICP PHIL to aviation activities.

4. MAINTENANCE MANUALS. Maintenance manuals which are published under the direction of NAVAIR for each model aircraft, engine, or aeronautical equipment, basically contain information of maintenance significance; however, standards, specifications, and part numbers, which frequently appear in the publications, are helpful in identifying material requirements. Service instructions, overhaul instructions, maintenance instruction manuals, calibration manuals, structural repair manuals; corrosion control manuals, Illustrated Parts Breakdown Manual, and combination manuals are examples of maintenance manuals. Maintenance manuals are listed and cross referenced to an aircraft model, engine type, or equipment part number in NAVSUP P-2002 and NAVAIR Publication 00-500 A and B (Naval Aeronautical Index). Maintenance manuals are assigned cognizance symbol I stock numbers and are procured from the Naval Publications and Forms Directorate, Philadelphia, on a DD Form 1348 or NAVSUP Form 1250-1.

5. NAVAIR TECHNICAL DIRECTIVES. NAVAIR technical directives direct the accomplishment and recording of individual modifications and/or one time inspections of NAVAIR weapon systems and related equipment. Types of NAVAIR technical directives are as follows:

a. NAVAIR Technical Notes and Technical Orders, which are usually specific and cover a wide range of subjects.

b. NAVAIR Bulletins, which cover methods, policies, practices, and changes affecting a wide range of subjects. Normally, item part numbers and nomenclature, as well as names of manufacturers are given.

c. NAVAIR Changes, which cover modifications of aircraft, engines, and other specific equipment. Stock numbers or part numbers, item nomenclatures, and names of manufacturers are included. NAVAIR technical directives are listed and cross referenced to an aircraft model, engine type, or equipment part number in NAVSUP P-2002 and NAVAIR Publication 00-500 C and D (Naval Aeronautical Publications Index). Technical directives are procured from Naval Publications and Forms Directorate, Philadelphia, on a Requisition and Invoice/Shipping Document (DD Form 1149). As technical directives do not have stock numbers assigned, they will be identified by directive title and issuance date.

6. CONTRACTOR'S SERVICE BULLETINS. Contractor's service bulletins include contractors' recommendations for modification or repair of specific equipment. They cover a wide range of equipment and usually contain part numbers, nomenclature, and names of manufacturers.

7. NAVAL AVIATION PUBLICATIONS PUBLISHED IN CD-ROM. This CD-ROM contains all of the NAVICP PHIL managed stock numbered items. The data is indexed and can be searched by NIIN, part number, NIIN to family group code, model code and NIIN to Packaging data. The NAVICP PHIL Publications included in the CD-ROM are as follows:

a. P-2300 - NAVICP PHIL Managed Stock Numbered Repairable Items.

b. P-2310 - NAVICP PHIL Managed Stock Numbered Consumable Items.

c. P-2330 - NAVICP PHIL NIIN to Family Group Code Cross Reference.

d. C0018 - NAVICP PHIL NIIN to Model Code Cross Reference.

e. C0030 - NAVICP PHIL NIIN to Packaging Data Cross Reference.

8. AVIATION CROSS REFERENCE LISTINGS.

a. Consolidated Remain in Place Listing (CRIPL). In some instances it is not feasible or advisable to remove a repairable component until a replacement has been received. Items that fall into this category are identified in the Consolidated Remain in Place Listing (CRIPL). The CRIPL used by aviation activities is published by NAVICP PHIL based on input from the carriers, MALs, or TYCOMs, after screening by NAVAIR.

b. Individual Component Repair List (ICRL). The ICRL is a detailed statement of IMA component repair capability at aviation activities. Master ICRL data is maintained in the NAVICP PHIL data base and is published quarterly to all participating IMAs and Systems Commands. NAVAIRINST 4790.18 (series) gives policy and procedures for ICRLs. Capability data is provided to NAVICP PHIL by the individual IMAs. The ICRL contains existing repair capability data on items processed by the IMA based on past experience. The ICRL will also contain repair capability data based on SM&R codes. The ICRL identifies fixed allowance items capable of being repaired locally, targeted for future repair, or for which future repair is not planned. It is also used in the process for determining fixed allowance quantities and changes to fixed allowances.

2148 ORDNANCE PUBLICATIONS

1. GENERAL. The primary reference sources used in the identification of ordnance material are FEDLOG, the Illustrated Parts Breakdown of Ordnance Equipment, Naval Ordnance Allowance Lists, photo prints, and blueprints. When these sources are not adequate, Naval Sea Systems Command pamphlets, instruction books, and bulletins can be used.

2. ILLUSTRATED PARTS BREAKDOWN (IPB) OF ORDNANCE EQUIPMENT. The IPBs of Ordnance Equipment describes and illustrates the various parts in each ordnance equipment. The Index of Naval Ordnance Publications (NAVORD Publication OP-0) contains an index of all illustrated parts breakdowns which have been released for distribution. IPBs for nuclear weapons and associated equipment are indexed in Navy Special Weapons Ordnance Publication (SWOP) 0-1B.

3. PHOTO PRINTS AND BLUEPRINTS. Photo prints and blueprints show descriptive data, drawing and piece number, and other details of identification for component parts, subassemblies, and assemblies that comprise the major equipment.

4. ORDNANCE PAMPHLETS, INSTRUCTION BOOKS, AND BULLETINS. Ordnance pamphlets, instruction books, and bulletins provide methods, policies, practices, and changes affecting a wide range of subjects. Information on these publications is contained in the Index of NAVORD Ordnance Publications (NAVORD Publication OP-0).

5. SHIP ARMAMENT INSTALLATION LIST (SAIL). The Ship Armament Installation List (SAIL) documents the configuration of installed, non-expendable ordnance equipment. It reflects the configuration data resident in the Weapons System File (see NAVICP MECHINST 4440.170 series).

a. Preparation. The Naval Sea Systems Command prepares the initial SAIL by identifying the ordnance systems and equipment scheduled for installation. Actual equipment delivery, installation, and ordnance alteration (ORDALT) status is obtained from NAVSEA acquisition managers, the In-service Engineering Agents (ISEAs), and supervisors of shipbuilding (SUPSHIP).

c. Updating. Configuration change reports from custodians of installed ordnance (ships and activities) and from special NAVSEA audit teams are utilized with modernization/overhaul planning data to maintain the configuration records utilized to produce the SAIL. The applicable computer based files are updated monthly to reflect additions and deletions of installed ordnance, and changes to ORDALT applicability and accomplishment status.

d. Distribution. The SAIL is automatically distributed semi-annually for active fleet ships, reserve ships, and shore activities. Special requests for re-issuance can be made by the equipment custodian following significant changes. Special requests for a copy of the SAIL, which is produced in paper copy and tailored to a specific hull, may be addressed to the Naval Weapons Station (code 523) Concord, CA 94520. A revised SAIL supersedes all previous issues.

2149 UNABRIDGED NAVY INDEX OF PUBLICATIONS AND FORMS, COGNIZANCE SYMBOL I

The Unabridged Navy Index of Publications and Forms, Cognizance Symbol I (NAVSUP P-2002D) is published by the Naval Publications and Forms Directorate, NAVICP PHIL (NPFD). This publication contains requisitioning procedures and sources of supply to assist in the determination of how and where cognizance symbol I material may be obtained. Also included is information on the availability of local general use (material control code L) cognizance symbol I material used repetitively by two or more activities within a command, naval district, or other area; information on special types of cognizance symbol I material not listed in the NAVSUP P-2002D; and source data for printed material which is not cognizance symbol I material.

2150 GENERAL DISTRIBUTION APL/AEL BANK (GDAPL)

1. GENERAL. The GDAPL is a CD-ROM which contains every APL/AEL developed and published by the Navy which has shown usage within the previous three year period. The GDAPL offers a variety of access and retrieval capabilities which provides a convenient and efficient means for obtaining data previously available on microfiche. The GDAPL CD-ROM, produced by NAVICP MECH, supersedes the following products formerly available in microfiche format:

a. HM&E APLs/AELs;

b. Ordnance APLs/AELs;

c. Mobile Equipment (Material Handling Equipment) APLs/AELs;

d. Electronic APLs/AELs;

e. Master Index of APLs (MIAPL);

f. NSN/NIIN to RIC;

PART E: SPECIFICATIONS AND STANDARDS

2175 PURPOSE AND USE OF SPECIFICATIONS

Military and federal specifications are used primarily for procurement of materials and services. They are intended to clearly and accurately describe the essential technical requirements for materials and services (including preservation, packaging, packing and marking requirements) and the procedures by which suppliers compliance will be determined. Specifications are developed in coordination with program and systems design engineers. Material is tested and inspected by the military inspection system to ensure compliance with the applicable specifications.

2176 PURPOSE AND USE OF STANDARDS

Military and federal standards are developed to establish basic design criteria, engineering and technical limitations, and uniform data management practices; to guide the selection of materials engineering practices processes, and methods in order to minimize variety to assure the required reliability, maintainability, interchangeability, and compatibility. Standards developed within DOD are intended to accommodate the essential requirements of military departments and agencies and are revised as necessary to reflect advances in technology and changes in military requirements. Inventory managers implement these standards by relating them to items of supply required for support of Navy programs.

2177 SPECIFICATION INDEX

The DOD Index of Specifications and Standards (DODISS) lists standardization documents issued in both Federal and military series which are applicable to Navy material. The DODISS "hard copy" is approximately five inches thick (without binders), and consists of the following three sections: Part I - Alphabetical Listing, Part II - Numerical Listing, and Part III - FSC - Federal Supply Class Listing. The DODISS microfiche has the same sections consisting of 22 fiche. This mode is recommended for fleet units who have microfiche viewing capabilities. The DODISS includes all data necessary to maintain specification files current and should be consulted prior to ordering specifications and standards. The DODISS and the standardization documents listed in the DODISS may be obtained from the Naval Publications and Forms Directorate, Philadelphia, PA (see par. 3467).

2178 TYPES OF SPECIFICATIONS AND STANDARDS

1. FEDERAL SPECIFICATIONS. Federal specifications describe the characteristics of materials and supplies used by the Navy as well as other government departments. They are developed under the direction of the General Services Administration (GSA). In some instances, federal and military specifications may exist for the same item, with slight technical variations between them. In such cases, an engineering decision is required in determining which to use. An example of a federal specification is, FF-T-791 (Turn buckle).

2. MILITARY SPECIFICATIONS

a. Coordinated Military Specifications. Coordinated military specifications (formerly known as JAN) are those which have been developed and approved by DOD for use by two or more departments or agencies in procurement of materials and services. These specifications are identified by the letters "MIL", followed by the first letter of the approved item name and a serial number; for example, MIL-P-82500 (Power supply rectifier).

b. Limited Coordination Military Specifications. Each bureau, command, office, or service is permitted to develop a limited coordination specification for immediate procurement of items applicable to a single service or office. This type of specification is approved only by the preparing activity and is identified by a suffix symbol which indicates the preparing activity for example, MIL-R-9OO (Ships).

3. SPECIAL ACTIVITY SPECIFICATIONS

a. Naval Sea Systems Command. NAVSEA issues the following special type specifications:

(1) General Specifications for Ships of the U.S. Navy,

(2) General Specifications for Conversion of Merchant Ships to Naval Auxiliaries,

(3) Ship Specifications for individual ships.

b. Naval Facilities Engineering Command (NAVFAC). NAVFAC lists two series, one a Y-series of specifications and the other a series of special type specifications. Both series cover construction procedures, but also include material specifications which are outside the Defense Standardization Program of document standardization.

4. MILITARY STANDARDS. A military standard (formerly known as JAN) is a prescribed engineering method or related practice which when referenced in a contract, becomes a mandatory procedure for suppliers to follow in furnishing material to the military. An example is Mil-Std-100 (Engineering Drawing Practices).

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (R-SUPPLY) UNIT LEVEL FUNCTIONS

Section I: GENERAL

2200 INTRODUCTION

1. GENERAL. This section provides policy regarding the areas of automated COSAL maintenance. Automated COSAL maintenance is performed using the Supply and Financial Management (SFM) and Maintenance Data Subsystem (MDS) for the Shipboard Non Tactical ADP Program II (SNAP II) system; and the Organizational Maintenance Management System – Next Generation (OMMS-NG) and Relational Supply (R-SUPPLY) for all optimized systems. The functions of these two systems as they relate to COSAL maintenance are discussed in this section. Specific details on how to perform automated COSAL maintenance functions are provided in the SNAP II SFM On-Line User's Manual and the MDS On-Line User's Manual or the R-SUPPLY Unit User's Manual (NAVSUP P-732) and OMMS-NG On-Line Help files.

2. RESPONSIBILITIES. The Supply Officer is the Configuration Manager for afloat activities and is responsible for ensuring COSAL maintenance is performed as required. The 3M Coordinator (MDS Subsystem/OMMS-NG Manager) and Leading Storekeeper (SFM Subsystem Manager/R-SUPPLY Functional Area Supervisor) provide assistance to the Supply Officer and will normally perform automated COSAL maintenance. Duties of these managers are addressed in par. 1410.

2201 CONFIGURATION DATA MANAGERS DATABASE – OPEN ARCHITECHTURE

1. GENERAL. The Configuration Data Managers Database - Open Architecture tracks the status and maintenance of naval equipment and their related logistics items (drawings, manuals, etc.) on ships and naval activities around the world. The term "open architecture" is used to denote the fact that CDMD-OA is a client/server-based system, not dependent upon any vendor's proprietary hardware or software; data may flow to and from CDMD-OA provided that open protocols are used. The status of a given piece of equipment (i.e. installed, altered, deleted, etc…), determines the range and depth of spare parts carried, making this tracking extremely important in terms of cost, shipboard stowage space and weight, and operational availability.

2. CDMD-OA was designed specifically to aid the tracking of configuration data by shore-based Configuration Data Managers (CDMs). The Naval Sea Systems Command (SEA 04TD) initiated the development of CDMD-OA to decrease the time required to process configuration data between the ship, the CDM, and the Naval Inventory Control Point (NAVICP). The client/server architecture of CDMD-OA provides a queriable single repository for all naval configuration and logistics. CDMD-OA incorporates the latest technological innovations to maintain data integrity and speed transmission of updates between CDM's, NAVICP, and afloat units.

2202 REVISED ALTERNATIVE DATAFLOW

1. GENERAL. Revised Alternative Dataflow (RAD) is a system for file transfer incorporating both satellite and land line technology. It replaces the manual procedures, paper processing, and tape transfer of data previously required for configuration management processes. RAD shortens the time required for data to complete the Navy logistics and supply-processing loop. The RAD system provides connectivity for public and private shipyards, ships, shore sites, and contractors.

2. RAD is the data file transfer and tracking mechanism for the Configuration Data Managers Database – Open Architecture (CDMD-OA) system. Its operation connects logistics data between in-service engineering agents (ISEA), integrated logistics overhaul (ILO) sites, configuration data managers (CDM), and the Naval Inventory Control Point (NAVICP). In addition, RADWeb transmits all supply and configuration data to and from shipboard systems. RAD is the standard interchange product for transferring maintenance, configuration, and logistics information within the ship's configuration logistic support information system (SCLSIS) community.

3. RAD provides a fleet-standard interface for sending Current Ship's Maintenance Plan (CSMP) upline reports, parts usage data, and Planned Maintenance System (PMS) feedback and retrieving automated shore interface (ASI) files electronically. Files can be transmitted via the Revised Alternative Dataflow Web site (RADWeb) or the CDMD-OA Graphical User Interface (GUI).

2203 AUTOMATED SHORE INTERFACE (ASI)

1. GENERAL. Automated Shore Interface (ASI) is the process for updating an activity's configuration and logistics database and to aid in synchronization of configuration and logistics data between the ship's database and the Weapons System File (WSF). Through the batch ASI process, equipment configuration updates, APL suppression or cancellations, pen and ink changes, allowance update and other logistics changes are updated against ship's automated files.

2. RESPONSIBILITIES. The Supply Officer is designated as the Configuration Manager onboard Navy ships. The Ship's 3M Coordinator and Leading Storekeeper shall ensure the timely processing of ASI configuration and logistic data. The ASI files shall be downloaded from the RADWeb and processed in OMMS-NG from the following website:

Pacific units: https://radpac.cdmd.navy.mil/radasp/Ship/ShDefaultShip.htm

Atlantic units: https://radlant.cdmd.navy.mil/radasp/Ship/ShDefaultShip.htm

3. OUTPUT. Output from OMMS-NG Batch Job File will be processed in R-SUPPLY. The Supply Functional Area Supervisor or Leading Storekeeper will process the output file from OMMS-NG via JSS135 (R-SUPPLY Force Level) or JSS117 (R-SUPPLY Unit Level).

Section II: COSAL MAINTENANCE

2205 BACKGROUND

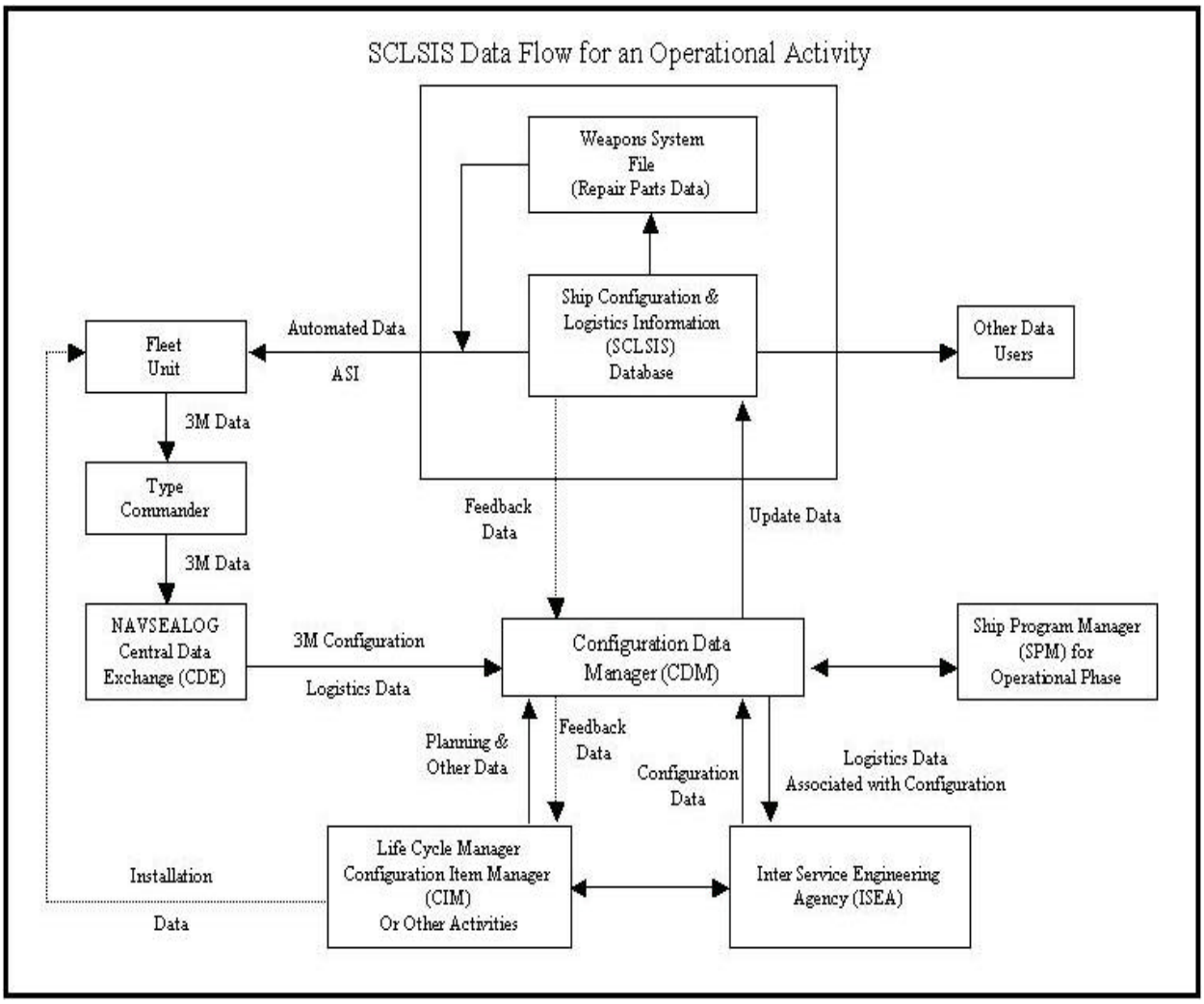
1. GENERAL. Logistic support for Navy ships is driven by the equipment known to be currently installed on board (configuration) and those planned for addition or replacement. The automated COSAL provides the ship with basic guidance for determining the range and depth of items which should be stocked by the supply department or held in the custody of other department heads. It is essential that any changes to configuration be incorporated promptly and that corrective action be taken when it is determined that any part of the automated COSAL is inaccurate or incomplete.

2. WEAPON SYSTEMS FILE. The Weapon Systems File (WSF), maintained at NAVICP MECH, is the master configuration record which contains configuration, repair parts allowances, and the technical data required to develop the ship's COSAL.

3. COSAL TYPE CODES. Activities normally maintain more than one COSAL type. These different COSAL types are identified by COSAL Type Codes. These COSAL Type Codes, their description and their relation to the manual COSAL sections are illustrated below. The applicable COSAL Type Codes for SNAP II activities must be specified in the SFM Constants File. COSALs in R-SUPPLY are referred to as Allowance Loads. The applicable Allowance Loads for R-SUPPLY activities must be specified in the R-SUPPLY Constants File.

COSAL Type Code	Description	Related Manual COSAL or COSAL Section
HME/O	Hull, Mechanical, Electrical, Ordnance and Electronic	HME/O COSAL
MAM	Maintenance Assistance Modules	Part III, Section CF
BH	Boat Haven	Boat Haven COSAL
Q-COSAL	Nuclear	Reactor Plant COSAL
OSI	Operating Space Items	Part III, Section B
SW	Strategic Weapons	Strategic Weapons COSAL
NW	Nuclear Weapons	Nuclear Weapons COSAL

4. AUTOMATED INFORMATION SYSTEMS (AIS). Automated Information Systems (AIS) have been designed to allow activities to automatically update their applicable portion of the WSF. In order to maintain agreement between the activity's configuration data base and the WSF for timely and accurate logistic support, a closed loop system has been developed for reporting and tracking configuration changes, and for the automatic processing of authorized external updates to the activity's COSAL and the ship's equipment files (SEF). This "closed loop" system, SCLSIS, begins with the normal 3M Up-Line reporting cycle. The normal 3M Up-line reporting includes all configuration change transactions for adding or deleting equipment from the equipment file; making corrections to the equipment file; generating COSAL feedback reports; and requesting additional logistic support. This will ultimately include PMS documentation, technical manual support, and allowance quantities for specific equipment(s). The success of this process naturally depends upon the reliable support of all shipboard maintenance personnel. The following illustration represents the SCLSIS data flow and ASI process.



5. SCLSIS/ASI PROCESS.

a. Data is put into SCLSIS using the 3M Up-Line reporting procedures. The data flow is from the ship to the TYCOM and then to the Central Data Exchange (CDE) located at Naval Sea Logistics Center (NAVSEALOGCEN). The CDE consolidates the configuration and logistics data and routes it to the appropriate Configuration Data Manager.

b. The CDM is solely responsible for the accuracy and maintenance of configuration data for a particular ship class. All data entries into the WSF/SCLSI databases are made by the CDM. The CDM conducts all necessary research on information submitted for database inclusion and then updates the SCLSI database as necessary.

c. As custodian of the SCLSI database, NAVICP processes transactions as directed by the CDM, calculates allowance changes and extracts related supply support information. All SCLSI database updates, whether initiated by the ship or the CDM, will result in generation of an output record being sent to the ship via the ASI process.

2215 ASI PROCEDURES

1. GENERAL. Once the activity downloads the ASI product from the RADWEB application, the 3M Coordinator and Leading Storekeeper must process the ASI.

2. PROCEDURES. In processing the ASI, the Supply Officer, 3M Coordinator, and Leading Storekeeper will meet to coordinate the proper processing of the ASI and associated reports. Each ship will perform the following:

a. Review requisition defaults in the SFM Constants File or the R-SUPPLY Requisitions/ Offload Values in order to ensure that deficiency requisitions are properly coded and prepared in the correct format (see par. 6424).

b. Load and Process the ASI in accordance with the ASI Processing Guide.

2225 CROSS REFERENCE FILE UPDATES

As a part of the ASI process the SFM cross reference file (XRF) is updated automatically with new or superseded NSNs. The ships XRF is interactively updated through the SNAP II terminal when cross reference relationships are determined to exist between stock records.

2227 QUALITY ASSURANCE PROCESS (RECONCILING DISCREPANCIES)

1. GENERAL. With ASI processing, listings are produced which summarize SRF (allowance) and SEF (configuration) updates. Additional information regarding these reports are provided in the SPAWARSYSCEN MDS On-line Users Manual. This data should be compared with the transaction ledger (stock record file (SRF) updates) run immediately after ASI processing and also with the SEF analysis report (configuration data). More information on the transaction ledger is contained in Appendix 25 .

2. Equipment File Analysis Report. The Equipment (EQU) File analysis report is an MDS subsystem report. This report, however, is critical for analyzing the automated COSAL update. Part A of the report is in APL sequence and includes the type, nomenclature, and equipment count for each APL. Also included in this section is a total count of APLs not in the COSAL file, and a percentage of APLs not in the COSAL. Part B of this report analyzes equipment APLs which are not contained in the SNAP II COSAL file (COS). Part C of this report provides an analysis of COSAL APLs which are not in the APL file. Additional details regarding the SEF analysis report are contained in the SNAP II MDS On-Line Users Manual. Once these corrective actions to update the EQU and APL are completed, COSAL deficiencies may be requisitioned. If major problems are discovered during this audit, the Supply Officer should contact the system coordinator and/or the 3M coordinator to initiate any required ASI corrective action.

Section III: IMPACT ON MANUAL METHODS

2237 MANUAL FALLBACK PROCEDURES DURING SYSTEM DOWNTIME

During system downtime, the SEF summary report produced at the conclusion of ASI processing in conjunction with the Summary of Effective APLs/AELs (SOEAPL) produced from OMMS-NG, and a complete Stock Status Listing, (SFM Report 042/R-SUPPLY JSI216), will be used to provide supply support for the ship. Any information which will impact upon configuration management during system downtime, should be manually maintained until the system is operating and the updates to the appropriate automated files can be made. More information regarding SNAP II system fallback procedures is provided in par. 1527.

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING - REAL TIME (SUADPS-RT) FUNCTIONS

Section I: ALLOWANCE PROCESSING

2300 COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)

1. GENERAL. The COSAL process is the act of updating an activity's allowance items by either adding new COSAL records, deleting items no longer required, or changing the current allowance for items already established on the BMF. These changes are received from the Naval Inventory Control Point Mechanicsburg (NAVICP MECH) in tape medium and processed against the activity's BMF in accordance with subparagraph 2.

2. PROCEDURES. To process the tapes received from NAVICP MECH, the Process Allowance List Records Program must be used. This program may be accessed through the Update Material/Service Data Screen (SFS100) by selecting option seven. The update tapes will be processed through batch processing using the Batch Job File (BJF). New records will be established automatically, changes will be matched to the BMF and the applicable data elements will be updated. The following tapes may be received from NAVICP MECH:

a. Establish or Change BMF Allowance Records Tape. This tape will contain a record of each change (with COSAL indicator set) to the allowance quantity and a record for each new item. The data in the tape will be validated for configuration and compared with applicable validation tables. After the data is validated, the BMF or QCF will be searched for a corresponding NIIN record. If an item is identified by a manufacturer's part number, the PNF will be used to cross-reference the part number to a NIIN. Records that do not match will be recorded to the SSP; they will be listed by document identifier and will include an error message, stock number, current Julian date, current time, error code E, and card image with user's ID. This program will process depending on whether the change involves a BMF, QCF, or existing record that can be updated. Also, if a record must be built, the relationship between the change and the BMF/QCF allowance indicator, allowance quantity indicators, and allowance quantities will affect this process. Refer to SUADPS-RT Support Procedures, Volume I, Chapter 2 for allowance and load list tape processing.

b. Establish or Change BMF Record Data Tape. This tape contains the changes that will update the BMF. When completed, the appropriate APL, AEL, part number, and validation data changes will have been made to the COSAL. Refer to SUADPS-RT Support Procedures, Volume I, Chapter 2 for APL and APR update tape processing.

3. REVIEW AND ACTION. The effects of allowance processing on the BMF should be reviewed, comparing the SAMMA/SAL before COSAL processing to the SAMMA/SAL produced immediately after for items appearing on the exception list, the number of records added to or deleted from the COSAL allowance, and material in an offload condition. Additionally, automatic reorders (see par. 3800) should be generated to replenish stock for changed allowance ROs and newly established items.

2301 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL) (USID C AND M ACTIVITIES ONLY)

1. GENERAL. Aeronautical material support allowances are established initially by AVCAL outfitting (see par. 2100) and subsequently updated through the AVCAL re-outfitting process (RE-AVCAL). The development of the AVCAL is a complex process and involves joint participation by the Naval Inventory Control Point Philadelphia (NAVICP PHIL), Type Commander, and the activity's supply and maintenance personnel. AVCALs will be reviewed and revised prior to each CV/CVN/LHA/LHD deployment and during complex overhauls or restricted availabilities. Marine Aviation Logistics Squadrons (MALS) AVCALs will be reviewed and revised in accordance with schedules determined by appropriate type and Fleet Marine Force commanders. Policy, procedures, responsibilities, guidelines, and other information pertinent to the AVCAL re-outfitting process are contained in NAVICPINST 4441.15 (series). In addition, Type Commander's instructions have been developed to assist activities in accomplishing the various tasks related to the RE-AVCAL process and performing quality assurance checks upon completion.

2302 LOAD LIST ALLOWANCES

1. GENERAL. Load list allowances (FILL, TARSLL, TLL) change as requirements and operating conditions change, as well as when revised allowance quantities are forwarded to each activity. TYCOM instructions provide the frequency and other conditions specifying when load list updating is required.

2. LOAD LIST AND SUPPLEMENTAL LOAD LIST TAPES. A number of tapes can be received depending on the activity's USID as follows:

➔ a. Navy Supply Information Systems Activity (formally FMSO) Load List (USID T activities),

➔ b. NAVSISA Supplemental Load List (TARSLL USID T),

c. FILL Verification Tape (USID C, and T activities),

d. FILL Tape (USID A).

3. PROCEDURES. When the load list tapes are received, the Load List Update Tape Processing Transaction Screen or the Incoming Batch Processing Transaction Screen can be utilized for SUADPS-RT processing (see the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2, and Appendix 20). In either case, the correct selection must be made from the Incoming Batch Processing Transaction Screen based on USID. SUADPS-RT validates a number of data fields and a transaction will suspend (SSP File) if validation fails. Suspense transaction processing is described in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. Upon completion of processing, BMF load list quantities will reflect the quantity authorized on the input tape. Load list processing will affect the following categories on the BMF depending upon tape and transaction coding and BMF conditions:

a. Range adds - initial allowances for new load list items;

b. Range deletes - items determined as no longer required for load list support;

c. Depth increases - increases in authorized allowance quantities for current load list stock;

d. Depth decreases - decreases in authorized allowance quantities for current load list stock;

e. Verification item - tape and BMF load list allowance quantities are the same, no change to BMF record;

f. Unauthorized items - items which have BMF load list allowance quantities which are not authorized for load list stock.

2303 MARINE AVIATION LOGISTICS SQUADRON (MALS) COSAL

1. GENERAL. The MALS COSAL (see par. 2099-5) is updated every three years. NAVICP MECH will forward a deck of Equipment/Component Validation Cards (NAVSUP Form 1311) to each MALS for validation against actual on-hand equipment. Each item will be validated against the applicable equipment and annotated with changes as required. A NAVSUP Form 1311 will be prepared for each equipment/contained in the deck received from NAVICP MECH. The annotated deck will be returned to NAVICP MECH in accordance with the date specified in the forwarding letter. NAVICP MECH will use the annotated NAVSUP Form 1311 cards to update the MALS COSAL and produce COSAL AID tapes. The tapes received from NAVICP MECH will be processed by the MALS as discussed in SUADPS-RT Support Procedures Manual, Volume I, Chapter 2 and par. 2300 of this manual. Additional information concerning the processing of COSAL aids received from NAVICP MECH is contained in the USMC Aviation Supply Desk Top Procedures (ASDTP).

2304 SUPPLY PROCESSING DURING INTEGRATED LOGISTICS OVERHAUL (ILO)

➔ 1. GENERAL. The steps taken prior to entering a yard period are critical to the overall success of the overhaul. Specific instructions are provided by NAVSEA Publication SL105-AA-PRO-060 and appropriate Type Commander instructions. For outfitting of newly constructed ships refer to NAVSUPINST 5450.109. ILO periods can range from a few months to years and are conducted at various overhaul sites in the United States and abroad. During the life cycle of a ship, it will normally go through multiple ILO periods. ILOs include the following processes:

a. Ensuring that the ship's true configuration is supported in its respective allowance (i.e., COSAL, AVCAL, and Load),

b. Ensuring stock levels meet new COSAL, AVCAL, or Load requirements,

c. Ensuring the ship's supply operational readiness.

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AFLOAT SUPPLY PROCEDURES

CHAPTER 3: MATERIAL PROCUREMENT

Part A: REQUISITIONING INSTRUCTIONS

Section I: General Information

Introduction....3000
Requisitioning Policy....3001
Methods of Procurement....3002
➔ Transportation and Shipping Considerations....3003
Sources of Supply....3004
➔ FISC/NRCC Procurement Geographic Area of Responsibility....3005
Control of the Distribution of Material....3006

Section II: Military Standard Requisitioning and Issues Procedures (MILSTRIP)

General....3020
MILSTRIP Requisitioning Forms....3021
Material Excluded....3022
MILSTRIP Requisition Format....3023
Preparation of the DD Form 1348....3024
Preparation of the NAVSUP Form 1250-1....3025
Preparation of the DD Form 1348-6....3026
Preparation of the NAVSUP Form 1250-2....3027
NORS/NMCS Requisition....3028
Methods of Requisition Transmittal....3029
CASREP Report....3030
Preparation of Requisition and Invoice/Shipping Document (DD Form 1149)....3031
Letter Requests....3032

Section III: Uniform Material Movement and Issue Priority System (UMMIPS)

Priority Designators (PDs)....3045
Force/Activity Designators (FADs)....3046
Urgency of Need Designators (UNDs)....3047
Selection, Assignment, and Review of Priority Designators....3048
Processing Time Standards....3049
Delivery Dates....3050
Quantity Restriction....3051

Part B: PURCHASE

General Policy....3053
Freight Forwarding....3054
Obligation Document....3056
Demand Reporting of Locally Purchased Items....3057
Distribution of Purchase Orders (DD Form 1155)....3058
Supplies/Equipment not to be Purchased without Bureau, Command or Office Authority....3059

Part C: SPECIFIC MATERIALS AND SERVICES

Section I: Clothing
- Divers' and Swimmers' Clothing 3100
- Protective Equipment, Safety Clothing, and Accessories 3110
- Leather Flight Jackets 3120
- Renovation of Special Clothing 3130

Section II: Repairable
- NAVSEA Controlled Nuclear Reactor Plant Components 3259
- Field Level Repairables (FLR) 3262
- Miniature/Micro-Miniature (2M) Repair 3263

Section III: Electronic Material
- Scope 3275
- Quartz Crystals 3276
- Teflon Cables 3277
- Teletypewriter Motors and Gears 3278
- General Purpose Electronic Test Equipment 3279
- Portable Radiac Equipment 3280

Section IV: Ordnance Material
- Supply Officer's Responsibility 3295
- Requisitioning Instructions 3296
- Surface Missile Systems (SMS) Ordnance Alteration (ORDALT) Kits 3297
- Repair Parts Support for Ordnance Alterations (ORDALTs) 3298

Section V: Aviation Material

Subsection 1: General
- Fleet Rationing Control of Aeronautical Material 3315
- Requisitioning Channels 3316

Subsection 2: Aircraft on Extended Flights
- Procurement of Material, Services, Food and Lodging 3330
- Flight Packets 3331
- Procurement from U. S. Government Sources 3332
- Procurement form Commercial Sources 3333
- Air Card 3334

Subsection 3: Photographic Material
- Standard Material (NSN/NICN Items) 3345
- Nonstandard Material (NON-NSN/NICN Items) 3346

Section VI: Initial/Increased Allowances of Repair Parts and Equipage
Introduction....3365
NAVSEA OPN Outfitting Account....3366
NAVSEA OPN Outfitting Account Scope....3367
NAVSEA OPN Outfitting Account Allotment Holder....3368
NAVSEA OPN Outfitting Account Requisitioning Procedure....3369
Interim Contractor Supply Support (ICSS)....3370
NAVAIR Aircraft Procurement Navy Funds....3371
SUADPS-RT/RSUPPLY Funding of Other Allowance Increases....3372

Section VII: Procurement from Servmarts
General....3380
Servmart Shopping List (SSL)....3391
Preparation of Documents....3392
Pick-up of Material....3393
Actions Subsequent to Procurement....3394

Section VIII: Miscellaneous Materials and Services
Boat Covers and Canopies....3430
Boat Letters, Numerals, Arrowheads, Arrownocks, and Stars....3431
Boat Rentals....3432
Port Services....3433
Transportation Tickets and Tokens....3434
Library Materials for Ship's General Library....3435
Professional Books....3436
Books and Publications Obtainable from Other Government Departments....3437
Recreation Material....3438
Chronometers and Chronometer Accessories....3439
Customs Inspections....3440
Gas and Gas Cylinders....3441
General Services Administration (GSA) Managed Items....3442
Interpreter Services....3443
Medical and Dental Material....3444
Rubber Stamps....3445
Ship's Seals....3446
Chaplain Services....3447
Habitability Items....3448
Meteorological Material....3449
Printing....3450
Property of Shore Activities Loaned to Ships....3451
Office Equipment....3452
Pesticides and Pesticide Dispersal Equipment....3453
Automated Data Processing (ADP) and Word Processing Equipment....3454
Automotive Vehicle Support....3455
Gifts and Mementos....3456
Canned Drinking Water and Abandon Ship Food Packets....3457

Filing Cabinet Equipment....3458
Flags and Battle Streamers....3459
Ice....3461
Medals and Unit Award Ribbons....3462
Continuing and One-Time Services....3463
Subsafe/Level 1 Material....3464
Chemicals for Boiler Water and Feedwater Analysis....3465
Radioactive Material....3466
Forms and Publications....3467
Parts Support for Commercial Construction Equipment, Material Handling Equipment (MHE), and Commercially Designated Wheeled Vehicles....3468
Shipboard Copier Program (SCP)....3469
Maps and Charts....3470

Part D: REQUISITION FILE MAINTENANCE

Section I: Action on Ship's Requisitions by Shore Supply Activities
General....3500
Rejection of Requisitions....3501
Cognizance Symbol Changes....3502
Substitute Items....3503
Local Procurement of Material....3504
Requisitions Referred to Inventory Managers....3505
Requisition Status....3506
Recipient(s) of Status....3507
Time Frames for Furnishing Status....3508
Methods of Providing Status....3509
Supply Status Formats....3510
Shipment Status Formats....3511

Section II: Action by Ship's on Their Outstanding Requisitions

Subsection 1: Follow-up on Outstanding Requisitions
Types of Follow-up....3530
Methods of Follow-up....3531
Follow-up Procedures....3532
Follow-up Documents Processed as Requisitions....3533
Preparation of Follow-up Document....3534
Message Follow-up....3535
Follow-up on Outstanding Requisitions for Ships Deploying....3536
GSA Follow-up....3537
Follow-up on Requisitions with Shipment Status....3538

Subsection 2: Requisition Modifiers
Modifying a Requisition....3550
Requisition Modifier Documents....3551
Requisition Modifier Messages....3552

Subsection 3: Cancellation of Outstanding Requisitions
When Cancellation is to be Requested 3565
When Cancellation is Not to be Requested 3566
Cancellation of Nonstandard Items 3567
Cancellation Requests 3568
Cancellation Request by DD Form 1348 3569
Cancellation Request by Message 3570
Follow-up on Cancellation Requests 3571
Notification of Cancellation Action 3572
Confirmation of Cancellations 3573

Section III: Material Obligation Validation (MOV)
Overage Material Obligation 3590
MOV Schedule 3591
MOV Requests 3592
Activity to Receive MOV Requests 3593
Acknowledgment of Receipt of MOV Requests 3594
Validation of Outstanding Requisitions 3595
Ship's Response to MOV Requests 3596
Overaged Requisitions for Which MOV Requests Not Received 3597
Delayed Submission of Material Obligation Validation (MOV) Response Cards 3598
Cancellation of Requisitions 3599

Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCUREMENT PROCEDURES

Section I: General
Introduction 3705
Overview 3706
Responsibilities 3708

Section II: Generating Requisitions
General 3715
Material Requirements 3716
SFM Technical Editing 3720
RSUPPLY Item Verification 3721
SFM Requirements Listing 3724
RSUPPLY Requirements Listing 3725
SFM Requisition Creation 3726
RSUPPLY Requisition Creation 3727
Requisition Number Assignment 3728
Fallback Procedures 3729

Section III: SFM Automatic Reorder
Introduction 3730
Reorder Review 3731
Global Reorder Review 3732
One-For-One Reorder 3733

Section IV: RSUPPLY Automatic Reorder
Introduction....3740
Trial Reorder Option....3741
Reorder Review Listing....3742

Section V: Requisition File Maintenance
General....3750
SFM Requisition Status Processing....3751
RSUPPLY Requisition Status Processing....3752
Status Processing for NAVSEA OPN Outfitting Account Requisition....3753
SFM Requisition Follow-up....3754
RSUPPLY Requisition Follow-up....3755
SFM Requisition Modifiers....3756
RSUPPLY Requisition Modifiers....3757
SFM Material Obligation Validation (MOV) Procedures....3758
RSUPPLY Material Obligation Validation (MOV) Procedures....3759

Section VI: Requisition History Tape (RHT) Processing
SFM RHT Processing Procedures....3760
RSUPPLY RHT Processing Procedures....3761

Part F: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM (SUADPS)/ RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCUREMENT PROCEDURES

Section I: Automatic Reorder
Introduction....3800
SUADPS-RT Record Selection Options....3801
RSUPPLY Record Selection Options....3802
SUADPS-RT Reorder Quantity Computations....3803
RSUPPLY Reorder Quantity Computations....3804
Dummy/Trial Reorder Option....3805
Reorder Request....3806
SUADPS-RT Files/RSUPPLY Tables Updated....3807
Reorder Review Ledger/Listing....3808
Requisition Release Processing....3809

Section II: Off-line Stock Procurement
Replenishment Procedures....3810
Document Numbers....3811
SUADPS-RT Files/ RSUPPLY Tables Updated....3812
Long Term System Failure....3813

Section III: DTO Procurement
General....3820
Procurement Methods....3821
Document Number Control....3822
Fund Code Assignments....3823
Control and Validation Files....3824
MDS Data....3825
Obligation Value Adjustments....3826
On-line DTO Requisitions....3827
Off-line DTO Procurement....3828

Section IV: Requisition File Maintenance
Supply and Shipment Status....3830
Automatic Follow-Up....3831
Individual Document Follow-Up Processing....3832
Requisition Modifiers....3833
Cancellation Requests....3834
External Material Obligation Validation....3835
Basic Requisition File (BRF)/Active Requisition Table Record Visibility....3836
Extended Money Value of DTO Requisitions by Fund Code....3837
Group Cancellation Request....3838
Cancellation Request for Excess Stock Due....3839
SUADPS-RT Material Obligation Validation (Internal)....3840
RSUPPLY Requisition Listing Processing....3841
Requisition History Processing....3842
Order and Shipping Time Analysis Report (OSTAR) and Outstanding Requisition Analysis Listing (ORAL)....3843
Requisition Response Time Management Information Systems (RRTMIS) Report....3844
Uniform Material Movement and Issue Priority System (UMMIPS) Report....3845
Deleting Basic Requisition Records....3846

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CHAPTER 3

MATERIAL PROCUREMENT

Part A: REQUISITIONING INSTRUCTIONS

Section I: GENERAL INFORMATION

3000 INTRODUCTION

This chapter explains, in detail, how a ship obtains the material it requires to operate effectively to fulfill it's mission. With the exception of certain items, such as newly developed technical manuals, and equipment which are automatically sent to the ship without requisitioning action, the Supply Officer must request material before it is provided by the supply system.

3001 REQUISITIONING POLICY

Requisitioning channels are an essential element of the operational readiness of Navy Units and an inextricable part of the Nationally Integrated Supply System. Accordingly, the Fleet Commanders and NAVSUP must jointly maintain the integrity of the Fleet requisition channels. Establishment and maintenance of these channels is thereby vested in NAVSUP, who will act in concert with the Fleets in setting these policies.

3002 METHODS OF PROCUREMENT

There are two basic methods by which a ship may obtain the materials and services it requires. The first is by submission of a requisition to an ashore supply activity or to another naval vessel, and the second is by purchase directly from a commercial source. A ship normally will procure its requirements by submitting a requisition to a Navy supply activity. However, when the supply system cannot be used to obtain material required for immediate operations, the Supply Officer is authorized to purchase those requirements, subject to the limitations in the Department of the Navy Simplified Acquisition Procedures (SAP)(NAVSUPINST 4200.85 series), directly from a commercial source in the open market.

➔ 3003 TRANSPORTATION AND SHIPPING CONSIDERATIONS

1. GENERAL. Prior to requisitioning nonstandard stock material, a thorough analysis must be performed to evaluate the total cost of acquiring the material. This analysis must take into consideration the total cost of the material procured as well as the total cost of shipping the material to its final destination. This analysis is particularly important when the material will be shipped through the Defense Transportation System (DTS). Particular attention should be paid to material being shipped long distances within CONUS as well as material prepared for OCONUS shipment. Often making a local purchase will provide the "best value" to the Government in cases when the cost of transportation exceeds the cost of the material.

2. RESPONSIBILITY. Supply Officers have a fiduciary responsibility to ensure that all aspects of a requisition document are reviewed and evaluated in terms of correctly identifying the material to be purchased including purchase priority, purchase price, purchase description, etc. Not conducting a thorough analysis of all aspects of a requisition, could needlessly waste limited purchase and shipping resources.

3. EVALUATING THE COST OF TRANSPORTATION. Navy Transportation Officers are available to assist Supply Officers and their staffs when evaluating the cost of transportation. The below information may be helpful when evaluating the costs of AMC airlift and MTMC/MSC sealift transportation.

Activity Rates	DSN	Commercial
AMC (Airlift) Rates (24 hour):	779-3870/2353	618-229-3870/2353

Email: channelrates@scott.af.mil

Internet: https://amcpublic.scott.af.mil/fm/rates.htm for all locations

https://www.amcfm.scott.af.mil/fmb.htm for *.mil locations

Rates POC: Michael Brozyna Email: michael.brozyna@scott.af.mil

MTMC (Surface) Rates: 328-3289/3117 703-428-3289/3117

POC: Steve Andrews Email: andrewss@mtmc.army.mil (Port Operations)

POC: Ridley Crawford Email: crawfordriley@mtmc.army.mil (Liner (Containers & Breakbulk) and GPC (POVs))

Internet: http://www.mtmc.army.mil/frontDoor/0,1383,OID=2--16-2178--2178,00.html

MSC (Chartered Vessel) Rates: 325-5423 202-685-5423

POC: Joyce Green Email: joyce.green@msc.navy.mil

Internet: http://www.msc.navy.mil/instructions/pdf/m76003jch10.pdf

USTRANSCOM Rates: 770-1804 618-229-1804

Rates POC if above sources cannot help you:

POC: Cherrie Moore Email: cherrie.moore@hq.transcom.mil

More details on DTS rates are available on the Internet at:
https://business.transcom.mil/portal_content/j8/trans_ratesandrules_fy03.pdf

3004 SOURCES OF SUPPLY

1. GENERAL. Ships normally submit requisitions to the supply activities specified in current operational orders and instructions issued under the direction of NAVSUP and Fleet Commanders. The Supply Officer must be thoroughly familiar with these orders and directives. When requisitioning instructions do not specify the supply source, ships will submit requisitions to the nearest Navy ashore supply activity (e.g., FISC, NSY). See par. 1067 concerning supply support to deployed fleet units by CLF ships. Two commonly used instructions describing requisitioning channels are:

a. Pacific Fleet Requisitioning Guide--COMPACFLTINST 4235.3 (series),

b. Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998.

2. GENERAL SERVICES ADMINISTRATION (GSA) CUSTOMER SUPPLY CENTERS (CSCs). GSA Customer Service Centers are designed to provide office supplies in small quantities. Orders may be placed by telephone, mail, fax or the GSA Advantage On-Line Shopping Home Page (see Appendix 29) and are shipped within 24 hours directly to the ordering activity.

3. DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS). All Navy activities are encouraged to take advantage of excess material which has been turned in to Defense Reutilization and Marketing Offices (DRMOs). This material can be a way to save valuable ship's resources by routinely screening requirements against the IRIS Database. Strict controls must exist for material requisitioned. All screening for and requisitioning of DRMO material must be authorized by the Supply Officer in accordance with the Defense Reutilization and Marketing Manual (DOD 4160.21-M) Chapter IX. Excess property reutilized through requisitions from a Navy Activity will be subject to normal custody (see par. 4500) and inventory control procedures (Chapter 6). However, if material is to be picked up from the DRMO there must be a proper division of functional responsibilities, i.e., the person picking up the property should not be the same person accounting for the property. Additionally, installation central supply offices must distribute confirmation copies of requisitions to the gaining activities' accountable property officials. The requisitioning of such material will only be allowed to meet the requesting units needs and shall not be redistributed further except by documented transfer (see par. 5035). All activities must refrain from establishing separate warehouse facilities for excess property. Reutilization screening of the DRMS IRIS Database and on-line requisitioning can be accomplished through the DRMS Home Page (see Appendix 29). Additionally, screening of the DRMS IRIS Database can be accomplished through the DLA LINK program available through the DAAS PCLINK and SALTS LINK Programs.

4. CANNIBALIZATION. Periodically, emergencies occur which cannot be satisfied from commercial sources in sufficient time to meet operational requirements. In some cases, these requirements may be satisfied by removing parts from major items of equipment. This removal process, or cannibalization, is an extreme action and should be used only as a last resort. Actions of this type require intensive monitoring to ensure that all phases, from initial cannibalization to final receipt of payback, are tightly controlled. Cannibalization will be accomplished in accordance with TYCOM procedures.

➔ 3005 FISC/NRCC PROCUREMENT GEOGRAPHIC AREA OF RESPONSIBILITY

1. GENERAL. Requirements that cannot be identified to an existing NSN or long term contract, and are not Weapon System support material, shall be forwarded to the appropriate Fleet and Industrial Supply Center (FISC) or Naval Regional Contracting Center (NRCC) based on their Geographic Area of Responsibility. These requirements will be processed in accordance with the policy and procedures outlined this chapter and set forth in the table below and flow charts on the succeeding two pages.

FISC/NRCC	Geographic Area of Responsibility
FISC Norfolk	All CONUS east of the Mississippi River not otherwise assigned; Europe and Middle East/Southwest Asia requirements with U.S. vendors.
FISC San Diego	All CONUS west of the Mississippi River not otherwise assigned.
FISC Jacksonville	North Carolina, South Carolina, Georgia, Florida, Kentucky, Louisiana, Tennessee, Alabama, Mississippi, Texas, Caribbean.
FISC Puget Sound	Washington, Oregon, Idaho, Alaska, Guam, Japan and Western Pacific requirements with U.S. vendors.
FISC Pearl Harbor	Hawaii
FISC Yokosuka	Japan, Korea
NRCC Naples	Iceland, Azores, Great Britain, Europe, Middle East/Southwest Asia and Africa.
NRCC Singapore	Asia/Pacific not otherwise assigned.

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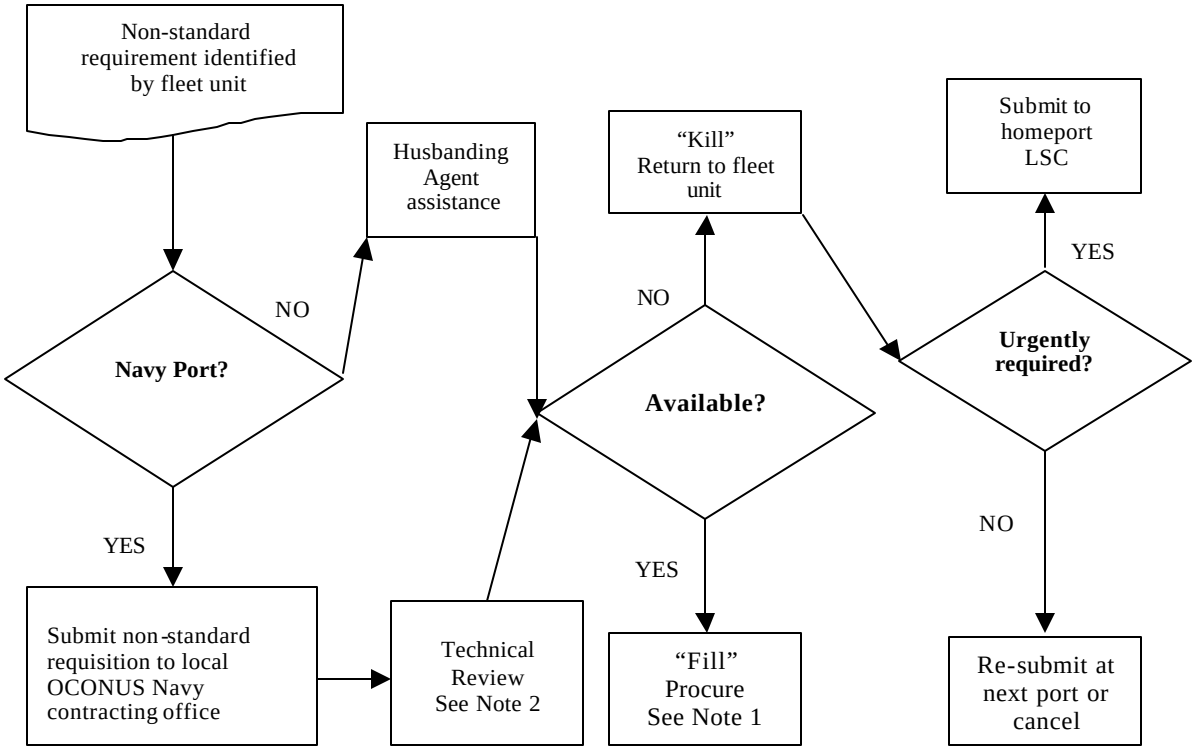
AFLOAT NON-STANDARD PROCUREMENT OF NON-WEAPON SYSTEM SUPPORT MATERIAL MEDITERRANEAN FLOW CHART



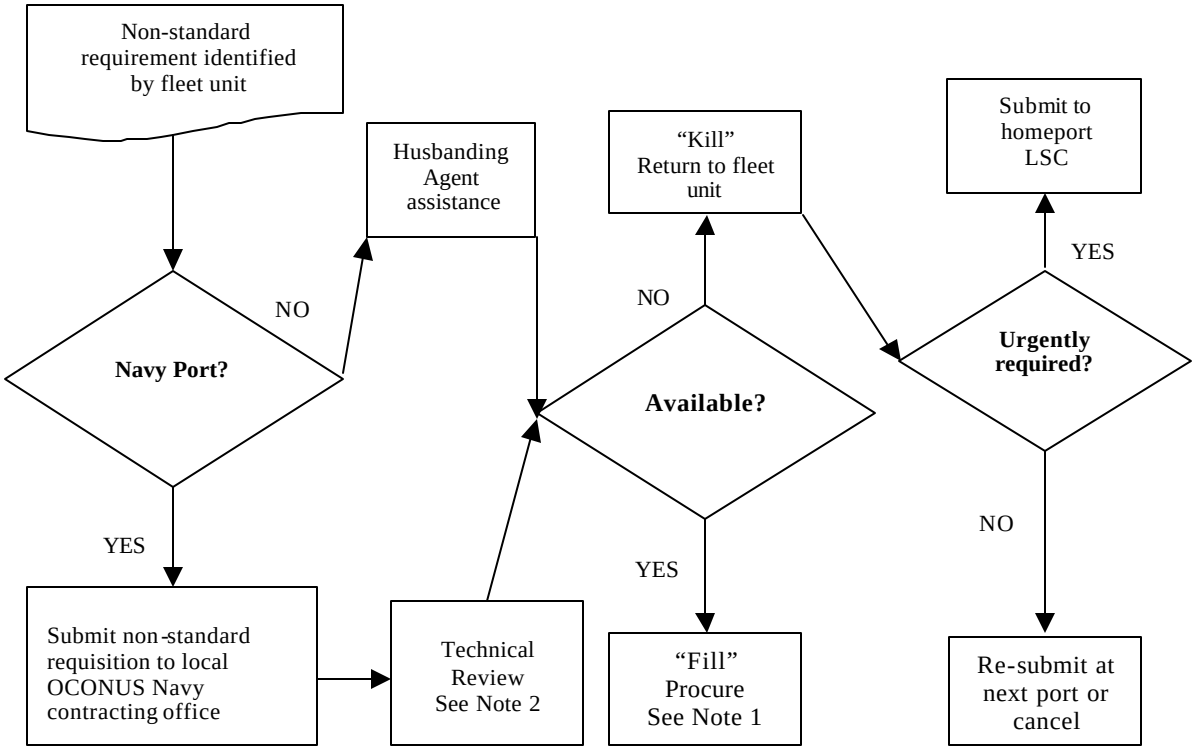
Note 1:

Exceptions for NRCC Naples to procure from CONUS:
(a) Non-standard requisitions under Issue Group I (Priority 01, 02 or 03) with estimated acquisition value less than $25K
(b) Existing FSS/GSA/IDTC up to authorized monetary order limitations
(c) NAVSUP 02 has granted a specific exception

Note 2:

All non-standard requirements should be screened to determine if the item is a weapon system support item. All weapon system support material should be forwarded to the Naval Inventory Control Point for support.

AFLOAT NON-STANDARD PROCUREMENT OF NON-WEAPON SYSTEM SUPPORT MATERIAL EASTERN INDIAN OCEAN/WESTERN PACIFIC FLOW CHART



Note 1:

Exceptions for NRCC Singapore or FISC Yokosuka to procure from CONUS:
(a) Non-standard requisitions under Issue Group I (Priority 01, 02 or 03) with estimated acquisition value less than $25K
(b) Existing FSS/GSA/IDTC up to authorized monetary order limitations
(c) NAVSUP 02 has granted a specific exception

Note 2:

All non-standard requirements should be screened to determine if the item is a weapon system support item. All weapon system support material should be forwarded to the Naval Inventory Control Point for support

3006 CONTROL OF THE DISTRIBUTION OF MATERIAL

1. BY BUREAUS, OFFICES, AND SYSTEMS COMMANDS. Bureau, offices, and systems commands prescribe policies for the original distribution of all material under their control to stock points and for its further distribution from stock points to other activities. These policies determine the supply activities which may carry stocks for issue and set forth the limitations upon the release of those stocks to requisitioning activities.

2. BY FLEET COMMANDERS. The fleet or service force commander is responsible for recommending the establishment of such supply activities within the fleet organization and in overseas areas necessary to ensure efficient distribution of material in such areas. He is responsible for the implementation and enforcement of bureau, office, and systems command policies with respect to the distribution of material and for promulgation of additional distribution controls as may be necessary within the fleet.

3. BY TYPE COMMANDERS. Type commanders may prescribe controls over the procurement and stocking of material on ships and may provide facilities for the supply of material to ships under their command.

4. BY LOCAL COMMANDERS. Area commanders, or senior officers present afloat, may set up distribution controls over stock available in their area when conditions require. They also will be responsible for the enforcement of the distribution controls of higher authority.

5. PROMULGATION OF INSTRUCTIONS ON DISTRIBUTION CONTROL. Instructions concerning distribution control referred to in par. 3003-1-4 are set forth in fleet operation orders and instructions issued by the various controlling commands. Supplementary directives for special material, special circumstances, and for localized areas will be found in bureau, office, systems command, and fleet instructions, and in local directives.

6. AUTOMATIC SHIPMENT BY BUREAUS, OFFICES, AND SYSTEMS COMMANDS. Bureaus, offices, and systems commands will make automatic shipments (push material), without request from a ship, of newly developed equipment and technical material. Advance notice of such shipment customarily will be furnished to ships by a descriptive letter or by copies of bureau, office, or systems command shipment orders covering movement of the material. Advance notices of automatic shipments will be filed in the ship's miscellaneous receipt file (see par. 4149). SUADPS-RT/RSUPPLY activities will record these shipments using the Requisition Input/Initiate Requisition Function of the Logistics Management Subsystem.

Section II: MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)

3020 GENERAL

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) will be used for ordering all material (except those commodities excluded in par. 3022) from the Navy Supply System, other military installations, the Defense Logistics Agency, and the General Services Administration.

3021 MILSTRIP REQUISITIONING FORMS

1. GENERAL. MILSTRIP requisitioning is based upon the use of a coded, single line item document for each supply transaction. One of the following documents will be used for MILSTRIP requisitioning:

a. DD Form 1348 - DOD Single Line Item Requisition System Document (Manual);

b. NAVSUP Form 1250-1 - Single Line Item Consumption/Requisition Document (Manual);

c. NAVSUP Form 1250-2 - Non-NSN Requisition (4491);

d. DD Form 1348-6 - DOD Single Line Item Requisition System Document (Manual Long Form).

2. DD FORM 1348. Except as otherwise provided in par. 3021-3, the DD Form 1348 may be used as a requisition; as a requisition follow-up, modifier, or cancellation request; and as a request for tracer action on overdue parcel post shipments sent by insured/registered/certified mail. This six part form, which is carbon interleaved, consists of two EAM cards (manila) and four intervening paper copies. All copies are identical except that the original does not provide for unit or total price data.

3. NAVSUP FORM 1250-1. The NAVSUP Form 1250-1 is a seven part multipurpose form used as a requisition/consumption reporting document by all submarine forces and nonautomated ships; and as a MILSTRIP requisitioning document by automated/ nonautomated ships for procuring material or services from a tender, stock points, or NPFD Philadelphia; and/or an invoice by tenders or bases for materials supplied to supported units.

4. NAVSUP FORM 1250-2. The NAVSUP Form 1250-2 is a seven part multipurpose form used as a requisition/consumption reporting document by nonautomated ships for procuring non-NSN material. It is also used by automated ships for procuring non-NSN material.

5. DD FORM 1348-6. The DD Form 1348-6 is a six part form which is carbon interleaved. It is used for requisitioning non-NSN items. It is also used for NSN, part number, or other items for which a DD 1348 does not permit inclusion of sufficient identifying data. The DD Form 1348 may be used when the CAGE and part number do not exceed 15 digits; however, to assist the supply source in positive item identification and timely delivery, it is recommended that the DD Form 1348-6 be used to requisition all non-NSN repair parts (see par. 3026). The DD 1348-6 should be used when the NAVSUP 1250-2 is not available.

3022 MATERIAL EXCLUDED

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

a. ship's propulsion and aviation fuel, bulk lubricants (see par. 3404);

b. cognizance symbol I material not assigned a 13 character Navy Item Control Number (NICN), including standardization documents and departmental letter type directives (see par. 3467);

c. cognizance symbol 0K library materials (books, periodicals, etc.) controlled by the Chief of Naval Education and Training (CNET) requisitioned by letter to CNET in accordance with the Naval General Library Manual (NAVEDTRA 15862);

d. industrial plant equipment (requisitioned by use of DOD Production Equipment Requisition/Non availability Certificate);

e. communication security equipment, communication security aids (keying material), and all items, including components, individual elements, and repair parts, which are classified and designated crypto or which normally are handled through crypto channels, use of the DD Form 1149 is not appropriate for items for which other procurement methods (e.g. correspondence) are prescribed in the Registered Publication Systems Manual 4 (RPS 4);

f. presentation silver (see Chapter 8, Part B);

3023 MILSTRIP REQUISITION FORMAT

1. GENERAL. MILSTRIP relies upon coded data for processing requisitions by means of automatic data processing equipment; therefore, regardless of the prescribed requisitioning document (see par. 3021), care must be taken in selecting and entering coded data elements. The following is a description of the data elements:

CC	Field Legend	Explanation
1-3	Document Identifier	Enter the appropriate document identifier code (see Appendix 4).
4-6	Routing Identifier	Enter the routing identifier code (see Appendix 7) of the activity to which the requisition will be submitted. Requisitions submitted to Navy activities for DLA managed material will indicate the same Navy routing identifier code as that used for Navy material, rather than a routing identifier applicable to a DLA activity or DLA material. For example, if a requisition is submitted to FISC, San Diego for material managed by the Defense Supply Center Columbus (i.e., Navy cognizance symbol 9N material), routing identifier code NDZ, rather than S9E or NDE, will be entered.

CC	Field Legend	Explanation
7	Media & Status	The media and status code designates the type of status required; the activity to receive the status; and the communication media for transmitting the status (see Appendix 16).
8-22	Stock Number/ Item Identification	(1) National Stock Numbers (NSNs)/North Atlantic Treaty Organization (NATO) Stock Numbers. When an item is identified by an NSN, the federal supply class (FSC) portion of the stock number will be entered in cc 8-11; the two character national codification bureau (NCB) code and the remaining seven digits of the national item identification number will be entered in cc 12-20. If FEDLOG indicates a two character special material identification code (SMIC) for the NSN of the item being requisitioned, the SMIC will be entered in cc 21-22, except when a weapon system designator code (WSDC) is required in accordance with par. 3028-2a. When a requisition for an NSN/NATO stock number item includes no exception data, DI A01/A0A will be entered in cc 1-3. (2) Navy Item Control Numbers (NICNs). The various types of NICNs authorized for entry in MILSTRIP requisitions are listed and explained in par. 2033. When a requisition for an NICN item includes no exception data, DI A04/A0D, will be entered in cc 1-3. (3) Technical Manual Identification Numbering System (TMINS). Requisitioners should first check the NAVSUP Pub. 2002 to determine if the TMINS number, has been assigned a Cog I stock number. If the item has not been assigned a Cog I stock number, the first thirteen characters, minus hyphens of the TMINS number can be used. (4) Commercial and Government Entity Code (CAGE) and Part Number. Enter the CAGE and part number only if they do not exceed 15 positions (see par. 3026-3027).
23-24	Unit of Issue	Enter the appropriate unit of issue for item requisitioned.
25-29	Quantity	Enter the requested quantity. If the required quantity is less than five digits, precede the significant digits with zeros to provide a 5-digit entry (i.e. a quantity of 2 would be entered as “ØØØØ2”). If the quantity of the item requisitioned is more than 99999 prepare and submit additional requisition(s) for the remaining balance. Requisitions which will result in multiple receipts of material or services, such as continuing and annual requirements for gasoline, telephone service, or laundry service, will indicate "C9999" in the requisition quantity field (see par. 3463).

CC	Field Legend	Explanation
30	Serv	Enter the appropriate service designator code as follows: R - Pacific Fleet operating units, V - Atlantic Fleet operating units, N - Normally utilized by activities located ashore and may be utilized by fleet operating units when specifically authorized. Service designator code changes when a ship transfers from one fleet to another permanently. Guidance for requesting change of service designator code is provided in NAVCOMPT manual Vol II, Chap 5, Part A.
31-35	Requisitioner	Enter the Unit Identification Code of the activity for which material is being requisitioned (see the Navy Comptroller Manual, Volume 2, Chapter 5). When an O&MN end use fund code is cited in cc 52-53, the requisitioner will always be the chargeable activity; and only signal code A or J may be used. When a NWCF fund code is cited in cc 52-53, the accountable activity will be indicated in either the requisitioner or supplementary address field; and signal code A, B, J or K will be used, as appropriate.
36-39	Date	Enter the Julian date on which the request is submitted.
40-43	Serial Number	The first position of the serial number may be a numeric (0 through 9) or an alphabetic (A through G, J, or W); however, G or W will be used only in NORS/NMCS requisitions (see par. 3028). The remaining three positions of the serial number may be numeric or alphabetic (excluding I and O). with the following exceptions: (1) serial numbers in 9700-9999 series will be used only in requisitions for ships store items, including retail clothing. (2) serial numbers in requisitions for food items will include "9" in cc 40 and the applicable alphanumeric subsistence item code in cc 41-43 (see NAVSUP Pub 486, Volume 1, pars. 6000-2b and 6001-1). (3) standardized document numbering systems for SUADPS-RT activities are provided in the SUADPS-RT Support Procedures, Appendix 1. (4) blocks of serial numbers may be assigned to various shipboard departments and/or to specific commodities of material in accordance with TYCOM directives. Entries in cc 41-43 will not be meaningful to the receiving service/agency, but will be perpetuated in all subsequent supply and financial documents: therefore, under no circumstances will duplicate serial numbers be assigned on the same day (in requisitions, or in expenditure invoices (see Chapter 5)).

CC	Field Legend	Explanation
44	Demand Code	Enter the appropriate demand code from Appendix 8. If doubt exists as to which code to use, Recurring Demand coding should be utilized. The use of the Recurring Demand coding provides demand forecast data to the Inventory Manager to maintain stock levels.
45-50	Supplementary Address	When using the supplementary address field as a "Ship to" or "Bill to "address the appropriate service code and UIC will be entered. When material is to be shipped and billed to the requisitioner, cc 46-50 may be used for local information (cc 45 will contain a "Y") as follows: (1) In requisitions for stock replenishment material, enter the stowage location in cc 46-50. If the stowage location will not be established until receipt of material enter "STOCK". (2) In requisitions for NC material other than equipage and SIM-DTO items, enter "N" in cc 46, and the requesters' work center code in cc 47-50. (3) In requisitions for NIS material and SIM DTO items, enter "S" in cc 46 (to signify that a stock record is maintained), and the requesters' work center code in cc 47-50. (4) In requisitions for equipage items, enter "E" in cc 46, and the requesters' work center code in cc 47-50.
51	Signal	Enter appropriate signal code for identifying the activity to which material is to be shipped and/or billed (see Appendix 8). For stock funded NAVICP MECH depot level repairables, the Signal Code will be used by NAVICP MECH to decide where to send follow-ups and billing notifications for the unserviceable turn-in (see par. 5095).
52-53	Fund code	Unless signal code D or M is entered in cc 51 (indicating "free issue" material), the applicable two character fund code from Appendix 30 will be entered in cc 52-53. The fund code for all APA material is Y6. If the requisition is for "free issue" material, cc 52-53 will be left blank (see par. 3369 for fund code entries/omissions in requisitions for initial allowances of repair parts chargeable to a NAVSEA COSAL allotment.) (1) MFCS Activities. For DTO requisitions, enter the end-use fund code applicable to the chargeable OPTAR. For stock requisitions, enter the applicable Navy Working Capital Fund (NWCF) fund code as shown in Appendix 30.

CC	Field Legend	Explanation
54-56	Distribution Code	Distribution codes serve a dual purpose in Navy requisitions. (1) When and as directed by the fleet or type commander, the distribution code (see Appendix 3) of the designated monitoring activity will be entered in cc 54. When a distribution code is entered in the requisition, the monitoring activity will receive 100% supply and shipment status, which is in addition to that provided the requisitioner or supplementary addressee by the M&S code in cc 7. (2) Cognizance Symbol Known. The cognizance symbol is the two position numeric-alpha code that is prefixed to national stock numbers listed in FEDLOG, allowances lists, or other sources of item identification. The first character of the cognizance symbol indicates the stores account and will be entered in cc 55. Odd numbers indicate Navy Stock Account (NSA) material. Even numbers indicate either Appropriation Purchases Account (APA) material or non-stores account material. The second character of the symbol indicates the cognizant inventory manager and will be entered in cc 56 (see Appendix 18). (3) Interim Support Cognizance Symbol. New items that are contractor supported on an interim basis are issued free to requisitioners. Interim support items are carried in "Zero Cog" until material support date. Zero cog has been developed for control and identification of these materials which are issued free to requisitioner from AVCAL, SHORCAL, and COSAL, in order to capture demand information in advance of material support date. Zero cogs relate to the Navy Stock Account cogs to which these items will migrate after material support date. They are as follows: 1H = OJ 1R = OQ 7E = OM 7G = OU 7H = OO 7R = OR (4) Cognizance Symbol Not Known. When the cognizance symbol is not known and an end-use fund code (e.g., NR) is cited in cc 52-53, cc 55-56 will be left blank. However, if the fund code cited is applicable to NWCF (i.e., _Z), a cognizance symbol that reflects an NSA stores account and the inventory manager of a similar material will be entered in cc 55-56. For instance, if the USS JOHN PAUL JONES (DDG-32) cites fund code NR for a machinery repair part which cannot be identified by an NSN, no cognizance symbol entry is required. Conversely, if the USS PUGET SOUND (AD-38) cites fund code CZ for the same item, a cognizance symbol entry of 1H would be required. (5) Services. Requisitions for services will be assigned cognizance symbol 99 and an end-use fund code.

CC	Field Legend	Explanation
57-59	Project Code	Enter the appropriate project code from Appendix 6.
60-61	Priority Designator	Enter the priority designator (PD) authorized in accordance with the assigned F/AD and UND (see pars. 3045-3047).
➔ 62-64	Required Delivery Date	(1) When delivery within the UMMIPS Time Standard (par. 3049) is satisfactory: Except for the requirements listed below, enter "777" for IPG I and II when air shipment is requested. NOTE: IPG I and II requirements not assigned a RDD will be downgraded by DLA to IPG III processing. (2) When material is required to be delivered earlier or significantly later than indicated by the UMMIPS Time Standard Table, entries in cc 62-64 will be made in accordance with par. 3050. (3) When the requisition is for a NORS/NMCS/ANORS/ PMCS requirement, entries in cc 62-64 will be made in accordance with par. 3028-2e. (4) When material does not qualify to be requisitioned as a NORS requirement (as defined in par. 3028-1), but is needed for immediate issue to prevent or eliminate work stoppage of an equipment maintenance action for which a unique job control number (JCN) has been assigned, "R" will be entered in cc 62. Card columns 63-64 will be left blank if delivery within the UMMIPS Time standards for the assigned PD is satisfactory. If it is unsatisfactory, cc 63-64 will include an RDD, expressed in the number of days from the requisition date. An "R" in cc 62 will be significant to requisition processing at Navy activities only. (5) When a ship has been scheduled for inactivation, the cognizant type commander will request NAVICP MECH to initiate action to effect, on a specified date, "mass cancellation" of all the ship's outstanding requisitions (except those that were modified in accordance with par. 3551-3). In addition, the cognizant type commander will designate a contact point(s) to provide disposition instructions on material frustrated at air/water terminals. The designated contact point(s) will be required to provide requested disposition instructions to an air terminal within 24 hours, and to a water terminal within 48 hours to avoid unnecessary congestion at those activities. Requisitions for material known to be required during decommissioning, but submitted either prior to or after the mass cancellation effective date, must contain "555" in card columns 62-64 to preclude cancellation. Requisitions citing special processing code "555" will be exempt from mass cancellation actions and will be accorded processing precedence immediately after NORS/ANORS requirements.

CC	Field Legend	Explanation
65-66	Advice code	An advice code is used to provide the supply source with special instructions applicable to the requisitioned item when considered necessary to ensure appropriate supply action (see Appendix 1). Advice codes are mandatory for Depot Level Repairables and wood products in FSC's 5510 and 5530. Except for Issue Group 1 and NORS/NMCS/ PMCS/BROAD ARROW requirements, a supply source (by means of "CS" status) may arbitrarily reduce a requisitioned quantity to the maximum release quantity (MRQ) it has established for the item. To preclude such partial quantity rejections of requisitions for ILO, RE-AVCAL, initial allowances, and similar requirements the use of advice code 2L is recommended if the requested quantity exceeds 3 units and $50 in money value, and is known to be a valid requirement. However, when using advice code 2L, which allows the requisition to bypass the MRQ edit, it is important to ensure the requested quantity is correct, and compatible with the unit of issue.
74-80	Extended price	Enter the total estimated price (unit price times quantity).

2. EXCEPTION DATA. Requisitioners should use available MILSTRIP capabilities to ensure automated processes are used to the maximum extent possible. The processing of exception data requisitions is a work intensive process that is prone to errors and generally delays required support. Supply sources receiving requisitions with unnecessary exception data; such as: "ship by commercial air," "do not use postal system," "ship by fastest traceable means," or "ship overnight delivery," are authorized to delete such information, change the exception DI to a non-exception DI, and continue processing. When exception data is used, document identifier code A0E or A05, as appropriate, will be entered in cc 1-3 of the requisition. Commanding Officers will approve, or delegate in writing to specific personnel to approve, the submission of exception data requisitions. Exception data normally will be limited to:

a. Non-NSN requirements which exceed the stock or part number field and/or require additional information.

b. Non-NSN lumber products and other commodities identified and ordered by description only.

c. Authorization/identification for items when such requirement is imposed by the ICP or by higher authority (e.g., Type Commander, Systems Command, etc.).

d. NSN items in FSCs 5510, 5520, and 5530 requiring specification data such as species and/or grade.

e. NSN requirements needing additional identifying information, for example, requisitions initially rejected with Status Code CG or CJ.

f. Requisitions for LEVEL 1/SUBSAFE program and nuclear reactor plant materials.

g. NSN items for chemicals for boiler water and feedwater analysis.

h. Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

i. Requisitions for Marine Corps PWR or Pre-Positioning Ships Program.

j. Exception "ship to" addresses are authorized only under the following conditions (all others will be rejected with status code D6):

(1) Sales/donations/loans/issues of material to qualifying Federal, State, or Civil organizations or individuals approved by the Service Secretaries.

(2) Issues of nuclear assets as directed by DNA to DOE contractors.

(3) Material in Supply Condition Code L to contractors.

(4) Issues required by national emergency or natural disasters.

(5) Shipments of ammunition requiring special controls.

(6) Shipments to contractors for special testing.

(7) Requisitions from deployed Naval units with "R," or "V" in cc 30; "E," "G," or "W" in cc 40; 01, 02, or 03 in cc 60-61; and "999" in cc 62-64.

3024 PREPARATION OF THE DD FORM 1348

1. GENERAL. When manually preparing a DD Form 1348 enter data by ball point pen or typewriter. It is recommended, but not mandatory, that data be entered within the "tic" marks in the form; however, it is mandatory that entries be included within the data fields to which they pertain. To eliminate confusion between a numeric zero and the alphabetic "0", use the communication "Ø" for a zero entry.

2. DATA ENTRIES ON THE DD FORM 1348. Data entries will be made in accordance with par. 3023 and the following subparagraphs. Unless otherwise indicated, all entries are mandatory (see sample on following page).

a. DATA BLOCK A (SEND TO). If the requisition is to be submitted to an ashore activity, enter the service designator code, unit identification code (UIC), name, and location of the activity to which the requisition will be submitted. If the requisition is to be submitted to another ship, enter the service designator code, UIC, name, and hull number of the ship. The routing identifier code entered in cc 4-6 must apply to the activity indicated in data block A.

b. DATA BLOCK B (REQUISITION IS FROM). Identification of the requisitioner will include the requesting ship's service designator code, UIC, name, and hull number.

c. DATA BLOCK C. At the discretion of the Supply Officer, this data block may be blank or it may include the noun name of the requisitioned item.

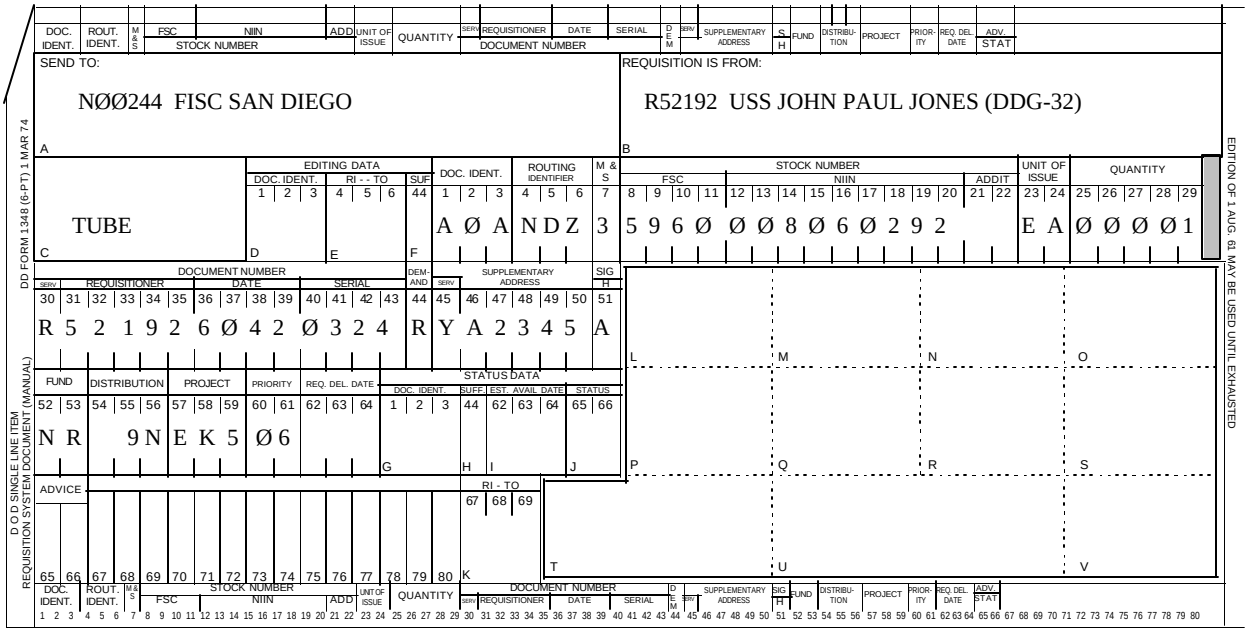
d. DATA BLOCKS D-F (EDITING DATA). These data blocks will be left blank.

e. CC 8-22 (STOCK NUMBER). Except for the ammunition identification numbers indicated in par 3296-4, the "Stock Number" field will be used only for the NSN, NATO Stock Numbers, Navy Item Control Numbers (NICN), and some Technical Manual Identification Numbers (TMINS) (see par. 2033). The "Stock Number" field will not include such data as cognizance symbols, material control codes, condition codes, etc.

f. CC 25-29 (QUANTITY). When an item is required to be supplied in a minimum length, size, or other special measurement, and no advice code applies, specific instructions (e.g., MINIMUM LENGTH ACCEPTABLE IS 10 FT) will be entered in the "Remarks" field; and document identifier A05 or A0E, as appropriate, will be entered in cc 1-3. Also, if the total requirement for an item involves two or more urgencies of need (e.g., immediate use, and routine stock replenishment), a separate requisition will be submitted for each requirement (see par. 3051).

g. DATA BLOCKS G-K (STATUS DATA): Status data blocks will be left blank.

h. DATA BLOCKS L-V (REMARKS): The "Remarks" data blocks will be used to convey necessary exception data pertinent to the processing of the requisition by the supply activity (see par. 3023-2).



EXAMPLE OF NAVSUP FORM 1250-1 REQUISITION FOR A NON-MAINTENANCE RELATED ITEM AFTER ENTRY OF REQUESTER'S DATA

1. REQ. DATE	2. DEPT NO	3. URGY	4. RDD	5. LOCATION	6. SIM	NON-SIM	7. ISSUE DATE	A. REQN QTY	B. REQN NO
5196	Ø69Ø	C							

8. NOUN NAME OR REF SYM	9. FPR	10. APL/AEL/CID	11. INV QTY	12. NIS	N/C	C. OBL AMT	D. POSTED / S/R (REQN O/S)

JOB CONTROL NUMBER	13 UIC	14. WC	15. JSN	16. EIC	17. EQUIP COSAL SUPPT'D	E.	
	R 52192	OEØ1			YES NO	URG MART	OPTAR LOG / S/R (ISSUE)

18. SC	19. COG	20. MCC	STOCK NUMBER 21. FSC	22. NIIN	23. SMIC	24. U/I	25. QUANTITY	26. UNIT PRICE	27. EXTENDED PRICE	28. FUND
			592Ø	ØØ 296 244Ø		EA	ØØØØ3			

29. REMARKS

30. APPROVED BY

31. RECEIVED BY

1 2 3 4 5 6	7	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
DOC IDENT / RTG IDENT	M&S / S/N U/I QTY	SVC UIC JUL DATE SERIAL / DOCUMENT NUMBER	DEM	SVC	SUPPL ADDRESS	SIG	FUND	DIST	PROJ	PRI	RDD ADV

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7c) (10/82) S/N 0108-LF-501-2510

EXAMPLE OF NAVSUP FORM 1250-1 REQUISITION FOR A MAINTENANCE RELATED ITEM AFTER ENTRY OF REQUESTER'S DATA

1. REQ. DATE	2. DEPT NO	3. URGY	4. RDD	5. LOCATION	6. SIM	NON-SIM	7. ISSUE DATE	A. REQN QTY	B. REQN NO
5196	Ø69Ø	C							

8. NOUN NAME OR REF SYM	9. FPR	10. APL/AEL/CID	11. INV QTY	12. NIS	N/C	C. OBL AMT	D. POSTED / S/R (REQN O/S)
FUSE		57Ø396ØØ					

JOB CONTROL NUMBER	13 UIC	14. WC	15. JSN	16. EIC	17. EQUIP COSAL SUPPT'D	E.	
	R 52192	OEØ1	Ø326	P3CTØØØ	YES NO	URG MART	OPTAR LOG / S/R (ISSUE)

18. SC	19. COG	20. MCC	STOCK NUMBER 21. FSC	22. NIIN	23. SMIC	24. U/I	25. QUANTITY	26. UNIT PRICE	27. EXTENDED PRICE	28. FUND
			592Ø	ØØ 296 244Ø		EA	ØØØØ3			

29. REMARKS

30. APPROVED BY

31. RECEIVED BY

1 2 3 4 5 6	7	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
DOC IDENT / RTG IDENT	M&S / S/N U/I QTY	SVC UIC JUL DATE SERIAL / DOCUMENT NUMBER	DEM	SVC	SUPPL ADDRESS	SIG	FUND	DIST	PROJ	PRI	RDD ADV

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7c) (10/82) S/N 0108-LF-501-2510

3025 PREPARATION OF THE NAVSUP FORM 1250-1

1. GENERAL. When manually preparing a NAVSUP Form 1250-1 enter data by ball point pen or typewriter. Numbered card columns in a NAVSUP Form 1250-1 are spaced for 10 pitch type. It is recommended, but not mandatory, that data be entered within the "tic" marks in the form; however, it is mandatory that entries be included within the data fields to which they pertain. To eliminate confusion between a numeric zero and the alphabetic "0", use the communication "Ø" for a zero entry.

2. DATA ENTRIES ON THE NAVSUP FORM 1250-1. Data entries will be made in accordance with par 3023 and the following subparagraphs (see samples on previous page):

a. DATA BLOCK 1 (REQ DATE). Enter the julian date on which the request is submitted.

b. DATA BLOCK 2 (DEPT NO)(optional entry). The department number is a four digit serial number which may be used for internal control of departmental issue requests. If used, it may be assigned by the requesting department or the supply department. If assigned by the requesting department, enter the next consecutive number from a check-off list of a block of serial numbers provided by the Supply Officer.

c. DATA BLOCK 3 (URGY). Enter Urgency of Need Designator (UND) A, B, or C in accordance with par 3047. When UND A or B is indicated for an NIS/NC item, an approval signature is required in data block 30 (see par 6211-3).

d. DATA BLOCK 4 (RDD). Data block 4 will be blank unless the requested item is not in stock or not carried, and the priority authorized to be assigned will not provide for timely delivery of material. In such cases, enter the julian date when delivery of material is required.

e. DATA BLOCK 5 (LOCATION). Enter the storeroom location of stocked material.

f. DATA BLOCK 6 (SIM/NON-SIM). Checked to indicated the management designation of the requested item.

g. DATA BLOCK 7 (ISSUE DATE). Enter the julian date on which the material is issued to the requesting department.

h. DATA BLOCK 8 (NOUN NAME OR REF SYMBOL). Enter the noun name of the requested item (e.g. BEARING), except when the part to be replaced is an electronic or ordnance item which has a reference symbol number, and which has been determined to be a failed part (when data block 9 has been checked). In such cases, enter the reference symbol number as follows:

(1) If quantity is 1 EA and the reference symbol number does not exceed 8 characters - enter the complete reference symbol number;

(2) If quantity is 1 EA and the reference symbol number exceeds 8 characters - enter an asterisk (*) in data block 8 and the complete reference symbol number in data block 29 (REMARKS);

(3) If quantity is more than 1 EA - enter an asterisk (*) in data block 8 and enter all reference symbol numbers applicable to the quantity requested in data block 29.

i. DATA BLOCK 9 (FPR). Failed Part Replacement Indicator. Enter a check mark or "X" if the requested item is to replace a failed part (i.e. any defective part which is strongly suspected of having been the primary cause of equipment failure). Otherwise, leave blank.

j. DATA BLOCK 10 (APL/AEL/CID). Data block 10 will be blank unless the request is for a maintenance related item. In such cases, enter the identification number of the Allowance Parts List (APL) or Allowance Equipage List (AEL) for the equipment or component on which maintenance is to be accomplished. If an APL or AEL has not yet been developed, enter the Component Identification Number (CID), if available. If the APL/AEL/CID cannot be determined, leave data block 10 blank; but prepare and attach one copy of the Identification Data section of a DD Form 1348-6, and include the notation "See DD 1348-6 attached" in data block 29 (REMARKS).

k. DATA BLOCK 11 (INV QTY). Enter the inventory balance after issue of a non-SIM item (see par 6062-4).

l. DATA BLOCK 12 (NIS, N/C): Check when the requested item is not in stock or not carried.

m. DATA BLOCK 13-15 (JOB CONTROL NUMBER):

(1) DATA BLOCK 13 (UIC). Enter the ship's unit identification code, prefixed by the applicable service designator code.

(2) DATA BLOCK 14 (WC). Enter the requester's 4 digit work center code.

(3) DATA BLOCK 15 (JSN). Data block 15 will be blank unless the request is for a maintenance related item. In such cases, enter the same job sequence number as indicated in the related Ships Maintenance Action Form (OPNAV 4790/2K) when maintenance action is required to be reported under MDS; otherwise, enter "Z000".

n. DATA BLOCK 16 (EIC). Data block 16 will be blank unless the request is for a maintenance related item. In such cases, enter the Equipment Identification Code (EIC) from the EIC Master Index (MSO 4790.E2579).

o. DATA BLOCK 17 (EQUIP COSAL SUPP'T). Checked to indicate whether the parent equipment is listed in the COSAL or other allowance list when no APL/AEL number is indicated in data block 10, or when the requested item is not carried.

p. DATA BLOCK 18 (SC). Supply Source Code (alpha) to indicate the basis or means of material availability at the time the item is requested; or the maintenance source code (numeric) to indicate the source from which a non-issued maintenance item was obtained (see glossary).

q. DATA BLOCK 19 (COG). Enter the appropriate Cognizance Symbol for the NSN/NICN as listed in FEDLOG, allowance lists, or other sources of item identification.

r. DATA BLOCK 20 (MCC). Enter the appropriate Material Control Code as listed in FEDLOG, allowance lists, or other sources of item identification, if the requested item is a repairable.

s. DATA BLOCK 21-23 (STOCK NUMBER). Enter the NSN or the NICN in data blocks 21 and 22. If a Special Material Identification Code (SMIC) is assigned, it will be entered in data block 23.

t. DATA BLOCK 24 (U/I). Enter the appropriate abbreviation from Appendix 19.

u. DATA BLOCK 25 (QUANTITY). Enter the quantity required. If the request is for a maintenance related item, enter only the quantity required to accomplish the specific maintenance action.

v. DATA BLOCK 26 (UNIT PRICE). Enter the unit price of the material.

w. DATA BLOCK 27 (EXTENDED PRICE). Enter the extended price of the material (unit price times quantity).

x. DATA BLOCK 28 (FUND). Enter the fund code used to cite the appropriate accounting data (see NAVSO P3013-2).

y. DATA BLOCK 29 (REMARKS). Enter remarks as required.

(1) If the requested item is required to replace a Depot Level Repairable (DLR) that cannot be turned-in because it is missing or destroyed, enter “DLR ITEM TO BE REPLACED IS MISSING”, or “DLR ITEM TO BE REPLACED IS DESTROYED”, as appropriate, and the department head’s signature.

(2) If an NIS/NC item is requested to correct a reported casualty (CASREP) or an anticipated CASREP, or to eliminate or prevent a work stoppage of an equipment maintenance action assigned a unique Job Control Number (JCN), enter an appropriate annotation to identify the kind of requirement (e.g. C4 CASREP, ANTICIPATED C3 CASREP, WORK STOPPAGE, etc.). This notation, when applicable, is necessary for determining certain MILSTRIP data (i.e. document serial number, project code, and/or Required Delivery Date RDD)) when the message requisition or other procurement document is prepared.

z. DATA BLOCK 30 (APPROVED BY). Signature of the department head or his designated representative when appropriate in accordance with par. 6206-4.

aa. DATA BLOCK 31 (RECEIVED BY). Signature and rank/rate of the person who receives the material (not required for Direct Turnover (DTO) material when signature is obtained on the receipt document).

ab. DATA BLOCKS A-E. Except as otherwise indicated, data blocks A-E will only be used when procurement action is required. Data such as “LOSS BY INVENTORY”, “DLR ITEM”, etc., which may have been included in data block 29 for the issue request but which is not required for the requisition, will be lined out before the document is submitted to the supply source.

(1) DATA BLOCK A (REQN QTY). Enter the requisition quantity. If the document was used to post an issue or other expenditure to a stock record, ensure the quantity entered in data block 25 is lined out.

(2) DATA BLOCK B (REQN NO). Enter the julian date and serial number assigned.

(3) DATA BLOCK C (OBL AMT). Enter the amount of OPTAR funds to be obligated (requisition quantity times unit price).

(4) DATA BLOCK D (POSTED):

(a) S/R (REQN O/S). Checked to indicate that the requisition number and quantity have been posted in the "Requisitions Outstanding" column of the stock record.

(b) OPTAR LOG. Checked to indicate that the appropriate requisition data and the obligation amount have been recorded in the Requisition/OPTAR Log.

(c) S/R (ISSUE). When material is issued from stock, this block will be checked to indicate that the issued quantity has been posted in the "Issues" column of the stock record.

(5) DATA BLOCK E (URG/MART). Checked when a CLF ship (URG) or a Servmart (MART) is the source of supply.

SAMPLE DD FORM 1348-6 REQUISITION

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other) FSCM	PART NUMBER	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER SERV	REQUISITIONER
1 2 3	4 5 6	7	8 9 10 11 12	13 14 15 16 17 18 19 20 21 22	23 24	25 26 27 28 29	30	31 32 33 34 35
A Ø E	N D Z	S			E A	Ø Ø Ø Ø 1	R	5 2 1 9 2

DOCUMENT NO. (Cont.) DATE	SERIAL	DEMAND	SERV	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRI-BUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK
36 37 38 39	40 41 42 43	44	45	46 47 48 49 50	51	52 53	54 55 56 57	58 59	60 61	62 63 64	65 66	67 68 69
5 Ø 3 3	3 Ø 1 4	R	Y	N E B 1 3	A	N R			Ø 6	Ø 6 3		

	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)	IDENTIFICATION DATA
70 71 72 73 74 75 76 77 78 79 80	65 66	*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)
1 5 Ø Ø Ø		Ø5Ø73 N3-12291-P1Ø4
		2. MANUFACTURER'S NAME: BABCOCK & WILCOX CO., NEW YORK NY

3. MANUFACTURER'S CATALOG IDENTIFICATION	4. DATE (YYMMDD)	5. TECHNICAL ORDER NUMBER

6. TECHNICAL MANUAL NUMBER	7. NAME OF ITEM REQUESTED
NAVY TECH MANUAL 351-ØØ48	ELEMENT, SOOT BLOWER, UNIT A

8. DESCRIPTION OF ITEM REQUESTED	8a. COLOR / 8b. SIZE

9. END ITEM APPLICATION	9a. SOURCE OF SUPPLY

9b. MAKE	9c. MODEL NUMBER	9d. SERIES	9e. SERIAL NUMBER

10. REQUISITIONER (Clear text name and address)	11. REMARKS
USS JOHN PAUL JONES (DDG-32) FPO AP 966Ø1 (703) 444-5555 DSN 544-5555	ADDL EQUIP DATA: APL Ø212ØØØØ7, EQUIP PATTERN #12; ADDL ITEM DATA: NICN 441Ø-LL-CAS- ØØØ1
17518Ø4.7Ø2D/ØØØ/53824/Ø/Ø6Ø957/2D/R52192/ØØ5Ø333Ø14NR	

FOLD LINE FOLD LINE

DD Form 1348-6, FEB 85 ***Edition of Apr 77 may be used until exhausted. S/N 0102-LF-013-2273***

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT*(MANUAL-LONG FORM)*

3026 PREPARATION OF THE DD FORM 1348-6

1. GENERAL. The DD Form 1348-6 is used to requisition material which cannot be identified by an NSN, a NATO stock number, or an NICN. The form consists of two sections. The upper section includes essentially the same data elements as those in a DD Form 1348. The lower section includes ten data blocks for additional identification data which permits the inclusion of all available technical or descriptive data which will assist the supply source in the identification and/or procurement of the requisitioned item. Since the supply source must process a DD Form 1348-6 "off line", which usually delays material delivery, every effort should be made to cross part numbers to NSNs (see par 6234) so that the material can be requisitioned on DD Form 1348.

2. CARD COLUMN ENTRIES. The DD Form 1348-6 will be completed in accordance with par 3023 and the following (see sample on previous page):

a. CC 1-3 (DOCUMENT IDENTIFIER). Enter A05 or A0E as appropriate.

b. CC 8-22 (ITEM IDENTIFICATION). Enter the Commercial and Government Entity Code (CAGE) and the part number, if known. If the CAGE and part number exceed 15 positions, enter the CAGE and entire part number in data block 1 of the "Identification Data" section. If only the CAGE or part number is known, leave card columns 8-22 blank and enter the CAGE or part number in data block 1 of the "Identification data" section.

c. DATA BLOCK 1 (MANUFACTURER'S CODE AND PART NO.). Enter the CAGE and part number of the item requested when both the CAGE and complete part number cannot be included in card columns 8-22. When only the CAGE is known, line out "Part No" from the data block caption and enter the CAGE; when only the part number is known, line out "CAGE" from the data block caption and enter the part number. When any entry is included in data block 1, leave card columns 8-22 blank.

d. DATA BLOCK 2 (MANUFACTURER'S NAME). Enter the name of the manufacturer of the item requested and address if known.

e. DATA BLOCK 3 (MANUFACTURER'S CATALOG IDENTIFICATION). Enter the title, edition, and page number of the manufacturers' catalog in which the requested item is described.

f. DATA BLOCK 4 (DATE). Enter the calendar date of the publication (YYMMDD).

g. DATA BLOCK 5 (TECHNICAL ORDER NUMBER). Enter the applicable technical order number in which the requested item may be defined.

h. DATA BLOCK 6 (TECHNICAL MANUAL NUMBER). Enter the applicable technical manual number in which the requested item may be defined.

i. DATA BLOCK 7 (NAME OF ITEM REQUESTED). Enter the appropriate name of the item requested.

j. DATA BLOCK 8 (DESCRIPTION OF ITEM REQUESTED). Enter a detailed description of the requested item, other than the noun name, color, and size which are to be included in data blocks 7, 8a, and 8b respectively. (If an electronic or ordnance item is requested, include the circuit symbol number if applicable).

k. DATA BLOCK 8a - 8b (COLOR, SIZE). Enter the color, and size of the item requested if applicable.

l. DATA BLOCK 9 (END ITEM APPLICATION). Enter the noun/name of the component/equipment (preferably the component) in which the requested item is used, and the name of the manufacturer of the component/equipment.

m. DATA BLOCK 9a - 9e (SOURCE OF SUPPLY, MAKE, MODEL NUMBER, SERIES, SERIAL NUMBER). Enter the source of supply, make, model number, series, and serial number respectively of the component/equipment indicated in data block 9.

n. DATA BLOCK 10 (REQUISITIONER). Enter the requisitioners' clear text name, commercial, or AUTOVON number, and address including zip code.

o. DATA BLOCK 11 (REMARKS). Enter any additional technical information which will assist in positive identification of the requested item, such as the applicable APL/CID number, EIC number, drawing number, piece number, service application, contract number, military specification number, and any component/equipment nameplate data not included in data block 8 through 8d. When a component is indicated in data block 8 in lieu of a, equipment, enter a brief description of the next higher assembly or the parent equipment in this data block. If the requested item can also be identified by a permanent "LL" coded NICN (see par. 2033-2), enter the NICN under a typed "ADDITIONAL ITEM DATA" caption. To effect procurement of the item desired, enter complete line of accounting data (see par. 9102), name, rank and signature of the Supply Officer.

3. DISTRIBUTION OF DD FORM 1348-6. The DD Form 1348-6 will be distributed as follows:

Copy	Distribution
Original	To ashore supply activity.
Green Copy	To OPTAR record keeper for filing in OPTAR document file No. 1. For SUADPS-RT/RSUPPLY activities: attach to original request and file in Stock Control History File after SUADPS-RT processing
Pink Copy	To material outstanding file (see par. 6188-2)
Yellow Copy	To ashore supply activity (with original).
1st White Copy	Attach to the pink copy of the related NAVSUP Form 1250-1 to be returned to the requesting department with the departmental budget report (optional).
2nd White Copy	Attach to the related NAVSUP Form 1250-1 ((hardback copy), NAVSUP Form 1114, or, other document to be filed in the historical demand file (HDF), or discard if an HDF is not maintained (see par. 6188-11).

SAMPLE NAVSUP FORM 1250-2

U.S. Government Printing Office: 1986-608-230

NON-NSN REQUISITION (4491)

A. REQ. DATE	B. DEPT NO	C. URGY	D. RDD	E. LOCATION	F. SIM / NON-SIM	G. ISSUE DATE	H. REQN QTY	I. REQN NO
522Ø	1142	B	5227		☐ / ☑		ØØØØ1	522Ø-A985

J. NOUN NAME OR REF SYM	K. FPR	L. APL/AEL/CID	M. INV QTY	N. NIS / NC	O. OBL AM T	P. POSTED
VALVE, FUELS	☐	8812ØØØØ7		☐ / ☑	16Ø.5Ø	S/R (REQN O/S)

JOB CONTROL NUMBER O. UIC	R. WC	S. JSN	T. EIC	U. EQUIP COSAL SUPPT'D YES / NO	V. URG / MART	OPTAR LOG	S/R (ISSUE)
				☑ / ☐	☐ / ☐	✓	

DOCUMENT IDENTIFIER (1-3)	ROUTING IDENTIFIER (4-6)	M&S (7)	NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN (8-22)	UNIT OF ISSUE (23-24)	QUANTITY (25-29)	DOCUMENT NUMBER SERV (30)	REQUISITIONER (31-36)	DATE (37-40)	SERIAL (41-43)	SC (W)
AØE	NDZ	T		EA	ØØØØ1	R	Ø55Ø4	522Ø	A985	J

DEMAND (44)	SUPPLEMENTARY ADDRESS SERV (45) (46-50)	SIGNAL (51)	FUND CODE (52-53)	DISTRIBUTION CODE (54-56)	PROJECT CODE (57-59)	PRIORITY (60-61)	REQUIRED DELIVERY DATE (62-64)	ADVICE CODE (65-66)	BLANK (67-69)	EST U/P 16Ø.5Ø (70-80)	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) (65-66)
R	Y NEBØ1	A	NR		EK5	Ø6	227			NTE 16Ø.5Ø	

IDENTIFICATION DATA

AA. MANUFACTURER'S CODE AND PART NO.
CAGE 12421 P/N 12281-818487

BB. MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC)
BABCOCK & WILCOX INC.
1221 QUEEN BLVD
NEW YORK, NY 1Ø6Ø6

DD. TECH MANUAL NO./ BLUEPRINT NO.
TMIN Ø967-LP-Ø96-1612

EE. END ITEM APPLICATION
BOILER, STEAM, MAIN
6ØØ PSI, 68ØØ CUBIC FT

CC. SHIP'S POC
NAME D. CERWONKA
RATE BTCS
DIVISION EBØ1
PHONE (619) 235-7246

FF. MANUFACTURER'S CATALOG IDENTIFICATION
MARINE SUPPLIES #23R15

GG. CATALOG DATE: JUN 94
HH. TECHNICAL ORDER NO.:

II. NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO.
VALVE, FUELING, BRONZE

JJ. DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT
VALVE, FUELING BRONZE, STANDARD THREADS, COMPLETE WITH BRONZE BUSHING. THIS IS A FUEL OIL SUPPLY VALVE FOR BOILER SUPER HEATER ATOMIZER

MAKE	MODEL NO.
BABCOCK & WILSON	B241
SERIES	**SERIAL NO.**
CE	11947
COLOR	**SIZE**
BRONZE	4" X 3½" X 2"

KK. SOURCE OF SUPPLY (Incl phone and POC if avail)
MARINE SUPPLIES INC., 824 THUNDER RD, NATIONAL CITY CA

LL. ACCOUNTING DATA
1751ØØ4.7Ø2D/ØØØ/53824/Ø/Ø6Ø957/2D/RØ55Ø4/Ø/ØØ5220A985NR

MM. REQUISITIONER (Clear text name and address)
SUPPLY OFFICER
USS DUARTE (DD-9Ø1)
FPO AE 966Ø1

NN. APPROVED BY: (Supply/Contracting/Ordering Officer)
NAME W. B. ELLIS RANK LT
SIGNATURE W. B. Ellis

NAVSUP FORM 1250-2 (7 pt) (2-86) S/N 0108-LF-501-2520

FOLD LINE FOLD LINE

3027 PREPARATION OF THE NAVSUP FORM 1250-2

1. GENERAL. The NAVSUP Form 1250-2 is a dual purpose document for use by afloat activities to requisition NON-NSN/part numbered items from Navy supply sources and to record and report demand/usage data. The form is a combination of the DD Form 1348-6 and the NAVSUP Form 1250-1. Use of the form allows afloat supply personnel to requisition and report the demand/usage on a single document instead of completing a separate NAVSUP Form 1250-1 and a DD Form 1348-6 for each item. Unlike the DD Form 1348-6, which is a DOD form, the NAVSUP Form 1250-2 may only be used by afloat activities and only at Navy supply activities. It is not approved for use outside the Navy Supply System.

2. DATA ENTRIES.

a. DATA BLOCKS A - W. Data blocks A - V of the NAVSUP Form 1250-2 are identical to data blocks 1-17 and A - E of the NAVSUP 1250-1 and will be completed in accordance with par. 3025-3. For Data Block W (SC), enter the Supply Source Code (alpha) to indicate the basis or means of material availability at the time the item is requested; or the maintenance source code (numeric) to indicate the source from which a non-issued maintenance item was obtained (see Glossary).

b. CARD COLUMNS 1-80. Card columns 1-80 consist of MILSTRIP data and will be completed in accordance with par 3023 and the following:

(1) CARD COLUMNS 1-3 (DOCUMENT IDENTIFIER). Enter A05 or A0E as appropriate.

(2) CARD COLUMNS 8-22 (ITEM IDENTIFICATION). Enter the Commercial and Government Entity Code (CAGE) and the part number, if known. If the CAGE and part number exceed 15 positions, enter the CAGE and entire part number in data block 1 of the "Identification Data" section. If only the CAGE or part number is known, leave card columns 8-22 blank and enter the CAGE or part number in data block 1 of the "Identification data" section.

(3) CARD COLUMNS 74-80. “EST U/P” and the estimated unit price will be entered above card columns 74-80; “NTE” (not to exceed) and the total estimated price will be entered in card columns 74-80.

c. DATA BLOCK AA (MANUFACTURER'S CODE AND PART NO.). Enter the CAGE and part number of the item requested when both the CAGE and complete part number cannot be included in card columns 8-22. When only the CAGE is known, line out "Part No" from the data block caption and enter the CAGE; when only the part number is known, line out "CAGE" from the data block caption and enter the part number. When any entry is included in data block 1, leave card columns 8-22 blank.

d. DATA BLOCK BB (MANUFACTURER’S NAME, ADDRESS AND POINT OF CONTACT). Enter the name of the manufacturer of the item requested, mailing address, and point of contact.

e. DATA BLOCK CC (SHIP’S POC). Enter the name, rate, division and phone number of the individual to be contacted for further information on the requested item.

f. DATA BLOCK DD (TECHNICAL MANUAL NUMBER/BLUEPRINT NO). Enter the applicable technical manual number or blueprint number in which the requested item may be defined.

g. DATA BLOCK EE (END ITEM APPLICATION). Enter the noun/name of the component/equipment (preferably the component) in which the requested item is used, and the name of the manufacturer of the component/equipment.

h. DATA BLOCKS FF-GG (MANUFACTURER'S CATALOG IDENTIFICATION AND DATE). Enter the title, edition, and page number of the manufacturers' catalog in which the requested item is described. Enter the calendar date of the publication (YYMMDD) in block GG.

i. DATA BLOCK HH (TECHNICAL ORDER NUMBER). Enter the applicable technical order number in which the requested item may be defined.

j. DATA BLOCK II (NAME OF ITEM REQUESTED/CIRCUIT SYMBOL NUMBER). Enter the appropriate name of the item requested and the circuit symbol number if applicable.

k. DATA BLOCK JJ (DESCRIPTION OF ITEM REQUESTED/COMPLETE NAMEPLATE DATA FROM EXISTING UNIT). Enter a detailed description of the requested item including complete nameplate data, make, model no., series, serial no., color, and size.

l. DATA BLOCK KK (SOURCE OF SUPPLY). Enter the source of supply including point of contact and phone number if available.

m. DATA BLOCK LL (ACCOUNTING DATA). Enter complete line of accounting data (see par. 9102).

n. DATA BLOCK MM (REQUISITIONER). Enter the requisitioners' clear text name and address including zip code.

o. DATA BLOCK NN (APPROVED BY). Enter the name, rank and signature of the Supply Officer, Contracting Officer, or Ordering Officer as appropriate.

3. DISTRIBUTION OF NAVSUP FORM 1250-2. The NAVSUP Form 1250-2 should be distributed or filed as specified in par. 6214.

3028 NORS/NMCS REQUISITIONS

1. GENERAL

a. NORS (Not Operationally Ready Supply) Requisitions. NORS requisition are requisitions submitted for a casualty report (CASREP) requirement, as defined in Navy Warfare Publication (NWP) 10-1-10 or: anticipated CASREP requirement (ANORS), as authorized in OPNAVINST 4614.1 (series).

b. NMCS (Not Mission Capable Supply) Requisitions. An NMCS requisition is any requisition submitted for aviation material required to correct an aircraft NMCS condition, an anticipated NMCS condition (ANMCS), or a partial mission capable - supply (PMCS) condition as defined in OPNAVINST 5442.4 (series). It is also any requisition for a test bench item qualified to be designated as a BROAD ARROW requirement in accordance with OPNAVINST 5442.2 (series).

2. PREPARATION OF NORS/NMCS REQUISITIONS. NORS or NMCS requisition will be submitted in accordance with Type Commander instructions and prepared in the same format as that described in par. 3023-3025 with the following exceptions (see sample on following page):

a. Weapon System Designator Code (cc 21-22). Enter the appropriate weapon system designator code (WSDC) from Appendix 24 if the requisition is for an NMCS/ANMCS/PMCS/BROAD ARROW requirement.

b. Serial Number (cc 40-43). In the first position of the serial number, enter a "W" for a NORS (C4/C3/C2 CASREP) requirement; a numeric, or authorized alphabetic other than "W" for an ANORS requirement; or a "G" for an NMCS/ANMCS/PMCS/ BROAD ARROW requirement.

c. Project Code (cc 57-59). Enter the project code applicable to the NORS, ANORS, NMCS, ANMCS, PMCS, or BROAD ARROW requirement (see Appendix 6).

d. Priority (cc 60-61). Enter the highest priority designator (PD) associated with urgency of need designator "A" and the assigned force/activity designator (see par. 3048).

e. RDD (cc 62-64).

(1) Requirements Qualified for "999". When critically needed NORS/ANORS material or "NMCS/PMCS" material requires the most expeditious handling possible, enter "999". The requisitioner must be a unit of Navy forces overseas (or a unit alerted for deployment within 30 days); assigned F/AD I, II, or III; priority designator 01, 02, or 03 must be assigned; and one of the following conditions must apply:

(a) material is required to correct a C2/C3/C4 casualty to a primary weapon or equipment for which a casualty report has been submitted; or

(b) material required has been identified during maintenance or testing as necessary to prevent a C2/C3/C4 casualty to a primary weapon or equipment within 15 days of actual combat requirements or within 5 days for all other worldwide requirements; or

(c) material is required to correct an NMCS/PMCS condition is defined in OPNAVINST 5442.4 (series), Chapter VII.

(2) Units Assigned to Indian Ocean. An RDD entry of "999" is authorized in all NORS, ANORS, NMCS, ANMCS, PMCS, and BROAD ARROW requisitions submitted by units operating in the Indian Ocean (this authority is effective 30 days prior to in-chopping and terminates upon out-chopping).

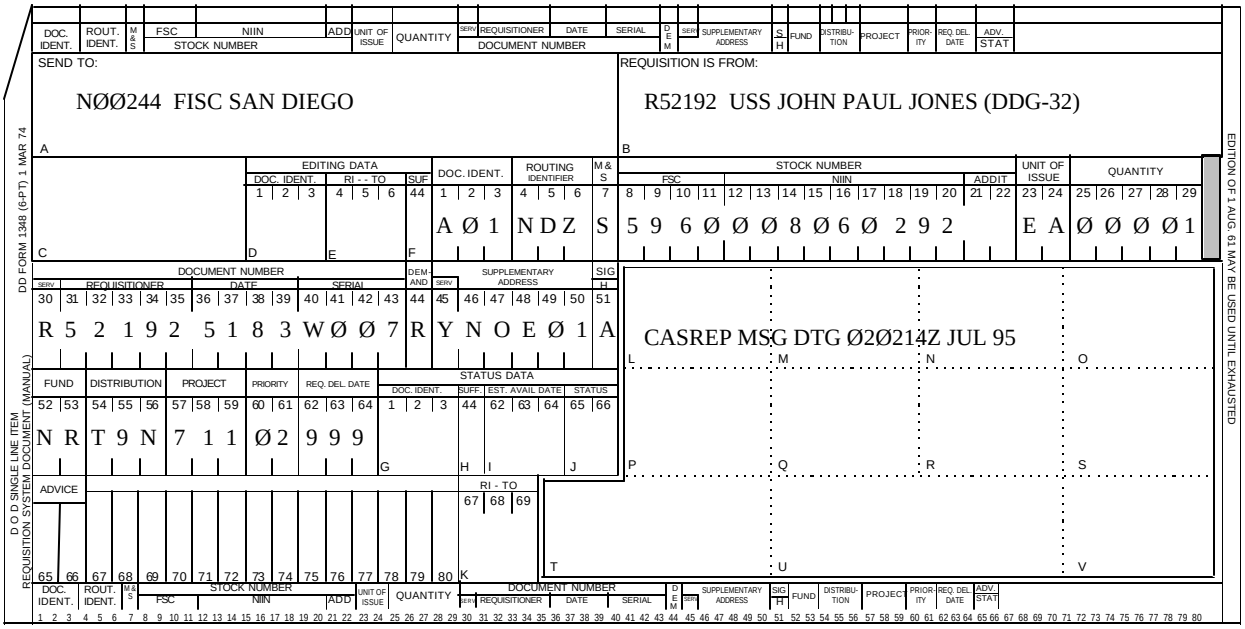
➔ (3) Requisitions Not Qualified for "999". For Non Operational Ready Supply (NORS)/ Anticipated Not Operational Ready Supply(ANORS) or Non Mission Capable Supply (NMCS)/ Partial Mission Capable Supply(PMCS) Non Intensive Repairable Item Management (IRIM) requirements which do not meet the criteria in the preceding subparagraphs, if delivery within the UMMIPS time standard for the assigned Priority Designator (PD) is satisfactory, enter "777" in cc 62-64 for expedited transportation. If delivery within the UMMIPS time standard is unsatisfactory, cc 62-64 will include an “N” (NORS, NMCS, BROAD ARROW) or “E” (ANORS, Anticipated Not Mission Capable Supply (ANMCS)) followed by the number of days until the part is required onboard (i.e. “N09” - must have within 9 days). See OPNAVINST 5442.4 (series) for entries required in cc 62-64 of NMCS/ANMCS requisitions of IRIM material.

3. TRANSMITTAL OF NORS/NMCS REQUISITIONS. Requisitions for NORS/ANORS or NMCS/ANMCS/PMCS/BROAD ARROW requirements will be transmitted by naval message unless transmittal by other means such as electronic mail, transceiver, or, when courier service, is considered to be more expedient (see par. 3029-1d for restrictions applicable to telephone transmittals).

4. NORS/NMCS REQUISITION EXPEDITING. Requests for emergency assistance with NORS/NMCS requirements should be directed to the Emergency Supply Operations Centers (ESOC) (liaison with Defense Supply Centers, General Services Administration Regional Offices, and Army National Inventory Control Points).

5. NAVAL CONSTRUCTION FORCES NORS/ANORS REQUISITION. Guidelines for preparation and maintenance of NORS/ANORS requisitions are contained in COMSECONDNCB/COMTHIRDNCBINST 4400.3 series.

NORS REQUISITION



3029 METHODS OF REQUISITION TRANSMITTAL

1. GENERAL. MILSTRIP is designed to permit transmission and receipt of requisitions by electronic methods. Telephone, mail, fax and courier are the most labor intensive and error prone methods of submission and should be avoided. To assure responsive and expeditious processing, the media of communication used will be consistent with, and subject to, the limitations for use of media and status codes cited in Appendix 16. The media to be used and the normal order of preference of use for each media is as follows:

a. Streamlined Automated Logistics Tool Set (SALTS) will be used to electronically transmit all PD 01-15 documents. This includes all exception requisitions for standard stock material (NSN/NICN).

b. Naval messages may be used for priorities 01-08 documents and will be assigned a communications precedence of “Priority”. Naval messages should be used on an exception basis and only as a means for electronic submission of MILSTRIP documents in prescribed formats.

c. Telephone for PD 01-03 documents may be used when electronic means are unavailable. If the telephone is used, the verbally submitted requirements will not be confirmed with requisition document transmittals by another media. Telephone transmittal is not recommended due to the possibility of supply source errors in documenting verbally provided requisition data.

For non-automated activities, a requisition (NAVSUP Form 1250-1, NAVSUP Form 1250-2, DD Form 1348 or DD Form 1348-6) will be prepared for each item requested via SALTS, message or telephone. The original of each requisition will be discarded and the remaining copies will be distributed in accordance with par. 6214.

2. MILSTRIP MESSAGES TO BE SUBMITTED VIA DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS)

a. Concept. DAAS is a near "real time" system that functions as an automated system for routing logistics data traffic and provides transaction processing and data information services. It is designed to effectively utilize communications provided by established communications networks. An input message or file to DAAS may contain different types of transactions, but each transaction must be on a separate line.

b. Requisitions qualified for DAAS. When no exception data is required, requisitions for NSN or NICN items will be prepared and submitted via DAAS. Requisitions for non-NSN/NICN items requiring exception data will be prepared and submitted in accordance with par. 3029-3. Sources of supply will be determined in accordance with par. 3002.

c. Preparation. When a requisition is prepared for transmittal via DAAS the MILSTRIP data normally included in card columns (cc) 1-66 of a DD Form 1348 (see par. 3023) will be entered. When data elements are not applicable, the data columns must be left blank. No slashes (/) are permitted. CASREP requisitions transmitted via DAAS will be sent in a separate message. The requisitions will cite a "W" in the first position of the serial number and the message will reference the related CASREP message(s). Information addresses and references included in messages to DAAS are omitted in DAAS retransmittals to the supply source(s).

d. Transmission to DAAS. Messages must be addressed to “DAAS DAYTON WRIGHT PATTERSON AFB OH”. When transmitting a CASREP requisition via MILSTRIP message to DAAS, it is essential that an Language Media Format (LMF) of "TT" and a Content Indicator Code (CIC) of "NGCN" are included in the message heading ("TT" and "ZYUW" for Non-CASREP); and that the MILSTRIP data in the text is transmitted exactly as it appears in the MILSTRIP format. If, for example, the MILSTRIP format requires four consecutive blank columns of data but the communicator erroneously spaces three or five times, it will violate the 66 columnar sequence and be subject to rejection by DAAS (see samples on following page).

e. Validation of Transmitted Data. To preclude retransmittal of erroneous data, DAAS validates the following significant data fields in requisitions:

(1) document identifier code,

(2) routing identifier code,

(3) stock number,

(4) quantity,

(5) requisitioner,

(6) signal code

(7) media & status code

(8) supplementary address

Omissions or invalid MILSTRIP codes in any of these fields will cause DAAS to reject the inaccurate requisition via message to the originator with a narrative statement outlining the reason for rejection (e.g., invalid document identifier code). The ship must recognize that any rejected requisition(s) and related narratives are based upon the first discrepancy detected, and that other errors may exist in the same requisition(s). Only the rejected requisition(s) are to be resubmitted by the originator in a new message, the remainder of the documents in the original message will have been processed by DAAS.

f. Document Tracer Action. DAAS maintains a record of the incoming message for a period of 60 days for tracing purposes. Service messages requesting tracer action must be addressed to “DAASC DAYTON WRIGHT PATTERSON AFB OH, ATTN LOGISTICS SPECIALIST”. Include any known message numbers, including the date time group of the incoming message, or the file name if sent by SALTS. Also include the type of transactions contained in the message and the requisition numbers. DAAS will supply the time of DAAS receipt, disposition, outgoing DAAS message number, and time of receipt at the source of supply, if needed.

SAMPLE OF DAAS MILSTRIP REQUISITION MESSAGE

```
RTTUZYUW RUFMNSG2124 Ø991Ø42-UUUU--RUEOZNA
ZNR UUUUU
R Ø81Ø42Z APR 96
FM USS JOHN PAUL JONES
TO DAAS DAYTON WRIGHT PATTERSON AFB OH//JJJ//
BT
UNCLAS //NØ4491//
MSGID/GENADMIN/USS JOHN PAUL JONES//
SUBJ/MILSTRIP REQUISITION//
RMKS/1.
AØ1NNZT534ØØØ91451Ø9  ROØØØØ1N638886Ø99ZØ66RN62863BWP  9QZC612145
AØ1NNZT843ØØ1Ø174Ø21  EAØØØØ1N638886Ø99ZØ67RN62863BWP  9DZC612145//
BT
```

SAMPLE OF DAAS MILSTRIP REQUISITION MESSAGE WITH REJECTED LINE

```
RTTUZYUW RUFMNSG2124 Ø991Ø42-UUUU--RUEOZNA
ZNR UUUUU
R Ø81Ø42Z APR 96
FM USS JOHN PAUL JONES
TO DAAS DAYTON WRIGHT PATTERSON AFB OH//JJJ//
BT
UNCLAS //NØ4491//
MSGID/GENADMIN/USS JOHN PAUL JONES//
SUBJ/MILSTRIP REQUISITION//
RMKS/1.
AØ1NNZT534ØØØ91451Ø9  ROØØØØ1N638886Ø99ZØ66RN62863BWP  9QZC612145
AØ1NNZT843ØØ1Ø174Ø21  EAØØØØ1N638886Ø99ZØ67RN62863BWP
9DZC612145//
BT
```

This line will be rejected by DAAS, the first two lines will be accepted.

3. 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. Such messages will be prepared in accordance with the following instructions (see sample on following page):

a. Message requisitions will be submitted in MILSTRIP format; data elements will be separated by slants (/); and data elements not applicable will be identified by "BLNK".

b. No more than seven requisitions will be included in the message, and a separately numbered paragraph is required for each requisition.

c. Messages will indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUW".

d. The subject of the message will contain the appropriate purpose designation; e.g., "MILSTRIP REQUISITION", "MILSTRIP NORS REQUISITION" or "NON-NSN REQUISITION".

e. When the requisition is related to a CASREP, the date time group (DTG) of the CASREP message will be entered as reference a. MILSTRIP messages must not contain both CASREP and NON CASREP requisitions.

f. All requisitions in a message will be intended for the same supply source (i.e., all routing identifier codes will be identical for each requisition in the message).

g. To ensure the accuracy of essential data in the event of garbled transmission, the stock number (or CAGE and part number) and quantity will be spelled out. Use five digits to represent quantity (i.e., show a quantity of 1 as ZERO ZERO ZERO ZERO ONE). The following additional data elements also may be spelled out if desired:

(1) distribution code addressee (first position of distribution field), when used;

(2) priority designator;

(3) required delivery date, when used;

(4) advice code, when used.

h. If the first position of the distribution code is not applicable, use "BLNK" followed by the two digit cognizance symbol (BLNK 1H).

4. NON-NSN AND PART NUMBERED CASREP REQUISITION. In order to improve CASREP response processing time, fleet units will submit their CASREP NON/NSN/ PART NUMBERED requisitions by message directly to NAVICP MECH (RI N35). Ships deployed to the Seventh Fleet will include the nearest Fleet and Industrial Supply Center (FISC) as "INFO" addressee on the message. The FISC will screen the requirement and if the part number is cross referenced to an NSN and the item is available, the FISC will intercept the requisition and make the issue.

5. OTHER ACTIONS REQUIRED. When approved for release, the message will be delivered to the communications center except for one copy which will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. When the message includes only one document number, the "DTG" copy will be attached to the hardback copy of the related DD Form 1348 or NAVSUP Form 1250-1 in the MOF. When the message includes multiple document numbers, the hardback copies of related DD Forms 1348 or NAVSUP Form 1250-1 in the MOF will be annotated to indicate the DTG of the message in which the items were requisitioned (e.g., "Msg reqn 152204Z Jul 76"). The "DTG" copy of the message then will be placed in an "outgoing message" file.

SAMPLE OF NON-NSN REQUISITION MESSAGE

RTTUZYUW RUFRSGG9846 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: CAGE AND
PART NO. 05073 N3-122291-P104; MFR BABCOCK AND WILCOX CO., NEW YORK NY; NAVY
TECH MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT BLOWER, UNIT A; END ITEM
APPLICATION: BOILER, STEAM, MN, 634 PSI, 1393 TB; SOURCE OF SUPPLY: BABCOXK
AND WILCOX CO; APL 021200007; MFR DWG NO. MX 253001; EQUIP SPEC MIL-R-18381
SHIPS; ADDL ITEM DATA: NICN 4410-LL-CAO-0001//
BT

3030 CASREP REPORT

1. GENERAL. The Navy Warfare Publication (NWP) 10-1-10 promulgates the message format which must be utilized in the submission of a Casualty Report. Data sets which may be included in a CASREP message are as follows (see sample on page 3-41):

MSGID	Message Identification
POSIT	Position
REF	Reference Message
CASUALTY	Equipment Casualty
ESTIMATE	Estimated Time of Repair
ASSIST	Outside Assistance

PARTSID	Parts Identification
TECHPUB	Technical Publication
1PARTS	Equipment Casualty Parts
1STRIP	MILSTRIP Information
AMPN	Amplification
RMKS	Remarks
DWNGRADE	Downgrading/Declassification Procedures

a. Equipment Casualty Parts. The Equipment Casualty Parts (1PARTS) set identifies the parts required to repair an equipment casualty. The set shall be submitted in the Initial CASREP or first Update CASREP. An AMPN set is required to report the reason each required item is not on board. The Supply Officer will be requested to provide 1PARTS as follows:

(1) DL (Data Line) - Sequentially identifies each part required for the repair. A corresponding data line will be used in the 1STRIP set to relate MILSTRIP information to parts specified in this set.

(2) NATIONAL STOCK NO. - If unknown or non existent, enter "UNKNOWN" and provide all identification information available, including part number, in an AMPN set.

(3) RQD - Report the quantity needed. This is not necessarily the same number of parts ordered through MILSTRIP.

(4) COSAL - Report the quantity authorized in the COSAL.

(5) ONBD - Report the quantity of the item currently on board.

(6) CIRCUIT - Report the circuit symbol identification of the part, if applicable. It is limited to ten characters.

b. MILSTRIP Information. The MILSTRIP information (1STRIP) set identifies MILSTRIP to enable staff personnel to expedite the delivery of parts required to correct an equipment casualty. The Supply Officer will be requested to provide 1STRIP as follows:

(1) DL (Data Line) - Sequentially identifies each part required for the repair of an equipment casualty. The corresponding data line in the 1PARTS set will be used here to relate MILSTRIP information to the proper part, e.g., data line 04 in the 1PARTS set must correspond to data line 04 in the 1STRIP set.

(2) DOCUMENT ID - Report the appropriate MILSTRIP document number (UIC, Julian date and document serial number). The first character of the serial number shall always be "W".

(3) QTY - Report the quantity of this item ordered.

(4) PRI - Report the priority associated with the requisition of this item (see charts on following page).

(5) RDD - Report the required delivery date of this item in three digit Julian date form.

(6) ACTIVITY - Report the routing identifier of the activity to which the requisition for this part was sent.

(7) REQUISITION STATUS - Enter a brief narrative status or the date time group of the requisition message for this item.

c. Amplification. The Supply Officer may be called upon to provide APL Data (PARTSID) or Technical Publication (TECHPUB). The Supply Officer must ensure that each item listed in 1PARTS has been thoroughly researched in accordance with par. 3048-2.

PACIFIC FLEET CASREP REQUISITION PREPARATION GUIDE

	NORS						ANORS					
	C-3/4			C-2			C-3/4			C-2		
	PRI	PC	999	PRI	PC	999	PRI	PC	999	PRI	PC	999
Non-Deployed	3	747	No	6	729	No	3	743*	No	6	743*	No
90 Days Prior to Deployment	2	747	No	5	729	No	2	743*	No	5	743*	No
60 Days Prior to Deployment	2	747	No	2	729	No	2	743*	No	5	743*	No
30 Days Prior to Deployment	2	747	Yes	2	729	Yes	2	743*	Yes	5	743*	No
Deployed	2	747	Yes	2	729	Yes	2	743*	Yes	5	743*	No
7th Fleet	2	711	Yes	2	702	Yes	2	743*	Yes	5	743*	No
30 Days Prior to I.O.	2	711	Yes	2	702	Yes	2	743*	Yes	2	743*	Yes

* Project Code 743 will not be utilized by FBM submarines

ATLANTIC FLEET CASREP REQUISITION PREPARATION GUIDE

	NORS						ANORS					
	C-3/4			C-2			C-3/4			C-2		
	PRI	PC	999	PRI	PC	999	PRI	PC	999	PRI	PC	999
Non-Deployed	3	752	No	6	740	No	3	733*	No	6	733*	No
90 Days Prior to Deployment	2	752	No	5	740	No	2	733	No	5	733	No
60 Days Prior to Deployment	2	752	No	2	740	No	2	733*	No	5	733*	No
30 Days Prior to Deployment	2	752	Yes	2	740	Yes	2	733*	Yes	5	733*	No
Deployed	2	752	Yes	2	740	Yes	2	733*	Yes	5	733*	No
6th Fleet	2	765	Yes	2	792	Yes	2	733*	Yes	5	733*	No
30 Days Prior to I.O.	2	765	Yes	2	792	Yes	2	733*	Yes	2	733*	Yes

* Project Code 733 will not be utilized by FBM submarines

SAMPLE OF INITIAL CASREP MESSAGE

P 151744Z APR 98
FM USS KITTY HAWK
TO RUCOSAA/COMNAVAIRPAC SAN DIEGO CA//N43//
INFO RULYVBA/COMFIFTHFLT//N4//
RUEDAMS/NAVICP MECHANICSBURG PA//0311//
RUCOJAE/SUBSUPPLOGCEN BREMERTON WA//00//
BT
C O N F I D E N T I A L
MSGID/CASREP/CV 63 KITTY HAWK/27//
SUBJ/CASREP//
POSIT/4530N2-04645W9/151615ZAPR98//
CASUALTY/INITIAL-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
ESTIMATE/302359ZMAY98/RECEIPT OF PARTS NLT 16 MAY 98//
PARTSID/APL: 490010002/-/JCN: N03363-EB01-0802//
TECHPUB/NAVSEA 0956-LP-023-8100//
1PARTS

/DL	NATIONAL STOCK NO.	RQD	COSAL	ONBD	CIRCUIT
/01	9H5930-01-050-6624	001	000	000	-
/02	9H6630-01-049-0947	001	000	000	-//

AMPN/REASON ITEM NOT ONBOARD-NO ALLOWANCE ALL PARTS LISTED IN PARTSID APL//
1STRIP

/DL	DOCUMENT ID	QTY	PRI	RDD	ACTIVITY	REQUISITION STATUS
/01	V03363-8094-W400	001	05	149	P51	151745ZAPR98
/02	V03363-8094-W401	001	05	149	P51	151745ZAPR98//

RMKS/ANALYZER FAILS TO GIVE ACCURATE CONTINUOUS READOUTS, CAUSING COMPLETE LOSS OF OXYGEN MONITORING CAPABILITY. CAUSES BELIEVED TO BE COMBINED ENVIRONMENT (HEAT AND HUMIDITY OF FIREROOMS) AND PARTS FAILURE. OXYGEN MONITORS HAVE NOT WORKED PROPERLY SINCE INSTALLATION DURING SRA 97. SHIPS FORCE INSPECTION HAS NOW REVEALED HOLES IN BOTH TEFLON MEMBRANES. 5102 MISHAP REPORT BEING (NOT BEING) SUBMITTED. SHIPS SCHEDULE: INPORT SINGAPORE 14 MAY - 22 MAY. CONSIDER 20-22 MAY IDEAL TIME TO OBSERVE UNITS IN OPERATION.//
DWNGRADE/DECL 30NOV02//
BT

Classified for illustrative purposes only

3031 PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

1. GENERAL. A DD Form 1149 will be prepared for procurement of only that material which is excluded from MILSTRIP, and for only that excluded material for which another procurement document is not specified (see par. 3022). It also may be used to requisition repairs or rentals of labor saving devices, repairs of other equipage items, dry cleaning/renovation services, etc., when use of the DD Form 1149 for such requirements is prescribed by the supply source or repair facility. When use of the DD Form 1149 is appropriate, it will be limited to a single page and will be prepared by typewriter or ball point pen.

SAMPLE FORM DD1149 FOR MATERIAL OR SERVICES OTHER THAN BULK PETROLEUM

SHIPPING CONTAINER TALLY _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM *(Include ZIP Code)*	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
R52192 USS JOHN PAUL JONES	1	1	10 FEB 96	SEE R52192-6041-BELOW
	7. DATE MATERIAL REQUIRED *(YYMMDD)*			8. PRIORITY 13
2. TO: *(Include ZIP Code)*	9. AUTHORITY OR PURPOSE			
N00244 FISC SAN DIEGO CA	10. SIGNATURE *M. Jones* M. Jones, LT, SC, USN			11a. VOUCHER NUMBER & DATE *(YYMMDD)*
3. SHIP TO - MARK FOR	12. DATE SHIPPED *(YYMMDD)*			b.
SUPPLY OFFICER USS JOHN PAUL JONES (DDG-32) FPO AE 92222-2145	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT'G ACTIVTY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT
1761804.70BB	000	53824	0	060957	2D	R52192		(REQN SER. NO.) 006041 - - - - NU	SEE BELOW

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	SERVICES AND MATERIALS FOR REPAIR OF:							
	3001 MARCHANT CALCULATORS Ser No's 441067, 441255	JOB	1					$ 60.00
	3002 FRIDEN ADDING MACHINE Ser No. 56432	JOB	1					40.00
	3003 IBM ELECTRIC TYPEWRITERS Ser No's 14-667421, 15-667441	JOB	1					60.00
	TOTAL COST NOT TO EXCEED $160.00							

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY			TOTAL		

19. RECEIPT				
CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	SHEET TOTAL	
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	GRAND TOTAL	
POSTED	DATE *(YYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.	

DD Form 1149, DEC 93 306/080

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

Previous editions are obsolete

S/N 0102-LF-017-7900

(Navy Overprint 1994)

2. MATERIAL (OTHER THAN BULK PETROLEUM) AND SERVICES. When the DD Form 1149 is used for the procurement of specified materials and services (other than bulk petroleum), it will be prepared in the following format (see sample on previous page):

Data Block	Caption	Entry
1	From	Enter the service designator, UIC, name, and hull number of the requesting ship.
2	To	Enter the service designator, UIC, and name of the activity providing the material or service.
3	Ship to - Mark for	Enter "Supply Officer", the name and hull number of the requesting ship, and point of delivery (or FPO address).
4	Appropriation	Enter complete line of accounting data and subhead (see par. 9102). For SUADPS-RT/RSUPPLY activities: when material is being requisitioned enter the NWCF accounting data applicable to the cognizance symbol of the material being requisitioned (use cog 9G if cog symbol is not known and cannot be determined); if requisition is for services use the end use accounting data applicable to the OPTAR chargeable.
5	Requisition Date	Enter the calendar date (day, month and year) on which the requisition is prepared.
6	Requisition Number	Enter the service designator, UIC, and Julian date of the requisition number. Do Not enter the requisition serial number, as an individual serial number is required to be assigned in data block (b) for each line item listed.
7	Date Material Required	Enter the calendar date (YYMMDD) that delivery of material or completion of service is required (for material, entry, is required only when the priority assigned in data block 8 will not provide timely delivery).
8	Priority	Enter the appropriate two digit priority designator in accordance with par. 3048.
9	Authority or Purpose	When available, enter the authoritative reference applicable to procurement of the specific material or service requested; otherwise, leave blank.
10	Signature	The name, rank, and signature of the Supply Officer.
(a)	Item No.	Leave blank.

Data Block	Caption	Entry
(b)	Federal Stock Number, etc.	Type "REQN SER NO." in the left margin of the printed caption of data block (b), and under the typed caption, enter the four digit requisition serial number for each item requested. Following the requisition serial number, enter an adequate identification of each item.
(c)	Unit of issue	Enter the appropriate unit of issue abbreviation from Appendix 19 when material is requested, or JOB if service is requested.
(d)	Quantity requested	Enter the quantity required (enter quantity of 1 when the unit of issue is JOB.)

3. BULK PETROLEUM. Requirements for bulk fuel and bulk lube oil are included in an UNREP request or LOGREQ message prepared and submitted in accordance with NWP-10-1-10. When such requirements are included in an UNREP request, a requisition document is not required, but the UNREP request must include a separate MILSTRIP document number for each item. When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to be submitted, whether or not requirements were included in a LOGREQ message. A DD Form 1149 also is required for procurement of DLA owned bulk petroleum from a Military Sealift Command (MSC) tanker. The DD Form 1149 will be prepared in accordance with par. 3031-2 with the following exceptions (see sample on following page):

Data Block	Caption	Entry
3	Ship to - Mark for	Enter "Commanding Officer", the name and hull number of the requesting ship, and point of delivery (including pier number or anchorage berth, if known).
6	Requisition number	Enter a complete MILSTRIP requisition number (i.e., the service designator and UIC of the requesting ship, Julian date, and serial number).
(a)	Item No.	Enter “1”.
(b)	Federal Stock Number, etc.	Enter the NSN and noun name of the bulk petroleum product (include only one each DD Form 1149). Below the NSN and noun name, enter additional data as follows: (1) "Supplementary Address", and the service designator and UIC of the appropriate Property Accounting activity as follows:

Service Designator	Fund Code	Property Accounting Activity
R	38/39/43/7U	COMPACFLT N00070
V	38/39/43/45/7U	COMLANTFLT N00060
R/V	UZ	NAVICP MECH N00104

Data Block	Caption	Entry
		(2) "Signal Code" and letter "B" for all ships.
		(3) "Fund Code", and the applicable two character fund code (see Appendix 30).
(c)	Unit of issue	Enter "GL" (gallon) for bulk petroleum products.
(d)	Quantity	Enter the quantity requested (ensure that the quantity and unit of issue are compatible).

SAMPLE FORM DD1149 FOR BULK PETROLEUM

SHIPPING CONTAINER TALLY _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM (Include ZIP Code)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
V20120 USS DETROIT (AOE-4)	1	1	3 JAN 96	V20120-6003-6501

7. DATE MATERIAL REQUIRED (YYMMDD)	8. PRIORITY
96010	

2. TO: (Include ZIP Code)	9. AUTHORITY OR PURPOSE
LO-GRADE FUELS INC. 9292 OCTANE BLVD GASTOWN, NJ 05060	

10. SIGNATURE	11a. VOUCHER NUMBER & DATE (YYMMDD)
M. Jones M. Jones, LT, SC, USN	

3. SHIP TO - MARK FOR	12. DATE SHIPPED (YYMMDD)	b.
COMMANDING OFFICER USS DETROIT (AOE-4) FPO AE 09567-2145		
	13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT
17X4911.2310	000	38001	0	00367	7A	N00104		V201200000UZ	

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	9X 9140-00-273-2377, FUEL, NAVAL DISTILLATE F-76 SUPPLEMENTARY ADDRESS: N00104 SIGNAL CODE: B FUND CODE: UZ	GL	2000000					

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO	17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY					
			TOTAL		

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, DEC 93 306/080

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

Previous editions are obsolete

S/N 0102-LF-017-7900

(Navy Overprint 1994)

3032 LETTER REQUESTS

Letter requests occasionally may be required to obtain material for which the usual procurement documents are inapplicable or inappropriate (see pars. 3021-3022). Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary, or when letter requests are required by the cognizant systems command, bureau, office, or other inventory manager. In addition to item descriptions and quantities, letter request will include, as a minimum, a MILSTRIP document number (for each item), an authorized priority designator (or required delivery date), and applicable accounting data. When a letter request is submitted for material which is chargeable to the ship's OPTAR, a DD Form 1348, NAVSUP 1250-1 or NAVSUP 1250-2 will be prepared as an obligation document in accordance with pars. 3025 and 3027.

Section III: UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

3045 PRIORITY DESIGNATORS (PDS)

1. GENERAL. An integral and vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities in accordance with standards set forth in the Uniform Material Movement and Issue Priority System (UMMIPS) found in DOD 4140.1-R. In the movement and issue of material, it is necessary to establish a common basis to determine the relative importance of competing demands for resources of the logistics systems such as transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in subpar. 2, the PDs to be used in requisitioning material or services will be determined by the requisitioners' assigned force activity designator (F/AD) and the applicable urgency of need designator (UND), in accordance with pars. 3046-3048.

2. EXCEPTIONS. UMMIPS authorizes the assignment of specified PDs in requisitions for certain material requirements, regardless of the requisitioners' assigned FAD. The types of material and the PD authorized for each type are described in par. 3045-2, and are authorized only for immediate end use requirements.

a. Medical or Disaster Supplies or Equipment. PD 03 will be used to requisition medical or disaster supplies or equipment required immediately to prolong life; relieve avoidable suffering; expedite recovery in case of injury, illness, or disease; or to avoid or reduce the impact of epidemics or similar potential mass illnesses or diseases.

b. Civil Disturbance, Disorder, or Riot. PD 03 will be used to requisition emergency supplies or equipment required immediately to control riots, civil disorder, or civil disturbance.

c. Essential Clothing. PD 06 will be used to requisition emergency supplies of individual and organizational clothing required immediately to provide a minimum of essential clothing to active duty military personnel who are without it.

d. Requirements for a Supported Unit. When an afloat activity requisitions a specific immediate end-use requirement for a supported activity with a higher F/AD than its own, the F/AD applicable to the supported unit will be used to determine the PD for the specific immediate requirement.

3. LIMITATIONS ON HIGH PRIORITY REQUISITIONS. The quantity of material included on PD 01 through 08 requisitions will be restricted to that amount necessary to satisfy the immediate end-use requirement. Additional quantities required to replenish stock will be requisitioned under the appropriate PD 09 through 15. The following chart indicates the maximum percentage of high priority requisitions (PD 01-08) normally allowed each category of deployed afloat activities (or units alerted for deployment within 30 days of requisition dates). Afloat units which are neither deployed nor alerted for deployment should operate substantially below these guidelines. The Limitations on requisitions are expressed in percentage of total number of requisitions submitted into the supply system (see par. 3048-2a(5)).

Limitations on Requisitions

Activity Category	PD 01-08
a. Submarines, Trident Refit Facilities	80%
b. Destroyer Tenders, Submarine Tenders, Repair Ships, Aircraft Carriers (CVs), Amphibious Assault Ships (LHDs), and Shore Intermediate Maintenance Activities (SIMA)	70%
c. Navy/Marine Aircraft Squadrons, and Marine Aircraft Groups	70%
d. Navy/Marine Corps Air Stations (non-industrial), WESTPAC Industrial Facilities, Naval Communications Activities	60%
e. Navy/Marine Corps Air Stations (industrial)	55%
f. NARFs and Shipyards	50%
g. Underway Replenishment Ships, Research, Development and Laboratory Activities, Training Activities	40%
h. FISC's (former Naval Supply Depots)	25%
i. FISC's (former Naval Supply Centers)	15%
j. Surface Ships not included in category a, b, or g	55%
k. Others	55%

3046 FORCE/ACTIVITY DESIGNATORS (FADS)

1. GENERAL. A force/activity is a unit, organization, or installation performing a mission or function; a body of troops, ships, or aircraft, or combination thereof; or a function, mission, project, or program, including those under security assistance programs. A Force/Activity Designator (FAD) is a Roman numeral (I-V) which identifies and categorizes a force or activity on the basis of its military importance.

2. ASSIGNMENT OF FADs. FAD assignments are made by SECDEF, JCS, or designated DOD authority as described in OPNAVINST 4614.1 series. The lowest FAD required to indicate the activity's relative importance to national objectives is assigned. The following are descriptions of the circumstances under which FADs I-V are assigned. This instruction does not provide authority for an activity to change its FAD. Any questions concerning an activity's current FAD should be addressed to the cognizant authority via the chain of command.

a. FAD I. FAD I is assigned by SECDEF, upon the recommendation of JCS, for:

(1) U.S. Forces in combat;

(2) Programs approved for national priority by the President per the BRICKBAT category of the latest DOD Master Urgency list (DODINST S-4410.3);

(3) Declared emergencies;

(4) Other units or projects specifically designated.

b. FAD II. FAD II may be assigned by: Fleet commanders; Commander, Military Sealift Command; Commanders of Navy components of unified or specified commands; Oceanographer of the Navy; Commander, Naval Security Group Command; Commander, Naval Intelligence Command; Chief of Naval Education and Training; Chief of Naval Reserve; and Commander, Naval Telecommunications Command. Request for FAD II assignment from activities not under the claimancy of the above commands are to be submitted in the format prescribe by OPNAVINST 4614.1 series, to CNO (OP-041) via the chain of command. FAD II is assigned to:

(1) U. S. combat, combat ready, and direct combat support forces deployed to or operating outside the 50 states and adjacent waters, Panama, the Caribbean area, and such other areas as may be designated by the Joint Chiefs of Staff;

(2) forces being maintained in a state of combat readiness for immediate (within 24 hours) employment or deployment. Ships assigned to the SECOND or THIRD Fleet do not qualify for FAD II under this provision; however, Fleet Commanders may assign FAD II on an exception basis to SECOND and THIRD Fleet units which are on operational assignments commensurate with those of SIXTH and SEVENTH Fleet units. Such FAD II assignments to SECOND and THIRD Fleet units may be authorized 90 days prior to deployment;

(3) DOD component programs and projects vital to defense or national objectives which are of comparable importance with elements cited in items 1 and 2;

(4) specified combat ready and direct combat support forces of foreign countries with comparable importance to U.S. forces cited in items 1 and 2.

c. FAD III. FAD III may be assigned by the commands authorized to assign FAD II, and by any other command which is designated a "major claimant" for budget purposes. FAD III is assigned to:

(1) all other U.S. combat ready and direct support forces outside CONUS not included under FAD II;

(2) CONUS forces (including reserve forces) maintained in a state of readiness for deployment to combat prior to D + 3 (The Chief of Naval Reserve will verify the status of reserve force squadron prior to assignment of FAD III to ensure that such assignment is compatible with contingency plans.);

(3) component programs and projects of comparable importance with elements in items 1 and 2;

(4) specified combat ready and direct combat support forces of foreign countries which are of comparable importance with forces specified in items 1 and 2;

(5) CONUS industrial and intermediate maintenance/repair activities which provide direct logistic support for forces being maintained in a state of readiness for deployment to combat to D + 30;

(6) new construction/modernization ships within 60 days of first builders trial; FAD II can be assigned only in specific cases if approved by the Chief of Naval Operations when it is anticipated that the ship will come under the operational command of the SIXTH or SEVENTH Fleets or equivalent operational assignments within 90 days of its commissioning.

d. FAD IV. FAD IV may be assigned by any command authorized to assign FAD II or III. FAD IV is assigned to:

(1) U.S. forces being maintained in a state of combat readiness for deployment to combat during the period D + 30 to D + 90;

(2) DOD component programs and projects which are of comparable importance with elements specific in item 1;

(3) specified combat ready and direct combat support forces of foreign countries with comparable importance to U.S. forces specified in item 1;

(4) CONUS industrial and intermediate maintenance/repair activities providing direct logistic support for forces being maintained in a state of readiness for deployment to combat during the period D + 30 to D + 90.

e. FAD V. FAD V may be assigned by any command authorized to assign FAD II, III, or IV. FAD V is assigned to;

(1) all other U.S. forces or activities,

(2) approved programs of DOD components not otherwise designated.

3. AUTHORIZED USE OF A HIGHER FAD. In order to facilitate optimum materiel readiness, OPNAVINST 4614.1 series authorizes the assumption of the authorized higher FAD a maximum of 90 days prior to scheduled deployment outside CONUS or other authorized elevation from a lower to higher FAD (when assuming FAD II, this also changes the UND for C-2 CASREP requisitions from B to A). Activities performing work on ships during restricted availability's are authorized to use the FAD of the ship being worked on when ordering material for that work.

4. NAVAL CONSTRUCTION FORCES (NCF). COMPACFLTINST 4614.1 series and COMLANTFLTINST 4614.1 series promulgate FAD to NCF units under their respective cognizance. The FAD shall be matched with the appropriate Urgency of Need Designator as illustrated in par. 3047. FADs applicable to the NCF are shown in COMSECONDNCB/ COMTHIRDNCBINST 4400.3 series, Appendix G.

3047 URGENCY OF NEED DESIGNATORS (UNDS)

1. DEFINITION. The urgency of need designator (A, B, or C) indicates the relative urgency of need for a requirement by a force or activity.

2. URGENCY OF NEED CRITERIA

a. General. The basic criteria and guidance for a requisitioning force or activity to determine the urgency of need of a requirement, and to select the proper priority designator that reflects the relative importance of the requirement are set forth in pars. 3047-3, 4 and 5. The definitions in the following subpars. are applicable when making the selection of a priority designator.

b. Administrative Support Equipment. Administrative support equipment is equipment not essential to the performance of assigned operational missions and tasks. Included in this category are administrative and habitability equipment, such as office machines and drinking fountains.

c. Auxiliary Equipment. Auxiliary equipment is equipment which supplements or takes the place of primary equipment if the primary equipment becomes inoperative. This term includes equipment, other than primary equipment, that are of greater importance than administrative support equipment. Examples of auxiliary equipment are vehicles, secondary communication equipment, and engineering equipment such as emergency diesels.

d. Material. Material comprises all items of personal property (as contrasted to real property) necessary for equipping, maintaining, operating, and supporting military activities without distinction as to their application for administrative or combat purposes.

e. Primary Weapons and Equipment. Primary weapons and equipment are major equipment items essential to and employed directly in the accomplishment of assigned military operations, missions, and tasks.

3. TABLE OF GENERAL UND CRITERIA FOR USE BY ALL. The following table of general criteria for determining UNDs should be reviewed and understood by all afloat activities, and should be used to develop local tables of UND criteria when the tables in pars. 3047-4 - 5 are not applicable.

UND	Definition
A	(1) Requirement is immediate. (2) Without the material needed, the activity is unable to perform one or more of its primary missions. (3) The condition noted in definition (2) has been reported by established NORS/CASREP procedures.
B	(1) Requirement is immediate, or it is known that such requirement will occur in the immediate future. (2) The activity's ability to perform one or more of its primary missions will be impaired until the material is received. It is recognized that requirements of this nature may have an arithmetically progressive effect on the activity's ability to perform its mission. The need for one or two items may only cause mission performance to be impaired, in which case, UND "B" will be used in determining the priority designator to be assigned in the requisition(s). However subsequent failures of several additional items in the same equipment or system may cause an activity to be unable to perform its mission, in which case, UND "A" will be used in determining the priority designator authorized for all related requirements. At the time UND "A" is used, a NORS/CASREP report will be made. (3) Outfitting and replenishment requisitions for Q COSAL allowed reactor plant components, equipment, repair parts, special tools, and other material required to support reactor plant systems.
C	(1) Requirement is routine. (2) Required for stock replenishment of overseas forward area supply activities, including CLF ships.

4. TABLE OF UND CRITERIA FOR SHIPS. The following table of UND criteria is prescribed for use by ships, including tenders and repair ships, when material is required for self support. If material is required for direct support of other ships, the F/AD and UND applicable to the supported ship will be used in determining requisition priority designators.

UND	Definition
A	(1) Emergency requirements for weapons, equipment, or material for immediate use without which the ship concerned is unable to perform assigned primary operational mission(s) (C-3/C-4 CASREPs). Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the requisitioning unit's capability in accordance with established CASREP procedures contained in Navy Warfare Publication (NWP) 10-1-10. Ship's primary missions are contained in NWP 11-20(c). (2) Material required to eliminate work stoppage on controlling jobs in the repair department of a tender or repair ship manufacturing, modifying, or repairing C-3 or C-4 CASREP primary weapons or equipment of other vessels, provided that replacement components and repair parts for the unserviceable components are not simultaneously ordered. Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the requisitioning unit's capability in accordance with established CASREP procedures contained in Navy Warfare Publication (NWP) 10-1-10. (3) CASREPs. All ships deployed or non-deployed status for C2, C3 or C4 CASREPs requirements. (4) Required to preclude an anticipated work stoppage, C2 CASREP, imminent work stoppage, or C3/C-4 CASREP when undertaking planned maintenance on equipment essential to primary mission performance when the work stoppage or C2, C-3 or C-4 CASREP will occur within 15 days for ships in CONUS and 20 days for ships overseas (ANORS). (5) Items required for immediate end use by a unit operating in the Indian Ocean, when the lack of such material impairs the operational capability of the unit. This authority begins 30 days prior to inchopping, and terminates upon outchopping the Indian Ocean.
B	(1) Items required to effect emergency replacement or repair of auxiliary equipment systems. (2) Replenishment of stocked COSAL/AVCAL or other allowance/load list material required for support of mission essential equipment, when the last item has been issued to use or the quantity onboard is less than the minimum replacement unit. Additionally, the item must have an average quarterly demand of one or more if the ship is nondeployed. (3) Initial order of allowance list material for deployed forces due to allowance changes or installation of new equipment.

UND	Definition
	(4) Outfitting and replenishment requisitions for Q COSAL allowed reactor plant components, equipment, repair parts, special tools, and other material required to support reactor plant systems.
	(5) All requisitions for DLR items.
C	(1) Routine Stock replenishment and routine requirements other than previously prescribed.
	(2) Material required to meet scheduled deployment.
	(3) Material required for end use to repair or replace and make ready for sea collateral or administrative system equipment or systems not immediately essential to the effectiveness of the ship.
	(4) Initial order of allowance list material for non-deployed forces.

5. TABLE OF UND CRITERIA FOR AVIATION UNITS, INCLUDING INTERMEDIATE MAINTENANCE ACTIVITIES (IMAs). The following table of UND criteria is prescribed for use by aviation units, including IMAs:

UND	Definition
A	(1) Emergency requirements for weapons, equipment, and material for immediate use without which the aircraft concerned is unable to perform assigned primary operational missions (NMCS). Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the capability of the requisitioning unit, in accordance with established NORS/NMCS procedures (see OPNAVINST 5442.4 series, par. 3d for definition of NORS and NMCS). Aviation units' primary missions are contained in OPNAVINST 3501.2 (series).
	(2) Items required for immediate end use in direct support of equipment essential to the operation of aircraft (e.g., ground support, fire fighting, etc.) without which the aviation unit is unable to perform its primary mission. Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the capability of the requisitioning unit, in accordance with established NORS/NMCS procedures (see OPNAVINST 5442.4 series, par. 3d for definition of NORS and NMCS). Aviation units' primary missions are contained in OPNAVINST 3501.2 (series).
	(3) Items required to eliminate an existing work stoppage at an IMA performing repair and maintenance of unserviceable components required to reconstitute an authorized rotatable pool.

UND	Definition
	(4) Items required to effect emergency replacement or repair of essential physical facilities of an IMA, without which the activity cannot carry out its mission. Requirements of this nature are of such a consequence as to require a report to higher authority of a degradation of the capability of the requisitioning unit, in accordance with established NORS/NMCS procedures (see OPNAVINST 5442.4 series, par. 3d for definition of NORS and NMCS).
	(5) Mission essential items required to prevent work stoppage of a planned aircraft maintenance action. Without the required material, work stoppage is anticipated within 15 days in CONUS, or within 20 days overseas (ANMCS).
	(6) UND "A" may be used for partial mission capable - supply (PMCS) requirements only when the item(s) are needed to return primary mission essential subsystems and equipment to operational status.
B	(1) Items required for immediate end use, the lack of which is impairing the operational capability of the aircraft or organizational unit concerned.
	(2) Items required for immediate end use to effect repairs to aircraft, aircraft components (non pool), and aircraft support equipment, without which the operational capability of the aircraft is impaired or effectiveness in accomplishing assigned missions is reduced.
	(3) Replenishment of stocked allowance/load list mission essential items, when the last item has been issued to use or the quantity on board is less than the minimum replacement unit.
	(4) Items required to effect replacement or repair of physical plant facilities in an IMA, without which the effectiveness of the facility is impaired.
	(5) Items required for immediate installation to effect repair or replacement of auxiliary equipment without which the effectiveness of the assigned mission is impaired.
C	(1) Items required to repair or replace administrative support equipment or systems not immediately essential to operational missions of aircraft or organizational units.
	(2) Items required for routine stock replenishment.
	(3) Items required for scheduled maintenance and repair, not immediately required, to include non pool items or items for which there are no outstanding requisitions.

3048 SELECTION, ASSIGNMENT, AND REVIEW OF PRIORITY DESIGNATORS

1. SELECTION OF PRIORITY DESIGNATORS (PDs). An activity's assigned F/AD (see par. 3046), in conjunction with the UND applicable to the requirement (see par. 3047), determines the appropriate PDs to be assigned in requisition documents. The authorized PD (01-15) will be derived from the following table by matching the assigned F/AD (I-V) with the applicable UND (A, B, C). As indicated in the table, only three PDs normally are authorized for each F/AD.

TABLE RELATING F/AD AND UNDs TO PRIORITY DESIGNATORS

Urgency of Need Designator		FAD I	II	III	IV	V
		Priority Designator				
A	Unable to Perform	01	02	03	07	08
B	Performance Impaired	04	05	06	09	10
C	Routine	11	12	13	14	15

2. ASSIGNMENT AND REVIEW OF PRIORITY DESIGNATORS

a. Requisitioning Activity. The Commanding Officer (or Officer In Charge) of a requisitioning activity is responsible for the accurate assignment of priority designators consistent with the F/AD of the unit, the urgency of need, and the validity of the required delivery dates assigned. To ensure proper assignment of PDs, the Commanding Officer will:

(1) review all requisitions for UND "A" requirements (or specify an individual within his command to act for him) to insure that: the assigned PD (01, 02, 03, 07, or 08) accurately reflects the units' authorized F/AD and a bonafide UND "A" requirement, and that shipboard supply and maintenance personnel jointly have researched every feasible means of satisfying the requirement, including such expediencies as the use of serviceable repairables or interchangeable/substitute items, cannibalization of unserviceable repairables, local repair/fabrication, etc.;

(2) review or designate in writing the individual(s) authorized to review requisitions for UND "B" requirements (PD 04, 05, 06, 09, or 10);

(3) incorporate in the shipboard training program a quarterly requirement for providing instructions on the purpose and use of UMMIPS to all personnel who prepare or process requisitions, or who assign/approve UNDs in issue requests or PDs in requisitions;

(4) issue a ship's instruction to relate the ship's routine and special operational assignments to its authorized F/AD(s), to provide specific guidance for identifying mission essential equipment, and to include a table of UND criteria (similar to those in par. 3047) that are "tailored" to the ship;

(5) direct that all material obligation validation (MOV) requests received from supply sources be promptly and properly processed in accordance with pars. 3590-3599.

(6) require the preparation of a monthly UMMIPS performance report which providing the numbers and percentages of the total number of UND "A", "B", and "C" requirements that the ship submitted into the supply system during the previous month. These reports, which are to be retained for one year for inspection purposes, will be used to measure the ship's UMMIPS performance and to initiate corrective action if the limitations prescribed in par. 3045-3 are exceeded;

b. Supply Processing Points. Supply processing points will issue material or take other positive supply action to satisfy PD 01-08 requisitions without challenge, except when there are obvious errors in significant MILSTRIP data or when there is an unusually large volume of high priority requirements. After supply action has been taken, the supply processing point will send a written report to the cognizant Type Commander (or equivalent command echelon exercising primary support), with copies to the next higher echelon of command and the requisitioner, of all PD 01-08 assignments considered being suspect.

➔ 3049 PROCESSING TIME STANDARDS

1. GENERAL. UMMIPS standards indicated in the following table are established for normal processing of material requests for items that are stocked and available for issue from supply systems or for items that are processed as part of planned direct vendor deliveries, and accordingly, will be used for measuring the effectiveness of actual supply system performance. If PDs indicated in the table do not meet delivery requirements, an RDD assigned in accordance with par. 3050, will be entered in card columns 62-64 of the requisition.

a. The standards are given in calendar days with .5 meaning one-half day.

b. The standards are listed by pipeline segment and geographic area (of the activity originating the order) for a designated transportation priority. Any activity outside the Continental United States (CONUS) is in an overseas area.

c. A container consolidation point (CCP) either consolidates shipments on an air pallet or containerizes shipments in a SEAVAN for transportation to overseas areas.

d. The time standard for storage site to CCP (i.e., segment D) only applies to a shipment whose final destination is outside of CONUS (OCONUS). It is the elapsed time from release of the shipment by the storage activity to arrival at one of the two designated CONUS CCPs.

e. The time standard for CONUS intransit time (i.e., segment F) is one of the following:

(1) For a CONUS shipment, the time from release of the shipment by the storage site (or military base) to the carrier until receipt by a CONUS consignee.

(2) For an OCONUS shipment that is processed by one of the two designated CONUS CCPs, the elapsed time from release by the CCP to receipt by the POE.

(3) For an OCONUS shipment that is not processed by one of the two designated CONUS CCPs, elapsed time from release by the storage activity to receipt by the POE.

f. The time standard for POE (i.e., segment G) includes port hold time to account for time cargo awaits lift.

2. AREAS. Areas are defined as CONUS, airlift and/or sealift areas (Areas A through D), and express service (listed as EXP).

a. Airlift (TP1 and 2) areas are, as follows:

Area A. To locations in the vicinity of Alaska (Elmendorf AFB); Hawaii (Hickam AFB); North Atlantic (Thule AB, Greenland, and NAVSTA Keflavik, Iceland); Caribbean (NAS Guantanamo Bay, Cuba, and NAVSTA Roosevelt Roads, Puerto Rico); and Central America (Howard AFB, Panama).

Area B. To locations in the vicinity of United Kingdom (RAF Mildenhall, England) and Northern Europe (Ramstein AB, Germany, Rhein Main AB, Germany, and Lajes AB, Portugal (Azores)).

Area C. To locations in the vicinity of Japan (Yokota AB and Kadena AB (Okinawa)); Korea (Osan AB); Guam (Andersen AFB); and Western Mediterranean (Spain (NAVSTA Rota), Italy (Aviano AB, NAS Sigonella, Olbia, and Naples)).

Area D. Hard lift areas - all other destinations not listed as determined by U.S. Transportation Command, e.g. low use Alaska (Eielson AFB, Adak, Eareckson AS, and Galena); low use Japan (Itazuke, MCAS Iwakuni, Misawa AB); low use Korea (Kunsan AB and Kimhae); Indian Ocean (Diego Garcia); New Zealand (Christchurch); Singapore (Paya Lebar); Greece (Souda Bay); Turkey (Incirlik AB); Southwest Asia (Saudi Arabia (Dharan and Riyadh), Kuwait, Bahrain, Oman (Fujairah)); and Israel (Tel Aviv). The time standards for port of debarkation (POD) for Area D are lower than the other areas.

EXP. Express service is for commercial air shipments that are transportation priority 1 and 2 with a maximum weight of 150 pounds. The intransit-to-theater standard for express service (i.e., segment H) encompasses the total time for contract transportation rather than node to node for shipments within the Defense distribution system which has multiple nodes and activities.

(1) An RDD equal to "999" indicates an expedited handling requirement for Non-Mission-Capable-Supply (NMCS) overseas customers or CONUS customers deploying within 30 days. That RDD applies to requisitions with priority designators 01 through 03.

(2) Subparagraph 3049-3b, below, describes the assignment of an RDD of 777, N__, or E__, respectively. Those RDDs apply to requisitions with priority designators 01 through 08.

Deployed Navy afloat units shall be measured against time standards in areas A through D based on their current area of operation. Afloat units operating from CONUS ports shall be measured against time standards in area A.

b. Sealift (TP 3) areas are, as follows:

Area A. Alaska (Anchorage, Fairbanks), Hawaii, Puerto Rico, and NAVSTA Guantanamo Bay, Cuba.

Area B. United Kingdom, Belgium, the Netherlands, Luxembourg, Germany, Central America, Johnston Island, Spain, Italy, Greece, Turkey, Israel, Egypt, Iceland, and the Azores.

Area C. Japan (including Okinawa), Korea, Guam, and Kwajalein Island.

Area D. Australia, New Zealand, Southwest Asia, Seychelles, China, the Philippines, India, Pakistan, Diego Garcia, Thailand, Malaysia, Singapore, Saipan, East Africa, and West Africa.

Hard Lift Areas. For areas not in Areas A through D, above, Sealift Area D maximum segment times should be used. Greenland, Ascension Island, and West Alaska have either no scheduled service from CONUS, infrequent service, or seasonal service.

3. TRANSPORTATION PRIORITY ASSIGNMENT.

a. Transportation priority 1 applies to requisitions with priority designators 01 through 03 and all required delivery dates (RDDs).

b. Transportation priority 2 applies to requisitions with priority designators 04 through 15 and these RDDs:

(1) 444. An RDD equal to "444" indicates handling service for customers collocated with the storage activity or for locally negotiated arrangements. NOTE: Do not use while deployed, will downgrade shipment to routine (TP 3) handling.

(2) 555. An RDD equal to "555" indicates exception to mass requisition cancellation, expedited handling required. NOTE: Do not use while deployed, will downgrade shipment to routine (TP 3) handling.

(3) 777. An RDD equal to "777" indicates expedited handling required for reasons other than indicated for 444 or 555. Use with priorities 04-08 to ensure material offered for air shipment when deployed.

(4) N . An RDD equal to "N__" (where "_" is any alphanumeric character) indicates expedited handling due to NMCS requirement CONUS customer.

(5) E . An RDD equal to "E__" (where "_" is any alphanumeric character) indicates expedited handling due to anticipated NMCS requirement CONUS customer.

(6) Specific Julian Date Less Than 8 Days. An RDD equal to a Julian date that is within 8 days of the Julian date the requisition or associated shipment is being processed indicates handling to meet that date of delivery.

c. Transportation priority 3 applies to requisitions with priority designators and RDDS indicating routine handling. Those priority designators are 04 through 15, and those RDDs are Julian dates that are blank or greater than 8 days from Julian dates when the requisition and associated shipment(s) are being processed.

4. SPECIAL USES. In those special circumstances that do not deal with routine replenishment of stock, requisitioners may use the following stated priority designators, irrespective of FAD:

a. Priority designator 03 shall be used by all activities for medical or disaster supplies or equipment required immediately for the following:

(1) Prolonging life, relieving avoidable suffering, or expediting recovery in case of injury, illness, or disease.

(2) Avoiding or reducing the impact of epidemics or similar potential mass illnesses or disease when in the opinion of a medical professional the probability of an epidemic or similar mass illness or disease is imminent.

b. Priority designator 03 shall be used by all activities for emergency supplies or equipment required immediately for controlling civil disturbance, disorder, or rioting.

c. Priority designator 06 shall be used by all activities for immediate emergency supply of individual and organizational clothing to active duty military personnel who are without the required essential clothing.

UMMIPS TIME STANDARD IN CALENDAR DAYS																
	PD 01-03 ALL RDD's						PD 04-08, RDD 777 or PD 04-15 W/RDD 444, 555, 777					PD 04-15 W/Blank RDD or RDD >8 days after Reqn Date				
	TP 1 AREA						TP 2 AREA					TP 3 AREA				
PIPELINE SEGMENT	CONUS	A	B	C	D	EXP	CONUS	A	B	C	D	CONUS	A	B	C	D
A. Requisition Submission Time	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	1	1	1	1	1
B. ICP Processing Time	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	1	1	1	1	1
C. Storage Site (or Base) Processing, Packaging and Transportation Hold Time	1	1	1	1	1	1	1	1	1	1	1	3	3	3	3	3
D. Storage Site to CCP Transportation Time	N/A	1	1	1	1	N/A	N/A	3	3	3	3	N/A	7	7	7	7
E. CCP Processing Time	N/A	.5	.5	.5	1	N/A	N/A	1	1	1	1	N/A	5	5	5	10
F. Conus In-Transit Time	1	1	1	1	1	N/A	4	2.5	2.5	2.5	2.5	9	7	7	7	7
G. POE Processing and Hold Time	N/A	1	1	1	2	N/A	N/A	2	2	2	3	N/A	5	5	5	10
H. In-Transit to Theater Time	N/A	1	1	1	1.5	3	N/A	1	1	1	1.5	N/A	5	12	19	27
I. POD Processing Time	N/A	.5	.5	.5	1	N/A	N/A	.5	.5	.5	1	N/A	3	3	3	5
J. In-Transit, Within-Theater Time	N/A	1	1	1	1	1	N/A	1	1	1	1	N/A	5	5	5	5
K. Receipt Take-Up Time	.5	.5	.5	.5	.5	.5	1	1	1	1	1	2	2	2	2	2
Total Order-to-Receipt Time	3.5	8.5	8.5	8.5	11	6.5	7	14	14	14	16	16	44	51	58	78

➔ 3050 DELIVERY DATE

1. REQUIRED DELIVERY DATE. The RDD specifies when material is actually required by the requisitioner, and may be either earlier or later than the computed total order ship time indicated by the UMMIPS Time Standards Table (par. 3049). Par. 3028-2e describes conditions which authorize entry of code "999" (critical requirement) or "777" (expedite handling) in card columns 62-64 of a requisition. DLA policy dictates that the DLA depots use the RDD to determine whether the material issue will warrant urgent or routine processing/shipment. Issue Priority Groups (IPG) I and II with qualifying RDDs warrant urgent processing. However, DLA will downgrade IPG I and II requirements without RDDs to routine processing/shipment (IPG III) regardless of assigned PD. When the computed total order ship time is unsatisfactory, an RDD must be entered in card columns 62-64 of the requisition in accordance with the following:

a. RDD Earlier than the UMMIPS time standard. The RDD will be entered as the numeric consecutive day of the calendar year (i.e., the Julian date less the first digit). An RDD earlier than the computed UMMIPS time standard may be entered in card columns 62-64 of the requisition only when one of the following situations exists:

(1) Scheduled departure date for ship or aircraft for deployment is such that future replenishment from the current supply source will no longer be practical;

(2) An operational force is scheduled for deployment by a fixed date, which is earlier than the total order ship time;

(3) An emergency requirement exists for medical and disaster supplies to save life or prevent suffering and disaster.

b. RDD Later than the UMMIPS time standard. When the total order ship time for the priority designator in a requisition will provide delivery of material sooner than desired, an alphabetic X or S will be entered in card column 62 of the requisition, and the number of months that should elapse before material is to be delivered will be entered in card columns 63-64. The first month of the total number indicated will commence on the first day of the month following that expressed in the requisition date. For example, if a requisition is submitted on 15 September 1995 for material that is not required until 30 September 1996, an entry of 12 will be indicated in card columns 63-64. Whether "X" or "S" is entered in card column 62, the RDD will be interpreted as the latest acceptable delivery date. However, an "X" in card column 62 will indicate that material may be delivered at any time prior to the RDD, whereas an "S" in card column 62 will indicate that the material should not be shipped any sooner than 50 days prior to the RDD.

3051 QUANTITY RESTRICTION

The quantity of material requested in a PD 01-08 requisition will be restricted to the specific amount that is necessary to satisfy the immediate requirement. Any additional quantity needed for routine stock replenishment or to satisfy routine DTO requirements will be ordered in a PD 09-15 requisition.

Part B: PURCHASE

3053 GENERAL POLICY

Instructions and guidance concerning purchase or procurement of material from commercial suppliers is contained in NAVSUPINST 4200.85 (series) and Department of Defense Federal Acquisition Regulation (DFAR). These instructions will be used by all Navy activities for basic purchasing/contracting guidance.

3054 FREIGHT FORWARDING

1. GENERAL. Before leaving port for an extended period of time, the Supply Officer shall review the status of all outstanding contracts. He shall either make firm arrangements for delivery or request that the contracting officer cancel the order.

2. PURCHASES IN THE UNITED STATES. If cancellation is not desired, and the material is mailable, the Supply Officer shall arrange to have the material and the invoice mailed to the ship. Mailing restrictions are addressed in par. 7111. If the material is not mailable, the material will be shipped as follows:

a. The following categories of material are not covered by the Navy Expediting and Consolidation Program (NECP):

(1) Class A, B, and C explosives

(2) Shipments requiring constant surveillance service or protective security service

(3) Classified material

(4) Temperature controlled items greater than two cubic feet each

(5) Radioactive material requiring licensing from the Nuclear Regulatory Commission

(6) Shipments with aggregate weight of 10,000 pounds or more. The above material and the associated invoices should be delivered to the supporting supply activity for transshipment.

➔ b. For all other non mailable material purchased from CONUS vendors, complete Block 14 (SHIP TO) of the DD Form 1155, or request that the contracting officer modify the contract as follows:

(1) Atlantic Shipments:
TCN/TAC/TP/RDD*
ISSOT Contr. N44932 M/F UIC**
1860 Leutze Blvd, Bldg SDA 216
Norfolk, VA 23511-4506
For vendors capable of a fifth line in the address, include the clear name of the M/F UIC.***

*Example: N605142114X001XXX/N820/TP2/777
**Example: ISSOT Contr. N45750 M/F N60514
***Example: Naval Station Guantanamo Bay, Cuba

(2) Pacific Shipments:
TCN/TACTP/RDD*
DDJC, CCP SW3225 M/F UIC**
25600 S. Chrisman Rd., Whse 30
Tracy, CA 95376-5000
For vendors capable of a fifth line in the address, include the clear name of the M/F UIC.***

*Example: N680472114X002XXX/N820/TP2/777
**Example: DDJC, CCP SW3225 M/F UIC N68047
***Example: NRCC Singapore

(3) All shipments:
Request shipping address labels be limited to four lines in the exact format listed above. Labels should also include the following information, but separated from the above:

Purchase order/BPA/Contract #
Phonel #

c. Enter the ship's name in Block 13 (Mail Invoices To). Upon material receipt and acceptance, send the invoice and the receipted purchase order to the supporting DFAS in accordance with par. 4336.

d. Send an advance copy of the DD Form 1155 to the NECP contractor when the order is sent to the vendor. This will establish a "due in" record in the NECP contractors' automated tracking system and will help expedite shipment.

e. Procedures for tracking shipments are provided in par. 7122.

3. PURCHASES IN FOREIGN PORTS. Prior to entering into a purchase agreement in a foreign port, the contracting officer will ensure that the vendor can deliver the supplies or services while the fleet activity is in port, and that a bill will be presented for payment prior to leaving port. When supplies or services have been received and accepted but the vendor has not submitted his invoice for payment, the contracting officer will contact the vendor and request the invoice be submitted. If this cannot be accomplished, arrangements for payment will be made with the local shore activity, naval attaché, naval observer, or consular office. At least three copies of the purchase order certified as to receipt and inspection of the supplies or services will be provided to the paying office. If such arrangements cannot be made, dealers will be informed that payment of invoices will be delayed but that payment will be made promptly upon receipt of invoices in the mail. All efforts should be made to obtain email addresses of all parties involved to resolve current or future issues. Most Husbanding Agents and US Contracting Officers are email capable. All ships are email capable through SALTS or Challenge Athena.

3056 OBLIGATION DOCUMENT

When a purchase chargeable to the OPTAR of a fleet activity is made, a NAVSUP Form 1250-1 or a DD Form 1348 will be prepared as an obligation document in accordance with pars. 3024-3025. Appropriate comments (e.g., Money Value Only, PIIN, source of supply, etc.) will be included in the Remarks section. The distribution of the NAVSUP Form 1250-1 or DD Form 1348 will be as specified in the appropriate chart in par. 6214.

3057 DEMAND REPORTING OF LOCALLY PURCHASED ITEMS

1. PURPOSE. To provide the Naval Inventory Control Point (NAVICP) with a broader demand base for identifying, forecasting, and positioning materials to meet repetitive fleet requirements, fleet activities will report all equipage, repair parts, or consumables procured by local purchase or manufacture. Purchased items to be reported will include only those which are procured by means of DD Form 1155 (including DD Form 1155 for purchases under an indefinite delivery contract), or calls made under a blanket purchase agreement. Locally purchased/manufactured items will be reported promptly upon receipt, to the Navy ICP (NAVICP PHIL for aeronautical material or to NAVICP MECH, if non aeronautical material). The reports will be made by DD Form 1348 (one for each item) or a DAAS formatted message.

2. NSN ITEMS. Report of locally purchased or manufactured NSN items will be prepared in the following format:

Card Columns	Entry
1-3	Document identifier code “DHA”.
4-6	Enter the routing identifier code of the Inventory Manager, based on the type of material
8-22	NSN.
23-24	Unit of issue.
25-29	Quantity, right justified. Zero fill if quantity is less than five digits.
30-43	MILSTRIP document number assigned to DD Form 1155 or to the obligation document if material purchased by BPA call. If item procured by local manufacture, leave blank.
55-56	Cognizance symbol.
67-69	Routing identifier code of the ship’s normal supply support activity.
70	Purpose code “A”.
71	Condition code “A”.
72	Demand code “N” or “R”, as appropriate.
73-75	Last three digits of the Julian date on which the report is submitted.

3. NON-NSN ITEMS. Reports of locally purchased or manufactured non-NSN items will be prepared in the following format:

Card Columns	Entry
1-3	BHJ.
4-6	Enter the Routing Identifier code of the inventory Manager, based on the type of material.
7-28	Part Number or ICP assigned NICN.
29-42	Document Number.
43-44	Quantity (enter 99 if quantity is greater than 99).
45-47	Enter abbreviation for type of number entered: APL for Allowance List CID for Component Identification PUB for Technical Publication Reference TEC for Type Equipment Code WUC for Work Unit Code TWC for Type Equipment Code and Work Unit Code (Required when both TEC and WUC are available) AEL for Allowance Equipage List MDL for Model No/Code DWG for Drawing Number TEM for Technical Equipment Manual Enter any other appropriate 3 digit abbreviation for type of number being coded, however, above types of numbers are preferred.
48-58	Identification Number. Enter the number corresponding to the abbreviation in CCs 45-47 which identifies/authorizes the item being procured.
59-63	CAGE
64-66	Enter routing identifier of activity submitting this report; or if none assigned, enter routing identifier of support activity which would normally record the demand.
67-79	Item Nomenclature
80	Demand Code (“N” or “R” as appropriate)

4. DAAS MESSAGES. Reports submitted to DAAS, Wright-Patterson AFB, OH will be formatted as follows: Positions 1-59 will be entered on the first line followed by "1OF2" in positions 60-63; positions 60-80 will be entered in positions 1-21 of the second line followed by "2OF2" in positions 22-25. Upon receipt, DAAS will convert the two line document into a single 80 column document prior to processing/transmitting to the ultimate recipient (NAVICP MECH/PHIL). The ultimate addressee will receive a machine readable document.

3058 DISTRIBUTION OF PURCHASE ORDERS (DD FORM 1155)

1. GENERAL. When Purchase Orders, DD Form 1155, are prepared in accordance with NAVSUPINST 4200.85, the DD Form 1155 will be distributed as follows:

a. The signed copy to the contractor;

b. One copy to the Material Outstanding File (MOF), or Stock Control History File after SUADPS-RT/RSUPPLY processing, as applicable. Attach to the hardback copy of the NAVSUP 1250-1, 1250-2 or the DD Form 1348 prepared as an obligation document in accordance with par. 3056;

c. The original to the Purchase Payment File (see par. 6188-4);

d. Remaining copies destroyed.

3059 SUPPLIES/EQUIPMENT NOT TO BE PURCHASED WITHOUT BUREAU, COMMAND OR OFFICE AUTHORITY

1. GENERAL. The following supplies will not be purchased with OPTAR funds either in the United States or foreign ports without the specific authority of the bureau, command or office responsible for the supplies concerned:

a. centrally procured, standard stock items other than to satisfy emergency requirements;

b. material in excess of any ships allowance list except when emergency approval of an in excess requisition has been obtained from the senior officer present afloat;

c. boats;

d. library materials (books, periodicals, etc.) for the general library;

e. forms, printing, binding, blank book work and contract (commercial) printing;

f. technical ordnance articles;

g. printing equipment and machinery;

h. automotive equipment (trucks, tractors, cranes, scooters, passenger carrying vehicles, etc.;

i. transportation facilities, equipment, material, parts and supplies required for domestic transportation;

j. Industrial Plant Equipment (IPE), Operating Force Support Equipment (OFSE) or Personnel Support Equipment (PSE) exceeding $15,000 (OFSE and PSE are covered in NAVCOMPT Manual, Vol VII, Par. 075001);

k. photographic equipment;

l. office equipment (i.e., word processing equipment or fast copying machines);

m. other material or services restricted from purchase by government regulation or instruction.

Part C: SPECIFIC MATERIALS AND SERVICES

Section I: CLOTHING

3100 DIVERS' AND SWIMMERS' CLOTHING

1. ELIGIBILITY. Navy and Marine Corps personnel assigned to Navy or Marine Corps units (e.g., explosive ordnance disposal units, underwater demolition teams, deep sea divers groups, deep submergence vehicle teams, scuba diver teams, search and rescue (SAR) units) designated as qualified divers or underwater swimmers, are eligible to receive any or all specified articles of personal diving outfits and accessory equipment upon successful completion of a CNO approved search and rescue swimmer school or divers' underwater swimmers' school.

2. OUTFITTING. All requirements for wetsuits, including custom fit suits, shall be requisitioned from the Defense Supply Center Columbus (DSCC). Wet suits, from a variety of manufacturers in all available sizes, have been assigned NSNs with FSC 4220. Additionally, DSCC will procure any size wet suit from any vendor using vendor identification information if an NSN has not been assigned. After three such orders have been placed within a three month time period, an NSN will be assigned to that particular item. Because of the personal nature of this article, the wet suit will not be stocked in quantity or carried on stock records except at DSCC. Other articles (e.g., masks, hoods) of the outfit are not required to meet such rigid specifications as wet suits and may be requisitioned and stocked in different sizes as required. Local procurement of wet suits is authorized only under the following conditions:

a. in an emergency - a statement of emergency must be submitted with the local procurement request to the contracting activity;

b. requirement is not in excess of the simplified acquisition threshold ($100,000) and local purchase is in the best interest of the government in terms of quality, timeliness and cost - a statement of the specific advantage of local purchase must be submitted with the local procurement request to the contracting activity.

PERSONAL DIVING CLOTHING CUSTODY RECORD

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

E-32

SHIP OR STATION
USS PUGET SOUND (AD-38)

PERSONAL DIVING CLOTHING CUSTODY RECORD

Code: A - Additional Issue O - Original Issue
N - Returned or Surveyed R - Replacement Issue

Nomenclature	QTY	Code	Serial	Received by	Issued by	Date
Blouse, wet suit	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Trousers, wet suit	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Hood, wet suit	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Vest, wet suit	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Face mask	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Swim fins	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Socks (flipper slippers)	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Gloves, rubber	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Swim trunks, khaki	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Supporter, athletic	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Belt, weight	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Knife and sheath	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Shoes, coral	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Snorkel	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Life jacket CO2	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Sea bag	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
SAR 1 vest	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Rescue harness	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Strobe light w/blue lends	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
MK 15 MOD O flare	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Cutter, shroud pocket	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Lights, chemical	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96
Bag, parachute	1 EA	0	N/A	*R. L. Morgan*	***S. A. Hollander***	6/15/96

I acknowledge receipt or turn-in of the articles listed above. I hold myself accountable to the U.S. Government for these articles until they are properly returned.

Witnessed: ***S. A. Hollander***
LT S. A. Hollander

Signature: *R. L. Morgan*
BM1 R. A. Morgan

Name *(Last, First, Middle)*	**SSN**	**BRANCH AND CLASS**
MORGAN, ROBERT ALAN	881 65 9100	USN

13

3. ISSUES AND RECORDS. Issues of personal diving clothing to all officer and enlisted personnel will be recorded on a page of the Administrative Remarks (NAVPERS Form 1070/613). The NAVPERS Form 1070/613 will be prepared in an original and three copies (see illustration on previous page). Entries will provide a description of the articles issued, quantities issued, issue code, serial number (if applicable), received by, issued by, and date of transaction. The entry also will contain the following statement signed by the individual and the witnessing official:

"I acknowledge receipt or turn-in of the articles listed above. I hold myself accountable to the U.S. Government for these articles until they are properly returned".

The NAVPERS Form 1070/613 will be distributed as follows:

a. original to the individual's service record;

b. one copy retained by the individual for his personal record;

c. two remaining copies to the issuing Supply Officer.

4. CUSTODY. Each diver or swimmer may retain all articles of personal diving clothing which are issued to him as long as he retains his Navy enlisted classification (NEC) or Navy officer's billet classification (NOBC) designation, contingent upon the diving or swimming duties he is engaged in or may be assigned to. When duty requirements change or a transfer to another activity occurs, the articles no longer required will be turned in to the cognizant Supply Officer. When it is known that the requirement will continue, the individual will retain all articles of the personal diving outfit in his custody. The Supply Officer of the individual's command or activity will forward, with a letter of transmittal, one of the retained copies of the NAVPERS Form 1070/613 to the Supply Officer of the individual's new command or activity for information and record purposes. Since these articles are government property merely in the temporary custody of an individual, the diver or swimmer will be responsible for their care and preservation.

3110 PROTECTIVE EQUIPMENT, SAFETY CLOTHING, AND ACCESSORIES

1. AUTHORITY. Under Title 10, U.S. Code, Secs. 7203 and 7205, authority is granted to the Secretary of the Navy to make such expenditures from appropriated funds as he may consider necessary for the safety and occupational health of personnel of the Department of the Navy. Such authority includes the purchasing of clothing, safety equipment, and other protective materials. The authority granted the Secretary of the Navy has been delegated to the chiefs or commanders of bureaus, systems commands, and offices having sponsorship of the appropriations, and to the Commandant of the Marine Corps, with authority to make successive re-delegations at their discretion.

2. PROTECTIVE ARTICLES

a. General. Personnel engaged in hazardous occupations will be furnished, at no personal expense, protective articles which they would not be expected to own or possess in nonhazardous occupations. In addition, protective articles, as required, will be furnished for the protection of the person against inclement elements or operations they are assigned to (e.g., working parties, underway replenishment stations, boat crews). Commanding Officers shall ensure appropriate procedures are established so that only authorized personnel participate in this program, and replacement actions are carefully monitored. The following are examples of protective articles:

Safety helmets	Ordinary work gloves
Rubber gloves and aprons	Welders' masks and jackets
Respirators	Molders' shoes
Noise protection	Ear plugs

Protective clothing for liquid oxygen handlers (NAVAIRINST 10332.2)

Eye Protectors; goggles/glasses, safety type (prescription/non prescription)

b. Safety Shoes. Male and female military officers will be provided standard stock safety shoes when required. Enlisted personnel (male and female) will be issued safety shoes at boot camp and will receive an annual Clothing Maintenance Allowance (CMA) which includes provisions for purchasing replacement standard stock safety shoes. However, enlisted personnel working in areas such as flight deck, construction, etc., where accelerated deterioration of safety shoes occurs, will be provided standard stock shoes from O&MN funds (in addition to CMA) as organizational clothing similar to coveralls and foul weather gear.

(1) Replacement of safety shoes for enlisted personnel, using O&MN funds must be on a pair for pair turn-in basis with turn-in shoes being destroyed. The internal shipboard request will cite the individual's name(s), when the unserviceable safety shoes were purchased or previously provided from O&MN funds, and the reason for the accelerated deterioration (i.e. “Member authorized replacement due to accelerated wear in battery shop”). The individual's division officer will approve the request certifying that the member should be provided replacement shoes from OPTAR funds in addition to the CMA being received. Turn-in of unserviceable shoes is not required when shoes were purchased by the individual.

(2) Replacement of lost or stolen safety shoes shall be the responsibility of the individual.

c. Requisitioning Procedures. Afloat units or activities will requisition protective articles through normal supply channels utilizing OPTAR Funds. Local purchase will be utilized for items not assigned NSNs or NICNs.

3. CLOTHING

a. General. Articles of clothing (foul weather jackets, rain gear, thermal underwear, etc.) required by naval military personnel may be procured and issued for use by the Commanding Officer or officer in charge if the assigned duties of personnel warrant such issues. Authorization for procurement, issue, maintenance (laundering, dry cleaning, and renovation), and replacement may be included in the organization manual of the afloat unit or activity, and charged to the applicable operating target. Clothing issued for this purpose will remain as property of the Navy and will, if practicable, be marked prominently to indicate Navy ownership.

b. Work Clothing. Issues of work clothing (e.g., dungaree shirts and trousers, coveralls, footwear) will be restricted, generally to work of a nature that is unusually destructive to clothing (e.g., cleaning fuel oil tanks; replacing and sealing soft patches on submarines; handling batteries, acids or corrosives, galvanizing or tinning; decontamination work; bilge cleaning, side cleaning, entering boilers, or work of a comparable nature).

c. Clothing for Culinary Specialists and Food Service Attendants. Tee shirts, trousers, caps, aprons, and (when appropriate) "serving jackets" are authorized to be issued as ship's use to mess management specialists and food service attendants working in a galley, bake shop, or dining area (see NAVSUP Publication 486, Volume I, par. 1030-7). Monograms and heraldic patches of the unit also are authorized to be issued as ship's use for wear on issued articles of clothing.

3120 LEATHER FLIGHT JACKETS

1. GENERAL. Leather flight jackets are authorized for wear only by naval aviators (pilots and naval flight officers), naval flight surgeons, and enlisted crewmen in flight status who are qualified to wear air crew wings. Initial jackets will be issued to undergraduate pilots and naval flight officers upon completion of Officer Candidate School (OCS) or Aviation Indoctrination (AI), to naval flight surgeons upon completion of the academic portion of the flight surgeon training program, and to enlisted air crewmen upon completion of Naval Air crewman Candidate School. Records of issue are to be entered in the Record of Flight Equipment Issue (OPNAV Form 3760/32B) contained in the individual's Flight Personnel Training and Qualification Jacket (OPNAVINST 10126.4 series). Only the leather flight jacket is authorized for issue as personal flight clothing. Nylon type jackets will be issued as organizational clothing.

2. PROCUREMENT. Flight Jackets are to be ordered from the only authorized single Navy stock point which is the Supply Officer, FISC Jacksonville by letter, personally signed by the Squadron/Station Commanding Officer. The letter must contain the name, rank (rate/rating) and social security number of a bonafide recipient and must be accompanied by a completed requisition (DD 1348 or NAVSUP Form 1250-1) for each flight jacket requested. The remarks section of the requisition document must contain the name, rank (rate/rating) and the social security number of the authorized recipient.

3. REPLACEMENT. Replacement jackets will be issued only upon turn-in of the old jackets to Naval Air Station Pensacola. Turn-in document (DD Form 1348-1A) must include the name, rank (rate/rating) and social security number of the individual turning in the leather flight jacket. Officer and enlisted air crewmen leaving the Naval Service are required turn-in their jackets. Lost or stolen jackets will be surveyed (DD Form 200) before a replacement is ordered (see pars. 5125-5128 for survey procedures). A signed copy of the DD Form 200 shall accompany the replacement requisition.

3130 RENOVATION OF SPECIAL CLOTHING

1. GENERAL. Renovation of special clothing will be limited to cleaning, disinfection as necessary, and minor repairs. Used special clothing will not be turned in to store ashore for any purpose except disposal without prior approval of the Type Commander.

2. SHIP'S OWN RENOVATION SERVICES. Ships may utilize their own facilities (laundry, tailor shop, etc.) on a "Not to interfere basis", to clean, repair, and disinfect special clothing. When this procedure is not feasible, such services may be obtained from Navy exchanges (when other sources are not convenient and the services can be furnished without unduly impairing the services to exchange patrons) or commercial sources through contracts from the ashore supply activity. The cost of renovation is charged to the ship's operating target.

Section II: REPAIRABLE

3259 NAVSEA CONTROLLED NUCLEAR REACTOR PLANT COMPONENTS

1. GENERAL. The following are requirements for requisitioning and retaining component serial number information for NAVSEA controlled reactor plant components identified by 2S Cognizance Symbol (Cog) and X1 SMIC NSN’s for installation, contingency support, initial allowance and allowance replenishment. These procedures apply to:

a. Commissioned nuclear-powered ships;

b. Land-based prototypes;

c. Moored-training ships; and

d. Tenders designated to carry 2S COG/X1 SMIC load list spares.

➔ 2. REQUISITIONING PROCEDURES. Activities will submit requisitions for 2S Cog/X1 SMIC components directly to NAVSEA 08H via either naval message, mail, telephone (Commercial 202 781-5899/5926/5893) or Fax 202 781-6415. Requisitions for 2S Cog/X1 SMIC components will include specific justification remarks in accordance with the following subparagraphs. Ships using mechanized requisitioning procedures will ensure that each requisition for NAVSEA controlled reactor plant components are manually prepared and justification remarks added prior to submission to NAVSEA. A mandatory entry on every requisition for 2S Cog/X1 SMIC component will include, as appropriate one of the following advice codes: 5A, 5D, 5G, 5S, 5X (see par. 8303).

3. REQUISITIONING REQUIREMENTS FOR REPLACEMENT OF AN INSTALLED COMPONENT. The requisition will contain the following justification remarks:

a. The installed location of the applicable component, including the reactor plant number, plant system and component location or valve mark (this information can be obtained from the activity's engineering personnel).

b. The reason for the failure and out of specification characteristics the component exhibits (e.g., if valve seat is leaking excessively, provide the leak rate for the valve and the circumstances of the leak.)

c. What repairs have been attempted and justify why the component is being replaced rather than repaired. This information is necessary because NAVSEA 08's policy states, unless prohibited by the component technical manual or directed by NAVSEA, activities should attempt to repair failed 2S Cog/X1 SMIC components prior to submitting a requisition for a replacement component.

d. The serial number of the on board spare component, if applicable, and failed component (Note: Serial number information is required on Machinery history cards, maintained by the engineering personnel, per NAVSEA instruction 9210.37 series).

e. The field changes (if any) which have been incorporated into the failed component.

4. REQUISITIONING REQUIREMENTS, INITIAL ALLOWANCE FOR NUCLEAR SHIPS OR TENDER LOAD LIST (TLL). Activities will submit all requisitions for initial on board allowances of 2S Cog/X1 SMIC reactor plant components directly to NAVSEA 08H. Additionally, the requisitioner will:

a. Provide as requisition justification remarks the serial number and date of the letter (NAVICP MECH cover letter which forwarded the Q-COSAL or NAVSEA 08 letter which authorized the TLL, as applicable) which established an allowance for the requisitioned component.

b. Use advice code "5D" to indicate that the requisition is for an initial allowance requirement.

5. REQUISITIONING REQUIREMENTS, REPLACEMENT OF AN ALLOWED SPARE (OTHER THAN FOR TENDER LOAD LIST SPARES).

a. For 2S Cog/X1 SMIC components required for the replacement of an allowed on board spare (OBS) component which has been installed, provide as requisition justification remarks:

(1) The justification remarks required by par 3259-3 above relative to the failed component which initiated the use of the OBS component.

(2) The serial numbers of the failed installed component and OBS component which was installed in its place.

(3) The field changes (if any) incorporated into the installed OBS component installed.

b. For 2S Cog/X1 SMIC components required to replace an allowed OBS component which was lost or cannot be located, provide as requisition justification remarks the expenditure number of the DD Form 200 and the serial number of the missing component or the serial number(s) of all other on hand components of that stock number if the missing components serial number is unknown. The requisitioner should prepare a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, and provide a copy of the FLIPL to NAVSEA 08H.

6. REQUISITIONING REQUIREMENTS, SUPPORT OF A SHIPALT, ALTERATION AND IMPROVEMENT ITEM (A&I) NUCLEAR LIAISON INQUIRY (NLI) OR OTHER DIRECTED WORK.

a. The ShipAlt number, Type Commander A&I item, NLI, or other document(s) (including letters or messages) which authorizes or directs the components installation.

b. An estimated start date for the component installation.

7. REQUISITIONING REQUIREMENTS, TENDER REPLACEMENT OF AN ALLOWED TENDER LOAD LIST (TLL) SPARE.

a. Tenders which requisition 2S Cog/X1 SMIC components to replace those issued from TLL will identify as requisition justification remarks:

(1) The document number for which the TLL component was issued.

(2) The serial number of the component issued.

(3) The ship to which the component was issued and the system and location (if applicable) in which it was installed.

(4) The ShipAlt (A&I) item number, (NLI) and the job start date, if applicable.

(5) The destination of the removed component.

b. Tenders which requisition 2S Cog/X1 SMIC components to replace allowed TLL spares which are lost or cannot be located will identify as requisition justification remarks the expenditure number of the DD Form 200 and the serial number of the missing component or the serial number(s) of all other on hand components of that stock number if the missing components' serial number is unknown. The requisitioner will prepare a FLIPL, DD Form 200, and provide a copy of the FLIPL to NAVSEA 08H.

8. RETENTION OF COMPONENT SERIAL NUMBERS. Par. 5079 provides the requirements for turn-in of 2S Cog/X1 SMIC reactor plant components which are unserviceable, not used or components in excess in allowance requirements. Requisitioning activities will retain a copy of NAVSEA Form 9210/23 filled out in conjunction with the turn-in of a unserviceable, not used component or component in excess of allowance requirements. This documentation is intended to obtain data which NAVSEA requires to properly track the turn-in of unserviceable, not used component and to maintain current reactor plant component configuration data (by component serial number) for nuclear powered ships, land-based prototypes, moored-training ships, and tenders designated to carry 2S/X1 load list spares.

➔ 3262 FIELD LEVEL REPAIRABLES

1. GENERAL. Field Level Repairables (FLRs) are those repair parts that are authorized for removal, repair, or condemnation at either the organizational or the intermediate maintenance level based on the component maintenance plan and on a comparison of replacement and depot level repair costs. An organizational level repairable is a repairable which the Repair Maintenance and Recoverability Codes indicate can be repaired or condemned at the organizational maintenance level. An intermediate level repairable is an item which may be repaired and condemned at the intermediate maintenance level in accordance with the Recoverability Code if it is Beyond Capable Maintenance (BCM) at the organizational maintenance level indicated by the Repair Maintenance Code. It is necessary to check both the Repair Maintenance Code and the Recoverability Code for all FLRs since the authorized repair level may not be the authorized condemnation level. Thus, even though Non Ready For Issue (NRFI) FLRs are not normally returned to the depot level, ship supply personnel must consult FEDLOG for disposition instructions.

2. IDENTIFICATION. Ship supply personnel must review each item's cognizance symbol and material control code in FEDLOG to determine if the item is an FLR. FLRs are identified in FEDLOG by cognizance symbols with a Material Control Code (MCC) D. All CCA/electronic components must be screened for repair by 2M/MTR work centers prior to disposal.

a. The field level which may repair the item is identified by the Repair Maintenance Code in FEDLOG. For example:

Repair Maintenance Code	=	Level of Repair
Numeral or 0		Shipboard (Organizational)
G, H, F		Tender/SIMA (Intermediate)

b. The field level which may condemn the item is identified by the Recoverability Code in FEDLOG. For example:

Recoverability Code	=	Level of Repair
Numeral or 0		Shipboard (Organizational)
G, H, F		Tender/SIMA (Intermediate)

These codes are part of the Source, Maintenance and Recoverability (SM&R) Code. The SM&R codes are explained in OPNAVINST 4410.2A (Joint Regulation Governing the Use and Application of Uniform Source, Maintenance and Recoverability Codes), the Introduction to the COSAL and in the COSAL Use and Maintenance Manual (see NAVICPMECHINST 4441.170 (series)). Some 9 cog consumable repair support material may be common items and should be procured through local purchase or "fill or kill " requisitions only. Local procurement and "fill" or "kill" requisitions for 2M common support material alleviate unnecessary supply system backorders and expensive spot procurements.

3. PROCEDURES. To assist 2M maintenance personnel in identifying technical problems with FLRs sent to the ship's Miniature-Microminiature, Module Test and Repair (2M-MTR) Work Center or to Ship's Intermediate Maintenance Activity (SIMA)/tender/Battle Force Intermediate Maintenance Activity (BFIMA), ship's maintenance personnel must complete a work request (OPNAV Form 4790/2K) per the Ship's Maintenance Material Management (3-M) Manual {OPNAVINST 4790.4(series)} to initiate repair of the Non RFI FLRs or progressive DLRs. Unserviceable FLRs as determined by 2M do not require turn-in to the supply department, however progressive DLRs and FLRs Beyond Capable Maintenance (BCM) of the 2M repair facility requires turn-in to supply to facilitate progressive repair as directed by SM&R maintenance coding and described in par 3263.

➔ 3263 MINIATURE/MICROMINIATURE (2M) REPAIR

1. GENERAL. OPNAVINST 4700.7J established shipboard systems repair policy. COMLANTFLT/COMPACFLTINST 4790.3 requires screening and attempted repair of all failed FLRs and progressive circuit card assemblies (CCA) and electrical/electronics modules (EM). COMPACFLTINST 4700.9/ COMLANTFLTINST 4700.11 provides guidance for BFIMA to support ships not equipped with intermediate level repair capabilities. NAVSEAINST 4790.17A implements Naval Sea Systems Command (NAVSEASYSCOM) policy regarding shipboard electronics test and repair. In support of these initiatives the following policy applies for CCA/EM repair:

2. O-LEVEL REPAIR. O-Level testing/repair efforts will be completed prior to submitting the failed item for progressive repair by the ship's 2M-MTR work center or SIMA/tender/BFIMA.

3. INTERMEDIATE MAINTENANCE ACTIVITY (IMA) REPAIR. If O-level repair cannot be accomplished, repair will be attempted through the IMA ashore or afloat to the maximum extent possible. Turn-in Procedures to submit failed CCA/EM for repair by I-Level maintenance activities will be specified by Type or Operational Commanders. Supply Officers are authorized to delay stock issue, replenishment, and NRFI turn-in for up to 72 hours pending progressive repair screening. However, stock issue should not be delayed to restore operation of critical systems. NRFI turn in may be delayed IAW TYCOM directives for receipt of component parts required to repair the failed item. Follow carcass tracking guidelines in par. 8330.

4. TURN-IN. CCA/EM repaired by the 2M-MTR work center and turned into Supply as RFI must meet the following requirements:

a. RFI determination is performed by the system maintenance technician or by the technician performing I-Level repair.

b. RFI certification will be accomplished through use of authorized Navy test equipment, hot test bed, or installation of repaired component into operational system for functional test.

c. Packaging and labeling will follow guidelines in pars. 7000-7003. NAVSUP P-484 provides additional guidance. Electrostatic Discharge (ESD), shock and humidity protection is required. The RFI label will contain the date of the test, the name of the certified technician and command performing the test. The Miniature-Microminiature, Module Test and Repair (2M-MTR) technician will be trained in packaging techniques per pars 7000-7003 and will ensure initial protective packaging is provided prior to turn-in. The Supply Officer will ensure packaging is completed per NAVSUP P-484 prior to stowage. Exterior identification with a 2M label is required.

d. This RFI certification is valid for “A” condition.

5. PIECE PARTS. Piece parts required for 2M repairs have been formalized into APLs for each ship class with 2M repair capability**.** NAVSEA has funded piece parts and Fleet deployment of assembled 2M piece part cabinets (OSI parts) for ships performing intermediate level repair (I-Level). Shipboard installation is determined by availability and Type Commander priority. 2M support for APL piece parts for those ships will be taken up as shipboard allowed items on allowance documents and stock records per par. 6009 and 6169. For SFM ships, use A/T code 1, allowance equal to APL allowance quantity, and COSAL type OSI. Unless otherwise directed by Type Commander directives, 2M repair piece parts cabinets should be located in the 2M Work Center and piece parts managed in accordance with the inventory management procedures for Operating Space Items (OSI). Because 2M piece parts have been identified as maintenance critical by either NAVSEA research or by Gold Disk development, parts consumed during 2M repair will be reordered on a one-for-one basis. Since 2M piece parts are eligible for demand based stocking, a stock record will be created using A/T code 4, high limit (HL)/Requisitioning Objective (RO) based on demand data, and COSAL type HME. O-Level repair class ships that have not received 2M piece part cabinets, but have been "allowed" spare (SRI) piece parts through normal ASI increases in required allowances. These items are coded as A/T code 1 and are replenished as any other "allowed" items. Parts needed for 2M repairs not listed in the 2M/MTR APL(s), or those needed for support of new 2M “I” or “O” level repairs for consumable or progressive CCA’s or Electronic Modules should be reported by Fleet COSAL Feedback Report (NAVSUP Form 1371) per chapter 4 of the COSAL Use and Maintenance Manual {NAVICPMECHINST 4441.170 (series)}.

Section III: ELECTRONIC MATERIAL

3275 SCOPE

This section contains unique requisitioning procedures for repair parts supporting electronic equipment, components and associated technical materials. Unless otherwise specified in this section, electronic material will be requisitioned in the same manner prescribed for general stores material.

3276 QUARTZ CRYSTALS

1. AUTHORIZED ALLOWANCES. Allowances of quartz crystal sets and crystal units for ships are established by Space and Naval Warfare Systems Command (SPAWAR). Requisitions for crystals not on allowance will be forwarded to SPAWAR via the Type Commander and must be approved by the Chief of Naval Operations.

2. CORRESPONDENCE AND REQUISITIONS. Correspondence and requisitions concerning quartz crystal units will be prepared to avoid compromise of security information. Linkages between end user, geographical location, operating frequency, and model number of equipment are not necessarily compromising factors. Linkages of any of these factors with classified equipment, publications, plans and operation or end users may contribute to compromise. Correspondence and requisitions must be classified on a case by case basis using guidance provided by the Department of the Navy Supplement to the DOD Information Security Program Regulation (OPNAV Instruction 5510.1 (series)).

3. SUBMISSION OF REQUISITIONS. Requests for sets of quartz crystal units and individual quartz crystal units will be forwarded to the nearest transaction reporting stock point.

4. REQUIREMENTS FOR SPECIAL OPERATIONS AND DEPLOYMENT. Ships will frequently require special quartz crystal sets when deploying or when assigned to special operations. In such cases, the appropriate fleet requisitioning guide or OPORDER will be consulted to determine requisitioning procedures.

3277 TEFLON CABLE

All requisitions for teflon coaxial cable will specify, in addition to the total number of feet required, the shorter footage lengths comprising this total which will be acceptable if a single length is not available.

3278 TELETYPEWRITER MOTORS AND GEARS

1. EXCHANGE OF PARTS. When teletype equipment is received without the proper motor (e.g., synchronous rather than series) or the proper gears, as may occur if properly actuated machines are not available, the Naval Sea Systems Command (NAVSEA) automatically will advise the receiving activity of the proper type of motor and gears required. Upon receipt of the NAVSEA letter of advice, the proper motor and gears will be requisitioned as NSA material from the nearest stock point. The requisition will reference the NAVSEA letter. A copy of the requisition will be forwarded immediately to NAVICP MECH, and the motor and gears received with the equipment will be turned in to the nearest stock point for credit.

2. RESTRICTIONS UPON EXCHANGE OF PARTS. Ships are not authorized to exchange parts in order to modify teletypewriters until NAVSEA has promulgated appropriate field changes.

3279 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)

1. GENERAL. GPETE is equipment capable of generating or measuring a range of electronic or electrical parameters as required, to test two or more functions in systems or equipment of basically different design. GPETE is procured by NAVICP MECH through the Navy Working Capital Fund (NWCF, formerly NSF or DBOF). Procedures and policy for the NWCF funding of GPETE are the same as those prescribed in par 8304 regarding DLRs.

2. GPETE ALLOWANCES. Allowances for GPETE is listed in one of the following documents:

a. Ship/Shore Portable Electrical/Electronic Test Equipment Requirements List (SPETERL), which is prepared by Naval Weapons Station Earle, NJ (Code 504) (DSN 449-2169) under the direction of NAVSEA (Code 041); or

b. Individual Material Readiness List, (IMRL) prepared for the cognizant Support Equipment Controlling Authority (SECA) by the Naval Aviation Maintenance Office (NAMO) under the direction of NAVAIR (PMA 260).

3. PROCUREMENT OF GPETE

a. Deficiencies resulting from new GPETE allowances. Naval Weapons Station Earle, NJ (Code 504) identifies non-aviation GPETE deficiencies resulting from new allowances and NAVSEA (Code 041) initiates procurement/delivery action. NAVAIR (PMA 260) coordinates the efforts of NAVICP PHIL (Code 0332), Naval Air Warfare Center Aircraft Division Lakehurst (NAWCADLKE), Lakehurst NJ (4185000B) (DSN 624-7733) and the SECAs with respect to the APN-7 conference GPETE requirements.

b. Replacement of missing or unserviceable GPETE. A Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, will be prepared in accordance with pars. 5125-5133 to document missing or unserviceable GPETE. The replacement item will be OPTAR chargeable. The MILSTRIP requisition, citing advice code 5A or 5G and the same document number as assigned to the DD Form 200, will be submitted directly to NAVICP MECH (Code 05914).

c. Upgrading of GPETE.

(1) There are five classifications of GPETE, each assigned a range of priorities:

(a) Standard (01-21)--the most advanced and satisfactory test equipment approved for service use.

(b) Substitute standard (22-37)--test equipment approved for service use with performance characteristics lower than standard equipment.

(c) Limited standard (38-71)--test equipment approved for service use with performance characteristics less than standard or substitute test equipment, but are usable substitutes.

(d) Obsolescent (72-94)--test equipment that no longer has satisfactory performance characteristics but that remain in service pending availability of replacements.

(e) Obsolete (95-99)--test equipment which have been declared unsuitable for their use. Disposal of obsolete test equipment will be expedited.

(2) Replacements for GPETE designated as obsolete need not be requisitioned by the end user.

(3) NAVSEA and NAVAIR will “push” replacements for limited standard, obsolescent, and obsolete GPETE as funds become available. End users desiring to requisition replacements for limited standard, obsolescent, or obsolete GPETE will be charged the standard price, even if the carcass is turned in. The net price will be charged only if the carcass is classified as standard or substitute standard.

d. Emergent or Non-programmed GPETE. The acquisition cycle for programmed buys - extending from requirement identification to equipment delivery - typically lasts three years. If emergent or non-programmed GPETE requirements exist, the user may fund the procurement prior to the programmed procurements. The user is then responsible for total life cycle support including equipment provisioning, technical manuals, and Instrument Calibration Procedures.

e. REQUISITION FOLLOW-UP. Follow-ups shall be submitted in accordance with pars. 3530-3537. Informal correspondence may be addressed to Naval Weapons Station Earle, NJ (Code 504) or to the cognizant SECA, as appropriate.

f. NONSTANDARD GPETE. Unique measurement requirements may necessitate approval of nonstandard GPETE (GPETE which is not listed in the Test Equipment Index, NAVSEA ST000-AA-IDX-010-PEETE). Narrative requests for nonstandard GPETE shall be forwarded to Naval Weapons Station Earle, NJ (Code 504) via the Type Commander and must include the following information:

(1) Equipment name;

(2) Manufacturer and model (plus any options);

(3) Quantity required;

(4) Unit cost and source of cost;

(5) Functional description (attach catalog, specification or other information);

(6) Measurement parameters required but not provided by the nearest similar item in the Test Equipment Index;

(7) Prime system supported;

(8) Required delivery date;

(9) Name, signature, telephone number, activity, and mailing address of the originator.

3280 PORTABLE RADIAC EQUIPMENT

1. NEW/INCREASED ALLOWANCES. New or increased allowances for 2F/6D cognizance symbol portable Radiation, Detection, Indication and Computation (RADIAC) equipment are not automatically filled by NAVSEA. A DD Form 1348 or NAVSUP Form 1250-1 must be submitted to NAVICP-M 05835 after receipt of allowance modification letter from SPAWAR Charleston.

➔ 2. REPLACEMENT OF MISSING OR UNSERVICEABLE RADIAC EQUIPMENT. If an allowance of 2F/6D cognizance symbol RADIAC equipment (except Thermoluminescent Dosimeters (TLD) (DT-526/PD), which will be replaced by calibration activities in accordance with Radiological Controls for Ships, NAVSEA 389, Rev. 5 May 1980) is missing or unserviceable, a DD Form 1348 or NAVSUP Form 1250-1 for the replacement item will be submitted to NAVICP-M 05835. The DD Form 1348 or NAVSUP Form 1250-1 will be accompanied by a copy of the approved DD Form 200, if the equipment to be replaced is a DLR item (see par. 8300) which is missing or damaged “beyond repair”. If applicable to a damaged item, the DD Form 200 will indicate the name of the repair facility that certified the equipment to be “beyond repair”. The repair facilities qualified to make the certification for damaged “beyond repair” items can be found in NAVSEA RADIAC Calibration for ships (NAVSEA SE700-AA-MAN-100/RADIAC) promulgated as Vol 2 Part 1 of the RADIAC RPPM RADIAC. If the equipment to be replaced is an unserviceable DLR item which has been transferred to an ATAC Hub/Node in accordance with par. 8322, the DD Form 1348 or NAVSUP Form 1250-1 for the replacement item will be accompanied by a copy of the DD Form 1348-1A used to turn-in the unserviceable items.

Section IV: ORDNANCE MATERIAL

3295 SUPPLY OFFICER'S RESPONSIBILITY

The Supply Officer is responsible for procuring ordnance material required by the ship except for installed ordnance material, war reserve stockpile nuclear weapons, ordnance material obtained through operational channels, and ammunition.

3296 REQUISITIONING INSTRUCTIONS

1. GENERAL. Unless otherwise specified in this paragraph, requisitions for ordnance material for which the Supply Officer has procurement responsibility will be submitted as prescribed in par. 3023. Unique requisitioning procedures are set forth in the following subparagraphs.

2. INERT NUCLEAR WEAPONS MATERIAL. Inert nuclear weapons material will be requisitioned in accordance with Navy SWOP 100-1A.

3. SMALL ARMS AND WEAPONS. Policy guidance concerning small arms and weapons management is contained in NAVSEAINST 8370.2 (series).

a. Initial Issue. Approved allowance or increase in allowance of small arms and weapons may be obtained by submitting MILSTRIP requisitions through normal supply channels (see par. 3023). The total quantity of the allowance, or of an increase in allowance, should be requisitioned utilizing "5D" advice code in cc 65-66 of the DD Form 1348 or NAVSUP Form 1250-1. Requisitioning initial outfitting allowance of .50 Cal. and 7.62mm machine gun mounts, support kits, and individual combat equipment is accomplished by sending a message or letter to Naval Weapons Support Center, Crane, IN (Code 20). The request shall include a copy of the NAVSEA correspondence which authorized the allowance. Requests shall include ship to address, priority, UIC and required delivery date.

b. Replacement. When allowed small arms and weapons become unserviceable or have been surveyed, replacements may be obtained by submitting MILSTRIP requisitions through normal supply channels (see pars. 3024-3025). The requisitions for replacement of small arms and weapons should contain "5G" or "5A" advice code as applicable in cc 65-66 of the DD Form 1348 or NAVSUP Form 1250-1.

4. AMMUNITION.

a. Basic supply management policy and requisitioning procedures for ammunition are contained in NAVICPMECHINST P8010.12. Specific fleet requisitioning and reporting procedures for ammunition are provided in COMLANTFLTINST 8010.12 or COMNAVLOGPACINST 8015.1, as appropriate. Unless exceptions are cited by NAVICP MECH or COMLANTFLT/COMPACFLT, all ammunition requisitions will be prepared in accordance with the MILSTRIP format prescribed in par. 3023. Message requisitions for items identified by an NSN or a Department of Defense Ammunition Code (DODAC) will be submitted via DAAS in accordance with the procedures prescribed in par. 3029-2. Although the Supply Officer is not usually responsible for procuring ammunition, he will assist the weapons officer, when requested, in preparing proper MILSTRIP documents.

b. In accordance with NAVSUP Manual, Volume II par. 223313.A, Safety Manual SW030-AA-MM0-010 Safety Summary Review section, and OPV Volume 1 par. 2-1.12B local procurement of ammunition is unauthorized.

5. ORDNANCE PUBLICATIONS. Certain types of ordnance publications are available through the Navy Supply System. These publications are listed in the Unabridged Navy Index of Publications and Forms (NAVSUP P-2002), and are obtained in accordance with instructions for requisitioning cognizance symbol I material. Ordnance Publications not Included in NAVSUP P-2002 are as follows:

a. General. Ordnance publications which are not available as cognizance symbol I items will be requested by letter to the Commanding Officer, Naval Ordnance Station, Iroquois Station, Louisville, KY, except for those publications which pertain to ship missile systems, which will be requisitioned in accordance with the procedures in par. 3023 from the Commanding Officer, Naval Ships Missiles Systems Engineering Station, Port Hueneme, CA. The below types of ordnance publications are not available as cognizance symbol I items:

(1) NAVORD Ordnance Data (NAVORD ODs and WDs),

(2) NAVORD Ordnance Alterations (NAVORD ORDALTS),

(3) NAVORD Ordnance Standards (NAVORD OSTDs),

(4) Ordnance Classification of Defects (OCSs and CDs),

(5) Drawings and Sketches on Ordnance,

(6) NAVORD Ordnance Specifications (OSs) and Weapons Specifications (WSs).

b. Photo prints and Blueprints. Photo prints and blueprints will be ordered by letter request from the Central Technical Documentation Officer, Naval Ordnance Station, Louisville, KY, for technical ordnance material other than mines and depth charges; or from the Naval Mine Engineering Facility, Yorktown, VA, for mine and depth charge material.

c. Special Weapons Ordnance Publications (SWOPs) Navy special weapons publications will be ordered in accordance with Navy SWOP 0-1B.

d. Catalog of Ammunition Stock. Ammunition items other than nuclear ordnance are listed in the Catalog of Ammunition Stock (TW010-AA-ORD-010) (see par. 2078). The items are identified by NSN and, when applicable, the NSN is followed by a 4-character Department of Defense identification code (DODIC) or a Navy ammunition logistic code (NALC) (DODICs/NALCs are assigned to indicate functional interchangeability of similar items with different NSNs). The Catalog of Ammunition Stock is distributed automatically to fleet units. Additional copies, if required, may be requested from NAVICP MECH (Code 852).

3297 SURFACE MISSILE SYSTEMS (SMS) ORDNANCE ALTERATION (ORDALT) KITS

Ships having surface missile systems (SMS) installed are not authorized to requisition SMS ORDALT kits. The Naval Ship Weapons Systems Engineering Station will requisition SMS ORDALT kits required by ships and will follow up until delivery is made.

3298 REPAIR PARTS SUPPORT FOR ORDNANCE ALTERATIONS (ORDALTS)

1. GENERAL. Upon review and approval of a proposed ORDALT, the Naval Sea Systems Command (NAVSEA) will direct an appropriate ordnance support activity to prepare an ORDALT Implementation Plan (OIP), and will assign responsibility to the ordnance support activity (or other designated activity) for the procurement of the materials required for installation of the ORDALT, and for subsequent support of the altered equipment or system. The items and quantities of support material to be procured are determined after NAVICP MECH has compared the material requirements in the OIP with existing allowances in the APL(s) for the affected equipment or system.

➔ 2. ORDALT KITS. When ORDALT installation and equipment/system support materials are available, the appropriate Fleet Technical Support Center (FTSCLANT or FTSCPAC) will provide an ORDALT kit to each ship scheduled for installation of the ORDALT. (A ship's requisition for the kit is not required). The kit contains a text (instructions) and the materials required for installation of the ORDALT.

➔ 3. SUPPORT MATERIAL. Upon receipt of an ORDALT kit, the ship's Supply Officer will compare the support materials listed in par. 11.8 of the ORDALT text with the existing APL for the affected equipment/system, and with related stock records to determine the items required to be added or deleted, and the quantities of currently stocked items required to be increased or reduced. If requested, the appropriate Fleet Technical Support Center will assist in interpreting the ORDALT text and in determining authorized allowances of supporting repair parts. When the requirements have been determined, MILSTRIP requisitions will be prepared and submitted. If the ORDALT is to be accomplished between regular overhauls, the ship will prepare and submit the requisitions to FISC Puget Sound, in accordance with pars. 3365-3369. If the ORDALT is to be accomplished during a regular overhaul, the ILO team will requisition the required support material in accordance with the Integrated Logistics Overhaul (ILO) Policy and Procedures.

4. UPDATING THE COSAL. Based on allowances authorized in the ORDALT text, the shipboard HMEO&E COSAL may be updated at the time material support requirements are determined, in accordance with par. 3298-3. However, when an ORDALT APL (or an amendment to an existing APL) is subsequently received from NAVICP MECH, the previously determined allowances will be verified and/or adjusted as necessary. If any adjustments are required, additional procurement and/or disposal actions also may be required. When all appropriate actions have been taken, the ORDALT APL (or APL amendment) will be included in the COSAL, and attached to the existing APL for the applicable ordnance equipment or system.

Section V: AVIATION MATERIAL

Subsection 1: GENERAL

➔ 3315 FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL

1. GENERAL. When material availability is limited, to the extent that fleet requirements must be satisfied per strict military operational need, fleet rationing control may be assumed by COMNAVAIRPAC or COMNAVAIRLANT, via the Aviation Material Office, Atlantic. For material so designated (regardless of cognizant symbol assigned), AVNMATOLANT and COMNAVAIRPAC shall exercise control over fleet allocation, distribution and reporting.

2. CONSOLIDATED FLEET CONTROL MATERIAL LIST. The Consolidated Fleet Control Material List (CFCML) is a comprehensive listing by National Item Identification Number (NIIN) sequence of all fleet controlled material. After the Type Commander and item manager have considered the anticipated criticality of supply assets, items are included in the CFCML. Copies of the CFCML are available to all activities from the appropriate fleet control agent. Detailed policy governing instructions applicable to requisitioning and reporting of items included in an CFCML are contained in COMNAVAIRLANT/PACINST 4470.2 (series).

3316 REQUISITIONING CHANNELS

➔ The requisitioning channels for most aviation material requirements, including catapult/arresting gear and photographic materials are provided in COMNAVAIRPACINST 4235.1. The requisitioning channels for aviation material requirements for Atlantic Fleet and Pacific Fleet ships supporting light airborne multipurpose system (LAMPS) and Vertical Replenishment (VERTREP) helicopters are listed in COMNAVSURFLANTINST/ COMNAVSURFPACINST/COMNAVAIRLANTINST/COMNAVAIRPACINST 4420.3A.

Subsection 2: AIRCRAFT ON EXTENDED FLIGHTS

3330 PROCUREMENT OF MATERIAL, SERVICES, FOOD, AND LODGING

Material and services required to enable aircraft to continue assigned missions, as well as food and lodging for aircraft pilots and crews while on flying duty away from their home station, may be procured from U.S. Naval activities, other government departments, or commercial sources.

3331 FLIGHT PACKETS

1. GENERAL. Supply or material control officers of aviation activities maintain flight packets for issue to pilots making extended flights. Flight packets will contain instructions and forms to assist pilots of aircraft on extended flights to provide whatever may be necessary to complete the assigned mission(s). (The term “pilot”, as used in this section, applies to pilot, copilot, and or crew chief.)

2. ITEMS INCLUDED. Each aircraft making an extended flight will be provided with a flight packet containing the following items:

a. Procurement documents:

(1) DD Form 1348 (6 part) to requisition required materials (excluding all aviation fuels and lubricants);

(2) Standard Form 44 (Purchase Order Invoice Voucher) to procure fuel from Non DLA sources and to contract for services (e.g., landing fees/parking fees) and materials from commercial sources. Lodging for officers and food and lodging for enlisted personnel may also be procured on the Standard Form 44;

(3) DD Form 1896 (white identa-plate) to procure jet fuel and aviation lubricants from DOD activities or commercial contractors holding DLA into plane refueling contracts; or DD Form 1897 (purple identa-plate) to procure aviation gasoline and lubricants from DOD activities or commercial contractors holding DLA into plane refueling contracts.

b. Instructions for safeguarding and shipping damaged aircraft;

c. Instructions for procuring services and supplies (including multi language billing instructions);

d. Statement of Witness (Standard Form 94);

e. Claim for Damage or Injury (Standard Form 95);

f. Indelible pencil or ball-point pen, and carbon paper;

g. Engineering Investigation Reports (reference OPNAVINST 4790.2 series (NAMP Manual));

h. Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60).

i. Fuel Sample Log Sheet

j. Air Card (see par. 3334)

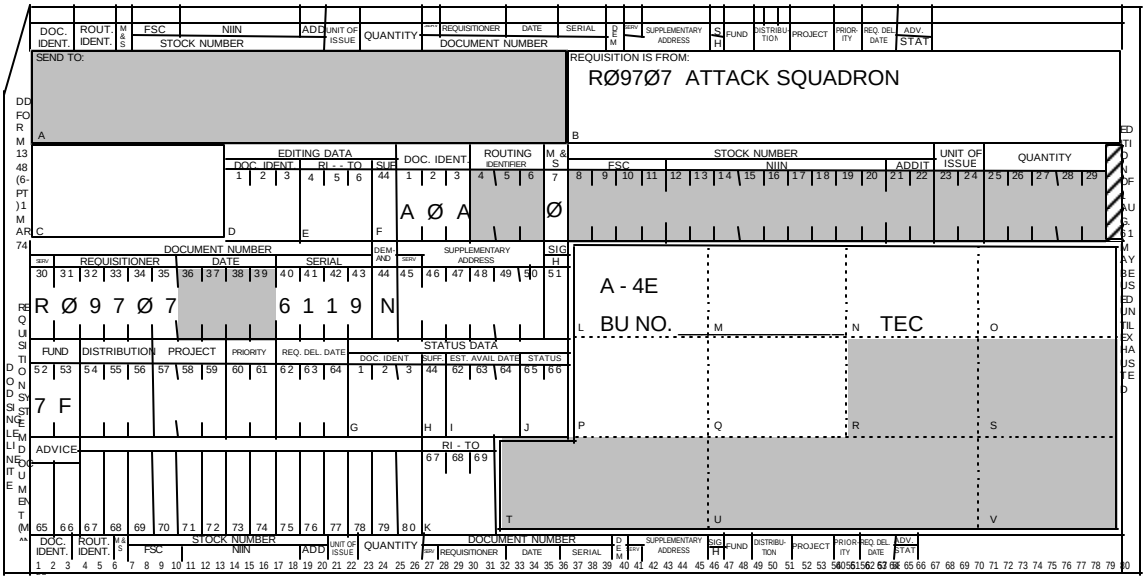
➔ k. At least three oil sample kits for applicable TMS aircraft scheduled for extended cross country flights.

3. PRETYPED INFORMATION

a. DD Form 1348. The following information will be pretyped on the DD Form 1348s included in flight packets (see sample on following page):

Data block/ Card columns	Entry
B	Service designator code, UIC, and name of squadron or other unit to which the aircraft is assigned. Pilot will enter his name, grade/rate, and social security number.
1-3	"A0A"
7	"0"
30	"R" for Pacific Fleet operating units; "V" for Atlantic Fleet operating units; or "N" for other than Pacific Fleet or Atlantic Fleet operating units.
31-35	UIC of the squadron or other unit to which the aircraft is assigned.
40-43	Requisition serial number .
44	"R" for requisitions for POL products; "N" for all other material or services.
45	Service designator code (R, V, or N) applicable to the UIC in cc 46-50. If no UIC in cc 46-50, leave blank.
46-50	UIC of the activity to which charges will be billed, if other than that in cc 31-35; otherwise leave blank.
51	"B" if a UIC in cc 46-50; otherwise, "A".
52-53	Fund code applicable to aircraft type and material to be requisitioned.
L-M	Aircraft type, and "BU. NO._____". Pilot will insert the Naval Air Systems Command aircraft number.
N-O	Purpose for which the DD Form 1348 is to be used, and the aircraft Type Equipment Code (TEC).

DD FORM 1348 PRETYPED FOR FLIGHT PACKET



NOTE: Shaded areas will be completed by activity furnishing requested material.

b. Standard Form 44. The following information will be pretyped in Standard Forms 44 included in flight packets (see sample on following page).

Data block/ Card columns	Entry
ORDER NO.	Service designator code and UIC of the squadron or other unit to which the aircraft is assigned, and the serial number of the purchase order. (The Julian date in the order number will be entered by the squadron Supply Officer when the form is returned.)
FURNISH SUPPLIES SERVICES TO	Service designator code, UIC, and name of the squadron or other unit supporting the aircraft; the aircraft type; and "Bu. No. _____".
AGENCY NAME AND BILLING ADDRESS	Mailing address of the Defense Finance Accounting Service (DFAS) to which the Standard Form 44 will be forwarded for payment.
PURPOSE AND ACCOUNTING DATA	Accounting data applicable to the purchase; however, the Julian date portion of the accounting spread will be left blank.

NOTE: Type commanders' instructions may require additional data to be pretyped on forms provided in a flight packet.

➔ STANDARD FORM 44 PRETYPED FOR FLIGHT PACKET

U. S. GOVERNMENT
PURCHASE ORDER — INVOICE — VOUCHER

DATE OF ORDER | ORDER NO. R09707-_ _ _ _ - 6119

PRINT NAME AND ADDRESS OF SELLER *(Number, Street, City and State)*
PAYEE

FURNISH SUPPLIES OR SERVICES TO *(Name and address)*
R09707 ATTACK SQUADRON 95
A7E Bureau Number _____

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT

AGENCY NAME AND BILLING ADDRESS
PAY OR DEFENSE FINANCE ACCOUNTING SERVICE
San Diego OPLOC, Code: FPVBC
4181 Ruffin Road
San Diego, CA 92123-1819

TOTAL
DISCOUNT TERMS _____ % _____ DAYS
DATE INVOICE RECEIVED

ORDERED BY *(Signature and title)*

PURPOSE AND ACCOUNTING DATA
17__1804.70BB/000/57025/A/061754/R09707/
00__ __ __ __/6119F

PURCHASER — *To sign below for over-the-counter delivery of items*
RECEIVED BY
TITLE | DATE

SELLER — *Please read instructions on Copy 2*
☐ PAYMENT RECEIVED $ _____ ☐ PAYMENT REQUESTED $ _____
NO FURTHER INVOICE NEED TO BE SUBMITTED
SELLER | DATE
BY _____ *(Signature)*

I certify that this account is correct and proper for payment in the amount of
$ _____
_____ *(Authorized certifying officer)*

DIFFERENCES
ACCOUNT VERIFIED CORRECT FOR
BY _____

PAID BY ☐ CASH | DATE PAID | VOUCHER NO
OR _____ *(Check No)*

PLEASE INCLUDE ZIP CODE — 1. SELLER'S INVOICE *(See Instructions on Copy 2)*

STANDARD FORM 44 (Rev 10-83)
PRESCRIBED BY GSA
FAR (48 CFR) 53.213(C)

3332 PROCUREMENT FROM U.S. GOVERNMENT SOURCES

1. MATERIALS/SERVICES (EXCLUDING AVIATION FUELS AND LUBRICANTS)

a. Procurement Document. Pretyped DD Forms 1348 (6 part) from the flight packet will be used to procure materials (excluding aviation fuel and lubricants) and services from U.S. government sources. A separate form is required for each item. When the supply source is other than a Navy activity and the expected procurement cost exceeds $2,500, the pilot will request instructions from his Commanding Officer by telegraph or telephone.

b. Responsibility of the Pilot. When DD Forms 1348 are presented to the supply source, the pilot will:

(1) print his name, rank/rate, and social security number in data block B, and the Naval Air Systems Command aircraft bureau number (Bu. No.) in data blocks L-M;

(2) ensure the legibility of entries in the green and hardback copies returned to him with the material or service; and, upon return to his home station, he will;

(3) submit the green and hardback copies to the supply or material control officer of his aviation unit.

c. Responsibility of the Issuing Activity. Upon receipt of DD Forms 1348 from the pilot, the issuing activity will enter the following information:

Data block/ Card columns	Entry
A	Service designator code, UIC, and name of issuing activity
4-6	Issuing activity's routing identifier code (if assigned)
8-22	NSN, NICN, or part number of item issued
23-24	Unit of issue
25-29	Quantity supplied
36-39	Julian date of the transaction
T-U	Unit price and total price

The issuing activity will return the green and hardback copies of each DD Form 1348 to the pilot, and will retain the original and remaining copies.

d. Responsibility of the Supply Officer. Upon receipt of the green and hardback copies of DD Form 1348 forwarded by the operations officer, the aviation unit Supply Officer (or material control officer if a Supply Officer is not assigned) will insure that:

(1) the hand scribed entries are reviewed for legibility, completeness, and accuracy;

(2) the obligation is recorded in the Requisition/OPTAR Log;

(3) the green copy is placed in OPTAR File 1 pending the next transmittal of obligation documents to DFAS

(4) the hardback copy is retained in the completed requisition file.

(5) for SUADPS-RT/RSUPPLY activities - the obligation is forwarded for processing in SUADPS-RT/RSUPPLY

2. AVIATION FUELS AND LUBRICANTS

a. Procurement Documents. The DD Form 1896 (a white identaplate for jet fuel) or DD Form 1897 (a purple identaplate for aviation gasoline) will be used to procure aviation fuel and/or lubricants from DOD activities. The identaplate, which is included in the flight packet, will be presented to the issuing activity for imprinting appropriate identification and billing data in a DD Form 1898 (Avfuels Into Plane Contract Sales Slip), or in AF Form 1994 (Fuels Issue/Defuel Document) if the supply source is an Air Force activity.

b. Responsibility of the Issuing Activity. After imprinting the “issue slip” (DD Form 1898 or AF Form 1994), the refueling operator will:

(1) enter the quantity and unit price of the fuel/lubricant provided;

(2) sign the issue slip in the space provided for the refueler’s signature;

(3) obtain the entries required of the aircraft pilot or crew chief (see par. 3332-2c);

(4) provide the aircraft pilot with one copy of each issue slip;

(5) deliver the original and remaining copies of the issue slip to the issuing activity’s fiscal office for inter service or intra service billing, as appropriate.

c. Responsibility of the Pilot. When fueling/lubrication of the aircraft is finished and the refueler has completed his entries in the issue slip (see par. 3332-2b), the pilot will:

(1) sign the issue slip in the space provided for the customer’s signature;

(2) print his name, rank/grade, social security number, and organization in the spaces provided for such entries;

(3) insure the legibility of imprinted and hand scribed entries;

(4) obtain one copy of the completed issue slip for delivery to the operations officer of his aviation unit.

d. Responsibility of the Operations Officer. When an aircraft returns from an extended flight, the operations officer of the aviation unit to which the aircraft is attached will:

(1) obtain and review the copies of issue slips (DD Forms 1898 and/or AF Forms 1994) returned by the aircraft pilot;

(2) forward the issue slips to the aviation unit Supply Officer (or material control officer if a Supply Officer is not assigned).

e. Responsibility of the Supply Officer. Upon receipt of the issue slip(s) forwarded by the operations officer, the aviation unit Supply Officer (or material control officer if a supply officer is not assigned) will insure that:

(1) the hand scribed entries are reviewed for legibility, completeness, and accuracy;

(2) the obligation is recorded in the Requisition/OPTAR Log;

(3) the issue slips are held in an “Unmatched Fuel Documents” file until listed in a Summary Filled Order/Expenditure Difference Listing (SFOEDL) (after the issue slips are listed in a SFOEDL and any required price adjustments are entered in the Requisition/OPTAR Log, the issue slips will be annotated and placed in the completed requisition file in the manner prescribed by the cognizant Type Commander);

(4) on the 15th, and/or last day of each month, a DD Form 1348 (MVO) is prepared as an obligation document to cover the aviation fuel and lubricating oil costs and price adjustments entered in the Requisition/OPTAR Log in the preceding 10 day period (all such MVO obligation documents submitted in a single fiscal year are assigned the same document number, which consists of the service designator code and UIC of the chargeable aviation unit; the Julian date of the first day of the fiscal year; and "F0" followed by the last two digits of the fiscal year (e.g., R09707/6275/F097)).

(5) the green copy of the obligation document is included with other obligation documents transmitted to DFAS, and the hardback copy is placed in the completed requisition file.

(6) for SUADPS-RT/RSUPPLY activities - the obligation is forwarded for processing in SUADPS-RT/RSUPPLY

f. When constructing document numbers for billing purposes, the following procedures apply: The serial number on Navy aircraft will always be the last four digits of the pre-printed serial number on the AVFUELS issue slip (DD Form 1898). Serial numbers used for other DOD aircraft will always be the last four digits of the tail number of the aircraft being refueled. It is essential that required structures are used to permit accounting activities to liquidate obligations.

3. BILLING

a. Inter-departmental. Billings for materials and services issued by the Army, Air Force, and other government departments to fleet aircraft on extended flights are accomplished by summary billing transactions which are submitted monthly to DFAS San Diego and/or Norfolk, as appropriate. Each summary billing transaction is accompanied by related detail material billing transactions (one for each receipted DD Form 1348, DD Form 1898, or AF Form 1994 held by the billing office). Summary billing transactions may also be accompanied with an ADPE list of the data included in the detail transactions.

b. Intra-departmental. Charges for materials issued by Navy activities to fleet aircraft on extended flights are submitted to DFAS San Diego and/or Norfolk, as appropriate, in a NAVCOMPT Form 2051 (Labor Roll/Material Charges and Credits), and in a NAVCOMPT Form 2074 (Report of Fund Authorization Charges) or an equivalent ADPE list. NAVCOMPT Forms 2051 are submitted monthly. NAVCOMPT Forms 2074 are submitted monthly by nonautomated activities, and are accompanied with a receipted copy of each related DD Form 1348 and/or DD Form 1898. ADPE lists are submitted three times each month by automated activities using the Uniform Automatic Data Processing System (UADPS), and monthly by all other automated activities. ADPE lists are accompanied with a NAVSUP Form 1162 (Financial Detail Card) for each receipted DD Form 1348 and/or DD Form 1898 held by the issuing activity.

3333 PROCUREMENT FROM COMMERCIAL SOURCES

1. STANDARD FORM 44

a. General. Unless a DD Form 1896 or 1897 is required in accordance with par. 3333-2, supplies and services required to enable aircraft to continue assigned missions while on extended flights away from their home station may be purchased with the Standard Form 44. If per diem funds are not authorized and government berthing or meals are not provided for personnel on extended flights, the Standard Form 44 also may be used to purchase lodging for officers, or food and lodging for enlisted personnel. When supplies, services, food, or lodging cannot be procured by use of a purchase order, they may be purchased at personal expense subject to later reimbursement. (See Joint Federal Travel Regulations, pars. U4145-U4240 for details concerning entitlement for personnel reimbursement for food and lodging.) The cost of repairs and services is limited to $2,500 for each transaction, with the exception of aviation fuel oil purchase, which is limited to $50,000. Verbal competition will be obtained when practicable and the order will be placed with the firm quoting the lowest price for satisfactory delivery. If needed repairs, material, or services are expected to cost more than $2,500 ($50,000 for aviation fuel oil), the pilot will request instructions from his Commanding Officer by telegraph or telephone. If the Commanding Officer approves the total cost, the activities Supply Officer (or material control officer if a supply officer is not assigned) will then prepare a DD Form 1348 for the estimate and will submit it to the nearest activity with contracting authority sufficient to cover the expected cost. (Ferry pilots will contact the Commanding Officer of the activity to which the aircraft is assigned.)

b. Processing Instructions

(1) Responsibility of the Pilot. The pilot, copilot, or crew chief will be responsible for:

(a) entering on the Standard Form 44 the NAVAIR aircraft number and the Julian Date in the Order Number block and Accounting Data block;

(b) requiring the dealer to enter on the Standard Form 44 a brief description of the material and services furnished, the unit price and extension, the name and address of the dealer, and the signature of the dealer or the dealer's representative;

(c) insuring that charges for officer's quarters, enlisted quarter's, and enlisted subsistence are shown separately, and that the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered;

(d) printing name, serial number, rank or grade, and signing the procurement document as evidence of receipt of supplies or services; presenting copies 1 and 2 of the Standard Form 44 to the dealer at the time of the purchase and instructing the dealer to submit copy 1 as an invoice (or attach a commercial invoice to copy 1) to the disbursing activity indicated in the block entitled "Agency name and billing address";

(e) submitting the remaining copies of the Standard Form 44 to the squadron Supply Officer or Material Control Officer.

(2) Responsibility of the Squadron Supply Officer. The Squadron Supply Officer will check the Standard Form 44 for accuracy and completeness of accounting information and distribute the remaining copies as follows:

(a) Copy 4 will be matched with the issue request document which initiated the purchase. When the issue request document has been adjusted (if required), a DD Form 1348 money value only (MVO) will be prepared as an obligation document in accordance with par. 3056. Copy 4 of the Standard Form 44 will be attached to the hardback copy of the DD Form 1348 and, after the obligation and material receipt date have been posted to the Requisition/OPTAR Log, both documents will be filed in the material completed file.

(b) Copies 3, 5 and 6 may be used locally, as required, or destroyed. For SUADPS-RT/RSUPPLY activities these copies will be forwarded for SUADP-RT/RSUPPLY processing.

2. DD FORM 1896 or DD FORM 1897

a. General. Fuels and lubricants obtained from a commercial source holding a Defense Energy Support Center (DESC) (formerly DFSC) into plane refueling contract, will be procured with a DD Form 1896 (white identaplate for jet fuel) or DD Form 1897 (purple identaplate for aviation gasoline). The identaplate, DD Form 1898 (AVFUELS INTO PLANE CONTRACT SALES SLIP), which is included in the flight packet, will be presented to the refueling operator for imprinting appropriate identification and billing data. When quantities, signatures, and other required information have been manually entered in the DD Form 1898, the identaplate and one copy of the completed sales slip will be returned to the pilot; the original and remaining copies will be retained by the refueling operator to prepare and support the contractor's invoice. If the contractor insists on using his own delivery form in addition to the DD Form 1898, the pilot (or his authorized representative) will ensure that the notation "DUPLICATE DD FORM 1898 ACCOMPLISHED" is entered in the contractor's delivery form. If the DD Form 1898 is not available, the contractor is authorized to use his own delivery form, in which case the pilot (or his authorized representative) will insure that the delivery form includes the aircraft TMS (type/model/series) and tail number, as well as the home station and major command of the aircraft; and that a Standard Form 44 is provided and processed as the procurement document.

b. Invoicing and Payment. Contractors who furnish into plane deliveries of fuels and lubricants under a DESC contract will submit their invoices, in quadruplicate, directly to the Defense Logistics Agency Support Center (MF), Cameron Station, Alexandria, VA 22314 for payment. In every case, the invoice will be supported by a receipted copy of the applicable DD Form 1898, or other delivery form.

c. Obligation Document. When into plane deliveries of fuels and lubricants are purchased under DESC contracts, the pilot (or his authorized representative) is responsible for ensuring that his receipted copy of the DD Form 1898 or other delivery form is promptly submitted to the squadron Supply Officer for preparation of an obligation document in accordance with par. 3332-2e(3). The DD Form 1348 (MVO) will be prepared to reflect DESC contract prices, not FEDLOG prices, for the items purchased.

3334 AIR CARD

1. GENERAL. The Air Card is an aviation credit card issued by a vendor under a contract awarded by the Defense Energy Support Center (DESC). The Air Card is used to procure aviation fuel and ramp services at participating commercial Fixed Based Operators (FBO's) which do not have DESC into-plane contracts. A current list of Air Card participating FBO's is available through the Internet at "www.avcard.com".

2. ACCOUNTABILITY. Air Cards are issued to squadrons, and may be used interchangeably among aircraft within a squadron. Air Card usage data will be reflected on each invoice tied directly back to the squadron to provide for internal squadron control. Since Air Cards are tied to a unit, and not individual aircraft, the losing squadron must ensure Air Cards are not transferred with an aircraft to another squadron.

3. PROCEDURES. The Air Card is used like any credit card. After purchasing fuel from a commercial FBO, the Aircrew Commander will retain all receipts for turnover to the squadron supply department/material control division. Active duty USN units will receive a weekly invoice from the contractor, reflecting the previous week's usage. The active duty USN units will certify and process the invoice like any other invoice (see NAVSUPINST 4200.85, Simplified Acquisition Procedures), retain copies, than forward to the appropriate DFAS activity for payment. Active duty USMC units and Reserve units will receive a courtesy copy of the original invoice sent to their MALS/Reserve base comptroller respectively. These copies will be used to track and reconcile receipts. Discrepancies or erroneous billings will be corrected as part of the normal reconciliation process. Separate invoices will be issued for fuel and ramp services. Inquiries can be directed to the Navy Petroleum Officer, Code PSPC, at (703) 767-7333.

Subsection 3: PHOTOGRAPHIC MATERIAL

3345 STANDARD MATERIAL (NSN/NICN ITEMS)

1. PHOTOGRAPHIC EQUIPMENT, COGNIZANCE SYMBOL 2W. Afloat activities with a photographic laboratory or support photographic configured aircraft, will requisition required cognizance symbol 2W equipment authorized in Naval Air Systems Command (NAVAIR) Allowance Requirements Registers (ARRs) directly from NAVICP Philadelphia. Justified requisitions for non-allowance items or excess quantities, including temporary requirements for ships not normally authorized photographic equipment, will be submitted to NAVAIR (AIR 547) via the Type Commander (justification will be provided in an accompanying letter; or, if space permits, in the "Remarks" field of the DD Form 1348). DD Forms 1348 for standard equipment will be prepared in accordance with par. 3024, except for card columns 46-50 (Supplementary Address) which will indicate:

a. the hull type and number of the requisitioning ship (e.g., "CV-69"), if the equipment is for the ship's own use; or

b. the UIC of the end user, if the equipment is for a supported ship or embarked aircraft.

➔ 2. OTHER PHOTOGRAPHIC MATERIALS (COGNIZANCE SYMBOL 1R/7R). Requisitions for standard items of cognizance symbol 1R/7R photographic materials will be prepared in accordance with par. 3023, and will be submitted to the supply source as appropriate.

3346 NONSTANDARD MATERIAL (NON-NSN/NICN ITEMS)

➔ 1. EQUIPMENT. Requisitions for nonstandard photographic equipment will be forwarded via the Type Commander to NAVAIR (AIR 5472B) for approval. The DD Form 1348-6 will be used as the requisitioning document, and will be prepared in accordance with par. 3026, with the following additional information in the "Remarks" field:

a. complete justification for the requirement;

b. recommended source of supply (other than manufacturer), if known;

c. reason for sole source procurement;

d. statement indicating the amount of OPTAR funds available for procurement of the requested item.

➔ 2. OTHER NONSTANDARD MATERIALS. Activities authorized by the Chief of Naval Operations (CNO) to operate a photographic laboratory are authorized to purchase non-NSN photographic repair parts and consumables without prior approval of NAVAIR, provided that all the following conditions are met:

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a. the ship's scheduled operations preclude timely procurement by a Navy purchasing activity ashore;

b. items are required for immediate use;

c. adequate OPTAR funds are available;

d. the cost of a single line item does not exceed $3,000;

e. cumulative purchase cost does not exceed $10,000 in a fiscal year.

If all the above conditions are not met, the approval of NAVAIR (AIR 5472B) must be obtained before required materials can be purchased (OPNAVINST 5290.1 refers). Such approval will be requested by letter, which will be submitted via the Type Commander. The letter will include a list of the items required, the estimated prices, and adequate justification for local procurement action.

Section VI: INITIAL/INCREASED ALLOWANCES OF REPAIR PARTS AND EQUIPAGE

3365 INTRODUCTION

This section describes the procedures for requisitioning initial or increased allowances of repair parts and equipage through the Naval Sea Systems Command, the Naval Air Systems Command and through Interim Contractor Supply Support. Detailed policies and procedures can be found in the NAVSEA Policy and Procedures Manual, Navy Outfitting Program (NOP), Other Procurement, Navy (OPN) Outfitting, Volume 1.

3366 NAVSEA OPN OUTFITTING ACCOUNT

➔ The NAVSEA OPN Outfitting Account (formerly Technical Operating Budget or TOB) consists of Other Procurement, Navy (OPN) funds which NAVSEA has allocated to Naval Inventory Control Point, Mechanicsburg (NAVICP-M) for financing ships' initial/increased allowances of "chargeable" type materials required to support installed equipment or systems. The criteria prescribed for requisitioning materials chargeable to the NAVSEA OPN Outfitting Account are set forth in par. 3367. In the following paragraphs "NAVSEA OPN Outfitting Account" is synonymous with "NAVSEA COSAL" and "NAVSEA COSAL Outfitting Account".

3367 NAVSEA OPN OUTFITTING ACCOUNT SCOPE

1. SHIPS AUTHORIZED. The following types of ships are authorized to submit requisitions to NAVICP-M (RIC: NUV) charging the NAVSEA OPN Outfitting Account, subject to the criteria listed in par. 3367-3:

a. all active fleet end use ships;

b. Naval Reserve training (NRT) ships;

c. SUADPS-RT/RSUPPLY ships when requirement is for own ship's DTO NWCF operating space (equipage) items in response to a COSAL allowance increase;

d. RSUPPLY USID C and M ships when the requirement is for a 7_ cog (DLR) COSAL stock range or depth allowance increase carried in end-use stores account 55000.

2. SHIPS NOT AUTHORIZED. The following types of ships are not authorized to submit requisitions charging the NAVSEA OPN Outfitting Account:

a. ships being constructed, undergoing major conversion, or otherwise qualified for Shipbuilding and Conversion, Navy (SCN) funds;

b. Military Sealift Command (MSC) ships;

c. service craft assigned to shorebased naval activities (e.g., boat havens and yard craft such as tugs and yard oilers);

d. SUADPS-RT/RSUPPLY ships, except as specified in par. 3367-1;

e. Foreign Military Sales (FMS) ships.

3. MATERIALS AUTHORIZED. Initial or increased allowances of repair parts and equipage are authorized to be charged to the NAVSEA OPN Outfitting Account provided that all of the following conditions exist:

a. the allowance has been approved by CNO or the cognizant systems command on or after 1 October 1976 OR, for repair parts, the allowance is required to support an equipment/system which was installed or modified during a scheduled shipyard overhaul;

b. the item is included in the APL (including preliminary and interim parts lists), AEL, Preliminary Allowance List (PAL), Allowance Appendix Page (AAP), COSAL SNSL, ISL, NAVICP MECH Monthly COSAL Maintenance Action Report (MCMAR), Automated Shore Interface (ASI) Tape or Revised Alternative Dataflow (RAD) download;

c. the deficiency is a “chargeable” item (i.e., NWCF (DLR material included), DLA, or GSA material, including part numbered items);

d. for repair parts, the applicable maintenance code in the related APL indicates that the item can be installed by the ship’s force; and

e. the material is not excluded in accordance with par. 3367-4.

4. MATERIALS NOT AUTHORIZED. Materials which specifically are not authorized to be charged to the NAVSEA OPN Outfitting Account are as follows:

a. Appropriation Purchases Account (APA) material;

b. non allowance items or quantities, including allowance excesses, approved by the Type Commander;

c. depth increases, unless the new or revised APL/AEL/AAP quantity results in a total allowance quantity which exceeds that previously authorized;

d. additional range or depth based on demand (i.e., in accordance with SIM/DBI criteria, or incident to an ILO team’s evaluation of prior usage);

e. general use consumables not listed in an APL/AEL/AAP;

f. material for the support of special training devices allowance lists;

g. material for the support of aviation equipment not permanently installed (i.e., equipment which will be removed when the specific type of aircraft that it supports is reassigned to another activity);

h. stock replenishment material;

i. initial or increased allowances of 7Z cog DLR GPETE (see par. 3279).

j. Maintenance Assistance Modules (MAMs). These items are "pushed" to the ship by the HSC Acquisition Program Manager (APM). MAMs are identified on APLs/AELs with Allowance Note Code (ANC) "N" in Part III CF of the COSAL.

k. Interim Repair Parts (IRPs). IRPs are procured by the HSC acquisition program manager and pushed to the ship or installing activity with the system/equipment to be installed. Systems/equipment for which IRPs will be provided are identified in Part I of the COSAL with Logistic Support Status Code (LSSC) "BA" or "BC". Line items on the APL/AEL that will be provided as IRPs are identified by ANC "Z".

l. Contractor Supported Systems/Equipment. These systems or equipment are identified in Part I of the COSAL with LSSC "EA" or "EC" Allowance items in Part III of the COSAL are identified with a "0O" or "0J" cognizance symbol and "0098" Federal Supply Classification (FSC). These items will be requisitioned through normal supply channels using "Y6" fund code.

m. Small arms/weapons and landing party equipment. These items are requisitioned from NWSC Crane, IN.

n. Aviation DLRs.

3368 NAVSEA OPN OUTFITTING ACCOUNT ALLOTMENT HOLDER

➔ 1. GENERAL. NAVICP-M is the only holder of NAVSEA OPN Outfitting Account funds. Customers (ships, ILO, etc) will submit all requisitions which cite NAVSEA COSAL Outfitting Account funds (including Q-COSAL material) directly to the centralized Allotment Holder**,** NAVICP (Code 05612), Mechanicsburg, PA 17055. FISCs which inadvertently receive NAVSEA OPN Outfitting Account requisitions are to forward them to NAVICP-M for processing and shall notify the customer. The only exceptions to the above procedures are requisitions from submarines, which will continue to be submitted to Submarine Logistics Center (SUBLOGCEN) Kings Bay GA, in accordance with existing procedures. SUBLOGCEN Kings Bay will then forward the requisitions to NAVICP-M for processing.

2. NUCLEAR POWERED SHIPS. Paragraph 3259 specifies procedures for requisitioning 2S Cog/X1 SMIC Nuclear Reactor Plant components for initial on board allowances directly from NAVSEA 08.

3. NAVAL CONSTRUCTION FORCES (NCF). Civil Engineer Support Equipment (CESE) repair parts initial allowance is provided by Civil Engineer Support Office (CESO), utilizing NAVFACENGCOM Program funds in response to COSAL requests submitted by COMSECONDNCB DET Gulfport and COMTHIRDNCB Equipment Office to CESO.

3369 NAVSEA OPN OUTFITTING ACCOUNT REQUISITIONING PROCEDURE

1. GENERAL. When COSAL maintenance actions required by par. 2104-4a - b have been completed, the Supply Officer will requisition net allowance deficiencies from the Allotment Holder, NAVICP-M. Prior to preparing NAVSEA OPN Outfitting Account requisitions, these items will be screened against par 3367-4. Any requirements falling within any of the unauthorized material categories will not be requisitioned as a charge to NAVSEA OPN Outfitting Account funds. All other authorized requirements will be requisitioned in accordance with par. 3369-2.

2. REQUISITION FORMAT. Requisitions chargeable to the NAVSEA OPN Outfitting Account will be prepared as follows (SUADPS-RT, SFM and RSUPPLY ships will establish the following data requirements as requisition defaults in the SNAP/RSUPPLY databases for NAVSEA OPN Outfitting Account requisitions):

NAVSEA OPN OUTFITTING ACCOUNT REQUISITION MILSTRIP FORMAT

Card Column(s)	Field Legend	Entry
1 - 3	Document ID	"A0__" Mandatory
4 - 6	Routing ID	"NUV" Mandatory
7	Media and Status	"U" Mandatory
8 - 22	NSN/NICN/Part NR	As Appropriate, Mandatory
23 - 24	Unit of Issue	As Appropriate, Mandatory
25 - 29	Quantity	As Appropriate, Mandatory
30	Service Code	"N" Mandatory
31 - 43	Document Number	As Appropriate, Mandatory
44	Demand Code	"N" Mandatory
45 - 50	Supplementary Address	"N48096" Mandatory
51	Signal Code	"C" Mandatory
52 - 53	Fund Code	"VO" (Victor Oscar). Mandatory except for SFM generated requisitions in which the fund code may be blank.
54	Distribution Code	See Appendix 3
55 - 56	COG Symbol	As Appropriate, Mandatory
57 - 59	Project Code	Select the appropriate Project Code from the tables on page 3-100. NOP OPN Outfitting Manual applies.

Card Column(s)	Field Legend	Entry
60 - 61	Priority	As Appropriate. Outfitting requisitions higher than "13" are restricted to FAD II ships or forces in accordance with UMMIPS guidelines.
62 - 64	RDD	In accordance with UMMIPS guidelines.
65 - 66	Advice Code	As Appropriate (5D Advice Code must be used for all 7_ COG Requisitions.)

➔ 3. REQUISITION SUBMITTAL

a. Standard Procedure. Requisitions which qualify for NAVSEA OPN Outfitting Account funding, in accordance with par. 3367, will be submitted to the NAVSEA OPN Outfitting Account Allotment Holder, NAVICP-M (RIC: NUV). Submit requisitions in automated format whenever possible. This will reduce processing time and errors inherent in processing manual media. Submission of transmittal letter is not required. Requisitions may be submitted by any of the following means:

(1) DISK. MS/PC DOS formatted, 3.5" (1.44MB), ASCII text file (include the file extension, .TXT). Standard MILSTRIP format.

(2) DD 1348/DD1348-6/NAVSUP 1250-1/NAVSUP 1250-2. Standard MILSTRIP format. Part Numbered requisitions must be submitted on DD 1348-6 or NAVSUP 1250-2. (Include disk formatted as indicated above for multiple requisitions.)

(3) MESSAGE. 80 Column A0 format or plain text format. Use SSIC N04423, "NAVSEA Funded COSAL Requisitions" as Subject line, and address messages to NAVICP Mechanicsburg PA//05612//. Do not use DAAS.

(4) SALTS. Standard MILSTRIP format, address messages to NAVICP Mechanicsburg Code 05612 "SUN".

b. SUADPS-RT/RSUPPLY Processing.

(1) Equipage Items. Requisitions will be prepared and/or recorded in the Basic Requisition File via the Requisition Input Function. Override code "W" will be used to exclude the requisition from normal fund code validation and financial posting.

PROJECT CODES

For Surface Ship COSAL Changes

Ship status when allowance change is made:	*HME/O COSAL Changes			Q COSAL Changes
	Storeroom Items (SRI)	Operating Space Items (OSI)	MAMs	
In Overhaul with ILO	ZL0	Z93	ZL9	ZN2
In Overhaul w/o ILO	ZH6	Z93	ZL9	ZN2
Operational Status	ZH9	Z93	ZL9	ZN2

*Note: SUADPS-RT ships may also use these project codes for allowance changes in OSI and Non-AVDLR's. Normal NWCF project codes will be used for all other items.

For Submarine COSAL Changes

Type of Submarine	HME/O COSAL Changes					Q COSAL Changes
	Storeroom Items (SRI)	Operating Space Items (OSI)	Range Add	Depth Increase	MAMs	
Trident In Overhaul with ILO	N/A	N/A	XA3	XC3	ZL9	FY9
Trident In Overhaul w/o ILO	N/A	N/A	XA3	XC3	ZL9	FY9
SSN In Overhaul with ILO	ZL0	Z93	N/A	N/A	ZL9	ZN2
SSN In Overhaul w/o ILO	ZH6	Z93	N/A	N/A	ZL9	ZN2
Operational	ZH9	Z93	N/A	N/A	ZL9	ZN2

Other Project Codes

	Storeroom Items (SRI)	Operating Space Items OSI)
Q COSAL	721	721
Medical/Dental Allowances	ZD8	Z94

(2) DLR Stock Material (USID C & M). Requisitions required, as a result of processing a complete COSAL revision, will normally be produced using the Automatic Reorder function. The COSAL increase, to include DLR options, must be specified to ensure proper preparation of requisitions. Individual requisitions required as a result of periodic updates to the COSAL will be prepared in accordance with par. 3369, and recorded in SUADPS-RT/RSUPPLY using the Requisition Input/Initiate Requisition Function.

c. Status. All customers (ships, ILO teams, etc.) should send their requisitions to NAVICP-M. To improve tracking and visibility of these requisitions, NAVICP-M will forward "BD" status to the requisitioner via DAAS within two working days after receipt of an automated requisition package and three working days after receipt of a manual requisition package. This status means that the requisition has been received by NAVICP-M and is being processed. "NM" status (No Money) will be provided for requisitions on hold due to inadequate funding. "NA" status (No Asset) will be provided for requisitions on hold due to inadequate asset availability. Once the requisition has been validated by NAVSEALOGCEN and funding has been authorized by NAVSEA, the requisition will be forwarded to the appropriate Point Of Entry (POE) where NAVICP-M will forward "BM" status to the customer (via DAAS) notifying them the requisitions were sent for supply action. At this time normal supply system status will begin.

d. Ship Within 60 Days of Scheduled Overhaul. When a ship is within 60 days of commencing a overhaul, requisitions chargeable to NAVSEA OPN Outfitting Account funds will not be submitted for repair parts that support equipment scheduled for major modification or removal during the overhaul.

4. REQUISITION RECONCILIATION. For financial accounting purposes, the ship will ensure that NAVICP-M is advised of all cancellation actions initiated by both the ship and from other activities. As necessary, NAVICP-M will conduct a validation of outstanding NAVSEA OPN Outfitting Account funded requisitions to determine whether the material has been received or if the requisition has been canceled.

3370 INTERIM CONTRACTOR SUPPLY SUPPORT (ICSS)

1. GENERAL. Interim Contractor Supply Support (ICSS) is a tailored and augmented support package from a commercial contractor (usually the hardware contractor for an item) provided prior to the Material Support Date (MSD) of the end item equipment/system.

2. SCOPE. Under the ICSS concept, a contractor manages and controls Navy owned spares and repair parts until National Stock Numbers (NSNs) and cognizance symbols (Cogs) are assigned and the item is available in the supply system. Prior to the assignment of permanent NSNs and Cogs, each item will be assigned a unique Navy Item Control Number (NICN) and a temporary 0__ Cog by the Program Support Inventory Control Points (PSICPs) (see par. 2033).

3. REQUISITIONING PROCEDURES. Requisitions for Interim Support Items for new weapon systems/equipment acquisitions approved and implemented by the Hardware Systems Commands (HSCs) or Program Support Inventory Control Points (PSICPs), will be submitted to the nearest FISC in MILSTRIP format citing the NICN, 0___ Cog and Y6 Fund Code. FISCs automated system will recognize the special cog and pass the requisition to the PSICP automatically. The PSICP will process the request and forward it to the contractor for issue. Shipment status will be furnished to the requisitioner by the contractor in accordance with current MILSTRIP procedures.

4. TRANSITION. When an item reaches Material Support Date (MSD) and a permanent NSN and Cog have been assigned, it will no longer be available as “free issue ” from the contractor. Requisitions for items which have migrated from 0__ Cog to 7 __ /1R/1H Cog will be chargeable to the requisitioning activity.

3371 NAVAIR AIRCRAFT PROCUREMENT NAVY FUNDS

1. GENERAL. Requisitions for AVCAL 7 _ COG approved fixed allowance increases and additions will be centrally financed by the Aircraft Procurement, Navy (AP,N) appropriation. NAVAIR will budget for these ReAVCAL 7 _ COG increases and pass these funds to NAVICP PHIL for application to related requisitions. RSUPPLY USID C & M activities will submit requisitions to NAVICP PHIL for the 7 _ COG (including NAVICP MECH's 7 _ COG) increases and additions, citing the NAVICP PHIL AP, N Central Fund Code QZ. The requisitions will cite a Demand Code of N, Signal Code C, and Advice Code 5D. As a result the DLR item will be shipped to the requisitioner and the bill will be sent to NAVICP PHIL.

2. SUADPS-RT/RSUPPLY PROCESSING. Requisitions required as a result of processing a complete ReAVCAL or large supplement, will normally be produced using the Automatic Reorder Function. The AVCAL Increase and Include DLR options must be specified to ensure proper preparation of requisitions. Individual requisitions may be prepared via the Requisition Input/Initiate Requisition Function.

3. REQUISITION PROCESSING BY NAVICP PHIL. Under NWCF, information concerning AVCAL 7 COG fixed allowance increases/additions will be maintained in the NAVICP PHIL ARM File. This file will record all approved and funded fixed allowance increases/additions authorized for procurement by RSUPPLY USID C & M activities. NAVICP PHIL will validate 5D advice-coded requisitions which cite the AP,N Central Fund Code (i.e., QZ) against the ARM File for the approved drawdown quantity recorded for the requisitioners UIC. Valid requisitions will reduce the recorded drawdown quantity in the ARM File by the quantity on the requisition; thus, the ARM File will maintain the current outfitting allowances and the quantity which is still owed to customer activities. If funds are not available for the requisitioned quantity, the requisitioner will be advised by a new Status Code N1, which will indicate that the requisition has been financially backordered at NAVICP PHIL. If the drawdown requisition quantity exceeds the authorized increase as recorded in the ARM, the excess quantity will be rejected indicated by Status Code RF (quantity requisitioned is in excess of authorized level).

3372 SUADPS-RT/RSUPPLY FUNDING OF OTHER ALLOWANCE INCREASES

Initial allowances of stock material not specifically chargeable to NAVSEA or NAVAIR will be requisitioned citing the appropriate Navy Working Capital Fund (NWCF) MFCS fund code (see par. 3023) or APA Fund Code Y6. Operating space material will be charged to the appropriate end-use OPTAR, unless specific procurement instructions have been issued by the Type Commander or applicable inventory manager. See par. 3279 for instructions concerning procurement of 7Z cog general purpose electronic test equipment.

Section VII: PROCUREMENT FROM SERVMARTS

3380 GENERAL

A Servmart is a self service store operated by an ashore supply activity to provide a ready supply of relatively low cost items frequently required by customers in the area. Servmart also stocks certain items of medical and dental supplies which are stored in a segregated area and can only be obtained by Medical or Dental Officers or by Hospital Corpsmen or Dental Technicians identified by an official letter of authorization signed by the Commanding Officer (or his designated representative) of the customer's command. Each Servmart issues a Servmart Shopping Guide listing the cognizance symbol, NSN, noun name, unit of issue, unit price and storage location of each item stocked. The self service feature of Servmarts, as well as the simplified requisitioning procedures explained in subsequent paragraphs, enables an ashore supply activity to realize substantial cost savings and permits its customers to obtain material quickly without having to prepare and submit a separate requisition for each item required. The range of material available, ease of acquisition and ready convertibility to personal use require that afloat supply management personnel rigorously monitor and control Servmart shopping.

3391 SERVMART SHOPPING LIST (SSL)

1. PURCHASE OF ELECTRICAL OR ELECTRONIC ITEMS. Since Servmarts support both afloat and ashore activities, shoppers are cautioned on purchase of electrical or electronic items. Before authorizing the purchase of any operating space item which will require the use of the ship's electrical power, it is the responsibility of the ordering activity to ensure that the item is approved for shipboard use. Upon return to the ship, all electrically powered items must be presented to the Electrical/Electronic Shop for approval and or tagging in accordance with existing shipboard Electric Safety Regulations.

2. SERVMART SHOPPING LIST (SSL). An SSL (NAVSUP Form 1314) is used to list multiple items intended to be procured from Servmart, along with the accounting data necessary for procurement. The use of the SSL is mandatory in all procurement actions from Servmart. The SSL will be prepared as follows (see sample page 3-105):

Data Element	Entry
Material Category	Appropriate category will be identified
Page __of __	Self-explanatory
Julian Date	Current julian date
Ship/Activity	Ship's name and hull number
Requisition No.	Document number in accordance with par. 3023
Fund Code	Fund code for the category of material being procured
Signal Code	Appropriate signal code from Appendix 8
Supp Address	Supplementary address in accordance with par. 3023
Work Center	Work center requesting the material
Cost code	Leave blank
Obj Class Code	Object class code will be "000" unless the transaction affects the international balance of payments
Org Code	Appropriate organizational code
Job Order	Appropriate Job Control Number
Item Number	Self-explanatory
Cog Sym & NSN[1]	Cognizance symbol and national stock number
Description[1]	Description of item
U/I	Appropriate unit of issue
Quantity	Quantity required
Unit Price	Price for each item
Extension	Quantity x unit price
Requiring Department	Work center code (for stock, the storage location)
Shopper	Enter Authorized Shopper
Authorized Signature	Signature of Authorized Requester
Supply Officer's Signature	Self-explanatory
Date, By	Date and name/signature of person receiving, inspecting, and verifying the materials
Unit mailing address	Enter ship/activity mailing address
Purchase Subtotal	Total Extended Price
Plus 10% for Price Variations	Add 10% of extended price
Purchase Total	Grand Total

[1] The Cog SYM/NSN or Description columns may be altered only when an NIS condition exists to obtain a like item (i.e., 6" screwdriver instead of 8" screwdriver). The addition of any item(s) or substitution of anything other than a like item is strictly prohibited.

Material Procurement 3391

SERVMART SHOPPING LIST

SERMART SHOPPING LIST (4491)
NAVSUP FORM 1314 (REV. 3-95)
S/N 0108-LF-019-4300

MATERIAL CATAGORY	PAGE	OF	JULIAN DATE

SHIP/ACTIVITY	REQUISITION NUMBER	FUND CODE

SIG CODE: SUPP ADDRESS WORK CENTER

COST CODE: OBJ CLASS CODE ORG CODE JOB ORDER

ITEM NO.	COG SYMBOL AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	EXTENSION	REQUIRING DEPARTMENT
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							
5							

TYPED OR PRINTED NAME AND RANK OR GRADE OF AUTHORIZED SHOPPER _____

DISTRIBUTION: WHITE - Shopper's Copy, YELLOW - Mail to Ship/Activity, PINK - Store's Copy (Optional), GOLD - Supply Officer's Copy

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR OFFICIAL GOVERNMENT BUSINESS.
REQUESTED BY (FOR DIRECT TURNOVER MATERIAL): APPROVED BY:

_____ _____
Authorized Signature *Supply Officer's Signature*

UPON RETURN TO THE SHIP/ACTIVITY, THE FOLLOWING MUST BE COMPLETED: RECEIVED, INSPECTED AND VERIFIED ON:

DATE: _____ BY: _____
Typed or Printed Name and Rank or Grade and Signature

UNIT MAILING ADDRESS

PURCHASE SUBTOTAL	
PLUS 10% FOR PRICE VARIATIONS	
PURCHASE TOTAL	

3. PROCUREMENT OF MATERIAL IN BULK QUANTITIES. Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on the shelf, many Servmarts provide a bulk issue service. This service is designed to provide the large customer with higher quantity requirements permitting material to remain available on the shelf to fill smaller customer needs. However, Servmarts are not designed to be the source of supply for long term requirements or pre deployment loadouts. The use of Servmarts to fill such needs is not authorized.

3392 PREPARATION OF DOCUMENTS

1. DOCUMENTATION BY MATERIAL CATEGORY. One SSL is required to be prepared for each category of material that is to be procured from a Servmart. The material categories are as follows:

a. stock replenishment of consumables,

b. stock replenishment of repair parts (SRRP),

c. DTO consumables,

d. DTO repair parts,

e. equipage,

f. medical/dental material (all cog symbol 9L items),

g. hull and structural (facilities) maintenance preservation material (HSMPM).

2. STOCK REPLENISHMENT MATERIAL. One SSL will be prepared for each category of stock replenishment material that is to be procured from a Servmart. The SSL, which may be typed or hand scribed by ball point pen, will be prepared in accordance with par. 3391-2. The gold copy of the SSL will be used by the OPTAR records storekeeper to record the obligation in the Requisition OPTAR Log or SUADPS-RT/RSUPPLY (via the Requisition Input/Initiate Requisition Function) then held in suspense pending onboard receipt of the material. The remaining copies will be delivered to Servmart by the authorized shopper.

3. DTO MATERIAL. After determining that the requested material is not on board, shipboard departments will prepare separate SSL's for each type of material requested (see par 3392-1). After the SSL's have been prepared, they will be forwarded to the requisitioning storekeeper for verification of entered data and assignment of a requisition number. The gold copy of the SSL will be used by the OPTAR records storekeeper to record the obligation in the Requisition OPTAR Log or SUADPS-RT/RSUPPLY (via the Requisition Input/Initiate Requisition Function) then held in suspense pending onboard receipt of the material. The remaining copies will be delivered to Servmart by the authorized shopper.

3393 PICKUP OF MATERIAL

1. GENERAL. The storekeeper or other person designated to pick up material at a Servmart is responsible for the following actions:

a. If the 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.

b. Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.

c. Group and check out the items obtained by material category (i.e., a separate group of items for each SSL); and as each group of items is checked out, give the original SSL's to the Servmart clerk. The Servmart clerk will return the white copy of the SSL with an adding machine/EPOS tape to the shopper.

d. Prior to leaving the Servmart, reconcile any differences between the prices listed in each adding machine/EPOS tape and those indicated in applicable SSLs.

3394 ACTIONS SUBSEQUENT TO PROCUREMENT

1. INSPECTION. Upon completion of shopping action, all material will be returned to the ship. The Supply Officer or his designated representative, utilizing the SSL as an invoice, will examine the material for correct count. Receipt quantities will be verified by placing a check mark next to the quantity, and the original SSL will be dated and signed under "Received, Inspected and Verified".

2. PROCESSING PROCEDURES

a. Stock Replenishment Material

(1) After inspection, the original SSL and adding machine/EPOS tape will be immediately forwarded to the OPTAR records storekeeper. The OPTAR records storekeeper will compare the original SSL with the suspense copy of the SSL and any money value difference in the suspense document will be corrected. The suspense copy (gold) will then be placed in OPTAR holding file 1 for transmittal to DFAS. The original SSL will be forwarded, with the material, to the storeroom storekeeper who will:

(a) store the material in assigned locations, or in other suitable locations if storage in assigned locations is impracticable;

(b) revise the entry in the "Requiring Dept." column, when necessary, to reflect new or additional locations;

(c) receipt for material received.

(2) When the original SSLs have been returned by the storeroom storekeeper, the stock records storekeeper will:

(a) post requisition data and material receipts to the stock records/SUADPS-RT/RSUPPLY;

(b) post any new or additional locations to the stock records/SUADPS-RT/RSUPPLY;

(c) prepare NAVSUP Form or 1250-1 to initiate MILSTRIP requisitions for required items which were unavailable at the Servmart (see par. 6231);

(d) forward receipted and posted original SSL to material completed file

b. DTO Material. After inspection, the original SSL will be used to issue the items received to the requesting work center, and the recipients' signature will be obtained. The original SSL will then be forwarded to the OPTAR records storekeeper who will compare the original SSL with the suspense copy of the SSL, and any money value difference in the suspense document will be corrected. A copy of the original SSL will be provided to the department which requested the material. The suspense copy (gold) will then be placed in OPTAR holding file 1 for transmittal to DFAS. The original SSL will be forwarded to the stock records storekeeper who will:

(a) post requisition, receipt, and issue data for NIS DTO items to the stock records/SUADPS-RT/RSUPPLY;

(b) advise the work center supervisor concerned to prepare and submit NAVSUP Form 1250-1 for any items which were not available from the Servmart, or for any DTO items which were not available in total quantity;

(c) forward receipted and posted original SSL to material completed file.

3. ITEMS NOT AVAILABLE AT SERVMART. If requested items were not available at Servmart and the unavailable items are still required, MILSTRIP requisitions for the required items will be prepared and submitted through normal supply channels.

4. THE CUSTOMER "ITEMS PURCHASED REPORT". All FISC Servmarts are equipped with Electronic Point of Sale (EPOS) II. One of the by products of EPOS that is available upon request is the Customer Items Purchased Report (CIPR) (see sample on following page). This report itemizes all materials, or all controlled items purchased by an activity over a period of time.

5. MAINTAINING AN AUDIT TRAIL.

a. The importance of ensuring that government funds are properly expended cannot be over emphasized. Cash register tapes will be attached to SSLs. The original SSL, with EPOS tape or other cash register tape attached will be retained in the shipboard files for review during Supply Management Inspections. The SSL is to contain the printed name and rank or grade of the shopper as well as the authorized signature of both the Supply Officer (or his designated representative) and the individual completing the "Received, Inspected and Verified" portion of the shopping list.

b. Servmarts will return the yellow copy of the SSL by mail to the activity. Upon receipt, the yellow copy will be compared to the original SSL to ensure no discrepancies exist.

c. Copies of both the Customer Items Purchased Report and the Controlled Items Purchased Report will be obtained from EPOS equipped Servmarts and retained in the shipboard files for review during Supply Management Inspections.

CUSTOMER ITEMS PURCHASED REPORT (CIPR)

CUSTOMER CONTROLLED ITEMS PURCHASED REPORT

FISC Puget Sound Servmart STORE 1
REPORT 00020 CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00 DATE 6295 PAGE 1

TRANS	OPR	ID	DI	DOCUMENT	JOB/SUPPL	SIG	FUND	TIME	NSN	NOMENCLATURE	QNTY	UOI	TOTAL
6725	SB		A9E	N0000060653713		A	K9	1000					
									01 144 8447	FLOPPY DISK 5 N/o	-10	BX	-30.00
6711	SB		Z9E	N0000060653714		A	K9	0935					
									01 182 8534	CALCULATOR TI 30	-4	EA	-36.80
6699	SB		Z9E	N0000060656920		A	K9	1031					
									00 162 2205	KNIFE POCKET FOUR BLADE	-6	EA	-21.72
6704	SB		Z9E	N0000060658050		A	K9	1311					
									00 550 9123	VACUUM CLEANER	-1	EA	-105.00
									00 835 7210	BATTERY D DRY ALKAE95 N/O S/L	-24	EA	-12.96

CUSTOMER CONTROLLED ITEMS PURCHASED REPORT

FISC Puget Sound Servmart STORE 1
REPORT 00020 CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00 DATE 6295 PAGE 1

TRANS	OPR	DOCUMENT	JOB/SUPPL	SIG	FUND	TIME	NSN	NOMENCLATURE	QNTY	UOI	TOTAL
							00 187 6489	BINDER 3RG 1" BLK 11X8	-36	EA	-4464
							00 247 6069	ENVELOPE BLANK KRAFT 9X12	-1	BX	-14.50
							01 124 5660	PAPER PAD RULED 8X10 WHT	-6	DZ	-34.68
		N00000062943718		A	K9	1052					
							00 243 1780	STAPLER HVY DUTY	-2	EA	-13.42
							LL 000 0633	NOTEBOOK PCKT SZ SPIRL TOP	-10	EA	-5.20
							00 162 2205	KNIFE PCKT FOUR BLADE	-3	EA	-10.86
							00 052 8698	FRAME PICTURE 8X10 WALNUT	-1	EA	-2.02
							00 904 2663	TAPE ADHESIVE ¾ IN DBLBACK	-1	RO	-2.84
							00 826 1876	TAPE EMBOS BLK ½ IN	-12	RO	-2.04
							00 835 0443	MACHINE EMBOSSING	-1	EA	-3.74
							00 082 2661	LABEL AVERY WHT 31/2 X 15/16	-1	BX	-6.90

Section VIII: MISCELLANEOUS MATERIALS AND SERVICES

3430 BOAT COVERS AND CANOPIES

Requisitions submitted to naval shipyards for the repair or manufacture of boat covers, canopies, and other similar articles will refer to the plan number shown on the label plate of the boat and state the type and size of the boat for which the request was made.

3431 BOAT LETTERS, NUMERALS, ARROWHEADS, ARROWNOCKS, AND STARS

Boat letters, numerals, arrowheads, arrownocks, and stars will be procured by submission of an Order for Supplies or services/Request for Quotation (DD Form 1155) direct to the manufacturer who currently holds the indefinite delivery contract issued by NAVICP MECH for such items. The name and address of the manufacturer, the contract number, unit prices, and pertinent procurement instructions are contained in NAVICPMECH Instruction 4410.194, which normally is reissued in May of each year.

3432 BOAT RENTAL

When the availability of naval boats is deemed inadequate, the Commanding Officer may authorize the contracting officer (see NAVSO P-3670) to contract for the rental of commercial boats for transporting mail, stores, and personnel (including liberty parties). Such boat rental will be charged to the ship's OPTAR, citing fund code ___U (Other Purchased Services). In ports where naval shore activities are located, the ship will request such activities to contract for the lease of boats.

3433 PORT SERVICES

Generally, in ports where Navy shore activities are located, and in certain non Navy ports, contracts have been negotiated or funds have been provided to designated naval activities to provide charter and hire services to fleet units. In ports where no Navy facilities or contracts exist, expenditures for commercial charter and hire services may be authorized from a ship's operating funds. Specific instructions governing the procurement of port services of the type listed below are contained in COMLANTFLTINST 7610.1 and COMPACFLTINST 7042.4 which indicate the ports at which designated ashore (or ashore based) commands have been funded to provide port services to fleet units, and the ports at which such services must be purchased as charges to the ship's OPTAR. When port services are required to be purchased, the DD Form 1155 will be used as the procurement document, and will cite the appropriate accounting data prescribed in the applicable COMLANTFLT or COMPACFLT instruction (see sample on following page). Specific types of port services and other charter and hire services are:

a. charter and hire of tugs and barges;

b. pilotage;

c. wharfage and dockage, including docking and undocking;

PURCHASE OF PORT SERVICES

ORDER FOR SUPPLIES OR SERVICES
(Contractor must submit four copies of invoice.)

Form Approved OMB No. 0704-0187 Expires Aug 31, 1992

PAGE 1 OF 1

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in item 6.

1. CONTRACT / PURCH ORDER NO.	2. DELIVERY ORDER NO.	3. DATE OF ORDER	4. REQUISITION / PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
N05504-94-M-0016		94 APR 14	SEE SCHEDULE	DO

6. ISSUED BY CODE R05504
USS DUARTE (DD-901)
FPO SAN FRANCISCO, CA 96601
BUYER: LT GARNER 743-7263

7. ADMINISTERED BY *(If other than 6)* CODE

8. DELIVERY FOB
☒ DEST
☐ OTHER
(See Schedule if other)

9. CONTRACTOR CODE FACILITY CODE
NAME AND ADDRESS
FUJI PORT SERVICES
NAGASAKI, JAPAN

10. DELIVER TO FOB POINT BY *(Date)*
SEE SCHEDULE

11. MARK IF BUSINESS IS
☐ SMALL
☐ SMALL DISAD-VANTAGED
☐ WOMEN-OWNED

12. DISCOUNT TERMS
NET

13. MAIL INVOICES TO
SEE BLOCK 14

14. SHIP TO CODE R05504
SUPPLY OFFICER
USS DUARTE (DD-901)
DEJIMI PIER
NAGASAKI, JAPAN

15. PAYMENT WILL BE MADE BY CODE R05504
DISBURSING OFFICER
USS DUARTE (DD-901)
FPO SAN FRANCISCO, CA 96601

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY ☐
PURCHASE ☒

This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.

Reference your QUOTE OF 94 APR 14

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
☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA

ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	AUTH'N ACCT'G ACT'Y	TRANS. TYPE	PROPERTY ACC'T ACT'Y	COUN-TRY	COST CODE	AMOUNT
AA	1741804.70BB	492	53824	0	060957	2D	R05504		0041051231NK	1,000.00
AB	1741804.70BB	492	53824	0	060957	2D	R05504		0041051232NK	900.00

18. ITEM NO.	19. SCHEDULE OF SUPPLIES / SERVICE	20. QUANTITY ORDERED / ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	TUG SERVICES FOR 94 APR 14 AND 94 APR 18 REQN: R05504-4105-1231 ACR: AA	1	GP	1,000.00	1,000.00
0002	PILOT SERVICES FOR 94 APR 14 AND 94 APR 18 REQN: R05504-4105-1232 ACR: AB	1	GP	900.00	900.00

* *If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA
BY: I. L. GARNER, LT, SC, USN CONTRACTING / ORDERING OFFICER

25. TOTAL $1,900.00
29. DIFFERENCES
30. INITIALS

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP. NO. ☐ PARTIAL ☐ FINAL

28. D.O. VOUCHER NO.

31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

DD Form 1155 (8PT), MAY 90 *Previous editions are obsolete.*

d. garbage removal;

e. removal of spills and sludge

f. crane and brow services

g. toll and related expenses for the transit of channels and inland waterways

3434 TRANSPORTATION TICKETS AND TOKENS

➔ Local transportation tickets and tokens such as streetcar, subway, local bus, ferry, tunnel, and bridge will be procured as required for official business and charged to the ship's OPTAR. The Supply Officer will ensure that strict accountability is maintained over such items. If desired by the Supply Officer, the Accountability Record (NAVSUP Form 598, NSN 0108-LF-501-4100) may be used to record receipt and issue of transportation tickets and tokens.

3435 LIBRARY MATERIALS FOR SHIP'S GENERAL LIBRARY

Policies and procedures concerning the initial supply of general library material for newly established libraries, supply of newly published books, replenishment of general libraries, maintenance of inventory records, and disposal of excess or salvaged books are provided in the Naval General Library Manual (NAVEDTRA 15862).

3436 PROFESSIONAL BOOKS

1. BOOKS FOR OPERATIONAL, TRAINING, OR OTHER USE. Unless otherwise directed, books for other than general library use may be procured locally. Books so procured may be the same titles as books in the general library but the purpose for them is to meet mission, training, education, administrative, operational, technical, or similar requirements. Charges will be made to the ship's OPTAR.

2. MEDICAL AND DENTAL BOOKS. The Federal Supply Service and the General Services Administration (GSA) annually establish indefinite delivery type contracts covering procurement of technical medical and dental books from commercial sources. Ships with medical or dental personnel assigned will procure such books, when required, by placing orders under indefinite delivery type contracts as charges to the ships OPTAR. BUMED Instruction 6820.4 (series) includes a list of recommended medical and dental books.

3. ECCLESIASTICAL (CHURCH) BOOKS AND PUBLICATIONS. Ecclesiastical (church) books and publications are Cognizance Symbol I material and will be requisitioned in accordance with the NAVSUP P-2002.

4. ASTM-IP PETROLEUM MEASUREMENT TABLES. The ASTM-IP Petroleum Measurement Tables, required for calculation of quantities of petroleum and petroleum products based on the several common units of measurement, will be procured by each activity requiring such publications from the American Society for Testing and Material, 1916 Race Street, Philadelphia, PA. 19103.

3437 BOOKS AND PUBLICATIONS OBTAINABLE FROM OTHER GOVERNMENT DEPARTMENTS

1. SUPERINTENDENT OF DOCUMENTS

a. General. The instructions in this subparagraph are applicable to publications sold by the Superintendent of Documents, but do not include supplies or services procurable from the Government Printing Office. Although part of the Government Printing Office, the Superintendent of Documents sells publications under laws other than those regulating printing.

b. Procurement Document. Books and publications available from the Superintendent of Documents will be procured by a DD Form 1155 prepared in accordance with NAVSUPINST 4200.85 (series). The DD Form 1155 will be forwarded in triplicate direct to the Superintendent of Documents, Washington, DC 20402, and will include the following statement:

> "Reimbursement will be made by the Defense Finance Accounting Service, Washington, DC upon receipt of a Standard Form 1080 from the Superintendent of Documents."

2. OTHER GOVERNMENT DEPARTMENTS. Publications of other government departments will be requisitioned from the nearest ashore supply activity by a DD Form 1348 or NAVSUP Form 1250-1 prepared in accordance with par. 3024 or 3025.

3438 RECREATION MATERIAL

1. GENERAL. Recreation material will be ordered in accordance with instructions promulgated by the Commander, Naval Military Personnel Command (see par. 2106.)

2. NEWSPAPERS, MAGAZINES, AND OTHER PERIODICALS

a. Funds Chargeable. Newspapers, magazines, and other periodicals required for official use will be procured as a charge to the ship's OPTAR. Nontechnical publications which the Commanding Officer considers to be proper and necessary for the recreational benefit of the entire crew also will be procured as a charge to the ship's OPTAR, but may be charged to recreation funds if OPTAR funds are unavailable or inadequate (see par. 2106.)

b. Advance Subscription Payments. Advance payments may be made for subscriptions to newspapers, magazines, and other periodicals for one year or more. Such subscriptions will be charged to an appropriation current when the order for the subscription is placed, even though deliveries of periodicals may be made in the succeeding fiscal year or years. Payments will not be made in advance for subscriptions exceeding one year unless it is advantageous for the purpose of economy or other reasons to subscribe for longer periods or unless it is impossible to obtain subscriptions for a single year.

c. Requisition Document. A DD Form 1348-6, NAVSUP Form 1250-2 or DD Form 1149, as appropriate, will be used to requisition newspapers, magazines, and other periodicals. Such requisitions will be submitted to the nearest ashore supply activity, and will include the following information:

(1) exact name of the periodical;

(2) name and address of the publisher;

(3) whether the subscription is new or continuing;

(4) whether the periodical is daily, weekly, monthly, etc.;

(5) number of copies to be furnished;

(6) the period for which subscription is desired;

(7) estimated subscription price(s);

(8) correct mailing address, which will include the name of the department or office that is to receive the periodical.

3. SHIPBOARD DECORATIONS. Procurement of decorative materials for external and/or internal shipboard use on national holidays (e.g., New Years, Thanksgiving and Christmas), or other patriotic occasions may be charged to the ships OPTAR in accordance with CompGen Decisions B-226011, and CompGen Decision B-226900, which states; “Any decision to use appropriated funds for seasonal decorations (e.g., New Years, Easter, Thanksgiving, Christmas), must consider local customs and constitutional issues such as the freedom of speech and religion. Therefore, it is appropriate that decisions to use appropriated funds for these items be made by installations commanders within the context of local customs and practices. Additionally, installation commanders are responsible for the use of base resources and are in the best position to ensure the exercise of prudence and discretion in authorizing the purchase of display of seasonal decorations. The use of OPTAR funds for holiday greeting cards is prohibited. Decorative materials procured for official functions (e.g., change of command, awards ceremonies), are also chargeable to the ships OPTAR. Entertainment events are not chargeable to the ships OPTAR; but may be charged to recreation funds, subject to the limitations cited in par. 2106.

3439 CHRONOMETERS AND CHRONOMETER ACCESSORIES

Chronometers and chronometer accessories are under the inventory control of NAVICP MECH (see NAVICPMECHINST 10510.1 series). Allowances are prescribed in the COSAL. Requisitions will be prepared in accordance with pars. 3024-3025. DD Form 1348 (or NAVSUP Form 1250-1) will indicate the appropriate advice code and routing identifier of the nearest source. The turn-in item, documented as prescribed in pars. 8320-8325, will be delivered or shipped to the appropriate activity designated in FEDLOG.

3440 CUSTOMS INSPECTIONS

1. GENERAL. Arrangements for customs inspections of naval ships and flown aircraft returning from foreign assignments are completed ashore prior to arrival of the ship or aircraft. A request for customs inspection is normally included in the LOGREQ messages of returning ships. The ships OPTAR will not be charged for customs inspection completed during normal working hours at a port of entry or customs station.

2. OVERTIME CHARGES

a. Ships. The overtime costs for customs inspections required to be performed outside of normal working hours, and the actual travel and subsistence expenses for the inspection officer when customs inspections are performed at a place other than a port of entry or customs station, are chargeable to the ships OPTAR. When ships require customs inspection on an overtime basis, the request for such services will be included in the LOGREQ message, which will cite the Internal Revenue Service Employer Identification Number (IRSEIN) of the appropriate DFAS (i.e., IRSEIN 54-6003338 for DFAS Norfolk, or IRSEIN 95-1652894FF for DFAS San Diego). Upon arrival of the customs inspector(s), the Supply Officer will advise him to cite the ships unit identification code (UIC), preceded by the applicable service designator, in the inspection “job ticket”. The Supply Officer will also request an estimated cost of the inspection based on the inspector’s normal hourly rate of pay. If the inspector is disinclined to divulge his rate of pay, the Supply Officer will compute the estimated cost of the inspection at $5.50 per hour. Based on the estimated cost of the inspection, and the inspector’s estimate of his travel and subsistence expenses from and to his home office, a DD Form 1348 will be prepared and processed in accordance with NAVSUPINST 4200.85 (series). Customs billings normally will be forwarded directly to the appropriate DFAS for payment. If the bill (Customs Form 6084) is inadvertently sent to the ship, the ship will enter the requisition number in the bill and immediately forward it to the appropriate DFAS for payment.

b. Aircraft. Overtime costs of customs inspections required to be performed outside of normal working hours, and the actual travel and subsistence expenses of the inspecting officer when customs inspections are performed at a place other than port of entry or customs station, will be charged to the operating and maintenance funds of the activity at which the aircraft was inspected. If the aircraft was inspected at other than a Navy or Marine Corps activity, the overtime cost will be charged to the nearest Navy or Marine Corps air station.

3441 GAS AND GAS CYLINDERS

Requisitions for gas will normally be filled using the cylinder exchange procedure; i.e., an empty cylinder is turned into the supporting activity for a filled cylinder, and the only charge to be made will be for the gas issued from store. When a cylinder of the exact type and size is being simultaneously exchanged, Advice Code 5G should be used on the gas requisition. If cylinders are not to be turned in, or it is known that cylinders to be turned in will not arrive at the supply point at the same time as the requisition for the gas, requisitions for both gas and cylinders will be submitted at the same time and each should cross reference its counterpart; i.e., the MILSTRIP document identifier should include "E" or "5" in card column 3 indicating exception data, and the remarks block should contain the word "Gas" or "Cylinder" together with appropriate requisition number. A charge will be made for both the gas and the cylinder. In the latter case, the empty cylinder will be turned in, on a separate document, for credit. Shore supply activities will grant full credit for these turn-in cylinders if, after inspection, the cylinders are found to be reusable with normal maintenance service. If the cylinders fail inspection, no credit will be given.

3442 GENERAL SERVICES ADMINISTRATION (GSA) MANAGED ITEMS

1. GENERAL. Only Navy interest GSA items, which are identified by cognizance symbol 9Q, are listed in FEDLOG. All other GSA items are considered to be non Navy interest items. Requisitions for Navy interest and non Navy interest items of GSA material assigned a 13 digit stock number will be prepared in accordance with pars. 3024-3025. Requisitions for non Navy interest items of GSA material not assigned a 13 digit stock number will be prepared in accordance with pars. 3026-3027. All requisitions for GSA material will include cognizance symbol 9Q in card columns 55-56 of the DD Form 1348 or NAVSUP Form 1250-1, and will be submitted in accordance with par. 3002.

2. GSA ORDERING LIMITATIONS. GSA will process all requisitions for items listed in the GSA Supply Catalogs or non stock centrally procured items managed by GSA, regardless of value. However, because of increases in the costs of preparing and processing requisitions, it is not economical for items with low line item dollar values to be requisitioned from GSA. GSA is not a mandatory source of supply in the contiguous United States, Hawaii and Alaska for items listed in the GSA Supply Catalogs when the total value of the line item requirement is less than $25, and for non stock centrally procured items managed by GSA when the total value of the line item requirement is less than $100.

3443 INTERPRETER SERVICES

Interpreter services may be purchased by means of a DD Form 1155, prepared in accordance with the instructions contained in NAVSUPINST 4200.85 (series). Such services are OPTAR chargeable under the appropriate fund code for "Other purchased services".

3444 MEDICAL AND DENTAL MATERIAL

Medical and dental equipment items and quantities published in authorized allowance lists are considered to have BUMED approval. Controlled substances (medical) and controlled equipment items will be requisitioned by authorized activities in accordance with NAVSUPINST 6710.1 (series). Information copies of requisitions for BUMED controlled items will be furnished to the Fleet Commander, Type Commander and Naval Medical Logistics Command (NAVMEDLOGCOM), Ft. Detrick, Frederick, MD. BUMED non-controlled medical and dental items will be requisitioned directly from normal supply sources. Emergency requisitions for medical and dental equipment items may be submitted directly to normal supply sources. When the material is not available from supply system stock, it may be purchased locally in accordance with NAVSUPINST 4200.85 series.

3445 RUBBER STAMPS

Rubber stamps not listed in FEDLOG and not available through indefinite delivery contracts, may be procured locally in accordance with the DON Purchase Card Program (see DON EBUSOPSOFFINST 4200.1). Each requisition for rubber stamps will be accompanied with an original and two copies of the facsimile of the stamp desired.

3446 SHIP'S SEALS

Ship's seals (wax seals and hand press seals) will be procured in accordance with the DON Purchase Card Program (see DON EBUSOPSOFFINST 4200.1). Each requisition will be accompanied with an original and two copies of a facsimile of the seal desired. Approved standard designs for official seals used by commissioned ships of the operating forces and Military Sealift Command ships are prescribed in Secretary of the Navy instructions. Broken or obsolescent ship's seals (wax seals and hand press seals) will be destroyed and disposed of locally to prevent misuse.

3447 CHAPLAIN SERVICES

The Commanding Officer may invite auxiliary chaplains or civilian clergymen (when auxiliary chaplain service is unavailable) to perform religious services aboard ship when such services are not available from a commissioned Navy chaplain (Auxiliary chaplains are ministers appointed by the Chief of Chaplains for the purpose of providing religious services to naval personnel when such services are not available from a commissioned Navy chaplain). Standard fees for the services of auxiliary chaplains or civilian clergymen are set forth in SECNAVINST 1730.3 and will be paid from the ship's OPTAR. Welfare and recreation funds will not be used for this purpose.

3448 HABITABILITY ITEMS

The descriptions, specifications, and manufacturers or National Stock Numbers of noncombustible materials considered acceptable for shipboard habitability improvements are listed in NAVSEA letter, SER 05M1.11/168 of 26 April 1985. This list must be reviewed prior to initiating procurement of habitability items such as bulkhead or overhead sheathing, deck covering, furniture, mattresses, drapes, curtains, etc. Ships are not authorized to procure any nonstandard OPTAR chargeable habitability items without approval of the Type Commander or his designated representative. Furthermore, ships are not authorized to purchase habitability materials (MIL-STD-1623). Such requirements must be requisitioned from the nearest Navy ashore supply activity, which will be responsible for providing habitability items that fully meet the specifications prescribed for noncombustible materials.

➔ 3449 METEOROLOGICAL MATERIAL

All requisitions for nonstandard and/or electronic meteorological equipment, accessories, and consumables will be submitted to the Space and Warfare Systems Command (SPAWAR) via the Type Commander.

3450 PRINTING

1. RESTRICTIONS. Printed matter required to conduct official ceremonies is limited to invitations, admission cards, place cards, programs and tassels for use when christening ships, commissioning/decommissioning ships, activities, or air squadrons, during the transfer of ships to other nations, and when arranging memorial services, changes of command, military reviews, etc. Retirement ceremonies for individuals are considered to be social rather than official functions unless determined by accountable authority to be an official function. Note paper, invitations with envelopes, and place cards, available only through the Navy Supply System are not to be procured locally and will be ordered in accordance with NAVSUP 2002 (see SECNAVINST 5603.2).

➔ 2. REQUISITIONING. Shipboard printing requirements will be submitted to the nearest Document Automation and Production Service (DAPS) Office on a DOD Printing Requisition (DD Form 282, see sample on following page). An obligation document DD Form 1348 or NAVSUP Form 1250-1 will be prepared and distributed in accordance with pars. 3024-3025. Appropriate accounting data will be entered on the DD Form 282 as prescribed in par. 9102.

Material Procurement 3450

DOD PRINTING REQUISITION

DOD PRINTING REQUISITION/ORDER

CLASSIFICATION *(Requisition automatically becomes "UNCL" when detached from classified material.)*

FOR PLANT USE

(PLANT JOB NUMBER)

REQUISITION NO.	DATE OF REQUEST	REQUESTED DEL'Y	EST. COST
V08154-6174-2106	23 JUN 96	23 JUL 96	$50.00

SCHEDULED COMPLETION DATE

ESTIMATED COST

FOR REFERENCE CONSULT: SUPPLY OFFICER, USS VENTURE (MSO-496)

PHONE: 444-5555

Appropriation & Subhead	Object Class.	Bureau Control No.	Sub-allot.	Authorization Acct'g Act'y	Trans. Type	Property Acct'g Act'y	Cost Code	FUNDING AUTHORIZATION BASIC REQN. NO.	FUNDING AUTHORIZATION AMOUNT
1761804.70BB	000	57011	0	060951	2D	V08154	0061742106FV		

FORM/PUBLICATION NO. AND TITLE *(In that order)*: USS VENTURE (MSO-496) CHANGE OF COMMAND

QTY. *(Specify shts., sets, etc.)*	PAGES	QTY. WILL LAST	JOBS TO BE REPRINTED	JOB IS	LAST JOB NO.
200	1	0 MOS.	☐ YES ☒ NO	☒ NEW ☐ REVISED ☐ A RE-PRINT	

ENCLOSURES *(Submit clean, well protected copy)* *(If other, specify)*: PAGES COPY; NEGATIVES; PLATES

PROOFS *(Specify only if necessary)*: ☒ NOT REQ'D — SEND TO:

FINISHED SIZE	MARGINS *(Top)* *(Left/Bind)*	INK *(If not black)*
8" x 12"		BLUE

GRADE OF PAPER*	WEIGHT*	COLOR*
1. LEDGER	64	WHITE
2.		
3.		
4.		
5.		
6.		
7.		

FOLD TO *(Size)*: 4" x 6"

PRINT: ☐ ONE SIDE ☐ HEAD TO HEAD ☐ HEAD TO FOOT ☒ OTHER *(SEE COPY ATTACHED)*

ASSEMBLE: ☐ IN SETS ☐ PAGE SEQ.

WIRE STITCH *(Staple)* Number Stitches: ☐ UPPER LEFT ☐ TOP ☐ OTHER *(Specify)*

STANDARD PUNCH *(Drill)*: ☐ 2-HOLE TOP ☐ 3-HOLE LEFT

OTHER *(Number)* *(Diameter)* *(Ctr. to ctr.)* *(Location)*

PERFORATE/SCORE: ☐ SEE COPY

PAD SHTS SETS *(Location)*: ☐ TOP ☐ LEFT

PRONG FASTNERS: ☐ YES ☐ NO

*NOTE: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committe on Printing. No deviations permitted unless justified.

COMPOSING / PROCESSING *(Prepare/alter copy; fotolist; offset; etc.)*

WRAP *(No. per pkg.)*: 200

DISPOSITION OF NEGS. D ORIG. D — H-HOLD D-DESTROY R-RETURN

FOR PLANT USE ONLY

NUMBER ORIG. | LINE H.T.

IMAGE SIZE: x

PRESS	PLATES	IMP.

PRESS SHEET SIZE: x

TRIM SIZE: x

PLANNED BY

SPECIAL INSTRUCTIONS/REMARKS

SERIAL NUMBERING, REGISTRATION, ETC.

ORDERING OFFICE *(If other than delivery address)*

DELIVER TO *(Complete address)*

LIAISON OFFICE APPROVAL *(Signature and date)*

APPROVING OFFICE *(Signature and date)* P. Treadwell

ENS P. TREADWELL, SC, USNR

SEND CONFIRMATION/BILLING COPY TO *(Insert complete mailing address)*

COMMANDING OFFICER
DEFENSE FINANCE ACCOUNTING SERVICE
OPLOC NORFOLK, VA 23511

DISTRIBUTION REQUIRED: ☐ LIST / ☐ LABELS ATTACHED

WILL PICK UP - PLEASE NOTIFY: *(Ext.)* ☐ HOLD

MATERIAL RECEIVED *(Signature and date)*

DD FORM 1 APR 71 282 (NAVY) REPLACES EDITION OF 1 JUN 66 WHICH MAY BE USED
STOCK NO. - 0102-LF-002-8801

3451 PROPERTY OF SHORE ACTIVITIES LOANED TO SHIPS

1. AUTHORITY. Tools and other property of a shore activity may be obtained to facilitate the work of a ship's force while at the shore activity. The Commanding Officer of the ship will request the use of the property from the proper department of the shore activity. The request will include a list of the items required and will indicate the ship's officer who will be responsible for the property borrowed.

2. LOSS OR DAMAGE OF PROPERTY. Property on loan to a ship that is lost or damaged beyond repair will be replaced without cost to the shore activity either with material on board (other than equipage on allowance) or by submittal of a ship's requisition prior to the departure of the ship. The requisition will be submitted via the department of the shore activity from which the material originally was obtained and will indicate delivery to that department.

3452 OFFICE EQUIPMENT

1. DEFINITION. The following items are considered to be shipboard office equipment:

a. computers (including CPU, monitor, and keyboard)

b. facsimile machines,

c. calculators,

d. printers and other duplicating equipment (including office copiers) (see OPNAVINST 5600.20),

e. typewriters,

f. cash registers.

2. REQUISITIONING INSTRUCTIONS

➔ a. Procurement Procedures. Requisitions for office equipment will be submitted in accordance with procedures prescribed in part A of this chapter. The requisitions will contain complete descriptive data, and electrically operated machines will have installed devices to ensure it is radio interference free.

b. Replacement Standards. The repair estimates and records described below will be retained with the file copy of the requisition for the replacement equipment. Electrically operated office equipment under 12 years of age and manually operated office equipment under 15 years of age will not be replaced unless:

(1) the estimated one time repair or overhaul cost of office equipment under 8 years of age exceeds 50% of the replacement cost for a comparable new item without regard to trade-in value; or

(2) the estimated one time repair or overhaul cost of office equipment 8 years of age and over exceeds 25% of the replacement cost for a comparable new item without regard to trade-in value; or

(3) there is a continuing record of equipment breakdown, evidenced by retained copies of repair records.

3. REPAIR OF OFFICE EQUIPMENT. During periods of availability, tenders and repair ships will be contacted for repair of office equipment. If the repairs required are beyond the capability of the tender or repair ship, or if the ship is not in an availability period, a request for repair services will be submitted to the local shore supply activity (see par. 3031).

3453 PESTICIDES AND PESTICIDE DISPERSAL EQUIPMENT

1. GENERAL. The Department of Defense requires military activities to maintain safe and efficient programs for the control of disease vectors (carriers) and pests that cause discomfort to personnel or damage to property and materials, and for preventing excessive pesticide contamination. Requisitions for pesticides and pesticide dispersal equipment required for vector and pest control will be submitted in accordance with par. 3453-2. Assistance in planning and supervising vector and pest control measures, in applying pesticides safely, and in qualifying personnel for vector and pest control is available from any of the activities listed in par. 3453-3.

2. REQUISITIONS SUBMITTAL

a. Standard Material. Requisitions for NSN items of pesticides and pesticide dispersal equipment will be submitted directly to normal supply sources (see par. 3002).

b. Nonstandard Material. When nonstandard pesticides or pesticide dispersal equipment are required for effective vector and pest control, the requisitions will contain a statement of planned use and will be forwarded to normal supply sources via the appropriate area entomologist listed in subparagraph 3 for technical review. If procurement is approved, the entomologist will enter advice code 5Q and his approval signature in the requisition and forward it to the supply source indicated in the requisition document. If procurement is not approved by the entomologist, the requisition will be returned to the originator.

3. AREA ENTOMOLOGISTS. The area entomologists, who are authorized to approve requisitions for nonstandard pesticides and pesticide dispersal equipment, and who are available for technical assistance in vector and pest control measures are as follows:

Navy Disease Vector Ecology and Control Center, Naval Air Station Jacksonville, FL 32212	Eastern Sea Frontier, Caribbean Sea Frontier, Naval Districts 1 through 10, Naval District of Washington, DC
Navy Disease Vector Ecology and Control Center, 19950 7th Ave Suite 201 Poulsbo, WA 98370-7405	Western Sea Frontier, Naval Districts 11, 12 and 13
Navy Environmental and Preventive Medicine Unit No. 2, Naval Base Norfolk, VA 23511	Norfolk, VA area

Navy Environmental and Preventive Medicine Unit No. 5, Naval Station, Box 143 San Diego, CA 92136	San Diego, CA area
Navy Environmental and Preventive Medicine Unit No. 6, Box 112, Bldg 1535 Pearl Harbor, HI 95860-5040	Pacific area
Navy Environmental and Preventive Medicine Unit No. 7 (Sigonella), PSC 824, Box 2760 FPO AE 09623-2760	Eastern Atlantic and Mediterranean area

3454 AUTOMATED DATA PROCESSING (ADP) AND WORD PROCESSING EQUIPMENT

Prior to procuring or leasing any ADP or word processing equipment, approval must be obtained as specified in SECNAVINST 5231.1 (series) or applicable TYCOM Instructions.

3455 AUTOMOTIVE VEHICLE SUPPORT

Automotive vehicles required for official business by ships in port usually will be requested from vehicle service pools maintained for fleet support at principal home ports and regularly visited ports. The ports in which vehicle service pools are located, the type(s) and quantity of vehicle(s) authorized for each type of ship, and the funds chargeable for vehicle support are specified in COMLANTFLTINST 11240.3 or COMPACFLTINST 11200.3, as appropriate. Service pool vehicle requests normally will be made by LOGREQ 48 hours prior to the ship's arrival in port. In ports where service pools are not available, vehicles required for official use will be obtained (in the following order or precedence) from:

a. a nearby Navy or other U.S. Government activity (by DD Form 1149);

b. a GSA interagency motor pool (by DD Form 1155);

c. a commercial source (by DD Form 1155), under conditions specified in OPNAVINST 11240.16.

3456 GIFTS AND MEMENTOS

Official Representation (OR) funds are the only funds authorized for procurement of gifts and mementos (Welfare and recreation funds are not authorized for such items). OR funds are allotted to the Fleet Commanders for proper entertainment of U.S. and foreign officials and dignitaries at official functions. When the procurement of gifts and mementos is desired for use (in extending official courtesies on behalf of the U.S. Government at official functions), a justified request for an OR fund authorization will be submitted via the chain of command to the appropriate Fleet Commander (or to a designated subordinate commander, if so directed by the Fleet Commander). The desired gifts and mementos will not be procured until after the requested fund authorization has been granted. Guidelines for the use of OR funds, with specific instructions applicable to gifts and mementos, are set forth in SECNAVINST 7042.7 series.

3457 CANNED DRINKING WATER AND ABANDON SHIP FOOD PACKETS

1. CANNED DRINKING WATER AND WATERTIGHT CASES. Canned drinking water is used for emergency conditions and in lifeboats. When additional protection is required, the carton should be enclosed in a watertight case. Allowances for canned drinking water and watertight cases are published in the Coordinated Shipboard Allowance List (COSAL). Canned drinking water and watertight cases will be requisitioned in accordance with pars. 3024-3025, as material chargeable to the ship's OPTAR.

2. ABANDON SHIP FOOD PACKETS. Abandon ship food packets are used for emergency conditions and in lifeboats. Abandon ship food packets will be requisitioned in accordance with Food Service Management (NAVSUP P-486), Volume I, pars. 2026-3 and 4.

3458 FILING CABINET EQUIPMENT

The Secretary of the Navy has promulgated restrictions on the procurement of all filing equipment, with approval authority delegated to Commanding officers and heads of Navy activities. This authority may be re-delegated (see SECNAVINST 10463.1 series).

3459 FLAGS AND BATTLE STREAMERS

Flags and battle streamers will be requisitioned in accordance with pars. 3024-3025. NSNs for the U.S. Navy flag, U.S. Navy Infantry Battalion flag, and battle streamers may be found in SECNAVINST 10520.2 series.

3461 ICE

When ice making facilities are inoperative or are not available, requirements for ice (e.g., for use in the enlisted dining facility, cooling of drinking water, care of the sick, preserving of medical specimens) may be procured as a charge to the OPTAR of the operating unit.

3462 MEDALS AND UNIT AWARD RIBBONS

➔ 1. PERSONAL MEDALS. Personal medals for authorized individuals will be requisitioned (on DD Form 1348) or NAVSUP Form 1250-1 from the Defense Supply Center, Philadelphia by the awarding authority in accordance with the Navy Awards Manual (SECNAVINST 1650.1 series).

➔ 2. SERVICE MEDALS AND UNIT AWARD RIBBONS. When authorized by the Chief of Naval Personnel and when directed by the Commanding Officer, the required quantity of service medals and/or unit award ribbons will be requisitioned (using DD Form 1348 or NAVSUP Form 1250-1) from the Defense Supply Center, Philadelphia. The requested quantity of unit award ribbons will be limited to one for each eligible person. Service medals and unit award ribbons are chargeable to the ship's OPTAR.

3463 CONTINUING AND ONE-TIME SERVICES

1. GENERAL. Requisitions or purchase orders for continuing or one-time services will be prepared in accordance with paragraph 3031 or 3053. Documents for one-time services will be prepared using cognizance symbol 99, quantity of one each (EA 00001), and a unit price equal to the total estimated cost of the service. Records for continuing services will be prepared with a quantity of C9999, cognizance symbol 99, and a unit price equal to the amount to be initially obligated. The initial obligation amount may be increased or decreased as necessary until the record is completed.

2. PURCHASE ORDERS. When the service is being provided by a commercial source, the retained copies of the purchase order will be placed in the Purchase Action File pending completion of the service and receipt of the dealers invoice.

3. SUADPS-RT/RSUPPLY PROCESSING. All requisitions and purchase orders for services will be recorded in SUADPS-RT/RSUPPLY files via the Requisition Input/Initiate Requisition Function. The obligation amount for continuing services may be increased or decreased as necessary using the Obligation Adjustment Function in the Financial Subsystem until the record is completed. The Navy Working Capital Fund (NWCF) does not finance the procurement of services, therefore all documents will cite end-use accounting data and fund codes. Each requisition or purchase order citing cognizance symbol 99 will be included in the OPTAR Document Transmittal Report submitted to the respective Type Commander Comptroller. Failure to cite cognizance symbol 99 on the input screen will result in erroneous financial processing and duplicate charges to the activity's OPTAR.

3464 SUBSAFE/LEVEL I MATERIAL

Requisitions of end use ships requiring SUBSAFE/LEVEL I MATERIAL (i.e., items assigned SMIC (Special Material Identification Codes) "SS", "L1", "S1", AND "C1") will be prepared and submitted in accordance with procedures in pars 3024-3029. Requisitions for items identified by NSN or NICN will contain one of the following SMICs: "SS", "L1", "S1", or "C1" and "CP" (see Appendix 14) in card columns 21-22 of the DD Form 1348 format. In requisitions for part numbered items, "SUBSAFE MATL" or "LEVEL 1 MATL", as appropriate, is a mandatory entry in data block 9 of the DD Form 1348-6 and block EE of NAVSUP Form 1250-2 (NON-NSN REQUISITION) format. All requisitions originated by class 207 ships for TARSLL (Tender and Repair Ship Load Lists) adds and increases will include Project Code GF__ (third position 0 through 9 as applicable) or the appropriate General Usage Project Code listed in Appendix 6, in card column 57-59 (see NAVICPMECHINST 4408.9).

3465 CHEMICALS FOR BOILER WATER AND FEEDWATER ANALYSIS

1. GENERAL. The critical nature of chemicals used in shipboard analysis of boiler water and feedwater requires special requisitioning procedures by fleet units. Only when these special procedures are used will special controls by supply activities be activated. In the preparation of the MILSTRIP requisition (DD Form 1348 or NAVSUP Form 1250-1) fleet requisitioners will use only A05 (for overseas shipment, with exception data); or AOE (for domestic shipment with exception data). Fleet requisitioners will enter one of the following statements in the remarks block of the requisition form:

a. “For use through (future date)" when applicable; or

b. "For Immediate Use" when material will be used upon receipt. See NAVICP MECHINST 10330.3 series.

3466 RADIOACTIVE MAT ERIAL

Requisitions for items containing radioactive byproduct material must be submitted directly to NAVICP MECH or PHIL as appropriate, except for NSN 9W 6605-00-151-5337, which must be submitted to the U.S. Army Troop Support and Aviation Material Readiness Command (RIC B17). Requisitions must cite the applicable NAVICP MECH COSAL/APL or other authority in the requisition remarks block and cite a mandatory advice code (5Z, 5D, 5Q, or 5G) or the requisition will be rejected with status code "RM". (See NAVSUPINST 5101.6 or NAVSUPINST 3400.5/NAVAIRINST 3400.1.)

3467 FORMS AND PUBLICATIONS

1. NAVAL PUBLICATIONS AND FORMS DIRECTORATE (NPFD). The NPFD, under the Navy Inventory Control Point Philadelphia (NAVICP PHIL), has assigned stock numbers to all Navy Department Directives they stock. The stock numbers of the Directives are provided in NAVSUP P-2002. With the exception of requisitions with AOE and A05 document identifier, NPFD no longer accepts manual requisition submitted on DD Form 1348, NAVSUP 1250-1, narrative message, letter or any other means of manual processing. All requisitions must be submitted in full MILSTRIP format to Defense Automatic Addressing System (DAAS) via electronic means (see par. 3029-2) or ordered online via the Internet (see subpar. 2 below). Correspondence should be addressed to Commanding Officer, Navy Inventory Control Point Philadelphia, Naval Publications and Forms Directorate Code: 1013, 5801 Tabor Avenue, Philadelphia, PA 19120-5099.

2. ORDERING VIA THE INTERNET. Publications, instructions and forms may be viewed, printed, downloaded and ordered through the "Naval Logistics Library (WEB)" on the NAVSUP Home Page (see Appendix 29). A free copy of the Adobe Acrobat Reader Program may be downloaded from the NLL Web page for viewing, downloading and printing.

3. DEPARTMENT OF DEFENSE (DOD) SPECIFICATIONS AND STANDARDS. The DD Form 1425 Specifications and Standards Requisition is to be used for ordering DOD specifications and standards only (see sample on following page). Submission by letter request is not authorized.

4. PUBLICATIONS UNDER THE COGNIZANCE OF NAVSEA 08. Reactor plant technical manuals are under the technical control of NAVSEA 08 and the administrative control of NAVICP MECH (Code 009). All reactor plant technical manuals shall be ordered directly from NAVICP MECH (Code 009) with specific justification of need. NAVSUP P-2002 and NAVSEAINST 9210.29 series provide specific ordering guidance.

3468 PARTS SUPPORT FOR COMMERCIAL CONSTRUCTION EQUIPMENT, MATERIAL HANDLING EQUIPMENT (MHE), AND COMMERCIALLY DESIGNATED WHEELED VEHICLES

➔ 1. GENERAL. The Defense Supply Center Columbus (DSCC) provides repair parts support for commercial vehicles of overseas activities. Overseas activities include U.S. Navy ships, mobile units and overseas bases. This procedure is in place to provide parts support for non- stocked NSN and non-NSN items for commercial construction equipment, Material Handling Equipment (MHE) and commercially wheeled vehicles.

➔ 2. PROCEDURES. Activities shall prepare requisitions in MILSTRIP format as prescribed in pars. 3023 and submit directly to DSCC (RI S9C). For NORS (C4/C3/C2 CASREP) use "W" in the first position of the serial number (CC 40-43). Document Identifier A01 will be used for NSN requisitions, and A02 for part number requisitions. Document Identifier A05 will be used on part number requisitions exceeding 15 positions (CC 8-22) including the CAGE. The use of advice codes 2B (do not substitute) and 2D (furnish exact quantity) is discouraged. Use of advice code 2B limits DSCC's ability to respond quickly and interchange quality parts which are acceptable substitutes common in commercial vehicle systems. Use of advice code 2D precludes DSCC from supplying the quantity unit pack and may result in higher prices or cancellation of the requisition.

SPECIFICATIONS AND STANDARDS REQUISITION

DEPARTMENT OF THE NAVY
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19120-5099

Official Business
Penalty for Private Use $300

FIRST CLASS MAIL
POSTAGE & FEES
PAID
USN
PERMIT NO. G-9

Your address goes here

SPECIFICATIONS AND STANDARDS REQUISITION

FORM APPROVED
OMB No. 0704-0230
Expires Nov 30, 1988

Send the number of copies of documents listed below which are in the DoD Index of Specifications and Standards. Limit five line items per request. Requests submitted on this form will speed service. Reorder forms will be enclosed with each shipment.

FORWARD REQUEST TO:
Naval Publications and Forms Center, Code 3015
5801 Tabor Avenue, Philadelphia PA 19120-5099

1. NONAVAILABILITY CODE* *(NPFC use only)*	2. QUANTITY	3. STANDARDIZATION DOCUMENT NUMBER	4. TITLE *(From DoD Index of Specifications and Standards)*

* NONAVAILABILITY CODE EXPLANATION

B - Item temporarily not in stock. Resaubmit request in 30 days.
E - Item not identifiable as an active document listed in DODISS. Direct questions concerning this action to NPFC. Attn: Code 1052 or call (215) 697-2667.
I - For Official Use Only. Submit request via cognizant DoD Inspection Office or Contract Administrator for certification of "need to know".
L - Industry standardization documents will not be furnished by NPFC to commercial concerns. Copies may be purchased from the appropriate Industry Association.

5. SIGNATURE OF REQUESTER	6. DATE PREPARED *(YYMMDD)*	7. CLOSING DATE *(YYMMDD)* *(IFB, RFQ, or RFP)*

DD Form 1425, MAR 86 *Previous editions of this form are obsolete.* 0102-LF-001-4253

3469 SHIPBOARD COPIER PROGRAM (SCP)

1. INTRODUCTION. OPNAVINST 5600.20 (Series) provides for responsive and economical copier services for the Navy through centralized management. OPNAVINST 5600.21 (series) implements Navy policy pertaining to the shipboard environment and production volume standards for fleet copier equipment. NAVSUPINST 5600.24 (series) standardizes the shipboard copier program (SCP) through publication of the SCP Program Master Plan. GSA Contracts provide five year, indefinite quantity, fixed price contracts for acquisition of copier equipment. These contracts are mandatory for all shipboard copier requirements.

2. REPAIR PARTS ORDERING PROCEDURES

a. While operating in CONUS (Second and Third Fleets) all repair part requirements will be obtained through standard requisitioning channels utilizing either pierside or FISC procurement procedures for part numbered items.

b. In the Mediterranean (Sixth Fleet), the on station AFS carries a limited range of repair parts as listed in the Consolidated Afloat Requisitioning Guide Overseas (CARGO), Chapter IV, Section VIII. Repair parts for emergency (equipment down) requirements are available in Naples, Italy through MOTU 6. Repair parts for routine replenishment are available through FISC Norfolk. COMSERVFORSIXTHFLTINST 4000.1 (Series) provides detailed guidance.

c. In the Western Pacific (Seventh Fleet) repair parts for emergency requirements are maintained at the contractor facilities at Yokosuka, Japan. Repair parts for routine requests are available through the Fleet and Industrial Supply Centers or supporting AFSs. COMLOGSUPPFORSEVENTHFLTINST 4000.1 (Series) applies.

3. CONSUMABLES ORDERING PROCEDURES

➔ a. The Defense Supply Center Richmond (DSCR), Virginia has been designated the central manager for the SCP consumables identified in Appendices B and C of NAVSUPINST 5600.24. DSCR has developed procedures for electronic ordering of the items via the Paperless Order Placement System (POPS). DSCR will transmit orders to the SCP contractors daily and in turn the contractors will process orders and ship the supplies within 14 days (24 hours in case of emergency) of receipt. Requisitioners will submit their requirements to their normal source of supply.

b. FISC Servmarts will continue to be the primary source of SCP consumables while operating in CONUS. The procedures above do not eliminate contractual provisions which allow the Navy/MSC/FMF to issue purchase orders directly to the contractor(s) and/or the contractor representative to satisfy emergency requirements.

c. In the Western Pacific, all consumable support is available at FISC Yokosuka.

d. Deployed AFSs carry SCP consumable items. Limited quantities are also stocked at contractor's facilities located in Naples, Italy and Yokosuka, Japan.

3470 MAPS AND CHARTS

1. GENERAL. The National Imagery and Mapping Agency (NIMA) (formerly Defense Mapping Agency), is the provider of Global Geospacial Information and Services (GGI&S) (formerly Maps, Charts and Geodetic (MC&G) Products) for Armed Forces use. Defense Logistics Agency (DSCR and DDRV) performs all item management, distribution and customer service functions for GGI&S products in FSCs 7641 (Aeronautical); 7642 (Hydrographic); 7643 (Topographic) and 7644 (Digital). Shipboard minimum allowances of navigational charts and publications are established by Fleet Commander directives, supplemented by specific operational plans and directives.

2. IDENTIFICATION. DLSC produces catalogs with item descriptions, NIMA Numbers and NSN cross references. The most common NIMA catalogs for shipboard use are as follows:

Catalog	NIMA No.	NSN
Aeronautical Charts, Flight Information Publications, and Related Products	CATP1V01	7641-01-410-3080
Aerospace Products Semiannual Bulletin Digest	CATP1UBD	7641-01-410-0193
Nautical Charts and Publications	CATP2V01U	7642-01-401-5264
Hydrographic Products Semiannual Bulletin Digest	CATP2V01UBD	7642-01-400-7236

3. REQUISITIONING. GGI&S products are requisitioned using Routing Identifier Code "HM8" under standard MILSTRIP procedures. For items with NIMA Numbers that cannot be cross-referenced to NSNs in the NIMA Catalog or FEDLOG, submit a non-standard requisition (see par. 3026-3027) using the NIMA Number. GGI&S products are provided at no cost to the requisitioner. Additional product information and online ordering is available through the DSCR Home Page at "http://www.dscr.dla.mil".

4. CUSTOMER ASSISTANCE. Requisitioners can contact DSCR-JNB at DSN 695-6500, commercial (804) 279-6500, or toll free 1-800-826-0342 for urgent requirements and assistance. In addition, DDRV Map Support Offices are maintained in Norfolk VA; San Diego CA; Honolulu HI; and Naples Italy to assist in filling urgent GGI&S requirements and provide procedural training.

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Part D: REQUISITION FILE MAINTENANCE

Section I: ACTION ON SHIP'S REQUISITIONS BY SHORE SUPPLY ACTIVITIES

3500 GENERAL

➔ Ship's requisitions will be edited promptly upon receipt by shore supply activities to ensure processing is accomplished within the time frames specified by UMMIPS (see par. 3049). If the activity initially receiving the requisition is unable to issue the requested material, and material on order is not expected to be available for issue within the prescribed time frame, the requisition will be referred to the next echelon of supply so that material may reach the requisitioner within the UMMIPS time frames. If the requisition cannot be filled within the UMMIPS time frames, the appropriate status will be sent to the requisitioner and/or other activity specified by the requisitioner (see pars. 3506-3510).

3501 REJECTION OF REQUISITIONS

When the activity initially receiving a requisition cannot process it due to technical errors in the requisition (such as erroneous or missing data) the requisition will be rejected and status will be provided to the requisitioner (and/or other activity specified by the requisitioner). The reason for the rejection will be indicated by the status code entered in cc 65-66.

3502 COGNIZANCE SYMBOL CHANGES

1. GENERAL. When an item is managed in a stores account or by an inventory manager different from that indicated by the cognizance symbol in card columns 55-56 of the requisition, the stock point will process the requisition for issue if the material is available. If the item is not available, the stock point will refer the requisition to the cognizant inventory manager. In either case, if the newly applicable cognizance symbol reflects a change in the stores account, the stock point will advise the requisitioner to adjust his financial obligation record in accordance with par. 3502-2 or 3.

2. STORES ACCOUNT CHANGED FROM APPROPRIATION PURCHASES ACCOUNT (APA) TO NAVY STOCK ACCOUNT (NSA). When a requisition for material currently managed in NSA (chargeable) material indicates a cognizance symbol applicable to APA (nonchargeable) material, the stock point will process the requisition and, simultaneously, will advise the requisitioner (status code NU) either to establish a financial obligation or to initiate cancellation action.

3. STORES ACCOUNT CHANGED FROM NSA TO APA. When a requisition for material currently managed in APA indicates a cognizance symbol applicable to NSA material, the stock point will process the requisition and, simultaneously, will advise the requisitioner (status code NR) to deobligate the funds.

4. SUADPS-RT/RSUPPLY PROCESSING. Cognizance symbol changes will require a Local Change Notice Action (see SUADPS-RT Support Procedures, Volume I, Chapter 2/RSUPPLY Force Level Procedures, Inventory Subsystem) to correct the BMF/SIT COG and adjust the applicable FIR codes. Interactive change notice actions will be posted to the STK file for information purposes.

3503 SUBSTITUTE ITEMS

1. ISSUE OF SUBSTITUTE ITEMS. When a requested item is not available, the stock point or inventory manager normally will issue an acceptable substitute, if available, unless the customer has indicated by the use of an appropriate advice code that a substitute item is not acceptable.

2. OFFER OF SUBSTITUTE ITEMS. DSCs may offer a substitute item and may provide technical information which differentiates the substitute item from the requested item. The offer of a substitute normally will be by message, although other media may be used. The requisitioner will review the information provided to determine whether or not the offered substitute is acceptable. If a determination cannot be made locally, a technical determination should be requested from the ICP, citing APL, requested item, offered substitute, and any additional information which may be available. The offering DSC should receive an information copy of the request sent to the ICP. Upon receipt of the technical determination, the requisitioner will notify the DSC as to the acceptance or rejection of the offered substitute.

3504 LOCAL PROCUREMENT OF MATERIAL

1. GENERAL. When local procurement of material is requested, and suitable items are not available in standard stock, the shore station will determine whether or not to proceed with procurement depending upon the required delivery date (RDD) requested by the ship, the possible procurement date, and the action desired by the ship if the delivery date cannot be met. Procurement will be instituted by the most expeditious means if:

a. the ship's RDD can be met;

b. the ship's RDD cannot be met, but the ship desires that the material be procured and forwarded to the ship. Procurement will not be instituted if the ship's delivery date cannot be met and the ship desires cancellation of undeliverable items.

3505 REQUISITIONS REFERRED TO INVENTORY MANAGERS

1. GENERAL. The distribution system of each inventory manager consists of stock points (e.g., Defense Depots) at which the inventory manager positions material. FISC's will refer requisitions to these stock points. If the material is not immediately available to fill a requisition, the stock point will refer it to the inventory manager for continued supply action, unless the requester, by appropriate advice code, has indicated that such continued action is not desired. Requisitions referred to inventory managers will be processed in accordance with par. 3505.

2. ISSUES FROM SYSTEM STOCKS. When the inventory manager reviews material availability at stock points and elects to direct the issue of material from shore sources, the inventory manager will direct issue of material at a selected stock point by forwarding a referral order.

3. MATERIAL OBLIGATIONS. When the inventory manager determines that requisitioned material is not available, he may elect to establish the requisition as a material obligation either at the ICP or at a stock point. When the material obligation is to be established at a stock point, the inventory manager will forward a referral order to the stock point.

4. DIRECT DELIVERY FROM PURCHASE. If the requisition is to be filled by purchase of the material for direct delivery to the requisitioner (or supplementary address), status (status code BV) will be provided to the applicable activity. If the contract assigned is pre-award, BZ status will be provided. Once a firm contract is assigned, procurement status will be generated (DI AB8), providing the contract number and delivery date.

3506 REQUISITION STATUS

1. TYPES OF STATUS. To keep requisitioners informed as to the action being taken on their requests, MILSTRIP provides for status data to be provided by processing activities in response to the media and status (M&S) code which is a mandatory entry in the requisition (see Appendix 16). MILSTRIP status is categorized as follows:

a. exception status,

b. 100% supply status,

c. 100% supply status plus shipment status,

d. exception status plus shipment status.

2. EXCEPTION STATUS. Any of the following supply decisions, either alone or in combination, made by a stock point will be the basis for exception status:

a. material obligation;

b. procurement for direct delivery;

c. partial issue and partial other action;

d. substitution;

e. change of unit of issue, stock number, cognizance symbol;

f. requisition returned for specific cause;

g. referral order;

h. cancellation acknowledgment;

i. any circumstance which indicates that issue may not be made within the time frame established for the priority indicated on the requisition.

3. 100% SUPPLY STATUS. 100% supply status provides information on every action taken by the supply source on the requisition, including release of material for shipment, but not including bill of lading numbers or mode of shipment.

4. SHIPMENT STATUS. Shipment status consists of advice of shipment including date of shipment, mode of shipment, registration number on registered parcel post shipments, transportation control number or bill of lading number, and date available for shipment (United States except Alaska and Hawaii) or port of embarkation (Alaska and Hawaii and overseas).

3507 RECIPIENT(S) OF STATUS

When and as requested by the M&S code in card column (cc) 7 of the requisition, the supply source will provide supply and/or shipment status to the requisitioner or supplementary addressee. Also, if the distribution code for a monitoring activity is indicated in cc 54 of the requisition, the monitoring activity will receive 100% supply status plus shipment status, regardless of the M&S code in cc 7.

3508 TIME FRAMES FOR FURNISHING STATUS

1. SUPPLY STATUS. When requested by the M&S code in a requisition, any supply source that processes the requisition is required to provide supply status to the appropriate addressee(s) (see par. 3507) within the following time frames:

a. PD 01-08 requisitions - within 48 hours after receipt of the requisition/follow-up,

b. PD 09-15 requisitions - within 5 work days after receipt of the requisition/follow-up,

c. Material obligations released for supply action - within 24 hours after release.

2. SHIPMENT STATUS. When requested by the M&S code in a requisition, the supply source that releases the requisitioned material for shipment will provide shipment status to the appropriate addressee(s) (see par. 3507) within the following time frames:

a. PD 01-03 requisitions - within 24 hours after material is released to the carrier, or after receipt of a follow-up;

b. PD 04-08 requisitions - within 48 hours after material is released to the carrier, or after receipt of a follow-up;

c. PD 09-15 requisitions - within 3 work days after material is released to the carrier, or after receipt of a follow-up.

3509 METHODS OF PROVIDING STATUS

Status will be provided by electronic means or mail, depending on the media and status code indicated in the requisition (see Appendix 16), and the communication means by which the requisition was received. Ships normally request and receive status via electronic means (i.e. SALTs). Message status will be in narrative format (see par. 3029-3) if received direct from the originator, or in data pattern format (see par. 3029-2) if received via DAAS. Regardless of how the status is received, each transaction, and especially the status code, must be carefully reviewed to ensure that any required action is taken.

3510 SUPPLY STATUS FORMATS

1. General. There are two formats for furnishing supply status. Subparagraph (a) describes the format for all supply status except when the material is being procured for direct delivery to the requisitioner (or supplementary address). Subparagraph (b) describes the format for supply status when the material is being procured for direct delivery.

a. Supply Status (Other than Direct Delivery from Procurement). The following table will be used for interpreting data entries in status other than those for direct delivery from procurement:

CC	Data Element	Explanation
1-3	Document identifier	Document identifier for the type of status provided (see Appendix 4).
4-6	Routing identifier	Routing identifier of supply source furnishing status (see Appendix 7).
7	Media and Status code	Same as that in the requisition.
8-22	Stock number	NSN, NICN, or part number of item for which status is provided. If the item is identified by a part number which exceeds 10 characters, this field either will be blank or it will include the CAGE and the first 10 characters of the part number.
23-24	Unit of issue	Current unit of issue applicable to the item identification number. (See Appendix 19.)
25-29	Quantity	Quantity of item being supplied.
30-43	Document number	Same as that in the requisition.
44	Suffix code	Suffix code assigned to identify a supply action applicable to a partial quantity (see Appendix 8); otherwise blank.
45-50	Supplementary address	Same as that in the requisition.
51	Signal code	Same as that in the requisition.
52-53	Fund code	Same as that in the requisition.

CC	Data Element	Explanation
54	Distribution code	Same as that in the requisition.
55-56	Cognizance symbol	Same as that in the requisition.
57-59	Project Code	Same as that in the requisition.
60-61	Priority	Same as that in the requisition.
62-64	Transaction date	Last three digits of the Julian date on which the supply decision was made.
65-66	Status code	Appropriate code to indicate the status of the requisition see Appendix 2.
67-69	Routing identifier	Routing identifier of the last known source to whom follow-up should be submitted, if required (see Appendix 7).
70-73	Estimated shipping date	When indicated by the status code, the Julian date on which material is expected to be shipped; otherwise blank.
74-80	Unit price	Unit price applicable to the stock number or part number in print positions 8-22; or blank, if the status code is BK.

b. Supply Status (Direct Delivery from Procurement). UMMIPS requisition processing time frames normally require supply status to be furnished to the customer before purchase action on the requisition, when required, can be formally negotiated. Therefore, as soon as it is determined that material will be purchased for direct delivery to the requisitioner, supply status (document identifier AE___ series) indicating status code BV and an estimated shipping date (ESD) that reflects the normal procurement lead time will be furnished to the requisitioner. Upon completion of contract negotiation, the requisitioner will be furnished supply status (document identifier AB___ series), which will indicate the procurement instrument identification number (PIIN) under which the item is to be procured and delivered, and the scheduled ESD specified in the negotiated contract. If the scheduled ESD is subsequently adjusted, the requisitioner will be provided additional AE___ status indicating status code BP and the revised ESD. Data contained in AE___ series status applicable to direct delivery from procurement is the same as described in subpar. a, except the status code will be BV or BP. Data contained in AB___ series status is the same as those described in subpar. a, with the following exceptions:

CC	Data Element	Explanation
1-3	Document Identifier (DI)	Appropriate DI in the AB series. (See Appendix 4.)
60-72	Procurement instrument identification number (PIIN)	PIIN under which material is being procured for direct delivery to the requisitioner.
73-76	Call/Order serial number	Appropriate call order serial number, if applicable to the purchase; otherwise, blank.
77-80	Estimated shipping date (ESD)	Julian date of the ESD scheduled in the contract.

2. SUPPLY STATUS BY MESSAGE

a. General. When requested by an appropriate media and status code in the requisition, supply status will be provided by message. This supply status will normally be transmitted via a DAAS facility and will be in the following format:

TEXT OF SUPPLY STATUS MESSAGE

```
UNCLAS MILSTRIP DOCUMENTS
AE1N35S4320002183942 EA00001R521929183B407 YNEM01ANR 1HEK5
05185BMNDZ    0142000
AE1NDZS4230002183942 EA00001R521929183B407 YNEM01ANR 1HEK5
05186BANDZ91890142000
BT
```

b. Full Format. When the full MILSTRIP format is used to transmit supply status, the message will include "MILSTRIP SUPPLY STATUS" as the first line of the text, and each paragraph will include the same sequential data elements as those described in subpar. 1 for supply status.

TEXT OF SUPPLY STATUS MESSAGE (FULL FORMAT)

```
UNCLAS //N04400//
MILSTRIP SUPPLY STATUS
1.  AE1/S9C/S/5620003989342/AY/00002/R52192/4254/1391/BLNK/
    YSEM01/A/NR/BLNK9C/EK5/05/256/BB/S9C/4264/0001210
2.  AE1/S9C/S/5660001234567/EA/00004/R52192/4254/1392/BLNK/
    YNEM01/A/NR/BLNK9C/EK5/05/256/BB/S9C/4275/0001850
```

c. Abbreviated Format. When the abbreviated MILSTRIP format is used to transmit supply status (other than AB__ status, which is always transmitted in the full MILSTRIP format), the message will include "ABBREVIATED MILSTRIP SUPPLY STATUS" as the first line of the text, and each paragraph will include the following sequential data elements:

(1) document identifier code;

(2) NSN, NICN, or part number;

(3) unit of issue;

(4) quantity;

(5) requisition document number;

(6) suffix code, if applicable; otherwise, "BLNK";

(7) priority designator;

(8) status code;

(9) estimated shipping date, if applicable to the status code; otherwise, "BLNK".

TEXT OF ABBREVIATED SUPPLY STATUS MESSAGE

```
UNCLAS //N04400//
ABBREVIATED MILSTRIP SUPPLY STATUS
1.  AE1/5620003989342/AY/00002/R52192/4254/1391/BLNK/05/BB/4264
2.  AE1/5660001234567/EA/00004/R52192/4254/1392/BLNK/05/BB/4275
BT
```

3. SUPPLY STATUS BY NAVSUP FORM 1250-1. When a NAVSUP Form 1250-1 is submitted as a requisition to a supporting submarine tender or submarine base (see par. 3021-3), the white copy is always returned to the requisitioner:

a. With the material, if either the total or a partial quantity can be readily supplied; or

b. As a supply status document, if the tender or base is required to refer the total requirement (by DD Form 1348 or other appropriate means) to an ashore supply activity.

When returned to the requisitioner as a supply (referral) status document, the white copy of a NAVSUP Form 1250-1 will have been modified, as necessary, to indicate the MILSTRIP data included in the requisition prepared and submitted by the supporting tender or base. If the supporting tender or base supplies a partial quantity and requisitions the balance of the requirement from an ashore supply activity, a duplicate DD Form 1348 (or other appropriate document) will be provided as a status document to the supported unit.

NAVSUP 1250-1 MODIFIED FOR REFERAL STATUS

1. REQ. DATE	2. DEPT NO	3. URGY	4. RDD	5. LOCATION	6. SIM	NON-SIM	7. ISSUE DATE	A. REQN QTY	B. REQN NO
6196	Ø692	B	62Ø6			X		ØØØØ2	6196-3456

8. NOUN NAME OR REF SYM	9. FPR	10. APL/AEL/CID	11. INV QTY	12. NIS	N/C	C. OBL AMT	D. POSTED
BLOCK		Ø1689426			X	2.64	S/R (REQN O/S)

JOB CONTROL NUMBER 13 UIC	14. WC	15. JSN	16. EIC	17. EQUIP COSAL SUPPT'D YES	NO	E. URG	MART	OPTAR LOG	X
V Ø5152	OEØ1	ZØØØ	P31RØØØØ	X				S/R (ISSUE)	

18. SC	19. COG	20. MCC	STOCK NUMBER 21. FSC	22. NIIN	23. SMIC	24. U/I	25. QUANTITY	26. UNIT PRICE	27. EXTENDED PRICE	28. FUND
J	9N		592Ø	ØØ 16Ø4895		EA	ØØØØ2	1 32	2 64	CR

29. REMARKS

30. APPROVED BY *MAJ Bill Ivory*

31. RECEIVED BY

1 2 3	4 5 6	7		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
AØA	NNZ	B	S/N U/I QTY	VØ5152	6196 3456	R	V	Ø5851	B	KZ	9N	IK5	Ø6	2Ø6		
DOC IDENT	RTG IDENT	M&S		SVC	UIC JUL DATE SERIAL	DEM	SVC	SUPPL ADDRESS	SIG	FUND	DIST	PROJ	PRI	RDD	ADV	
				DOCUMENT NUMBER												

NKZL

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7c) (10/82) S/N 0108-LF-501-2510

3511 SHIPMENT STATUS FORMATS

1. AUTOMATED SHIPMENT STATUS. The following table will be used for interpreting data entries in shipment status received by automated methods:

CC	Data Element	Explanation
1-3	Document Identifier	Document Identifier for shipment status (see Appendix 4).
4-6	Routing Identifier	Routing Identifier of supply source furnishing status (see Appendix 7).
7	Media and status code	Same as that in the requisition.
8-22	Stock number	NSN, NICN, or part number of the item for which status is provided. (If the item is identified by a part number which exceeds 10 characters, this field either will be blank or it will include the CAGE and the first 10 characters of the part number).
23-24	Unit of Issue	Current Unit of Issue of the item supplied.
25-29	Quantity	Quantity of item supplied.
30-43	Document number	Same as that in the requisition.
44	Suffix code	Suffix code assigned to identify a supply action applicable to a partial quantity (see Appendix 8); otherwise blank.
45-50	Supplementary address	Same as that in the requisition.
51	Shipment Hold code	When applicable (see Appendix 8). Left blank in response to follow-up if transportation method not yet determined.
52-53	Fund code	Same as that in the requisition.
54	Distribution code	Same as that in the requisition.
55-56	Cognizance code	Same as that in the requisition.
57-59	Shipment Date	Date material delivered to carrier; or estimated shipment date in response to follow-up if shipment has not occurred.
60-61	Priority	Same as that in the requisition.
62-76	Transportation Control Number (TCN), Government Bill of Lading (GBL), insured/registered parcel post number, or certified mail number.	a. Blank, unless a TCN, GBL, insured/registered parcel post number or certified mail number applies; also blank if in response to follow-up if shipment has not yet occurred. b. TCN. When a TCN applies to a single shipment unit, the requisitioner's document number (minus the service designator code) is indicated in cc 62-74; the suffix code

CC	Data Element	Explanation
➔		(when applicable) or an "X" is indicated in cc 75; and the partial shipment code (when applicable) or an "X" is indicated in cc 76. When a TCN applies to a consolidated shipment, the document number entered in cc 62-74 will be that of the requisition indicating the earliest RDD. The 1st (service designator code) and 17th (split shipment code) positions of a TCN are omitted from shipment status.
		c. GBL. The shipper's service designator code and UIC are indicated in CC 62-67, the letter "B" in CC 68, and the GBL number in cc 69-76
		d. Insured/registered parcel post number or certified mail number. The shipper's service designator code and UIC are indicated in CC 62-67, the letter "I" (insured) or "C" (certified) in CC 68, and the insured/registered parcel post or certified mail number in cc 69-76 (when this number is less than 8 digits, the significant digits will be preceded by zeros).
77	Mode of Shipment	Code identifying the mode of shipment (see Appendix 5). Left blank in response to a follow-up if item has not yet been shipped.
78-80	Date available for shipment or port of embarkation	For United States excluding Alaska and Hawaii, the date available for shipment. For Overseas, Alaska and Hawaii the Port of Embarkation (POE) code when a TCN is entered in cc 62-76; otherwise blank. Blank in response to a follow-up if item has not yet been shipped.
		For DI ASY Transactions
57-64		Blank
65-66	Status Code	Status Code "DY" if the AFY follow-up transaction is being rejected, otherwise, blank. See par. 3538.
67-74		Blank
75-80	DoDAAC of initial Transportation Activity	DoDAAC of the initial (origin) transportation shipping activity. Blank if the DI AFY follow-up transaction is being rejected with Status Code "DY".

2. SHIPMENT STATUS BY MESSAGE

a. General. When requested by an appropriate media and status code in the requisition, shipment status for material that has been shipped (or released for shipment) will be provided by message. This shipment status will normally be transmitted via a DAAS facility and will be in the following format:

TEXT OF SHIPMENT STATUS MESSAGE

```
UNCLAS //N04400//
MILSTRIP DOCUMENTS
AS1NNZS5330000382922 LB00001R521929100B411 YSEM01 NR 9C101
05N00189BPARPOST H
AS1NNZS4320001265322 EA00004R521929116B554 YSEM02 NR 9C118
05N00189BPARPOST H
AS1N0ZS4320002183942 EA00001R521929100B470 YSEM01 NR 1H103
05025369100B470XXU103
BT
```

b. Full Format. When the full MILSTRIP format is used to transmit shipment status, the message will include "MILSTRIP SHIPMENT STATUS" as the first line of the text, and each paragraph will include the same sequential data elements as those described in par. 3511-1 for shipment status.

TEXT OF SHIPMENT STATUS MESSAGE (FULL FORMAT)

```
UNCLAS //N04400//
MILSTRIP SHIPMENT STATUS
1. AS1/S9C/S/5620003989342/AY/00002/R52192/4254/1391/BLNK/YSEM01/
BLNK/NR/BLNK9C/277/05/BLNK/H/BLNK
2. AS1/S9C/S/5660001234567/EA/00002/R52192/4254/1392/BLNK/YNEM01/
BLNK/NR/BLNK9C/277/05/SC0700R00012345/H/BLNK
BT
```

c. Abbreviated Format. When the abbreviated MILSTRIP format is used to transmit shipment status, the message will include "ABBREVIATED MILSTRIP SHIPMENT STATUS" as the first line of the text, and each paragraph will include the following sequential data elements:

(1) document identifier code;

(2) quantity;

(3) requisition document number;

(4) suffix code, if applicable; otherwise, "BLNK";

(5) date shipped or released to carrier (or estimated shipping date, which may be entered in a response to a follow-up when shipment has not yet occurred);

(6) priority designator;

(7) transportation control number, government bill of lading number, insured/register parcel post number, or certified mail number; otherwise, “BLNK”;

(8) mode of shipment code.

TEXT OF ABBREVIATED SHIPMENT STATUS MESSAGE

```
UNCLAS//N04400//
ABBREVIATED MILSTRIP SHIPMENT STATUS
1.  AS1/00002/R52192/4254/1391/BLNK/277/05/BLNK/H
2.  AS1/00004/R52192/4254/1392/BLNK/277/05/SC0700R00012345/H
BT
```

Section II: ACTION BY SHIPS ON THEIR OUTSTANDING REQUISITIONS

Subsection 1: FOLLOW-UP ON OUTSTANDING REQUISITIONS

3530 TYPES OF FOLLOW-UP

1. GENERAL. Status may be obtained through various electronic methods such as PCLINK, VLIPS, SALTS, NTAV, GTN and others, which are described in Appendix 29. When these are unavailable or do not provide the necessary information, a follow-up should be sent. There are four types of follow-up documents, each of which is distinguished by a specific document identifier code as follows:

a. An “AF__” document, which is submitted only to request the current status of a requisition;

b. An “AT__” document, which is submitted to request the current status of a requisition, and which is to be processed as a requisition if the supply source has no record of the previously submitted requisition. For NAVSEA outfitting account requisitions, see par. 3369. For all other requisitions, the use of “AT___” document is mandatory when no supply status has been received and no previous “AC__” cancellation request has been submitted.

c. An AFC document, which is submitted to request action to improve the estimated shipping date (ESD) when an unsatisfactory ESD is indicated in a supply status document received from the supply source.

d. An AFY document, which is submitted to request the DoDAAC of the initial (origin) transportation shipping activity (see par. 3538).

Although not a “requisition follow-up” document, there is also an AFT document, which is submitted to request tracer action on an overdue shipment when the shipment status document indicates that the material was sent by insured/registered/certified mail (see par. 3532-3a).

3531 METHODS OF FOLLOW-UP

Follow-up requests may be submitted by message (see par. 3535) or electronic methods. When all necessary information in each related requisition or status does not exceed 66 card columns of data, the preferred method of follow-up is submission to Defense Automatic Addressing System (DAAS) for re-transmittal to the appropriate supply source(s). Follow-up requests will be submitted to the last activity known to hold the requisition. For nonautomated ships, the retained copy of the follow-up will be annotated with the date the follow-up is submitted and filed with the retained copy of the requisition in the material outstanding file (MOF).

3532 FOLLOW-UP PROCEDURES

1. REVIEW OF OUTSTANDING REQUISITIONS. The status of requisitions in the material outstanding file (MOF) will be reviewed periodically to ensure that, when necessary, timely follow-up action is initiated. The status of priority 01-03 requisitions should be reviewed daily; the status of priority 04-08 requisitions should be reviewed weekly; and the status of priority 9-15 requisitions should be reviewed at least monthly, preferably in conjunction with the processing of material obligation validation requests (see par. 3591).

➔ 2. FOLLOW-UP RESTRICTIONS. The fact that material has not been received by the RDD (see par. 3050) is not necessarily a valid reason for initiating a routine follow-up. For example, if the ESD entered in BB or BV status has not yet passed, repeated follow-ups would serve no useful purpose, the same status as that previously furnished would be provided again. Pertinent MILSTRIP restrictions relative to follow-up are as follows:

a. Status Not Requested. When no requisition status has been requested, a follow-up may be submitted only after the RDD has passed.

b. Requested Status Not Received. When requested status has not yet been received, follow-ups on priority 01-08 requisitions may be submitted only after three days have elapsed since the requisition submittal date or previous follow-up date; and follow-ups on priority 09-15 requisitions may be submitted only after at least seven days have elapsed since the requisition submittal date or previous follow-up date.

c. Requested Status Received. When requested status has been received, a follow-up may be submitted after the RDD has passed. However, if the status reflects an ESD, which indicates that material will not be supplied by the RDD, a follow-up may be submitted only after the ESD has passed and an adequate time frame for transportation has expired (see exception in subpar. d). In those cases where “NM” or “NA” is the status of record for COSAL outfitting requisitions, no follow-up to the NAVSEA OPN Outfitting Account Allotment Holder [FISC Puget Sound (C70)] is required, regardless of the RDD. The NAVSEA OPN Outfitting Account Allotment Holder will advise of revised status as the status changes. When the ESD has passed, the transportation time frames considered to be adequate for follow-up purposes are indicated in the following chart:

TRANSPORTATION TIME FRAMES FOR FOLLOW-UPS

Requisition Priority Designator	CONUS (excluding Alaska, Hawaii) and Canada	Western Pacific, Persian Gulf, Red Sea	Other areas
01-03	3 days	8 days	7 days
04-08	6 days	11 days	10 days
09-15	13 days	80 days	63 days

d. Request for Improved ESD. The instructions in par. 3532-2c are not applicable to follow-ups for requesting an improved ESD (i.e. document identifier AFC) inasmuch as an AFC document may be submitted as soon as it is determined that an ESD indicated in a status card is unsatisfactory. An AFC document will result in a computer generated notice to the requisition holder to conduct a manual review of the requirement; to undertake all available actions to expedite procurement and delivery of the material; and to advise the requisitioner of the earliest possible ESD. However, AFC documents are authorized only for priority 01-08 requisitions, and may be submitted only if the material is definitely required prior to the ESD indicated in the status card, and a higher priority designator is not authorized (see par. 3510-1b concerning ESDs in supply status applicable to "direct delivery from procurement").

e. Request for Supply Assistance. Supply assistance may be requested for priority 01-08 requisitions with status reflecting an ESD indicating material will not be supplied by the RDD. A request for supply assistance may be submitted by email, message, letter, or telephone to the appropriate supply source. Strict adherence to the message format shown on the following page when dealing with DLA or other services/agencies will provide them with all the information needed for expediting your requirements and is the easiest for their personnel to understand. It is especially important to use the subject line of "MILSTRIP Supply Assistance Request" and to place the document number(s) in the first paragraph. Avoid the use of strictly Navy terms such as "CASREP" or SITREP". Also avoid giving DLA or other services/agencies extra information not required for expediting such as NMCS hours, aircraft numbers, production hours and downtime.

➔ 3. MATERIAL SHIPPED BUT NOT RECEIVED. Submittal of MILSTRIP follow-up documents (DI AF__, AT__, or AFC) is not authorized when shipment status has been received, even if the material is not received within the time frame allowed for transportation (see par. 3532-2c). Submittal of such follow-up documents will only result in the receipt of another shipment status card which duplicates that previously provided. If shipped material is not received within the transportation time frames indicated in par. 3532-2c, and if the ship is located in an area in which timely material deliveries can normally be expected, action will be taken in accordance with par. 4268, and the following subparagraphs. If the receipt shortage involves a DLR item, prepare and process a survey in accordance with pars. 5125-5134.

MILSTRIP MESSAGE SUPPLY ASSISTANCE REQUEST

```
FM USS JOHN PAUL JONES//
TO (LAST KNOWN HOLDER)//
INFO (AS REQUIRED)//
UNCLAS //NO4491//
SUBJ/MILSTRIP SUPPLY ASSISTANCE REQUEST//
RMKS/1.  THIS COMMAND IS EXPERIENCING SERIOUS PROBLEMS DUE TO LACK
OF ITEMS(S) SHOWN BELOW.  REQUEST AGGRESSIVE ACTION TO ACCELERATE
DELIVERY AND IMPROVE ESD.
   DOC NO          NSN
   R52192/8033/3014     8305-01-123-4567
2.  SUBSTITUTES.  LIST ALL KNOWN AND ACCEPTABLE SUBSTITUTE NSNs OR
PART NUMBERS.  IF NONE, SO STATE.
3.  NEXT HIGHER ASSEMBLY.  IF NONE, SO STATE.
4.  LATERAL SUPPORT.  LIST ANY ACTIVITIES CONTACTED IN AN ATTEMPT
TO OBTAIN ITEM THROUGH LATERAL SUPPORT AND/OR KNOWN ACTIVITIES
USING SAME END ITEM OR WEAPON SYSTEM.  IF NONE, SO STATE.
5.  KNOWN SOURCE.  LIST ANY KNOWN SOURCES FOR THE ITEM TO INCLUDE
NAME, MAILING ADDRESS AND TELEPHONE NUMBER (IF KNOWN). IF NONE, SO
STATE.
6.  MISSION IMPACT STATEMENT.  INCLUDE END ITEM DESCRIPTION,
WEAPON SYSTEM APPLICATION. INDICATE MISSION DEGRADATION CREATED BY
LACK OF ITEM(S) OR STATEMENT "A CLASSIFIED NORS/NMCS CONDITION
EXISTS DUE TO LACK OF REQUIRED ASSETS."
7.  REMARKS.  INCLUDE ADDITIONAL PERTINENT DATA NOT COVERED ABOVE.
BT
```

a. Material Still Required - Shipped by Traceable Means. When material shipped by traceable means is overdue and is determined to be still required, one of the following actions will be taken:

➔ (1) If a TCN or GBL number was included in the shipment status, retain outstanding records and send a request (message, if warranted) to the shipping activity to trace the shipment and advise. If a TCN applies, the request should explain that MILSTRIP (DOD Regulation 4500.32-R) has not been implemented afloat. If a GBL applies, the request should explain that the ship does not hold a copy of the GBL.

(2) If an insured/registered parcel post number or a certified mail number was included in the shipment status, retain outstanding records and submit a shipment tracer request (document identifier code AFT) to the shipping activity indicated in card columns 4-6 of the shipment status document. Except for the document identifier code, the shipment tracer request will include the same data entries as those in the shipment status. If tracer action is requested by DD Form 1348, attach the retained duplicate to the hardback copy of the related requisition in the MOF; if requested by message, use the procedures prescribed in par. 3535 for requisition follow-ups. Since shipping activities do not retain records of completed transactions very long, an AFT document should be submitted no earlier than 10 days nor later than 60 days (90 days for medical material) after the shipment date indicated in the shipment status document. If no reply is received within 15 days, a second AFT document should be submitted.

b. Material Still Required - Not Shipped by Traceable Means. When material not shipped by traceable means is overdue and still required, submit another requisition for the required material and accomplish the following:

(1) change the outstanding requisition number in the applicable inventory records, and/or outstanding file copies of the NAVSUP Form 1250-1 or DD Form 1348 to indicate the new requisition number and, if the requirement is for DTO material, advise the appropriate work center supervisor to do the same on his pink copy of the NAVSUP Form 1250-1 or DD Form 1348;

(2) annotate “MAT’L SHIPPED BUT NOT REC’D” in the MOF copy of the previous requisition and transfer it to the material completed file;

(3) enter the “completion” date in column 8 of the Requisition/OPTAR Log;

(4) prepare a NAVSUP Form 1250-1 in essentially the same manner as that described in par. 6250-3f(6) to report the receipt shortage under SEAS; and

(5) if the receipt shortage involves a DLR, prepare and process a survey in accordance with pars. 5125-5134.

c. Material No Longer Required. When shipped material is overdue and it is determined that the material is no longer required, the following actions are recommended:

(1) line out the requisition number in the applicable inventory records and/or outstanding file copies of the NAVSUP Form 1250-1 or DD Form 1348, and if the requisition is for DTO material, advise the appropriate work center supervisor to discard his pink copy of the NAVSUP Form 1250-1;

(2) annotate “MAT’L SHIPPED BUT NOT REC’D” in the MOF copy of the requisition and transfer it to the material completed file;

(3) enter the “completion” date in column 8 of the Requisition/OPTAR Log;

(4) if the requisition is for DTO material, change the white and green copies of a NAVSUP Form 1250-1 to reflect the data entries prescribed in par. 6250-3f(6) for a receipt shortage; then place the white copy of the NAVSUP Form 1250-1 in the consumption file, and the green copy of a NAVSUP Form 1250-1 in the MDS/SEAS data file; and

(5) if the receipt shortage involves a DLR item, prepare and process a survey in accordance with pars. 5125-5134.

d. Material Received After Requisition Completed. If overdue material should be received after the actions in par. 3532-3 have been taken, the receipt document will be processed in the usual manner, and then it will be attached to the copy of the related requisition previously placed in the material completed file. If the material received was requisitioned for DTO, a NAVSUP Form 1250-1 need not be processed inasmuch as consumption will have already been reported as a receipt shortage. However, if the material is a DTO item which previously was determined to be no longer required, the recipient work center supervisor will be requested to return it to the supply department as excess material. If the material receipt negates the need for the reorder which may have been submitted in accordance with par. 3532-3, the outstanding requisition will be canceled if shipment status has not yet been received.

3533 FOLLOW-UP DOCUMENTS PROCESSED AS REQUISITIONS

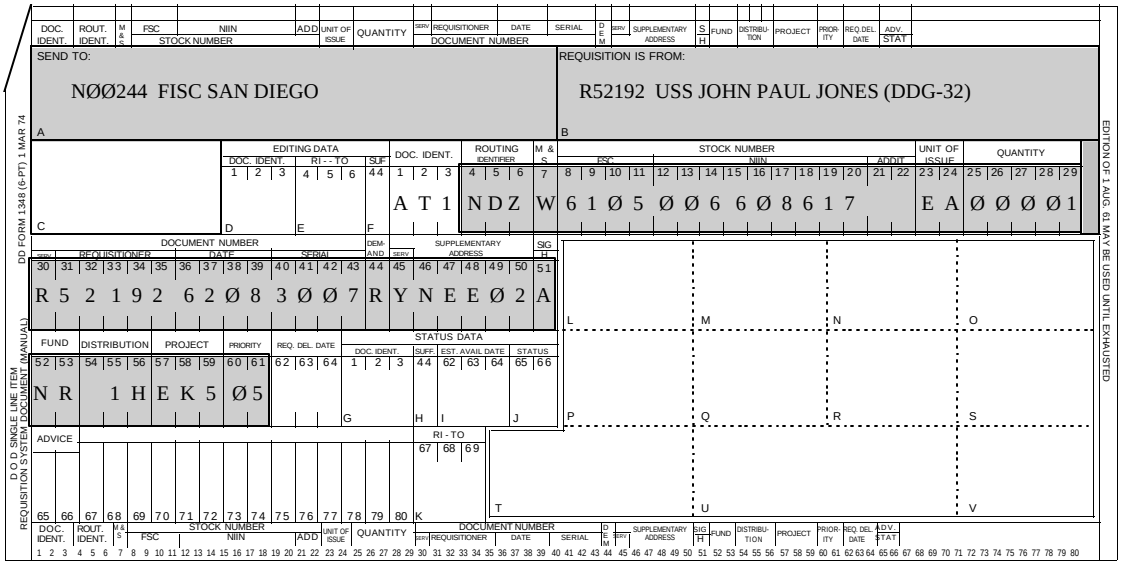
➔ When status requested in a requisition has not been received and the RDD has passed, it is possible that the requisition may not have been received by the supply source, or that it may have been lost in processing. In such cases, a document identifier in the AT_ series (in lieu of the AF__ series) must be used in the follow-up document. If the supply source has no record of the requisition, or has received BF status as a result of an AF request, the AT__ document will be accepted and processed as a requisition. For NAVSEA outfitting account requisitions see par. 3369.

3534 PREPARATION OF FOLLOW-UP DOCUMENT

1. STATUS NOT RECEIVED. When no requisition status has been received, a DD Form 1348 used for follow-up will be prepared as follows (see sample on following page):

Data block/ CC(s)	Entry
A	Service designator code, UIC, and name of supply activity to which requisition was submitted.
B	Service designator code, UIC, and name of activity submitting the follow-up. (Include hull number if the activity is a ship.)
1-3	Appropriate document identifier code in AT__ series (see par. 3530 and Appendix 4).
4-66	Same entries as those in the requisition.

FOLLOW-UP REQUEST - NO STATUS RECEIVED

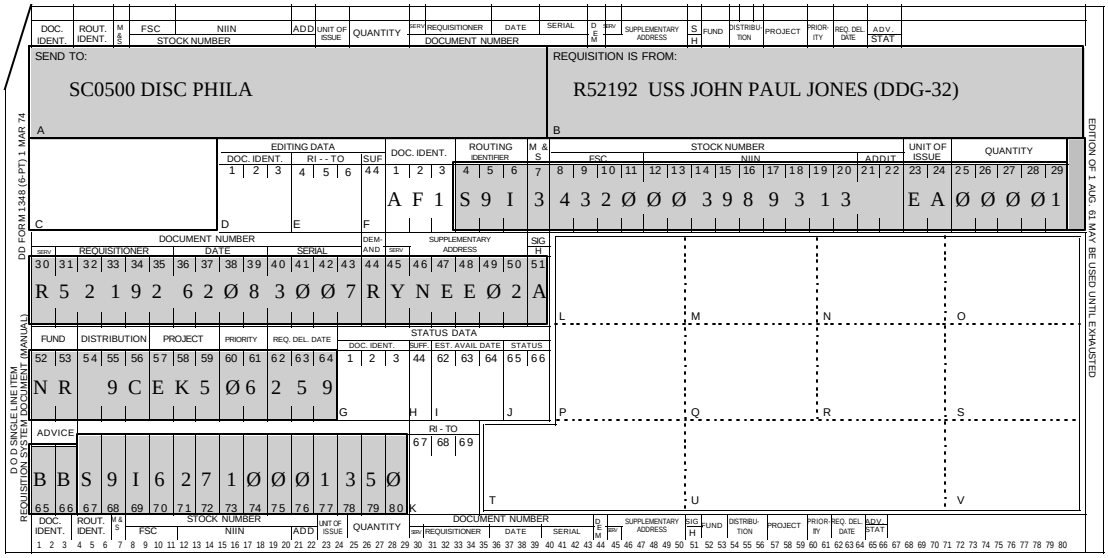


Note: Shaded entries duplicated from the requisition

2. STATUS (OTHER THAN CONTRACT STATUS) RECEIVED. When requisition status (other than that indicating direct delivery from procurement) has been received, a DD Form 1348 used for follow-up will be prepared as follows (see sample on following page):

Data block/ CC(s)	Entry
A	Service designator code, UIC, and name of activity last known to hold the requisition. (Activity indicated must correspond to routing identifier code in cc 4-6).
B	Service designator code, UIC, and name of activity submitting the follow-up. (Include hull number if the activity is a ship.)
1-3	Appropriate document identifier code, e.g., AF1, AF2, AF3, or AFC (see par. 3530 and Appendix 4).
4-6	Routing identifier code of last known requisition holder, as indicated in cc 67-69 of the most recent status document received.
7-80	Same entries as those in the most recent status document received.

FOLLOW-UP REQUEST - STATUS RECEIVED



Note: Shaded entries duplicated from most recent status document received.

3. CONTRACT STATUS RECEIVED. When supply status indicating direct delivery from procurement (contract status) has been received, a DD Form 1348 used for follow-up will include the same entries as those prescribed in par. 3534-2, with the following exception:

Data block/ CC(s)	Entry
4-6	Routing identifier code of last known requisition holder, as indicated in cc 4-6 of the most recent status (Document Identifier AB__) received.

3535 MESSAGE FOLLOW-UP

1. NSN/NICN ITEMS. When a message follow-up on NSN items or NICN items is required and all necessary information in each related requisition or status card does not exceed 66 card columns of data, the message follow-up will be submitted to DAAS, Wright Patterson AFB, OH for re-transmittal to the appropriate supply source(s). The message follow-up will be prepared in the same format as that prescribed in par. 3029-2 for message requisitions, except as follows:

CC(s)	Data	Element Explanation
1-3	Document Identifier	Appropriate Document Identifier code, e.g., AF__ or AT__ (see par. 3530 and Appendix 4).
4-6	Routing Identifier	Routing Identifier of last known supply source
65-66	Status code	Latest Status code available (if any)

Requisitions, follow-ups, cancellation requests, etc., which qualify for transmittal to DAAS may all be included in the same message. When supply status other than document identifier "AB__" has been received, information in cc(s) 67-80 of the status format will be omitted in follow-up messages to DAAS. When an AB status document has been received (see par. 3510-1b), and in other circumstances in which the required information exceeds 66 card columns of data, the follow-up message will be prepared and submitted in accordance with par. 3535-2.

2. NON-NSN/NICN ITEMS, AND NSN/NICN ITEMS WITH MORE THAN 66 CARD COLUMNS OF APPLICABLE DATA

a. General. When a message follow-up is required for non-NSN/NICN items, or for NSN/NICN items with more than 66 card columns of applicable data, the message will be submitted directly to the last known supply source (for GSA follow-ups see par. 3537). The message will indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUM". No more than seven follow-ups will be included in each message. Each follow-up will be included in a separately numbered paragraph, beginning with paragraph 1, and all paragraphs must indicate the same routing identifier code. Dividing slants (/) will be entered between each data element in each follow-up. Data elements not required in a follow-up will be identified by "BLNK". Follow-up messages will be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., "MILSTRIP FOLLOW-UP" or "MILSTRIP NORS FOLLOW-UP" and each paragraph will contain all data entries described in par. 3534. For example:

TEXT OF MILSTRIP FOLLOW-UP MESSAGE- NO STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP FOLLOW-UP//
RMKS/1. AT5/NOZ/S/BLNK/EA/ZERO ZERO ZERO ZERO ONE/R/52192/8033/3014/
R/YNEB13/A/NR/BLNK/EK5/05/BLNK/BLNK/150.00
IDENTIFICATION DATA: CAGE AND PART NO. 05073-N3-12291-P104; MFR BABCOCK AND
WILCOX CO., NEW YORK, N.Y. NAVY TECH MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT
BLOWER, UNIT A; END ITEM APPLICATION; BOILER, STEAM, MN, 634 PSI, 1393 TB; APL
021200007; MFG DWG NO MX 235001; EQUIP SPEC MIL-R-18381 SHIPS; ADDL ITEM DATA;
NICN 4410-LL-CAO-0001//
BT
```

TEXT OF MILSTRIP FOLLOW-UP MESSAGE - STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP FOLLOW-UP//
RMKS/1. AF1/S91/S/05073-N3-12291-P104/EA/ZERO ZERO ZERO ZERO ONE/R52192/
8033/3014/R/YNEB13/A/NR/BLNK/EK5/05/186/BB/S91/194/0015000//
BT
```

3. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. When the message includes only one document number, the "DTG" copy will be attached to the hardback copy of the related requisition in the MOF. When the message includes multiple document numbers, the hardback copies of related requisitions on the "MOF" will be annotated to indicate the DTG of the message in which the follow-ups were submitted (e.g., "Follow-up requested per 152204Z JUL 96"). The "DTG" copy of the message then will be placed in an "outgoing messages" file.

3536 FOLLOW-UP ON OUTSTANDING REQUISITIONS FOR SHIPS DEPLOYING

1. GENERAL. Before a ship leaves port for an extended deployment, the Supply Officer will make certain that all supplies ordered have been received or, if they have not, that proper arrangements have been made with supply activities either to cancel the requisitions or to provide for transshipment to the ship at another destination. For purchases under contract, the Supply Officer will arrange for delivery in accordance with par. 3054. Normally, large supply activities have an established pre-deployment coordination branch (PCB) or similar organization, to assist Supply Officers in filling outstanding requisitions prior to deployment.

2. COORDINATION BETWEEN SUPPLY OFFICERS AND PCB. Sixty days prior to the scheduled deployment date a meeting between the Supply Officer and the PCB supervisor will be arranged, and the Supply Officer will provide the PCB supervisor with the following at this meeting:

a. authorization to submit requisition modifiers to upgrade priorities of requisitions as necessary;

b. all priority designator 01-08 requisitions for which the Supply Officer desires special attention by the PCB;

c. those priority designator 09-15 requisitions which have been outstanding more than 30 days;

d. the most recent status of the requisitions in items b and c annotated in cc(s) 65-69 of the retained copy for each requisition. All other documents (cards, forms, etc.) will be attached to this annotated copy;

e. if the latest status is BV and a purchase order number is available, this number will be annotated in the stock number field of the retained copy.

3. RESPONSIBILITIES OF THE PCB. Supply activities may develop the scope of their responsibilities with Type Commanders, but their responsibilities, as a minimum should include the following:

a. develop lists of outstanding requisitions submitted by the Supply Officer of the deploying ship;

b. make stock availability checks on all outstanding requisitions;

c. coordinate and maintain liaison with the purchase department on all items being procured locally;

d. maintain liaison with DLA/GSA and Navy inventory managers to ascertain action taken on requisitions passed or referred to them;

e. maintain progress reports of action taken to fill both new and outstanding requisitions;

f. coordinate, at the supplying activity, internal schedules for processing and delivery of requisitions to the deploying units.

3537 GSA FOLLOW-UP

1. GENERAL. The General Services Administration (GSA) has established a single mechanized history file on which all requisitions are registered and supply actions are recorded. Follow-ups to GSA will only be processed according to the procedures promulgated in pars. 3537-2 and 3. Routing identifier code (RIC) "GSA" will be used regardless of method of follow-up utilized.

2. FOLLOW-UPS VIA DAAS. When all necessary information on the requisition or previously received status card does not exceed 66 card columns of data the follow-up will be transmitted via message to DAAS (see par. 3535-1).

3. FOLLOW-UP WITH AREA OF SUPPORT. All follow-ups which exceed 66 card columns of data must be forwarded via narrative message or mailed to the assigned GSA area of support region office. Such requests must be marked "ATTN: REQN PROCESSING AND CONTROL BRANCH". Each GSA support region office has access to the centralized requisition status history file and can respond to follow-up requests.

3538 FOLLOW-UP ON REQUISITIONS WITH SHIPMENT STATUS

When the shipment cannot be located or traced using information received in the initial Document Identifier AS_ shipment status, a Document Identifier "AFY" follow-up should be submitted to the supply source to request the DoDAAC of the initial (origin) transportation shipping activity for tracing shipments under MILSTAMP. Processing points, in receipt of AFY follow-up will provide a Document Identifier "ASY" response containing the DODAAC of the initial transportation shipping activity using the format shown in par. 3511-1. If the processing point is unable to provide the DODAAC information, the AFY follow-up will be rejected with Document Identifier ASY response containing Status Code "DY" in card columns 65-66. The message follow-up will be prepared in accordance with par. 3535, except as follows:

CC(s)	Data	Element Explanation
1-3	Document Identifier	Enter AFY
4-6	Routing Identifier	Enter the last known supply source
7-80	All other data	Duplicate entries from the last shipment status received.

Subsection 2: REQUISITION MODIFIERS

3550 MODIFYING A REQUISITION

1. GENERAL. A requisition modifier (document identifier AM___) may be initiated by the requisitioner, supplementary addressee, monitoring office or ICP to modify previously submitted requisitions when:

a. force/activity designator (F/AD) is upgraded or downgraded;

b. urgency of need has changed.

(1) Required delivery dates (RDD) for previously requisitioned material change due to unplanned or unforeseen emergencies. Such emergencies include declared national emergencies and local emergencies created for lack of material required for:

(a) performance of assigned operational missions or tasks,

(b) emergency repairs to primary weapons and equipment,

(c) prevention of work stoppage at industrial/production activities engaged in repair, modification or manufacture of primary weapons, equipment and supplies.

(2) When emergency situations described above no longer exist, requisition priorities will be downgraded and RDDs extended.

c. For outstanding requisitions, which are identified for continued processing during mass cancellation situations, modifiers will be submitted at the earliest possible date and will contain an expedited handling signal “555” in the RDD data field, cc 62-64.

3551 REQUISITION MODIFIER DOCUMENTS

1. GENERAL. The following data fields of a requisition are modifiable:

a. Media and Status Codes (cc 7)

b. Supplementary Address (cc 45-50)

c. Signal Code (cc 51)

d. Fund Code (cc 52-53)

e. Distribution Code (cc 54-56)

f. Project Code (cc 57-59)

g. Priority (cc 60-61)

h. Required Delivery Date (cc 62-64)

I. Advice Code (cc 65-66)

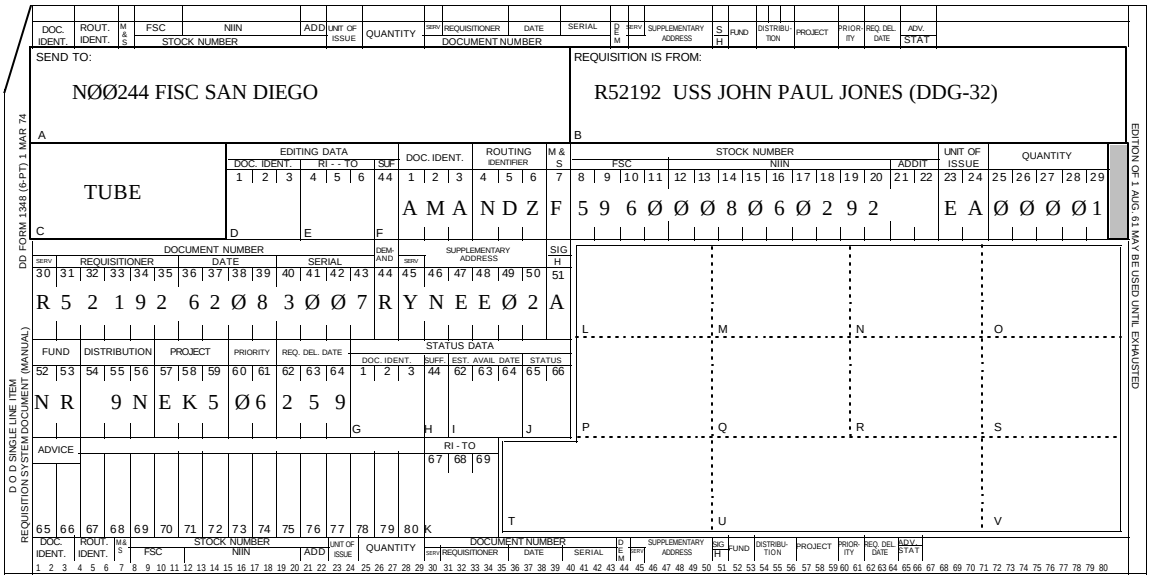
j. For FMS requisitions, entries may also reflect changes to the Country FMS Offer/Release Option Code and/or Freight Forwarder Code.

k. When the Project Code (cc 57-59), the Required Delivery Date (cc 62-64) or the Advice Code (cc 65-66) of the DI Code AM is blank, these fields of the original requisition will be modified accordingly.

2. PREPARATION. The requisition modifier document will be prepared by the originating activity using DI Code AM__ series. Unless transmittal by message is warranted (see par. 3552), DD Forms 1348 will be prepared and submitted as requisition modifier documents. The data entries will be the same as those on the original requisition except as follows:

CC(s)	Entry
1-3	Appropriate Document Identifier code in the AM__ series
4-6	Routing Identifier Code (RIC) of the last known requisition holder, if supply status has been received (i.e., the RIC indicated in cc 67-69 of the supply status)
7	Revised Media and Status code (when applicable)
45-50	Revised Supplementary address (when applicable)
51	Revised Signal Code (when applicable)
52-53	Revised Fund Code (when applicable)
54-56	Revised Distribution code (when applicable)
57-59	Revised Project Code (when applicable)
60-61	Revised Priority (when applicable)
➔ 62-64	Revised Required Delivery date (when applicable) or original RDD
65-66	Revised Advice Code (when applicable)

REQUISITION MODIFIER DOCUMENT



3. SHIP SCHEDULED FOR INACTIVATION. As soon as possible after a ship has been scheduled for inactivation, but before the Type Commander initiates action to effect mass cancellation of the ships outstanding requisitions (see par. 3023), all documents in the material outstanding file will be carefully reviewed to determine those which should be excluded from mass cancellation action. AM__ series documents, indicating "555" in card columns 62-64, will then be promptly prepared and submitted for all outstanding requirements for which supply action is desired to be continued. AM__ series documents citing special processing code "555" will not be submitted after the effective date specified by the Type Commander in his request for mass cancellation actions.

4. SUBMITTAL. If no status has been received, the original of each requisition modifier document will be submitted to the activity indicated by the routing identifier code in cc 4-6 of the related requisition. If status has been received, the original will be submitted to the last known requisition holder indicated in the most recent status held. Copies of each AM__ series document will be furnished to other activities concerned (e.g., the supplementary addressee when a UIC is entered in cc 46-50, and/or the monitoring activity when a distribution code is entered in cc 54). When an AM__ series document is originated by the requisitioner, the hardback copy will be annotated to indicate the transaction date (e.g., "Submittal 7/10/96"), and then will be attached to the hardback copy of the related requisition in the Material Outstanding File (MOF).

3552 REQUISITION MODIFIER MESSAGES

1. GENERAL. Requisition modifier(s) may be submitted by message if the requisition priority is to be upgraded or if time is of the essence. Requisition modifier messages will be prepared and submitted in accordance with the following subparagraphs.

2. NSN/NICN ITEMS. When requisition modifier messages for NSN/NICN items are required and all necessary information in each related requisition and/or status card does not exceed 66 card columns of data, the message will be submitted to the DAAS, Wright Patterson AFB, OH, for re-transmittal to the appropriate supply source(s). The message will be prepared in the same format as that prescribed in par. 3029-2 for message requisitions, except for the data elements which are to be modified in accordance with par. 3551-1. Requisition modifiers, requisitions, follow-ups, cancellation requests, etc., which simultaneously qualify for transmittal to DAAS may all be included in the same message. When supply status other than document identifier "AB__" has been received, information in cc(s) 67-80 of the status format will be omitted in requisition modifier messages to DAAS. When an "AB__" status document has been received (see par. 3510-1b), and in other circumstances in which the required information exceeds 66 card columns of data, the requisition modifier message will be prepared and submitted in accordance with par. 3552-3.

3. NON-NSN/NICN ITEMS, AND NSN/NICN ITEMS WITH MORE THAN 66 CARD COLUMNS OF APPLICABLE DATA. When a requisition modifier message is required for non-NSN/NICN items or for NSN/NICN items with more than 66 card columns of applicable data, the message will be submitted direct to the last known supply source. The message will indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUM". No more than seven requisition modifiers will be included in each message. "REQUISITION MODIFIER(S)" will be entered as the first line of the message. Each modifier will be included in a separately numbered paragraph, beginning with paragraph 1, and all paragraphs must indicate the same routing identifier code. Dividing slants (/) will be entered between each data element in each paragraph. Data elements not applicable will be identified by "BLNK". There is no abbreviated format for requisition modifier messages.

TEXT OF REQUISITION MODIFIER MESSAGE

```
UNCLAS//N04491//
SUBJ/MILSTRIP REQUISITION MODIFIER//
RMKS/1.  AM5/N35/S/BLNK/EA/00001/R52192/3190/0010/R/YNEM01/A/KR/TBLNK/
EK5/0/198
MFR IDENTIFICATION DATA: CAGE AND PART NO.  05073-N1-16417-H116; MFR.  BABCOCK
AND WILCOX CO; NAVY TECH MANUAL 351-0048; NAME OF ITEM: FAN SOOT BLOWER UNIT;
END ITEM APPLICATION: BOILER STEAM, MV 634; PSI 1393TB; APL NO. 021200007; MFR
DWG NO. MX 253001; EQUIP PATTERN NO. 12; EQUIP SPECMI-LR 18381 SHIPS; LAPL
02001
BT
```

4. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. When the message includes only one document number, the "DTG" copy will be attached to the hardback copy of the related requisition in the MOF. When the message includes multiple document numbers, the hardback copies of related requisitions in the "MOF" will be revised to reflect the modified data entries, and will be annotated to indicate the DTG of the message in which the modifications were requested (e.g., "Modification requested on 152204Z JUL 96".) The "DTG" copy of the message then will be placed in "outgoing messages" file.

Subsection 3: CANCELLATION OF OUTSTANDING REQUISITIONS

3565 WHEN CANCELLATION IS TO BE REQUESTED

1. GENERAL. A requisition may be canceled by the requisitioning activity, supplementary addressee, or the activity designated by the first character of the distribution code. Except in circumstances described in par. 3566 or par. 3567, cancellations will be requested, regardless of the money value of the material, when:

a. the ship has been scheduled for inactivation (see par. 3023 and par. 3551-3);

b. the requirement for the material no longer exists; or

c. the ship expects to deploy before the material is expected to be received, and transshipment is not desired (transshipment of subsistence, fuel, lubricants, resale clothing, ships store stock, and general use consumable items will not be requested unless it is definitely determined that such material will not be available in the deployed area).

3566 WHEN CANCELLATION IS NOT TO BE REQUESTED

1. GENERAL. Cancellation of outstanding requisitions will not be requested when shipment status has been received indicating that the material has been:

a. mailed;

b. shipped by air to an aerial port of embarkation (APOE) 10 days prior to discontinuance of the requirement;

c. shipped by surface transportation to a water port of embarkation (WPOE) 45 or more days prior to discontinuance of the requirement.

3567 CANCELLATION OF NONSTANDARD ITEMS

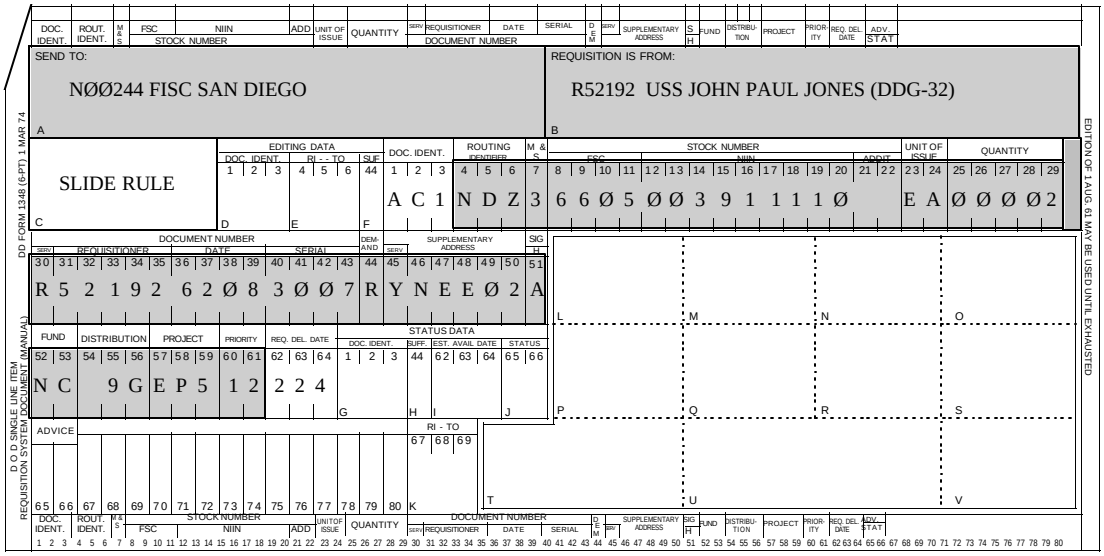
Requests for cancellation of requisitions for nonstandard items will not be submitted when status received indicates that the material is under procurement (status code BV) unless it is determined that the material definitely cannot be utilized. Since it will not always be possible or economically desirable for supply sources to cancel nonstandard items under procurement from commercial concerns, afloat activities initiating cancellation requests will ensure that requisitions for such items are held as outstanding pending receipt of material or confirmed cancellations (see par. 3573).

3568 CANCELLATION REQUESTS

Requests for cancellation of outstanding requisitions for material no longer required may be submitted by DD Form 1348 or by message, as appropriate. DD Forms 1348 prepared in accordance with par. 3569 and messages prepared in accordance with par. 3570 will be submitted direct to the last known holder of the requisition. Except as otherwise provided in par. 3570-4, the retained copy of the cancellation request document will be annotated with the submittal date of the request, and then will be attached to the hardback copy of the related requisition in the material outstanding file (MOF).

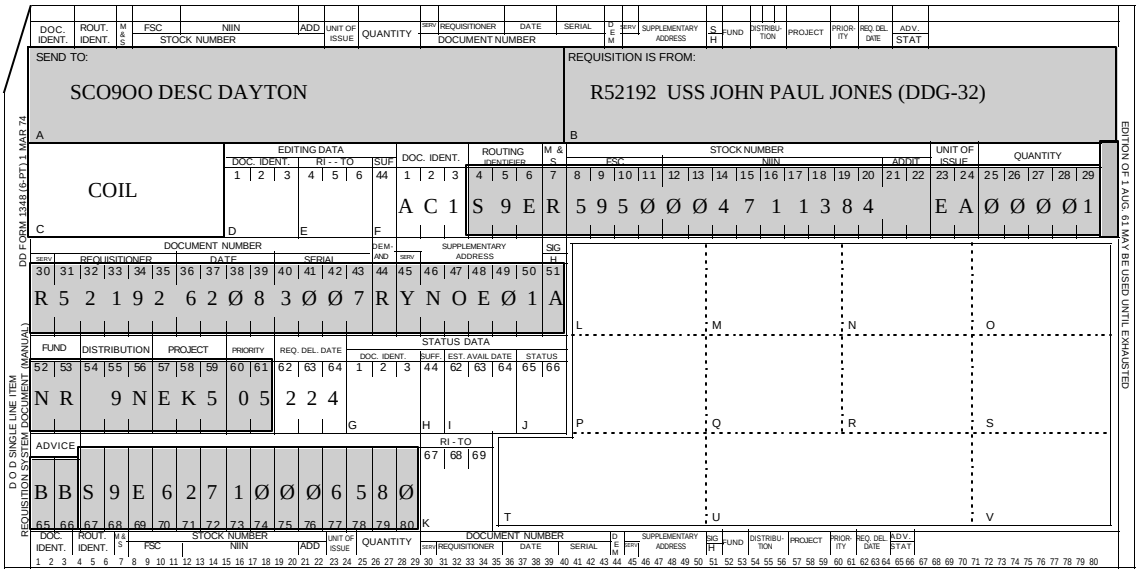
Material Procurement 3568

CANCELLATION REQUEST - NO STATUS RECEIVED



NOTE: Shaded areas indicate entries duplicated from the requisition

CANCELLATION REQUEST - STATUS RECEIVED



NOTE: Shaded areas indicate entries duplicated from most recent supply status received.

3569 CANCELLATION REQUEST BY DD FORM 1348

Unless transmittal by message is warranted (see par. 3570-1), DD Forms 1348 will be prepared and submitted as cancellation request documents. The data entries will be the same as those indicated in the most recent supply status, or in the related requisition if no supply status has been received, except as follows (see samples on previous page):

Data block/ CC(s)	Explanation
A	Service designator code, UIC, and name of last known requisition holder
1-3	Document Identifier AC__ (see Appendix 4)
4-6	Routing Identifier of last know requisition holder (see Appendix 7)
25-29	Quantity
62-64	Last three digits of Julian date on which cancellation request is prepared

3570 CANCELLATION REQUEST BY MESSAGE

1. GENERAL. Cancellation request by message for outstanding requisitions may be made if the requisition cites priority designators 01-08 and if time is of the essence. Message cancellation requests will be prepared and submitted in accordance with the following subparagraphs.

2. NSN/NICN ITEMS. When a message cancellation request for NSN/NICN items is required and all necessary information in each related requisition or status does not exceed 66 card columns of data, the message cancellation request will be submitted to DAAS, Wright Patterson AFB, OH, for re-transmittal to the appropriate supply source(s). The message cancellation request will be prepared in the same format as that prescribed in par. 3029-2 for message requisitions, except as follows:

CC(s)	Data element	Entry
1-3	Document Identifier	AC__ (see Appendix 4)
62-64	Cancellation request date	Last three digits of the Julian date on which cancellation request is prepared
65-66	Status code	Status code indicated in the most recent status received; or blank, if no status received

Cancellation requests, requisitions, requisition modifiers, follow-ups, etc., which simultaneously qualify for transmittal to DAAS may all be included in the same message. When supply status other than document identifier "AB__" has been received, information in cc(s) 67-80 of the status format will be omitted in cancellation messages to DAAS. When an "AB___" status document has been received (see par. 3510-1b), and in other circumstances in which the required information exceeds 66 card columns of data, the cancellation request message will be prepared and submitted in accordance with par. 3570-3.

3. ITEMS WITH MORE THAN 66 CARD COLUMNS OF APPLICABLE DATA

a. General. When message cancellation request is required for non-NSN/NICN items or NSN/NICN items with more than 66 card columns of applicable data, the message will be submitted direct to the last known supply source. The message will indicate a language media format (LMF) of "TT" and a content indicator code (CIC) of "ZYUM". No more than seven cancellation requests will be included in each message. Each cancellation request will be included in a separately numbered paragraph, beginning with paragraph 1, and all paragraphs must indicate the same routing identifier code. Dividing slants (/) will be entered between each data element in each cancellation request. Data elements not required in a cancellation request will be identified by "BLNK". Message cancellations to Navy activities will be prepared in the abbreviated format described in par. 3570-3b. Message cancellation requests to non Navy activities will be prepared in the full format described in par. 3570-3c.

b. Abbreviated Format. Message cancellation requests submitted to Navy activities will be prepared in the abbreviated message format. The first line in the text of the message will contain the appropriate purpose designation, i.e., "ABBREVIATED MILSTRIP CANCELLATION" or "ABBREVIATED MILSTRIP NORS CANCELLATION REQUEST", and each paragraph will contain the data elements listed in item 1 or 2 as appropriate.

(1) Data elements when no supply status has been received:

(a) document identifier code AC__

(b) routing identifier code of the activity to which the requisition was submitted

(c) CAGE and part number

(d) unit of issue

(e) quantity

(f) requisition document number

(g) priority designator

(2) Data elements when supply status has been received:

(a) document identifier code AC__

(b) routing identifier code of the last known supply source, as indicated in the most recent status

(c) CAGE and part number (or NSN/NICN, if applicable, and AB__ status has been received)

(d) unit of issue

(e) quantity

(f) requisition document number

(g) suffix code, if applicable; otherwise "BLNK"

(h) status code (omit if AB__ status has been received)

(i) estimated shipping date

(j) priority designator

(k) PIIN, if AB__ status has been received, otherwise omit

(l) call/order serial number, if assigned in AB__ status, otherwise omit

ABBREVIATED MILSTRIP CANCELLATION REQUEST MESSAGE - NO STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/ABBREVIATED MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/NDZ/05073-N3-12291-P104/EA/00001/R52192/3100/0045/05
BT
```

ABBREVIATED MILSTRIP CANCELLATION REQUEST MESSAGE - STATUS (OTHER THAN AB__) RECEIVED

```
UNCLAS//N04491//
SUBJ/ABBREVIATED MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/N35/21344-00-44218-H412/EA/00001/R52192/3044/0187/
BLNK/BB/3088/05
BT
```

ABBREVIATED MILSTRIP CANCELLATION REQUEST MESSAGE - AB__ STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/ABBREVIATED MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/N35/05073-N2-14671-H109/EA/00001/R52192/3056/0063/BLNK/
3095/05/N001040772112
BT
```

c. Full Format. Message cancellation requests submitted to other than Navy activities will be prepared in the full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., “MILSTRIP CANCELLATION REQUEST” or “MILSTRIP NORS CANCELLATION REQUEST”, and each paragraph will contain all data entries described in par. 3569.

MILSTRIP CANCELLATION MESSAGE REQUEST (FULL FORMAT) - AE__ STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/S9I/S/05073-N4-14317-P108/EA/00001/R52192/3172/0312/R/
YNEM01/A/NR/BLNK/EK5/05/182/BV/S91/3210
BT
```

MILSTRIP CANCELLATION MESSAGE REQUEST (FULL FORMAT) - AB__ STATUS RECEIVED

```
UNCLAS//N04491//
SUBJ/MILSTRIP CANCELLATION REQUEST//
RMKS/1. AC1/S9I/S/05073-N4-14317-P108/EA/00001/R52192/3172/0312/R/
YNEM01/A/NR/BLNK/EK5/05/N001040772112
BT
```

4. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the date time group (DTG) assigned in the message transmitted. When the message includes only one document number, the "DTG" copy will be attached to the hardback copy of the related requisition in the MOF. When the message includes multiple document numbers, the hardback copies of related requisitions in the "MOF" will be annotated to indicate the DTG of the message in which cancellations were requested (e.g., "Cancellation requested per 152204Z JUL 85"). The "DTG" copy of the message then will be placed in an "outgoing messages" file.

3571 FOLLOW-UP ON CANCELLATION REQUESTS

Follow-up action may be taken on a cancellation request if a cancellation confirmation or other status is not received within 10 days after submittal of the cancellation request. The follow-up document (document identifier AK__) may be originated by the requisitioner or supplementary addressee, or by a monitoring activity if its distribution code was entered in the first position of data block 18 of the cancellation request (document identifier AC__). An AK__ document will be considered by the supply source as an original request for cancellation if it has no record of the previously submitted AC_ document. Except for the document identifier of AK__, follow-ups on cancellation requests are prepared and submitted in the same manner as that prescribed for cancellation requests (see par. 3569 and par.3570).

3572 NOTIFICATION OF CANCELLATION ACTION

When a request for cancellation or a follow-up on a cancellation request is submitted by DD Form 1348, the originator will provide a copy of the AC__ or AK__ document to any other activity whose UIC or distribution code may have been included in the requisition. If the cancellation request or related follow-up is submitted by message, this notification will be accomplished by including the other activities as information addressees in the message.

3573 CONFIRMATION OF CANCELLATIONS

Supply sources that receive a requisition cancellation request or a follow-up on a cancellation request are required to provide the appropriate addressee(s) (see par. 3507) with a cancellation confirmation (or shipment status, if the material already has been released for shipment) within five days after receipt of the AC__ or AK__ document. If cancellation is confirmed, the supply source will provide an AE__ document which will indicate status code BQ or B4, as appropriate. If cancellation cannot be effected due to prior shipment of the material, the supply source will respond to the cancellation request with an AU__ document which will indicate the date and method of shipment.

Section III: MATERIAL OBLIGATION VALIDATION (MOV)

3590 OVERAGE MATERIAL OBLIGATION

1. GENERAL. A material obligation represents that unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Material obligations are considered to be overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. Frequent comparisons ("Internal" MOV) should be made of the Material Outstanding File and the Work Centers Ships Force Work List to ensure that requisitions in the Material Outstanding File are valid requirements. The "Internal" MOV will enable the ship to initiate cancellation of invalid or excess requirements prior to the quarterly scheduled ICP generated MOV cycle. Continuous "Internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle. Inventory managers will forward MOV requests for overaged material obligations centrally held to the Defense Automatic Addressing System (DAAS), within 5 days of the cutoff date of each MOV cycle. The purposes of MOV requests are:

a. to ensure that overaged material obligations reflected in the inventory managers records agree with the material outstanding records of the requisitioning activity;

b. to determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required; and

c. to determine whether the priorities assigned in the requisition are still valid.

3591 MOV SCHEDULE

Material obligation validations will be conducted quarterly in accordance with the following schedule:

MOV cycle	Supply source cutoff date for MOV requests	Supply source must receive MOV responses by
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

The ICP is required to transmit MOV requests to DAAS within 5 days of the cutoff date of each MOV cycle.

3592 MOV REQUESTS

1. GENERAL. MOV batches are created by the ICP based on the M&S code in the requisition (see par. 3593). DAAS forwards these batches based on the UIC contained in the AN9/ANZ MOV Control Transaction. All MOV requests forwarded to each activity will be accompanied by an MOV Control Card (AN9) for acknowledging receipt to the ICP via DAAS (see par. 3594).

2. FORMATS OF MOV REQUESTS. The format of MOV requests are as follows:

CCs	Data Element	Explanation
1-3	Document Identifier	Appropriate code to indicate the recipient of the MOV request; AN1 for requisitioner, AN2 for supplementary addressee, AN3 for CC 54.
4-6	Routing Identifier	Appropriate code to indicate the supply source initiating the request.
7	Blank	(Recipient of request is indicated by the third digit of document identifier.)
8-22	Stock Number	NSN, NICN, or part number of the item for which MOV is required (the item identification number should agree with that in the most recent status card).
23-24	Unit of issue	Unit of issue applicable to the identification number in CC 8-22.
25-29	Quantity	The unfilled quantity of the material obligation which is being validated.
30-43	Document number	Same as that in the requisition.

CCs	Data Element	Explanation
44	Suffix code	Suffix code assigned to the requisition at the time the material obligation was established for a partial quantity. If the material obligation is for the total quantity requisitioned, this column will be blank.
45-61	Various fields	Same as those in the requisition.
62-64	Estimated shipping date	When known, the last three digits of the Julian date on which it is estimated that material will be released by the supply source.
65-66	Status code	Appropriate status code to indicate the current status of the requisition.
67-70	Blank	Blank.
71-73	Cutoff date	Last three digits of the Julian date prescribed as the cutoff date for the MOV cycle (e.g., 020 for 20 Jan 1980 cycle).
74	Blank	Blank.
75-77	Reply due date	Last three digits of the Julian date on which the MOV response must be received by the supply source.

3. FORMAT OF MOV CONTROL CARDS. The format of the MOV control card which accompanies each batch of MOV requests is as follows:

CCs	Data Element	Explanation
1-3	Document Identifier	AN9 in the original card. ANZ in a follow-up card AP9 to acknowledge receipt of MOV.
4-6	Routing Identifier	RI code of the supply source that initiated the request.
7-10	Batch control number	A control number assigned each batch of AN cards forwarded to an activity for validation. CC 7-8 will include the batch number and CC 9-10 will indicate the total number of batches being forwarded.
11-13	Number of AN cards in batch	Self explanatory.
14-29	Blank.	Blank.
30-35	Address to	DoDAAD of recipient of the MOV requests.
36-39	Cutoff date	Julian date prescribed as the cut-off date for the validation cycle.
40	Blank	Blank.
41-44	Date Received	When used in responding (DI AP9), enter date MOV requests were received.

CCs	Data Element	Explanation
45	Blank.	Blank.
46-49	Response due date	Prescribed Julian date on which validated MOV requests are due at the supply source.
50-53	Blank.	Blank.
54-56	Distribution code	Distribution code when applicable; otherwise, blank.
57-80	Blank.	Blank.

3593 ACTIVITY TO RECEIVE MOV REQUESTS

1. GENERAL. MOV requests will be sent to the ship or unit designated by the M&S code in the overaged requisitions (see exception in par. 3593-2.) When a zero is indicated as the M&S code, the MOV requests will be sent to the activity designated by the entry in card column 54, and if card column 54 is blank, the MOV requests will be sent to the requisitioner.

2. MOV REQUESTS FOR FLEET BALLISTIC MISSILE (FBM) SUBMARINES. MOV requests for FBM submarines will be transmitted to the appropriate Trident Refit Facility designated by the entry in card column 54 of the overaged requisitions, regardless of any M&S code that may have been entered in card column 7.

3594 ACKNOWLEDGEMENT OF RECEIPT OF MOV REQUESTS

1. GENERAL. The MOV Control Card (AN9) information must be verified with what has actually been received. If the number of batches and number of AN cards do not match the control card (AN9), follow directions provided in par. 3594-3. Unless par. 3594-3 applies, receipt of MOV request must be acknowledged promptly by transmitting DI AP9 to DAAS by message in the format provided in par. 3592-3.

2. DEFENSE AUTOMATIC ADDRESSING SYSTEM (DAAS) OFFICE. DAAS will transmit an individual service message to each MOV customer who was sent MOV documents. The DAAS message will cite the following: the routing identifier code (RIC) of the activity originating the MOV documents; the applicable DAAS method of transmission and dates; and the instructions to be followed in the event that MOV data are not received within 18 days of the DAAS transmission date. In addition, DAAS will provide the Type Commander with a summary message that lists all MOV recipients under his command. This list will cite the RIC(s) of the activities involved and the number of documents.

3. NON RECEIPT OF MOV CARDS. Each activity receiving a DAAS message will determine if the MOV documents have been received within 18 days of the transmission date cited by DAAS. If batches are not received during this time frame, submit DOC ID APX to DAAS, Wright Patterson AFB Ohio to request retransmission of individual batches in the following format:

CCs	Data Element	Explanation
1-3	Document Identifier	Enter APX.
4-6	Routing Identifier	Routing identifier of the ICP/IM.
7-13	Batch Number And Card Count	(Taken from the DAAS message)
14-29	Blank	Blank.
30-35	Address	DODAAD of activity requesting retransmission
36-39	Cut-Off Date	Prescribed cut-off date of the validation cycle
40-80	Blank	Blank.

4. FOLLOW-UP MOV PACKAGE. Activities in receipt of a follow-up MOV package should pay particular attention to the response due date and, if unable to comply, take action in accordance with par. 3598.

3595 VALIDATION OF OUTSTANDING REQUISITIONS

MOV requests will be compared with the related requisitions in the Material Outstanding File (MOF) to reconcile any differences between data entries in the requisitions and MOV requests. Each outstanding requirement for which an MOV request has been received will then be validated to determine whether the total quantity is still required, or whether the total quantity or a partial quantity can be canceled. Quantities will not be increased nor priorities upgraded in the validation process. In addition, when outstanding requisitions are for DTO maintenance related material, the related issue request documents in the NIS/NC file or MOF will be matched with the applicable OPNAV Forms 4790/2K held in the 3M coordinators' deferred action file. If there is no related maintenance action form held (i.e., the job has been completed), the originator of each issue request will be requested either to authorize cancellation or to justify continuance of the requirement. During the review, the documents should be separated into two (2) categories. Those which may be partially or totally canceled and those for which the original quantity ordered is still required. After the validation has been completed, each validated requisition document in the MOF will be annotated or stamped as follows: "Validated (routing identifier of the originator of the MOV request) MOV request of (Julian date of the MOV request)".

3596 SHIP'S RESPONSE TO MOV REQUESTS

1. GENERAL. A response to MOV request must be received by the requesting activity via DAAS by the reply due date entered in card columns 75-77 of the MOV request AN__ documents, except when suspension has been requested in accordance with par. 3598. The reply due date is established as the fifth day of the second month following the cutoff date entered in card columns 71-73 of the MOV request AN__ documents. Only one message should be submitted per MOV cycle.

2. PROCEDURES. Upon completion of the validation of outstanding requisitions, a response will be transmitted to DAAS via message (responses will not be mailed). MOV responses are authorized for transmission during "MINIMIZE". For those documents which can be partially or totally canceled, the AP__ response will be prepared. The quantity field, cc 25-29, will indicate the quantity still required, not the quantity being canceled. For example; if the total quantity is being canceled, the quantity in cc 25-29 will be 00000. If the quantity is being reduced from five (5) to two (2), the quantity in cc 25-29 will be 00002. For those documents which are still valid for the original quantity shown on the MOV document, there is no individual response required. A single MOV Certification Card (DI "BMV") will be included as the last line of the message to validate all documents not included as AP__ cancellations. The message will be prepared in standard MILSTRIP format as follows:

DI AP___ MOV RESPONSE

CCs	Data Element	Explanation
1-3	Document Identifier	Appropriate code in the AP__ series.
4-6	Routing Identifier	Routing identifier of requesting ICP.
7-24	Various	Same as that in the AN__ document.
25-29	Quantity	Enter the quantity still required. If total cancellation is desired, enter “00000”.
30-59	Various	Same as that in the AN__ document.
60-61	Priority	Validated priority designator.
62-80	Blank	Blank.

DI BMV MOV RESPONSE

CCs	Data Element	Explanation
1-3	Document Identifier	Enter "BMV"
4-6	Routing Identifier	Enter DAAS RIC "SGA". Do not enter ICP RIC.
7-29	Blank	Leave Blank.
30-35	Requisitioner	Enter service designator (V or R) and unit identification code (UIC). This will also certify all requisitions for "N" service designator for the same UIC.
36-80	Blank	Leave Blank.

3597 OVERAGED REQUISITIONS FOR WHICH MOV REQUESTS NOT RECEIVED

When comparing MOV requests with related requisitions in the MOF (see par. 3590), it may be discovered that MOV requests have not been received for some overaged requisitions which, based on the most recent status attached, are being held by the MOV originator. In such cases, follow-up or cancellation action (as appropriate) will be initiated in accordance with pars. 3530-3538 or pars. 3565-3571, respectively.

3598 DELAYED SUBMISSION OF MATERIAL OBLIGATION VALIDATION (MOV) RESPONSE CARDS

If operating commitments of fleet units or late receipt of the MOV request cards preclude response by the reply due date, the requisitioner, or the MOV activity if other than the requisitioner, will advise the material obligation holder by message of the estimated date MOV responses will be submitted, and will request suspension of cancellation action on all requisitions involved. To facilitate timely suspension of cancellation action by the supply source, the message also will indicate the activity address code (AAC) of each requisitioner involved. When a requisitioner is authorized more than one AAC, each AAC will be identified. A copy of the message will be sent to the cognizant Type Commander. Consistent with messages received, material obligation holders will suspend actions for cancellation pending receipt of cancellation requests or further advice from the requisitioner or other designated activity.

3599 CANCELLATION OF REQUISITIONS

When the recipient of MOV request documents responds with requests for cancellation of items or reductions in quantities, the material obligation holder will confirm each item or quantity cancellation with a reply to cancellation request indicating status code BR (cancellation authorized in response to a MOV request). Funds will not be de-obligated until confirming cancellations are received from the requisition holder. Material obligation holders automatically will cancel material obligations when no response to MOV requests or no requests for suspension of automatic cancellation action have been received by the response due date, provided that acknowledgment of receipt of MOV requests has been received. In such circumstances, the material obligation holder provides cancellation notification to the appropriate activity (document identifier in the AE__ series) indicating status code BS (canceled - no response to material obligation validation request).

Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCUREMENT PROCEDURES

Section I: GENERAL

3705 INTRODUCTION

This section describes the policies concerning the material procurement functions which have been automated by the Supply And Financial Management (SFM) System and the Maintenance Data System (MDS) normally run on the Shipboard Non-Tactical ADP (SNAP II/III) hardware or the Relational Supply (RSUPPLY) Unit Level System and the Organizational Maintenance Management System – Next Generation (OMMS-NG) run on the NTCSSII UNIX operating system. The SFM or RSUPPLY and MDS or OMMS-NG functions and output, as related to material procurement are discussed in this section. Detailed procedures for performing these functions are contained in the RSUPPLY Unit Users Manual (NAVSUP P-732), OMMS-NG On-Line Help Files, SFM On-Line Users Manual and the MDS On-Line Users Manual.

3706 OVERVIEW

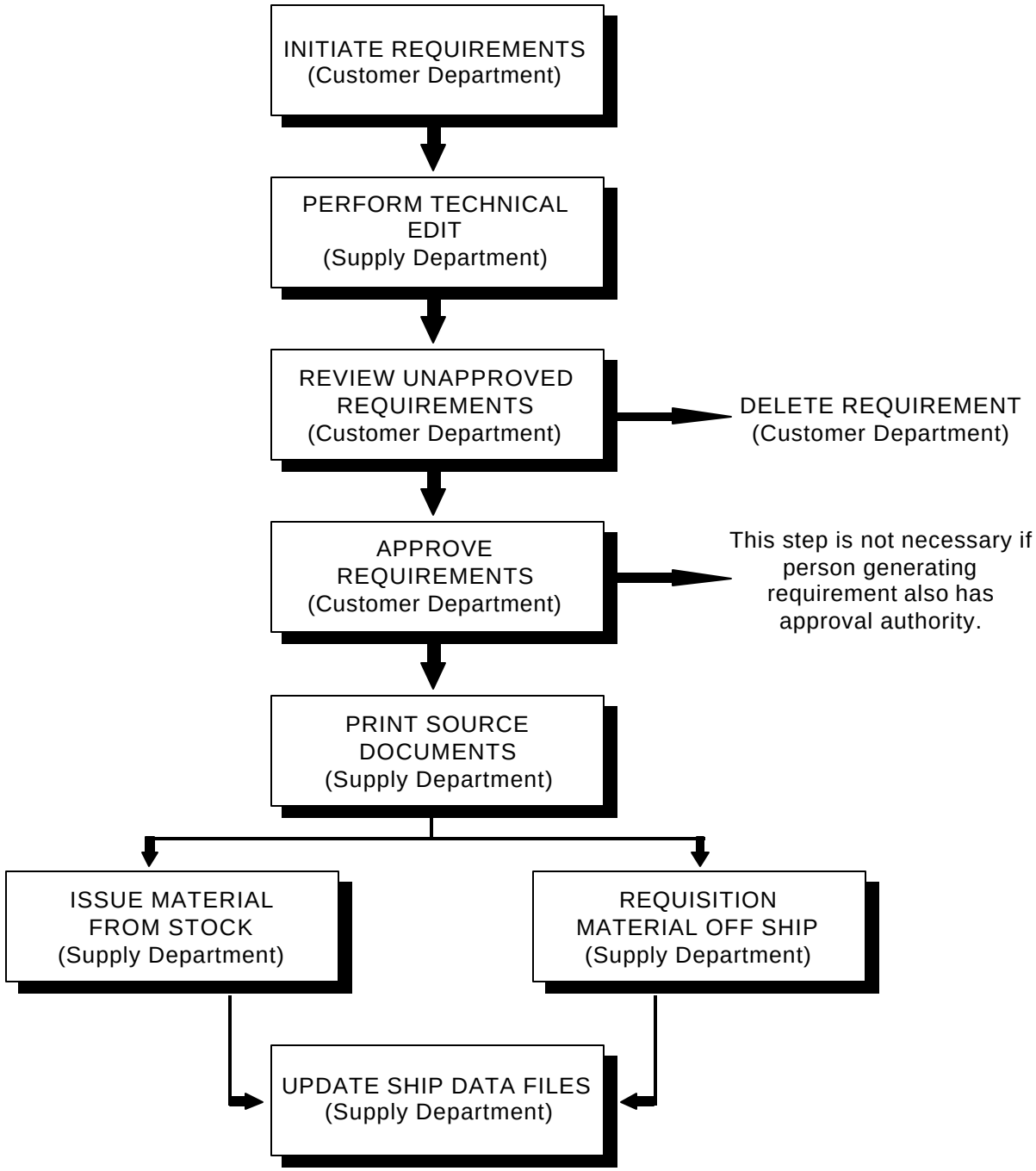
Requirements for shipboard repair parts, other than for stock, are driven by maintenance documentation. Repair parts cannot be requested by work center personnel unless it is in direct support of a maintenance action. Requirements other than repair parts may be generated by users in either the SFM/RSUPPLY or MDS/OMMS-NG subsystems without regard to maintenance documentation. All requirements are individually assigned a request number by SFM/RSUPPLY upon generation. This number will identify the record for the life of the transaction. The request remains a requirement until issued, requisitioned, or deleted. Requirements generated to support a maintenance action will also have a JCN assigned. The request number assigned consists of a work center, a Julian date, and a sequentially assigned serial number (i.e., ER04-6098-001). A request number is not the same as a requisition number. A request number is used to identify and track a requirement internal to the ship. A requisition number is used to identify and track a requirement when requisitioned from an external source of supply. A requisition number assigned to an item allows the transaction to be referenced by the request number and the requisition number.

3708 RESPONSIBILITIES

1. SFM/RSUPPLY USERS. If ships force personnel are provided SFM/RSUPPLY "user" or "customer" access by the Supply Officer, they can initiate material requirements in support of their maintenance actions. Information regarding SFM users and customers is provided in par 1510 and for RSUPPLY in par. 1712.

2. REVIEW OF REQUIREMENTS. Once a requirement record is generated by a customer department, it must be reviewed for technical accuracy by supply department personnel (i.e. tech edit/item verification). In RSUPPLY the requirement will not be reviewed if the following conditions exist: the NSN is already established on a SRC, maintenance requests cite the correct APL/AEL and do not exceed the Quantity Per Application (QPA). After this technical

review, the requirement will be forwarded to the customer's department head or designated representative for review, approval or deletion. Once a request is approved, it is then ready for further processing by supply personnel, either as an issue from stock or as an off-ship requisition for material which is NIS, PNIS, or NC. Delay in processing requirements can be avoided by close cooperation and communication between supply and maintenance personnel. The following flow chart illustrates the SFM/RSUPPLY requirements flow and the responsible department within that flow.



Section II: GENERATING REQUISITIONS

3715 GENERAL

This section discusses the generation of requisitions through SFM or RSUPPLY from the identification of requirements, the request for material, and the creation of requisitions as necessary.

3716 MATERIAL REQUIREMENTS

1. MAINTENANCE REQUIREMENTS - SFM. Maintenance personnel document equipment maintenance using maintenance document records (OPNAV Form 4790/2K). These records prompt initiation of repair part requirements through the MDS system. In addition, requirements may be generated upon subsequent review and modification of existing maintenance records. Services and consumable requirements may also be generated under the MDS or SFM systems by authorized users. Maintenance personnel with authorized user access create requests which are returned for approval once the tech edit is completed. A department head created request carries automatic approval once it clears the tech edit queue.

2. MAINTENANCE REQUIREMENTS - RSUPPLY. Maintenance personnel document equipment maintenance using maintenance document records (work candidates). These records allow initiation of repair part requirements through OMMS-NG. In addition, requirements may be generated upon subsequent review and modification of existing work candidates. Services and consumable requirements may also be generated through OMMS-NG or RSUPPLY by authorized users.

3. APPROVAL OF REQUIREMENTS. It is recommended that personnel not be granted the authority to both initiate and approve requirements. This will ensure that the approval review will be performed with complete and accurate information after the technical edit or item verification process has been completed by supply department personnel.

3720 SFM TECHNICAL EDITING

1. GENERAL. Technical editing is the process of establishing correct management information and material identification utilizing the publications described in pars 2070-2079. Technical editing is accomplished on Report 045/097 in the following four step method:

a. STEP 1: Utilizing procedures contained in the on-line users manual, produce the Tech Edit Listings in Request Number (Report 045) and/or NIIN sequence (Report 097) (see samples Appendix 25). These listings should be produced daily. The data contained in the tech edit listings will be all requests that have not yet been processed.

b. STEP 2: Review tech edit listing IAW pars. 2070-2079 standards. It is recommended that Report 045 and Report 097 be printed at the same time. The listing in NIIN sequence, Report 097, can be used to access FEDLOG. Corrections to tech edit records can be annotated on the request number listing, Report 045, to facilitate update/approval of the tech edit records in the same sequence that they are stored in the SFM system.

c. STEP 3: Ensure the Allowance Parts List (APL) is correct for the item being ordered. If quantity requested is greater than one (1), check the "Quantity Per Application" (QPA) for the particular APL. With the exception of lamps and starters, fuses, gaskets, air filters, nuts and bolts, dry cell batteries, etc. the QPA quantity should not be exceeded. Any quantity requested in excess of QPA should be canceled unless it has been proven that COSAL QPA is in error. If the QPA is in error the workcenter must submit a Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.

d. STEP 4: Interactively enter the data into the SFM system.

Upon completion of the technical edit process, the requirement is electronically transferred to the responsible department and queued for review and approval. For audit purposes, a five digit julian date (96256) will be printed next to the "APPROVED BY" of the formatted NAVSUP 1250-1 to show when the requirement was approved. If the requirement can be filled through on board stock it will be issued in accordance with the procedures described in Chapter 6. If the requirement is NIS, PNIS or NC the unissued quantity will be requisitioned off the ship.

3721 RSUPPLY ITEM VERIFICATION

1. GENERAL. Item verification is the process of establishing correct management information and material identification utilizing the publications described in pars 2070-2079. Item verification is accomplished by choosing individual request numbers in the Item Verification menu option and then interactively entering data. Another option and a much more preferred method is to produce an Item Verification Batch Job Listing (JSL 307) in the following 4 step method:

a. STEP 1: Utilizing procedures contained in the NAVSUP P-732 produce the Item Verification Listing in Request Number or NIIN sequence. This listing should be produced daily.

b. STEP 2: After researching in FEDLOG, management data such as UI, Cog, price(s), Advice Codes, and Fund Codes should be annotated on the item verification listing (JSL 307). Circuit Cards should be screened against the Gold Disk for 2M repair capability.

c. STEP 3: Ensure the Allowance Parts List (APL) is correct for the item being ordered. The General Distribution Allowance Parts List (GDAPL) is an excellent tool to validate APL's. Do not allow parts to be ordered against an Allowance Components List (ACL). An ACL is a configuration document that defines a particular electronic system and lists all the subcomponent APL's making up that system. The ACL has no piece part support itself. ACL's are identified by ending with suffix codes from CA - CZ. If the quantity requested is greater than one (1), check the QPA for the particular APL. With the exception of low cost, frequently used items such as lamps and starters, fuses, gaskets, air filters, nuts and bolts, dry cell batteries, etc. the QPA quantity should not be exceeded. Any quantity requested in excess of QPA should be reduced unless it has been proven or suspected that the COSAL QPA is in error.

d. STEP 4: Interactively enter the data into RSUPPLY.

Upon completion of the item verification process, the requirement is electronically transferred to the responsible department and queued for review. The Department Head may approve or delete the requirement.

3724 SFM REQUIREMENTS LISTING

1. DESCRIPTION. The Requirements Listing (Report 074), which is generated through SFM, provides a listing in work center or NIIN sequence of all pending requirements which have been tech edited, but have not yet been issued or requisitioned by the supply department. The listing indicates whether the requirement is approved or unapproved by the cognizant department head. It also shows whether the material is not carried, not in stock, or onboard and available for issue (even in partial quantity) (see sample Appendix 25).

2. PURPOSE. The purpose of the requirements review listing is to enable the ship to identify real time status of requests moving within the ship's on board logistics system. Requirements on this listing may be under the cognizance of either the Supply Officer, requester/initiator, or department approval authority. Requirements remain on this listing until they are either issued, requisitioned, or deleted.

3. PROCEDURES. To be used effectively, production and review of this listing should be accomplished in accordance with the following:

a. Division/Department RPPO: Conduct daily review to screen for insufficient data on requests sent by technical edit SK and provide missing identification or technical data.

b. Department Approval Authority: Take action to approve or disapprove any requirements appearing on the listing that have not been reviewed.

c. Supply Officer: Establish a bi-weekly review frequency for this report and a cancellation policy for overaged requests. Take action to determine in-house status on approved requests over three days old; any unapproved request appearing more than fifteen days on Report 074 should be deleted unless justified in writing by the customer department head.

4. REPORT OPTIONS. The Requirements Report Menu also provides options for listing approved stock reorders ("N" records) and COSAL deficiency requisitions ("P" records) prior to requisition number assignment and release to the Supply System.

3725 RSUPPLY REQUIREMENTS LISTING

1. DESCRIPTION. The Requirements Listing (JSL 308) provides a listing in request number or NIIN sequence of all pending requirements which have either not been issued from the storeroom or requisitioned as DTO. The listing will specify in the Approved column if the requirement remains Unapproved or will reflect the calendar date that it was approved. It will also show if the item is not carried, not in stock, partially not in stock, or onboard and available for issue.

2. PURPOSE. The purpose of the requirements review listing is to enable the ship to identify real time status of requests moving within their logistics system. Requirements remain on this listing until they are either issued, requisitioned, or deleted.

3. PROCEDURES. To be used effectively, production and review of this listing should be accomplished daily in accordance with the following:

a. Department Approval Authority: Take action to approve or disapprove any requirements appearing on the listing that have not been reviewed.

b. Supply Officer/LCPO: Establish a daily review frequency for this report and a cancellation policy for overaged requests. Take action to determine in-house status on approved requests over three days old; any unapproved requests greater than fifteen days on the listing should be deleted unless justified in writing by the customer department head. Annotate the listing with the reasoning for allowing any approved requests over three days and unapproved requests over 15 days to remain on the listing.

4. REPORT OPTIONS. The Requirements Listing also provides options for specifying one department, division, work center, request number, or JCN if all requirements are not desired for review.

3726 SFM REQUISITION CREATION

1. GENERAL. After the technical edit and approval process, NIS/NC and partial requirements will be requisitioned in accordance with MILSTRIP processing procedures. Requisitions are also generated to replenish stock after an issue, transfer of stock, loss by inventory (LBI) or Survey. SFM provides several media options with which to requisition material and/or services. It is the responsibility of the Supply Officer to ensure the proper requisitioning media is used as provided by local directives. These media include:

a. Defense Automated Addressing Systems (DAAS) formatted message;

b. DAAS Stock Number Requisition (Report 072). This report lists all NSN requisitions in defense automatic addressing system (DAAS) format that have been created and reviewed/approved under requirements processing. Only those requisitions created and queued for output are listed. Once this report is generated, MILSTRIP data in SFM cannot be changed. The information may be output on disk, tape, or printed format for into the supply system (see sample Appendix 25);

c. Plain Language MILSTRIP (Report 069). This report lists all part number requisitions that have been created and reviewed/approved under requirements processing. Only those requisitions created and queued for output are listed. Once this report is generated, MILSTRIP data cannot be altered in SFM. The information may be output on disk, tape, or printed format for into the supply system (see sample Appendix 25);

d. NAVSUP Form 1250-1;

e. NAVSUP Form 1250-1 Formatted Plain Paper.

2. DUES RECORDING (DUEREC) PROGRAM. When a partial issue is made and the remaining balance is to be ordered DTO, the user should always take the option to reorder when posting the issue. This will ensure that only one demand is recorded for the total quantity requested (issued plus DTO).

3727 RSUPPLY REQUISITION CREATION

1. GENERAL. After the item verification and approval process, NIS/NC and partial requirements will be requisitioned in accordance with MILSTRIP processing procedures. Requisitions are also generated if required to replenish stock after an issue, transfer of stock, loss by inventory (LBI) or Survey. RSUPPLY provides several media options with which to requisition material and/or services. These media include:

a. Defense Automated Addressing Systems (DAAS) MILSTRIP formatted A0_ (JSL 319) Output File to be transmitted via SALTS;

b. Release Requisition Report (JSL 319). This report lists all NSN requisitions in DAAS format that have been created and reviewed/approved under requisition review. Once this report is generated, MILSTRIP data in RSUPPLY cannot be changed. The report lists all outgoing A0_ requisitions, requisitions requiring local procurement action, and an error report

c. NAVSUP Form DD 1348-1A (Picking Ticket) used for bearer pick-up, OSO transfer, etc.

d. NAVSUP Form 1250-2 for open purchase requirements and Money Value Only (MVO) requisitions;

2. DUES RECORDING. When a partial issue is made and the remaining balance is to be ordered DTO, the user should always take the option to reorder when posting the issue. This will ensure that only one demand is recorded for the total quantity requested (issued plus DTO).

3728 REQUISITION NUMBER ASSIGNMENT

1. AUTOMATIC REQUISITION NUMBER ASSIGNMENT. The SFM and RSUPPLY systems provide the user with the capability to automatically assign requisition numbers within the parameters set forth in the constants file. More information regarding the constants file is provided in Chapter 1. Detailed constants file update procedures are contained in the SFM On-Line Users Manual and the RSUPPLY Unit User's Manual (NAVSUP P-732). The requisition number parameters established in the constants file must be in accordance with TYCOM directives.

2. MANUAL REQUISITION NUMBER ASSIGNMENT. An off-line option is also available for individual, interactively entered, requisition number assignment. The constants file must be updated with the correct next available serial number after all off-line numbers are assigned.

3729 FALLBACK PROCEDURES

1. GENERAL. In the event the system goes down, the following manual requisitioning procedures will apply.

a. Each document number used in the interim must be recorded in a manual log. This log will be used to update the system when it becomes operational.

b. Requirements/requisition documents generated by departments must be built within the system when it becomes operational.

c. All normally used output reports should be produced once the system is returned to operational status.

Section III: SFM AUTOMATIC REORDER

3730 INTRODUCTION

1. GENERAL. SFM provides the afloat Supply Officer three options for ordering stock: reorder review, global reorder review, or one-for-one reorder at the time of issue. DLRs for stock will be ordered one for one at the time of issue. The shipboard supply departments objective is to maintain 100 percent of repair allowances on hand or on order. It is understood that many situations exist due to operational schedule or other timing factors, space, or OPTAR funding constraints (chargeable items only) to preclude instantaneous reorder of material in all instances. However, every effort should continually be made to achieve the objective of 100 percent allowed material on hand/on order. A trial reorder review should be run at least monthly for consideration of stock replenishment action. Global level setting should be utilized as an inventory management tool to review stock for SIM qualification.

3731 REORDER REVIEW

1. GENERAL. The Reorder Review Listing (Report 029) (see sample Appendix 25) provides a listing which gives an item by item tally of on board repair parts deficiencies including dollar value. Reorder review selection utilizes several SFM screens to construct the menu describing the specific reorder parameters to be used by the system. To reduce the complexity of the selection, a matrix is provided on the following page to specify commonly used reorder reviews. This does not preclude the Supply Officer from developing specific reorder reviews which are tailored to the ships needs nor does it recognize the varieties of local management codes which may be created to manage specific stock material.

2. PROCEDURES. The reorder review will be processed at least monthly. Before starting a reorder review, the user should be sure that all substitute and superseded NSNs, NICNs, and part numbers have been taken into account (allowance type code 9). All substitutes and superseded numbers must be cross referenced to the allowed NSN in the Tech File update. This will prevent ordering the same item two or three times under substitute or superseded numbers. Upon initiating reorder review, the flag for the dues and subs must be set to "Y", otherwise, the quantities on hand after receiving the reordered items may exceed the allowance and the high and low limit. No one should approve the reorder prior to approval of the Supply Officer or the leading storekeeper as it will clear all the flags for the reorder. All reorder transactions will be reflected on financials and must be reviewed for availability of funds prior to approval.

REORDER SELECTION CRITERIA

Categories/ Notes	Entry Choice	100% Reorder All Stock	DLR Reorder Zero Stock (Note 1)	SIM Reorder All Stock	NON-SIM Reorder Zero Stock (Note 1)	FILL Reorder All Stock
Non Repairable	Y or N	Y	N	Y	Y	Y
Repairable	Y or N	Y	Y	N	N	Y
SIM ONLY	Y, N or Blank	N	Blank	Y	Blank	Blank
ZERO BAL ONLY (Note 2)	Y, N or Blank	N	Y	N	Y	Blank
FILL Reorder	Y, N or Blank	N	Blank	Blank	Blank	Y
COSAL Type (Note 3)	Y, N or Blank	Blank	HME	HME	Blank	Blank
Local Mgmt Code (Note 4)	Y, N or Blank	Blank	User Option	User Option	User Option	User Option
Dues (Note 5)	Y, N or Blank	Y	Y	Y	Y	Y
Excess Subs	Y, N or Blank	Y	Y	Y	Y	Y
High Limit	Func Key	Func Key	Func key	Func key	Func Key	Func Key
Low Limit	Blank	Blank	Blank	Blank	Blank	Blank

Note 1. Use to determine if all stock is processed for re-order and if DLR stock is processed on a one-for-one issue/reorder basis.

Note 2. This selection limits the reorder review to zero balance only and excludes any other stock which might qualify for reorder because it is less than allowance or high limit but not zero on hand.

Note 3. Use to focus on specific COSAL Types. Listing of a specific COSAL Type excludes all other COSAL types.

Note 4. Use to focus on specific categories of stock which the Supply Officer micro manages.

Note 5. Dues must always be considered, otherwise the system will over order and the ship will accumulate quantities in excess of high limits or allowance quantities.

3732 GLOBAL REORDER REVIEW

1. GENERAL. Prior to using this reorder option the Supply Officer must ensure that there is adequate funding to support the requisitions output. Global reorder, once selected, identifies all qualifying stock records for reorder. The global reorder option is used when the Supply Officer has a high confidence level in his inventory record accuracy or when a top off of stock is mandated prior to deployment. The specific global reorder categories of items to be reviewed are detailed by the requester.

2. RESTRICTIONS. No other reorder can be resident in the system when a global reorder is requested. This transaction must be completed (canceled or approved) for each item identified before accomplishing another reorder or completing ASI or transaction ledger processing. A Q-COSAL global reorder is designed to review all other COSALs for assets to satisfy deficiencies. However, HME, RSS, or MAM COSALs are not programmed to utilize alternative COSALs to satisfy deficiencies.

3. PROCEDURES. Global reorder automatically reorders stock material when the item meets the criteria established and prepares some MILSTRIP data elements. Interactive input is required during this process to review ordered items, provide approval or cancellation of the reorder, and provide the Julian date for the computer generated requisitions. Global reorder uses the Reorder Review Report (Report 029) (see sample Appendix 25) format for output listings. Global reorder operates in a background mode which excludes all other reorder reviews, but permits continued logistics work in other parts of the SFM subsystem.

4. REVIEW. The Supply Officer must determine through an aggressive review that report 029 accurately reflects the requirements of the ship. It must also be determined that the items ordered are not excessive, duplicate, or managed uniquely within another supply program. A review of the report will include the following areas of concern:

a. Fund Code. Fund code errors may be introduced as a result of incorrect ERC coding of the stock record card;

b. DLR material. DLR stock should not be indiscriminately ordered off of this report. These items should be under the control of the DLR supply manager to permit coordination of requisition and turn-in requirements;

c. High Money Value;

d. Medical Cognizance/FSC material. Material assigned to 9L cognizance but authorized in the ship's COSAL for repair will not pick-up the R fund coding. An internal program validation automatically assigns the fund code of __7.

5. PROCESSING OPTIONS. Upon completion of Report 029 review, the Supply Officer has five options for processing the global reorder review as follows:

Option	Description
1	Allows reviewer to refocus on his stock record file by changing the parameters and printing a new Report 029.
2	Allows reviewer to give blanket approval for the global reorder.
3	Allows reviewer to review and selectively approve or cancel items on the reorder.
4	Allows the reviewer to produce a listing of the reorder after deletion or changes.
5	Allows reviewer to delete all items on the reorder, Report 029.

3733 ONE-FOR-ONE REORDER

1. GENERAL. When posting stock issues from the storeroom the user should reorder for stock using the option "Record Transaction and Reorder" from the SFM "Issue Recording" screen. Another reorder option from the stock record card itself is also available. This option, although time consuming for large numbers of items, should be used in all cases when issuing DLRs.

Section IV: RSUPPLY AUTOMATIC REORDER

3740 INTRODUCTION

1. GENERAL. RSUPPLY provides the afloat Supply Department with two options for ordering stock: Automatic Reorder (JSI 208) or one-for-one reorder at the time of issue. DLRs for stock will be ordered one for one at the time of issue. The shipboard supply departments objective is to maintain 100 percent of repair part allowances on hand or on order. It is understood that many situations may exist due to operational schedule or other timing factors, space, or OPTAR funding constraints to preclude instantaneous reorder of material in all instances. However, every effort should continually be made to achieve the objective of 100 percent allowed material on hand/on order. A trial reorder review should be run as often as required for consideration of stock replenishment action. Level setting should be utilized as an inventory management tool to review stock for SIM/DBI qualification. Stock replenishment will normally be accomplished through the Automatic Reorder Function of the Inventory Subsystem. The program, which runs in batch processing, screens the SIT and computes the reorder quantity based on parameters provided by the user. There are several options available to tailor the reorder. A requisition record, held in the Requisition Release Outgoing Transactions, and a reorder review listing are produced. After management review, the external requisitions are produced via the Release Requisitions function of the Logistics Subsystem.

2. PROCEDURES. Prior to producing a “live” automatic reorder the user should first queue a Trial Reorder. Before starting a “live” reorder review, the user should be sure that all substitute and superseded NSNs been taken into account (ATC 9). All substitutes and superseded NSN’S must be cross referenced to the allowed NSN via Cross Reference Processing in the Inventory Subsystem. Upon initiating reorder review, ensure stock dues and substitutes onhand and due are selected in the computation method otherwise the quantities on hand after receiving the reordered items may exceed the Requisitioning Objective (RO). All reorder transactions will be reflected on financials and must be reviewed for availability of funds prior to approval. Management review should include:

3. FREQUENCY. Stock replenishment on a regular basis is essential to maintaining proper stock levels and an activity's ability to meet Type Commander supply effectiveness standards.

4. REVIEW. The Supply Officer must determine through an aggressive review that the reorder accurately reflects the requirements of the ship. It must also be determined that the items ordered are not excessive, duplicate, or managed uniquely within another supply program. A review of the report will include the following areas of concern:

a. Fund Code. Fund code errors may be introduced as a result of incorrect ERC coding of the stock record card. NSA Fund codes on a reorder will be limited to _3, _B, and _R ;

b. Unusual Order Quantities: Items with an RO that seem excessive should be researched to determine if the RO should be manually set and a limit flag assigned.

c. ATC 4 SIM/DBI: Research must be conducted to ensure demand is expected to continue. Price and storage ability have to be considered.

d. Supplementary Address: NSN's with a SUPPADD of "YSTOCK" need to be researched. Perform Transaction Ledger queries to determine if the item was previously cancelled/rejected. If a NAVSEA OPN requisition received "RG" supply status the allowance needs to be disestablished. If a requisition was rejected with "CG", "CJ", "CK", "CU", or "CY" status an ARRC will have to be assigned to prevent subsequent reorders and rejection status. Use the rejection status as the two character ARRC code for later validation of ARRC assignments. Ensure a substitute was not offered with "CJ" status. If so, establish a cross-reference relationship, if required, and reorder the substitute.

e. 9Q Cogs: Normally Unit Level RSUPPLY activities will not stock consumable material. Ensure any 9Q cogs are valid repair parts.

f. DLR's: Ensure an NRFI is available for any DLR requisitions not citing a 5A advice code.

g. ARRC's: ARRC's are normally assigned to prevent obsolete/deactivated allowance items from computing for reorder. These items should be periodically reviewed in FEDLOG for substitutes or if the Acquisition Advice Code (AAC) is no longer "V" or "Y".

5. PROCESSING OPTIONS. There are six options for choosing the type of reorder. One of the following is a mandatory entry on the reorder request screen:

a. FILL. Only those SIT records with the FILL indicator set will be selected. This option should be used when replenishment requisitions are to be submitted to CLF ships.

b. NON-FILL. All records on the SIT will be considered except those with a FILL indicator set.

c. NIS. Only those SIT records that are Not In Stock will be selected.

d. DBI. Only those SIT records that are Demand Based Items will be selected.

e. Non-DBI. All records on the SIT will be considered except those that are DBI.

f. All. All qualifying records on the SIT will be considered.

6. Reorder Computations. The computation options control the method of computing deficient quantities, the use of substitute items, and the method of computing a substitute excess quantity to apply against the computed deficient quantity. One of the following options is a mandatory entry:

a. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

b. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand.

c. RO to (Total O/H Qty + Stk Dues). The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H), minus stock dues.

d. RO to Total O/H Qty. The computed reorder quantity will consist of Reorder Objective (RO), minus the on-hand (O/H).

e. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of Reorder Point (RP), minus the on-hand (O.H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

f. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of Reorder Point (RP), minus the on-hand (O/H), minus stock dues and minus substitute on-hand (O/H).

g. RP to (Total O/H Qty + Stk Dues). The computed reorder quantity will consist of Reorder Point (RP), minus the on-hand (O/H), minus stock dues.

3741 TRIAL REORDER OPTION

1. GENERAL. The Trial Reorder Option provides management with the capability to review deficient stock records without producing replenishment requisitions. The trial option has the same reorder types and reorder computations available for selection that the “live” reorder has. When the trial option is specified, files are not updated, and the Reorder Review Listing will not have document numbers assigned.

3742 REORDER REVIEW LISTING

1. GENERAL. A Reorder Review Listing (JSI 208) is generated providing supply managers with a means to review the computer-generated requisitions. The listing should be reviewed by supervisors. Each record on the listing should be screened for NSN, quantity, ARRC, LMC, and substitutes. If storage space of bulk materials is limited at the activity, bulk items should be reviewed for the quantities ordered; and the requisition quantity should be modified to accommodate the storage space.

Section V: REQUISITION FILE MAINTENANCE

3750 GENERAL

1. PROCEDURES. SFM/RSUPPLY units will follow the file maintenance requirements described in Part D of this Chapter. Various requisition and requirement listings are available through the SFM/RSUPPLY system to assist in requisition file maintenance (detailed procedures are contained in the SFM On-Line Users Manual or the RSUPPLY Unit User's Manual . As requisition file maintenance is performed to cancel or follow up on outstanding requisitions off ship, MILSTRIP format reports are generated. These reports must be produced and appropriately submitted in order to accomplish follow up action within the federal supply system.

2. OUTSTANDING REQUISITION LISTING - SFM. The Outstanding Requisition Listing - With Status (Report 073), provides a record of all outstanding requisitions and latest processed supply status. It should be printed monthly by requisition number. Supply personnel must ensure that all requisitions receive follow-up actions to keep requisition status current. The outstanding requisition listing can be used to research requisitions with BF status, no status, or to submit AF/AT follow-ups on requisitions over 60 days old. This report printed by NIIN, can aid in processing receipts and to research gains by inventory for possible receipts. Any documents which appear to match material found in the storeroom should be compared to the status data in the RQF. This listing replaces the manual Material Outstanding File (MOF). In addition, the report can also be printed by JCN sequence monthly to be used as a Material Obligation Validation (MOV) aid for processing internal and external MOVs (see par. 3757).

3. REQUISITION FILE LISTING - SFM. The Requisition File Listing (Report 063) provides a listing of outstanding requisitions, completed requisitions or outstanding and completed requisitions in the selected sequence (requisition number, NIIN, or JCN). This report, by completed requisitions, replaces the manual material completed file (MCF). If formatted in document number sequence, the completed listing provides management with a ready access of completed requisitions in the RQF. It is also useful during AUOL processing and when in NIIN sequence, it is useful for reviewing the activity with SIM identification. When produced as an outstanding listing in JCN sequence, the report is useful in conducting material obligation validations (MOVs) on maintenance related requisitions. The listing shows requisitions associated with valid JCNs or closed and non-existent JCNs.

4. REQUISITIONS LISTING - RSUPPLY. The Requisitions Listing (JSL 311) provides a report of either all Outstanding, Completed, or MOV requisitions. When Outstanding is selected the user has an option to produce the report with all previous requisition status or with only the most recent status. It should be reviewed and aggressively worked as often as necessary to ensure all requisitions have valid supply or shipment status. Supply personnel must ensure that all requisitions receive follow-up actions to keep requisition status current. The outstanding requisition listing can be processed to only produce requisitions with no incoming status, shipping status, supply status, those with previously submitted cancellation requests, or those with an expired ESD. This report can be generated in either Doc Nbr or NIIN sequence. When reviewed in NIIN sequence it can aid in processing receipts when

material is received without paperwork or to match gains by inventory for possible requisitions with overaged shipping status. When the report is queued in MOV sequence it is useful in conducting MOVs on maintenance related requisitions. The listing shows requisitions associated with either open or closed JCNs.

3751 SFM REQUISITION STATUS PROCESSING

1. TYPES OF INPUT. There are two methods for processing requisition status; manual input and automated input. The automated status update method is most efficiently accomplished when the correct media and status (M&S) code has been entered during the requisitioning process. This code requests the desired media of reporting and levels of supply status. A list of the M&S codes and their definitions are provided in Appendix 16. Use of the automated status update method in performing requisition file maintenance will be dependent upon receipt of supply status. Therefore, while at sea, management attention is needed in selecting the appropriate status update method (i.e., automated or interactive) to ensure timely updates are accomplished.

2. MANUAL INPUT. Manual processing is required upon receipt of status in any form which will not allow automated processing to SFM. This status processing method is more labor intensive than the automated method. Therefore, when feasible, the automated requisition status update method is preferred. The interpretation of status documents for SFM requisition file maintenance parallels the file maintenance procedures provided in this chapter. One exception, however, is narrative (NAR) processing. To ensure timely requisition maintenance, management review of outstanding requisition listings will be necessary. Any required corrective action resulting from this review will be performed in accordance with the UMMIPS time standards for requisitioning material (see par. 3049).

3. AUTOMATED INPUT. At the completion of each automated status processing session, two reports will be automatically generated; a Status Input Listing (Report 081), and a Status Exception Listing (Report 076)(see samples Appendix 25). The status input listing is a complete record of all status input into SFM during automatic status processing. This listing must be reviewed to ensure all status was properly read. The status exception listing will contain status on substitute NSNs (status code BG), cancellations and rejections (status codes CK, CS, CR, and RK), unit of issue changes (status code BH), requisitions not on file, and incompatible data. Each of these status exceptions poses different management actions and should be handled accordingly.

a. Requisitions with NSN changes must be manually entered into the SFM stock record files. Cross reference data must be constructed in the technical file or COSAL APL data updated to ensure user access to NSN changes.

b. Canceled or rejected requisitions will automatically process to the financial transmittal file (FINXTL) and appear on the next transmittal (Report 026), as "XO__" series documents.

c. Unit of issue conversion changes must be manually entered into SFM stock record files. This process is semi automated only if the conversion data is resident in the SNV/SFM system validation tables. If the specific conversion data is not resident in SFM, the supply personnel must enter conversion factors and data obtained from Appendix 19. Unit of issue conversion may result in misalignment between actual on hand and the new unit of issue quantity. Such

situations may be resolved through either force issuing the excess quantity to the department or transferring the material ashore if the aggregate money value exceeds $50. See Chapter 6 for detailed unit of issue conversion procedures.

d. Substitute interchangeable data requires manual update of technical cross reference data and creation of a substitute/interchangeable stock record card (AT code 9) to ensure continuity of records.

e. For those status records shown as "no record on file", a review should be conducted to identify requisitions which have been completed. The entries listed under "incompatible data" section will usually be caused by status that was read incorrectly or contains different codes than that of the original requisition. The status will need to be interpreted and entered manually.

3752 RSUPPLY REQUISITION STATUS PROCESSING

1. TYPES OF INPUT. There are two methods for processing requisition status; manual input and automated input. The automated status update method is by far the more efficient method and afloat activities will utilize this option to process the vast majority of their incoming status. Use of the automated status update method in performing requisition file maintenance will be dependent upon receipt of supply status. This is accomplished when the correct Media and Status (M&S) code has been entered during the requisitioning process. This code requests the desired media of reporting and levels of supply status. Normally afloat activities will use M&S code “S” for their A0_ series Document Identifiers. This will request 100% supply and shipment status to the requisitioner (CC 30-35) via electronic methods. A list of the M&S codes and their definitions are provided in Appendix 16.

2. MANUAL INPUT. Manual processing is required upon receipt of status in any form which will not allow automated processing to RSUPPLY. This status processing method is more labor intensive than the automated method. Manual status input is accomplished in the Logistics Subsystem via Requisitioning>Status. To ensure timely requisition maintenance, management review of outstanding requisition listings will be necessary. Any required corrective action resulting from this review will be performed in accordance with the UMMIPS time standards for requisitioning material (see par. 3049).

3. AUTOMATED INPUT. After electronic status has been received, use the Batch File Transfer function to upload status to the RSUPPLY server. The process to choose is “Incoming Status for Supply”. Once the status has been successfully transferred to the server it has to be processed. This is accomplished in the Site Subsystem via Management>Site Incoming>Incoming Status>Supply. Select “Request”. This action will initiate a Batch Job (JSS 120) to process the status. The user must then select the “Report and Purge” option. This action will generate another JSS 120 Batch Job which will produce the Incoming Status for Supply and Carcass Report. This report will only contain those requisitions which were not successfully processed. This report will contain status on substitute NSNs (status code BH), cancellations and rejections (status codes CK, CS, CR, and RK), unit of issue changes (status code BG), requisitions not on file, and incompatible data. Each of these status exceptions poses different management actions and should be handled accordingly.

a. Requisitions with NSN changes must be manually entered into Maintain Stock Items. Superceded relationships must be built in Cross Reference Processing.

b. Canceled or rejected requisitions will automatically process to the financial transmittal file and appear on the next transmittal (JSF403/404), as "XO__" series documents. Requisitions rejected for obsolete/deactivated NSNs should have an ARRC assigned to the NSN.

c. Unit of issue conversion changes must be manually entered into Maintain Stock Items. This process is semi automated only if the conversion data is resident in the system validation tables. If the specific conversion data is not resident in RSUPPLY, the supply personnel must enter conversion factors and data obtained from Appendix 19. Unit of issue conversion may result in misalignment between actual on hand and the new unit of issue quantity. Such situations may be resolved through an Inventory Adjustment. See Chapter 6 for detailed unit of issue conversion procedures.

d. New substitute/interchangeable data will require manual update via Maintain Stock Items (AT code 9) and creation of a substitute/interchangeable relationships via Cross Reference Processing.

e. For those requisitions shown as “not existing on the RSUPPLY database”, a review should be conducted to identify what these requisitions are i.e. ammunition requisitions, LAMPS detachment, etc. The entries listed under "Requisition Mismatch" section may have been caused by status that was read incorrectly or contains different codes than that of the original requisition. The status received will have to be interpreted and entered manually. Annotate the listing with all action taken.

3753 STATUS PROCESSING FOR NAVSEA OPN OUTFITTING ACCOUNT REQUISITIONS

1. BACKGROUND. NAVSEA OPN Outfitting Account requisitions are to be submitted in accordance with the Navy outfitting manual (T9066-AA-MAN-010, Vol 1) and par. 3369.

2. STATUS PROGRAM. SFM/RSUPPLY users may enter status of NAVSEA OPN Outfitting Account funded requisitions either manually or through automated processing. This process writes the NAVSEA OPN Outfitting Account assigned fund code to the requisition which is included in subsequent follow-up requests by the ship.

3. FOLLOW-UPS. An AT document will be used for follow-up of all NAVSEA OPN Outfitting Account requisitions when an "AF_" document has been sent to the last known holding supply activity and "BF_" status is received. When this occurs submit an "AT_" document to NAVICP-M using the same data as submitted in the original requisition. "AT_" follow-ups should be sent to NAVICP-M (RIC – NUV) for all requisitions over 30 days old without supply status.

3754 SFM REQUISITION FOLLOW-UP

1. GENERAL. SFM provides the ability to produce automated requisition follow-ups. The program reviews, in background mode, all requisitions which qualify for follow up action based on the parameters provided by the user. Follow-ups may be generated by stock point, work center, job control number, or the complete file. The user is able to review and release follow-up transactions via Reports 090 and 075 (see samples Appendix 25).

a. Generated Follow-up Listing (Report 090). Requisition follow-ups are generated through Report 090. Follow-ups may be reviewed on line or by printing the Generated Follow-ups Listing. Any required changes or deletions should be accomplished prior to running Report 075.

b. Requisition Status Cancellations/Follow-up Request (Report 075). This report lists requisition status follow-ups, cancellations or material obligation validation (MOV) responses (see par. 3747). The listing includes follow-ups and cancellation requests generated during Report 090 processing. Once the report is printed, the requisition status records are updated with the changes and recorded in the requisition status file. It is therefore important to ensure that these documents are transmitted off-ship. This report can be produced as a tape, disk, and/or printed listing.

3755 RSUPPLY REQUISITION FOLLOW-UP

1. GENERAL. RSUPPLY provides the ability to produce automated requisition follow-ups. The program reviews, in background mode, all requisitions which qualify for follow up action based on the parameters provided by the user. Follow-ups can be selected for DTO, Stock, or all requisitions. Follow-ups can be specified for high or low priority limits, Stock Point Routing Identifier, work center, or Job Control Number. The user is able to review and release follow-up transactions via Release Rqns and Status (JSL319). Follow-ups may also be entered manually for individual requisitions through Logistics>Requisitioning>Status>Supply.

a. Requisition Follow-up Listing (JSL302). Automated requisition follow-ups will generate a JSL302 Batch Job. Follow-ups may be reviewed on line or by printing the JSL302 listing. This listing is for information only.

b. Release Rqns and Status Listing (JSL319). All requisition follow-ups are sent to a release status queue where the user has the options to cancel or approve individual follow-ups or to cancel or approve all follow-ups on file.

3756 SFM REQUISITION MODIFIERS

1. GENERAL. Requisitions will be modified in accordance with pars. 3550-3552. Requisition modifiers (DI AM_) will be created on-line. The Automated Requisition Modifier Listing (Report 031) (see sample Appendix 25) shows the requisitions which have modifiers processed against them. Modifiers are released through the processing of Report 075 (see par. 3743).

3757 RSUPPLY REQUISITION MODIFIERS

1. GENERAL. RSUPPLY provides the ability to produce automated requisition modifiers. The program reviews, in background mode, all requisitions which qualify for modification based on the parameters provided by the user. Modifiers can be selected for DTO, Stock, or all requisitions. Automated requisition modifiers require the user to enter a From and To Julian date and serial number range. Modifications can be made to the Media and Status Code, Supplementary Address, Signal Code, Distribution Code, Advice Code, Issue Priority Designator, Required Delivery Date, and up to three different Project Codes. The user is able to review and release requisition modifiers via Release Rqns and Status (JSL319). Modifiers may also be entered manually for individual requisitions through Logistics>Requisitioning>Status>Supply.

a. Requisition Modifier Listing (JSL301). Automated requisition follow-ups will generate a JSL301 Batch Job. Modifiers may be reviewed on line or by printing the JSL301 listing. This listing is for information only.

b. Release Rqns and Status Listing (JSL319). All requisition modifiers are sent to a release status queue where the user has the options to cancel or approve individual follow-ups/modifiers or to cancel or approve all follow-ups/modifiers on file.

3758 SFM MATERIAL OBLIGATION VALIDATION (MOV) PROCEDURES

1. GENERAL. The SFM system provides an automated capability to process and respond to external and internal MOV requests and generate responses. Validation and processing of the MOV will be conducted in accordance with pars. 3590-3599.

2. PROCEDURES. MOV requests received through DAAS will be entered by automated status input, which will produce Reports 081 and 076 (see par. 3741-3 and Appendix 25). The Supply Officer must initiate the notification of receipt of MOV requests off-line as outlined in par. 3594. Each exception contained in Report 076 will be verified through review of the Requisition File History Listing (Report 071). Normally these exceptions will result from MOV requests being received for requisitions that were previously completed (material received). Individual MOV responses are necessary for total or partial cancellations. MOV responses will be generated through on-line review. Additionally, Report 167, ICP Generated MOV's Requiring Review, may be printed to aid in this process (see sample Appendix 25).

3. MOV RESPONSE. Once the MOV responses have been input, the Requisition Status Cancellations/Follow-up Request (Report 075) will be generated. This report will list the MOV responses generated as a result of processing the external MOV program. Once the report is printed, the requisition status records are updated with the changes and recorded in the requisition status file. It is therefore important to ensure that these documents are transmitted off-ship. This report can be produced as a tape, disk and/or printed listing.

4. INTERNAL MOV. Each month, the Supply Officer will initiate an Outstanding Requisition Listing With Status (Report 073) in JCN sequence (see sample Appendix 25). Action will be taken by the maintenance technician to cancel or generate a supporting valid maintenance action for those requisitions which are identified as "closed" or "JCN not on CSMP". Internal MOV for consumable material requirements must be accomplished through divisional supply petty officer's validation of work center (WC) requisition listings. The listing will be coded with MOV response codes to indicate if requisitions are valid. MOV response codes include "N" for need material, "C" for cancel requisition, and "R" for material has been received. Once reviewed and validated by the cognizant department head, the listing should then be returned to the supply office for appropriate MOV actions. The Internal Validation of All Outstanding Requisitions (Report 165) (see sample Appendix 25) can also be used as an aid in processing internal MOVs.

3759 RSUPPLY MATERIAL OBLIGATION VALIDATION (MOV) PROCEDURES

1. GENERAL. RSUPPLY provides an automated capability to process and respond to external and internal MOV requests and generate responses. Validation and processing of the MOV will be conducted in accordance with pars. 3590-3599.

2. PROCEDURES. MOV requests received through DAMES will be entered via Batch File Transfer (Incoming Status for Supply) which will create an JSS120 Input File. The Supply Department will then process the Incoming Status for MOV in the Site Subsystem. Select Request and specify the cutoff date of the MOV cycle. This will produce a quarterly MOV Batch Job (JSS111). This Batch Job Number will then be entered in Batch File Transfer (Receive From Server) to generate an MOV Receipt Acknowledgement (AP9) and/or Notice of non-receipt of total batch of MOV request (APX) file to transmit via DAMES. Each MOV request (AN1) received then has to be individually entered in Status Supply Search in the Logistics Subsystem. Click in the MOV radio button and it will default to DI AP1, click OK. Enter the quantity to be cancelled. If the entire quantity is still required enter a zero. MOV requests and responses are recorded in the requisition status tables.

3. MOV RESPONSE. Once the MOV responses have been input, return to Incoming Status for MOV and click in the Response radio button. This will generate a JSS111 Report and a JSS111 Output File with any AP1 cancellation requests and will end with BMVSGA and your UIC signifying that all other AN1 requisitions received are still required. The Output File is transmitted off ship.

4. INTERNAL MOV. Each month, the Supply Officer will initiate an MOV Requisition Listing (JSL311). The listing can be queued by COSAL type, JCN’s (open or closed), and either by department, division, or work center. Action will be taken by the supply department to submit a cancellation request or obtain in writing a request from the appropriate department head explaining why the material is still required for those requisitions which are identified as "closed". The listing will be coded with MOV response codes to indicate if requisitions are valid. MOV response codes include "N" for need material, "C" for cancel requisition, and "R" for material has been received. Once reviewed and validated by the cognizant department head, the listing should then be returned to the supply office for appropriate MOV actions.

Section VI: REQUISITION HISTORY TAPE (RHT) PROCESSING

3760 SFM RHT PROCESSING

1. GENERAL. The Supply Officer is responsible for processing an RHT tape each month as part of the normal end of month reporting. This process deletes completed requirements/requisitions from the requirements file (RQF) and the Requisition Status File (RSF), and frees space in the SFM files to allow room for additional requirements and requisitions. Failure to process the RHT on a monthly basis will slow down SFM processing, which can result in program aborts due to lack of disk space. Close coordination between the Supply Officer and the SFM system coordinator is necessary when processing the RHT.

2. PROCEDURES. As a result of processing the RHT, a magnetic tape is automatically produced as well as a Requisition History File Listing, Report 071 (see sample Appendix 25). Report 071 recaps the detailed transactions that have been removed from the SFM real time data base and recorded on magnetic tape storage media. The printed RHT reports are used to validate/support SFOEDL and AUOL processing. It is recommended that the record completion date be set to 120 days in the constants file for completed requisitions and set to 30 days for issues, LBIs, GBIs, and transfers. More information regarding the constants file is provided in par 6410, and in the SFM On-Line Users Manual.

3761 RSUPPLY REQUISITION HISTORY PROCESSING

1. GENERAL. Requisition History Processing is not conducted in RSUPPLY. Completed requisitions can be reviewed in the Query Subsystem.

Part F: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/ RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCUREMENT PROCEDURES

Section I: AUTOMATIC REORDER

3800 INTRODUCTION

1. GENERAL. Stock replenishment is accomplished through the Automatic Reorder Function of the Inventory Management Subsystem. The programs, which run in the batch processing function, screen the BMF/SIT and compute the reorder quantity based on parameters provided by the user. In SUADPS-RT, General Selector capability is provided, whereas in RSUPPLY, there are several options available to tailor the reorder. A requisition record, held in the Requisition Output File/Requisition Release Outgoing Transactions, and a reorder review ledger/listing are produced. After management review, the external requisitions are produced via the Requisition Release/Requisition Release Outgoing Function of the Logistics Subsystem.

2. FREQUENCY. Periodic stock replenishment on a regular basis is essential to maintaining proper stock levels and an activity's ability to meet Type Commander supply effectiveness standards. Factors such as operation schedule, location, personnel, and computer availability will impact on reorder frequency. Every effort must be made to schedule BMF/SIT records for automatic reorder review at least twice monthly. Atlantic fleet USID A ships will schedule stock replenishment in accordance with Fleet and Type Commander directives.

3. EXCLUDED RECORDS. Records in the BMF/SIT that meet one or more of the following conditions will be excluded from automatic reorder processing:

a. Cognizance symbol equals 7Z, 9M, 9X, or 0I;

b. BMF/SIT inventory indicator is set;

c. BMF/SIT offload/reorder indicator is set to 0, indicating the record is included in an offload being processed;

d. BMF/SIT records assigned an ARRC and repairable items are excluded from the reorder unless the applicable include option is selected.

4. REPLENISHMENT PROCESSING ACCESS. Access to the Automatic Reorder and Requisition Release functions will be controlled by the SUADPS-RT/RSUPPLY FAS as directed by the Supply Officer. Access will normally be restricted to stock control division officers and work center supervisors. An entry in the User Identification Data File/User Access Table is required for each individual granted access.

3801 SUADPS-RT RECORD SELECTION OPTIONS

1. GENERAL. The automatic reorder request screen provides several options to specify the BMF records to be considered for replenishment. One of the following is a mandatory entry on the reorder request screen:

a. ROUTINE. All records on the BMF will be included.

b. FILL. Only those BMF records with the FILL indicator and the FILL item number set will be selected (not applicable to USID A). This option should be used when replenishment requisitions are to be submitted to CLF ships.

c. NON-FILL. All records on the BMF will be considered except those with a FILL item number assigned.

d. AVCAL/COSAL/LOAD LIST/QCOSAL Increase. Only those BMF records with a nonrecurring quantity greater than zero will be included. This quantity is computed at the time the AVCAL/COSAL/LOAD LIST/QCOSAL allowance tape is processed. Requisitions produced when this option is used will have a demand code of P assigned.

2. AUTOMATIC REORDER RESTRICTION-CODED RECORDS. BMF records with an ARRC may be included by answering "yes" to the Include ARRC Item Question on the automatic reorder screen. This option may be used with any of the record selection options discussed above.

3. DEPOT LEVEL REPAIRABLES. DLR items may be included by answering "yes" to the Include Repairables Question on the automatic reorder screen. This option may be used with any of the record selection options discussed above.

4. GENERAL SELECTOR. The general selector capability allows tailoring the reorder to almost any category of material desired. Procedures for the use of the general selector are contained in the SUADPS-RT Support Procedures, Appendix 19.

3802 RSUPPLY RECORD SELECTION OPTIONS

1. GENERAL. The automatic reorder request screen in RSUPPLY is different, however, the options is similar with SUADPS-RT. It also provides several options to specify the SIT records to be considered for replenishment. One of the following is a mandatory entry on the reorder request screen:

a. ROUTINE. All records on the SIT will be included.

b. FILL. Only those SIT records with the FILL indicator and the FILL item number set will be selected (not applicable to USID A). This option should be used when replenishment requisitions are to be submitted to CLF ships.

c. NON-FILL. All records on the SIT will be considered except those with a FILL item number assigned.

d. AVCAL/COSAL/LOAD LIST/QCOSAL Increase. Only those BMF records with a nonrecurring quantity greater than zero will be included. This quantity is computed at the time the AVCAL/COSAL/LOAD LIST/QCOSAL allowance tape is processed.

2. NON-REPAIRABLES/REPAIRABLES/FIELD LEVEL REPAIRABLES. This option is used to select type of material and can be used in conjunction with whether the record is Non-QCOSAL or QCOSAL. Certain criteria can be specified such as DBIs or HAZMAT which come along with option to select locations, location range, ATCs, LMCs, Cogs, ARRCs, SMCC and budget projects. Records with option to exclude are the LMCs, ARRCs, Cogs and budget project.

3803 SUADPS-RT REORDER QUANTITY COMPUTATIONS

1. GENERAL. The computation options control the method of computing deficient quantities, the use of substitute items, and the method of computing a substitute excess quantity to apply against the computed deficient quantity. One of the options in the following subparagraphs is a mandatory entry with the record include options discussed in paragraph 3801 except for AVCAL/COSAL/LOAD LIST/QCOSAL increase. When the AVCAL/COSAL/LOAD LIST/ QCOSAL Increase Record Selection Option is selected, all computation options will be left blank.

a. REGULAR. The computed reorder quantity (RQ) will consist of the high limit/Reorder Objective (RO), minus the on-hand (OH), minus stock dues (SD). If the results are greater than 0 and the on-hand plus stock dues is less than the low limit/Reorder Point (RP), then the item is included. Excess substitutes are considered in the computation.

b. TOPOFF Options. SUADPS-RT provides several stock replenishment top-off options for use in preparation for and during deployments or at other times when it is desired to maintain maximum stock levels on board. Depending on the option chosen, material currently on order or substitute material on hand (or both) will be disregarded during the computation of reorder quantities. These options must be used carefully as they will cause excess material to be ordered which may (depending on demand usage) require offload action at a later date.

(1) TOPOFF Option T. The computed reorder quantity will be the high limit/RO, minus the on-hand, minus the stock dues. If the result is greater than zero, the record will be included. Excess substitutes are considered in the computation.

(2) TOPOFF Option D. The computed reorder quantity will be the high limit/RO, minus the on-hand. If the result is greater than 0, the record will be included. Stock dues and substitutes are not considered.

(3) TOPOFF Option S. The computed reorder quantity will be the high limit/RO, minus the on-hand, minus stock dues. If the result is greater than 0, the record will be included. Substitutes are not considered.

2. FILL RECORD SELECTION OPTION. When using the FILL record selection, the computation options available remain the same, but the actual computation is modified.

a. REGULAR. The computed reorder quantity will be the high limit/RO, minus on-hand, minus stock dues, if the on-hand quantity is less than or equal to low limit/RP.

b. TOPOFF Options S and T. The computed reorder quantity will be the high limit, minus on- hand, minus stock dues, if the on-hand quantity is less than the high limit/RO.

c. TOPOFF Option D. The computed reorder quantity will be the high limit/RO minus on-hand, if the on-hand quantity is less than the high limit/RO.

3804 RSUPPLY REORDER QUANTITY COMPUTATIONS

1. GENERAL. The computation options control the method of computing deficient quantities, the use of substitute items, and the method of computing a substitute excess quantity to apply against the computed deficient quantity. One of the options in the following subparagraphs is a mandatory entry with the record include options discussed in paragraph 3801 except for AVCAL/COSAL/LOAD LIST/QCOSAL increase. When the AVCAL/COSAL/LOAD LIST/ QCOSAL Increase Record Selection Option is selected, all computation options will be left blank.

a. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

b. RO to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H), minus stock dues, minus substitute on-hand.

c. RO to (Total O/H Qty + Stk Dues). The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H), minus stock dues.

d. RO to Total O/H Qty. The computed reorder quantity will consist of high limit/Reorder Objective (RO), minus the on-hand (O/H).

e. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty). The computed reorder quantity will consist of low limit/Reorder Point (RP), minus the on-hand (O.H), minus stock dues, minus substitute on-hand and minus substitute due quantity.

f. RP to (Total O/H Qty + Stk Dues + Subs O/H Qty). The computed reorder quantity will consist of low limit/Reorder Point (RP), minus the on-hand (O/H), minus stock dues and minus substitute on-hand (O/H).

3805 DUMMY/TRIAL REORDER OPTION

1. GENERAL. The Dummy (SUADPS-RT), Trial (RSUPPLY) Reorder Option provides management with the capability to review deficient stock records without producing replenishment requisitions. The Dummy Reorder (SUADPS-RT), Trial (RSUPPLY) Option cannot be used with the other record selection options. In SUADPS-RT, general selector may be used and ARRC-coded or repairable items or both may be included. When the dummy option is specified, screen input is not validated, files are not updated, and the Reorder Review Ledger/Listing will not have document numbers assigned.

3806 REORDER REQUEST

1. GENERAL. Upon completion of the request screen, the batch job request screen will be displayed. Procedures for batch job requests are contained the SUADPS-RT Support Procedures, Appendix 20. The batch job request screen also provides the General Selector Option. Detailed procedures for use of the general selector capability are contained in the SUADPS-RT Support Procedures, Appendix 19. The SUADPS-RT FAS must then complete the Batch Job Review Screen and approve running the reorder. In RSUPPLY, the batch job screen will be displayed upon completion of selection criteria. The RSUPPLY FAS must then approve and run the batch job.

3807 SUADPS-RT FILES/RSUPPLY TABLES UPDATED

1. GENERAL. Upon completion of the Automatic Reorder Request, the following SUADPS-RT files/RSUPPLY Tables will be updated:

a. Basic Material File (BMF)/Stock Item Table (SIT). The stock due quantity field will be increased by the computed reorder quantity.

b. Basic Requisition File (BRF)/Active Requisition Table (ART). The stock replenishment requisition will be added to the BRF. The record at this point will have the nonreleased indicator set, which identifies a requisition as not having been reviewed and released.

c. Requisition Output File (ROF)/Requisition Output Table (ROT). Requisition records (DI A0_) generated as a result of the reorder will be added to the file/table. The records will remain in the ROF/ROT until reviewed and released by the External Requisition Release/ Release Outgoing Transactions Function.

d. Repairable Tracking File (RTF)(USID C & M Activities). Requisitions for DLR's will have an advance response to follow-up (DI BK2) generated and written to the RTF when a matching NSN record is present in the RTF or Nonreordered DLR Carcass File.

3808 REORDER REVIEW LEDGER/LISTING

1. GENERAL. In SUADPS-RT, a Reorder Review Ledger (DI 081) will be generated in the format shown in Appendix 15. In RSUPPLY, a Reorder Review Listing is also generated showing same format except that the summary page breaks it down by recurring and non-recurring within budget project. This listing provides supply managers with a means to review the computer-generated requisitions. The listing should be reviewed by stock control, stores/material, aviation support, and other work center supervisors. Each record on the listing should be screened for NSN, quantity, ARRC, LMC, and substitutes. If storage space of bulk materials is limited at the activity, bulk items should be reviewed for the quantities ordered; and the requisition quantity RO and RP should be modified to accommodate the storage space. Constrainment of the RO should be set with the limit flag. Partial or total cancellation of computed requirements should be annotated on the listing and initialed by the supervisor approving the change.

3809 REQUISITION RELEASE PROCESSING

1. GENERAL. After screening of the Reorder Review Ledger/Listing and annotating the changes, the Requisition Output File (ROF)/Requisition Output Table (ROT) must be updated and the requisitions processed for release into the Supply System. This is accomplished through the Requisition Release Processing/Release Outgoing Transactions Function of the Logistics Management Subsystem. Refer to the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem for instructions concerning reviewing, changing, and releasing requisitions.

2. CHANGES ALLOWED. The following data elements in requisition records may be changed via the Requisition Release Processing/Release Outgoing Transactions Function:

SUADPS-RT

a. Routing Identifier;
b. M&S code;
c. Quantity (except USID C & M requisitions for DLR items)
d. Supplementary address;
e. Signal code;
g. Distribution code.

RSUPPLY

a. Document Identifier
b. Routing Identifier
c. M&S Code
d. Quantity (except USID C & M requisitions for DLR items)
e. Demand Code
f. Supplementary address
g. Signal code
h. Distribution code
i. Project code
j. Priority
k. RDD
l. Advice code

Section II: OFF-LINE STOCK PROCUREMENT

3810 REPLENISHMENT PROCEDURES

1. GENERAL. When stock replenishment is accomplished off-line, the following steps must be completed to ensure proper recording of the procurement action:

a. Determine items and quantities to be ordered,

b. Establish BMF/SIT record if none exists,

c. Determine the source of supply,

d. Prepare the appropriate procurement document,

e. Record the procurement action in SUADPS-RT/RSUPPLY using the Requisition Input/Initiate Requisition Function in the Logistics Management Subsystem,

f. Submit the procurement document to the supply source.

3811 DOCUMENT NUMBERS

1. GENERAL. Document serial numbers for off-line documents will be assigned from a block of numbers reserved for this purpose. Control of document numbers assigned manually is critical to prevent duplicate document numbers from entering the supply system and to allow for proper recording and monitoring of requisitions. An Off-Line Stock Document Number Control Log will be maintained and each document prepared will be entered to prevent duplication. The log will contain the following information as a minimum:

a. Document number,

b. Routing identifier,

c. NSN/LICN/NICN,

d. Quantity ordered,

e. Date and method of submission.

3812 SUADPS-RT FILES/RSUPPLY TABLES UPDATED

1. GENERAL. Upon completion of Requisition Input processing (and Requisition Review and Release when appropriate), the following system files will have been updated:

a. Basic Requisition File (BRF)/Stock Item Table (SIT). The requisition or purchase record will be added to the file,

b. Basic Material File (BMF)/Active Requisition Table (ART). The stock due field will be increased by the quantity requisitioned.

3813 LONG TERM SYSTEM FAILURE

1. GENERAL. In the event of long term system failure, stock requisitions will be prepared off-line. One copy of each requisition will be held in a SUADPS-RT/RSUPPLY Pending File. DLR items will be ordered on a one-for-one basis each time an expenditure occurs.

Section III: DTO PROCUREMENT

3820 GENERAL

1. DTO PROCUREMENT AUTHORITY. The authority and source of information to prepare a DTO procurement document is a customer request for material or service to be provided by a government or commercial source. The material must have been determined to be not-carried (NC) or not-in-stock (NIS). The request may be received by the supply department via the SUADPS-RT/RSUPPLY Material Requirements Function or on a DD Form 1348 or other locally acceptable form.

2. DTO PROCUREMENT FOR SUPPORTED UNITS. Direct turn-over requirements for supported units may be processed and recorded in SUADPS-RT files/RSUPPLY tables provided that proper entries are made in the Customer Identification File (CID)/Other Activities Table as follows:

USID	CID Entry	When
C, M, T	Set Supported Unit to S/No financial Accounting	OPTAR accounting for the UIC is performed by NWCF activity.
C, M	Set Supported Unit Code to R/Financial Accounting	The UIC is a squadron or detachment assigned to the supported airwing but for which the OPTAR accounting function is not performed by the NWCF activity.
T	Set Parent Tender Field to UIC of the Assigned Supporting Tender	The UIC is a submarine temporarily supported by an activity other than the assigned supporting tender.

Chapter 1 of the SUADPS-RT Guide for Functional Area Supervisors provides instructions for establishing and updating the CID file.

3821 PROCUREMENT METHODS

1. PROCUREMENT FROM END-USE AFLOAT ACTIVITIES. Emergency requisitions for Navy Working Capital Fund (NWCF) material submitted by SAC activities to end-use ships require special handling to ensure proper financial reporting and credit to the transferring ship's Type Commander. The DD Form 1348 6-Part submitted to the issuing ship will contain a statement such as: This issue to be processed as a turn-in to a stores account and should not be included in your A or B summary. Credit for material transferred will be provided to your TYCOM.

2. PROCUREMENT FROM SHIP'S STORE. Material to be obtained from ship's store must be requisition using DD Form 1149. Individual document numbers will be assigned to each item listed. The accounting data cited will be appropriate for the cognizance symbol under which the material is carried on the BMF/SIT stock record of the NWCF activity. Requisitions submitted to ship's store officers are, for accounting purposes, the same as those submitted to any other

NWCF activity and when received should be processed as receipts from other supply officers. The DD Form 1149 will be prepared as shown below.

DD FORM 1149 FOR PROCUREMENT FROM SHIP'S STORE

SHIPPING CONTAINER TALLY _____

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM (Include ZIP Code)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
V20635 USS EMORY S. LAND (AS-39)	1	1	9 DEC 96	V20635-6344-A155
	7. DATE MATERIAL REQUIRED (YYMMDD)			8. PRIORITY
	9 DEC 96			06
2. TO: (Include ZIP Code)	9. AUTHORITY OR PURPOSE			
Ship's Store Officer USS EMORY S. LAND (AS-39)	NAVSUP P-485 PAR. 3821			
	10. SIGNATURE I. L. GARNER, LT, SC, USN, Supply Officer			11a. VOUCHER NUMBER & DATE (YYMMDD) V20635-6345-8013
3. SHIP TO - MARK FOR	12. DATE SHIPPED (YYMMDD)			b.
Legal Officer USS EMORY S. LAND (AS-39) FPO NY 09501	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT'G ACTIVTY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT
17X4911.2310	000	28001	0	000367	7J	V20635	0	006344A155KZ	7.56

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	TDKD-C60 60 Minute Cassette Tape	EA	00007				1.08	7.56
	Approved for transfer _____ 9 Dec 96 ENS S. P. GARVEY	EA	00007	Retail Price			1.20	8.40
	Received by _____ 9 Dec 96 Legal Officer							

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
ISSUED BY					
CHECKED BY					
PACKED BY			TOTAL		

19. RECEIPT				
CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL	7.56
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL	7.56
POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.	

DD Form 1149, DEC 93 306/080 — Previous editions are obsolete. — S/N 0102-LF-017-7900 — (Navy Overprint 1994)

3. BEARER PICK-UP PROCUREMENT. Bearer pick-up documents are requisitions or purchase documents hand-carried by supply or nonsupply department personnel to the supply source for immediate delivery of material. A Bearer Suspense File will be maintained and will contain a copy of the procurement document signed and dated by the person who is to deliver the document. Documents will be filed by date of pick-up and will be reviewed daily to ensure return of receipt or delivery papers. Documents outstanding for more than 24 hours will be cause for follow-up with the person whose signature appears on the retained file copy. Documents outstanding after 48 hours will result in follow-up action to the individuals work center supervisor or division officers. After receiving the receipt or the delivery documentation the receipt transaction will be processed and the suspense copies will be destroyed.

3822 DOCUMENT NUMBER CONTROL

1. GENERAL. Document numbers for DTO requisitions and purchase documents will be assigned by SUADPS-R/RSUPPLY except when one of the following conditions is met:

a. The NWCF activity's USID Code is M,

b. The NWCF activity's USID Code is T and the requirement is from a supported unit (UIC = UICOWN),

c. A requisition or purchase document was processed manually (off-line) and is being recorded using the post-post option of the Requisition Input /Initiate Requisition Function.

2. DOCUMENT NUMBER CONTROL LOG. Document numbers assigned manually must be strictly controlled to prevent duplicate requisition numbers from entering the supply system. Within each serial number series being used, a block of numbers should be reserved for off-line use (for example 6501 to 6590 could be on-line serial numbers and 6591-6599 would be used for off-line documents). A Document Number Control Log (see sample below) must be maintained by each work center, division, or department assigning off-line document numbers.

SAMPLE DOCUMENT NUMBER CONTROL LOG

Julian Date	Serial #	NSN	QTY	RI/Source	Date Submitted

3823 FUND CODE ASSIGNMENTS

1. GENERAL. DTO requisitions are no longer washed through the NWCF. DTO documents will cite an end use fund code or accounting data or both (see pars. 9101-9102), consistent with the activity's Type Commander and category of material/service needed. Procurement documents to obtain a one-time or continuing service will be assigned cognizance symbol 99.

3824 CONTROL AND VALIDATION FILES

1. GENERAL. During SUADPS-RT/RSUPPLY processing, information from the system control and validation files/tables listed (see following page) will be used to validate transaction data. Incorrect data in either of these files/tables or transactions will result in an error message being received. The work center supervisor or the SUADPS-RT/RSUPPLY FAS or both will provide assistance in resolving error conditions caused by missing or erroneous data in control and validation files/tables.

UICOWN Requirement (SUADPS-RT)	Supported Unit Requirement (SUADPS-RT)
Systems Constant File	Customer Identification File
User Identification File	Fund Code File
Customer Serial File	Appropriation File
Fund Code File	COG Symbol to Routing Identifier
Appropriation File	Engine TEC File (USID C and M)
Availability DataFile (USID T ROV)	Aircraft Identification Data File (USIDs C and M)
VTN Nonprivileged Reimbursable OPTAR Control Codes	
Supported Squadron UIC To Serial Number (USIDs C and M)	
COG Symbol to Routing Identifier	
Engine TEC File (ETC) (USID's C and M)	
Aircraft Identification Data File (USIDs C and M)	

UICOWN Requirement (RSUPPLY)	Supported Unit Requirement (RSUPPLY)
Activity Control Info Table	Other Activities Table
Users Access Table	Fund Code Table
Activity Serial Table	Appropriation Table
Fund Code Table	COG Symbol to Routing Identifier
Appropriation Table	Engine Technical Data Table (USID C and M)
Availability Data Table (USID T ROV)	Aircraft Data Table (USIDs C and M)
VTN Nonprivileged Reimbursable OPTAR Control Codes	
Supported Squadron UIC To Serial Number (USIDs C and M)	
COG Symbol to Routing Identifier	
Engine Technical Data Table (ETC) (USID's C and M)	
Aircraft Data Table (USIDs C and M)	
Activity Organization Info Table	
Hazardous Material Table	

3825 MDS DATA

1. GENERAL. Maintenance-related transactions input via SUADPS-RT MRI/OMMS-NG and Requisition Input Functions require MDS data to complete the processing and recording of the customer request. Material requests received on printed forms will be rejected when MDS data is not included. The following table shows the fund codes which require maintenance data.

USID	Fund Code
C, M	AFM fund codes 7K, 7L, Y6, 9S
T	ROV fund codes _0, _1, _G, _H, Y6
C	TS&E fund codes _3, _B, _R, Y6
C, M, T	Reimbursable fund code _A

See OPNAVINST 4790.2 series and 4790.4 series for additional information concerning aviation and surface maintenance systems. Maintenance data for MDS reporting consists of the following data elements:

Aviation Systems	Surface Systems
Job Control Number	Job Control Number
Type Equipment Code	Equipment Identification Code
Work Unit Code	APL/AEL/CID Number
Organization Code	Reference Symbol Number
Card Code	Failed Part Indicator

3826 OBLIGATION VALUE ADJUSTMENTS

1. GENERAL. The obligated money value of any outstanding DTO requisition may be adjusted when necessary by using the Obligation Adjustment Function in the Financial Management Subsystem of SUADPS-RT/RSUPPLY. Adjustments may be necessary due to inaccurate estimated prices, data entry errors, price changes and discounts, or additional obligation of funds for continuing services. Instructions for using the Obligation Adjustment Function are contained in the SUADPS-RT Support Procedures, Volume III, Chapter 4/RSUPPLY Force Level Procedures, Financial Subsystem.

3827 ON-LINE DTO REQUISITIONS

1. GENERAL. SUADPS-RT/RSUPPLY is programmed to automatically produce DTO requisitions in MILSTRIP format from functions in the Logistics Management Subsystem. Requisitions will be prepared based on data entered by an authorized user via the Material Requirements Internal (MRI) (see SUADPS-RT Support Procedures, Volume II, Chapter 3/RSUPPLY Force Level Procedures, Logistic Subsystem) date entry screen or provided on a locally acceptable form. The applicable functions are as follows:

a. DTO Requisitions from MRI. DD Form 1348 requisitions will be produced from the MRI function when one of the following conditions is met:

(1) The priority assigned to the requirement is 4-6 or 9-15, the BMF/SIT on-hand and stock-due quantity are less than the requested quantity, and no acceptable substitutes are available;

(2) The priority assigned to the requirement is 4-6 or 9-15, the total of the BMF/SIT on-hand and stock-due quantities is equal to or greater than the quantity requested, but the PICTIC indicator in the BMF/SIT is set to B indicating a warehouse refusal has occurred;

(3) The requested material is not carried, an AT Code 8 record with no on-hand quantity or location exists on the BMF/SIT, and no acceptable substitute or updated stock number is available.

b. DTO Requisitions from Warehouse Processing. A DTO requisition will be prepared from this function when the quantity issued is less than the quantity requested, no acceptable substitute is available, and the balance is required. See the SUADPS-RT Support Procedures, Volume II, Chapter 3/RSUPPLY Force Level Procedures, Logistic Subsystem for warehouse processing instructions.

c. DTO Requisitions from Suspense Processing. DTO requisitions are produced from this function when the condition causing the requirement to suspend is corrected. Usually this will be accomplished by establishing an AT Code 8 BMF/SIT record for the NSN requested. Suspense processing instructions are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

d. DTO Requisitions from the Requisition Input/Initiate Requisition Function. DTO requisitions are produced from this function whenever it is not feasible to enter the requirement via the MRI function. This method should only be used to produce requisitions when it has been determined that the requested stock number is valid, but is NIS or NC, and no acceptable substitute material is available. This function can also be used to record manually prepared requisitions; therefore, care must be exercised to select the proper option. Instructions for use of this function are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

2. REVIEW AND RELEASE OF COMPUTER-GENERATED REQUISITIONS. DTO requisitions produced automatically from any of the functions discussed in par. 3827-1 will be output to the Transaction Holding File (THF)/Release Outgoing Transactions. They will remain in the THF/Release Outgoing Transactions until approved for release by an authorized supervisor (see the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistics Subsystem). Internal procedures must be established to ensure that requisitions are reviewed and released to the supply source in accordance with the following processing time standards:

Priority Designator	Off-Ship Requisition Preparation and Release Time
01-08	2 Hours
09-15	24 Hours

3. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Upon completion of requisition release processing, the following SUADPS-RT/RSUPPLY files will have been updated:

a. Basic Material File/Stock Item Table. The DTO Due Field will be increased by the quantity in the DTO requisition, and the applicable demand and frequency fields will be updated.

b. Basic Requisition File/Active Requisition Table. A record for the DTO requisition document number is established.

c. Aviation/Surface Maintenance File/Aviation/Surface Maintenance Table. If the DTO requisition is maintenance-related, a record is added to the applicable file. The record will be held until material is received and MDS usage data is included in Reports 91 and 96.

d. Repairables Tracking File/Repairables Table. If the item requisitioned is a DLR item, a record will be established.

e. Financial Holding File. The requisition record (DI A0) is added to the file and held until all financial posting and reporting is completed on the monthly reports.

f. Cumulative Transaction Ledger File/Cumulative Transaction Ledger Table. The requisition record (DI A0) is added to the file.

3828 OFF-LINE DTO PROCUREMENT

1. GENERAL. Off-line DTO Requisitions will be prepared in accordance with pars. 3020-3032. All DTO procurement documents required to be prepared off-line must be record in SUADPS-RT/RSUPPLY using the Requisition Input/Initiate Requisition Function, Post-post Option (see SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem). Some of the situations where this would apply include the following:

a. A money-value-only requisition is to be used for procurement from Navy Servmarts;

b. Materials or services being obtained require submission of DD Form 1149;

c. Material is to be obtained from a commercial source using the Government Purchase Card Program (see NAVSUPINST 4200.85);

d. Material or service is to be obtained from a commercial source using the Purchase Order method (DD Form 1155) (see NAVSUPINST 4200.85),

e. Material being requisitioned is identified by a part number or NICN requiring use of DD Form 1348-6 or NAVSUP 1250-2;

f. SUADPS-RT/RSUPPLY MRI and procurement functions are not available to the user due to system failure or other reason.

2. LONG TERM SYSTEM FAILURE. When long term system failure procedures are in effect, retained copies of the procurement document will be distributed as follows:

a. One copy to the SUADPS-RT/RSUPPLY Pending File;

b. One copy to the Budget File;

c. One copy to the Obligation File

d. One copy to the HI-PRI File (if applicable)

e. One copy to the DLR File (if applicable)

Section IV: REQUISITION FILE MAINTENANCE

3830 SUPPLY AND SHIPMENT STATUS

1. GENERAL. Supply and shipment status can be recorded in the SUADPS-RT Requisition Status File and Suffixed Document Status File/RSUPPLY Status Table interactively through the terminal or by use of the Incoming Batch Transaction Subsystem/Batch File Transfer (JSS220) as follows:

a. To record incoming status interactively via the terminal, the user must have access to the BRF/ART Query Function. The user will enter the document number in the requisition query screen and then the applicable status when the BRF/ART data screen is displayed. Instructions for recording requisition status by this method are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

b. A short (62 character) information message (DI YE1) can be entered for any requisition as described in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem. The information entered will remain on file until a subsequent DI YE1 transaction is entered.

c. In SUADPS-RT, instructions for recording status records through use of the Incoming Batch Transaction Subsystem are contained in the SUADPS-RT Support Procedures, Appendix 20. Likewise, in RSUPPLY the instructions for recording status is found in RSUPPLY Force Level Procedures, Logistic Subsystem.

2. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Status processed by either the interactive or batch methods will update the following SUADPS-RT/RSUPPLY system files:

a. Basic Requisition File/Active Requisition Table. The status counter/table will be updated. This counter/table will contain the total number of status entries in the Requisition Status File/table excluding change notice records. The following data elements will be updated if applicable:

(1) Direct Delivery Group Indicator - if AB _ status received,

(2) Requisition Completion Date - when total outstanding quantity is canceled,

(3) Requisition Quantity Outstanding reduced by quantity in cancellation status record,

(4) Shipment Prepared Date - set to establish shipping date when shipment status is received,

(5) Suffix Indicator - set when status record assigned a suffix code is received.

b. Requisition Status File/Table. The status record will be added to this file when no suffix code has been assigned to the document number.

c. Suffixed Document Status File/Table. The status record will be added to this file if a suffix code has been assigned to the document number.

d. Basic Material File/Stock Item Table. When cancellation status is received, the stock or DTO due fields will be updated.

e. Q COSAL File/Table. When cancellation status is received for a Q COSAL item, the due field will be updated.

f. Stock File/Table. A record will be added to the file/table for inclusion in the stock control reports when cancellation status is received.

g. Repairable Tracking File/Table. Update the related fields in the file/table if cancellation status is received for DLR items.

h. Financial Holding File. When cancellation status is received for DTO or DLR (USIDs C & M only) stock requisitions, the record will be added to the file pending completion of required financial processing.

i. Transaction Ledger Files/Tables. A record will be added to the applicable file when cancellation status is processed.

3831 AUTOMATIC FOLLOW-UP PROCEDURES

1. GENERAL. SUADPS-RT/RSUPPLY provides the capability to screen the Basic Requisition File (BRF)/Active Requisition Table and prepare follow-up requests automatically. The follow-up function is contained in the Logistics Management Subsystem both in SUADPS-RT and RSUPPLY. Access to this function should be restricted to appropriate work center supervisors and selected journeyman users designated by the Supply Officer. The SUADPS-RT/RSUPPLY Functional Area Supervisor will update the User Identification File/User Access Table for authorized users. Instructions for requesting automatic follow-up processing are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

2. FREQUENCY. The automatic follow-up function should be scheduled to meet follow-up frequency requirements specified in paragraph 3532-1. It is recommended that this function be used to monitor noncritical priority 4-8 and 9-15 requisitions. Priority 1-3 and critical 4-8 requisitions should be monitored in accordance with paragraph 3832.

3. BRF/ART RECORDS EXCLUDED FROM AUTOMATIC FOLLOW-UP. BRF/ART records meeting the following criteria will be excluded from the automatic follow-up process:

a. Completed requisitions;

b. Money Value Only (MVO) requisitions;

c. Requisitions assigned M&S code 0;

d. Canceled requisitions;

e. Requisitions with shipping status;

f. Requisitions with Receipt in Process (RIP) transactions;

g. Requisitions which are dated later than the control date parameter.

4. SUADPS-RT PROGRAM OPTIONS. The following program options are available to the user in selecting the requisitions to be reviewed for follow-up action:

a. Department Selection Option. This option allows the user to tailor the processing to a specific group of requisitions as follows:

(1) DTO requisitions (only UICOWN);

(2) DTO requisitions for other UICs (USID A and T);

(3) Stock requisitions;

(4) All requisitions;

(5) AFM requisitions (USID C & M);

(6) FLTOPS requisitions (USID C & M).

b. Control Date Option. Only requisitions with an earlier document date and meeting other selection criteria will be included.

c. Priority Option. Follow-up processing will be restricted to the priority designator range specified in the high and low priority fields.

d. AF_ /AT_ Indicator Option. This option determines if DI AF_ records are produced or if DI AT_ records are produced for each requisition that has no status or DI AE_, status code BF on file. In either case a DI AK _ record will be produced when the latest status record is in the DI AC_ or AK_ series.

e. Days Plus Option. This is a specified number of days added to the requisition date or status date and compared to the control date. Only those requisitions with a date earlier than the control date will be included in the processing. The days plus value may be from 001 to 999.

f. General Selector. The general selector allows the user to tailor the function to only those records meeting specific selection criteria based on data elements in the BRF records. Instructions for the use of the general selector are contained in the SUADPS-RT Support Procedures, Appendix 19.

5. RSUPPLY PROGRAM OPTIONS. The following program options are available to the user in selecting the requisitions to be reviewed for follow-up action:

a. Designate Material Option. This option allows the user to tailor the processing to a specific type of material (i.e. Non-Repairable, Non-QCOSAL, Repairable, QCOSAL). Other option as follows:

(1) DTO requisitions (only UICOWN)

(2) DTO requisitions for other UICs (USID A and T)

(3) Division

(4) All requisitions

(5) AFM requisitions (USID C & M)

(6) FLTOPS requisitions (USID C & M)

(7) Work Center

b. Sort By Option. This option allows the user to sort output by Dept/WC, Document Number, NIIN, Project Code, RI, UIC.

c. Number of Days. This is a specified number of days added to the outstanding requisition julian date or to the latest status date to determine which requisition meet the criteria of the status request.

6. OUTPUT FROM AUTOMATIC FOLLOW-UP. The following output will be produced by automatic follow-up processing.

a. Follow-up Documents (DI AF_ , AT_ , AK_). The follow-up records are held in the Status Output File/Release Outgoing Transactions until they are reviewed and released by the Work Center Supervisor or other authorized user. Instructions for the review and release of follow-up documents are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

b. Automatic Follow-up Ready for Release Processing Report. This is a listing of all follow-up records produced by the process (see sample Appendix 15, SUADPS-RT Procedures). The listing and the BRF/ART Query Function should be used to determine if the follow-up document is correct. Changes will be annotated on the listing or the record lined out if the follow-up is not to be submitted. Upon completion of this review, the External Record Release Function/Release Outgoing Transactions will be used to change, cancel, and release the follow-up documents. Instructions for the BRF/ART query and external record release functions are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

c. Manual Follow-up Listing. This report will contain a listing of all outstanding requisitions that did not qualify for automatic follow-up and require a management decision (see sample Appendix 15, SUADPS-RT Procedures). The report provides data from the basic requisition record and all applicable status. This listing will be reviewed using the BRF/ART query and process status functions. When follow-up action is appropriate, the data will be entered on the screen for generation of the follow-up by SUADPS-RT/RSUPPLY. Documents will be written initially to the Status Output File/Release Outgoing Transactions and must be released in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem. Records with overage shipping status will be processed in accordance with the instructions contained in paragraph 3532-3.

7. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. The following SUADPS-RT/RSUPPLY system files/tables will have been updated upon completion of automatic follow-up processing:

a. Basic Requisition File/Active Requisition Table - the status counter will be updated,

b. Requisition Status File/Table - the follow-up record will be added to the file/table,

c. Suffixed Document Status File/Table - the follow-up record will be added to the file/table if a suffix code has been assigned to the requisition.

3832 INDIVIDUAL DOCUMENT FOLLOW-UP PROCESSING

1. WHEN REQUIRED. Follow-up on individual documents will be necessary for requisitions appearing on the Manual Follow-up Listing, those having a high priority, and for other requisitions as the need arises.

2. PROCEDURE. In SUADPS-RT, individual document follow-up is accomplished using the BRF query and status processing functions, whereas in RSUPPLY it can be accomplished using supply status functions. The document number and data for the follow-up record will be entered at the terminal by authorized users. The appropriate follow-up record will be written to the Status Output File/Release Outgoing Transactions until review and release processing is completed. Follow-up documents generated in this manner may be output in either automated or message format. This method may also be used to record a follow-up document previously prepared manually and submitted to the supply source. Instructions for the BRF/ART query and status processing functions are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

3833 REQUISITION MODIFIERS

1. GENERAL. In SUADPS-RT, requisition modifiers will be prepared via the BRF query and status functions in the same manner as requisition follow-ups prepared in accordance with paragraph 3832, whereas in RSUPPLY it can be accomplished using the supply status functions.

2. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Requisition modifiers will update the following SUADPS-RT/RSUPPLY files/tables:

a. Basic Requisition File/Stock Item Table - the status counter will be updated;

b. Requisition Status File/Table - the requisition modifier record will be added to the file/table;

c. Suffixed Document Number File/Table - the requisition modifier record will be added to the file/table, if a suffixed document is applicable.

3834 CANCELLATION REQUESTS

1. GENERAL. In SUADPS-RT, requests for cancellation of outstanding requisitions for material no longer required can be generated using the BRF query and Status Processing Functions (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 2), whereas in RSUPPLY it can be accomplished using the supply status functions. Cancellation requests may be prepared on-line by SUADPS-RT/RSUPPLY or they may be prepared manually and then recorded in the SUADPS-RT/RSUPPLY files/tables (see par. 3832).

3835 EXTERNAL MATERIAL OBLIGATION VALIDATION

1. GENERAL. MOV requests will be compared with related requisitions in the Basic Requisition File (BRF) using the SUADPS-RT Technical Research and Evaluation Function or Requisition Query in RSUPPLY. Each outstanding requirement for MOV request received will be validated to determine if the total quantity is still required or if the total or partial quantity can be canceled. Quantities cannot be increased or priorities upgraded in the validation process. Requisitions for DTO maintenance-related material must be verified with the applicable work center to justify cancellation or continuing need for the material.

2. SUADPS-RT/RSUPPLY PROCESSING. Instructions for processing MOV control and request records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2 and Appendix 20 or in RSUPPLY they can be loaded via file transfer using a pre-defined parameter batch number JSS220. In SUADPS-RT, MOV requests may be loaded individually at the terminal or in a batch mode via the Incoming Batch Transaction Subsystem. In RSUPPLY, they can be loaded using the supply status functions. SUADPS-RT/RSUPPLY allows the user to review each document and prepare MOV response records to the supply source. In SUADPS-RT, response records (DI AP1 series) are initially written to the Transaction Holding File, whereas in RSUPPLY they are written to the Release Outgoing Transactions and held until they have been reviewed and released by the External Record Release Function or Release Outgoing Transactions Function. Instructions for reviewing and releasing records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

3836 BASIC REQUISITION FILE (BRF)/ACTIVE REQUISITION TABLE RECORD VISIBILITY

1. BRF/ART RECORD QUERY. Records in the BRF/ART may be viewed individually through the On-line Query Function. Instructions for the use of this capability are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2/RSUPPLY Force Level Procedures, Logistic Subsystem.

2. BATCH INQUIRIES. The Batch Inquiry Function allows the user to obtain a printout of multiple specific documents. Batch inquiries may be made against the Basic Requisition File or the Requisition History File. The document numbers may be input by screen or magnetic tape. Screen input is restricted to 25 documents. Tape input is not limited, but the tape must be sorted in document number sequence. This function is to be used when the records to be reviewed are known but are not sequential. Instructions for the Batch Inquiry program are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. The Requisition History File Listing will contain each matching record on the file selected (BRF or RHF) in the format illustrated in Appendix 15.

3. BRF/RHF INQUIRY BY DATE. This function allows the user to obtain requisition printouts for a range of records from either the BRF or RHF. It should be used to view all records on the files between specific dates. The date range specified can be used to select records by either record completion date or document date. Instructions for the BRF/RHF inquiry by date are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. The Requisition History File Listing will contain each matching record on the file selected (BRF or RHF) in the format illustrated in Appendix 15.

4. REQUISITION FILE PRINT. In SUADPS-RT, the Requisition File Print (see sample Appendix 15) Function (DI RFP) provides the capability to produce a listing of records in the Basic Requisition File. The listing can include all records on the file, or it can be limited to specific records by use of the general selector capability (see the SUADPS-RT Support Procedures, Appendix 19). In RSUPPLY, the Requisition Listing of the Logistic Subsystem provides a listing of records based on the parameter selection entered. Instructions for requesting the requisition file print are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6/RSUPPLY Force Level Procedures, Logistic Management Subsystem. The listing will contain detail records from the Basic Requisition File/Active Requisition Table and matching records from the following files/tables:

a. Repairables Tracking File/Table,

b. Requisition Status File/Table,

c. Aviation Maintenance Record File/Table (USIDs C & M),

d. Surface Maintenance Record File/Table,

e. Repair of Other Vessels File/Table (USIDs B & T).

3837 EXTENDED MONEY VALUE (EMV) OF DTO REQUISITIONS BY FUND CODE

1. GENERAL. The Extended Money Value Of DTO Requisitions by Fund Code Report (DI 065) lists outstanding DTO requisitions in the BRF and provides money value totals by fund code for each division and department (see sample Appendix 15). The report will be produced whenever there is a requirement to report the money value of outstanding DTO requisitions. It can be used to report the obligation value of outstanding DTO requisitions to Fleet or Type Commanders, as an aid in requisition monitoring, for budget reviews or during periods when operating target amounts are inadequate and cancellation action may be necessary on selected requisitions.

2. PROCEDURES. The Extended Money Value Of DTO Requisitions by Fund Code Report (DI 065) will be requested in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 4. The report may be limited to a specific date range and may be further restricted by using the general selector function explained in the SUADPS-RT Support Procedures, Appendix 19.

3838 GROUP CANCELLAT ION REQUEST

1. GENERAL. The Group Cancellation Request program (DI 093) or Group Cancellation (JSL303) in RSUPPLY is used to produce cancellation request documents for a group of requisitions specified in the request parameters. This report should be processed monthly when the SAMMA/SAL Report reveals there are outstanding requisitions for allowance type codes 6, 7, or 8.

2. PROCEDURES. The group cancellation request will be initiated in accordance with the instructions contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4 or RSUPPLY Force Level Procedures, Logistic Management Subsystem. The program will select only stock requisitions for items that have been assigned allowance type code 6, 7, or 8 unless one of the following options is selected:

a. Unit Identification Code Option. Selects outstanding requisitions for a specific UIC and may be used with the Julian date range option. This report option will be processed whenever there is a requirement to cancel all or a specific block of requisitions for a particular UIC (e.g., supported unit decommissioned, transferred to a different fleet, or deployed and material is not transshipped).

b. Julian Date Range Option. Selects outstanding requisitions falling between a beginning and ending Julian date. This report option may be used in conjunction with the UIC option when it is desired to request only cancellation of requisitions between specific dates. It may also be used alone if the need arises to request cancellation of a block of requisitions that can be identified by document date.

3. REVIEW AND RELEASE. Output from the group cancellation process will consist of AC__ or AK__ cancellation request or follow-up records and a Group Cancellation Listing (see sample Appendix 15). The listing must be reviewed to ensure the proper requisitions were selected and annotated for any records that are to be changed or canceled. The cancellation request or follow-up document (DI AC__/AK__) will be output to the Status Holding File/Release Outgoing Transactions and must be reviewed and released using the External Record Release/Release Outgoing Transactions Function explained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

4. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. Upon completion of the group cancellation process, the following SUADPS-RT/RSUPPLY files/tables will have been updated:

a. Basic Requisition File/Active Requisition Table - status counter will be increased by one and the cancellation request date or the follow-up date will be set,

b. Requisition Status File/Table - the AC _ or AK _ record will be added to the file/table,

c. Suffixed Document Status File/Table - the DI AC _ or AK _ will be added to the file/table if a suffix code has been assigned to the requisition record.

3839 CANCELLATION REQUEST FOR EXCESS STOCK DUE

1. GENERAL. The Cancellation Request for Excess Stock Dues (DI 045) program or Cancel Excess Stock Dues (JSI203) in RSUPPLY is used to screen the BMF/SIT and identify records that have excess material on order. Cancellation will not be requested for requisitions meeting the following conditions:

a. Shipping status has been recorded in the BRF/ART,

b. Cognizance symbol is 9X,

c. Money value only requisition,

d. Material is NSA with extended money value less than $20,

e. Material is Q COSAL-related,

f. Excess quantity on order is less than requisition quantity (partial cancellations will not be processed).

g. Documents with suffixed code (applies to RSUPPLY only).

2. PROCEDURES. Instructions for requesting the Cancellation Request for Excess Stock Dues report are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4/RSUPPLY Force Level Procedures, Inventory Management Subsystem. The report should be produced monthly, immediately after demand history processing has been completed. The following options are available to the user when requesting the report:

a. Julian Date Range Option - when this option is selected, only requisitions with a Julian date within the dates specified will have cancellation requests produced;

b. Include Substitutes Option - when this option is used, substitute records will be included in the excess on order computation;

c. Supply Retention Factor Option - this option allows the user to specify a quantity of material that will be subtracted from the excess on order quantity computed by the program.

d. General Selector Option - this option allows the user to tailor the report to specific categories of material based on data elements in the BMF or BRF/SIT or ART. In RSUPPLY, the user may select either Non-QCOSAL or QCOSAL, however when selecting QCOSAL, the user must have QCOSAL access.

3. REVIEW AND RELEASE. Output from the Cancellation Request for Excess Stock Dues program will consist of cancellation request or follow-up records (AC _ or AK _) and the Excess Stock Cancellation Request Listing (see sample Appendix 15) of requisitions selected for cancellation. The listing should be used by appropriate supervisors to review and verify the request for cancellation. Review each requisition on the report using the BRF/ART query function. Examine the BRF/ART subrecords to verify the last known holder of the requisition (in order to submit the cancellation request to the correct activity). and to screen out requisitions where the supply system will not honor cancellation requests (AE1-BA status; AE1-B7, B8, B9, BV status; AS1/AB1; overage AK1 status). Documents to be deleted from the report should be lined out with an explanation annotated on the report. The DI AC _ or AK _ records will be output to the Status Holding File/Release Outgoing Transactions and must be reviewed and released using the External Record Release/Release Outgoing Transactions Function explained in the SUADPS-RT Support Procedures, Volume II, Chapter 4/RSUPPLY Force Level Procedures, Logistic Subsystem.

4. SUADPS-RT FILES/RSUPPLY TABLES UPDATED. The following SUADPS-RT/RSUPPLY files will be updated upon completion of the Cancellation Request for Excess Stock Due Function:

a. Basic Requisition File/Active Requisition Table - the status counter will be updated and the cancellation request date or follow-up date will be set,

b. Requisition Status File/Table - the AC _ or AK _ record will be added to the file/table,

c. Suffixed Document Status File/Table - the AC _ or AK._ record will be added to this file/table if a suffix code has been assigned to the requisition by the supply system.

3840 SUADPS-RT MATERIAL OBLIGATION VALIDATION (INTERNAL)

1. GENERAL. The Material Obligation Validation (MOV) Function (DI 056) provides supply managers and supervisors the means to review outstanding requisitions and is used to manage a BRF monitoring program. Detail Listing of individual requisition records or matrix summary reports may be obtained for selected categories. There are nine primary selection options and six additional suboptions. In addition, the general selector may be used (see the SUADPS-RT Support Procedures, Appendix 19).

2. PROCEDURES. Instructions for requesting the MOV reports are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4. The following options produce records from the BRF and related files:

a. Option 1 - All outstanding requisitions listed in NIIN sequence. This option should be requested periodically as needed to provide storage personnel with a cross-reference of material due by NIIN.

b. Option 2 - All outstanding requisitions with overage shipping status. This option should be requested whenever a matrix summary report (Option 8) without detail records indicates that there are requisitions on the BRF with overage shipping status.

c. Option 3 - All outstanding requisitions with no status or only AF _ or AT _ follow-up status. This option should be requested monthly to ensure the continuing validity of outstanding requisitions.

d. Option 4 - All outstanding requisitions with cancellation request status. This option should be requested whenever a matrix summary report without detail records indicates a need to review requisition records with cancellation requests pending.

e. Option 5 - All outstanding DTO requisitions without shipping status. This option should be requested at least quarterly with the sort output by document number option (subpar. j. below) as an aid in verifying the continuing need for outstanding DTO material. For best results, it is suggested that this report be scheduled just prior to scheduled ICP MOV cycles.

f. Option 6 - All outstanding requisitions by Julian date range. This option may be used as required when there is a need to list requisitions between specific Julian dates. This capability is also provided by the Requisition File Print Function (par. 3836-4) in a more detailed format. The function to be used will be determined by the needs of the individual user.

g. Option 7 - Matrix summary of all outstanding aged requisitions. This option should be requested at least monthly. Preferably, they will be produced at the end of a month prior to the SUADPS-RT scheduling conference. Statistics from the matrix reports can be used to determine which detail reports may be required the following month.

h. Option 8 - Matrix summary of all outstanding stock requisitions with shipment status. This option should be requested at least monthly. Preferably, they will be produced at the end of a month prior to the SUADPS-RT scheduling conference. Statistics from the matrix reports can be used to determine which detail reports may be required the following month.

I. Option 9 - Matrix summary of all outstanding stock requisitions with cancellation request status. This option should be requested at least monthly. Preferably, they will be produced at the end of a month prior to the SUADPS-RT scheduling conference. Statistics from the matrix

reports can be used to determine which detail reports may be required the following month.

j. Sort output by document number within division or department code (may be used with options 2, 3, 4, 5, and 6).

k. Add number of days to estimated shipping date (may be used with options 2, 3, and 4).

l. Stock/DTO only selection (may be used with option 7 only).

m. Print Basic BRF record and all related records from associated files (used with option 8 and 9 only).

3. REVIEW. The detail reports produced by the MOV function may be used in conjunction with the BRF query and process status functions to review individual requisitions and prepare appropriate status documents (DI AF_/AT_/AC_/AK_). The NIIN Listing of Outstanding Requisitions should be provided to receiving personnel. It can be especially useful in identifying applicable requisitions when material is received without accompanying receipt invoices. The matrix reports are to be used for obtaining category totals for reporting to applicable Type Commanders, ascertaining the overall condition of the Basic Requisition file, and as an aid in determining other BRF monitoring reports to be produced (see Appendix 15 for sample reports).

3841 RSUPPLY REQUISITIONS LISTING PROCESSING

1. GENERAL. The Requisitions Listing Function provides supply managers and supervisors the means to review outstanding requisitions and is used to manage a SIT monitoring program. Detail Listing of individual requisition records or matrix summary reports may be obtained for selected categories.

2. PROCEDURES. Instructions for requesting the Requisitions Listing are contained in the RSUPPLY Force Level Procedures, Logistic Management Subsystem. The following categories and options may be utilized to tailor the type of output required.

a. Options.

(1) Non-QCOSAL – This option selects transaction other than QCOSAL.

(2) QCOSAL – This option selects QCOSAL transaction only.

b. Type.

(1) Outstanding – This option selects all requisitions not completed by receipt or cancellation.

(2) Completed – This option selects all requisitions that have been completed.

(3) MOV – This option selects all outstanding Material Obligation Validation (MOV) requisitions.

c. Designate Material.

(1) Non-Repairables – This option selects all material without an MCC of D,E,G,H,Q, or X.

(2) Repairables – This option selects all material with an MCC of E,G,H,Q or X.

(3) Field Level Repairables – This option selects all material with an MCC of D.

d. Specify.

(1) DTOs – This selection specify requisitions ordered by an organization other than stock.

(2) NAVSEA – This selection specify requisitions for initial outfitting.

(3) TYCOM – This selection specify requisitions funded by the Type Commander (that is, non-NWCF and non-initial outfitting).

(4) MVOs – This selection specify requisitions for money value only (open purchase).

(5) UICs – This selection specify requisitions for specific UIC.

e. Optional. This box allows you to further refine the type(s) of requisitions to appear in your report. Selection is not mandatory but you can select any combination of the displayed options.

(1) JCNs – Displays Open/Closed selections. Open option displays requisition for which the Job Control Number is in open state on CSMP. Closed option displays requisition for which the Job Control Number is closed on the CSMP.

(2) Date Serial Range – Displays the Date/Serial Number Range box for additional input. Enter the Date/Serial Number Range.

(3) NIIN Range – Displays the selection by NIIN Range. Enter NIIN range.

(4) Priority Range – Displays the selection by Priority Range. Enter Priority range.

(5) Departments – Displays the selection by Department. Select the Department.

(6) Divisions – Displays the selection by Division. Select the Division.

(7) Work Centers – Displays the selection by Work Centers. Select the Work Centers.

(8) Fund Codes – Displays the selection by Fund Codes. Select the Fund Code.

(9) Cogs – Displays the selection by Cog. Select the cog.

(10) Project Codes – Displays the selection by Project Codes. Enter the Project Code.

(11) Days Plus – Enter number of days to establish cutoff date to determine transaction eligibility.

(12) ATCs – Displays the selection by ATC. Select the ATC.

f. Display.

(1) Latest Status – This option selects the latest status only.

(2) All Status – This option selects all status.

g. Status.

(1) No Status – Output will display requisitions that have not received supply status.

(2) Shipping Status (AS,AB,AU) – Output will display requisitions that AS,AB,AU has been received.

(3) Cancellation Status (AC,AK) – Output will display requisitions where AC or AK has been submitted.

(4) Supply Status (AE) – Displays the selection by Supply Status. Select the status code.

(5) Expired ESD – Output will display requisitions that the Estimated Shipping Date has passed.

h. Sort By.

(1) Doc Nbr – Output will be in document number sequence.

(2) NIIN – Output will be in NIIN sequence.

3. REVIEW. The detail reports produced by the Requisition Listing Function may be used in conjunction with the ART query and process status functions to review individual requisitions and prepare appropriate status documents (DI AF_/AT_/AC_/AK_). The NIIN Listing of Outstanding Requisitions should be provided to receiving personnel. It can be especially useful in identifying applicable requisitions when material is received without accompanying receipt invoices. The matrix reports are to be used for obtaining category totals for reporting to applicable Type Commanders, ascertaining the overall condition of the Active Requisition Table and as an aid in determining other ART monitoring reports to be produced.

3842 REQUISITION HISTORY PROCESSING

1. GENERAL. Requisition history processing is used to move completed requisitions from the BRF to the Requisition History File (RHF) (maintained on magnetic tape) and to delete records from the Requisition History File.

2. PROCEDURES. Instructions for requesting Requisition History File processing are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. Requisition history file processing should be accomplished on a monthly basis in order to prevent the files from becoming overly large. The following options are available:

a. Move BRF records to RHF Option. This option will move requisitions that have been completed for 90 days or more from the BRF to the RHF. If the requisition COG equals 99, the record will only be moved to the RHF if the record is for a prior fiscal year and has been completed for 270 days (all current fiscal year cognizance symbol 99 requisitions will remain on the BRF whether completed or outstanding). Records added to the RHF will be composed of data from the following files:

(1) Basic Requisition File. Records are copied and become the basic record in the RHF. The record is deleted from the BRF.

(2) Requisition Status File/Suffixed Document Status File. Records related to receipts, obligation adjustments, and supply or shipment status are copied to the RHF and deleted from the RSF and SDF.

(3) Repair of Other Vessels File. Records are added to the RHF and deleted from the ROV file.

(4) Repairables Tracking File. Records will be copied and added to the RHF, however, they will also remain in the RTF.

b. Delete RHF Records Option. When this option is selected, RHF records that have been completed for three years or more will be deleted from the file.

c. Restart RHF File Option. Except in unusual circumstances, this option should not be used since all records from previous requisition history files may not be available for SUADPS-RT Processing or will require multiple runs of some functions. It is suggested the RHF only be restarted as directed by SPAWARSYSCEN.

d. Print Option. A listing of records added to or deleted from the Requisition History File may be produced. It is recommended that the Print Option be used any time records are deleted from the RHF.

e. General Selector Option. This option allows the user to restrict processing to select only specified records based on BRF or RHF data elements. See the SUADPS-RT Support Procedures, Appendix 19 for instructions concerning the use of the General Selector.

3. REVIEW. When a printed report is not requested, the only output from this process is updated computer files. If the Requisition File Print is produced (see sample Appendix 15), it should be reviewed to verify that only those records specified were added to or deleted from the RHF. No other action is necessary by supply personnel.

3843 ORDER AND SHIPPING TIME ANALYSIS REPORT (OSTAR) AND OUTSTANDING REQUISITION ANALYSIS LISTING (ORAL)

1. GENERAL. This function provides the capability to produce a printed report displaying shipping time periods for completed requisitions (OSTAR) or a listing of outstanding requisitions with or without shipping status (ORAL).

2. PROCEDURES. Instructions for requesting the OSTAR and ORAL reports are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4. The general selector may be used with both the OSTAR and ORAL to tailor the reports.

a. OSTAR. The OSTAR option should be requested periodically as desired by the Supply Officer or as directed by other authority. The following options are available:

(1) Routing Identifier Option. This option allows the report to be produced based on the routing identifier specified in the requisition or the receipt transaction. Up to five routing identifiers may be included or excluded.

(2) Stock/DTO Option. The report may be produced for stock only, DTO only, or both stock and DTO.

(3) Sequence Data Element Option. The data element option specifies the BRF data element by which the report will be sequenced. The report may be requested by cognizance symbol, project code, or routing identifier.

(4) Date Option. This option determines whether the report will be based on requisition date or BRF completion date. Also, a specific range of Julian dates may be used to limit the records to be included.

(5) BRF/RHF Option. The report may be based on records in the Basic Requisition File or the Requisition History File.

b. ORAL. The ORAL option (see sample Appendix 15) may be requested monthly as part of the continuing requisition file monitoring program. This report provides information that may be duplicated by other report (e.g., MOV reports, BRF print); therefore, the decision as to which report format is most useful should be decided at the monthly scheduling meeting. The following options are available:

(1) Stock/DTO Option. The report may be produced for stock requisitions, DTO requisitions, or both.

(2) Outstanding/Shipping Status Option. This option determines whether the report will be based on the number of days the requisition has been outstanding, the number of days past the estimated shipping date, or records with a cancellation request recorded.

3. REVIEW.

a. OSTAR. The OSTAR report (see sample Appendix 15) consists of a printed report in two parts. Part one is sequenced by issued group with data element, and part two is sequenced by data element within issue group. Summary totals are provided for data elements and all requisitions included in the report. The OSTAR report should be reviewed with emphasis placed on specific groups or categories of requisitions with long order and shipping times. Individual requisitions and NSNs involved must be identified using the Requisition Print Function. After identification, the BMF file should be updated with an OST factor consistent with past shipping experience.

b. ORAL. Requisitions appearing on the ORAL report will be reviewed using the BRF query and process status functions when there is no overdue status recorded. When the records selected were based on days past estimated shipping date, action will be taken in accordance with paragraph 3532 for overdue receipts.

3844 REQUISITION RESPONSE TIME MANAGEMENT INFORMATION SYSTEM (RRTMIS) REPORT

➔ 1. GENERAL. NAVSUP requires that all MFCS activities submit a tape monthly, after the Monthly Financial Report processing has been completed, to the Navy Supply Information Systems Activity (formerly FMSO) containing a record of all requisitions that have had a receipt process. This tape is used as input to the Requisition Response Time Management Information System (RRTMIS) which measures the supply system's ability to respond to the material needs of the fleet.

➔ 2. PROCEDURES. Instructions for requesting the RRTMIS Report are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 4. The only output from the RRTMIS report process will be a magnetic tape. The RRTMIS tape will be properly packaged, labeled, and mailed to NAVSISA at the following address:

Commanding Officer,
Navy Supply Information Systems Activity
System Response Division (Code 931)
Mechanicsburg, PA 17055

3845 UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) REPORT

1. GENERAL. The UMMIPS Report (see sample Appendix 15) required by par. 3048-2a(6) will be produced automatically as part of the SUADPS-RT financial reports processing (see SUADPS-RT Support Procedures, Appendix 18). The report will be submitted to the Commanding Officer for review and will be retained on file for a period of one year. The values for this report are obtained from the UMMIPS Statistics File which is updated as part of requisition financial processing.

3846 DELETING BASIC REQUISITION RECORDS

1. GENERAL. The requisition delete function (DI 90R) provides the user with the capability to remove completed requisitions from the BRF and the following associated files:

a. Requisition Status File,

b. Suffixed Document Status File,

c. Aviation Maintenance Record File (USIDs C & M only),

d. Surface Maintenance Record File,

e. Repair of Other Vessels File (USIDs B & T only).

Records will normally be deleted in this manner in order to process a duplicated document number or to accomplish corrections recommended by SPAWARSYSCEN or other competent authority. Instructions for requesting the Requisition Delete Function are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 4. A Requisition Printout (see sample Appendix 15) will be produced for each record deleted from the BRF and associated files. It should be retained on file for a period of two years or as directed by Type Commander instruction.

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AFLOAT SUPPLY PROCEDURES

CHAPTER 4: MATERIAL RECEIPT, CUSTODY AND STOWAGE

Part A: MATERIAL RECEIPT

Section I: Introduction
General....4000
Responsibilities....4001
Reimbursement....4002

Section II: Methods of Delivery
Direct Delivery....4045
Freight....4046
Mail....4047
Mode of Shipment Codes....4048

Section III: Preparation for Receipt of Material
Introduction....4065
In United States Ports....4066
In Foreign Ports....4067
At Sea....4068

Part B: RECEIPT DOCUMENTATION

Section I: Types of Receipts
Introduction....4110
Issue Release/Receipt Document (IRRD) (DD Form 1348-1A)....4114
Material Inspection and Receiving Report (DD Form 250)....4115
DOD Single Line Item Requisition System Document (Manual) (DD Form 1348)....4116
Single Line Item Consumption/Requisition Document (NAVSUP Form 1250-1)....4117
Requisition and Invoice/Shipping Document (DD Form 1149)....4119
Order for Supplies or Services (DD Form 1155)....4120
Government Bills of Lading (GBL's)(Standard Forms 1103 and 1103B)....4121
Dealers Invoices....4123
Material Received Without Papers....4124

Section II: Document Flow
Receipt Documents for Requisitioned Material....4130
Receipt Documents for Purchased Material or Services....4131
Receipts From CLF Activities....4132

Section III: Files Used in Receipt Processing
General....4145
Material Outstanding File....4146
Material Completed File....4147
Multiple Item Shipping Documents....4148
Miscellaneous Receipt File....4149
Receipt In Process (RIP) File....4150

Part C: RECEIPT PROCEDURES

Section I: General
Scope....4175

Section II: Inspection and Verification
Receipts from Naval Activities, DLA and GSA....4200
Receipts from the Marine Corps and Other Government Activities....4201
Receipts from Commercial Sources....4202

Section III: Reporting and Resolving Material Discrepancies
General....4268
Reporting Discrepancies....4269
➔ Supply Discrepancy Report (SDR)/Report of Discrepancy (ROD) (SF364)....4270
Erroneous/Overaged Material Issued Locally....4271
Underway Replenishment Receipt Discrepancies....4272
Reporting Transportation Discrepancies in Shipments (SF361)....4273
Reporting of Quality Deficient Materials Obtained Through the Supply System (SF368)....4274
Loss of Material in Transit Due to Enemy Action....4275
➔ Engineering Investigations (EI)....4276

Section IV: Determining When a Shipment is Considered Complete
Deliveries by Supply Officers Ashore....4295
Deliveries by Contractors....4296
Deliveries Free Alongside (F.A.S.)....4297
Deliveries by Combat Logistics Force (CLF) Ships....4298

Section V: Disposition of Incoming Material
Determining Material Disposition....4315
Material Received for Stock....4316
Material Received for Direct Turnover....4317
Unidentified Material Received....4318
Material Returned to the Supply Department....4319

Section VI: Payment of Dealer's Invoices
Invoice Processing....4335
Forwarding for Payment....4336
Payment Offices....4337
Vendor's Documents for Purchases Under a Blanket Purchase Agreement (BPA)....4338

Section VII: Specific Commodities
General Library Materials....4376
Fresh Water....4377
Recreation Property and Material....4378
Precious Metals, Drugs, and Other Controlled Items....4379
Small Arms....4380

Section VIII: Materiel Receipt Acknowledgment (MRA)
Introduction....4400
Procedures....4401
Delinquent Materiel Receipt Acknowledgments....4402

Part D: MATERIAL CUSTODY

Section I: General
Responsibility of the Supply Officer....4500
Transfer of Custody....4501
Lost, Damaged, or Destroyed Material....4502
Private Use of Material Forbidden....4503
Security of Material....4504
Ordnance Material....4505
Radioactive Material....4506
➔ Recreation Property and Material....4507

Section II: Temporary Storage of Shipboard Material by Shore Activities
General....4530
Identification....4531
Documentation....4532
Responsibility....4533

Part E: STOWAGE

Section I: General
Basic Stowage Criteria....4580
Material Identification....4581
Material Protection Levels....4582
Locator System....4583
Relocation of Material in Stowage....4584
Prohibited Materials....4585

Section II: Space Allocation and Layout
Types and Quantities of Material 4600
Material Characteristics 4601
Storeroom Characteristics 4602
Space Layout Factors 4603
Stowage Aids 4604

Section III: Types of Storerooms
Main Issue Storeroom 4620
Other Issue Storerooms 4621
Bulk Storerooms 4622
Repair Parts Storerooms 4623
Seamart/Submart 4626

Section IV: Materials Requiring Special Handling or Stowage
Hazardous Material 4654
Chronometers 4655
Classified Material 4656
Delicate Instruments 4657
Drummed Products 4658
Electron Tubes 4659
Metals 4660
Motors and Generators 4661
Liquid Dielectric Capacitors 4662
Recreation Materials 4663
Shelf-life Material 4664
Reactor Plant Support Material 4665

Section V: Storeroom Maintenance and Security
Responsibility 4685
Cleanliness and Orderliness 4686
Material Condition of Spaces and Fixtures 4687
Improvements of Spaces or Equipment 4688
Stowage of Personal Gear 4689
Daily Report of Security 4690
Securing for Sea 4691

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCEDURES

Introduction 4700
Receipt Processing 4705
Preparation for Receipt Processing 4710
Material Outstanding File 4716
Material Completed File 4717
Miscellaneous Receipt File 4719

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: Material Receipt
- Receipt Options 4800
- Receipt In Process (RIP) 4801
- Receipts For Stock 4802
- Receipts For Direct Turnover (DTO) 4803
- Receipts For Aviation Fuel (USID C and M only) 4804
- Verification Of Data 4805
- Receipt Adjustments and Exceptions 4806
- Related Processing Files 4807
- Material Turned In To Stock 4808
- Delayed Receipt Report 4809
- Long Term System Failure 4810

Part H: SCANNER PROGRAM

Section I: Introduction
- Shipboard Receipt/Stow Program 4900
- Hardware 4901
- Bar Codes 4902
- Scanner Operations 4903

Section II: SUADPS-RT Processing
- Upload Procedures 4920
- Receipts In Process (RIP) 4921
- Receipts For Stock 4922
- Receipts For Direct Turnover (DTO) 4923
- Effects On SUADPS-RT Files 4924
- Reports 4925

Section III: RSUPPLY Activities
- Upload Procedures 4930

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CHAPTER 4

MATERIAL RECEIPT, CUSTODY, AND STOWAGE

Part A: MATERIAL RECEIPT

Section I: INTRODUCTION

4000 GENERAL

The receipt process involves the identification, stowage, issuance, and recording of NSA and APA material previously requisitioned or purchased and sent to the activity. As an integral part of the supply process, received material must be properly identified, stowed (if stock), issued (if DTO), and recorded on the stock records in a timely fashion.

4001 RESPONSIBILITIES

1. SUPPLY OFFICER. The Supply Officer is responsible for the receipt, identification, inspection, and distribution of all incoming stores with the exception of medical supplies (except on special accounting class 207 ships), Marine Corps stores, bulk petroleum products, and ammunition. He also is responsible for the processing of receipt papers and all associated documents. The Supply Officer will delegate the responsibility for physical receipt of incoming stores for which he is held responsible (except for ships store stock and food items) to the leading storeroom storekeeper who should be screened in accordance with par. 1106.

2. LEADING STOREROOM STOREKEEPER. The leading storeroom storekeeper will ensure that incoming material is receipted, identified, inspected, sorted, and distributed to the appropriate supply department storerooms or to other departments when the material is marked for direct turnover (DTO). He also will ensure that receipt documents are properly annotated and distributed for further processing. If the leading storeroom storekeeper is absent or incapacitated during normal working hours, the next senior storeroom storekeeper will assume his duties. In the performance of his duties, the storekeeper who has been delegated the responsibility for receiving incoming stores will exercise direction over other storekeepers and over working parties handling these stores.

3. DUTY STOREKEEPER. The duty storekeeper will ensure that material delivered after normal working hours, on weekends, or on holidays is received, identified, inspected, and placed in the designated receiving section, or turned over to the appropriate department if the receipt document is marked for direct turnover (DTO). The duty storekeeper will ensure that receipt documents are properly annotated and given to the leading storeroom storekeeper the following workday.

4002 REIMBURSEMENT

Receipts with reimbursement are those for which Navy Department funds will be expended to the credit of the department from which the material was received. A receipt, with the signature of the receiving Supply Officer, will be furnished to the transferring department. The invoice, or other document substantiating the receipt, will be priced, extended, totaled, and will show the authority for the transfer. All receipts from government departments will be subject to reimbursement with the exception of receipts from the Army or the Coast Guard, outside the United States, limited to surplus military stores, supplies, and equipment of every character, including real estate.

Section II: METHODS OF DELIVERY

4045 DIRECT DELIVERY

The receipt of material or services from a government or commercial source and acceptance by a ship, squadron, or group representative at either the point of delivery or source of supply is known as direct delivery. After receipt has been acknowledged, material is owned by the Navy Department and services will be considered satisfactory (excluding noted discrepancies). The Supply Officer must establish procedures to ensure that only authorized personnel pick up, receive, or sign for material and services.

4046 FREIGHT

All commercial and government deliveries shipped under a bill of lading will be classified as freight. Material transshipped from a government source will also be classified as freight when deliveries are combined and shipped via the DOD transportation system. Freight can be received in the United States, foreign ports, and during underway replenishment.

4047 MAIL

Small items will often be received via the U.S. Postal Service, including letters and packages sent via the various postal programs (First Class, MOM, etc.). Both government and commercial sources often require a receipt signature, and receiving section personnel will normally be authorized to pick up and sign for postal deliveries. The Supply Officer will be responsible for establishing and maintaining a list of personnel authorized to receive official mail.

4048 MODE OF SHIPMENT CODES

The mode of shipment code is an alphabetic or numeric character which identifies the initial method of movement by the shipper (see Appendix 5). The mode of shipment code will appear in the lower line print position 18 on the supply status card. See par. 3511 for explanation of shipment status formats.

Section III: PREPARATION FOR RECEIPT OF MATERIAL

4065 INTRODUCTION

1. GENERAL. The procedures contained in this section will provide the Supply Officer with the guidelines necessary to prepare to physically receive material. The Supply Officer and receiving personnel must be flexible and adjust to conditions which necessitate changing procedures. The purpose of preparing for receipt is to ensure timely and accurate receipt processing and material distribution.

2. SAFETY. The most important part of any supply operation is ensuring the safety of personnel involved. It is the Supply Officer's responsibility to ensure the following is observed:

a. Personnel will be properly equipped to work (safety shoes, gloves, hard hats, etc.);

b. Personnel will be qualified to operate equipment;

c. Personnel will be knowledgeable of emergency procedures.

4066 IN UNITED STATES PORTS

1. SCHEDULING AND TIMING. In order to facilitate effective planning of departmental and shipboard work, the Supply Officer will coordinate the scheduling of shipboard receipt between the shipping activity and the inport routine and operating schedule of the ship. Arrangements will be made to receive stores during normal working hours whenever practicable, and well in advance of anticipated ship movement. If working party assistance from other departments will be required to load stores, the executive officer must be informed of the Supply Officer's intentions prior to his making a delivery commitment. When the material to be received is considered classified or accountable, the Supply Officer will coordinate the security arrangements necessary for delivery.

2. TRANSPORTATION. In scheduling deliveries from a supply activity, arrangements will be made with transportation personnel in the material department of the activity. This department normally will provide transportation to deliver the stores to the ship. In the event that conflicting delivery schedules occur between the ship and the supply activity, other arrangements for delivery of the stores become the responsibility of the Supply Officer of the ship involved. He can elect to use vehicles and/or boats from his ship or he can make arrangements with the base motor pool and/or fleet boat pool for temporary use of their equipment.

3. LABORSAVING EQUIPMENT. Special arrangements often can be made with the supporting supply activity to provide the ship with laborsaving equipment, such as mobile cranes, forklift trucks, and skate wheel conveyors when the use of such equipment is warranted by the amount of stores expected or other circumstances.

4. SHIP LEAVING PORT. Before a ship leaves a port for an extended period of time, the Supply Officer will make certain that all purchased supplies or supplies ordered under contract have been delivered to the ship; or, if they have not been delivered, that proper arrangements have been made with the suppliers either for cancellation of the order or for transshipment to the ship at another destination. If the ship is leaving for an overseas destination, the Supply Officer, or the Commanding Officer of a ship without a Supply Corps officer, will arrange for delivery to a shore supply facility. Copies of the order will be provided to the shore supply activity, with instructions to receive and transship the supplies, receive the dealer's invoice, and arrange for prompt payment to the dealer.

4067 IN FOREIGN PORTS

Ships at anchor or moored in foreign ports normally are replenished from ships of the Combat Logistics Forces (CLF) and United States military installations. Inport replenishment (INREP) from a CLF ship or military installation in a foreign port involves planning similar to receipt of material when in United States ports except that the receiving ship may be required to provide transportation for the stores requested.

4068 AT SEA

1. GENERAL. When deployed, ships are replenished at sea from ships of the Combat Logistics Forces (CLF) via "underway replenishment" (UNREP). Requisitions to CLF ships are submitted in advance of the replenishment by mail, message, or other specified means. Material is transferred either by highline (CONREP) while the ships involved are steaming on parallel courses or by vertical replenishment (VERTREP) whereby helicopters lift "net loads" of material from the deck of the fleet issue ship and deposit it on the deck of the receiving ship.

2. PROCEDURE. Stores generally are received aboard too rapidly to permit taking a count at the net load drop point. The following procedures are recommended to accomplish a smooth functioning replenishment with an accurate item count:

a. Prior to the replenishment, assign personnel to specific tasks in the replenishment operation; whenever possible, have personnel from other departments work under the supervision of their own petty officers; in successive replenishment, see that personnel assignments are as consistent as practicable.

b. Develop traffic flow patterns in advance of the replenishment to prevent "jam ups" of material and personnel.

c. Station responsible petty officers at various locations in the traffic flow pattern to insure expeditious handling of stores and to minimize the possibility of material loss.

d. Do not attempt to count items received at the "drop point"; instead, record receipts at the last convenient point prior to actual entry into the destination storeroom; use experienced storekeepers to act as "checkers" recording these receipts.

Part B: RECEIPT DOCUMENTATION

Section I: TYPES OF RECEIPTS

4110 INTRODUCTION

1. GENERAL. Material received aboard ship is accompanied with a variety of receipt papers depending upon the manner in which the material was requested, the issuing activity, and the modes of transportation used in delivery. Prior to actual receipt various other documents may be received indicating notice of material procurement, inspection, movement, and billing. Particular circumstances will dictate what documents will be received with a given commodity. The following identifies sources of supply and the type of receipt documentation normally received:

a. Receipts From Purchase - DD Form 1155 and in most cases a copy of the document used for the procurement.

b. Receipts From Ashore Supply Activities - three copies of a DD Form 1348-1A.

c. Receipts From CLF Ships - an ADP list of all the items replenished, as well as a DD Form 1348 for each item.

d. Receipts From Afloat Units Other Than CLF - three copies of a DD Form 1348-1A for each item furnished, or the white copy of each DD Form 1348 or NAVSUP Form 1250-1 that is submitted as a requisition document.

e. Receipts From Ships Store Or Retail Clothing - DD Form 1149.

f. Receipts From the Marine Corps - DD Form 1149 or DD Form 1348-1A.

g. Receipts From DLA/GSA - DD Form 1348-1A.

2. PUSH MATERIAL. Occasionally, equipment and repair parts will be automatically shipped to an activity in support of configuration and load list changes and TYCOM or ICP identified deficiencies. In these cases, the receiving activity will be sent advance notice of shipments and will establish outstanding requisitions to monitor material receipt and record due-in quantities.

a. For SUADPS-RT activities, if an outstanding requisition is not established, push material will be processed using a W override Code (see par. 4806-3).

b. For RSUPPLY activities, if an outstanding requisition is not established, push material will be processed as NAVSEA TOB or New Construction receipt capitalization into Navy Working Capital Fund (NWCF) material.

3. PROCESSING RECEIPTS. Although there are a variety of receipt forms, the general pattern for processing a receipt will be:

a. Determining which type of receipt inspection is required;

b. Determining if special handing is required;

c. Annotating the receipt document with date and quantity received, receipt signatures, and discrepancies noted during receipt;

d. Forwarding the receipt for further processing.

4114 ISSUE/RECEIPT RELEASE DOCUMENT (IRRD) (DD FORM 1348-1A)

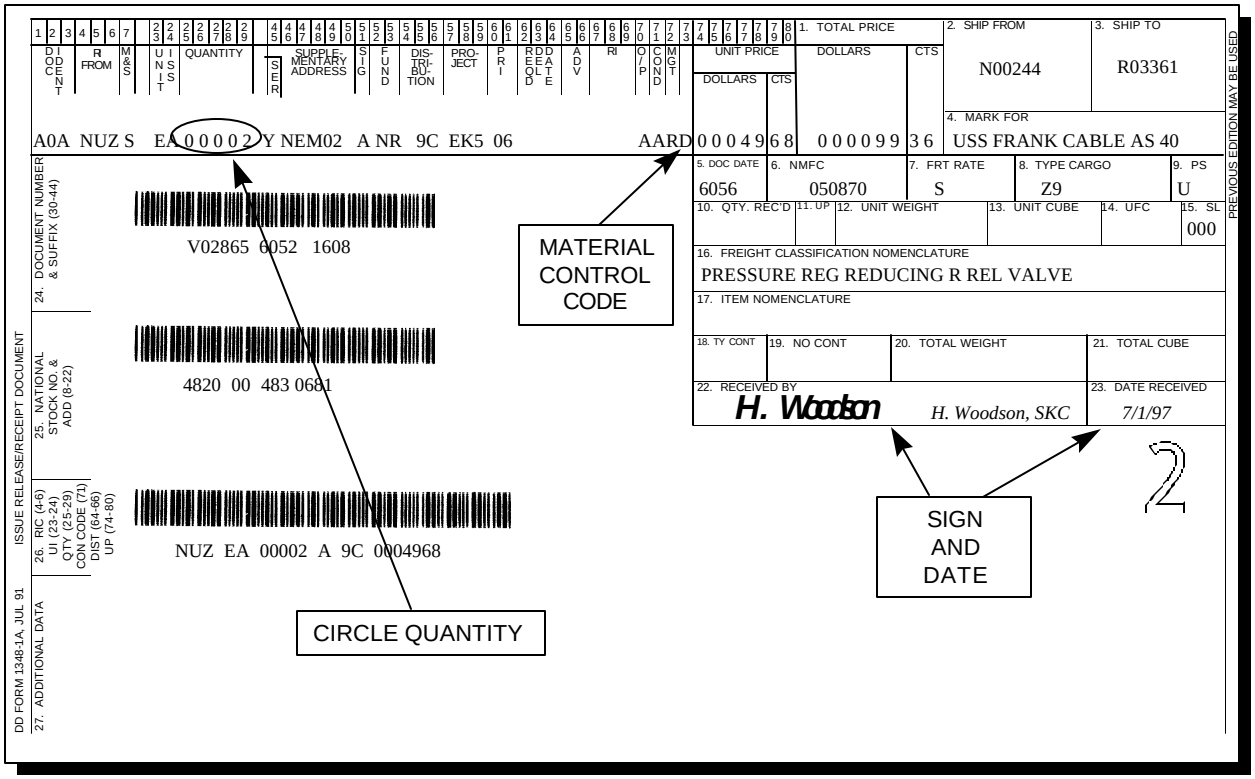
1. GENERAL. The DD Form 1348-1A supersedes the DD Form 1348-1. The IRRD is designed to be used with Shipboard scanner equipment as described in pars 4900-4903. Receipts from shore activities and automated afloat units may be accomplished on a IRRD and completed as follows (see sample below):

a. The quantity will be circled unless the quantity received is different from that indicated on the DD Form 1348-1A, then the original quantity will be lined out and the correct quantity entered immediately above the original and circled.

b. The date received and signature will be entered in blocks 22 and 23.

c. Security and Material Control Code information is contained in the lower left portion of the IRRD and will be used to ensure proper receipt processing. Receiving personnel will be familiar with both MILSTRIP and local management coding and command instructions for controlled items.

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



4115 MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

1. GENERAL. The DD Form 250 (see sample on following page) will be used to verify material inspection and acceptance for items transported directly from a contractor. The DD Form 250 is a multipurpose document which serves principally to provide evidence of inspection or acceptance at either the material source or its destination, and to substantiate contract payments. Receipts for material received on a DD Form 250 must be processed quickly to ensure application of the discount terms indicated in block 12. This type of material will usually be expensive and expedited processing can result in a reduced cost to the government.

2. ACCEPTANCE AT DESTINATION (CODE D). If acceptance at destination (code D) has been indicated in block 8 and block 21B indicates Procurement Quality Assurance (PQA) and Acceptance, receiving personnel will contact a qualified technician from the ordering department. The technician will inspect and certify material acceptability in block 21B (a full inspection may take a few days).

a. Block 17 Quantity ship/rec'd. If the acceptable quantity received is the same as the quantity shipped, a check mark (✓) will be entered in block 17 "Quantity ship/rec'd". If the quantity received is different than the quantity indicated or the material is damaged, the quantity in column 17 must be lined out and the quantity received in good condition entered and circled. An explanation of the differences (i.e. only 1 received, 1 unit broken, etc.) will be written directly below the adjusted quantity.

b. Block 21 Procurement Quality Assurance (PQA). The "PQA" and "Acceptance" blocks will be checked and attested in blocks 21A "Origin" and 21B "Destination", in accordance with terms of the contract as follows:

(1) When inspection and acceptance are at origin, block 21A will be completed at origin by the quality assurance representative and block 21B will be left blank.

(2) When inspection is at origin and acceptance is at destination, block 21A "PQA" will be completed at origin, and block 21B "Acceptance" will be completed by the receiving activity.

(3) When inspection and acceptance are at destination, block 21A "Origin" will be blank. Block 21B "PQA" and "Acceptance" will be completed by the receiving activity.

(4) When the contract administration office gives the contractor authorization in writing to inspect and release supplies for shipment, completion of "PQA" in block 21 of the DD Form 250 is not necessary if an appropriate contractor's certification is typed or stamped and signed on each copy of the DD Form 250 to the effect that material was inspected by the contractor or his subcontractor and that it meets prescribed quality standards. However, acceptance must be acknowledged in block 21A or block 21B, as appropriate. When acceptance is at destination, submission of a completed copy of the DD Form 250 to the paying office is required.

c. Block 22 Receivers Use. Signature of the receiver and the actual date of receipt on board will be entered in block 22 "Receivers' use" of the DD Form 250.

MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved OMB No. 0704-0248 Expires Dec 31, 1990

Public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.

1. PROC. INSTRUMENT IDEN. (CONTRACT)	(ORDER) NO.	6. INVOICE	7. PAGE	OF	8. ACCEPTANCE POINT
GS-00S-56301	N00171-96-F-C124		1	1	D

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L.	5. DISCOUNT TERMS
KW00001	6/15/97	TCN	1/2 of 1% - 20 days

DISCOUNT APPLICABLE- EXPEDITE ACCEPTANCE AND FORWARDING OF RECEIPTED COPY TO PAYING OFFICE

ACCEPTANCE POINT
D - DESTINATION
S - SOURCE
O - OTHER

9. PRIME CONTRACTOR	CODE	10. ADMINISTERED BY	CODE	S1
K. W. BATTERY COMPANY 3555 HOWARD STREET SMOKIE, ILLINOIS 66076		DCASR-CHICAGO O'HARE INT'L AIRPORT P.O. BOX 66475 CHICAGO, ILLINOIS 60666		
11. SHIPPED FROM (If other than 9)	COD	PAYMENT WILL BE MADE BY	CODE	S14
		DCASR-CHICAGO, DCRI-FMC O'HARE INT'L AIRPORT P.O. BOX 66475 CHICAGO, ILLINOIS 60666		

DISCREPANCY REPORTED BY STANDARD FORM 364 TO CONTRACTING ACTIVITY

13. SHIPPED TO	CODE	14. MARKED FOR	CODE
TRANSPORTATION OFFICER FLEET & INDUSTRIAL SUPPLY CENTER SAN DIEGO, CALIFORNIA 94625		USS JOHN PAUL JONES (DDG-32)	

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT
	MFG P/N A-5685-38 FN-11 BATTERY STORAGE, WET AND CHARGED 1 SKID (2 BOXES) REQN V20115-6200-C31	2 (1) 1 damaged (cracked cassing) DISCOUNT - EXPEDITE	EA	$214.35	$428.70

INDICATES 1 RECEIVED IN GOOD CONDITION; 1 DAMAGED

21. PROCUREMENT QUALITY ASSURANCE		22. RECEIVER'S USE
A. ORIGIN	B. DESTINATION	Quantities shown in column 17 were received in apparent good condition except as noted.
☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	16 Apr 96 (DATE RECEIVED) B. C. Smith (SIGNATURE OF AUTH GOVT REP)
DATE / SIGNATURE OF AUTH GOVT REP	16 Apr 96 (DATE) John Doe (SIGNATURE OF AUTH GOVT REP)	TYPED NAME AND OFFICE: B. C. SMITH SK2, USN
TYPED NAME AND OFFICE	TYPED NAME AND OFFICE: JOHN DOE 2, USN	*If quantity received same as quant... Government is the indicate by ( )

RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ONBOARD

COMPLETED BY AUTHORIZED GOVERNMENT REPRESENTATIVE - USUALLY A QUALIFIED TECHNICAL PERSON IN USING DEPARTMENT

23. CONTRACTOR USE ONLY

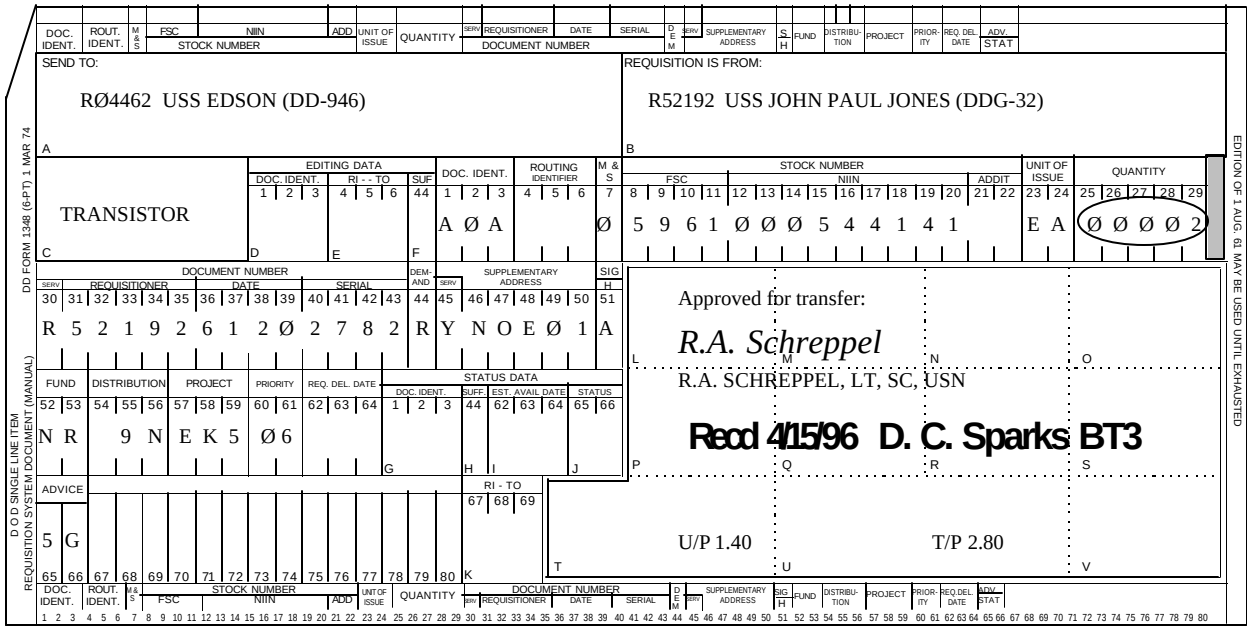
DD Form 250, JAN 90 *Previous editions are obsolete.* 311/051 *U.S.GPO: 1990-0-261-056/03036

3. ACCEPTANCE CODE S OR O. If acceptance code S or O (source or other) has been indicated in block 8 and block 21A has been completed for PQA and Acceptance, receiving personnel will only need to certify the quantity received in block 22.

4116 DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) (DD FORM 1348)

The DD Form 1348 (6 part) generally will be used both as a requisition and receipt document for most materials transferred between nonautomated ships. Receipt for such transfers, when required by the issuing ship, will be acknowledged in the white copy of the DD Form 1348 that accompanies the material (see par. 5037). Receipt acknowledgment is always required in the requisitioners' hardback copy of the DD Form 1348 before it is placed in the material completed file. Receipt in the white copy and/or hardback copy of the DD Form 1348 will be indicated by circling the quantity received and accepted, and by a receipt date and signature in the "Remarks" field (see sample below).

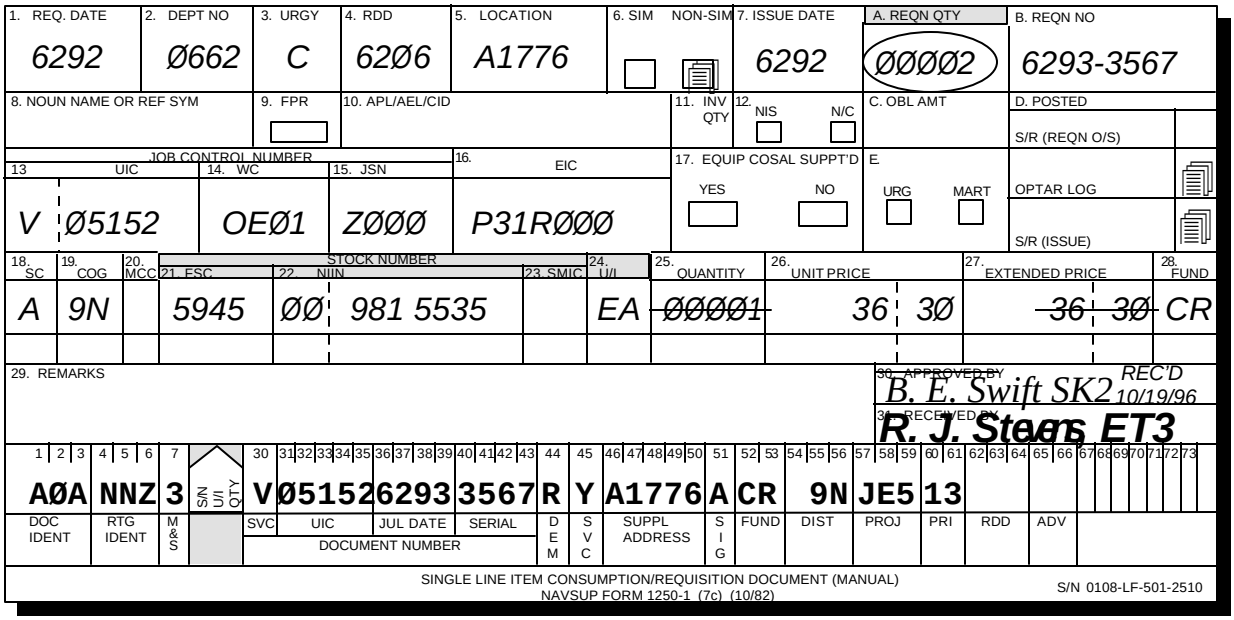
DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL) (DD FORM 1348)



4117 SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (NAVSUP FORM 1250-1)

The NAVSUP Form 1250-1 is used as a consumption document and as a requisition document by nonautomated ships. When the NAVSUP Form 1250-1 is submitted as a requisition to the parent tender or supporting submarine base, the white copy that is returned with the material will be processed as a receipt invoice (see sample below). Receipt will be indicated by circling the quantity figure in data block A, and by 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). If the quantity figure in data block A is incorrect, it will be lined out; and directly above the deleted entry, the correct quantity will be entered and circled.

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



1. REQ. DATE	2. DEPT NO	3. URGY	4. RDD	5. LOCATION	6. SIM NON-SIM	7. ISSUE DATE	A. REQN QTY	B. REQN NO
6292	Ø662	C	62Ø6	A1776		6292	ØØØØ2	6293-3567

8. NOUN NAME OR REF SYM	9. FPR	10. APL/AEL/CID	11. INV QTY	12. NIS	N/C	C. OBL AMT	D. POSTED S/R (REQN O/S)

JOB CONTROL NUMBER 13 UIC	14. WC	15. JSN	16. EIC	17. EQUIP COSAL SUPPT'D YES	NO	E. URG	MART	OPTAR LOG / S/R (ISSUE)
V Ø5152	OEØ1	ZØØØ	P31RØØØ					

18. SC	19. COG	20. MCC	STOCK NUMBER 21. FSC	22. NIIN	23. SMIC	24. U/I	25. QUANTITY	26. UNIT PRICE	27. EXTENDED PRICE	28. FUND
A	9N		5945	ØØ 981 5535		EA	~~ØØØØ1~~	36 3Ø	~~36 3Ø~~	CR

29. REMARKS

30. APPROVED BY *B. E. Swift SK2* *REC'D 10/19/96*

31. RECEIVED BY ***R. J. Steers ET3***

1 2 3	4 5 6	7	S/N U/I QTY	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
AØA	NNZ	3		V Ø5152 6293 3567	R	Y	A1776	A	CR	9N	JE5	13			
DOC IDENT	RTG IDENT	M & S		SVC / UIC / JUL DATE / SERIAL — DOCUMENT NUMBER	DEM	SVC	SUPPL ADDRESS	SIG	FUND	DIST	PROJ	PRI	RDD	ADV	

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7c) (10/82) S/N 0108-LF-501-2510

4119 REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

The DD Form 1149 normally is used to requisition only the types of material and service specified in par. 3022 or par. 3031. When receiving material on a DD Form 1149, technical inspection by the ordering department will be accomplished if required. After technical acceptance, receiving personnel will complete the receipt by the following actions (see sample on following page):

a. When a DD Form 1149 submitted as a requisition is also used to invoice the material or services requested, the quantity furnished will be entered in column (e). The recipient of the material or services invoiced on a DD Form 1149 will indicate receipt by circling the quantity in column (e). If column (e) indicates no quantity, or an incorrect quantity, the quantity actually received will be entered in column (e) and circled.

b. Enter the receipt date and signature in the lower portion of the columns (c)-(h), but not over any existing information.

REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

SHIPPING CONTAINER TALLY ——— 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246 Expires Dec 13, 1996

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PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: *(Include ZIP Code)* R52192 USS JOHN PAUL JONES (DDG-32)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE 29 APR 1996	6. REQUISITION NUMBER R52192-6120-
			7. DATE MATERIAL REQUIRED *(YYMMDD)* 29 APR 1996	8. PRIORITY 05
2. TO: *(Include ZIP Code)* R04462 USS EDSON (DD-946)			9. AUTHORITY OR PURPOSE	
			10. SIGNATURE I. L. GARNER, LT, SC, USN	11a. VOUCHER NUMBER & DATE *(YYMMDD)* R04462-6120-0023
3. SHIP TO - MARK FOR			12. DATE SHIPPED *(YYMMDD)*	b.
			13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER
			15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT (From)	(To)	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT
FUND CODE NC							$30.80

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	2783 PENNSALT PENNCLEAN" SCULLERY DESCALING COMPOUND	GL	5	(5)			3.50	17.50
	2784 DEVELOPER, ZEROX 5R55, 2.5 LB PKG.	PG	1	(1)			13.30	13.30
	Approved for transfer: R. A. SCHREPPEL, LT, SC, USN			Recd 4/19/96 C. E Smith, BM3				

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO — 17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY			TOTAL		

19. RECEIPT				
	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	SHEET TOTAL
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	GRAND TOTAL
	POSTED	DATE *(YYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, DEC 93 (EG) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION MAY BE USED. Designed using Perform Pro, WHS/DIOR, Jun 94

4120 ORDER FOR SUPPLIES OR SERVICES (DD FORM 1155)

1. GENERAL. Receipts from commercial sources on a DD Form 1155 (see sample on following page) will be completed by circling the quantity in column 20 and entering the date and signature in block 26 (when entire quantity is received and accepted). When the entire quantity is not received or is not accepted, the quantity indicated in block 20 will be lined out and the actual quantity received and accepted will be entered and circled. Proper processing of DD Form 1155 receipts will require familiarization with the terms and concepts discussed in the following subparagraphs.

ORDER FOR SUPPLIES OR SERVICES (DD FORM 1155)

ORDER FOR SUPPLIES OR SERVICES
(Contractor must submit four copies of invoice.)

Form Approved OMB No. 0704-0187 Expires Aug 31, 1992

PAGE 1 OF 1

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in item 6.

1. CONTRACT / PURCH ORDER NO.	2. DELIVERY ORDER NO.	3. DATE OF ORDER	4. REQUISITION / PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
N00224-96-V-4892		96 OCT 19	R52191-6292-2405	DO A-3

6. ISSUED BY CODE
CONTRACTING OFFICER
FLEET AND INDUSTRIAL SUPPLY CENTER
SAN DIEGO, CA 92131

7. ADMINISTERED BY *(If other than 6)* CODE

8. DELIVERY FOB
[X] DEST
[ ] OTHER
(See Schedule if other)

9. CONTRACTOR CODE FACILITY CODE

NAME AND ADDRESS
Westinghouse Corp.
1285 Pacific Coast Highway
San Diego , CA 92131

10. DELIVER TO FOB POINT BY *(Date)*: 96 NOV 10

11. MARK IF BUSINESS IS
[X] SMALL
[ ] SMALL DISAD-VANTAGED
WOMEN-OWNED

12. DISCOUNT TERMS: 2% - 10 Days

13. MAIL INVOICES TO: See Block 15

14. SHIP TO CODE
Supply Officer
USS John Paul Jones (DDG-32)
Naval Station San Diego, CA 92131

15. PAYMENT WILL BE MADE BY CODE
Defense Finance Accounting Service
OPLOC San Diego
937 N. Harbor Drive
San Diego, CA 92132

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY [ ] This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE [X] Reference your quote of 18 October 96 furnish the following on terms specified herein.

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED

If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA

ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS.	BUREAU CONT. NO.	SUB-ALLOT	AUTH'N ACCT'G ACT'Y	TRANS. TYPE	PROPERTY ACC'T ACT'Y	COUN-TRY	COST CODE	AMOUNT
1.	1761804.70BB	000	53824	0	060957	2D	R52192		0062922405NR	$92.50

18. ITEM NO.	19. SCHEDULE OF SUPPLIES / SERVICE	20. QUANTITY ORDERED / ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
1.	P/N: 8074526 MOTOR, 18,000 BTU AIR CONDITIONER	(1)	EA	92.50	92.50

* *If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA
I. M. SEASICK, LCDR, SC, USN
BY: CONTRACTING / ORDERING OFFICER

25. TOTAL $92.50
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
[X] INSPECTED [X] RECEIVED [X] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

8 Nov 96 DATE
Brad E. Swift SK1 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP. NO. [ ] PARTIAL [ ] FINAL

28. D.O. VOUCHER NO.

30. INITIALS

31. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

DD Form 1155 (8PT), MAY 90 *Previous editions are obsolete.*

2. FAST PAY PROCEDURE. The fast payment procedure allows payment under limited conditions to a contractor prior to the Governments verification that supplies have been received and accepted. Fast payment procedures shall be used for supplies only, not for services and lease/rentals. The procedure provides for payment for supplies based on the contractor's submission of an invoice that constitutes a representation that:

(a) The supplies have been delivered to a post office, common carrier, or point of first receipt by the Government; and

(b) The contractor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

If the fast payment clause (clause 15), in block 16 of the DD Form 1155 is checked, the fast payment clause indicated in par. 15 on the reverse of the form applies. The ship will not receive a dealer's invoice, nor will it be required to submit any documents indicating receipt and acceptance to the paying office or to the supporting supply activity ashore.

3. ADVANCE NOTIFICATION OF DD FORM 1155 PURCHASE. The ordering activity will receive advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a copy of the DD Form 1155 and a preaddressed card titled Report of Nonreceipt, Damage, or Nonconformance (see sample on following page).

4. REPORT OF NON RECEIPT, DAMAGE, OR NONCONFORMANCE. If material received under contract on a DD Form 1155 was damaged in shipment, not received within 60 days of the specified delivery date, or not technically acceptable (direct shipments only), the ordering activity will complete and return the Report of Nonreceipt, Damage, or Nonconformance received with the advance DD Form 1155. This should be done not later than 30 days after specified date of delivery.

5. INDIRECT SHIPMENT. When data blocks 13 and 14 indicate that both the material and the related invoices will be sent to a shore activity, the certification of receipt and inspection required in data block 26 will be accomplished by the designated shore activity. The shore activity will process the dealer's invoice for payment after the quality and quantity inspection has been accomplished. The requesting afloat activity will verify the quantity received, and process the DD Form 1155 in essentially the same manner as other receipt documents.

6. DIRECT SHIPMENT. When data blocks 13 and 14 indicate that both the material and the related invoices will be sent to the afloat requisitioner, the certification of receipt and inspection required in data block 26 will be accomplished by the afloat activity. The afloat activity must inspect the shipment for quality and verify the quantity before the shipment can be accepted or the invoice can be processed for payment (see pars. 4335-4337). After the receipt and inspection certification has been accomplished, the DD Form 1155 will be processed in essentially the same manner as other receipt documents.

REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE CARD

REPORT OF RECEIPT, NON RECEIPT, 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

☐ Partial delivery ☐ Final delivery

The supplies listed in the above purchase order were (check one)

☐ Received on_____and conformed to the requirements of the order

☐ Not received

☐ Received but rejected - SF 364 Report of Discrepancy attached

Receiving Activity Date

Signature official authorized to accept supplies title Phone

NAVY DEPARTMENT
OFFICIAL BUSINESS

Commanding Officer
Fleet and Industrial Supply Center
City, State, Zip Code

GOVERNMENT BILL OF LADING (GBL) (STANDARD FORM 1103)

U.S. GOVERNMENT BILL OF LADING — ORIGINAL — B/L NO. ▶ Sample

1. TRANSPORTATION COMPANY TENDERED TO	2. SCAC	3. DATE B/L PREPARED	4. ROUTE ORDER/RELEASE NUMBER
CONSOLIDATED FREIGHTWAYS	CFWY	970303	1SBCAF5YOA

5. DESTINATION *(Name, address and ZIP code)*	6. SPLC *(Dest.)* / 7. SPLC *(Orig.)*	8. ORIGIN *(Name, address and ZIP code)*
XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN CONSOL & CONTAIN PT-B330 LATHROP CA 95330	875670250 261000291	SW3117 DEFENSE DISTRIBUTION DEPOT 1968 GILBERT ST NORFOLK, VA 23512-0001

9. CONSIGNEE *(Name, address and ZIP code of instalation)*	10. GBLOC *(Cons.)*	11. SHIPPER *(Name, address and ZIP code)*
XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN CONSOL & CONTAIN PT-B330 LATHROP CA 95330	LEAQ	SW3117 DEFENSE DISTRIBUTION DEPOT 1968 GILBERT ST NORFOLK, VA 23512-0001

12. APROPRIATION CHARGEABLE	13. BILL CHARGES TO *(Dept./agency,bureau/office mailing address and ZIP code)*	
97X4930 5BEO 0160 349.11 22.21 S33181	TRANSPORTATION OPERATIONS DEFENSE FINANCE & ACCOUNTING SERVICE CENTER INDIANAPOLIS, IN 46249-0611	AGENCY LOC CODE
14. VIA *(Route shipment when advantageous to the Gvernment)*		

15. MARKS AND ANNOTATIONS *(If extra services are ordered, see Administrative Directions No. 2 on Reverse)*

REC HRS 0700-1330 M-F-EH. RINS 111 134 135 148 155 341 373 SHIPPER TO LOAD & CONSIGNEE TO UNLOAD TENDERED LTL SHIPMENT. RELEASED VALUE NOT TO EXCEED $50,000.

TP-2 RDD: 970316

16. PACKAGES NO.	16. PACKAGES KIND	17. HM	18. DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)*	19. WEIGHT* *(Pounds only)*	FOR USE OF BILLING CARRIER ONLY Services	Rate	Charges
			CLASSIFICATION ITEM NO. NMFC: 999921 FREIGHT OF ALL KINDS LOC A027 Z11409 7042 0977 XXX FD: AERIALS ANTENNAE O T TV CU: 23 SILM 1 TT - 3 PCS	148			
					TOTAL CHARGES		

20. TARIFF/SPECIAL RATE AUTHORITY	21. PICKUP SERV. FURNISHED / VEHICLE FULLY LOADED	SHIPPER'S INITIALS	22. CARRIER WAY/FREIGHT BILL NO. AND DATE
CFWY 601033 GUARANTEED TRAFFIC	☒ YES ☐ YES		

23. STOP THIS SHIPMENT AT	24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS						
	INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE ORDERED	LENGTH/CUBE FURNISHED	MARKED CAPACITY ORDERED	MARKED CAPACITY FURNISHED	DATE FURNISHED
FOR:		APPLIED BY:					

25. CARRIER'S PICKUP DATE *(Year, month, & day)*	26a. SIGNATURE OF AGENT	26b. PER	B/L NUMBER
/ /			

27. MODE	28. ESTIMATE	29. NO. OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON
B AV3	$49				

Received by the transportation company named above,subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to desination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

FOR USE OF ISSUING OFFICE

33a. ISSUING OFFICE (Name and complete address)

DEFENSE DISTRIBUTION DEPOT
1968 GILBERT ST
NORFOLK VA 23512-0001

33b. GBLOC: BISQ

33c. ISSUING OFFICER: LCDR T. S. JONES

33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY

33e. DATED

33f. FOB POINT NAMED IN CONTRACT

CERTIFICATE OF CARRIER BILLING -- CONSIGNEE MUST NOT PAY ANY CHARGES

34a DELIVERED ON *(Year, month, & day)* / /

34b. AT *(Actual deilvery point)*

34c. BY *(Name of delivering carrier)*

34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED ☐ SHORTAGE ☐ DAMAGED

34e.
☐ CARRIER OS&D REPORT ATTACHED
☐ DELIVERY AT DESTINATION FURNISHED
☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED

34f. NAME OF BILLING CARRIER

34g. SIGNATURE OF CARRIER'S AGENT

* Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN 7540-00-656-1476 1103-121 STANDARD FORM 1103 (Rev 4-85)

4121 GOVERNMENT BILLS OF LADING (GBLS) (STANDARD FORMS 1103 AND 1103B)

GBLs (see sample on previous page) serve as transportation contracts between commercial carriers and the U.S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Material delivered by a commercial carrier on a GBL will be consigned to an ashore activity and marked for a ship at a local pier. The ashore activity will receipt for the material but may route the truck to the ship for unloading. In such cases, the ship will be responsible for reporting any material lost or damaged (during shipment) to the receiving officer of the ashore activity for documentation in a claim against the carrier, if appropriate. Deliveries by commercial carriers are not always scheduled. Receiving personnel must be able to react quickly to unexpected deliveries so as to avoid additional charges against the government by the commercial carrier.

4123 DEALER'S INVOICES

A dealer's invoice should be received and processed by the ship for all material or services received directly from a vendor, except when fast pay procedures are used or when receipt and inspection are accomplished by another activity. If a dealer's invoice is not received within thirty days after receipt of material, the ship should request a dealer's invoice from the supplier. The dealer's invoice may accompany the material or services or be forwarded to the ship by mail. It will normally be on business stationary and indicate the order number, description of material, and quantity shipped or delivered. Dealers invoices will be matched with outstanding procurement actions (requisition or purchase). If the invoice does not indicate a requisition or purchase order number, receiving personnel will conduct research similar to that accomplished for a dummy receipt (see par. 4124). If no outstanding order can be identified, the Supply Officer must be notified of a possible unauthorized purchase. Dealer's invoices will be processed for payment in accordance with pars. 4335-4337.

4124 MATERIAL RECEIVED WITHOUT PAPERS

When material is received without a receipt document, receiving personnel will research and prepare a dummy invoice utilizing a DD Form 1348-1A. A DD Form 1149 may be used if the space available in the DD Form 1348-1A is insufficient to include all the information necessary to match the "dummy" invoice with the formal receipt document if subsequently received. A search of activity records (material and outstanding orders) will be made using whatever information is available to obtain the source of supply, stock or part number, item description, document number, fund code, and stock location for stock items. Once this information is obtained, the quantity, date, and receiving signature entries will be made. The dummy will then be processed as a receipt. If a formal receipt document is later received, that receipt document will be compared with the dummy invoice which was used to process the material previously received. If differences exist, the applicable issue document or previously posted records will be corrected or adjusted, as appropriate, and the formal receipt document will be attached to and filed with the related dummy invoice in the material completed file. See instructions in par. 4269 for reporting material received without documentation.

Section II: DOCUMENT FLOW

4130 RECEIPT DOCUMENTS FOR REQUISITIONED MATERIAL

1. GENERAL. The document flow of NAVSUP Form 1250-1 (when used as a requisition and receipt invoice) is described in par. 6214. When more than one copy of a receipt document is available, which generally is true of a DD Form 1348-1A or DD Form 1149, one copy may be held in suspense by the stock records storekeeper until material is stowed or issued and the receipt document is returned to further processing.

2. SUADPS-RT ACTIVITIES. One copy of each stock receipt will be placed in the Receipt In Process (RIP) File. This file will provide proof of receipt and serve as a monitor to storeroom (STOW) completion. If the Supply Officer has determined that SUADPS-RT Receipt in Process information will be maintained for DTO material, RIP copies of DTO receipts will also be kept in the RIP File. After STOW or DTO processing, the RIP copy will be destroyed and the STOW/ DTO copy will be placed in the Stock Control History File after SUADPS-RT processing. If the SUADPS-RT Receipt in Process (RIP) Program is not used for DTO receipts, the turnover copy will be placed in the Stock Control History File after entry into SUADPS-RT. Marines refer to USMC Aviation Supply Desk Top Guide.

3. RSUPPLY ACTIVITIES. One copy of each stock receipt will be placed in the Receipt In Process (RIP) File. This file will provide proof of receipt and serve as a monitor to storeroom (STOW) completion. RIP copies of DTO receipts will also be kept in the RIP File. After STOW or DTO processing, the RIP copy will be destroyed and the STOW/DTO copy will be placed in the Stock Control History File after processing.

4131 RECEIPT DOCUMENTS FOR PURCHASED MAT ERIAL OR SERVICES

1. GENERAL. Upon receipt of materials or services purchased from vendors, the material outstanding file and purchase payment file copies of the DD Form 1155 will be signed in accordance with par. 4120. After the material receipt data has been entered in the Requisition/OPTAR Log, one receipt copy of the DD Form 1155 and the hardback copy of the related DD Form 1348 will be placed in the material completed file. If DTO material or a service was purchased, the related issue request documents in the NIS/NC file or material outstanding file will be processed in accordance with par. 6252-1. The second receipted copy of the DD Form 1155 and the dealer's invoice (if received) will be processed in accordance with par. 4336. If the dealer's invoice has not yet been received, the receipted copy of the DD Form 1155 will be returned to the purchase payment file. When the dealer's invoice is received, the receipt copy of the DD Form 1155 will be removed from the purchase payment file, and both documents will be processed in accordance with par. 4336.

2. SUADPS-RT/RSUPPLY ACTIVITIES. Upon receipt, one copy of the DD Form 1155 or delivery ticket/sales slip will be placed in the RIP File (if maintained) for DTO receipts. One copy will be forwarded to the purchasing section. The purchasing section will remove the outstanding order and payment copies (if held), complete the receipt, and place the DD Form 1155 or delivery ticket/sales slip in the Stock Control History File. The RIP copy (if held) can then be destroyed.

4132 RECEIPTS FROM CLF ACTIVITIES (SUADPS-RT/RSUPPLY ACTIVITIES)

When receiving from CLF activities, the immediate distribution of material prohibits the receipt section from performing immediate receipt inspection and establishing a RIP program. To maintain receipt control, a copy of the advance manifest/message/cards forwarded by the CLF ship will be placed in the RIP File to monitor receipt completion. The CLF manifest will advise of requisitions to be filled and freight to be delivered during replenishment. Freight deliveries will be identified by a transportation control number (TCN) and should include a summary of all documents shipped under each TCN. If a summary of the documents contained under each TCN is not received, a copy of each Transportation Control and Movement Document (TCMD) will be obtained and placed in the RIP file. As receipts are completed, RIP documents will be removed from the file. If a copy of the manifest and the TCMDs are used as RIP documents, completed receipts will be lined out until accounting for all items. Storeroom (STOW) and completed DTO documents will be placed in the Stock Control History File.

Section III: FILES USED IN RECEIPT PROCESSING

4145 GENERAL

Files are required to be maintained for holding documents which are applicable to prospective material receipts and which, upon receipt of material, are used to facilitate the receiving process. Files also are required for holding such documents subsequent to processing in order to provide a retained record of proofs of receipt and/or disposition of material.

4146 MATERIAL OUTSTANDING FILE

The material outstanding file contains a copy of all ship originated procurement documents (see par. 6188-2) for material and services not yet received. It also includes, as attachments to individual procurement requests, all related documentation such as follow-ups, supply status and shipping status, as well as shipping documents that are specifically applicable to a single item.

4147 MATERIAL COMPLETED FILE

The material completed file contains a copy of all ship originated procurement documents which have been removed from the material outstanding file upon receipt of or cancellation of a request for material or services, plus a copy of the applicable receipt document (see par. 6188-3). However, such documents will not be filed in the material completed file until receipt procedures prescribed in pars. 4175-4337 and pars. 6250-6252 have been accomplished.

4148 MULTIPLE ITEM SHIPPING DOCUMENTS

1. OUTSTANDING FILE. Shipping memoranda, transportation control movement documents (TCMDs), and other types of shipping papers covering multiple item shipments that have not been received will be maintained in the supply office or main receiving area. Outstanding documents will be filed according to shipment destinations. The Supply Officer should review this file prior to entering port.

2. COMPLETED FILE. When the multiple item shipment is received, the outstanding documents will be annotated to indicate date of receipt and any discrepancies noted, and then filed in a separate folder marked “Completed shipping documents”.

4149 MISCELLANEOUS RECEIPT FILE

The miscellaneous receipt file contains shipping papers and/or invoices applicable to material consignments not initiated by a ship’s procurement document (see par. 6188-13). When such material is received, the related document from the miscellaneous receipt file will be annotated with the receipt date and signed by the responsible material custodian. The document then will be re-filed in a “completed” file if preferred. In addition, a consumption document will be prepared and processed under SEAS for each item that is issued as DTO material.

4150 RECEIPT IN PROCESS (RIP) FILE (SUADPS-RT/RSUPPLY ACTIVITIES)

The RIP file (formerly referred to as the Receipt On Board or ROB file) contains a copy of each stock receipt (DTO may also be included at the discretion of the Supply Officer) awaiting final receipt processing. This file will provide proof of receipt and serve as a monitor to storeroom (STOW) completion.

Part C: RECEIPT PROCEDURES

Section I: GENERAL

4175 SCOPE

1. GENERAL. Small quantities of stores received on a daily basis through means such as parcel post will generally require no special preparations for receipt. Stores which are delivered to the ship in large quantities will be stacked on the deck or pier and held there until preliminary identification and package count are completed, and the stores, sorted according to departments or storerooms to which they will be distributed. When practicable, a central location below decks will be designated for the final and detailed processing of incoming stores. This location will be as near to the storerooms as possible, accessible to the hatches, and removed from the ordinary course of ship’s traffic.

2. TRANSIT-SHEDS. When considered necessary and feasible, shore-based facilities have been constructed to support shipboard supply operations. Commonly referred to as the transit-shed (t-shed) or the butler-hut, these facilities offer additional space and allow some or all of the receiving process to be performed ashore. The Supply Officer will determine which functions are to be performed ashore as well as detailing personnel and equipment that may be required. If a T-shed is available on a full-time basis, all receiving functions will normally be performed ashore when in port.

Section II: INSPECTION AND VERIFICATION

4200 RECEIPTS FROM NAVAL ACTIVITIES, DLA AND GSA

Receipts of stores from naval activities, DLA, and GSA require a quantity inspection only. Quality inspection is made by an ashore supply activity upon acceptance of the material from the original supplier and will not be duplicated aboard ship. The receiving individual, however, will make inspections to detect any deterioration or breakage that may have occurred since the quality inspection. When stores are received in bales, packages, or cases, they need not be opened to ascertain their contents. The receiving storekeeper will receipt for them according to their external markings and package count. If any package shows evidence of tampering, it will be opened and contents verified by count. The procedures outlined in pars. 4110-4124 will be followed when there is a difference between quantity received and quantity indicated on the shipping document. Acceptance of the entire quantity shipped will be indicated by circling this quantity on the shipping document. The document always will be signed and dated by the receiving individual.

4201 RECEIPTS FROM THE MARINE CORPS AND OTHER GOVERNMENT ACTIVITIES

Receipts of stores from Marine Corps (other than MALS) and other Government activities will be inspected for both quantity and quality upon delivery to the ship. Stores will be inspected by the receiving individual to verify that they are of acceptable quality. If the receiving individual is not qualified to perform this quality inspection (i.e., a storekeeper inspecting technical repair parts for stock), the department head who ultimately will use this material will be requested to provide a technically qualified individual to perform the quality inspection. After performance of quantity and quality inspections, acceptance will be indicated by the receiving individual as outlined in par. 4200. Receipts from Marine Aviation Logistics Squadrons (MALS) will be inspected for quantity only.

4202 RECEIPTS FROM COMMERCIAL SOURCES

When material has been inspected and accepted by an ashore activity, inspection for quality need not be performed afloat; however, a quantity inspection must be performed prior to acceptance. Upon receipt of purchased material which has not been inspected and accepted ashore, the receiving storekeeper, with the assistance of technical personnel, when necessary, will conduct an inspection for quality and quantity. A full and thorough quality inspection will be conducted and all packages will be opened and the contents verified by count. All DTO material will be inspected and accepted by the cognizant department head or his representative, when possible. Deliveries from commercial sources should be accompanied with itemized copies of invoices or delivery papers. Individuals will not receipt for material unless a copy of the receipt document can be retained. Material will not be accepted unless the receiving individual is satisfied that it conforms to the specifications included in the purchase document or contract. When directed by the Commanding Officer, material which contains minor defects may be accepted. See par. 4338 for special procedures required for receipting and processing delivery tickets for purchases under a blanket purchase agreement.

Section III: REPORTING AND RESOLVING MATERIAL DISCREPANCIES

➔ 4268 GENERAL

Material discrepancies are divided into two categories. The first category includes discrepancies, such as overages, shortages, damages, incorrect or non-receipt of material. These discrepancies are normally attributable to the activity that shipped the material or the transportation system. Reporting and resolving shipping and transportation discrepancies is covered in pars. 4268-4273, these discrepancies will be reported as a Supply Discrepancy Report (SDR (Report of Discrepancy)). The second category includes material quality discrepancies. In this second category the material received cannot be used for its intended purpose because it does not meet form, fit, or function requirements. Faulty electron tubes or incorrect valve mounting plates are examples of quality deficiencies. These discrepancies are attributable to the manufacturing or repair activity or, in some cases, incorrect specifications. Quality Deficiency Report (QDR) requirements are covered in par. 4274. The purpose of discrepancy reporting in either category is to identify, correct and prevent further discrepancies (see par. 4269-2 on Reporting Exceptions).

➔ 4269 REPORTING DISCREPANCIES

1. GENERAL. Discrepancies attributable to Shippers Shipping discrepancies or the responsibility of the activity that shipped the material (including contractors, manufacturers or vendors) will be reported as Supply Discrepancy Reports (SDR) on Report of Discrepancy (ROD) (Standard Form 364) by the receiving activity. The types of discrepancies required to be reported are described in pars. 4269-3 and 4. Detailed instructions for the preparation and distribution of the SDR (ROD) are contained in par. 4270 (cited in SECNAVINST 4355.18 series). The policies, responsibilities, and procedures for reporting and resolving shipping type discrepant material as well as discrepant type shipments of material are contained in NAVSUP P-723.

2. REPORTING EXCEPTIONS. Discrepancies excluded from the procedures described in par. 4269-3, 4, and 4270 are as follows:

a. discrepancies found while material is in storage;

b. discrepancies involving local base or station deliveries to, or return from internal or satellite activities;

c. discrepancies involving shipments of privately owned vehicles;

d. discrepancies involving shipments on requisition or purchase orders from person services activities which cite non appropriated funds;

e. shipping type discrepancies involving personal property shipments (packaging discrepancies relative to personal property shipments are included.);

f. product quality deficiencies (See par. 4274.);

g. transportation type discrepancies covered by NAVSUPINST 4610.33 series.

h. discrepancies resulting from underway replenishment (See par. 4272).

3. SHIPPING TYPE DISCREPANCIES. For shipments from DOD activities, GSA supply distribution facilities, and contractors/manufacturers or vendors, a SDR (ROD) will be prepared to report any materials with one or more of the following discrepancies:

a. shortages or overages valued in excess of $100 per line item, except classified or protected items, which will be reported regardless of dollar value; (Shortages or overages valued at $100 or less and reported shortages not credited or replaced by the consignor, will be processed in accordance with par. 6250-3f(4) or (6), or par. 6252-2d(2) or 2c, as appropriate);

b. when erroneous material, unacceptable substitutes, or duplicate shipments, regardless of dollar value, are received except for erroneously issued material which can be readily reconciled with a local supply activity in accordance with par. 4271;

c. the material received is valued in excess of $100 per line item for canceled (confirmed only) requisitions; (A copy of the confirmation of cancellation is required.);

d. the condition (DOD shipments only) of an item in excess of $100 per line item in value is found to be other than that shown on the shipping document, or in the case of subsistence, on supporting inspection/test certificates or records;

e. material received is valued in excess of $100 per line item on which the shelf life has expired and for subsistence, there is no indication the item has been inspected under shelf life extension procedures;

f. material, regardless of value, is shipped to the wrong activity;

g. item technical data markings are missing and/or incomplete. (These markings on or attached to item inside container, when applicable, as for certain items of equipment regardless of dollar value);

h. supply documentation is missing/improperly prepared regardless of dollar value;

i. items, valued in excess of $100 per line item, reported shipped by parcel post are not received or are received in a damaged condition;

j. material received for repair has been stripped of parts or components (cannibalized including Basic Issue Item (BII)) without inventory manager authorization, when the total dollar value is in excess of $100;

k. repetitive discrepancies, regardless of dollar value are observed or when any other condition of an item, not enumerated herein, unless excluded by par. 4269-2, is detected at time of receipt;

l. product quality deficiencies relative to Grant Aid or FMS shipments, regardless of dollar value;

m. discrepant shipments from contractors/manufacturers or vendors, regardless of dollar value.

4. PACKAGING DISCREPANCIES. Packaging discrepancies are as follows:

a. Any unsatisfactory condition resulting from improper packaging which causes or renders the item, shipment, or package to be vulnerable to any loss, delay, or damage when the estimated or actual cost of correction exceeds $50. This may include loss or damage to the item, shipment, or package except when a report is otherwise required as prescribed in NAVSUPINST 4610.33 series.

b. Packaging discrepancies resulting in damaged material which may endanger life, impair combat or deployment operations, or affect other material will be reported immediately to the shipping activity, contracting office, and control point by the quickest communication medium to enable the shipper to take immediate corrective action. The formalized SF 364 will be transmitted by mail within 24 hours of the initial report.

c. Improper identification of containers or items which require opening the container or results in improper storage of the material regardless of the cost.

d. Any packaging discrepancy, regardless of cost, involving hazardous materials, including improper identification markings of items, packs of unitized loads, regardless of whether damage or other unsatisfactory conditions have resulted.

e. Excessive packaging by contractors resulting in additional costs to the Government.

f. Packaging discrepancies involving shipments of personal property not conforming to specifications. (Packaging discrepancy reports on personal property shipments will be prepared at ocean and aerial terminals only.)

g. Packaging discrepancies resulting in delay or additional packaging costs at aerial or water terminals or at consolidation and containerization points (CCPs). The activity responsible for operating the terminal or port of embarkation/debarkation will be responsible for the report preparation of discrepancies noted on shipments moving through the activity.

h. Repetitive packaging discrepancies which impose a significant burden on receiving or transshipment activities.

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

(*) MLSR Report 1990/057

REPORT OF DISCREPANCY (ROD) ☒ SHIPPING ☐ PACKAGING	1. DATE OF PREPARATION	2. REPORT NUMBER
	90 JAN 5	R07198-90-0002

3. TO (Name, address, include Zip Code)	4. FROM (Name, address, include Zip Code)
Commanding Officer Fleet and Industrial Supply Center San Diego, CA 92132	Commanding Officer USS TRIPOLI (LPH-10) FPO San Francisco, CA 96626

5a. SHIPPER' NAME	5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER *(GBL, Waybill, TCN, etc.)*
SAME AS ABOVE		N/A

7a. SHIPPER'S NUMBER *(Purchase Order/Shipment, Contract, etc.)*	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER *(Requisition, Purchase Request,etc.)*
N/A	N/A	R07198-9310-2435

9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (c)	11. AC-TION CODE
1H 5999-00-464-6372	EA	3	0	3	149.00	447.00	S3	1D

12. REMARKS (Continue on separate sheet of paper if necessary)

AS1 STATUS INDICATES MATERIAL SHIPPED PARCEL POST ON JULIAN DATE 9319. MATERIAL NOT RECEIVED TO DATE.

(*) NCISRA Naval Station notified 24 Jan 90, investigation initiated

DISCREPANCY CODES

CONDITION OF MATERIAL
- C1- In condition other than that indicated on release/receipt document
- C2- Expired shelf life
- C3- Damaged parcel post shipment

SUPPLY DOCUMENTATION
- D1- Not received
- D2- Illegible or mutilated
- D3- Incomplete improper or without authority *(only when receipt cannot be properly processed)*

MISDIRECTED MATERIAL
- M1- Addressed to wrong activity

OVERAGE/DUPLICATE SHIPMENTS
- O1- Quantity in excess of that on receipt document
- O2- Quantity in excess of that requested (Other than unit of issue pack)
- O3- Quantity duplicates shipment

PACKING DISCREPANCY
- P1- Improper preservation
- P2- Improper packing
- P3- Improper marking
- P4-Improper unitization

PRODUCT QUALITY DEFICIENCIES
- Q1- Deficient material *(Applicable to Grant Aid and FMS shipments only)*

SHORTAGE OF MATERIAL
- S1- Quanity less than that on receipt document
- S2- Quantity less that that requested *(Other than unit of issue pack)*
- S3- Non-receipt of parcel post shipments

ITEM TECHNICAL DATA MARKINGS *(i.e. Name Plates, Log Books, Operating Handbooks, Special Instructions,etc.)*
- T1- Missing
- T2- Illegible or mutilated
- T3- Precautionary operational markings missing
- T4- Inspection data missing or incomplete
- T5- Serviceabilty operating data missing or incomplete
- T6- Warranty data missing

WRONG ITEM *(Identify requested item as a seperate copy in item 9 above)*
- W1- Incorrect item received
- W2- Unacceptable substitute

OTHER DISCREPANCIES
- Z1- See remarks

ACTION CODES
- 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 contray are received within 15 days (*Reply on reverse) (Not applicable to FMS)*
- 1F- Replacement shipment requested *(Not applicable to FMS)*
- 1G- Reshipment not requried. Item to be re-requisitioned
- 1H- No action required. Information only
- 1Z- Other action requested (*See remarks)*

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTING NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b SIGNATURE
A/V 526-0111 R. BURGESS, LCDR,SC,USN, Supply Officer	

15. DISTRIBUTION ADDRESSEES FOR COPIES
(*) Chain of Command
NO (N09N1)
NAVSURFWARCENDIV CRANE (3046)

(* = Information assigned by activity security office)

364-103 7540-00-159-4442 *(Previous edition is obsolete,)* STANDARD FORM 364 (REV. 2-80)
Prescribed by GSA FPMR 101-26.8

➔ 4270 SUPPLY DISCREPANCY REPORT (SDR)/REPORT OF DISCREPANCY (ROD) (SF 364)

1. PREPARATION OF SDR (ROD) (SF 364) - ORIGIN ACTIVITY. Item and packaging discrepancies will be reported on a Standard Form 364 (SDR (ROD)), which will be prepared in an original and as many copies as required by NAVSUP P-723 for distribution to concerned activities as follows (see sample on previous page):

Data Block	Explanation
	Indicate whether shipping discrepancy or packaging discrepancy or both by placing an X in appropriate box(es) at top of form. Mailing envelopes will be conspicuously marked "SF 364."
1	Date of Preparation. Report is prepared in sequence of year, month, and day. This sequence should also be used in all date entries. March 23, 1990 is written 90 MAR 23 and June 1, 1990 is written 90 JUN 01.
2	Report Number. SDR (ROD) report number will consist of the submitting activity's UIC, followed by the last two digits of the calendar year, followed by a four digit serial number. For example, the first SDR (ROD) written by USS AMERICA (CV-66) in calendar year 1997 would have a report number of V03366-97-0001.
3	To. "In the clear" Name, address, ZIP code, and activity address code or routing identifier code and attention symbol/code of action activity. Provide the DoDAAC of the Government Action Activity when both shipping type (item) discrepancies and packaging discrepancies are reported for the same item, enter "see item 15" and enter address and/or codes of both action activities in item 15.
4	From. Name, address, and ZIP code of the reporting activity (consignee). The "in the clear" address will be entered.
5a	Shippers' Name. Enter name and address of shipper (consignor) when different from item 3.
5b	Number and Date of Invoice. Enter number and date of vendor's invoice or shippers' bill number. Attach copy of invoice to SF 364.
6	Transportation Document Number. Enter the type of transportation document, GBL, CBL, manifest, waybill, insured/certified parcel post number, or transportation control and movement document (TCMD) and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via traceable means, e.g., GBL, CBL. Further, for shipment type (item) discrepancies include the following statement in item 12 -- "Discrepancy has been verified as not being transportation related."
7a	Shippers' Number. Enter contract/document number (e.g., contract, purchase order) and shipment number when more than one shipment is made under a contract or requisition.

Data Block	Explanation
7b	Office Administering Contract. Name, address, and ZIP code of the Contract Administration Office (CAO) activity which directed/arranged shipment. Provide DoDAAC of the CAO.
8	Requisitioners' Number. Enter the requisitioning activity's number, e.g., requisition, purchase request, including suffix. Entry of the applicable requisition document number (if known) is mandatory in all instances.
9a	NSN/Part Number and Nomenclature. Identify the specific item which is the subject of the SDR (ROD). NSN should be shown if the item is a standard stock item. If the item is nonstandard, the manufacturers' part number should be shown. The name (nomenclature) of the item should be shown for both standard and nonstandard items. In the case of erroneous material, both items should be listed in Block 9a, making a separate entry for each.
9b	Unit of Issue. Enter unit of issue as billed or indicated on shipping document for each item listed in item 9a (not applicable to packaging discrepancies).
9c	Quantity Shipped/Billed. Enter quantity of item shipped or billed. If discrepancy code C1 is applicable, enter the quantity and the supply condition code (see Appendix 10Q) of the item when shipped, e.g., 980A as shown on shipping document (not applicable to packaging discrepancies).
9d	Quantity Received. Enter quantity of item received.
10a	Discrepancy Quantity. Enter the discrepant quantity. If code C1 is applicable, enter the quantity and the supply condition code (see Appendix 10Q) of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code, e.g., 960A, 20F). When overaged material (expired shelf life) is received, and discrepancy code Q1 or C2 is applicable, enter the following information under item 12, remarks: 1. manufacturers' name; 2. contract/purchase order number if not shown in item 7a; 3. date of manufacture, pack, or expiration; 4. lot/batch number; 5. location of material; 6. name, address, and telephone number (if available) of contact; 7. nature of complaint, stating in detail why material is unsatisfactory.
10b	Discrepancy Unit Price. Enter the unit price as billed or shown on shipping document (not applicable to packaging discrepancies).

Data Block	Explanation
10c	Discrepancy Total Cost. For shipping type (item) discrepancies, enter the total value of material (10a x 10b). For packaging deficiencies, enter cost of corrective action.
10d	Discrepancy Code. Nature of the discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12.
11	Action Code. Enter requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use code 1Z and explain action requested in item 12. Action code 1D or 1F will not be used on reports prepared to cover shipments of DOD stock funded items and from GSA. Material still required must be re-requisitioned. Action code 1E applies only to local purchase items.
12	Remarks. Use for any supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping type (item) discrepancies and packaging discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number, receipt date, and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or non receipt of items shipped by parcel post from GSA, a statement must be included in item 12 to include all packages received that were shown as shipped in item 5 of GSA Form 1348-1. Include telephone number (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in item 14a. If medical material requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet which is included with shipments of such material. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/deficiency.
13	Funding and Accounting Data. For packaging discrepancies, enter the accounting/appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping type (item) discrepancies.
14a	Typed or Printed Name, Title, and Phone Number of Preparing Official. Self-explanatory. When non DOD action activities are involved, include both commercial and DSN numbers when available.
14b	Signature. Self-explanatory.
15	Distribution Addresses for Copies. Enter other addresses receiving copies of the report (See NAVSUP P-723).

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

16. FROM

Commanding Officer
Fleet and Industrial Supply Center
San Diego, CA 92132

17. DISTRIBUTION ADDRESSEES FOR COPIES

18. TO:

Commanding Officer
USS TRIPOLI (LPH-10)
FPO 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.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM

Fold here

a. MATERIAL ☐ HAS BEEN ☐ WILL BE SHIPPED — DOCUMENT NUMBER

b. ☐ NO RECORD OF SHIPMENT, RESUBMIT REPORT TO PROPER OFFICE UNDER APPRORIATE REGULATION.

c. ☐ AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: ☐ CREDIT ☐ DEBIT

d. ☐ INVOICE/BILL ATTACHED

e. ☐ PROOF OF DELIVERY (Parcel Post shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.

f. ☐ AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN T HE INDICATED REGULATION.

(1) REASON FOR NOT PROCESSING	(2) PRESCIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)
(b) DOLLOR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDCATED IN 19f(2).	(b) CHAP 2 AND/OR 7 OF DOD 4000.25.7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE,AS APPLICABLE.

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCE MATERIAL:

a. ☐ PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.

b. ☐ REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN: ____ DAYS

c. ☐ RETAIN MATERIAL AT NO CHARGE.

d. ☐ MATERIAL WILL BE PICKED UP IN: ____ DAYS

e. ☐ SHIP MATERIAL *(Specify location)*

Fold here

(1) ☐ GBL APROPRIATION CHARGEABLE:

(2) ☐ CHARGES COLLECT-VIA ☐ FREIGHT ☐ EXPRESS ☐ PARCEL POST

(3) ☐ PARCEL POST LABEL ATTACHED (4) ☐ FREIGHT PREPAID

$____postage advanced herewith. Note: Please enclose postage. Material cannot be returned Parcel Post collect.)

f. ☐ OTHER *(Specify)*

21. ☐ IF MATERIAL IS STILL REQUIRED SUBMIT NEW REQUISITION

22. ☐ REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: DATE

23. REMARKS *(Continue on seperate sheet of paper if necessary)*

PHYSICAL INVENTORY COUNT AND INVESTIGATIVE RESEARCH INDICATES MATERIAL WAS SHIPPED AS REQUISITIONED. NO SHIPMENT OR RESHIPMENT FORTHCOMING.

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL.	24b. SIGNATURE	24c. DATE
A/V 565-2121 John Peters, Quality Assurance		1/20/90

STANDARD FORM 364 BACK (REV. 2-80)

2. PREPARATION OF SDR (ROD) (SF 364) - ACTION ACTIVITY. The reverse of SF 364 is to be completed by the action activity (see sample on previous page). Recipients of a SF 364 will immediately investigate the reported deficiencies and take action to prevent their recurrence. All concerned will be advised of corrective action in accordance with NAVSUP P-723.

Data Block	Explanation
16	From. The address of the activity preparing the reply.
17	Distribution Addressees for Copies. Enter addressees receiving copies of the reply in addition to addressee listed in item 18. (To include all addressees listed in item 15).
18	To. Enter address of the activity indicated in item 4 on the face of the form.
19	Enter advice of action taken by responsible action office placing an X in appropriate box(es).
20	Enter disposition instructions by placing an X in appropriate box(es).
21	Enter X to indicate to the reporting activity that a new requisition is required if the material is still needed.
22	Enter an X to indicate if replacement shipment will be made and the approximate date of the shipment.
23	Remarks. Enter any clarification or information necessary for a complete reply. Enter corrective action taken to preclude future packaging discrepancies.
24a	Typed or Printed Name and Phone Number of Preparing Official. Self-explanatory. When item 18 is a non DOD activity, include both commercial and DSN numbers when available.
24b	Signature. Self-explanatory.
24c	Date. Self-explanatory.

3. SUBMISSION OF SF 364 SDR (ROD). The SF 364 will be submitted by receiving activities and/or transshipment activities within the following time standards unless extenuating circumstances are encountered to prevent compliance, in which case reason(s) for delay will be entered in item 12:

a. From the shipment date:

All activities - 90 calendar days (CONUS).

All activities - 150 calendar days (Overseas Shipments)

b. Parcel Post - Lost Shipments from:

Government activities - 45 calendar days from date of shipment.

Commercial sources - 90 calendar days from date of shipment.

➔ 4. AUTOMATED ROD/SDR SYSTEM. AutoROD/SDR is an on-line program for recording packaging discrepancies (http://www.icptarp.net/autorod). It is designed for recipients of material with deficient packaging to generate informational discrepancy reports to the U.S. Navy packaging policy community. AutoROD/SDR discrepancy reports are used to improve the quality of packaging practices within the U.S. Navy. For discrepancy reports involving a request for financial credit, you must manually file the SF 364 SDR (ROD).

5. RESPONSE TO SF 364 SDR (ROD) AND FOLLOW-UP. Navy Action activities are required to reply to customers within 45 days of receipt of the SDR (ROD) providing resolution of the discrepancy or interim status. If the SDR (ROD) is passed to another activity for further action, the customer should be advised. To allow for mailing time each way, the first follow-up should be sent to the action activity 60 days after the submission of the original SDR (ROD). Subsequent follow-ups shall be sent at 30 day intervals. For other than FMS and contractor SDRs (RODs), when no reply has been received within 6 months from submission of the SDR (ROD) or 6 months from the appearance of the SDR (ROD) quantity on the overaged material in transit listing (whichever is later), the submitter is authorized to close the SDR (ROD) and initiate action to clear inventory and financial records. Requests for write off authority should be requested in accordance with NAVCOMPT Manual, Volume 8, Par. 083405. SDR (ROD) submitters will be responsible for all follow-up action. Cases of persistent non-response to SDRs (RODs) by individual activities should be reported to NAVSUP by message. Messages should quantify the extent of the problem. (NAVSUP will provide follow-up assistance to other services/agencies when Navy shippers fail to respond).

➔ 4271 ERRONEOUS/OVERAGED MATERIAL ISSUED LOCALLY

1. Any erroneous or overaged material issued by and received from a local Navy stock point may be returned to the customer service branch of the issuing activity for exchange or credit, provided that the material:

a. is Navy owned (i.e., the document identifier code in columns 1-3 of the related invoice is other than A5_);

b. is returned within 60 days after receipt;

c. is in ready for issue (RFI) condition (unless it was NRFI when issued); and

e. is accompanied with a copy of the receipt invoice and related requisition.

2. When erroneous or overaged material receipts can be readily reconciled with a local Navy stock point (i.e., a phone call or verbal agreement with customer service to adjust the difference), a SDR (ROD) (see par. 4270) is not required. Erroneously issued material that is not Navy owned will always be reported in accordance with par. 4268.

➔ 4272 UNDERWAY REPLENISHMENT RECEIPT DISCREPANCIES

1. GENERAL POLICY. The policies contained in the following subparagraphs apply to discrepancies in receipts from CLF ships.

a. Communications with Issuing Ship. Discrepancies in quantities, unit prices, price extension, or document number between a requisition and receipt document are to be resolved directly with the issuing ship. Such discrepancies should be communicated by the most expeditious means (e.g., message) as soon as possible after the UNREP. If this notification is provided before the issuing ship transmits the expenditure documents to the accounting activity, the issuing ship normally can replace the erroneous documents with correct documents, and thereby preclude the need for credit documents at a later date. Any cancellation of obligations, rejection of charges, or surveys must be based solely on data provided by the issuing ship via issue documents. Any action by a customer ship can be taken only after the issuing ship has corrected issue documents. The accounting activity is not intended to be used as a clearinghouse to resolve matters that the customer ship has failed to take up with the issuing ship. The responsibility for raising questions, when there are apparent discrepancies, lies with the receiving ship, not with the issuing ship.

b. Advice of Action Taken by Issuing Ship. In all cases when customer ship submits a DD Form 200 and requests credits, the issuing ship will promptly advise of action being taken.

c. Differences in Prices or Extensions. When the customer ship discovers apparent or real discrepancies in unit prices or invoice extensions, the receipts will be taken up at the invoice values, and the matter then referred to the issue ship for research and advice.

2. MATERIAL CHARGEABLE TO TYPE COMMANDERS' OPTAR

a. Shortages Less than $100 per UNREP. When the total value of the shortages is less than $100 per UNREP, it will be absorbed by the receiving ship. Such shortages will be documented in NAVSUP Forms 1250-1 in accordance with par. 6250-3f(6) or par. 6252-2d, as applicable.

b. Shortages $100 or Over per UNREP. When the total value of the shortages is $100 or over per UNREP, the Supply Officer of the receiving ship will prepare a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 in accordance with pars. 5127-5133. The document numbers pertaining to the items short will be included on the FLIPL request. Each FLIPL will be approved, but neither the accounting data section will be completed nor an expenditure number assigned. The original and one copy will be forwarded to the issuing ship. The shortage will be investigated and, unless verification of delivery can be furnished, a credit will be granted. The FLIPL will be used as an expenditure document and a credit expenditure (still citing the pertinent document numbers) will be processed to the Defense Finance Accounting Service (DFAS) for the amount of the shortage. The issuing ship will advise the customer ship by letter of the action taken. If a credit is approved, no further action will be taken by the receiving ship. Credit will be granted to the receiving ship’s OPTAR on the Summary Filled Order/Expenditure Difference Listing. Depending on the line item amount of the shortage, the credit will appear either as an itemized entry on the Difference Listing or will be included in the summary totals.

TRANSPORTATION DISCREPANCY REPORT (DISREP) (SF 361) – FRONT

TRANSPORTATION DISCREPANCY REPORT

1. DATE: 3301

2. REPORT NUMBER: FB4427-0101

FORM APPROVED OMB NO 3090-0093

PART I

[X] REQUEST FOR INFORMATION (RFI) [ ] INITIAL NOTIFICATION [ ] MISCELLANEOUS PROBLEMS

3. TO
DCAS Philadelphia
P.O. Box 7478
Philadelphia, PA 19101

4. REPORTING ACTIVITY
Transportation Officer
Travis AFB, CA 94535
FB4427

5. CONSIGNER
DCAS Philadelphia
P.O. Box 7478
Philadelphia, PA 19101
S391CA

6. CONSIGNEE
Same as 4.
FB4427

7. SHIPPER
ABC Manufacturing Co.
1110 W. 47th Street
Philadelphia, PA 19105
N/A

8. CARRIER ROUTING AND IDENTIFICATION
Acme Truck Lines Tr1r NL 250
ACTL

9. POINT OF ORIGIN

10. CARRIER'S PRO/FREIGHT BILL NO.
M20018

11. DESIGNATION

12. BILL OF LADING NO./TYPE
GBL M2 023 954

13. MODE CODE	14. DATE CARRIER SIGNED FOR SHIPMENT	15. DATE CONSIGNEE RECEIVED SHIPMENT	16. DATE DISREPANCY DISCOVERED	17. DATE CARRIER NOTIFIED	18. NAME OF PERSON CONTACTED
B	3286	3299	3299	3299	Mr. Howard

19. SEAL NUMBERS AND CONDITION
[ ] INTACT [ ] BROKEN/MISSING *(Include details)* N/A

ACQUISITION DOCUMENT AND/OR TRANSPORTATION CONTROL NO	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO.(NSN)	TYPE OF PACK	QUANTITY DISCREPANT *(PIECES)*	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIR
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPANT UNITS	DISCREPANT WEIGHT	
20	21	22	23	24	25	26	27	28	29
A16HHG-3210-0001	Records, Sound	CT	10	DK	ea	200	100	50	
	7450-00-581-5740	CT	10	SS	ea	200	100	50	

30. REMARKS *(See preperation instructions of covering regulation for suggested information)*

Carrier: Confirming telephone conversation 26 Oct 83, 10 cartons damaged to be inspected 31 Oct 83. Also tracing for 10 cartons short.

Consignor: Furnish priced copy of shipping document

31A. NAME OF PREPARER *(Type or print)*
Jan Ingerski

31B. TITLE
OS & D Clerk

31C. TELEPHONE NO.
DSN 289-1610 Com'l 202-756-1610

31D. SIGNATURE
Jan Ingerski

32. REPLY
Priced copy of DD250 attached.

33A. NAME OF RESPONDENT *(Type or print)*
Barbara Boyles

33B. TELEPHONE NO.
215-361-1127

33C. ADDRESS
DCAS Philadelphia
P.O. Box 7478
Philadelphia, PA 19101

33D. SIGNATURE
Barbara Boyles

33E. DATE
3332

NSN 7540-00-965-2403
PREVIOUS EDITIONS USABLE

361-107

STANDARD FORM 361 (REV. 3-84)
Prescribed by GSA
FPMR (41 CFR) 101-40.702

TRANSPORTATION DISCREPANCY REPORT (DISREP) (SF 361) – BACK

PART II - (*FOR CLAIMS PURPOSES*)

34. THIS IS A SURVEY DOCUMENT [X] YES [ ] NO

35. DATE 3343

36. TO:
Commander
US Army Finance and Accounting Cebter
ATTN: FINCH-GBA
Indianapolis, IN 46249

37. RESPONSIBILITY
[X] CARRIER [ ] SHIPPER/CONTRACTOR [ ] TRANS. SHIPPING ACTIVITY [ ] RECEIVER [ ] OTHER (SPECIFY)

38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT *(If "NO" explain in remarks)*
[X] YES [ ] NO

39. DOCUMENTS ATTACHED *(If "Yes" list in Remarks)*
[X] YES [ ] NO

40. PHOTOGRAPHS ATTACHED
[X] YES [ ] NO

41. INSPECTION DATA
[X] CARRIER INSPECTED *(Report attached)*
[ ] INSPECTION WAIVED *(Waiver attached)*
[ ] ORAL WAIVER *(Provide name, title, and date in remarks)*
[ ] GOVERNMENT INSPECTED *(Report attached)*

42. DISPOSITION DATA
[X] REJECTED *(Receipt attached)*
[ ] REPAIRED AT GOVERNMENT EXPENSE *(Bill attached)*
[ ] OTHER *(Explain in remarks)*

43. REMARKS (See preperation instructions of covering regulation for suggested information)

Negative results of tracer action on shortage.

Heavy castings loaded on top of fragile records which were clearly marked caused damage.
No salvage value.

Documents attached:

1. Cy GBL
2. Cy carriers felivery rec.
3. DD Form 250
4. Photographs
5. Carriers inspec. report
6. Msg from A16HHC non-receipt of property

44. DISTRIBUTION COPIES
(*)
Chain of Command
CNO (OP-09N)
NAVWPNSUPPCEN, CRANE (CODE 2052)

45A. NAME OF PREPARER *(Type or printt)*
T. Burrowes

45B. TITLE
Transportation Officer

45C. TELEPHONE NO.
DSN 289-1610
Com'l 202-756-1610

45D. SIGNATURE
T. Burrowes

46. ACTION BY REVIEWING OFFICIALS

A. ABOVE ITEMS HAVE BEEN
[ ] EXPENDED
[ ] RECEIVED

B. INVENTORY ACCOUNT

C. CHARGE/TRANSFER TO:

D. ACCOUNTING CLASSIFICATION

E. APPROVED TO HOLD _____ RESPONSIBLE IN THE AMOUNT OF $ _____

F. APPROVING OFICIAL
NAME *(Type or print)* TITLE
SIGNATURE DATE

47. ACTION BY CLAIMS OFFICE

STANDARD FORM 361 BACK (REV. 3-64)

4273 REPORTING TRANSPORTATION DISCREPANCIES IN SHIPMENTS

1. GENERAL. Transportation discrepancies in shipments sent through the Defense Transportation System (DTS) and shipments within CONUS moving by commercial carrier will be reported via the Discrepancy in Shipments Reports System (DISREPS). DISREPS are reported on a Standard Form 361 (see sample on previous 2 pages). Detailed instructions on DISREPS are contained in DODINST 4500.9-R Part II.

2. REPORTING EXCEPTIONS. Discrepancies excluded from the procedures described in par. 4269-3 are:

a. reporting of equipment offered by carriers that cannot meet the safety requirements for moving hazardous material, e. g., a tractor fails the spark test;

➔ b. reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, and supply item identification marking; lost or damaged parcel post shipments. For reporting these on SF 364 (Report of Discrepancy), see DLAR 4140.55/AR 735-11-2/ NAVSUP P-723/AFR 400-54/MCO 4430.3H.

c. loss or damage to personal property, unless that loss or damage happened to property consigned to transshipment activities for movement overseas, or the discrepancies resulted from movement by Air Mobility Command (AMC) or Military Sealift Command (MSC);

d. shipments of bulk petroleum via all modes e.g., tank cars, pipeline;

e. any problem with Transportation Control and Movement Documents (TCMDs);

f. discrepancies attributed to foreign carrier (these will be processed according to theater directives or individual military service/agency regulations).

4274 REPORTING OF QUALITY DEFICIENT MATERIALS OBTAINED THROUGH THE SUPPLY SYSTEM

➔ 1. GENERAL. Since the end of 1997, several significant changes have been made to the Quality Deficiency Report (QDR) Program. There are now only three QDR Screening Points for the entire Navy (see par. 4274-6). Further, the number of QDR instructions has been reduced from over twenty to just two that provide all QDR policy and instruction. These two instructions are SECNAVINST 4855.3 (series) and SECNAVINST 4855.5 (series). In addition to ordering using standard MILSTRIP requisitioning procedures, both instructions are available through the DOD Defense Acquisition Deskbook program and through the DOD SSP web page address (http:// www.dodssp.daps.mil/, then go to the Navy Electronic Directives System (NEDS)).

2. PURPOSE. The purpose of initiating a QDR is to provide feedback to activities responsible for design, development, purchasing, production, supply, maintenance, contract administration and other functions so that action can be taken to determine cause, take corrective action, and prevent recurring deficiencies. Initiating a QDR also accomplishes several other important issues such as segregating and purging defective material from the supply system, issuing credit to the QDR originator to balance financial records and to adjust planned overhauls and repairs to carcasses. The reporting of defective material also allows the Navy to record each event in our database for trend analysis and monitoring of failures.

3. SCOPE. All product quality deficiencies shall be reported. This includes deficiencies which may occur in major weapon systems, repairables, repair items, consumables, spares, and Government Furnished Material/Property. This also includes defects in material that is covered by a warranty. Any individual or activity within a Component finding a product quality deficiency is responsible for reporting it to the appropriate Screening Point.

4. ACTION REQUIRED. Upon receipt or discovery of quality deficient material the following steps must be taken:

a. Determine which Product Quality Deficiency Category to assign in accordance with the following definitions:

(1) Category I - A report of a critical defect which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; critically restricts the combat readiness capabilities of the using organization; or any defect which would result in production line stoppage.

(2) Category II - A report of a product quality deficiency which does not meet the criteria set forth in Category I. Category II normally is used for reporting major and minor defects.

b. QDRs will be submitted to one of the three QDR Screening Points (see par. 4274-6) within 1 day after discovery for Category I or within 3 days after discovery for Category II.

c. Maintain a log to ensure that each QDR is assigned a unique report control number to track replies to each QDR.

d. Maintain copies of all QDRs submitted for at least 2 years from date of submittal.

e. Respond to all requests for information from QDR investigators that may be necessary in the investigation of the QDR.

f. Secure and segregate all defective material/QDR exhibits from all other material and classify defective material/QDR exhibits in a suspended supply condition. As an exception, if the material is urgently needed, and the user determines that the deficiency does not affect the safe usage of the item; or the material is urgently needed and the user is able to repair the item; the material may be used. However, the deficiency information must still be reported and a QDR must be initiated giving full details of the defect and the repair performed.

g. Identify the defective material/QDR exhibits by completing and attaching a DD Form 1575, Suspended Tag, and a DD Form 2332, Product Quality Deficiency Exhibit.

h. Defective material will be held for a minimum of 60 days or until disposition instructions are received from the QDR Screening or Action Point. Turn-in of the defective material prior to receiving disposition instructions from the Screening or Action Point could result in the QDR exhibit being lost (losing it's identity as a QDR exhibit) or repaired prior to the investigation of the defect.

➔ 5. PREPARATION. The QDR report may be generated on the SF-368 (NSN 7540-00-133-5541) for submission via mail or fax. SALTS provides a QDR option which allows for on-line preparation and submission of the Report. The QDR can be sent via message or email, with the format keyed to the data blocks of the SF-368 form. Additionally, submission of reports to activities identified in par. 4274-6 (a & c) may be made utilizing the web at the following site: www.navicp.navy.mil/qdr/qdr.htm. The SF 368 will be prepared as follows:

	Data Block	Explanation
1	Originating Point	Enter the address of the originating activity in 1a and the name/phone/ signature of an individual who can serve as a point of contact in 1b.
2	Screening Point	Enter the proper Screening Point from par. 4274-6 in block 2a. Leave block 2b blank.
3	Report Control Number (RCN)	Twelve position number made up of the DoDAAC of the originator followed by a two position calendar year and a four digit sequential serial number. To ensure that each RCN is unique, the originating activity will maintain a serial log of QDR numbers, restarting each calendar year with 0001.
4	Date Deficiency Discovered	Enter the date the defect was discovered.
5	National Stock Number	Enter the NSN of the deficient item. If no NSN is assigned, then the FSC class shall be entered.
6	Nomenclature	Enter the name of the item found defective.
7	Manufacturer/Code	Enter the name of the manufacturer or Government activity who supplied the new or repaired material. Also enter the CAGE code of the manufacturer as found in the Cataloging Handbook H4-1.
8	Manufacturers Part No.	Self-explanatory
9	Serial/Lot/ Batch No.	Enter the serial/lot/batch number of the deficient material. Always attempt to identify the serial number of repairable items. In many cases, more than one source provides the same item and the serial number is the only means to identify the actual source.
10	Contract No.	Enter the contract number or purchase order number as shown on the packaging. Example: N00104-98-P-2345.
10c	Requisition No.	Enter the original requisition number if known. Otherwise the QDR Screening Point will assign one.
11	Item	Check new or repaired, if known.
12	Date Manufactured or repaired	Enter date if known.
13	Operating time at failure	Enter the time the item had been in operation prior to failure using the appropriate performance element, i.e., miles, hours, cycles, etc.
14	Government Furnished Material	Not applicable to ships.
15a	Quantity Received	Enter the total number of items received in the lot.

	Data Block	Explanation
15b	Quantity Inspected	Enter the total number of items inspected.
15c	Quantity Deficient	Enter the number of items that were determined to be deficient as a result of inspection.
16a	Deficient Item Works On/With - End Item	Enter the major system the item is used with (SLQ-32, F-18, Mk-46). Enter the type/model/series and serial number for the end item.
16b	Deficient Item Works On/With - Next Higher Assembly	Enter the NSN, nomenclature, part number, serial number of the next higher assembly the item works with.
17	Dollar Value	Enter the actual unit price of the material being reported as deficient, if known. Refer to FEDLOG for the standard unit price.
18	Estimated Repair Costs	Not applicable to ships.
19	Warranty	Check one of the blocks to indicate if the deficient item is covered by a warranty, if known.
20	WUC/EIC	Insert the applicable WUC/EIC using seven characters, if applicable.
21	Action/Disposition	Enter “indefinite” for the number of days the material is being held unless another block applies. Packaging, packing, and shipping containers are to be held with the exhibit(s) to facilitate the investigation. Blocks “Repaired and Disposed of, and Returned to Stock” should be used infrequently and only to support mission requirements. If necessary, check “other” and describe in block 22.
22	Details	Provide as much details as possible about the deficiency. List actual values, measurements, test results, type of failure, etc. Also attach any applicable documents such as test/acceptance reports and shipping documents (DD-250).
23	Location of Deficient Material	Enter the exact location of the deficient material and where an exhibit is located along with a POC with phone number.

6. SUBMISSION. QDRs will be forwarded to the applicable Screening Point as follows:

a. Air-Launched missiles, bombs, guns, ammunition, and related handling equipment will be submitted to the Naval Air Warfare Center.

(1) Message PLAD - NAVAIRWARCENWPNDIV PT MUGU CA//321200E//

(2) Email Address - sandovd@mugu.navy.mil

(3) Fax - (805) 484-6742

(4) Activity Address - Naval Air Warfare Center Weapons Div, Attn: Code 321200E, Pt Mugu, CA 93042-5001

(5) Telephone - (805) 484-6299, DSN 351-6299

(6) DoDAAC - N63126

b. Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment, but not air-launched ordnance) will be submitted to NAVAIR.

(1) Message PLAD - NAVAIRSYSCOM//4.1.9//

(2) Email Address - clarknm.ntrprs@navair.navy.mil

(3) Fax - (301) 757-2464

(4) Activity Address - Commander Naval Air Systems Command, Attn: AIR 4.1.9, Manufacturing & Engineering Bldg. 3197 Suite B, 48142 Shaw Rd. Unit 5, Patuxent River MD 20670-1906

(5) Telephone - (301) 757-2430, DSN 757-2430

(6) DoDAAC - N00019

c. All other reports (including material procured/managed by NAVSEA, NAVSUP, NAVFAC, and SPAWAR) will be forwarded to NAVICP Mechanicsburg, who has been designated as a central distribution center with responsibility for routing the report to the proper Screening and Action Point.

➔ (1) Message PLAD - NAVICP MECHANICSBURG PA//05614//

(2) Email Address - QDRMECH@navy.mil

(3) Fax - 717-605-2372, DSN 430-2372

➔ (4) Activity Address - Commander, Naval Inventory Control Point-Mechanicsburg, Code 05614, 5450 Carlisle Pike, P.O. Box 2020, Mechanicsburg, PA 17055-0788

(5) Telephone - 717-605-2319, DSN 430-2319

(6) DoDAAC - N00104

➔ (7) SALTS - NAVICP-M Code 05614, “SCE”

7. EXHIBIT SHIPPING PROCEDURE. When requested by the Action Point, the QDR originator (or holding point) shall ship exhibits using Exception Material Release Orders (MROs) with a statement in block letters on the A5E “DEFECTIVE/SUSPECTED DEFECTIVE MATERIAL RETURNED----QDR REPORT CONTROL NUMBER_____---PLACE IN CONDITION CODE L UPON RECEIPT”. Exhibits shall be shipped in condition code J pending full implementation of condition code Q.

a. Packing/Packaging, Marking And Shipping. ASTM 3951-88, entitled Standard Practice for Commercial Packaging, may be used for exhibit packaging guidance. The tagged exhibit (DD 1575 and DD 2332) along with a copy of the related deficiency report shall be commercially packaged including necessary bracing and cushioning to assure safe delivery to the destination. MIL-STD-129, Marking for Shipment and Storage, should be used for marking exhibits. The outside of the package shall be clearly marked on one side "QDR EXHIBIT/REPORT CONTROL NUMBER_____ OPEN ONLY IN PRESENCE OF A GOVERNMENT REPRESENTATIVE". Mark two other sides "QDR EXHIBIT".

b. Priority. Category I exhibits will be shipped using priority designator 03 (TP-1). Category II exhibits will be shipped using priority designator 06 (TP-2). If specific shipping priority instructions are not provided for an exhibit to be returned after completion of an investigation then priority code 09 (TP-3) shall be used. DoD 4140.1-R applies.

c. Transportation Costs. Unless otherwise provided, transportation costs for shipping an exhibit to the support point will normally be the responsibility of the Government. Transportation costs for return of the exhibit will normally be requested of the contractor or other support point when the exhibit is requested to perform an investigation.

8. CREDIT FOR QUALITY DEFICIENT MATERIAL. Credit for QDR material will not be automatic. Generally, credit will not be granted for QDRs with a value under $100.00, unless the combined value of several QDRs exceeds $100.00 for the same item. If a QDR is received with no requisition number for which the defective material was ordered under, the QDR Screening Point will assign a number using the originators UIC. If that UIC was originally billed for that NSN, credit will most likely be processed. Additional information on credit can be found in the NAVCOMPT Manual, pars. 086120 and 086182. The following rules apply:

a. In all cases, if the original bill is found, the original amount billed will be refunded.

b. If the original bill cannot be found, and the cog is 1H or 3H, current standard price is refunded.

c. If the original bill cannot be found, the cog indicates the item is a Depot Level Repairable, and the customer has been directed to dispose of the material, current standard price is refunded.

d. If the original bill cannot be found, the cog indicates the item is a Depot Level Repairable, and the customer has been directed to return the material, current net price is refunded.

QUALITY DEFICIENCY REPORT (QDR) (SF 368)

DO NOT DETACH THIS STUB ON COPIES FORWARDED TO SCREENING AND ACTION POINTS
(Carbon paper not required to complete this side.)

PRODUCT QUALITY DEFICIENCY REPORT ☐ CATAGORY I ☐ CATEGORY II

1a. FROM *(Originator)*
USS JOHN PAUL JONES (DDG-32)
FPO AP 96601

2a. TO *(Screening point)*
COMMANDER (CODE 05614)
NAVAL INVENTORY CONTROL POINT
5450 CARLISLE PIKE, PO BOX 2020
MECHANICSPURG, PA 17055-0788

1b. NAME, TELEPHONE NO. AND SIGNATURE
I.L. Garner
LT I.L. GARNER, SC, USN DSN 948-3232

1c. DATE

2b. NAME, TELEPHONE NO. AND SIGNATURE

2c. DATE

3. REPORT CONTROL NO.	4. DATE DEFICIENCY DISCOVERED	5. NATIONAL STOCK NO. (NSN)	6. NOMENCLATURE
R52192-96-0038	7/13/96	1H 3120-00-340-3311	BEARING, SLEEVE

7a. MANUFACTURER/CITY/STATE	7b. MFRS. CODE	7c. SHIPPER/CITY/STATE	8. MFRS. PART NO.
CAGE 07310	W122A53	N/A	N/A

9. SERIAL/LOT/BATCH NO.	10a. CONTRACT NO.	10b. PURCHASE ORDER NO.	10c. REQUISITION NO.	10d. GBL NO.
	N00104-76-C-0155			

11. ITEM	12. DATE RECD, MFRD, RE-PAIRED, OR OVERHAULED	13. OPERATING TIME AT FAILURE	14. GOVERNMENT FURNISHED MATERIAL
☐ NEW ☐ REPAIRED/ OVERHAULED			☐ YES ☐ NO

15. QUANTITY	a. RECEIVED	b. INSPECTED	c. DEFICIENT	d. IN STOCK
	6	6	6	NONE

16. DEFICIENT ITEM WORKS ON/WITH		(1) TYPE/MODEL/SERIES	(2) SERIAL NO.
	a. END ITEM *(Aircraft, mower, etc.)*	MAIN FEED BOOSTER PUMP TURBINE	N/A

	b. NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO. (NSN)	(2) NOMENCLATURE	(3) PART NO.	(4) SERIAL NO.
		UNKNOWN	FEEDWATER SYS	N/A	N/A

17. UNIT COST	18. ESTIMATED REPAIR COST	19a. ITEM UNDER WARRANTY	19b. EXPIRATION DATE
$ 41.00 AY	$	☐ YES ☐ NO ☐ UN KNOWN	

20. WORK UNIT CODE/EIC *(Navy and Air Force Only.)*
F30P000

21. ACTION/DISPOSITION
☐ HOLDING EXHIBIT FOR DAYS ☐ RELEASED FOR INVESTIGATION ☐ RETURNED TO STOCK ☐ DISPOSED OF ☐ REPAIRED ☐ OTHER *((Explain in item 22)*

22. DETAILS *(Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, desciption of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on seperate sheet if necessary.)*

Block 21: Material to be held until disposition received.

Bearings were scratched and had deep gouges. Use would burn rotor shaft causing shaft to drop out of alignment resulting, possible, in personnel casualties. Requisition No. R52192-6181-1720. Point of contact: LT I. L. Barner, SC, USN.

23. LOCATION OF DEFICIENT MATERIAL

24a. TO *(Action Point)*		25a. TO *(Support Point) (use items 25 and 26 if more than one)*	
24b. NAME, TELEPHONE NO. AND SIGNATURE	24c. DATE	25b. NAME, TELEPHONE NO. AND SIGNATURE	25c. DATE
26a. TO *(Support Point)*		27a. TO *(Support Point)*	
26b. NAME, TELEPHONE NO. AND SIGNATURE	26c. DATE	27b. NAME, TELEPHONE NO. AND SIGNATURE	27c. DATE

368-102
NSN 7540-00-133-5541

STANDARD FORM 368 (REV. 10-85)
GENERAL SERVICES ADMINISTRATION
(FPMR 101-26.6)

4275 LOSS OF MATERIAL IN TRANSIT DUE TO ENEMY ACTION

When shipping papers or invoices indicate that material has been shipped, but it is not received and it is determined subsequently that such non-receipt is due to loss caused by operations of the enemy, the receipt papers will be stamped or otherwise have noted upon them:

"Lost in transit by enemy action. Reference _____.
Expended without survey." (Authority for statement of loss)

If the loss involves chargeable material, an operating target augmentation may be requested to permit replacement, if necessary.

➔ 4276 ENGINEERING INVESTIGATIONS (EI)

NAVAIR operates the Engineering Investigation (EI) program to enhance aircraft safety and reliability. The program identifies design and manufacturing discrepancies in failed, in-service aviation material. Supply personnel assigned to the Aviation Stores Division (S-6) afloat and Aviation Support Division ashore are responsible for short-term storage and shipping of EI exhibits.

1. PROCEDURES. Supply departments supporting aviation activities shall hold EI exhibits until receipt of disposition instructions from the NAVAIR Fleet Support Team (FST). If these instructions are not received within a thirty-day time period, supply personnel will follow up with the FST or other directing authority either by use of the technical dialogue feature in the website listed below, or by message traffic. EI exhibits will not be shipped without express shipping instructions from these activities, nor will they be provided to any ATAC Hub/Node. All EI exhibits will be clearly labeled as such on both the DD 1348-1A and all visible surfaces of the shipping container. Additionally, these exhibits will be shipped separately from any other material (e.g. they will not be commingled with the normal retrograde of DLRs, or with any bulk off-load material).

2. HANDLING. Specific instructions for local handling, marking, and storage of E/I Exhibits are also contained in the Naval Aviation Maintenance Program Instruction (NAMP), OPNAVINST 4790.2. Specific shipping instructions, including the shipping location, are provided by the FST either in the EI website located at https://namdrp.navair.navy.mil/, or by message traffic when web access is not available. The EI exhibits shall be shipped via premium commercial shipping, if available, to the location described in the EI Preliminary Report, using the premium commercial shipping application tool embedded on the EI website. When web access is not available, alternative shipping instructions shall be identified by the FST on a case-by-case method. Shipping instructions from the FST will be provided by Naval Message to deployed units and through the EI website for non-deployed units.

3. TRANSACTION ITEM REPORTING FOR EI EXHIBITS. Transactions Item Reporting and material turn-in credit will be provided by customer service at the FST for EI exhibits.

Section IV: DETERMINING WHEN A SHIPMENT IS CONSIDERED COMPLETE

4295 DELIVERIES BY SUPPLY OFFICERS ASHORE

Deliveries by supply officers ashore to afloat activities will be considered complete when stores are turned over to the representative of the afloat activity.

4296 DELIVERIES BY CONTRACTORS

Deliveries by a contractor to afloat activities will be considered complete when stores actually have been delivered to the point specified in the purchase document and a receipt signature has been obtained.

4297 DELIVERIES FREE ALONGSIDE (F.A.S.)

When purchase documents call for delivery free alongside barge or ship, delivery is considered complete when the stores have been inspected, accepted, and delivered alongside such barge or ship or within convenient reach of the ship's tackle or other loading equipment.

4298 DELIVERIES BY COMBAT LOGISTICS FORCE (CLF) SHIPS

Except when replenishing underway, deliveries by CLF ships to a ship will be considered complete when stores have been placed in the conveyance (normally boat or barge) alongside the CLF ship, and a receipt signature is obtained. During underway replenishment, deliveries will be considered complete when the stores have cleared the side of the issuing ship.

Section V: DISPOSITION OF INCOMING MATERIAL

4315 DETERMINING MAT ERIAL DISPOSITION

1. GENERAL. Proper receipt and distribution practices are basic requirements for maintaining inventory and financial accuracy. Stock, DTO, and materials requiring special handling will be identified by receipt documents and material markings. If necessary, receiving personnel will research material and requisition files to obtain the information required for proper material distribution.

2. DOCUMENT INFORMATION. The following entries on receipt documents will aid in determining material distribution:

Block	Entry
Ship To/Mark For	Purchase documents include a ship to/mark for entry which contains the requisition (document) number.

Block	Entry
Document Number	The UIC and document serial number will identify stock and DTO requisitions. For SUADPS-RT/RSUPPLY Force Level stock material, the document number will be UICOWN and the serial number will be 0001-1999 (USID C and M serial numbers will be 1800-1999).
Stock Number SMIC	The SMIC indicates if material is in support of a special program (see Appendix 14).
Controlled Item Inventory Code	Indicates special handling based on security classification or hazardous nature of material (see Appendix 9D).
Material Control Code	Indicates special handling based on specific control and/or accounting requirements (see Appendix 9I).
Substitute Data	Advises that the item is an acceptable substitute for the item ordered.
Required Delivery Date	Any entry indicates expeditious handling required.
Priority	Indicates requisitioner's priority and therefore the speed of handling required.
Supplementary Address	If stock, contains the first five digits of the storeroom location (for SUADPS-RT/RSUPPLY Force Level the last digit of the project code is the 6th digit of the location). If DTO, normally indicates the work center code. See subpar. 3 below for additional information on 9_ cog items.
Project Code (last digit)	Identifies shipments of material for projects or programs. If stock, contains the last digit of the storeroom location (see Appendix 6).

3. 9_ COG REQUISITIONS REFERRED TO GSA/DLA. If the item is managed under 9_ cog and the requisition was referred to GSA or a DLA activity, the supplementary address field of the receipt document will contain the UIC of the stock point that initially received the requisition. When the UIC of the stock point is entered in the supplementary address field of the receipt document, signal code B and the applicable Navy Working Capital Fund fund code will be indicated in card columns 51-53. These changes are necessary so that the stock point may receive credit for the sale. In such instances, the receiving storekeeper will determine material disposition from the material outstanding file (MOF) copy of the requisition, or the Requisition/OPTAR Log.

4. SPECIAL MATERIAL HANDLING. The receiving function will frequently involve the handling of material which requires extensive control due to pilferability. When encountered, gold, alcohol, drugs, and equipment which is easily convertible to personal use will need to be controlled to avoid loss or misuse.

4316 MATERIAL RECEIVED FOR STOCK

Material received for stock will be placed as closely as possible to its final storage location. For multiple piece receipts, the document number will be marked on each piece with 1 of _, 2 of _, 3 of _, etc and the receipt documents will be attached to piece number 1. Prior to stowage of stock material, the storeroom storekeeper will compare the stock number on the material or its container with that in the receipt document. If they differ, research will be conducted to determine the proper identification number; and the receipt document and/or material marking, as appropriate, will be corrected. The material then will be stowed in the location indicated in the supplementary address field of the receipt document (see par. 4315 if the receipt document is a DD Form 1348-1A which includes a UIC in the supplementary address field). If the material cannot be stowed in the previously assigned location, or if none was previously assigned, the new or additional location(s) will be entered in data block 10 of a DD Form 1348-1A, or in data block 29 of a NAVSUP Form 1250-1. If the receipt document indicates Seamart/Submart as the storeroom location for large quantities, receiving personnel will verify whether all material is to be delivered to Seamart/Submart or if a secondary storeroom location from the BMF/SIT is to be used.

➔ 4317 MATERIAL RECEIVED FOR DIRECT TURNOVER (DTO)

1. GENERAL. Items ordered for special or immediate use by departments normally are classified as DTO material. Ordering departments and/or units will be notified of material availability immediately upon receipt for high priority material and at least daily for all others. For multiple piece receipts, the document number will be marked on each piece with 1 of _, 2 of _, 3 of _, etc and the receipt documents will be attached to piece number 1. For SUADPS-RT/RSUPPLY Force Level activities, a RIP document will be created and filed (at the discretion of the Supply Officer) unless the material is turned over to the user in the same space that it is received.

2. OTHER DTO MATERIALS. When material is received, it will be turned over to the requesting department as soon as practicable. A receipt signature will be obtained from the cognizant department head or his representative on the receipt document. A copy of the receipt document will be given to the recipient of the material, and the remaining copies will be forwarded to the stock records storekeeper for processing in accordance with pars. 6250-6253.

4318 UNIDENTIFIED MATERIAL RECEIVED

Unidentified material will be examined for identifying numbers or marks that might lead to its identification. Supply and technical manuals and if necessary, technical personnel from the most probable using department will be utilized. If the material can be identified to an NSN, NICN, or part number, a "dummy" receipt document will be prepared in accordance with par. 4124. When the material in question cannot be identified, it will be returned to the nearest ashore supply activity for disposition.

4319 MATERIAL RETURNED TO THE SUPPLY DEPARTMENT

Consistent with the Ship's 3-M Manual (OPNAVINST 4790.4), excess RFI material in departmental spaces will be turned in to the supply department for return to stock or other appropriate disposition. The material will be returned with a NAVSUP Form 1250-1 or DD Form 1348-1A which will be prepared and processed in accordance with par. 6253. Departmental turn-ins of unserviceable depot level repairable (DLR) items will be accomplished in accordance with par. 8311.

Section VI: PAYMENT OF DEALER'S INVOICES

4335 INVOICE PROCESSING

1. GENERAL. Under the provisions of the Prompt Payment Act (Public Law 97-177), federal agencies are required to pay interest penalties for the late payment of a proper dealer's invoice. In the interest of better business relationship with suppliers, improved efficiency of the bill paying functions, and reduced cost of goods and services, all activities with procurement or purchase authority are required to certify and forward proper invoices promptly to the paying office specified in the purchase order. Payment for most procurements is due in 30 days from date of acceptance of material/services or receipt of invoice whichever is later, unless another date is specified in the contract. In order for the paying office to comply with above time frames, all ships and stations are required to submit invoices for receipt by the paying office within five working days following certification and acceptance of the goods or services.

2. PRECAUTIONS AGAINST DUPLICATE PAYMENTS. To avoid duplicate payments, dealer's invoices will be processed for payment only if the material has been received and accepted. Any dealer's invoice that is not proper or erroneously sent to the ship will be returned to the vendor with a cover letter within 15 days (three days for meat or meat products, five days for perishable agricultural commodities) for proper billing.

3. PROPER INVOICES. In order for an invoice to be proper it must include the following as applicable:

a. invoice date;

b. name of contractor;

c. contract number (including order number, if any, contract line item number, contract description of supplies or services, quantity, contract unit of issue or unit prices, and extended total);

d. shipment number and date of shipment (bill of lading number and weight of shipment will be shown for shipments on Government bill of lading);

e. name and address to which payment is to be sent (which must be the same as that in the contract or on a proper notice of assignment);

f. name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice; and

g. any other information or documentation required by other provisions of the contract (such as evidence of shipment). Invoices shall be prepared and submitted in quadruplicate (one copy shall be marked original) unless otherwise specified.

4. CERTIFICATION AND ACCEPTANCE. Certification of receipt and acceptance of goods or services by cognizant responsible officials must be displayed on the reverse of the original invoice with the following information:

a. date material/services received/accepted,

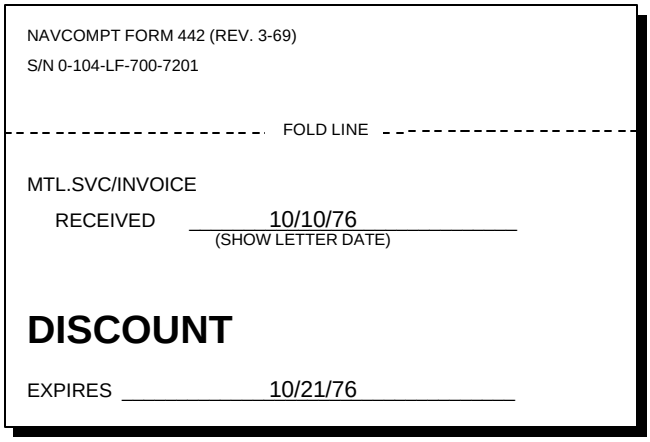
b. date invoice was received,

c. number of dealer's invoice, and

d. date invoice forwarded for payment.

5. DISCOUNTS ON DEALER'S INVOICES. When purchased material is received, dealer's invoices which offer a discount for payment within a specified time frame will be immediately processed and forwarded to the paying activity designated in the related purchase order. To permit ready identification of such vouchers, a "DISCOUNT" label (NAVCOMPT Form 442) will be stapled to the upper left corner of each dealer's invoice in which a discount is offered, whether or not the discount period has expired (see sample below). The discount label will indicate the date of receipt of the invoice or the material, whichever is later, and the discount expiration date. When a dealer's invoice is not forwarded within the discount period for any reason other than late receipt of the invoices or the material, an explanation of the delay will be annotated in a copy of the invoice or the inspection report, whichever is used for certifying receipt and acceptance of the material. Payment terms (e.g., NET 20) offered by the contractor are not required payment dates.

DISCOUNT LABEL (NAVCOMPT FORM 442)



6. DEALER'S INVOICES NOT SUBJECT TO DISCOUNT. Dealer's invoices not subject to discount will be forwarded for receipt by the appropriate Defense Finance Accounting Service (DFAS) (see par. 4337) designated in the purchase document within five days following certification and acceptance of the goods or services, whichever is later. Supply officers will take necessary action to insure that dealers' invoices are forwarded within the prescribed time.

7. VERIFICATION WITH REPORT OF INSPECTION. Dealer's invoices will be checked against reports of inspection on file to verify receipt of the material in the quantities billed. After the actual quantity received has been verified with the quantity billed, the dealer's invoice and copies of the related purchase document will be processed in accordance with par. 4336.

4336 FORWARDING FOR PAYMENT

1. VENDOR LOCATED IN CONUS, ALASKA, OR HAWAII. When a dealer's invoice is received from a vendor located in the continental United States (CONUS), Alaska, or Hawaii, the original and three copies of the invoice, with an attached copy of the receipted purchase document, will be forwarded to the paying office designated in par. 4337 (see par. 4338 if a dealer's invoice applies to purchases under a blanket purchase agreement).

2. VENDOR NOT LOCATED IN CONUS, ALASKA, OR HAWAII

a. Ships With a Supply Corps Officer. When a ship has a Supply Corps officer assigned, dealers' invoices received from a vendor not located in CONUS, Alaska, or Hawaii will be paid by the ship's disbursing officer, unless payment by another official is required in accordance with par. 4336-2c. To support payments by the ship's disbursing officer, the Supply Officer will provide the following documents:

(1) original and three copies of each dealer's invoice;

(2) receipted copy of each related purchase document; and

(3) original and all copies of the Standard Form 1034 (Public Voucher for Purchases and Services other than Personal) prepared in accordance with the NAVCOMPT Manual, par. 046021.

b. Ships Without a Supply Corps Officer. When a ship does not have a Supply Corps officer assigned, the original and three copies of each dealer's invoice received from a vendor not located in CONUS, Alaska, or Hawaii will be promptly forwarded to one of the following activities (in order of precedence):

(1) a military disbursing officer in the vicinity (see subpar. c);

(2) United States disbursing officer (usually assigned to a United States Embassy or naval attache);

(3) Defense Finance Accounting Service (DFAS), Norfolk, VA or San Diego, CA, whichever is nearer. The forwarded dealer's invoices will be accompanied with a receipted copy of each related purchase document.

c. Dealer's Invoices of Foreign Vendors.

(1) When Consolidated Payments are Directed. When a group of Navy ships are in a foreign port, the Senior Officer Present Afloat (SOPA) may designate the Supply Officer of one ship to consolidate and pay the dealers' invoices of all ships in the group. In this circumstance, all foreign dealer's invoices received by the other ships in the group (whether or not they have Supply Corps officers assigned) will be forwarded to the ship designated by the SOPA. The invoices will be accompanied with a receipted copy of each related purchase document.

(2) When Received after Ship's Departure from Port. When foreign dealer's invoices cannot be obtained and paid, or processed for payment, prior to the ship's departure from port, the Supply Officer must arrange for their payment in accordance with par. 3054. Any dealer's invoices received after the ship's departure from port will be promptly forwarded to the U.S. Government official who previously was furnished receipted copies of the related purchase document(s) (see par. 3054); otherwise, such dealers' invoices will be attached with one receipted copy of each related purchase document and forwarded to the nearest DFAS for payment. Any Canadian dealer's invoices received after the ship's departure from port will be processed in accordance with NAVCOMPT Manual Par. 046332-16(2).

3. RETAINED COPY. If available, one copy of the dealer's invoice will be attached to the retained copy of the purchase document. Before filing a copy of the purchase document in the material completed file the following information should be typed or stamped on the retained copy:

Date material received _____

Date dealer's bill received_____

Number of dealer's bill _____

Date forwarded for payment_____

Paying activity _____

4337 PAYMENT OFFICES

Dealer's invoices will be paid by the office specified in the purchase document. Purchase orders, contracts (including indefinite delivery contracts), and blanket purchase agreements (BPAs) issued by an ashore activity generally will specify the payment office that accounts for all or most of the chargeable funds. Except as otherwise provided in par. 4336-2, purchase orders issued by fleet units will specify the most appropriate of the following payment offices:

Payment office	Fleet units served
DFAS, Norfolk, VA	Atlantic Fleet units (for purchases in CONUS)
DFAS, San Diego, CA	Pacific Fleet units (for purchases in CONUS or Alaska)
FISC, Pearl Harbor, HI	Pacific Fleet units (for purchases in Hawaii).

RETAINED COPY OF DD FORM 1155

ORDER FOR SUPPLIES OR SERVICES
(Contractor must submit four copies of invoice.)

Form Approved OMB No. 0704-0187 Expires Aug 31, 1992

PAGE 1 OF 1

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in item 6.

1. CONTRACT / PURCH ORDER NO.	2. DELIVERY ORDER NO.	3. DATE OF ORDER	4. REQUISITION / PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
N05504-94-M-0015		94 JAN 30	SEE SCHEDULE	DO 00

6. ISSUED BY CODE R05504
USS DUARTE (DD-901)
FPO SAN FRANCISCO, CA 96601
BUYER: LT GARNER 743-7263

7. ADMINISTERED BY *(If other than 6)* CODE

8. DELIVERY FOB
[X] DEST
[ ] OTHER
(See Schedule if other)

9. CONTRACTOR CODE FACILITY CODE

NAME AND ADDRESS
MARINE SUPPLIES INC
824 THUNDER ROAD
SAN FRANCISCO, CA 96605

10. DELIVER TO FOB POINT BY *(Date)*: 94 JAN 30

11. MARK IF BUSINESS IS
[X] SMALL
[ ] SMALL DISAD-VANTAGED
[ ] WOMEN-OWNED

12. DISCOUNT TERMS: 2 % 10 NET 30

13. MAIL INVOICES TO: SEE BLOCK 6

14. SHIP TO CODE R05504
COMMANDING OFFICER
USS DUARTE (DD-901)
PIER 11 NAVAL STATION
ALAMEDA , CA

15. PAYMENT WILL BE MADE BY CODE N60957
DEFENSE FINANCE ACCOUNTING SERVICE
937 NORTH HARBOR DRIVE
SAN DIEGO, CA 92132

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY [ ] This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE [X] 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
[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA

ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS.	BUREAU CONT. NO.	SUB-ALLOT	AUTH'N ACCT'G ACT'Y	TRANS. TYPE	PROPERTY ACC'T ACT'Y	COUN-TRY	COST CODE	AMOUNT
	SEE SCHEDULE									

18. ITEM NO.	19. SCHEDULE OF SUPPLIES / SERVICE	20. QUANTITY ORDERED / ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	Valve, Fueling, Bronze with std threads CAGE: 56442 P/N: 23155 CATALOG # 23R15 REQN: R05504-4030-1123 ACR: AA	00005	EA	22.00	110.00
0002	Gasket, Fueling valve, Nylon, for use with fuel valve Catalog #23R15 CAGE: 56442 P/N: 38241 REQN: R05504-4030-1124 ACR: AB	00010	EA	4.00	40.00
	ACR: AA 1741804.702D 000 53824 0 060957 2D R05504 0040301124NR ACR: AB 1741804.702D 000 53824 0 060957 2D R05504 0040301124NR				

* *If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA
BY: I. L. GARNER, LT, SC, USN *I. L. Garner* CONTRACTING / ORDERING OFFICER

25. TOTAL $150.00
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
[X] INSPECTED [ ] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

94 JAN 30 *Charles Ham MMC*
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

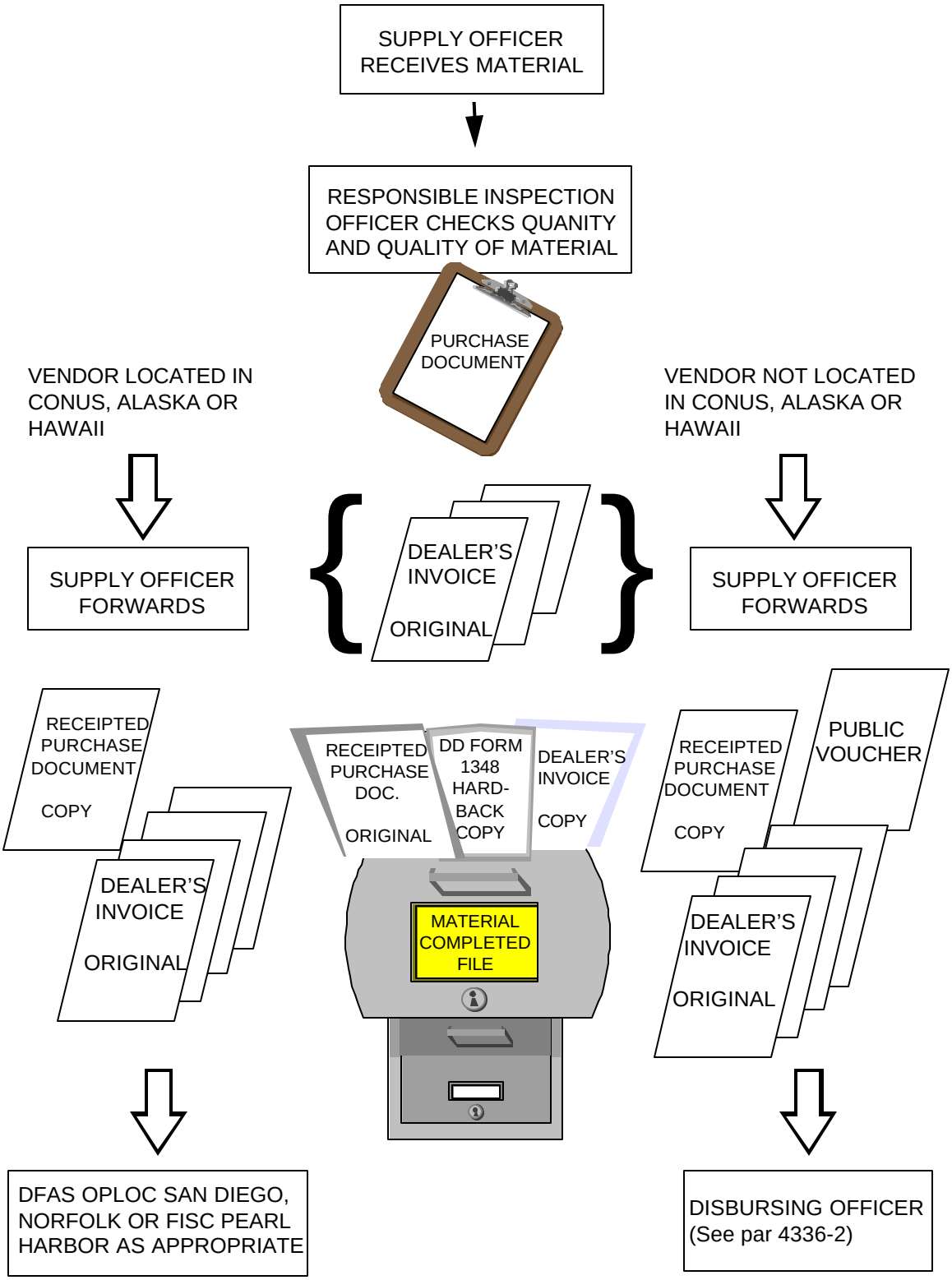
27. SHIP. NO. [ ] PARTIAL [ ] FINAL
28. D.O. VOUCHER NO.
30. INITIALS
31. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL
32. PAID BY
33. AMOUNT VERIFIED CORRECT FOR
34. CHECK NUMBER
35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT	38. RECEIVED BY *(Print)*	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

DD Form 1155 (8PT), MAY 90 *Previous editions are obsolete.*

PROCEDURE FOR RECEIPT OF PURCHASED MATERIAL



4338 VENDOR'S DOCUMENTS FOR PURCHASES UNDER A BLANKET PURCHASE AGREEMENT (BPA)

1. GENERAL. Since a purchase document is not required for material or services procured by a BPA call, the special procedures in par. 4338 are prescribed for processing vendor's documents which apply to BPA purchases.

2. DELIVERY TICKETS. Materials or services procured by a BPA call normally will be furnished with an accompanying delivery ticket (or sales slip) which, except for one copy, is required to be receipted immediately and returned to the vendor. Regardless of who is designated in the BPA to receipt the delivery ticket that is returned to the vendor, the retained copy will be receipted by an authorized representative of the department that initiated the request for the material or service. After the receipt date has been entered in the Requisition/OPTAR Log, the retained copy of the delivery ticket will be filed with the applicable BPA log pending receipt of the dealer's invoice.

3. DEALER'S INVOICES. Dealer's invoices for BPA purchases usually are prepared and submitted periodically in accordance with the instructions and terms provided in the BPA. Depending on the instructions in the BPA, either an itemized invoice or a summary invoice may be submitted for payment; and a summary invoice may be required to be supported by copies of receipted delivery tickets, or it may be required only to list the delivery document numbers and dates. In any event, when the dealer's invoice is received, it will be promptly matched with the ship's retained copy of the related delivery ticket; and if the invoice is correct and proper, it will be processed as follows:

a. On the front or reverse of the first copy, enter the certification "Received, inspected, and accepted by (ship's name and hull number) on (date)"; the Supply Officer's signature and rank; and the complete accounting data prescribed in par. 3055.

b. In the retained copy, if available (or in the previously retained copy of the delivery ticket, if an extra copy of the invoice is not available), enter the information prescribed in par. 4336-3.

c. Forward the original and three copies of the certified invoice (with supporting delivery tickets attached, if received with the invoice) to the payment office designated in the BPA. If it is determined that the dealer's invoice reflects erroneous charges, it will be returned within 15 days to the vendor with a cover letter for correction and resubmission (see par. 4335).

4. DISPOSITION OF RETAINED DOCUMENTS. After a dealer's invoice for BPA purchases has been forwarded for payment, the retained copy of the invoice and/or delivery ticket will be attached to the hardback copy of the related DD Form 1348 (MVO) in the material outstanding file (MOF); and unless the DD Form 1348 is a "continuing" obligation document (i.e., "C9999" in the "Quantity" field), it will be removed from the MOF and transferred (with retained vendor's documents attached) to the material completed file.

Section VII: SPECIFIC COMMODITIES

4376 GENERAL LIBRARY MATERIALS

Library materials are not authorized for stock and will always be considered as DTO. Supply department records will not be maintained except for a copy of the completed receipt which is placed in the Material Completed File (Stock Control History File for SUADPS-RT/RSUPPLY activities). Policy and procedures for the receipt, custody, collection, arrangement, and processing of general library materials (books, periodicals, etc.) are provided in the Naval General Library Manual (NAVEDTRA 15862).

4377 FRESH WATER

When fresh water is received, the medical officer (or his authorized representative) will inspect the water and sign the receipt document for quality. The requesting department head will inspect for quantity received. All receipts will be turned over to the Supply Officer for proper posting and filing. Stock records are not maintained except for a copy of the completed receipt which is retained in the Material Completed/Stock Control History File.

4378 RECREATION PROPERTY AND MATERIAL

Recreational material is not authorized for stock; therefore all receipts using appropriated funds will be processed as DTO. Stock records are not maintained except for a copy of the completed receipt which is retained in the Material Completed/Stock Control History File. Recreational material will be treated as highly pilferable and placed under lock and key until turned over to the ordering department.

4379 PRECIOUS METALS, DRUGS, AND OTHER CONTROLLED ITEMS

Controlled substances will be identified by the Controlled Item Inventory Code (CIIC, see Appendix 9D) and nomenclature and should always be a signature-required delivery. Other controlled items may also be identified by the Material Control Code (MCC, see Appendix 9I) or the Special Material Identification Code (SMIC, see Appendix 14). All controlled items will be immediately placed under lock and key and the ordering department notified. If necessary, drugs and other controlled substances will be kept under refrigeration. To eliminate the possibility of loss, packages identified as pilferable will not be opened until pick-up by the ordering department. At that time, a joint quantity (and quality if applicable) inspection will be conducted and the DTO receipt completed. Discrepancies will be certified by both receiving and ordering department representatives. Items containing a Quality Assurance Special Material Identification Code (SMIC) will only be directly turned over to qualified controlled-material personnel. Upon receipt of presentation silver, the Stores/Material Officer will be immediately notified (see pars 8110-8113 for additional procedures).

4380 SMALL ARMS

Small arms receipts will be left unopened and placed under lock and key until the ordering department is available for receipt inspection. A joint inspection will be conducted to verify the quantity and serial number of each item received. If a discrepancy exists, the receiving and ordering department representatives will document the discrepancy. Both the material and the receipt documents will be returned to the security locker. The Supply Officer and ordering department head will be notified immediately of discrepancies. The Supply Officer should take immediate action to resolve discrepancies with the shipping activity (telephone or message). Unresolved discrepancies will be reported in accordance with SECNAVINST 5500.4. One copy of the completed receipt will be forwarded to the Commanding Officer (Code 70), Naval Weapons Support Center, Crane, IN 47522.

Section VIII: MATERIAL RECEIPT ACKNOWLEDGMENT

4400 INTRODUCTION

1. PURPOSE. The Material Receipt Acknowledgment (MRA) Program was developed to monitor receipt of shipments of DOD and GSA wholesale stock and DRMS stock which are issued from onhand assets or procured for Direct Vendor Delivery. These procedures interface with MILSTEP for measuring receipt takeup time by requisitioners, and with MILSTRIP for providing 100 percent shipment status. These procedures provide for the following:

a. control of due-in records below the wholesale level;

b. the interface among the transportation, quality, supply and financial operations/systems below the wholesale level;

c. interface between the supply and purchasing operations/systems at the wholesale level;

d. proper control over intransit assets and document receipt in the payment files.

2. APPLICABILITY. These procedures apply to shipments of DOD and GSA wholesale stocks whether pushed or pulled, delivered or picked up, issued from onhand assets or procured for Direct Vendor Delivery.

3. EXCLUSIONS. These procedures are not applicable to the following:

a. Material excluded from requisitioning under MILSTRIP (see par. 3022), except that receipt of forms and publications will be acknowledged;

b. Inter-Service/Agency lateral redistribution of retail stock;

c. Shipments of fresh fruit and vegetables.

4401 PROCEDURES

1. RECEIPTS. Supply and Financial Management (SFM) and Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) / Relational Supply Automated Information System (RSUPPLY AIS) provide for automated Material Receipt Acknowledgement (MRA) processing. Receipts and Receipts in Process scanned into the Integrated Barcode System (IBS) will automatically generate the Document Identifier (DI) "DRA" transaction when downloaded to SUADPS-RT/RSUPPLY. A “MRA” flag will be set in the requisition file and the DI DRA transaction will automatically go to the Status Output File for transmission to DAAS. Receipts entered manually will automatically create a DI DRA transaction when the MRA flag is not set, and the transaction will be sent to the Status Output File.

2. SUPPLY DUE-IN RECORDS. Activities will establish supply due-in records for all outstanding requisitions with DI AS_/AB_/AU_ status (see par. 4400-3 for exclusions). These records will be continually updated and monitored to ensure MRAs are submitted within the time frames outlined in the following paragraph. Batch programs for SFM and SUADPS-RT/RSUPPLY will scan the requisition files and identify the requisitions with overaged shipping status and no previous DRA posted. It will then create the DRA transaction with Discrepancy Indicator “F” (non-receipt), set the MRA flag, and send the DRA to the Status Output File.

3. TIME FRAMES. MRAs will be transmitted within the following time frames:

a. 5 calendar days from date material received;

b. 30 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (CONUS destination);

c. 90 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (Overseas destination).

4. TRANSMISSION. Reporting activities will transmit MRAs to DAAS, who will then forward the MRA to the appropriate activity(s). MRA’s will be prepared in the following format:

CC	Field Legend	Explanation
1-3	Document Identifier	Enter DI DRA when submitting receipt acknowledgment. Enter DI DRB when submitting a delinquent MRA in reply to a follow-up.
4-6	Routing Identifier (to)	Enter the appropriate RI from the source document as follows: a. CC 4-6 of the DI AS_ shipment status, DI DRF follow-up, or original requisition (only if no status/follow-up has been received); b. CC 67-69 of the DI AE_ supply status.

	CC	Field Legend	Explanation
	7	Mode of shipment	For security assistance shipments, enter the applicable mode of shipment if available, otherwise leave blank.
	8-22	Stock or part number	Enter the stock number or part number of the item being reported. If item received exceeds stock number field, is the wrong item, or cannot be identified, leave cc 8-22 blank and enter Discrepancy Indicator Code "A" in cc 63.
	23-24	Unit of Issue	Enter UI of item being reported.
	25-29	Quantity	Enter the total quantity received for the document number and suffix code entered in cc 30-44. For total or partial non-receipt, enter the missing quantity and enter Discrepancy Indicator Code "F" in cc 63.
	30-43	Document Number	Enter document number of item being reported.
	44	Suffix Code	Enter suffix code, if any, from receipt/due-in documentation.
	45-50	Supplementary Address	Duplicate from receipt/due-in documentation.
	51	Signal Code	Duplicate from receipt/due-in documentation.
	52-53	Fund Code	Leave blank.
	54-56	Routing Identifier (to)	Enter RI when there is an activity requiring the MRA in addition to the activity indicated in cc 4-6.
	57-59	Project Code	Duplicate from receipt/due-in documentation.
➔	60-62	Ordinal Date	Enter date receipt was posted to stock records. If cc 63 is "F", enter the date this transaction is prepared. For security assistance shipments, when mode is entered in cc 7 enter the date shipped, otherwise enter the date this transaction is prepared.
	63	Discrepancy Indicator Code	Enter code from Appendix 10 when applicable, otherwise leave blank.

(Ashore Units)

64-80		Leave blank.

(Afloat Units)

	64-72	Various	Leave Blank
➔	73-75	Date Posted to Record	Enter the ordinal date that material was posted to the inventory or requisitioner's record.
	76	Blank	Leave Blank
	77-80	Tailgate Julian Date	If available, enter the julian date received by the requisitioner's transportation/receiving element.

4402 DELINQUENT MATERIAL RECEIPT ACKNOWLEDGMENTS

1. GENERAL. When material shipment is confirmed, the issuing activity will monitor for receipt of the MRA. If the MRA is not received, the issuing activity will send a DI DRF follow-up in the following format:

CC	Field Legend	Explanation
1-3	Document Identifier	DI DRF.
4-6	Routing Identifier (from)	The RI of the activity preparing the follow-up.
7-24	Various	Duplicated from the DI AS_ transaction.
25-29	Quantity	The quantity of the shipment which has not been acknowledged or reported as not received.
30-50	Various	Duplicated from the DI AS_ transaction.
51	Signal Code	Duplicated from the original requisition.
52-53	Fund Code	Blank.
54-56	Distribution Code	Duplicated from the original requisition.
57-77	Various	Duplicated from the DI AS_ transaction.
78-80	Julian Date	The date the transaction was prepared.

2. RESPONSE TO FOLLOW-UP. When a DI DRF is received, a DI "DRB" response will be prepared and transmitted in the format prescribed in par. 4401-4. If no record of the requisition number exists, cc 8-24 and cc 30-51 will be duplicated from the DI DRF follow-up, and cc 63 will contain Discrepancy Indicator "B". SFM and SUADPS-RT/RSUPPLY allow this process to be completed automatically.

Part D: MATERIAL CUSTODY

Section I: GENERAL

4500 RESPONSIBILITY OF THE SUPPLY OFFICER

1. MATERIAL IN SUPPLY DEPARTMENT SPACES. When material is stowed in storerooms or other areas assigned to the supply department, the Supply Officer is responsible for the storage, security, and inventory control of such material. The Supply Officer may delegate this responsibility to the person in charge of the storeroom or stowage area. In non-automated ships, all consumables which cannot be stored in supply department spaces will be procured for Direct Turnover (DTO).

2. MATERIAL IN CUSTODY OF OTHER DEPARTMENT HEADS. Although supply department stocks of consumables and repair parts should be stored, to the maximum extent practicable, in supply department storerooms, it may be necessary or more expedient to store certain bulky consumables (e.g., lumber, metals, pipes, etc.) or certain technical repair parts (e.g., special navigational components, bulkhead mounted spares, etc.) in spaces under the control of other department heads. In tenders and repair ships, stocked repair parts (excluding bulkhead mounted spares) and equipment related consumables in the custody of other departments generally are referred to as “IMA technical stores”. In non-automated ships, all consumables which cannot be stored in supply department spaces are procured for DTO to the using department(s). When supply department stock material is stored in other departmental spaces, the following applies:

a. The Supply Officer will exercise inventory control of the material.

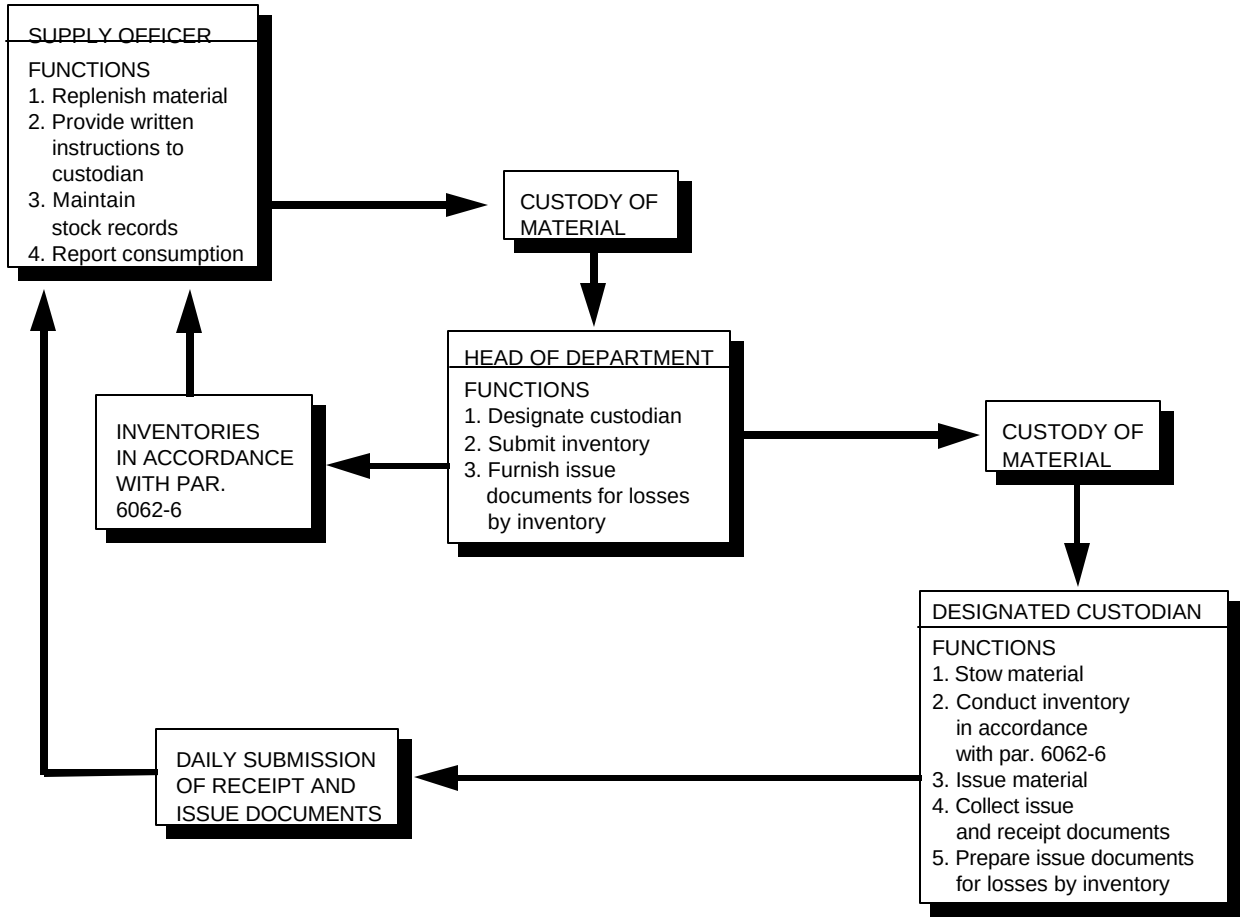
b. The Supply Officer will obtain the Commanding Officers written authorization for storage of materials in other departmental spaces. The authorization will delineate the Supply Officer’s responsibilities relative to procedural instructions, stock replenishment, physical inventory, and the maintenance of stock records; and will delineate the custodial department heads’ responsibilities relative to storage, security, issues, physical inventory, and the maintenance of locator records.

c. The department head controlling the space in which the material is stored will designate a custodian of the stores. The departmental custodian will be a reliable person whose knowledge, experience, or training qualifies him to perform supply functions normally required of storeroom storekeepers. The Supply Officer will provide departmental custodians with explicitly written instructions for assisting them in the proper performance of assigned functions.

d. The Supply Officer will maintain stock records for all stocked material stored in other departmental spaces, and will provide each departmental custodian with a locator list or a set of Afloat Locator/Inventory Records (NAVSUP Form 1075) applicable to the stocked items in his custody. The departmental custodian need maintain no records, other than locator records, but is responsible for the prompt submittal of completed transaction documents to the supply department for the update of applicable stock records.

3. MATERIAL IN SUB CUSTODY OF OTHER DEPARTMENT HEADS. Maintenance assistance modules (which are assigned an Allowance Note Code "N" and appear in the COSAL stock number sequence list segment identified as COSAL Part III, Section CF) will be located in the appropriate operating and maintenance spaces under the sub custody of operating/maintenance personnel. The Supply Officer will maintain records relating to supply transactions as shown below.

STOCK MATERIAL IN CUSTODY/SUB CUSTODY OF OTHER DEPARTMENT HEADS



4501 TRANSFER OF CUSTODY

Custody of supply department stock material in spaces not under the control of the Supply Officer may be transferred from one department to another provided requirements in par. 4500-2 are met.

4502 LOST, DAMAGED, OR DESTROYED MATERIAL

Persons charged with the responsibility for physical custody of stock material will report any damage, deterioration, or shortage to the Supply Officer immediately. The custodian will not be held responsible for material lost, damaged, or destroyed as a result of fire or flooding, provided such emergency does not arise from that person's own negligence and provided that all reasonable steps to prevent the loss or damage were taken.

4503 PRIVATE USE OF MATERIAL FORBIDDEN

No article of public supplies will be appropriated for the private use of any individual except for emergency issues to persons in distress as authorized by the Secretary of the Navy or by order of the Senior Officer Present Afloat (SOPA). All expenditures must be made only on properly prepared issue, transfer, or survey documents. Public property will not be loaned to any state, organization, or individual except by special authority of Congress or the Secretary of the Navy except when such action is deemed advisable and appropriate by SOPA due to public urgency or calamity.

4504 SECURITY OF MATERIAL

1. GENERAL. Material in store will be kept under lock and key in all cases except when the material is of such quantity or dimensions as to make storeroom storage impractical. Storeroom spaces will be locked securely when not in use. Personnel in charge of such spaces will be responsible for insuring that appropriate security is maintained for all stores in their custody. Persons other than the man responsible for stowage spaces, and his designated assistants normally will not be allowed access to stores. When the spaces are open for use, an authorized person always will be present. Other persons will be admitted only when necessary for the stowage and breakout of material and/or emergencies (e.g., fire, battle damage, etc.) or as stated in par. 4504-2, 3, and 4.

2. INSPECTION. Personnel will be allowed access to stowage spaces for purposes of inspection and as directed by the Commanding Officer. However, such personnel will not be given the keys for the spaces but will be escorted by responsible personnel as directed by the Supply Officer.

3. ACCESS FOR DAMAGE CONTROL PURPOSES. Access to stowage spaces will be authorized to damage control personnel in the performance of their duties. Stowage spaces will not be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.

4. PERMISSION FOR ENTRY. Permission for entry of persons not ordinarily authorized access to stowage spaces will be granted only by the Supply Officer or, in his absence, the Commanding Officer, Executive Officer, or Command Duty Officer, as appropriate.

4505 ORDNANCE MATERIAL

Ordnance material including all war reserve nuclear weapons stockpile items obtained through operational channels, ammunition, ammunition containers, and ammunition handling instructions will be retained in the custody of the Weapons Officer. The Supply Officer will maintain stock control over inert nuclear weapons repair parts, ordnance repair parts, and related items. These latter materials may be in the custody of the Supply Officer or the Weapons Officer as circumstances dictate; however, stock control and material management will be the responsibility of the Supply Officer.

4506 RADIOACTIVE MATERIAL

1. GENERAL. The instructions contained in par. 4506-2 for radioactive instruments and other radioactive material, licensed by the United States Nuclear Regulatory Commission (USNRC), are applicable only to the following:

a. Wrist depth gage, MARK I, MOD O, specification MIL-G-15214, cognizance symbol (cog) and NSN 1H 4220-00-639-8999;

b. Detector, ice; cog and NSN 1R 1660-00-010-1421,9F 1660-00-077-8473;

c. Exit marker; cog and NSN 9Q 9905-00-705-3765, 1R 1560-00-022-9002;

d. Drogue light; cog and NSN 1R 1680-00-793-7994;

e. Submersible wrist compass and submersible wrist watch; cog and NSN 1H 6605-00-079-0007, 7H 6645-00-752-8638;

f. Compass lensatic unmounted, luminous dial; cog and NSN 1H 6605-00-846-7618, 9W 6605-00-151-5337;

g. Hydrographic depth gage; cog and NSN 1H 4220-00-943-7307;

h. Tritium water; cog and NSN 1H 6665-00-878-0490;

i. Toggle lock switch handle; cog and NSN 9N 5930-01-007-1766.

2. CUSTODY. Stock records applicable to the items listed in par. 4506-1 will be kept readily available for inspection by the United States Nuclear Regulatory Commission (USNRC) or other cognizant authority. Such items will not be transferred outside the Navy Department except to a person, firm, or government agency holding a valid USNRC license or when directed by proper authority, to a foreign nation receiving military assistance from the United States (See NAVSUPINST 5101.6 series or NAVSUPINST 3400.5 series/NAVAIRINST 3400.1 series.)

➔ 4507 RECREATION PROPERTY AND MATERIAL

Upon receipt, the recreation property or material will be turned over to the custody of the Commanding Officer or his designated representative. The receipt document will be dated and signed at the time of the DTO transaction; one copy will be returned to the Supply Officer for inclusion in the material completed file; and one copy will be retained by the Commanding Officer or his designated representative. The Supply Officer will not retain custody of these items, nor will he maintain custody cards.

Section II: TEMPORARY STORAGE OF SHIPBOARD MATERIAL BY SHORE ACTIVITIES

4530 GENERAL

1. ALLOWED ITEMS. Ships will not off-load allowance list items of equipage or equipment for temporary storage ashore in excess of one year without prior approval of the appropriate Type Commander. Consumable material, repair parts, tools, and other items required to support ship's allowed equipage and equipment will not be off-loaded for temporary storage ashore. The provisions of this paragraph, however, do not prohibit the removal of consumable material, repair parts, tools, and other items during shipyard overhaul, conversion, or ILO.

2. TRANSIT SHED OPERATIONS. The Supply Officer may designate shore support facilities (t-shed, butler hut) for use as required to support supply department functions. When a shed is available on a full- time basis, the facility becomes an extension of the Supply Department and will operate under directions and procedures applied to shipboard operations.

3. PIERSIDE TRAILERS. The use of trailers located pierside (or elsewhere) for temporary storage of supply department material will be authorized by the Supply Officer. The type of material and security requirements required will be considered before using pierside trailers.

4531 IDENTIFICATION

When material is off-loaded to shore activities for temporary storage, it will be boxed and tagged with sufficient data to provide ready identification by the storage activity and the ship on whose records the material is carried. Each piece or container to be stored will be numbered consecutively.

4532 DOCUMENTATION

1. GENERAL. Material will be documented on a Requisition and Invoice/Shipping Document (DD Form 1149), which will include the notation "MEMORANDUM INVOICE ONLY" in data block 4. The next number from the expenditure invoice log will be assigned for control only. One copy of the DD Form 1149 will be placed inside each container, and one copy will be placed inside a waterproof envelope securely attached to the outside of each container. The following information will be included on the DD Form 1149 (see sample below):

a. a general description of the contents of each piece, box, or crate;

b. quantity of pieces or boxes per line item;

c. classification of the material;

d. type of storage required (e.g., covered, uncovered, refrigerated, security);

e. estimated length of time to be retained in temporary storage.

DD FORM 1149 FOR MAT ERIAL PLACED IN TEMPORARY STORAGE ASHORE

SHIPPING CONTAINER TALLY _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM *(Include ZIP Code)*	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
R52192 USS JOHN PAUL JONES (DDG-32)	1	1		
	7. DATE MATERIAL REQUIRED *(YYMMDD)*			8. PRIORITY
2. TO: *(Include ZIP Code)*	9. AUTHORITY OR PURPOSE			
N00224 FISC SAN DIEGO	10. SIGNATURE			11a.VOUCHER NUMBER & DATE *(YYMMDD)*
	I. L. GARNER, LT,SC,USN			R52192/1160/0072
3. SHIP TO - MARK FOR	12. DATE SHIPPED *(YYMMDD)*			b.
	9 JUNE 1991			
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT'G ACTIVTY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUN-TRY	COST CODE	AMOUNT
"MEMORANDUM INVOICE	ONLY"								

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	Forced Draft Blower Ser. No. 452 (f1)	EA	1					
2.	Gun Barrel 5"/38	EA	2					
	1. Material unclassified 2. Request covered storage area 3. Temporary storage until 23 June 1991							

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY			TOTAL		

19. RECEIPT				
	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	SHEET TOTAL
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	GRAND TOTAL
	POSTED	DATE *(YYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, DEC 93 306/080

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

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

4533 RESPONSIBILITY

1. RESPONSIBILITY OF SHIP REQUESTING STORAGE. It will be the responsibility of the ship requesting storage to:

a. make arrangements for off-loading and return of material,

b. notify the storage activity of any change in length of storage.

2. RESPONSIBILITY OF STORAGE ACTIVITY. It will be the responsibility of the storage activity to:

a. provide space for temporary storage, if possible;

b. request disposition instructions from the ship upon expiration of the requested storage period.

Part E: STOWAGE

Section I: GENERAL

4580 BASIC STOWAGE CRITERIA

1. GENERAL. The criteria and other instructions in this part provide basic guidelines which, if observed with a "common sense" approach, will enable storeroom storekeepers to achieve optimum stowage efficiency (see NAVSUP Pubs. 486 and 487 for specific stowage instructions for subsistence and ships store items respectively). Materials in shipboard storerooms and other stowage areas will be arranged to:

a. ensure maximum utilization of available space,

b. provide orderly stowage and ready accessibility,

c. prevent damage to the ship or injury of personnel,

d. reduce the possibility of material loss or damage,

e. facilitate and insure issue of the oldest stock first (i.e., by the first-in first out (FIFO) method),

f. facilitate inventories

4581 MATERIAL IDENTIFICATION

Material custodians will ensure that all items in stowage are legibly marked, tagged, or labeled with an NSN, NICN, or other appropriate identification number. When necessary, technical assistance from other departments will be requested to determine proper identification numbers of unmarked or illegibly marked materials. Items which cannot be identified will be turned-in ashore for disposition (see par. 4318).

4582 MATERIAL PROTECTION LEVELS

1. GENERAL. Material procured for the Navy is provided the degree of preservation packaging and packing which the cognizant inventory manager deems necessary to protect the material from deterioration and damage during shipment, handling, and stowage. The protection levels specified to be code marked on unit packages and exterior shipping containers are described in par. 4582. Shipboard responsibilities for maintaining these protection levels are described in par. 4582-5.

2. LEVEL A. Level A is the degree of preservation packaging and packing required for protection against the most severe conditions known or anticipated to be encountered during shipment, handling, and stowage. It is designed for direct exposure to all extremes of climatic, operational, and transportation environments without protection other than that provided by the package and pack.

3. LEVEL B. Level B is the degree of preservation packaging and packing required for protection under conditions less severe than level A. It is designated for multiple handling and ocean transport excluding deck loading and underway replenishment operations.

4. LEVEL C. Level C is the degree of preservation packaging and packing required for protection under known favorable conditions during shipment, handling, and stowage.

5. SHIPBOARD RESPONSIBILITIES. Since most materials received by afloat units were adequately packaged and packed prior to shipment, the ship's responsibilities for such protective measures generally will be limited to:

a. retaining repair parts in their original packaging until issued;

b. repackaging and repacking of items which were inadequately or improperly protected when received, or which have had their packaging damaged or removed while in stowage;

c. reporting materials received in an unsatisfactory condition due to inadequate or improper preservation, packaging, or marking (see par. 4269);

d. providing adequate protection of RFI materials and unserviceable depot level repairables to be transferred to another activity (see pars. 8324-8325, and Supply Afloat Packaging Procedures (NAVSUP Pub. 484)).

4583 LOCATOR SYSTEM

The location of each item in stock will be recorded in the related stock record, and the Afloat Locator/Inventory Record (NAVSUP Form 1075) if maintained (see par. 6187). Each location will be designated by a five character alphanumeric (e.g., B0168), as prescribed in the ILO Policy and Procedures Manual, Vol 6, except when the configuration of the stowage area(s) or physical characteristics of the material dictate an alternate system. See par. 6009-2 for instructions applicable to locator records for stock material in other departmental spaces.

4584 RELOCATION OF MATERIAL IN STOWAGE

1. GENERAL. Transfers of material between storerooms or to different locations in the same storeroom will be supervised by the leading storeroom storekeeper, who will ensure that:

a. material is protected from loss or damage during the move,

b. material is properly stowed in the new location, and that

c. new locations are promptly and accurately recorded in related stock records (and inventory/locator records if maintained).

4585 PROHIBITED MATERIALS

Hazardous materials which are prohibited from use or stowage aboard ship are listed in the Introduction of the Hazardous Material Information System (HMIS) DOD 6050.5-LR (see par. 8206). When ordering hazardous material (in FSC 68, in particular) for stock or DTO, the HMIS will be reviewed to ensure that prohibited items are not procured.

Section II: SPACE ALLOCATION AND LAYOUT

4600 TYPES AND QUANTITIES OF MATERIAL

In allocating available stowage space, consideration will be given to the categories of material which must be stowed separately (e.g., ship's store stock, food, clothing, bulky consumables, repair parts, etc.), and the volume of stowage space needed for the required quantities in each category.

4601 MATERIAL CHARACTERISTICS

In allocating stowage space, due consideration must be given to the physical characteristics of the material to be stowed (i.e., weight and size, fragility, perishability, flammability, susceptibility to theft or to damage from heat or moisture, and other properties which may affect the safety of the ship or the crew).

4602 STOREROOM CHARACTERISTICS

The number, locations, shapes, and sizes of supply department storerooms vary significantly in each type of ship. Therefore, each Supply Officer must carefully study the configuration and capacities of all available stowage spaces when determining the types and quantities of material to be stowed in each. The location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structural aspects also must be considered in planning the stowage layout. Architectural "obstructions" will be studied and altered, when possible and as necessary, to create additional stowage space.

4603 SPACE LAYOUT FACTORS

1. GENERAL. To the maximum extent that available space permits, stowage of general stores will adhere to the following guidelines:

a. Locate heavy bulk materials in areas most convenient to ship's hatches and materials handling equipment (to minimize the physical effort required for loading, stowage, and breakouts).

b. Locate light, bulky material in storerooms with high overhead clearance (to maximize the use of available space).

c. Segregate materials which are dissimilar in type or classification (e.g., hazardous/ nonhazardous, classified/unclassified, large/small, SIM/non-SIM (see subpar. d), shelf-life/non shelf-life (see subpar. e), etc.).

d. Locate frequently requested material (SIM items) as close as possible to the point of issue, in a storeroom that is most convenient to maintenance personnel (see par. 6168-1).

e. Locate shelf-life items in a readily accessible area to facilitate periodic screening (see par. 4664).

f. Install appropriate stowage aids (see par. 4604) in spaces in which they can be effectively used.

g. Provide for aisles at least 30 inches wide between bins, racks, and/or cabinets.

h. Arrange materials with identification labels facing outward to facilitate issues and inventory.

i. Avoid multiple locations for the same item, especially non-SIM items.

4604 STOWAGE AIDS

Consistent with the stowage criteria and layout factors in par. 4580 and par. 4603, storerooms will be outfitted with bins, racks, shelving, lockers, drawer cabinets, deck gratings, battens, and/or other stowage aids best suited for the types and quantities of materials to be stowed (diagrams of different types of bins, racks, and cabinet drawers are illustrated on pages 4-75 and 4-76). When installed stowage aids need to be modified or relocated, or when additionally required stowage aids must be manufactured by a repair ship or shipyard, the Supply Officer will submit an appropriate work request to the ship's engineering officer in accordance with the Ship's Maintenance and Material Management (3-M) Manual (OPNAVINST 4790.4 series).

Section III: TYPES OF STOREROOMS

4620 MAIN ISSUE STOREROOM

The main issue storeroom is that storeroom which the Supply Officer designates as the centralized distribution point for most SIM and shelf-life items, and generally is the most readily accessible of all stock material stowage spaces when watertight integrity restrictions are in effect. It also may serve as the ship's Customer Service Division, if established; and if so, it will contain the stock records (NAVSUP Forms 1114) and those publications, files, and other records which the Supply Officer considers necessary for effective operation. If it does not function as Customer Service, it will contain locator/inventory records (NAVSUP Form 1075), if maintained (see par. 6187), and any publications or files which the Supply Officer may prescribe. All receipt and expenditure documents normally are channeled through the main issue storeroom, whether or not it is Customer Service.

4621 OTHER ISSUE STOREROOMS

In some ships, particularly the large ships, more than one storeroom may be required to be manned and maintained as issue storerooms. In such case, the personnel and materials assigned to each issue storeroom will be determined by the Supply Officer.

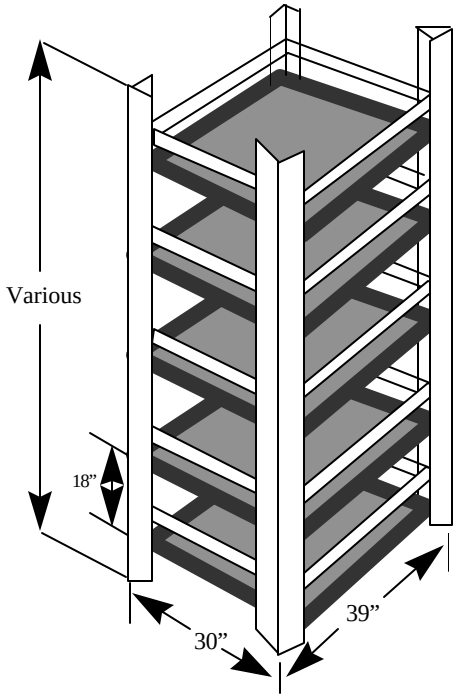
4622 BULK STOREROOMS

Bulk storerooms (for general stores) are spaces which are used for stowage of case lots of certain frequently demanded items maintained (in smaller quantities) in an issue storeroom, or for items that are too bulky and cumbersome for stowage in an issue storeroom. Storekeepers assigned to bulk storerooms are responsible to the leading storeroom storekeeper, who normally will be assigned to the main issue storeroom (see NAVSUP Pubs. 486 and 487 for information relative to bulk storerooms for subsistence and ship's store stock).

4623 REPAIR PARTS STOREROOMS

Supply department storerooms will be used for the stowage of all repair parts, except bulkhead mounted spares and certain other materials authorized to be stowed in other departmental spaces in accordance with par. 6009-2. Although SIM, shelf-life, and certain other repair parts generally are stowed in the main issue storeroom, most repair parts in supply department custody normally will be located in spaces designated as repair parts storerooms, which will be outfitted with bins, drawer cabinets, and other stowage aids considered most appropriate for the types of materials to be stowed. When required, or when available near the operating spaces to be supported, separate storerooms will be used for stowage of electronic repair parts, hull/mechanical/electrical (HMEO&E) and ordnance repair parts, nuclear weapons repair parts, reactor plant repair parts, etc. Requirements for DLR storerooms are contained in par. 8306.

TYPE “J” RACK
(NAVSEASYSCOM DWG NO 804-4563099)



TYPE “K” RACK
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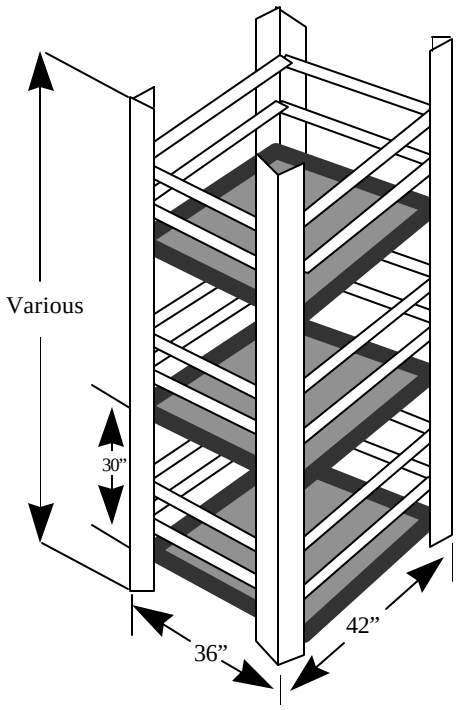

TYPE “B” BIN
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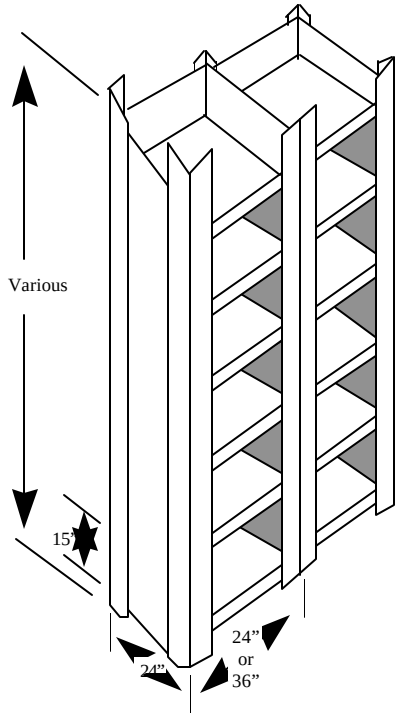

TYPE “S” BIN
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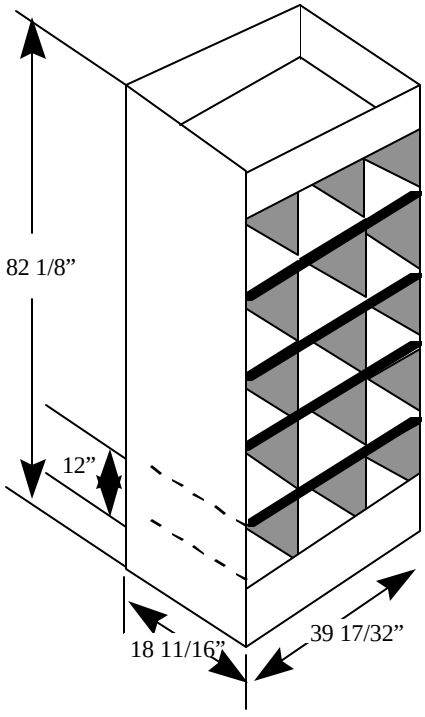
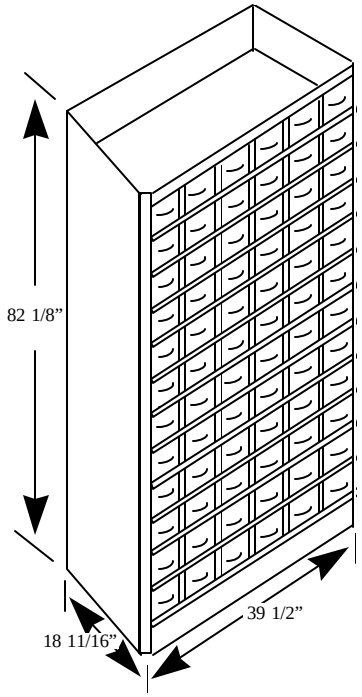


TYPE “A” DRAWER SHELF UNIT
(NAVSEASYSCOM DWG NO S3000-921860)



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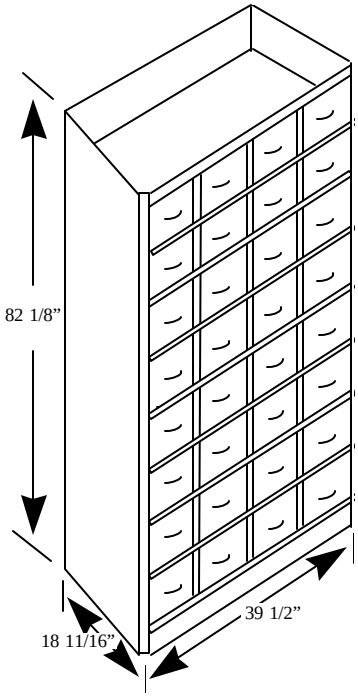

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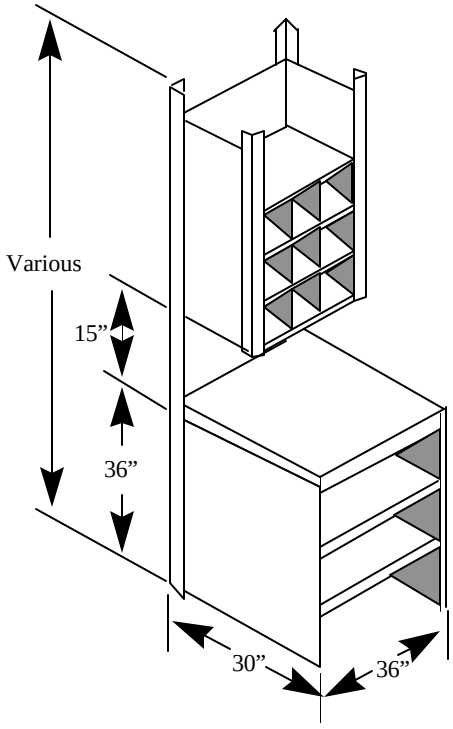

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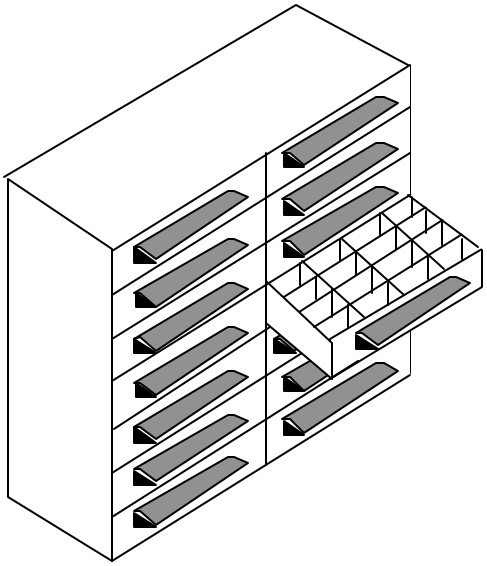


4626 SEAMART/SUBMART

A Seamart/Submart is a walk-through, self-service storeroom designed to offer simplified procedures for obtaining low-cost, high-use items in a Ship's Store type of environment. Facilities will be constructed to allow display of items carried and stocked to meet high demand requirements. Par. 6836 provides the guidelines for selecting and stocking Seamart/Submart items.

Section IV: MATERIALS REQUIRING SPECIAL HANDLING OR STOWAGE

4654 HAZARDOUS MATERIAL

Certain materials with inherent hazardous properties require special stowage and handling procedures. Procedures for hazardous materials are contained in Chapter 8, Part C.

➔ 4655 CHRONOMETERS

When temporary stowage ashore is required, such as during periods of extended ship repair, or during deperming or flashing operations, chronometers will be turned-in ashore for safekeeping.

4656 CLASSIFIED MATERIAL

Classified material will be stowed and handled in accordance with the Department of the Navy Supplement to the DOD Information Security Program Regulation (OPNAVINST 5510.1 (series)).

4657 DELICATE INSTRUMENTS

Delicate instruments, which usually are expensive and easily damaged, require especially careful handling and protective stowage. Delicate instruments will be kept in a dry atmosphere, away from magnetron tubes or other magnetic devices; and (when possible), the storeroom temperature should be 70 degrees F or below.

4658 DRUMMED PRODUCTS

Whether drummed products on board are flammable liquids (see par. 8221) or nonflammable material, the drums will be stowed on end with the bung end up; an adequate identification of their content will be legibly indicated on the side of each drum; and if stowed on the weather deck, they will be covered with a tarpaulin (when practicable). Drummed products will be inspected at least weekly to ensure that the bungs are tight and that there are no leaks or corrosion.

4659 ELECTRON TUBES

1. PROTECTIVE PACKAGING. Electron tubes are very easily broken and therefore, must be carefully handled and adequately packaged when being stowed or issued. Electron tubes susceptible to damage from moisture normally are packed in moisture proof barriers, frequently with desiccant (a dehydrating agent). Humidity indicator cards or plugs are provided for inspecting the effectiveness of the desiccant. Such indicators turn from blue to pink as moisture is absorbed; and when they become pink, the desiccant must be replaced. The cartons, cushioning, and other protective packing/packaging in which electron tubes were received will not be removed in stowage unless it is absolutely necessary because of space limitations. When an electron tube container must be reduced in size, positive identity of the tube and as much of the packaging as possible will be retained. When space is not a factor, the original pack and packaging of an electron tube will be opened only if it is reasonably certain that the packaged tube is not the one identified by the stock number on the container. Electron tubes that are broken (or otherwise damaged) will be disposed of in accordance with the Naval Sea Technical Manual, Chapter 9670.

2. RADIOACTIVE ELECTRON TUBES. Instructions for the stowage and handling of radioactive material, including radioactive electron tubes, are provided in par. 8222.

3. MAGNETRONS. Magnetrons are diode vacuum tubes in which the flow of electrons is controlled by an externally applied magnetic field. Special precautions will be taken to prevent magnetrons with permanently attached magnets from damaging magnetically sensitive instruments, such as compasses (electronic or mechanical) and wristwatches. (Wristwatches should not be worn when handling magnetrons). Unshielded magnetrons with permanently attached magnets must be kept at least 50 feet away from aircraft or other vehicles with electronic compasses installed.

4. REPACKAGING. Electron tubes unpacked for any reason except space limitation or use will be repacked in the original carton when possible. The tubes will be repacked with the same packaging and in the same position as that in the original carton. When repacking magnetrons or other tubes with attached magnets, there must be at least four inches between the center of the magnetic field and the outside of the container.

4660 METALS

1. STOWAGE. Bar stock, sheet metal, angle iron, tubing, pipe, and other metals will be kept in racks specifically designed for the stowage of such metals. The racks should be installed fore and aft to minimize shifting of the stowed material when the ship is underway. Polished sheet metal and aluminum tubing are easily scratched and dented and therefore, must be carefully handled and secured in the rack. Gloves should always be worn when handling metals to protect the hands from injury and to protect certain metals (with polished surfaces) from acid stains, which can be caused by perspiration. When practicable, non-corrosive greaseproof material will be used to separate dissimilar metals required to be stowed together, inasmuch as direct contact between different metals may cause corrosion due to electrolysis.

2. IDENTIFICATION. Since any required reidentification of metals by chemical analysis is often impracticable or too costly, many metals that lose their identification markings are likely to become unusable assets and, in effect, lost to the supply system. Positive identification of metals to be used in high pressure steam systems (or other critical shipboard systems) is absolutely necessary. Therefore, it is essential that the correct NSN, specification markings, and the manufacturers markings (when appropriate), are legibly indicated on each piece of metal in stowage, and on each piece of metal issued for use.

4661 MOTORS AND GENERATORS

Motors and generators will be stowed in their original containers, if available. If the original containers are not available, motors and generators will be protected from dust and humidity by enclosing them in a crate or plastic wrap which includes an ample amount of desiccant; or (as a minimum), by coating their exposed shafts with grease and then wrapping the shafts with grease proof paper.

4662 LIQUID DIELECTRIC CAPACITORS

Most liquid dielectric capacitors (especially "pyranol" types) are supplied with a piece of fine bus wire, which is attached for the purpose of grounding the capacitor prior to its use in a de-energized or disconnected circuit. This wire must not become detached in stowage, nor will it be removed by anyone other than the technician (when the capacitor is ready for use).

4663 RECREATION MATERIALS

The stowage of all items of recreation materials is subject to the regulations and orders of the Commanding Officer.

4664 SHELF-LIFE MATERIAL

1. GENERAL. Consistent with established Department of Defense policy concerning the identification, control, and utilization of shelf-life items, procedures for the proper management of such material are prescribed in the following subparagraphs. These procedures are prescribed:

a. to reduce the large financial losses experienced throughout the supply system incident to non utilization of deteriorative items prior to their shelf-life expiration dates; and

b. to better ensure that overaged materials (which may be ineffective and/or unsafe) are not installed in shipboard equipment. Effective attainment of shelf-life material control depends primarily on the efforts of storeroom personnel.

2. STOCK RECORDS AND INVENTORY LOCATOR RECORDS. To facilitate periodic screening of shelf-life items (see par. 6062-5), applicable stock records (and NAVSUP Forms 1075, if maintained) will be annotated or otherwise identified to indicate the proper shelf-life code. Shelf-life codes currently assigned to applicable NSNs in FEDLOG are listed in Appendix 9S.

3. MARKING OF STOCK

a. Shelf Life Determinable. In accordance with established supply distribution systems procedures, shelf-life issued by ashore supply activities or delivered direct by contractors will be marked (on the unit package, exterior container, or material itself) as follows:

TYPE I SHELF-LIFE ITEM
DATE(MANUFACTURE/CURE/ASSEMBLY) _____
DATE_____

or

TYPE II SHELF-LIFE ITEM
DATE (MANUFACTURE/CURE/ASSEMBLY) _____
INSPECTION/TEST DATE_____
EXTENDED EXPIRATION TEST DATE_____

TYPE I (non extendible shelf-life) items are those for which shelf-life action code UU is indicated (see Appendix 9R). All other shelf-life action codes except 00 (non deteriorative) apply to type II (extendible shelf-life) items. Current on board stocks of shelf-life material will be screened and, insofar as practicable and necessary, each item will be marked to show the type I or type II shelf-life data described herein.

b. Shelf-Life Uncertain. Shelf-life items that are not marked with any date from which shelf-life can be determined and which have an extended cost of $50 or more will be reported by letter to the cognizant inventory manager, via the Type Commander, with a request for disposition instructions. For each item, the report will contain the NSN or part number, item description, quantity, unit of issue, unit price, extended unit cost, supply source (if known), estimated date of receipt on board, and all external markings obtainable from each unit package or container.

4. CONTROL AND UTILIZATION. In addition to the proper identification of shelf-life stock in applicable inventory locator records, the following procedures are prescribed for effective control and maximum utilization of shelf-life items prior to their expiration dates:

➔ a. Packaging, Preservation, and Stowage. Shelf-life material will be inspected upon receipt (if overaged on receipt see pars. 4268-4273 to ensure that it is packaged and preserved adequately, and will be stowed in spaces that are least likely to cause its deterioration. The coolest and driest space(s) available will be used for the more deteriorative materials such as dry cell batteries, aluminum electrolytic capacitors, chemicals, rubber products, etc. Stowage will be arranged to facilitate and ensure issue of the oldest stock first (i.e., by the first -in first-out (FIFO)) method based on shelf life expiration rather than date of receipt). To facilitate periodic screening, shelf-life items should be consolidated in a readily accessible area whenever possible.

b. Periodic Inspection. Shelf-life material will be inspected periodically (as frequently as necessary, according to shelf-life codes) for condition and expiration dates. When a multiple quantity item is inspected, units with different expiration dates will be rearranged, if necessary, to place units with the earliest expiration date in front of the others (i.e., to facilitate issue of the oldest stock first).

c. Expired Type II Shelf-Life Items. Expired Type II shelf-life items will be restored (when within the ships capability) in accordance with applicable shelf-life action codes in FEDLOG and/or the cognizant inventory managers instructions. Technical assistance will be obtained from other departments, as required. The expiration dates on the stock labels of restored items will then be extended, as appropriate. Expired type II shelf-life items which are not within the ships capability to restore will be turned in to the nearest ashore supply activity.

d. Expired Type I Shelf-Life Items. Expired type I shelf-life items normally will be disposed of by removal from stock and destruction, unless the overaged items can be utilized safely for secondary purposes not requiring material in ready for issue condition.

e. Inventory Review. The shelf-life item inventory will be reviewed systematically in comparison with anticipated requirements to ensure timely turn-in of those items which the ship is unable to restore or to utilize, by or prior to, the material expiration dates. The newer rather than the older stock of an item always will be turned in unless extenuating circumstances are involved (e.g., deployment schedules) which render such action impracticable. Type I shelf-life material will not be turned in to supply activities in the United States including Hawaii if the extended cost of the item is less than $50, or the remaining storage life is less than three months. Type I shelf-life material will not be turned in to supply activities in Alaska or overseas bases if the extended cost of the item is less than $100 or the remaining storage life is less than six months. Such material will be retained on board and used, if possible, prior to its shelf-life expiration date.

5. CRITICAL SHELF-LIFE ITEMS. Instructions in par. 4664-4 do not supersede existing directives for disposition of critical items. Disposition of shelf-life items designated as critical will continue to be effected in accordance with pertinent directives issued by the cognizant inventory manager.

4665 REACTOR PLANT SUPPORT MATERIAL

Reactor plant support material will be stowed separately from other stock material. Access to storage areas will be limited to a designated custodian. Items common to both reactor plant support and other allowances will require a minimum of two locations and stock will not be mixed.

Section V: STOREROOM MAINTENANCE AND SECURITY

4685 RESPONSIBILITY

The storekeeper in charge of a storeroom (or group of storerooms) is responsible for the cleanliness, orderliness, material condition, and security of his assigned space(s). The Supply Officer, the stores officer (if assigned), and the leading storeroom storekeeper (if designated) are responsible for ensuring that all required storeroom maintenance and security tasks are regularly and properly performed.

4686 CLEANLINESS AND ORDERLINESS

Cleanliness and orderliness are essential to proper storeroom maintenance, the efficient stowage and issue of materials, and the safety of personnel. The Supply Officer will ensure that storeroom storekeepers are instructed in good housekeeping practices, and that (as a minimum) they conduct a "field day" in their respective spaces prior to each scheduled "zone inspection". Particular attention will be given to bins, shelves, ventilation outlets, and overhead ledges, as well as deck areas partially obscured by stores, bins, or racks. Before storerooms are secured at the end of each workday, the decks will be cleanly swept; all cleaning materials, tools, and loose gear will be put away; the lights will be turned off; and all trash will be removed and disposed of.

4687 MATERIAL CONDITION OF SPACES AND FIXTURES

The material condition of stowage spaces (and of any installed electrical fixtures, ventilation ducts, steam or water pipes, valves, watertight fittings, bins, racks, etc.) will be checked daily by storekeepers in charge, and weekly by the Supply Officer or his designated representative. Stowage spaces also will be regularly inspected (at intervals specified by the engineering officer or his damage control assistant) by the designated supply department damage control petty officer (DCPO), who will be responsible primarily for checking watertight integrity and damage control equipment such as battle lanterns, fire extinguishers, fire hose, etc. Deficiencies (e.g., anything loose, deteriorated, damaged, defective, leaking, rusty, etc.) noted by the storekeeper in charge or the DCPO will be promptly reported to the Supply Officer, who will request the appropriate department head (usually the engineering officer) to have the deficiencies inspected and corrected. Storekeepers in charge will be present during inspections and repairs in their respective storerooms; and will promptly notify the Supply Officer when jobs are finished so that he can personally inspect the completed work.

4688 IMPROVEMENTS OF SPACES OR EQUIPMENT

When the storekeeper in charge of a storeroom considers that structural alterations or the installation/modification of stowage aids (see par. 4604) are necessary or desirable, he will submit his recommendation and supporting rationale to the Supply Officer (via the leading storeroom storekeeper and stores officer, if assigned). If the recommended change(s) will substantially increase efficiency, material protection, or safety, the Supply Officer will initiate a work request or such other actions as may be necessary to effect the improvement.

4689 STOWAGE OF PERSONAL GEAR

No personal gear (regardless of whose it is) will be stowed in supply department storerooms without written approval of the Commanding Officer.

4690 DAILY REPORT OF SECURITY

Each day after storerooms have been secured, the duty storekeeper will report their security (see par. 1118) to the supply duty officer (or to the command duty officer if the duty storekeeper is also the supply duty officer). Departmental security reports to the command duty officer will be made at the time specified in the ships plan of the day (POD). If storerooms are not secured by the time departmental reports are made, the command duty officer will be advised the reason therefore, and the estimated time when they will be secured.

4691 SECURING FOR SEA

Upon notification that the ship is preparing to get underway, storeroom personnel immediately will brace, batten, wedge, board up, tie-down, or otherwise secure storeroom stock and equipment to the extent necessary to prevent shifting (and possible damage) when the ship is in motion. When all supply department storerooms have been properly secured, and so reported by the leading storeroom storekeeper(s) and/or the respective division officers, the Supply Officer will make his departmental readiness for sea report to the officer of the deck.

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCEDURES

4700 INTRODUCTION

This section discusses automated afloat supply policy for material receipt, custody, and stowage procedures. Many of these procedures have been automated as a result of the implementation of the SNAP II SFM subsystem, RSUPPLY Unit Level, and the Integrated Barcode System (IBS).

4705 RECEIPT PROCESSING

1. GENERAL. The receipt processing functions of SNAP II SFM and RSUPPLY allow processing of material receipts for both stock and direct turnover (DTO) material. The SNAP II SFM subsystem and RSUPPLY allows the user to modify data when material received has different management information or document identification than the original requisition. Additional information regarding procedures for performing receipt processing functions are provided in the SNAP II SFM Users Manual and the Relational Supply Unit Level User's Manual (NAVSUP P-732).

2. RECEIPT CATEGORIES. Storekeepers processing receipt documents into the SNAP II/RSUPPLY system will encounter the following categories of receipt documents:

a. DTO Receipt: Exact quantity and exact NSN received as originally ordered

b. DTO Receipt: Exact quantity with substitute NSN received

c. DTO Receipt: Partial quantity and exact NSN received

d. DTO Receipt: Partial quantity with substitute NSN received

e. Stock Receipt: Exact quantity and exact NSN received as originally ordered

f. Stock Receipt: Exact quantity with substitute NSN received

g. Stock Receipt: Partial quantity and exact NSN received

h. Stock Receipt: Partial quantity with substitute NSN received.

3. STOCK RECEIPTS. Stock receipts are differentiated from DTO receipts due to the significance of the NSN and partial quantity differences. Whereas a DTO receipt may be processed without regard for the NSN differences, a stock receipt with NSN differences will be automatically entered into the ships technical records to establish a proper cross reference if the user indicates it is a valid substitute. Incorrect quantity processing of stock receipts reduces the quality of inventory.

4. PROCEDURES. The procedure for receipt processing in SNAP II or RSUPPLY is to validate the NSN and quantity on the receipt document with the receipt processing screen. If the NSN and quantity are not in agreement, enter the substitute NSN and/or actual quantity received.

5. FRUSTRATED RECEIPTS. Frustrated receipts occur infrequently in the form of parts received with a partial quantity, a substitute NSN, or other unusual circumstances. Any stock receipt document with deviations in quantity, NSN, or Unit of Issue (UI) should be categorized as frustrated receipt and processed by experienced storekeeper personnel because they require additional management consideration. Errors in posting frustrated receipts directly affect the inventory validity and must be avoided.

4710 PREPARATION FOR RECEIPT PROCESSING

1. GENERAL. When preparing for processing material receipts, the Receipt Control Log, SNAP II (Report 120) or RSUPPLY (JSL315), can be used as a receipt processing tool. This report, printed in requisition number sequence, is used when receiving material in an area which does not have direct access to the Automated Information System (AIS). The listing provides the capability to print the requisitioned material information as a report and then annotate the list once the material is received. The receipt data is then entered into the AIS to update or create the appropriate files. The report provides correlation data between the document number and the requesting department. It can also be used as a Receipts In Process (RIP) listing to verify that all pierside receipts are processed into the ships material completed file, SNAP II (Report 073) or RSUPPLY (JSL311), for both stock and DTO. This report may be produced as needed to speed receipt processing and should be retained for at least one quarter. This report also provides an audit trail for managers. An illustration of these reports are provided in Appendix 25.

2. CONTROLLED MATERIAL. DLRs and other controlled material will be retained for signature custody. When items of this type are picked up, the item on Report 120 or JSL315 should be circled, initialed, and dated. Material receipt documents should also still be retained, accumulated, and filed in receipt date sequence. Receipt records should be maintained in accordance with TYCOM policy.

4716 MATERIAL OUTSTANDING FILE

1. GENERAL. The manually kept material outstanding file will not be required following SNAP II SFM or RSUPPLY implementation. Instead, this file can be produced and summarized by queuing and then printing the outstanding requisitions in the SNAP II Material Outstanding File (Report 073) or RSUPPLY Requisitions Listing (JSL311). Both listings can be sorted in document number or NIIN sequence and both have numerous options available to tailor a very specific type or range of requisitions.

2. REPORTS. The range of requisitions appearing on each report will be determined by the access capabilities of the user producing the report. For example, the supply user will get a different report than a work center supervisor. The work center supervisor report will only produce requisitions based upon the access level and assigned work center. This report should be produced at least monthly and is illustrated and further described in Appendix 25.

4717 MATERIAL COMPLETED FILE

Upon implementing the SNAP II SFM subsystem or RSUPPLY, this file will no longer be needed. Instead it will be necessary to print completed requisitions by either producing the Requisition File Listing, SNAP II (Report 063) or RSUPPLY (JSL311). It is also required that receipt documents be signed and dated for all requisition items.

4719 MISCELLANEOUS RECEIPT FILE

This file will continue to be kept after AIS implementation aboard ship.

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: MATERIAL RECEIPT

4800 RECEIPT OPTIONS

1. GENERAL. SUADPS-RT/RSUPPLY receipt processing functions (except MVO) are accessed through the Logistics Subsystem (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5). The receipt function menu provides the options detailed in the following subparagraphs. Each SUADPS-RT/RSUPPLY receipt transaction is converted to a document identifier (DI) to allow proper internal processing and record (file) posting. For reference, a list of SUADPS-RT document identifiers is contained in Appendix 4.

2. RECEIPT IN PROCESS (RIP) (DI X72). RIP programming will automatically track receipts processed from Receipt In Process (RIP) documents until stock stow or DTO receipt processing has been completed. Outstanding requisitions (except for MVO documents), receipts-not-from-due (stock-only carried items with no outstanding record in the BRF (SUADPS-RT)/Active Requisition Table/ART (RSUPPLY), and RIP documents which contain quantity differences can be processed through the RIP program. RIP entries for all requisitions with no matching BRF (SUADPS-RT)/Active Requisition Table (ART)(RSUPPLY) record will suspend for further review. Additionally, RIPs for stock that reflects a not-carried AT code in the BMF (SUADPS-RT)/Stock Item Table (SIT) (RSUPPLY) will also suspend.

3. RECEIPT PROCESSING. Receipt Processing allows posting of stock and DTO receipts, as well as adjusting material and financial files based on the type of receipt. All outstanding requisitions, receipts-not-from-due, receipt differences, and receipts for aviation fuel are posted under this option.

4. RECEIPT PROCESSING-DTO/RECEIPT IN PROCESS STOCK. This option allows concurrent posting of RIP and Receipt Processing transactions using the same program.

5. MATERIAL TURNED IN TO SUPPLY DEPARTMENT STOCK. This option (excluding repairables) records the return of RFI material to supply department stock. Returned material is automatically posted to material and financial files according to an activity's USID and type of OPTAR funds involved (S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD).

Note: In RSUPPLY: MATERIAL TURNED IN TO SUPPLY DEPARTMENT STOCK (DI X75). This option records the return of RFI material to supply department stock. Returned material is automatically posted to material and financial files according to an activity's USID and type of OPTAR funds involved (S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD).

6. STOCK CONTROL RECEIPT PROCESSING AND REVERSALS. This option allows for additional processing of receipts which are incorrect at the time of receipt or are contained in the Suspense File. The receipt reversal process will allow completed transactions to be reversed having the same effect as if they had never been processed, and exception processing is allowed by the use of override codes. This option will not normally be available to receiving personnel.

7. BATCH PROCESSING. This option allows batch processing of receiving data collected with IBS electronic scanning devices. This option is only available to the IBS Coordinator.

RSUPPLY IBS RECEIPTS (JSS205) BATCH PROCESSING. This option allows batch processing of receiving data collected with IBS electronic scanning devices. This option is only available to the IBS Coordinator.

8. CARCASS PROCESSING allows for monitoring of NRFI DLR repairables from the end-user to the designated overhaul point (DOP) and shipment of NRFI carcasses received from nonsupported units. In addition, it can monitor the receipt of RFI or NRFI carcasses from AIMD (USIDs C and M), based upon material control code and requisition advice code. SUADPS-RT/ RSUPPLY carcass tracking does not apply to APA (fund code of 2, 4, 6, 8) repairables. APA carcass tracking is accomplished by shore-based activities. Only DLR items will be carcass-tracked by SUADPS-RT/RSUPPLY.

9. MONEY VALUE ONLY (MVO) TRANSACTIONS. Money value only receipts will be required to record OPTAR charges from Servmart purchases and to expend funds for one-time or continuing services.

4801 RECEIPT IN PROCESS (RIP)

1. GENERAL. Selection of the Receipt in Process Option (DI X72) from the main receiving menu provides access to the RIP transaction screen. RIP processing is accomplished by input of RIP document data for both stock and DTO receipts. If the Supply Officer has determined that RIP processing is not required for DTO receipts, selection of the Receipt Processing DTO/Receipt in Process (Stock) Option will allow input of DTO receipts and stock RIPs from the same transaction screen.

2. PROCESSING. RIP processing is initiated by entering the document number and suffix code (if applicable) from the RIP document. Scanning and processing of barcoded 1348-1 receipts in process (RIP) using the IBS RIP module is preferred.

a. If an outstanding requisition is contained on the BRF/ART, the BRF/ART the recorded MILSTRIP information will appear on the screen. Processing consists of matching the RIP document information with the information contained on the BRF/ART. Changes will be made to the BRF/ART stock number, material control code, unit of issue, quantity, and routing identifier as required by RIP document information.

b. If the BRF/ART requisition does not contain a matching outstanding document, a RIP will be established after input of basic data from the RIP document. A RIP will be established as follows for requisitions which are not outstanding of the BRF:

(1) DTO receipts in process will be posted to the Suspense File,

(2) Stock receipts in process will have an RIP established,

(3) Stock receipts in process for Q COSAL material and those containing management data different than that contained on the BMF / Stock Item Table (SIT) will post to the STK file for stock control review.

c. After RIP data entry, it may be necessary to answer the questions at the bottom of the RIP transaction screen (see par. 4805).

4802 RECEIPTS FOR STOCK

1. GENERAL. To process stock receipts in the interactive mode, storeroom personnel will choose the Receipt Processing Option (DI X71) from the receiving main menu. Processing requirements will depend on the status of the BRF/ART.

2. PROCEDURES. After accessing the receipt processing screen, storeroom personnel will enter the document number and suffix code (if applicable).

a. Record Outstanding. If the BRF/ART contains a record of the outstanding requisition, requisition data will appear on the screen. Stock requisitions will indicate a department code of 1 or 3 as well as the stock requisition number. Storeroom personnel will enter the location, compare the requisition data on the screen with the receipt document, and make corrections as necessary. If the Receipt on Board field is blank, the date will be entered.

b. No Record Outstanding. If the BRF/ART does not contain an outstanding requisition, basic information must be entered from the STOW document to create a receipt transaction. Stock receipts which have no outstanding documents on the BRF/ART will be posted to the Suspense File for review (except aviation fuel).

c. After data entry, the questions appearing at the bottom of the screen will be answered (see par. 4805).

3. EFFECT ON FILES. The receipt will be completed for the quantity indicated on the receipt document. If the quantity actually received is less than the quantity on the receipt document, a survey transaction will be created and posted to the Suspense File for review. If the quantity actually received is greater than the quantity indicated on the receipt document, a gain by inventory will be automatically processed and posted to the Stock Control (STK) File for information.

4803 RECEIPTS FOR DIRECT TURNOVER (DTO)

1. PROCEDURES. DTO receipt transactions will be processed by selecting the Receipt Processing Option from the main receiving menu. Receipt completion will be the same as for stock (par. 4802) except that the department, division, and work center codes on the screen will be generated based on the requisition serial number. Also, if there is no record of an outstanding requisition, additional data will need to be input. All DTO receipts without an outstanding requisition on the BRF/ART will be posted to the Suspense File for further review and processing. When it is determined that material ordered as DTO will actually be placed in stock (diverted), the DTO receipt will be processed, and a turn-in to stock (see par. 4808) for the quantity received will be input immediately using the same document number.

2. EFFECT ON FILES. The receipt will be completed for the quantity indicated on the receipt document. If the quantity actually received is less than the quantity indicated on the receipt document, a turn-in to stock transaction and a survey transaction will be automatically generated and posted to the Suspense File for review. When processed through suspense processing, the turn-in and survey transactions will result in proper OPTAR changes and an accurate BMF/SIT on-hand balance. If the quantity actually received is greater than the quantity indicated on the receipt document and the additional quantity is to be placed in stock, the DTO receipt will be processed for the quantity indicated on the receipt document and a gain by inventory will automatically be generated and posted to the Stock Control File for information. If the additional material is to be turned over to the ordering department, a gain by inventory and an issue to the user will be automatically processed.

4804 RECEIPTS FOR AVIATION FUEL (USID C AND M ONLY)

Aviation fuel receipts will be processed in accordance with par 4802. When no outstanding requisition exists on the BRF/ART, SUADPS-RT/RSUPPLY will complete the receipt (DI X70) as stock requisition not from due.

4805 VERIFICATION OF DATA

1. GENERAL. During RIP and receipt processing, questions appear at the bottom of the screen which may need to be answered. Do not answer questions unless they apply to the document being processed. Answer questions as follows:

a. Question 1: “If quantity differs from the receipt document, enter actual count quantity”. If the quantity actually received is different from the quantity indicated on the receipt document, enter the quantity actually received.

b. Question 2: “If actual count quantity is in excess, enter S for stock and R if DTO and sent to requester”. If the quantity actually received is more than the quantity on the DTO receipt document, you will need to enter the disposition of the excess material. If the ordering department keeps the excess quantity, enter R. If the excess material is placed in stock, enter S. If the quantity actually received agrees with the receipt document, leave blank.

c. Question 3: “If the stock number changed, does the document indicate a substitute?” If the stock number for the item received is different from the stock number in the BRF/ART as shown on the screen, this question must be answered. The receiving document will be reviewed for substitute information (block T of the DD Form 1348-1A). If the receipt document indicates that the material is an acceptable substitute, answer this question with a "Y". If not, enter an "N". When a yes response is given to the substitute receipt question, SUADPS-RT/RSUPPLY will verify the substitute information contained in the BMF/SIT. Substitute information will be created if not already contained in the BMF/SIT .

4806 RECEIPT ADJUSTMENTS AND EXCEPTIONS

1. STOCK CONTROL RECEIPT PROCESSING. The process of ordering, receiving, storing, and accounting for material is a multiple-step, sometimes long-term procedure. The overall process is subject to management changes, lack of communication, special circumstances, and human error. These conditions demand that receiving activities have the capability and flexibility to adjust and sometimes correct receipt processing actions. These features have been built into SUADPS-RT/RSUPPLY under the Stock Control Receipt Processing Function -and separated into two functions (i.e., Receipt Reversal and Receipt Data). Entries through this function should only be made by experienced personnel, knowledgeable of each transaction's impact on all automated files and reports.

2. RECEIPT REVERSAL. The Receipt Reversal Function is accessed via the Receipt Reversal Option from the Stock Control Receipt Processing Menu and should be used whenever a receipt which has already been processed needs to be negated. This transaction being reversed must be on the BRF. This transaction screen will cause the original receipt document to have a credit entry processed for the same quantity and money value as the original receipt. A query is made of affected files. If the input requisition (and suffix) is located, a reversal transaction will be posted to the applicable files. In addition, the STK (information entry), RTL, or QTL files will be updated. After data entry, SUADPS-RT/RSUPPLY offers the options of completing or canceling the transaction, or completing the transaction and searching for another receipt with the same document number and suffix. If the transaction is not on the BRF/ART, a money-value-only reversal will be processed. After a reversal entry, any supporting documentation will be retained.

3. RECEIPT DATA. The Receipt Data Function is accessed via the Stock Control Receipt Data Option of the Stock Control Receipt Processing Menu (SUADPS-RT)/RSUPPLY Receipts menu path (Receipt not from due). After processing, the source document will be retained in the Stock Control History File.

a. Override codes will be used to process the following:

Override Code	Condition
D	Duplicate document number (stock receipt); stock number received different than stock number requisitioned. Stock number received is carried and not a substitute.

Override Code	Condition
E	Duplicate document number (stock receipt); stock number received different than stock number requisitioned. Stock number received is not carried and not a substitute. SUADPS-RT will establish an Allowance Type code (AT) 6 BMF record if none exists.
G	Stock receipt for which there is no matching requisition on file. SUADPS-RT will establish and complete the requisition and establish an AT 6 BMF record if none exists.
M	Duplicate document number and stock number (stock receipt).
R	Duplicate document number (stock receipt). Stock number received different than stock number requisitioned. Stock number received is a substitute. SUADPS-RT will establish an AT 9 BMF record if none exists.
S	Stock number received different than stock number requisitioned. Stock number received is a substitute. SUADPS-RT will establish an AT 9 BMF record if none exists.
T	Initial outfitting material. Material is capitalized into Navy Stock Account.
W	Special fund push material. W will prevent financial processing. SUADPS-RT will establish an AT 8 BMF record if none exists.

b. After entering the override code, three questions may need to be answered as follows:

(1) End-Use Fund Code. If the receipt is to be charged to an end-use fund code (i.e., receipt is DTO and requisitioner will accept material), the applicable fund code must be entered.

(2) If Material Received Differs from Receipt Document. If the NSN on the material is different from the NSN on the document, the NSN (or part number) received and the unit of issue must be entered.

(3) Actual Count Quantity Equals Zero. If no material was received, a yes answer to this question will complete the receipt and generate a survey for stock requisitions or a turn-in to stock and survey for DTO requisitions. These transactions will be posted to the Suspense List for review and further processing.

4807 RELATED PROCESSING FILES

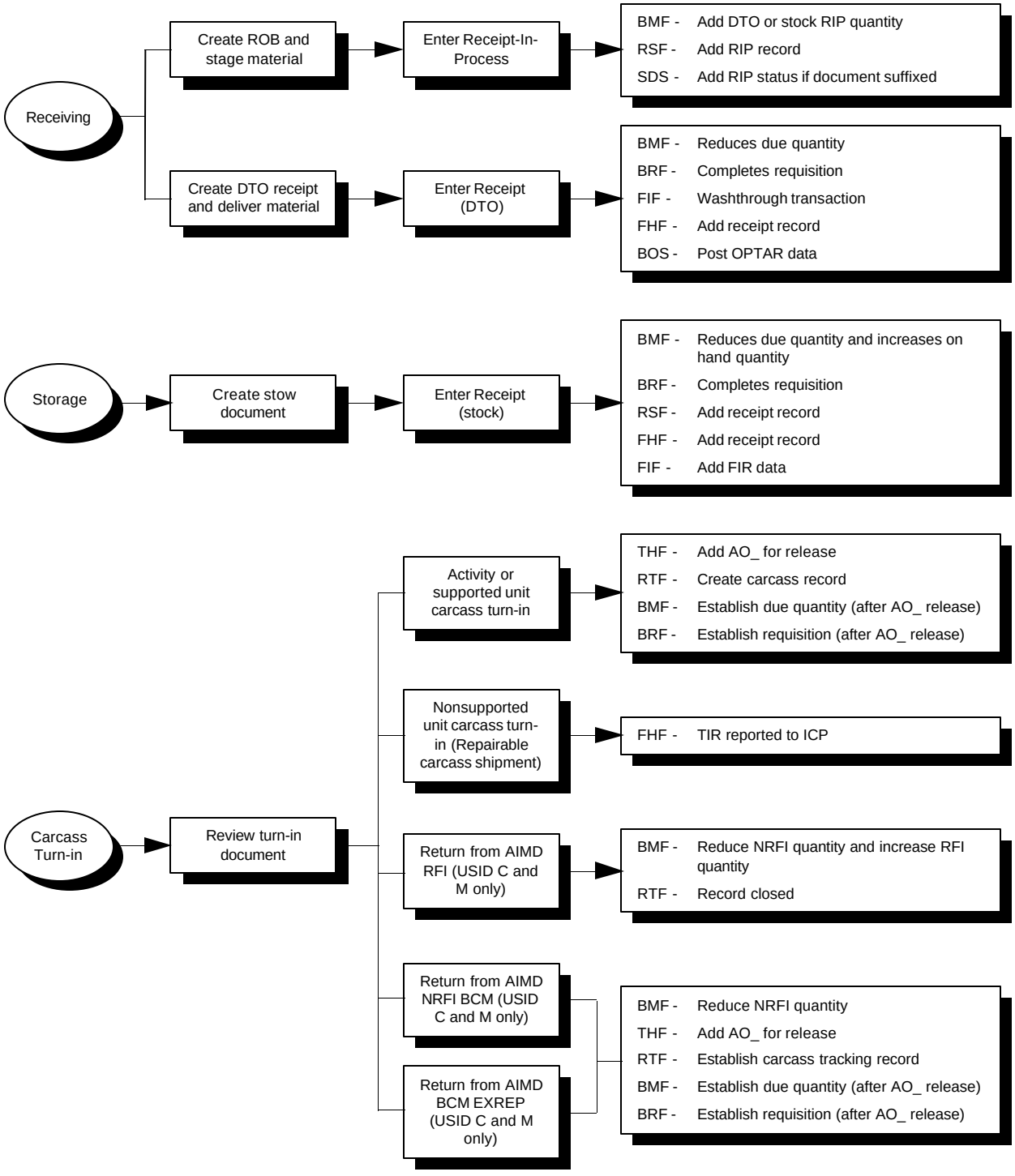
1. GENERAL. The processing of receipt transactions affects both material and financial files and eventually appears on internal and external reports. A list of primary SUADPS-RT files is contained in the SUADPS-RT Computer Operations Manual. The following provides a list of the primary files affected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

a. Stock Item Table (SIT) Basic Material File (BMF) - maintains a record of RIP and on-hand quantity and other material-related data for each item of stock,

b. Budget OPTAR Summary (BOS) File and OPTAR History Tables - accumulates financial data in S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD OPTAR accounts,

c. Basic Requisition File (BRF) - maintains a record of all requisitions released for Supply System or purchase action,

EFFECTS OF RECEIPT PROCESSING TRANSACTIONS ON SUADPS-RT FILES



d. Financial Holding File (FHF) - retains a detailed record of transactions for financial purposes,

e. Financial Inventory File (FIF) - accumulates data to support Navy Stock Account (NSA) Financial Inventory Reports (FIR),

f. Requisition Status File (RSF) Table- accumulates status data on requisitions including receipts,

g. Repairable Carcass Tracking File (RTF) Table - maintains records for all DLR transactions for carcass tracking purposes,

h. Transaction Holding File (THF) - contains a record for each requisition awaiting release,

i. Suspense File (SSP) Suspended Transactions Table - receipt transactions which do not process will post to this table Suspense File for further review,

j. Suffix Document (SDS) File - contains a record of all suffixed receipt or status documents.

RSUPPLY ACTIVITIES. The processing of receipt transactions affects both material and financial files and eventually appears on internal and external reports. The following provides a list of the primary files affected by receipt transaction processing:

a. Stock Item Table (SIT) - maintains a record of RIP and on-hand quantity and other material-related data for each item of stock,

b. Budget OPTAR - accumulates financial data in S&E, ROV, AFM, ROVI, FLTOPS, ROVS, and ROVD OPTAR accounts,

c. Active Requisition Table (ART)) - maintains a record of all requisitions released for Supply System or purchase action.

➔ 4808 MATERIAL TURNED IN TO STOCK

Material which is turned-in by an activity's departments and supported or non-supported units will be placed in stock as described in par 4319. Any excess NWCF material will be turned-in to shore activities during scheduled offload programs. Selecting the Material Turn-in Option on the main receiving menu accesses turn-in transaction processing. Validation tables must contain current data for both supported and non-supported units for turn-in transactions to process properly. Carcass processing and tracking of repairable items turned in to supply are discussed in Chapter 8, Part D.

SUADPS-RT processing provides transaction screens for material turn-in (DI X32) based on the activity USID as follows:

USID A	TAFS material turn-in. The TAFS material turn-in screen allows processing for material returned from UNREP/VERTREP/INREP customers (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5) as well as activity end-users.

USID T	RFI material will be returned to stock by entering all the data required on the material turn-in screen. SUADPS-RT Support Procedures, Volume II, Chapter 5 provides detailed entry requirements. If required by internal records, the screen will prompt for maintenance data related to the turn-in.

For RSUPPLY activities, process through the Material Turn-Ins (MTI) window under Logistics Subsystem. The new document identifier for material returned to NWCF Stock is **DI X75. Material Turn-Ins are processed using the Site's own UIC, and the Department-Division Serial Number of the work center returning the items back to NWCF Stock.**

MTI/X75 transactions will produce the external documents "D6A" that posts to the NTCSS server file "TO MFCS" for transmission to Material Financial Control Systems (MFCS) via the RSUPPLY Transaction Item Reporting (TIR) batch processing. RSUPPLY will not post any OPTAR credit for MTI/X75 transactions because OPTAR credit will be determined by off-ship higher authority through MFCS.

4809 DELAYED RECEIPT REPORT

1. GENERAL. Automated tracking of RIP entries to completion is provided by the SUADPS-RT Delayed Receipt Report (DI 094)/RSUPPLY Delayed Receipt Listing (JSL323). The report contains a list of receipts which have not been completed within a specified number of days after RIP processing. The time frame to be reviewed will be based on parameters established by the Supply Officer or in accordance with higher authority. Detailed procedures are contained in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 6. The options available are as follows (see samples Appendix 15):

(1) Storeroom Action List, preposted RIP with no posted receipt;

(2) Stock Control Information/Action List, list of deleted preposted receipts;

(3) Receipt in Process Report, master list of preposted receipts for follow-up and deletion;

(4) Spot Inventory Cards, a spot inventory record for each item which appears on the Receipt In Process Report marked with the message "Follow-up".

4810 LONG TERM SYSTEM FAILURE

1. RECEIPT-IN-PROCESS (RIP) PROCESSING. Scanning of RIP documents is not affected by NTCSS RSUPPLY system failure because the IBS desktop computer and scanners are still outside the box and can be set-up as stand alone application. Continue to utilize the IBS system and scanners to record receipts in process. Then, as soon as RSUPPLY is available, extract and transfer RIP data from IBS computer to RSUPPLY for processing via pre-defined parameters (JSS220) .

When SUADPS-RT is not operational RIP documents will be accumulated as part of the SUADPS-RT Pending File until such time as the system is available for processing.

2. RECEIPT PROCESSING - STOCK. The physical receipt of stock material will be accomplished using existing procedures whenever possible. Receipt documents will be

forwarded to stock control daily, and the receipt quantity posted to the MSSLL by increasing the on-hand quantity and reducing the stock-due quantity fields. Receipt documents recorded with IBS equipment will be filed in the Stock Control History File. Receipt documents not recorded with IBS equipment will be filed in the SUADPS-RT Pending File until the system becomes available for processing.

Scanning of receipt documents is not affected by NTCSS system failure because the IBS desktop computer and scanners are still outside the box and can be set-up as stand alone application. Continue to utilize the IBS system and scanners to record stowed stock receipts. Then, as soon as RSUPPLY is available, extract and transfer receipts data from IBS computer to RSUPPLY for processing via pre-defined parameters (JSS205).

3. RECEIPT PROCESSING - DTO. The receipt and turnover of DTO material will be accomplished in accordance with normal receipt procedures. Signed receipt documents will be forwarded to stock control daily and distributed to the following files:

a. SUADPS-RT Pending File,

b. Budget File,

c. Expenditure File,

d. DTO Receipt File.

The DLR file will be reviewed whenever a DLR item is received to determine if a remain-in-place DLR carcass is due from the user. Follow-up action must be taken if the NRFI carcass is not received within 24 hours.

Scanning of DTO receipts is not affected by NTCSS system failure because the IBS desktop computer and scanners are still outside the box and can be set-up as stand alone application. Continue to utilize the IBS system and scanners to record DTO receipts. Then, as soon as RSUPPLY is available, extract and transfer receipts data from IBS computer to RSUPPLY for processing via pre-defined parameters (JSS220/JSS205).

Part H: SCANNER PROGRAM

Section I: INTRODUCTION

4900 SHIPBOARD RECEIPT/STOW PROGRAM

The Integrated Barcode System, a Shipboard Receipt/Stow program which utilize a laser scanner and a portable computer to read and store data from bar codes on unit pack labels, bins, or documents is still in use in the Fleet. IBS is more accurate, faster, and more efficient than the manual system for performing logistics functions. Information is stored in the portable computer and later batch uploaded at a remote computer terminal to the RSUPPLY computer for further processing. This data is used to update appropriate requisition and stock item tables and reports.

4901 HARDWARE

1. GENERAL. In addition to the installed hardware, IBS utilize the following pieces of equipment:

a. A laser scanner to read coded information;

b. An IBM compatible personal computer to store and transfer data to RSUPPLY;

c. A printer to produce bar-coded labels.

A complete description of each piece of equipment, data transfer method, and maintenance requirements are contained in the IBS User's Manual.

4902 BAR CODES

1. GENERAL. IBS uses five lines of bar codes to complete the receiving and storage process.

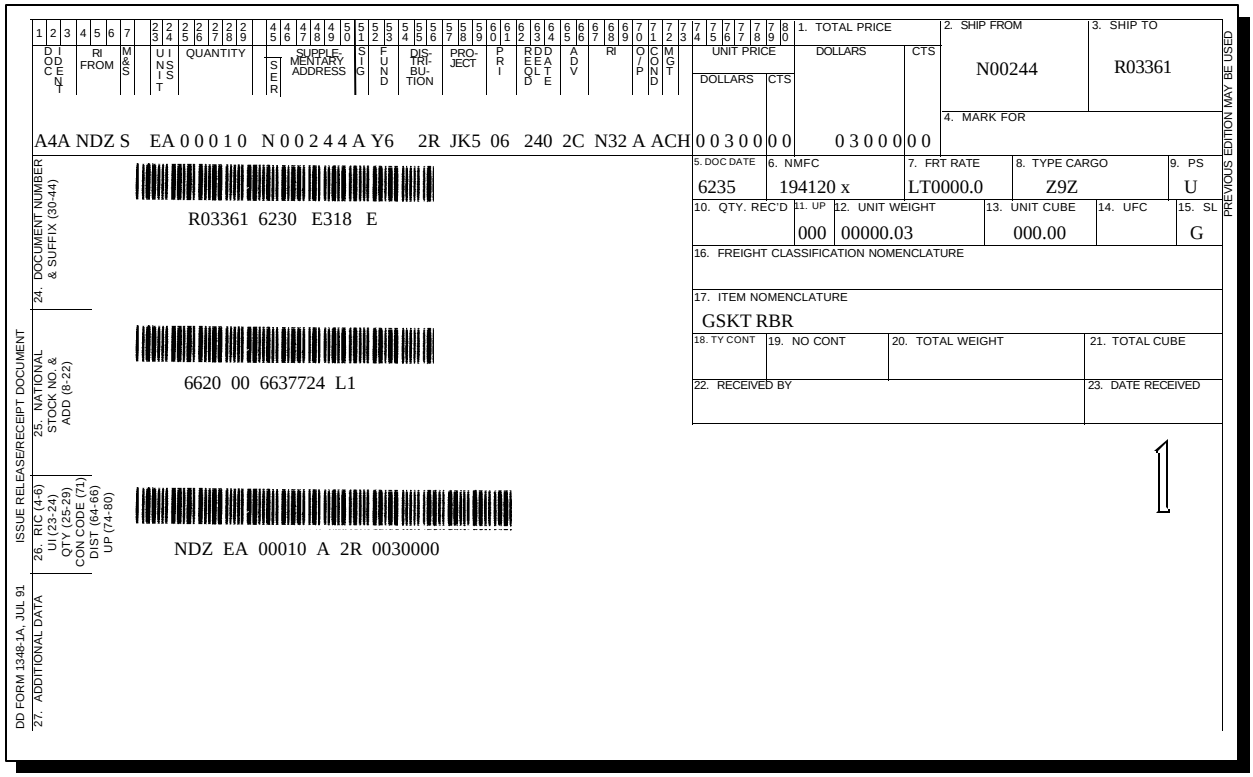
a. Three bar-codes appear on the Issue/ Receipt Release Document (IRRD), DD Form 1348-1A, which will replace the manual DD Form 1348-1 (see sample on following page). The first line of the DD 1348-1A contains the document number, and suffix code if any. The second line contains the NSN and SMIC, if applicable. The third line contains the routing identifier, unit of issue, quantity, condition code, cognizance symbol, and unit price.

b. One set is on the storeroom bin containing the location.

c. One set is attached to the material (not necessary to complete the transaction).

2. LOCATION PLACEMENT STANDARDS. All storerooms on new construction, recently overhauled, and any other IBS Shipboard equipped SNAP ships will have bar code location labels for every storage location. Bar code location labels will be placed to the right of the standard location identification number where possible. Bar code labels for VIDMAR cabinets should be placed on the white paper strip located in the drawer handle, when possible. Location labels for bulk storage locations should be placed as close to the item as possible. The requirements and specifications for production of new and replacement location labels are contained in Military Standard (MIL-STD) 1189B. Replacement or additional labels may be obtained via TYCOM directed means.

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



3. MATERIAL PLACEMENT STANDARDS. DOD requires all items with standard NSNs arriving aboard IBS Shipboard equipped or soon to be equipped ships, be bar coded to the unit pack level. If items arrive without bar coded unit packs, it is the responsibility of the supply department to produce and apply bar codes. Guidelines and regulations for item bar coding and label placement are contained in MIL-STD 129, Appendices E-H.

4903 SCANNER OPERATIONS.

1. SAFETY REQUIREMENTS. Before operating the IBS scanner, personnel will be advised to observe the following safety precautions:

a. The laser scanner uses a low power laser beam. Do not operate near the eyes or look directly or indirectly into the beam. Reflections from any mirror-like surface can cause the same eye damage as looking directly into the beam.

b. Do not attempt to repair. Improper repair procedures can cause injury. Inoperative units will be replaced.

These warnings will appear on the custody card, log book, or other control documents to serve as daily safety reminders.

2. PROCEDURES. When using the scanner in scan mode, it will be held between one and four inches above the label's surface (depending on its condition) to scan the label. The trigger is held until both the scanner and decoder lights go off, indicating a completed scan. A beep will be heard, indicating that the decoder is receiving a signal, but the scan is not complete until both the lights go out. Throughout IBS processing, the scanner will display various prompts to identify input requirements such as department and division names, RIP date, and manual input processing prompts for damaged IRRDs (see the IBS User's Manual). IBS allows information to be entered into the scanner via a keyboard similar to a calculator, if:

a. Bar-coded documents/labels are missing;

b. Bar-coded documents/labels are damaged;

c. Discrepancies are uncovered during the receiving process.

3. SCANNER SAFEGUARDS. The scanner has built-in protection against loss of operation as follows:

a. Low Power Prompt - tells user that battery power is low,

b. Reserve Power - maintains memory,

c. Rejection of Input - if primary power is exhausted,

d. No Loss of Memory - if accidentally switched off.

Section II: SUADPS-RT PROCESSING

4920 UPLOAD PROCEDURES

Upload is accomplished by selecting the Receipt Processing Batch Option (see SUADPS-RT Support Procedures, Volume II, Chapter 5) from the SUADPS-RT receipt processing menu by the IBS Coordinator and updating SUADPS-RT with the data collected with the scanners. This method of processing receipt information is designed to expedite receipt processing by eliminating the need for inputting individual transactions via the interactive mode. The SUADPS-RT FAS and the IBS Coordinator must establish and adhere to a schedule of frequent uploading (at least daily) to ensure the integrity of BMF quantities, reduce NIS situations, and provide increased supply effectiveness.

4921 RECEIPTS IN PROCESS (RIP)

Upon completion of receipt inspection, receiving personnel will use IBS procedures to scan the three receipt document labels and the material label prior to staging for delivery. At scanner start-up, the R selection will be made. When processing is completed, the "end" key will be pressed. IBS RIP data will be uploaded to SUADPS-RT daily (as a minimum). TYCOM directives will determine whether an RIP Document File is required after IBS receiving is implemented.

4922 RECEIPTS FOR STOCK

Storeroom personnel will initiate IBS using the S selection at start-up and scan the three lines of bar-code data, material label, and location label of bin, drawer, or rack in which material is being stowed. When processing is complete, press the "end" key. Storeroom data will be uploaded to SUADPS-RT daily (as a minimum).

4923 RECEIPTS FOR DIRECT TURNOVER (DTO)

Receiving personnel processing DTO documents will initiate IBS using the D option and scan the three document bar-codes and the material label. When processing is complete, press the "end" key. DTO transactions will be uploaded to SUADPS-RT daily (as a minimum).

4924 EFFECTS ON SUADPS-RT FILES

1. GENERAL. During the upload process, information gathered via IBS is converted to SUADPS-RT transactions as follows:

Information Gathered	Conversion to
In R mode	Receipt in process (X72)
In D mode	DTO receipt (X71)
In S mode	Stock receipt (X71)

When processed, these transactions have the same effect on SUADPS-RT files as the interactive transactions discussed in par. 4807.

4925 REPORTS

The reports produced during IBS processing are described in the IBS User's Manual. These reports are produced during SUADPS-RT upload and provide details of transactions processed via IBS since the last upload.

Section III: RSUPPLY ACTIVITIES

4930 UPLOAD PROCEDURES

In the IBS computer, the IBS Coordinator must extract current receipts and upload to RSUPPLY for processing. After receipts data are extracted and uploaded, the IBS Coordinator must log-in to RSUPPLY to execute the file transfer protocol via Utilities Batch File Transfer option and then run the pre-defined parameter JSS220 (RIP) or JSS205 (Stow) batch processing accordingly. This method of processing receipt information is designed to expedite receipt processing by eliminating the need for inputting individual transactions via the interactive mode. The Functional Area Supervisor (FAS) and IBS Coordinator must establish and adhere to a schedule of frequent uploading and RSUPPLY batch processing (at least daily) to ensure the integrity of Stock Item quantities, reduce NIS situations, and provide increased supply effectiveness.