From: Commander, Naval Supply Systems Command

Subj: RELEASE OF THE NAVAL SUPPLY SYSTEMS COMMAND PUBLICATION 485 - OPERATIONAL FORCES SUPPLY PROCEDURES

Encl: (1) NAVSUP P-485 Volume I, Revision 5 - Operational Forces Supply
      (2) NAVSUP P-485 Volume II, Revision 5 - Supply Appendices

1. Purpose. Operational forces supply procedures are established for the operation and management of operational forces supply departments.

2. Background. Volumes I and II of the NAVSUP P-485 are designed to assist supply personnel in understanding and performing their assigned duties associated with operational 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 Force or Type Commander, Commanding Officer or Supply Officer when circumstances indicate the need for more stringent controls. This publication is also intended as a training manual for officers, enlisted personnel, and civilians, and as a guide in handling supply problems that are not a matter of regulation.

3. Cancellation
   a. NAVSUP P-485 Volume 1, Revision 4
   b. NAVSUP P-485 Volume 2, Revision 4

4. General. NAVSUP P-485, Revision 5, incorporates updates to supply management procedures to reflect Navy Enterprise Resource Planning implementation impacts; changes to the NAVSUP Enterprise command names; changes to operational supply automated information systems; expanded inclusion of expeditionary forces supply procedures; incorporation of pre-commissioning unit supply support information; Husbanding
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Service Provider guidance; and also incorporates changes to ensure compliance with the Department of Defense Financial Improvement and Audit Readiness program.


6. Records Management. Records created as a result of this publication, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1.

Distribution:
Electronic only via the Naval Logistics Library (NLL) Web site https://nll.ahf.nmci.navy.mil/
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.

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<td>Revision 4</td>
<td>5 Aug 10</td>
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<td>Revision 4 Change 1</td>
<td>31 Jan 14</td>
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<td>10 Jul 15</td>
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Updated charts and forms ................................................................. Throughout
Updated acronyms, terminology, and naming conventions .................................................. Throughout
Updated publications and website references .............................................................. Throughout
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1. GENERAL. NAVSUPSYSCOM will provide for and meet those material support needs of the Department of the Navy (DON) that are within the assigned material support responsibility of the NAVSUPSYSCOM. Except as otherwise provided by the charters issued to the other commands or by the Chief of Naval Operations (CNO), NAVSUPSYSCOM 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, inventory management, material repair, transportation, packaging and preservation, and disposal functions. In the performance of this responsibility as it pertains to naval material, NAVSUPSYSCOM, 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 (ASN) (Research, Development, & Acquisition) 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 Resale Program, (i.e., Navy Exchange, ship’s store);

      (3) The Navy Ration Law;

      (4) The Navy Working Capital Fund Supply Management (NWCF-SM);

      (5) Field purchasing/contracting;

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

      (7) Centralized control of Presentation Silver;

      (8) Postal policy and overseeing all aspects of mail service afloat.

   d. Performing assigned material support functions with respect to: material handling equipment (MHE), 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 NAVSUPSYSCOM for that purpose;
f. Maintaining the official stores accounts for Navy material entrusted to the custody of an accountable officer;

g. Working with the US Transportation Command (USTRANSCOM) to manage, fund and control, 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; and

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. NAVSUPSYSCOM is responsible for awarding and administering contracts in support of assigned logistics support functions. NAVSUPSYSCOM's unique contracting responsibilities include procuring supplies and services for all non-contracting Navy activities, offices or commands for which no other Head of the Contracting Activity (HCA) is delegated authority. In the discharge of this responsibility, the Commander, NAVSUPSYSCOM may delegate appropriate procurement authority to personnel, both within and without their command. He/she may also authorize the heads of activities under his command to re-delegate their procurement authority or a portion thereof, to responsible personnel within their respective activities. Such authority will be exercised in accordance with limitations and requirements prescribed by the Commander, NAVSUPSYSCOM and applicable regulations.

b. Material and services for other Navy procuring activities. Within the limits of its capabilities, NAVSUPSYSCOM will procure material and services for other Navy procuring activities when requested. NAVSUPSYSCOM executes its contracting responsibilities through a worldwide network of regional and specialized contracting offices.

3. TECHNICAL GUIDANCE AND ASSISTANCE. The Commander, NAVSUPSYSCOM is 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 activities 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.

1001 SUPPLY PLANNERS

1. GENERAL. Navy supply planners 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 supply planner 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 supply planners include systems commands, project managers, offices (including Military Sealift Command) and NAVSUP Weapon Systems Support (NAVSUP WSS) under the command of NAVSUPSYSCOM. A complete list of Navy supply planners is contained in Appendix 18.
2. INVENTORY CONTROL RESPONSIBILITY. As supply planners under the command of the NAVSUPYSOCOM, NAVSUP Global Logistics Support (NAVSUP GLS) and NAVSUP WSS exercise primary inventory control responsibility. Under Interim Contractor Supply Support, the Hardware Systems Commands 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 stocking and monetary requirements, initiation of procurement and disposal action, the positioning and repositioning of material and the development of worldwide quantitative and monetary inventory data. The supply planners will participate directly in the various Department of Defense (DOD) and Defense Logistics Agency (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 NAVSUP WSS except items assigned for management to a single agency or military service supply planner for supporting retail stock or end use requirements of all the military services and items managed by other Navy supply planners.

1002 NAVSUP FLEET LOGISTICS CENTERS (NAVSUP FLCs)

1. NAVSUP FLCs provide a variety of logistics support services to fleet, shore activities and overseas bases. NAVSUP FLCs are echelon four commands and report to NAVSUP GLS. NAVSUP FLCs provide day-to-day customer service to the fleet a network of eight locations positioned to support fleet concentration areas globally.

2. NAVSUP FLCs provide Material Management Services, Warehousing Services, Integrated Logistics Support, Contracting Services, Global Logistics Services, Regional Transportation Services, Fuels, Hazardous Material Management Services, Transportation & Distribution Coordination, Global Logistics Planning & Coordination, Ammunition Supply Chain Management, and Household Goods and Postal Services. Some NAVSUP FLCs contract out to provide SERVMARTS which function as retail outlets that provides the customer with direct access to thousands of line items. This service decreases delivery time, and reduces warehousing, inventory and other costs. NAVSUP FLCs are regionally and operationally aligned to provide optimum logistics service to the fleet. NAVSUP FLCs and their regional and operational alignments are listed below.

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<td>5th Fleet</td>
</tr>
<tr>
<td>Jacksonville</td>
<td>Navy Region Southeast</td>
<td>4th Fleet</td>
</tr>
<tr>
<td>Norfolk</td>
<td>Naval District Washington, Navy Region Mid-Atlantic</td>
<td>2nd Fleet</td>
</tr>
<tr>
<td>Pearl Harbor</td>
<td>Navy Region Hawaii</td>
<td>3rd Fleet when in region</td>
</tr>
<tr>
<td>Puget Sound</td>
<td>Navy Region Northwest</td>
<td>3rd Fleet when in region</td>
</tr>
<tr>
<td>San Diego</td>
<td>Navy Region Northwest</td>
<td>3rd Fleet</td>
</tr>
<tr>
<td>Sigonella</td>
<td>Navy Region Europe, Africa, Southwest Asia</td>
<td>6th Fleet</td>
</tr>
<tr>
<td>Yokosuka</td>
<td>Navy Region Japan, Navy Region Korea, Joint Region Marianas, Singapore Area</td>
<td>7th Fleet</td>
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1003 NAVSUP FLCS WITH REGIONAL CONTRACTING FUNCTIONS

NAVSUP FLCs with regional contracting functions are responsible for providing regional contracting support for supplies and services under the NAVSUP contracting authority to the regional commanders, Navy Fleet Units, shore activities and as requested from Joint DOD activities within their regions for requirements in excess of those activities/contracting authority. NAVSUPINST 4200.81 series provides specific details and paragraph 3005 provides NAVSUP FLC geographical procurement areas of responsibility.

1004 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

The primary mission of SPAWAR Systems Centers Atlantic (SSCA) and Pacific (SSCP) is to rapidly deliver and support solutions that enable information dominance for our Naval, Joint, National and Coalition Warfighters. SSCA/SSCP operate support activities in the Continental United States (CONUS) and around the world to effectively meet the needs of their customers. These activities constitute the Central Design Agent and In-Service Engineering Agent responsible for designing, developing, integrating, implementing and sustaining the Naval Tactical Command Support System (NTCSS) suite of applications to include R-Supply, R-Admin, Organizational Maintenance Management System-Next Generation (OMMS-NG), Optimized Intermediate Maintenance Activity (OIMA), and Optimized Organizational Maintenance Activity (OOMA). NTCSS is a collection of software applications and requisite hardware used to provide decision support capability to the Navy and Marine Corps in the management, maintenance and logistics requirements of ships, submarines, aviation squadrons, expeditionary forces and fleet readiness centers. NTCSS also provides fleet readiness centers with the ability to manage workload and resources involved in repair actions for aviation repairables. Distance support or other assistance with NTCSS should be obtained by contacting the Global Distance Support Center, 1-877-4-1-TOUCH (1-877-418-6824), email: anchordesk@navy.mil, or http://www.anchordesk@navy.mil/.

1005 FLEET COMMANDERS

1. GENERAL. Fleet Commanders are assigned to the naval component of the geographic combatant commanders. Additionally, Fleet Commanders also reside at Pacific Fleet and Fleet Forces Command. Fleet Commanders have the following logistics responsibilities:
   a. Promulgation of general logistics policies, plans and orders for the support of fleet and shore activities in the area;
   b. Establishment of standards of logistics and logistics readiness;
   c. Dissemination of information to subordinate commanders relative to operational logistics plans or projects;
   d. Coordination of logistics activities of subordinate commanders;
   e. Conducting Integrated Logistics Overhauls (ILOs).
2. Fleet Commanders are listed as follows:
   a. Commander, United States Fleet Forces Command (COMUSFLTFORCOM) herein referred to as **USFF**.
   b. Commander, Pacific Fleet (COMPACFLT) herein referred to as **CPF**.

3. FLEET SUPPLY OFFICER. To assist in carrying out logistics responsibilities, each Fleet Commander has a professional adviser for supply, ordnance and transportation matters; the Fleet Supply Officer. The Atlantic Fleet Supply Officer heads a division of Commander, United States Fleet Forces Command (Code N40/N41) and is the Director of Ordnance and Supply/Fleet Supply Officer. The Pacific Fleet Supply Officer heads a division of Commander, Pacific Fleet (Code N4) and is the Deputy Chief of Staff for Logistics, Fleet Supply and Ordnance.

1006 SERVICE COMPONENT COMMANDERS

1. GENERAL. Service Component Commanders are echelon two commands with the following logistics responsibilities:
   a. Promulgation of general logistics policies, (i.e., NAVSUP P-723, etc.), plans and orders for the support of operational forces and shore activities in the area;
   b. Establishment of standards of logistics and logistics readiness;
   c. Dissemination of information to subordinate commanders relative to operational logistics plans or projects; and
   d. Coordination of logistics activities of subordinate commanders.

2. Service Component Commanders are listed as follows:
   - Commander, Marine Forces Command (COMMARFORCOM) herein referred to as **MARFORCOM**;
   - Commander, Marine Forces Pacific (COMMARFORPAC) herein referred as **MARFORPAC**; and
   - Commander, Military Sealift Command (COMMSC) herein referred to as **MSC**.

1007 TYPE COMMANDERS (TYCOMS)

1. Commands within a fleet are grouped by similar types, (e.g., surface ships, submarines, air forces, expeditionary forces) and are assigned to TYCOMs for purposes of administration. TYCOMs have primary logistics responsibilities which extend beyond their own type organization. TYCOMs are listed as follows:
   - Commander, Naval Surface Forces (COMNAVSURFOR) herein referred to as **SURFOR**;
   - Commander, Naval Surface Forces Atlantic (COMNAVSURFLANT) herein referred to as **SURFLANT**;
Commander, Submarine Force (COMSUBFOR) herein referred to as **SUBFOR**;
Commander, Submarine Force Pacific (COMSUBPAC) herein referred to as **SUBPAC**;
Commander, Naval Air Forces (COMNAVAIRFOR) herein referred to as **AIRFOR**;
Commander, Naval Air Force Atlantic (COMNAVAIRLANT) herein referred to as **Airlant**;
Commander, Navy Expeditionary Combat Command (COMNECC) herein referred to as **NECC**; and
Commander, Military Sealift Fleet Support Command (COMMSFSC) herein referred to as **MSFSC**.

2. DUTIES OF TYCOMs. Provide command, operational and administrative control, planning and analysis, program management determination and management of equipment, material and personnel allowances and guidance policy to assigned operational units and shore support units CONUS and overseas. Appropriate fleet’s logistics agent for all operational forces ordnance and supply matters. Specific duties include:

a. Provide planning information to support bases relative to operational forces deployments;

b. Issue supply directives to all operational forces assigned;

c. Control distribution of critical materials;

d. Manage and maintain responsibility of material in support of fleet operational forces and support units and in accordance with current directives;

e. Implement surface supply policy and procedures directed by higher authority;

f. Develop plans which provide for the expansion of fleet tactical support capability as required;

g. Provide information to appropriate fleet on ship schedules, readiness and other supply and ordnance issues;

h. Providing information to appropriate fleet 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 allocation which cannot be resolved in coordination with other commands, will be referred to USFF/CPF;

i. Coordinates, monitors and controls as appropriate the procurement allocation and distribution of operational unit and assigned material;

j. Coordinates the allocation of critical material to operating units; and

k. Arranges for and schedules the air movements and other transportation modes for equipment, personnel and material to all operational forces and support sites.

1008 TYCOM STAFF SUPPLY OFFICERS

Supply Corps Officers on the staff of a TYCOM normally are responsible for the following functions:
a. Keeping the appropriate fleet and TYCOM advised of supply and ordnance requirements;
b. Ensuring compliance with DON and fleet supply directives;
c. Making recommendations to the appropriate fleet and TYCOM on matters regarding supply and ordnance policies, procedures and conditions of readiness affecting operational forces of the TYCOM;
d. Conducting inspections of supply functions, as required;
e. Supervising the replenishment of supplies from mobile supply units under the operational control of their TYCOM; and
f. Reviewing and taking action on requisitions requiring approval of higher authority.

1009 FORCE, GROUP, SQUADRON, CLASSRON, BATTALION, REGIMENT AND DETACHMENT 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 appropriate commander.

1010 COMMAND/UNIT SUPPLY DEPARTMENT

The Supply Department’s primary charter is to provide the command or unit with necessary equipment, parts, materials, supplies and services required for the command to complete its mission and remain self-sufficient for a prescribed duration. This logistics responsibility includes supporting preventive and corrective maintenance on equipment in all projected environments. When necessary equipment, parts or consumable items are not available, then the Supply department must use all possible resources, i.e., as governed by applicable policy, regulation, etc., to ensure the most expeditious and economical procurement of the material required. Equally important to the command’s sustainability is accurate inventory and configuration management for installed equipment. Proper accountability and safe secure storage for material and funds entrusted to the command or unit is an integral part of the Supply Department and a fiduciary responsibility as the activity’s Supply Officer or comptroller as applicable. Depending on the activity’s size and mission, supply tasks may encompass all or some of the following functions: procurement, receipt, storage, issue, accounting and inventory management of equipment, repair parts, equipage, consumables, special/personal gear issue, organizational clothing, medical, hazardous material, ordnance, subsistence and ship’s store items.

Section III: SUPPLY DEPARTMENT FUNCTIONS AND ORGANIZATION – AFLOAT

1049 FUNCTIONS

1. GENERAL. 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 command:

   (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) Ship’s Store and retail clothing stock (when facilities are provided);
   (7) Food items;
   (8) Medical and dental supplies, in NWCF-SM ships. (Procurement only in end use ships); and
   (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, (i.e., T-AKE, T-AOE, T-AO, 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. SERVICE FUNCTIONS. Service functions include the operation of the following facilities:

a. General mess, including food preparation and service;

b. Ship’s Store and related activities where facilities are provided aboard including:

   (1) Vending machines;
   (2) Laundry; and
   (3) Barber Shop;

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

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

e. Chief Petty Officer (CPO) Mess.
1050 ORGANIZATION

1. GENERAL. Organization is the orderly arrangement of personnel by functions. Sound supply department organization carries out the objectives of the department and will vary in accordance with the mission, physical characteristics and complement of the ship. Based on a division of activities and on the assignment of responsibilities and authority to individuals within the organization. When prescribed by the TYCOM, 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, Depot Level Repairables (DLRs) and pilferable items are separated from routine stock items; and
      (10) Maintaining files/records, 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; and
      (7) Load analysis.
c. Disbursing government funds (when a Supply Corps Officer has been specifically ordered to);

d. Supply Quality Assurance (SQA). The SQA Division functions include:
   
   (1) Monitoring performance;
   
   (2) Reviewing not in stock (NIS) documents/warehouse refusals; and
   
   (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 Naval Aviation Logistics Command Management Information System (NALCOMIS)/R-Supply system files;
   
   (3) Maintaining files/records, preparing required correspondence, reports and returns for the above functions;
   
   (4) Receiving, temporarily storing and shipping aviation Engineering Investigation exhibits and Quality Deficiency Reports; and
   
   (5) Managing Aviation DLR (AVDLR)/Field Level Repairable/DLR program.

g. Food Service. The Food Service Division functions include operating all phases of the general mess including preparation and service of food operation of food preparation equipment (refer to NAVSUP P-486):

h. Hotel Services. The Hotel Services 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; and
   
   (4) Maintaining files/records, 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; and
(4) Maintaining files/records, preparing required correspondence, reports and returns for the above functions.

j. Ship’s Store and Retail Clothing. The Ship’s Store and Retail Clothing Division functions include (refer to 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 ship’s 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; and
   (7) Maintaining files/records and preparing required correspondence, reports and returns for the above functions.

k. Disbursing. The Disbursing Division functions include: (see chapter 10 for more details)
   (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; and
   (7) Maintaining files/records and preparing required correspondence, reports and returns for the above functions.

l. Postal. The Postal Division functions include:
   (1) Determining transportation requirements for the receipt and dispatch of personal and official mail;
   (2) Providing customer service for Large / Small Platforms (CVN, DDG51/1000, LPH, LHA, etc) – Military Post Office (MPO);
   (3) Performing directory services on undeliverable mail;
   (4) Administering and maintaining accountability of fixed stamp credit assigned to the command;
   (5) Maintaining proper safeguard of postal equipment and security of both personal and official ordinary and accountable mail;
   (6) Maintaining postal supplies, records and inventories;
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

- SUPPLY OFFICER
  - S-1: MATERIAL SUPPORT
  - S-2: FOOD SERVICE
  - S-3: SHIP'S STORE & RETAIL CLOTHING
  - S-4: DISBURSING
  - HAZMINCEN
  - POSTAL
TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON AN AIRCRAFT CARRIER

- SUPPLY OFFICER
  - ASSISTANT SUPPLY OFFICER
    - PRINCIPAL ASSISTANT READINESS
    - S-10 QUALITY ASSURANCE
  - MATERIAL SUPPORT DIVISIONS
    - S-1/S-1P STOCK CONTROL POSTAL
    - S-6 AVIATION STORES
    - S-8 GENERAL STORES MATERIAL
    - S-9 HAZARDOUS MATERIAL
  - SERVICES DIVISION
    - S-2 FOOD SERVICE
    - S-3 SHIP'S STORE & RETAIL CLOTHING
    - S-4 DISBURSING
    - S-5 HOTEL SERVICES
    - S-7 MWR
    - S-11 CPO MESS

- PRINCIPAL ASSISTANT SERVICES
TYPICAL ORGANIZATION OF A NAVAL CONSTRUCTION FORCE (NCF) ACTIVITY
SUPPLY DEPARTMENT
Section III: 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 (CLF). 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 supply planner 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 on CLF ships. 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 operating forces.

1067 COMBAT LOGISTICS FORCE (CLF)

1. COMPOSITION. The CLF includes the following ship types:
   a. T-AKE: Stores / Ammunition ship;
   b. T-AO: Replenishment oiler; and
   c. T-AOE: Fast combat support 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. Ammunition, Deckload and Bulk Petroleum products (AODL);
   d. Provisions (subsistence); and
   e. Foreign Humanitarian Assistance (FHA) material;

   The categories of material carried by each ship type are specified in the Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998.
1068 ADVANCE BASES

1. GENERAL. Advance bases are comprised of an Advanced Logistics Support Site (ALSS) and one or more Forward Logistics Support Sites (FLSS). An ALSS serves as the hub of a hub and spoke logistics network, with the FLSS serving as the spoke. Advance bases are activated, as necessary, in time of war for the purpose of supplementing support provided by 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 ADVANCE BASE. The primary supply mission of the advance 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 advance 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 advance base will depend upon the assignment of common use support responsibility. An FLSS is a forward land base that serves as a bridge between an ALSS and operating forces. It is typically established near an airport and/or a seaport and provides material transshipment serves as well as other support, based on the capabilities of the site and operational requirements.

1069 OVERSEAS BASES

An overseas base is a permanent naval base or other facility, located OCONUS, which is designed to support the fleet and overseas shore establishments. It differs from an advance 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, and 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; and

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 NAVSUP FLCs, 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 SECNAV 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 Department of Navy
(DON) and are promulgated in the DON Program Objectives, NAVSUPSYSCOM Program
Objectives and other planning documents.

2. FLEET SUPPORT FUNCTIONS. NAVSUP FLCs 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; and

   e. Provide pre-deployment supply assistance to those ships designated by TYCOMs 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 pier-side delivery; and

      (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 POLICY AND RESPONSIBILITIES

1. CNO. The CNO is responsible for providing fleet supply support policy and approving
   requirements for pre-positioned war reserve stocks.

2. NAVY PERSONNEL COMMAND (NPC) 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 CLF or for operation in areas where scheduled
          replenishment is not practicable;

      (2) To support embarked aircraft or other weapons during deployment periods for which
          CLF support and scheduled replenishment is not planned; and
(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 logistics intelligence and state support requirements to the NAVSUPSYSCOM 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;

and

(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 CNO;

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

i. Conduct the fleet ILOs;

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

k. Advise the CNO as to the adequacy of fleet and overseas base support;

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

m. Manage financial resources.

1072  OPERATION OF THE INTEGRATED SUPPLY SYSTEM

1. GENERAL. Today, a warfighter’s needs are satisfied through the combined efforts of a fully integrated supply system that consists of the NAVSUP Enterprise, DLA, the General Services Administration (GSA), and USTRANSCOM. Note: the Navy, DLA, GSA and USTRANSCOM supply system is 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, NAVSUP, consisting of supply planners and NAVSUP FLCs, which function to provide material to the operating forces of the Navy.

b. Inventory Control Point. NAVSUP WSS manages material which is held in the DLA distribution system composed of diversely located shore supply activities. NAVSUP WSS orders and positions material, based on a variety of reasons and issues transaction reports
submitted by the ashore supply activity. NAVSUP WSS stock management responsibilities to the supply system are summarized as follows:

(1) Positions material at various locations based on demand, stocking decisions, and need;

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

(3) Provides technical assistance to the supply system (and to its customers).

c. NAVSUP FLCs. The primary contact point of the operating force for material support are the NAVSUP FLCs. Other contact points are not usually associated with direct fleet support, but may be used when necessary. The material support functions of NAVSUP FLCs are summarized as follows:

(1) Receive material requirements (requisitions);

(2) Ascertain system material availability;

(3) Pass material requirements to the material holder (GSA, DLA, etc.);

(4) Pass the requirement to the supply planner (previously the item manager);

(5) Procure material locally via its contracting department; and

(6) Provide ship’s assistance through the GDSC located at NAVSUP FLC Norfolk and NAVSUP FLC San Diego. See paragraph 3029 for contact information.

d. Operation of the Navy Supply System. The illustration on the following page generally depicts the operation of the Navy Supply System from the receipt of a customer’s requisition to the replenishment of stock.

(1) USS JOHN PAUL JONES submits a requisition to NAVSUP FLC San Diego for a cognizance symbol 7H repair part.

(2) After researching the records, it appears that the item is not in stock within the system, or may be in stock in Defense Distribution Depot Yokosuka (DDYJ). NAVSUP FLC San Diego refers the requisition to the proper supply planner for cognizance symbol 7H material, NAVSUP WSS.

(3) NAVSUP WSS, after researching their master records and determining that the requested item is in stock at DDYJ, refers the requisition to DDYJ.

(4) DDYJ issues/forwards the material to USS JOHN PAUL JONES possibly using USTRANSCOM shipping or Military Sealift Command assets.

(5) DDYJ passes an issue transaction to USS JOHN PAUL JONES and NAVSUP WSS.

(6) NAVSUP WSS, after applying the issue transaction to its master record, ascertains that DDYJ’s stock of the item is now below the required level and issues a contract to the XYZ Corporation for replenishment.

(7) The XYZ Corporation ships the stock replenishment material to DDYJ.

(8) DDYJ makes a receipt transaction report to NAVSUP WSS.
Note: With the full implementation of Navy Enterprise Resource Planning (ERP) all requisitions will contain the Routing Indicator Code of NRP and be centrally sourced by Navy ERP.

3. DLA

   a. General. DLA is a supply organization which is assigned management responsibility and control of items in common use by all military services. About 90 percent of the line items in the integrated Navy Supply System are managed by DLA. Generally, these items are identified by the number 1, 3 or 9 preceding the alphabetic cognizance symbol, except for cognizance symbol 1H, 1R, and 3H material which is managed by NAVSUP WSS, and 9Q material which is managed by GSA. Management of DLA 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 NAVSUPSYSCOM within the Navy Supply System.

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

      (1) DLA Troop Support (formerly DSCP – Defense Supply Center Philadelphia) - food, clothing, textiles, medicines, medical supplies, and construction supplies and equipment. Also, supports United States humanitarian and disaster relief efforts;
(2) DLA Energy (formerly DESC – Defense Energy Support Center) - bulk petroleum and bulk petroleum based chemicals;

(3) DLA Aviation (formerly DSCR – Defense Supply Center Richmond) - aviation parts, including spares for engines on fighters, bombers, cargo aircraft and helicopters; airframe and landing gear parts; flight safety equipment; and propeller systems.

(4) DLA Land and Maritime (formerly DSCC – Defense Supply Center Columbus) - electronic and electrical equipment and repair parts, structural material and equipment, components and repair parts.

c. DLA Material Distribution Activities. Material storage/distribution functions within the Defense Supply System. A defense distribution depot is a storage and distribution point for Navy owned material as well as DLA owned material.

4. USTRANSCOM. USTRANSCOM is the single entity to direct and supervise execution of the strategic distribution system. The command also manages the supply chain related information technology systems, and has the authority to establish a contracting activity for procurement of commercial transportation services.

1073 PRE COMMISSIONING UNIT (PCU) TRAINING & SUPPORT

1. GENERAL. Pre-commissioning training is the process of assembling, organizing and training the officers and enlisted personnel comprising the crews of ships and other waterborne craft being placed in commission or in service. Included in this training are preparation for ship custody transfer, light-off assessment, initial crew certification, dockside trials, underway trials, readiness for sea period, qualification trials and special tests, and the shakedown period. This training consists of individual, group and team training, school and on-site, required in connection with new equipment and systems being installed and new capabilities or characteristics being incorporated. It also includes individual, group, and team training required to perform watch, quarter, and station duties. Training on general military matters is included, as is other training determined necessary by the lead TYCOM to whom the ship will report.

2. NATURE OF TRAINING. Individual training of personnel in nucleus and balance crews will be provided on a qualitative, as well as quantitative, basis to ensure ships are manned with the required skills. The time period for group and team training of balance crews will vary, depending on individual training requirements and the billet training profiles found in the ship class Navy Training Systems Plan. Members of the nucleus crew are normally subject matter experts and, with some exceptions, have much of their required training and specific skill sets completed prior to arrival at the PCU.

3. NUCLEUS CREW. The nucleus crew is composed of selected experienced or specialized officer and enlisted personnel ordered to or near the building, modernization or conversion shipyard, reactivation activity, acquisition site, or other special activity and are part of the PCU. The nucleus crew, under the command of the prospective commanding officer (PCO), will be responsible for developing and implementing the ship's load-out program; inspecting the ship to identify any deficiencies which might affect certification; keeping informed of and when crew availability permits observation of equipment testing; and conducting on-site training / ship familiarization in preparation for ship custody transfer (delivery), light-off assessment, initial crew certification, sail-away and successful integration to fleet operations.

4. BALANCE CREW. The remainder of the ship's force (those not part of the nucleus crew) reports for temporary duty at a designated training location. Prior to ship custody transfer, the
balance crew is assembled at a training activity or the building, conversion, activation, or acquisition site for organization, group, and team training, and any individual training which may be necessary. Balance crew training should include key members of the nucleus crew whenever feasible.

5. PCU. All ship's personnel located at the builder's yard. The PCU is a separate and detached command from the Naval shipyard or supervisor of shipbuilding, commanded by the PCO.

6. PRE COMMISSIONING DETACHMENT (PCD). The PCD consists of various ships' personnel located at the fleet concentration area. If applicable, personnel in the PCD shall be assigned to a sub-unit identification code (UIC) of the PCU, under the command of the PCO. PCOs must ensure senior leadership is present and involved at the PCD. Typically, the prospective executive officer (PXO) will act as the officer in charge (OIC) of the PCD.

7. RESOURCES. Prospective Supply Officers (PSOs) should refer to NAVSUPWSSINST 4000.36B for specific guidance on Fleet Outfitting Supply Assistance Team information and assistance in the establishment of Supply Department functions onboard new construction ships (refer to para. 1074). The following organizations are highly recommended as additional resources for the PSO: Afloat Training Group (ATG), Navy Food Management Team (NFMT), NEXCOM, Navy Cash Fleet Support Team, DFAS Fleet Support Detachment, Postal Advisor, and SPAWAR.

1074 FLEET OUTFITTING SUPPLY ASSISTANCE TEAM (FOSAT)

1. GENERAL. FOSAT will assist PSOs in attaining maximum administrative and material readiness as they establish the Supply Department on a PCU prior to delivery of the ship to the U.S. Navy. The team is involved in monitoring the provisioning process, material availability, inventory validity, Supply Department administrative readiness and the establishment of Supply Department spaces. Additionally, the team provides pre-commissioning training and assistance in all areas of Supply Department organization.

2. FOSAT EXPERTISE. The FOSAT team has expertise in each of the following areas of supply: Stores Management/Postal, Food Service Management, Ship's Services. The team will provide tailored assist visits that focus on these areas. These visits will include both training and an evaluation of the PSO's progress in establishing their department. The schedule of these visits will be arranged between the PSO and the FOSAT Lead. To make the most of this training opportunity it is necessary for the PSO to communicate to the FOSAT Lead any areas where they desire additional focus for their department’s training.

1075 FLEET INTRODUCTION SUPPORT SERVICES FOR NEW CONSTRUCTION

1. GENERAL. Commander, Naval Sea Systems Command (NAVSEA), through a contractor, will provide on-site waterfront-based services to support its efforts at the Navy's fleet concentration areas and shipbuilding yards: administrative, logistical, training, technical, commissioning, and shipboard IT services. This includes organizing office space, providing administrative assistance in all PCU departments, assisting with schedules, assisting with security, preparing for crew move aboard, etc.

2. SUPPLY DEPARTMENT SUPPORT. For the Supply Department, the contractor will assist in reviewing Stock Number Sequence Lists (SNSLs), General Usage Consumable Lists (GUCLs), Coordinated Shipboard Allowance Lists (COSALs) and Hazardous Material Load.
The contractor will assist the Supply Officer during inventory load-out, develop a command lock and key plan, assist in establishing the ship’s store, assist in the load-out of supply consumables and equipage into storerooms, assist the medical department in medical and dental allowances, assist the Administrative department in library allowances, and provide mailroom support. A complete list of services can be obtained by discussing with the Supervisor of Shipbuilding, Conversion and Repair (SUPSHIP).

1076 FLEET INTRODUCTION CONTRACTS

1. GENERAL. Fleet introduction contracts prepare units being placed in commission or in service and are managed by the SUPSHIPs. SUPSHIPs are echelon 3 shore commands reporting to NAVSEA. The mission of the SUPSHIPs is to administer and manage execution of DoD contracts awarded to assigned commercial entities in the shipbuilding and ship repair industry.

2. SUPSHIPS FUNCTIONS AND TASKS. SUPSHIPs are responsible for the following functions and tasks:
   a. Serve as DoD’s designated Contract Administration Office responsible for performing Contract Administration Services (CAS) for all DoD contracts awarded to assigned contractors.
   b. Enforce contract requirements, ensuring contractors and the government satisfy their contractual obligations.
   c. Work with contractors and government activities to facilitate greater quality and economy in the products and services being procured.
   d. Manage the complexities and unique demands of ship construction and nuclear ship repair projects by performing the following non-CAS functions for Navy Program Executive Offices, the Fleet, and NAVSEA headquarters:
      (1) Project Management: Coordinate response to non-contractual emergent problems; coordinate activities of pre commissioning crews, ship’s force and other government activities; communicate with customers and higher authority regarding matters that may impact project execution.
      (2) Technical Authority: Serve as NAVSEA’s waterfront technical authority responsible for providing government direction and coordination in the resolution of technical issues.
      (3) Contract Planning and Procurement: Participate in acquisition planning and assessment of contractor qualifications.
   e. Apply a standard methodology for determining overall physical progress of Navy ships under contract.
   f. For each shipbuilding program, apply risk assessment methodology for determining the allocation and effective mix of SUPSHIP resources.
Part B: ADMINISTRATION

Section I: PERSONNEL

1100 OFFICERS OF THE NAVAL SERVICE

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 CO.

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

   a. Letter of authority to perform as Supply Officer;
   b. Letter of authority to perform as Food Service Officer; and
   c. Letter of authority pertaining to accountability for food service operations in accordance with NAVSUP P-486, paragraph 1103.

3. DUTIES AND RESPONSIBILITIES. The Supply Officer is responsible to the CO for the proper performance and administration of all Supply Department functions as follows (see OPNAVINST 3120.32D, paragraph 3.22):

   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 ship’s store except when the Ship’s Store Officer is designated, in writing, to be other than the Supply Officer; and
   h. The performance of other collateral duties assigned by the CO.
Although responsibility and accountability for certain Supply Department functions may be
delegated to subordinates in accordance with paragraph 1104, such assignments do not relieve
the Supply Officer of their responsibility to the CO for the proper performance of the functions so
assigned.

1102 ASSISTANT SUPPLY OFFICER

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 Officer’s
discretion, except that an officer will be assigned as Disbursing Officer by the Bureau of Naval
Personnel only. Officers assigned as Division Officers will be directly responsible 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; and
    d. Written instructions clearly defining 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. SHIP’S STORE OFFICER. At the request of the Supply Officer, the CO may assign
financial accountability for ship’s 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 Ship’s Store Officer will be responsible for all ship’s store
functions. Ship’s store records and returns will be maintained and submitted in the name of the
Ship’s 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 CO 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 TYCOM. 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 TYCOM. 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. The Supply Officer or their 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 their 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; and
   f. Other positions as appropriate.

2. Fleet Commanders or TYCOMs 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 OPNAVINST 3120.32C, paragraph 6.2.7.e. 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 CO. 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; and
   g. Informing the Supply Officer of business occurring and action taken during their absence.

2. DUTY LOGISTICS SPECIALIST. When a duty logistics specialist is required by the Supply Officer, a logistics specialist 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.

a. The primary objectives of each inspection are to:

   (1) Evaluate the efficiency and effectiveness of Supply Department functions in support of the operating units assigned mission(s);
   (2) Determine the adequacy and quality of resources, (i.e., personnel funds, facilities, equipment) available to the Supply Department;
(3) Assess the effect of any resource or administrative deficiency(ies) on the unit’s ability to perform its mission(s); and

(4) Recommend, via the chain of command, appropriate action to correct deficiencies.

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

(1) Standards of Conduct and Conflict of Interest;
(2) Audiovisual Resources Management and Reporting;
(3) Control of Organizational Issue Material;
(4) Personnel and Material Upkeep and Cleanliness;
(5) Resource Management;
(6) Inventory/Material Management; and
(7) Unit Training.

1116  LOCALLY INITIATED INSPECTIONS

1. GENERAL. The responsibilities of the CO, 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 unit. The usual forms of these inspections are outlined below.

2. PERSONNEL INSPECTION

   a. Inspections at Quarters. Each muster at quarters (see U.S. Navy Regulations, Article 0808) will include an informal inspection by each Supply Department division officer of their division personnel. The inspector will give particular attention to individual cleanliness, haircuts, posture, proper wearing of the uniform and overall military appearance.

   b. CO’s Inspection. The CO is required to hold periodic personnel inspections (see U.S. Navy Regulations, Article 0808) to ensure that personnel under his/her command present a neat, clean and military appearance.

3. INSPECTION OF SHIP

   a. Periodic Inspections of Shipboard Spaces. Article 0808, Navy Regulations requires the CO 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 their 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 have inspected assigned spaces and equipment.
1117 SECURITY OF FILES, RECORDS AND PUBLICATIONS

Supply Officers will ensure 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 DON Information Security Program Instruction (see SECNAVINST 5510.36A).

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 their delegated assistant;
   e. No supply 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 locks/padlocks will not be taken from the command nor handed to non-Supply personnel without accompanying Supply personnel present;
   g. A key log will be maintained to identify the holders of keys removed from the key locker;
   h. Combinations to combinations locks will not be recorded in writing except as prescribed in Ship’s Store Afloat (see NAVSUP Pub. 487, paragraph 1201.2a);
   i. All key padlocks will be 1 ½ 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 keyless padlocks will be the three combination manipulation resistance type, NSN 5340-00-285-6523; and
   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 on 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. NWCF-SM 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
b. 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 Officer’s 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.

c. 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 into 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.

d. Groups III and IV. Group III spaces consist of the ship’s 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 transactions 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 ship’s store material) are considered to be Group I spaces). All Group III and Group IV spaces will be secured in accordance with Ship’s Store Afloat (see NAVSUP Pub. 487), paragraph 1030.

e. 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.

f. 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.

g. 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 subparagraph a, b or c, as applicable.

3. ACCESS TO STORES BY HEADS OF DEPARTMENTS

For purposes of inspection and as directed by the CO, heads of departments will be allowed access to Supply Department storerooms containing material that 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 their 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.

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 remains in the possession of the Supply Officer unless the CO 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 3rd 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 their 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 their custody assumes a public trust that 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 United States Attorney General, in decisions of the Comptroller General of the United States, 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 their custody.

3. ACCOUNTABLE OFFICER SUBMITTING RETURNS. For the personal accountability returns, i.e., disbursing, ship’s 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 their 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 their 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 their physical possession because of their 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 their possession or under their 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 CO of a ship or activity and if so ordered by their own CO, an accountable officer will make purchases for, issue public funds, stores and clothing to such ship or activity.
1137 ASSIGNMENT OF RESPONSIBILITIES

1. GENERAL. The responsibilities which the Supply Officer or Ship’s 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.

2. ASSIGENABLE 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 ensure prescribed stock levels;
   e. Taking inventories and submission of inventory reports;
   f. Preparation of required reports and property returns; and
   g. Rendition of required reports and property returns afloat when the pertinent provisions of paragraph 1104 have been complied with.

3. NONASSIGENABLE 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 paragraph 1104 have been complied with);
   c. Coordination, guidance and supervision of all assigned units;
   d. Accomplishment of assigned duties and functions; and
   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 ensure 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 ensure that adequate controls are being utilized by subordinates in compliance with current directives relating to funds and material; and
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 him/her 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 their responsibility for the proper performance of the responsibilities assigned to a subordinate. The officer assigning responsibility is in no way relieved of their responsibility to the CO 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 they 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 DoD Financial Management Regulation (FMR) 7000.14-R, Volume 5, Chapter 2, paragraph 0202.

2. Collection of proceeds of sales of meals from the general mess, retail clothing stores and ship’s store. In accordance with the DoD FMR 7000.14-R, Volume 5, Chapter 2, paragraph 0202, 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. Ship’s Stores; and
   c. Food items and meals from the general mess.

For instructions covering the revocation of the appointment of a collection agent, see DoD FMR 7000.14-R, Volume 5, Chapter 2, paragraph 0202.

1141 REPORT OF EXCESS OR DEFICIT OF PUBLIC FUNDS OR PROPERTY

Any person in the DON who has knowledge of a deficit or excess of public money or public property shall take prompt and appropriate action to bring to bring the matter to the attention of his or her CO or appropriate supervisor (see U.S. Navy Regulations, Article 1114).
1142 ABSENCE OR INCAPACITY OF ACCOUNTABLE PERSON

1. ACTION BY THE CO

  a. When a 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, ship's store material, food items, meals sold from the general mess or other items of supply. When such person becomes physically incapable of performing their duties or commences a period of authorized absence (leave or temporary additional duty), the CO may permit, with the consent of that person, the assigned duties be performed by another qualified person. If, in the opinion of the CO, the best interests of the Government will not be served by this procedure, he will follow the procedures as prescribed below.

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

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

   (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;

   (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; and

   (5) Appoint a relieving custodian to be accountable for the vouchers, funds, 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 subparagraph a, the CO 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 CO 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 CO, at their discretion, may allow the incapacitated person a reasonable time in which to close their accounts and prepare their 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 their duties.
(2) By the Acting Accountable Person or the Relief. If directed by the CO, 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 their arrest, suspension or other incapacity and a custodian, acting accountable person or a relief has been appointed as provided in subparagraph b, the CO will direct that a second inventory be taken as prescribed in subparagraph (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 their 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 CO 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 CO.

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 CO. The CO will decide whether the safe will be forced open by whatever means are available or whether it will remain sealed and the contents remain non-inventoried 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 their predecessor upon their receipting of the original of the inventory. He will operate and render returns under the same regulations and procedures as their 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 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, 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 Title 10, U.S. C. – Section 2773)

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 their duties.

Section IV: RELIEF OF SUPPLY OFFICER

1160 JOINT INSPECTION

1. GENERAL. Prior to detachment, the Supply Officer will conduct an inspection of the Supply Department jointly with their relief. The joint inspection will include storerooms, operating spaces, office spaces, material, MHE, 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 relieving report as soon as possible, but not later than 20 days after assuming the position.

2. SUPPLY DEPARTMENT SPACES AND MATERIAL. All spaces under the jurisdiction of the Supply Department will be jointly inspected to ascertain the material condition, cleanliness of the space, the condition of all equipment and machinery and to ensure 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, 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. Supply Department personnel will be inspected informally while performing assigned duties. In order to better acquaint himself with the qualifications of Supply Department personnel, the relieving Supply Officer should review the division officer’s 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 other Supply Department files and records that are established or maintained. Particular attention should be paid to such other areas such 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; and
e. Checking allowance document, (e.g., Coordinated Shipboard Allowance List (COSAL), Tables of Allowances (TOA), etc.) 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 to detachment of the outgoing Supply Officer. Both officers will discuss and review the existing manner of operation and evaluate recommendations for changes 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.

b. Food items, ship’s stores and retail clothing. Food items, (including Meals, Ready-to-Eat and Unitized Group Rations, if stocked), ship’s store and retail clothing items will be inventoried and stores returns rendered in accordance with procedures contained in Food Service Management and Ship’s Store Afloat publications, when the Supply Officer is the accountable officer. The relieving Supply Officer will promptly open the accounts for stores transferred to them in the predecessor’s final returns.

2. MAINTENANCE ASSISTANCE MODULES (MAMS). MAMS will also be inventoried as repairables in proportion to total repairable assets, then custody transferred to the relieving officer. MAMS will be managed in accordance with current TYCOM procedures.

3. TEST BENCH INSTALLATION (TBIs). These repairables will be inventoried on the same basis as other depot level repairables and custody transferred to the relieving officer. TBIs will be managed in accordance with current TYCOM procedures.
1162 OUTSTANDING AND PENDING BUSINESS

1. The officer being relieved will inform their 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 CO;
   e. Unanswered correspondence;
   f. Cargo or freight on board for which the Supply Officer is responsible;
   g. The amount of unexpended ship’s store profits;
   h. Outstanding loans to be repaid from the ship’s 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 and inoperative equipment, etc; and
   l. Status of specific logistics and inventory management actions pending such as carcass bills.

2. For CVN (backfit process), refer to COMNAVAIRFORINST 4440.2 (series) APP C.

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 CO. 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. A statement listing all pending surveys;

h. The general condition of the Supply Department; and

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

2. 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 CONTROL INFORMATION

Because the Supply Officer’s name is automatically printed on many of the reports produced from automated supply systems, the Systems Administrator (FAS on RSUPPLY Force Level ships) will be required to update the Systems Constant File (SCF)/Site Activity Control Information to reflect information applicable to the new Supply Officer.
2 March 2015

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
03 March 2015

FIRST ENDORSEMENT on LT G. C. DAVIS and LT I. L. GARNER ltr of 09 September 2009

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 their 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 DON Correspondence Manual and communications instructions and related publications issued by the CNO. Official correspondence, including letters, directives, messages and other similar matter will be typed or printed, if practicable. If a typewriter or computer 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. DIGITALLY-SIGNED ELECTRONIC MAIL (EMAIL). E-mail which has been digitally signed is considered official correspondence and may be used in lieu of official written letters or naval messages.

4. 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 CNO. Subject, paragraph, downgrading and declassification markings to be used in classified messages are also prescribed by the CNO. Details on the drafting and handling of messages are promulgated in shipboard instructions. Detailed instructions concerning the format of MILSTRIP messages are described in paragraph 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 DON Information Security Program Regulation (OPNAVINST 5510.1 series).

1182 SIGNATURE STAMPS/ELECTRONIC SIGNATURES

Commanders/COs/officers in charge may authorize the use of a signature stamp or an electronic signature that replicates his or her signature where personal signing of a piece of correspondence is impractical or the correspondence is of a routine nature. Personnel authorized to use a signature stamp of someone else’s signature shall pen their initials next to each signature they stamp to authenticate the stamp. The authorized use of signature stamps or an electronic signature by another officer in no way relieves the senior officer of their
responsibility. The officer whose signature appears thereon will safeguard signature stamps from unauthorized use (refer to SECNAV M-5216.5).

Note: The use of signature stamps or electronic signatures in this section applies to general correspondence, and does not apply to the use of signature stamps in support of audit readiness receipt and acceptance verification (refer to Chapter 4).

1183 OFFICIAL CORRESPONDENCE FILES

Copies of all official correspondence sent, the originals of all official correspondence received and such other correspondence that 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 DON 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). TYCOMs 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, and transfers, and will be retained for 10 years;

b. Supply condition code changes will be retained for the current and two prior fiscal years;

c. Physical inventory documentation/images which includes inventory counts, adjustment and reconciliation results will be retained for 10 years;

d. Causative research documentation/images and findings will be retained for 10 years. This includes the DD Form 200 (Financial Liability Investigation of Property Loss) and back-up documentation that directly pertain to an individual physical inventory adjustment that was resolved or remains unresolved; and

e. Financial reports shall be retained for 10 years.

2. The authority and procedures for the retention and disposal of supply afloat records are prescribed in the DON Records Management Manual, SECNAV M-5210.1, unless superceded by ASN (FM&C) memorandum dated 29 January 2015 which prescribes revised document retention requirements to support DON financial statement audits.

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. The following subparagraphs outline ship and Supply Department instructions 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 Stock Number Sequence List (SNSL) items “in use” in other departmental spaces;
   e. Purchasing Procedures and Authority (See NAVSUPINST 4200.85D); and
   f. Material Obligation Validation (MOV).

3. SUPPLY DEPARTMENT INSTRUCTIONS. The Supply Officer will prepare Supply Department instructions as required, and in accordance with relevant sources, (i.e., OSHA) 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 ship’s 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 ship’s 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. MAMs procedures;
   l. Bulkhead mounted spares procedures;
   m. Pre-Expended Bin procedures; and
n. Organizational issue, (e.g., organizational clothing) and PGI material procedures.

4. AMPLIFICATION. Instructions covering other subjects will be prepared as considered necessary by the CO 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 other departments and among divisions within their department. The Supply officer will ensure training 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 properly for training required to give and to inform the Supply Officer of any areas which require 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 TYCOM will direct which optional records are to be maintained and will review all training records during assessments and inspections. Division Officers are responsible for maintaining records IAW TYCOM guidance and will review at least quarterly to ensure that 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 Office of Corporate Communications. Clippings from local newspapers and periodicals concerning the Navy, the NAVSUPSYSCOM or the Supply Corps and press releases originating within the command also will be forwarded immediately to the NAVSUP Office of Corporate Communications 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 forwarding a copy of articles on professional subjects to the Secretary of the Navy (SECNAV). In addition, it does not affect other requirements or directives of SECNAV 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 subparagraphs 2 through 4 below.
2. STORES DIVISION. Letters of authority and/or appointment are required to be retained in the store’s division as follows:

   a. CO’s letter delegating authority to approve requisitions. Each letter shall specify the priority designator(s) which the designated subordinate(s) may approve;
   
   b. Supply Officer’s letter, approved by the CO, requesting storage of stock material in other departmental spaces;
   
   c. SF 1402 appointment as an ordering officer in accordance with NAVSUP Contracting Policy letter 14-009 of 24 Nov 2014;
   
   d. Appointment letters for key personnel associated with the GCPC Program, (i.e., Agency Program Coordinator, Approving Official and Card Holders;
   
   e. Organizational Clothing/PGI Custodian;
   
   f. Classified Materials Custodian;
   
   g. CO’s letter authorizing the Supply Officer to approve Financial Liability Investigation of Property Loss (DD Form 200) surveys of NWCF material valued at less than $100,000. The letter is subject to CO’s authorization and restrictions listed in paragraph 5130.

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

   a. CO’s letter appointing member to the cash verification team (see DoD FMR Volume 5, Chapter 3, paragraph 030202);
   
   b. CO’s letter authorizing a person to sign pay record vouchers (see DoD FMR Volume 5, paragraph 330305);
   
   c. CO’s letter authorizing the Disbursing Officer to procure foreign currency (see DoD FMR Volume 5, paragraph 030103-030105);
   
   d. CO’s letter authorizing the Disbursing Officer to approve requests for emergency payments (Defense Joint Military Pay System (DJMS), Procedures Training Guide (PTG), paragraph 40221 (DJMS PTG link: https://dfas4dod.dfas.mil/SYSTEMS/DJMS/); amnd
   
   e. CO’s letter establishing the amount of cash that may be advanced to the ship’s store operator for change (see DoD FMR Volume 5, paragraph 030404).

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

   a. CO’s letter designating the person authorized to receipt for food items in the absence of the Food Service Officer and their designated assistant (refer to NAVSUP P-486, Volume I, paragraph 5203);
   
   b. CO’s letter authorizing the Food Service Officer to make necessary changes in the approved menu (refer to NAVSUP P-486, Volume I, paragraph 3101);
   
   c. Supply Officer’s letter authorizing the sale of meals from the general mess (refer to NAVSUP P-486, Volume I, paragraph 2201);
   
   d. Food Service Officer’s letter designating a cashier to receive payment for meals sold from the general mess (refer to NAVSUP P-486, Volume I, paragraph 2201);
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e.  CO’s letter designating an assistant to the Supply Officer as the Food Service Officer (refer to NAVSUP P-486, Volume I, paragraph 1104); and

f.  A Wardroom Mess Treasurer’s letter, signed by the CO, designating a person to approve breakouts for private mess (refer to NAVSUP P-486, Chapter 5, paragraph 3-4).

1189 LISTS REQUIRED FOR INVENTORY MANAGEMENT

For effective inventory management aboard ship certain lists may be required to be prepared and/or retained. When applicable, the store’s 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 paragraph 6171);

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

c.  Joint Supply Officer/department head list of “Q” COSAL SNSL items “in use” in appropriate department spaces (see paragraph 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 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 they are current and a valid requirement still exists. When changes in current requirements occur the issuing bureau, command or office will be notified so 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 DLA Document Services, Code 0513, Mechanicsburg PA 17055-0791.
Part C: RECOVERY AND DISPOSITION OF UNIFORM CLOTHING AND ALLOWANCE OF CIVILIAN CLOTHING FOR CERTAIN DISCHARGEES

1225 GENERAL

The Military Personnel Manual (MILPERSMAN) 1910 prescribes instructions for discharge of enlisted personnel. The instructions in the following paragraphs amplify procedures of the MILPERSMAN 1910-228 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

Enlisted members who are discharged for reasons other than misconduct, or who are not discharged with a Dishonorable, Bad Conduct, or OTH discharge, are entitled to retain their uniforms per the following:

a. Members may wear their uniform only from place of discharge to home.

b. Only one complete uniform appropriate to the season may be retained by a member who has served less than 6 months active duty after last authorization to an initial clothing allowance (except when discharged to accept a direct commission).

1227 DISPOSITION OF RECOVERED UNIFORM CLOTHING

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

1228 ALLOWANCE OF CIVILIAN CLOTHING

Enlisted members who are separated for misconduct, or who are discharged for any reason with a Dishonorable, Bad Conduct, or OTH characterization or description of service, shall surrender all their outer garments and distinctive parts of their uniforms. The following rules apply:

a. When the items of clothing retained by the member are insufficient to provide the member with one outfit of civilian clothing suitable for the season to wear home, a suit of civilian clothing and an overcoat when necessary, both to cost not more than $30, may be issued. These items of clothing will be issued regardless of the state of member’s military pay account or amount of personal funds in the member’s possession.

b. Spare clothing, luggage, umbrellas, etc., will not be issued.

c. Members transferred to another activity for actual discharge shall take all their uniforms with them. Those items not retainable by the member will be collected by the separation activity.

d. Clothing will not be issued to a member discharged from appellate leave.
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
(BPA) is available for use throughout the supply activity serving the locality. In localities where
no contracts are in force and no recurring demand for civilian clothing, individual purchase
orders on DD Form 1155 will be placed. 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
CO’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 affects 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, CATEGORIES AND RESPONSIBILITY

1255 CLASSIFICATION

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, organizational 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; and

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 (HHG).

1256 CATEGORIES

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 (NOK), 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 in accordance with the Defense Materiel Disposition Manual, DoD 4160.21-M, Chapter 4.B.40;

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 deseter. The personal effects of absenteees and deserters are considered to be abandoned personal effects in accordance with para a from above;

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

d. Personal effects unavoidably separated from owner; and
e. Items of clothing and other personal effects which are deposited in the ship’s lucky bag 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.B.40.

1257 RESPONSIBILITY

1. COMMANDING OFFICERS (COs)

   a. COs 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, NOK, 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 13 is responsible for determining the NOK, heir or the legal representative of the owner.

      (1) Collection. Gather the personal effects;

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

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

         (b) For Officers, the inventory board will consist of two Officers; and

      (3) Security. See paragraph 1278.

   b. When the command representative and/or Casualty Assurance Calls Officer (CACO) are going on deployment, the CO/TYCOM designates an alternate command representative and/or CACO who will handle the case in accordance with instructions from PERS 13. 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, disposition of personal effects and for the maintenance of adequate records.

   a. Custody. A signature is required on the 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; and

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 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 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 Form 1300) with a line of accounting or memorandum from PERS 13 with a line of accounting data;
d. Provide delivery instructions to the CACO at delivery point; and
e. Complete shipping documents.

4. NAVY PERSONNEL COMMAND (NPC). In compliance with U.S. Code, Title 38, Section 8501, the NPC, Casualty Assistance Branch, PERS 13 provides/determines heir, NOK or legal representative of the owner in situations involving the personal effects of Navy personnel determined to be deceased or missing. PERS 13 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 the Personal Effects Distribution Center (PEDC) regarding personal effects, (e.g., locker items) received at PEDC from afloat units with a homeport outside of CONUS or from deployed units.

5. PEDC.

a. PEDC is responsible for storage, record keeping and shipment and/or disposal of personal effects determined to be:

(1) Lost, abandoned or unclaimed personal effects located aboard a deployed afloat unit or an afloat unit with a homeport located outside of CONUS;

(2) Any lost, abandoned or unclaimed personal effects erroneously sent to PEDC.
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 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 the inventory be completed as promptly as possible so the NOK, 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

   a. 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.

   b. The inventory board will remove from the personal effects all classified material, which will be disposed of in accordance with the DON Information Security Program Regulation (see OPNAVINST 5510.1 series).

   c. 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.

   d. 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.

   e. 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.
f. 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, NOK, 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 CO, inventory board or Supply Officer to settle outstanding financial transactions recorded on the inventory.

g. Any Government-owned equipment, articles or material will be removed from the personal effects and recorded on the NAVSUP Form 29 then handled in accordance with current instructions applicable to such equipment, article or material.

1276 PREPARATION OF THE INVENTORY (NAVSUP FORM 29)

1. GENERAL. The inventory of personal effects will be listed on NAVSUP Form 29 (see sample on the following pages). 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 CO. 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, HHG, furniture and furnishings) retained at _________ pending receipt of disposition instructions;
   d. Condition of clothing, (i.e., cleaned). If not cleaned, provide an explanation.
INVENTORY OF PERSONAL EFFECTS
LOST - ABANDONED - UNCLAIMED

THE PRIVACY ACT OF 1974, AUTHORITY: Title 5, U.S.C. Code 5274. Use of SSN authorized by Executive Order 9397 of 22 November 1943; Title 4, U.S.C. Code 406, PRINCIPAL PURPOSE: To serve as a record of property impounded by the Government incident to a member's 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 returned 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 (LMT)
JOHNSON, LAURY, BROWN

SHIPSTATION
USS DUANE

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

NAME AND ADDRESS OF NEXT OF KIN, HEIR, LEGAL REPRESENTATIVE
MR. JOSEPH I. JOHNSON (FATHER) 973 M ST., S.E., WASHINGTON, D.C. 20381

REASON FOR INTERVENTION, SELECT ONE ITEM
☐ DECEASED ☐ DECLARED AWOL/DESERTER ☐ MENTALLY/PHYSICALLY INCAPACITATED

☐ MIA ☐ TRANSFERD ON LV OR TEMDU ☐ TRANSFERD WO BELONGINGS

INVENTORY BOARD APPOINTED
SENIOR: LT W. B. MCDONALD
OTHER: ETI K. MORRIS

DATE OF APPOINTMENT
29 APR 2015

APPOINTED BY (Title and Signature)
EXECUTIVE OFFICER

RECEIVED FROM INVENTORY BOARD, DATE:
29 APR 2015

SIGNATURE, RANK, TITLE OF RECEIVING OFFICER
LTJG L. WARNER, USN, SUPPLY OFFICER

SHIPSTA (Other than above)

STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS

OWED TO ABOVE - NAMED MEMBER BY

AMOUNT

OWED TO ABOVE - NAMED MEMBER BY

AMOUNT

NONE

PERSONAL EFFECTS BEING SHIPPED TO
☐ NEXT OF KIN ☐ LEGAL OWNER ☑ PEDC CHEATHAM ☑ PEDC OAKLAND, CA

REMARKS (Overseas/typed name of Custom Inspector if applicable)

CUSTOM INSPECTOR: SK2 DARYL (MAN) WILSON

TRANSFERRED ON EXPENDITURE INVOICE RS2192777097012
to: COMMANDING OFFICER, FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN

FOR FURTHER SHIPMENT TO: PERSONAL EFFECTS DISTRIBUTION CENTER
N0938A

Special Material Supply Division
NAV SUP FLT LOG CTR NORFOLK 401.5
Bldg X137 1820 Ollingham Blvd
Norfolk, VA 23511-3289

CLASS 3 MONEY: TREASURY CHECK #7,943,286 ISSUED IN THE AMOUNT OF $31,57, PAYABLE TO COMMANDING OFFICER, PEDC:

Special Material Supply Division
NAV SUP FLT LOG CTR NORFOLK 401.5
Bldg X137 1820 Ollingham Blvd
Norfolk, VA 23511-3289

FORWARDED: REGISTERED MAIL REGISTRY #421

S/N 0108-LF-900-0803
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

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**NAVSUP FORM 29 (REV. 5-78)**

**NAME:** J. JOHNSON, LARRY, BROWN

**ASSIGNED TO:** USS DUARTE

**DATE:** 29 APRIL 2015

**LIST OF PERSONAL EFFECTS**

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>NO.</th>
<th>CLASS III - MONEY</th>
<th>DENOM</th>
<th>NO.</th>
<th>AMOUNT</th>
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<tr>
<td>1</td>
<td>Blanket</td>
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<td>Bills</td>
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<tr>
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<tr>
<td></td>
<td>Cover, Mattress</td>
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<td></td>
<td>Bag, Duffel</td>
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<td></td>
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<td></td>
<td>Blouse/Shirt</td>
<td></td>
<td>Coins</td>
<td>$1.00</td>
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<tr>
<td></td>
<td>Cap (Bk/Bl/Khaki)</td>
<td></td>
<td></td>
<td>.50</td>
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<tr>
<td></td>
<td>Coat (Utility/Winter)</td>
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<td>.25</td>
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<tr>
<td></td>
<td>Coat (Rain)</td>
<td></td>
<td></td>
<td>.10</td>
<td></td>
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<tr>
<td></td>
<td>Coat Uniform (Winter/Summer)</td>
<td></td>
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<td>.05</td>
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<tr>
<td></td>
<td>Gloves/Handbag</td>
<td></td>
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<tr>
<td></td>
<td>Hat (Combination)</td>
<td></td>
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<tr>
<td></td>
<td>Hat, Covers (Wh/Bk/Khaki)</td>
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<td>Have locker</td>
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<td></td>
<td>Hood, Rain</td>
<td></td>
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<td>2</td>
<td>Insignia (As required)</td>
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<tr>
<td></td>
<td>Necktie</td>
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<td></td>
<td>Scarf</td>
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<td></td>
<td>Shirt (Wh/Bk/Khaki)</td>
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<td></td>
<td>Shirt (Utilty)</td>
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<td>Shoe (Dress)</td>
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<td></td>
<td>Shoe (Gym/Safety)</td>
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<tr>
<td></td>
<td>Shorts</td>
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<td></td>
<td>Skirts</td>
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<td></td>
<td>Socks</td>
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<tr>
<td></td>
<td>Trousers (Utilty)</td>
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<tr>
<td></td>
<td>Trousers (Wh/Bk/Khaki)</td>
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<tr>
<td></td>
<td>Undershirt</td>
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<tr>
<td></td>
<td>Undershirt</td>
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</tr>
</tbody>
</table>

**CLASS III - NEGOTIABLE AND NONNEGOTIABLE INSTRUMENTS**

VALUE

**CLASS IV - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTIMENTAL & UTILITY VALUE**

RAZOR (NORELCO) (1 EA)

WATCH (SEIKO) (1 EA)

RADIO (PANASONIC) (1 EA) SER R-1492

---

**INVENTORY BOARD**

**SEAL NO.**

**DATE OF INVENTORY**

**REMARKS**

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

**FOR USE OF SUPPLY OFFICER**

**APPROVED BY (Signature of appointment officer)**

---

S/N 0106-LF-500-0603

1-62

Revision 5
1277 DISTRIBUTION OF THE INVENTORY

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 owner’s service record, if available; and
   d. Fax a copy to PERS 13 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 subparagraph 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), Special Material Supply Division, NAVSUP FLC Norfolk (Code 401.5), Bldg X137 1820 Dillingham Blvd, Norfolk VA 23511-3289; 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 owner’s NOK, 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 13;
   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 13), 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 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 paragraph 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 (NOK), HEIR OR LEGAL REPRESENTATIVE

The Commander, Navy Personnel Command, Casualty Assistance Branch, PERS 13, 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

1300 SHIPMENT

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 NOK, 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. However, the activity which actually forwards the personal effects to the NOK, heir or legal representative, has the final responsibility to ensure 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. 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 LOST, ABANDONED OR UNCLAIMED

1. GENERAL. Any personal effects determined by the afloat (except deployed units and OCONUS homeport afloat units) CO 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; and

   b. Ship to the owner or legal representative at owner’s 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, NAVSUP FLC Norfolk for disposal. When property in this category is erroneously shipped to PEDC, all costs incurred by PEDC for handling, (i.e., 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, Special Material Supply Division, NAVSUP FLC Norfolk (Code 401.5), Bldg X137 1820 Dillingham Blvd, Norfolk VA 23511-3289, for disposal.

1302 PERSON(S) DETERMINED TO BE DECEASED OR MISSING

1. **GENERAL.** In this section, for clarification purposes, personal effects are items, (i.e., locker items) located aboard an afloat unit. HHG 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, Special Material Supply Division, NAVSUP FLC Norfolk (Code 401.5), Bldg X137 1820 Dillingham Blvd, Norfolk VA 23511-3289.

   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 13 at 1-800-368-3202 for assistance.

3. **HHG**

   a. **Primary NOK (PNOK), Heir or Legal Representative is Known.** When NOK, 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 HHG through the responsible Personal Property Shipping Office. Do not ship to PEDC.

   b. **PNOK, Heir or Legal Representative is not Known.** When the NOK, heir or legal representative is not known or there is a dispute regarding ownership, (i.e., litigation), the HHG 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.** 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, Special Material Supply Division, NAVSUP FLC Norfolk (Code 401.5), Bldg X137 1820 Dillingham Blvd, Norfolk VA 23511-3289. Upon receiving notification of such a shipment, the CO at NAVSUP FLC Norfolk appoints an inventory board, completes the NAVSUP Form 29 and makes distribution of the NAVSUP Form 29. Personal effects will be held at NAVSUP FLC Norfolk pending shipment delivery disposition from PERS 13.

   d. **Inquiries regarding the personal effects and/or HHG of a deceased or missing person.** Inquiries regarding the personal effects and/or HHG of a deceased or missing person should be directed to PERS 13 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 in accordance with DoD 4500.9-R. 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
2. MONEY AND NEGOTIABLE INSTRUMENTS. The Supply Officer will remove money totaling $5.00 (five dollars) or less and donate that money to Navy Relief at that site. Negotiable instruments will be deposited with the Disbursing Officer for safekeeping. All foreign currency will be exchanged for United States currency. If not, the foreign currency is classified as Class 5 personal effects. Money in excess of $5.00 will be exchanged for a treasurer’s (cashier’s) check drawn to the order of Officer in Charge, PEDC and be forwarded via registered mail to the PEDC. In addition, a copy of the letter of advice containing detailed description of the items shipped will accompany the shipment. The original of the letter of advice will be forwarded under separate cover to the PEDC.

1304 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 Joint Travel Regulation (JTR), paragraph 4090). The activity responsible for the care of the incapacitated person will ensure the personal effects are safeguarded until the person is released from care. If it is determined 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 DoD FMR 7000.14-R, Volume 5, Chapter 27, paragraph 2703. 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 DoD FMR 7000.14-R, Volume 5, Chapter 27, paragraph 2703. COs 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 in accordance with Defense Materiel Disposition Manual, (DoD 4160.21-M).

1306 DISPOSITION BY PERSONAL EFFECTS DISTRIBUTION CENTER (PEDC)

Single or scattered items of clothing and other personal effects categories of shipments authorized for shipment to PEDC, 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 JR, paragraph 5172). 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 paragraph 1303.

1308 PERSONAL EFFECTS OF MARINE CORPS PERSONNEL

Lost, abandoned, 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 paragraph 1303) to the nearest shore activity for transshipment to the nearest of the following activities:

<table>
<thead>
<tr>
<th>Traffic Management Office</th>
<th>Traffic Management Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 555004 Attn: MPE&amp;BC</td>
<td>1011 Ash Street, Door 6</td>
</tr>
<tr>
<td>Marine Corps Base</td>
<td>Marine Corps Base</td>
</tr>
<tr>
<td>Camp Pendleton, CA 92055-5004</td>
<td>Camp Lejeune, NC 28542</td>
</tr>
<tr>
<td>(760) 725-3090</td>
<td>(910) 451-5660</td>
</tr>
</tbody>
</table>

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

1309 CLAIMS FOR REIMBURSEMENT – PERSONAL EFFECTS

Claims received from the owner of the personal effects, NOK, 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, paragraph N6005).

1310 CLAIMS FOR REIMBURSEMENT – PERSONAL PROPERTY

Claims for reimbursement of personal property lost, destroyed, damaged, captured or abandoned incident to military service will be submitted in accordance with Ship’s Store Afloat (see NAVSUP P-487, paragraph 7411).
Part E: 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.

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. 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 inventory and receipt management efforts and 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 (SA). The NTCSS SA is the overall manager of the NTCSS hardware and the various software applications maintained on the NTCSS. The responsibilities and duties of the NTCSS SA 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 and other activities; and
n. Maintaining physical security in accordance with current directives.

2. LEADING LOGISTICS SPECIALIST (LS). 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 LS should have complete access to all subsystems within RSUPPLY and must be thoroughly familiar with all technical aspects pertaining to the LS rating and RSUPPLY. Leading LS 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 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; and

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.

4. SUPPLY USERS. Supply users are normally petty officers and non-rated personnel who perform the majority of functions, (i.e., Stock Item Table (SIT) and Active Requisition Table (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.

1704 SYSTEM SECURITY

1. Access Control and User Logon. Before any user can have access to RSUPPLY or OMMS-NG, one must be registered and have access to the NTCSS II. The NTCSS system level access is controlled by the NTCSS 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 LS 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) TYCOM staffs. TYCOM 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 TYCOM directives whenever needed.

1706 TROUBLE CALLS (TCs)

SPAWARSYSCEN Norfolk (SSC-N) is responsible for all RSUPPLY Automated Information System (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 https://supportweb.sscno.nmci.navy.mil/arsys/. Log on by entering your email address in the User Name block, leaving ‘Password’ blank. Select “Accept Below & Continue” to continue. Select “OK” to continue, then select “SMTS: Fleet Trouble Calls” and follow the prompts.

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.

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.

1707 RSUPPLY TROUBLE REPORT GENERATION

Any problems that occur with the RSUPPLY system on board ship should be reported via telephone to SPAWARSYSCEN help desk in accordance with TYCOM instructions. If a problem cannot be resolved over the phone, a Naval 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 RSupply trouble report message is illustrated on the following page:
SAMPLE R-SUPPLY TROUBLE REPORT

FROM: (REPORTING SHIP)
TO: SPAWARSYSNORFOLK VA (LANTFLT UNITS)
SPAWARSYSNORFOLK DET SAN DIEGO CA
INFO: COMNAVSEASYSCOM WASHINGTON DC
COMANVSURFLANT NORFOLK VA
COMAFLOATRAGRU NORFOLK VA
NAVSEACOMBATSYSTEMS NORFOLK VA
SPAWARSYSNORFOLK DET MED SIGONELLA IT (DEPLOYED LANTFLT UNITS)
SPAWARSYSNORFOLK DET YOKOSUKA JA (DEPLOYED PACFLT UNITS)
(GROUP COMMANDER)
(SQUADRON COMMANDER)
(OPERATIONAL COMMANDER)
(APPROPRIATE TYCOM)
(CLASSIFICATION) //N05230//
SUBJ: R-SUPPLY TROUBLE REPORT NUMBER 1/04 INITIAL (SITREP-01, FINAL, ETC.)

1. PRIORITY (ESTIMATE OF THE SITUATION, ACTUAL PRIORITY WILL BE ESTABLISHED
   BY SPAWARSYSNORFOLK). USE THE FOLLOWING CRITERIA:
   A. CRITICAL. THE PROGRAM/SYSTEM IS INOPERABLE. A WORK AROUND CANNOT BE
      DEVISABLE. 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 CONTROL

1710 INTRODUCTION

The RSUPPLY database is made up of numerous system tables and 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:

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;

and

g. Controlling shipboard inventories.

1711 ORGANIZATION

The RSUPPLY System groups the major functions into five subsystems, each 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 Shipboard Inventory Management Analysis Reporting System management.

c. Logistics. The Logistics Management Subsystem covers all the automated supply procedures that includes generating MILSTRIP 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, SIT and 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

Before personnel can use RSUPPLY, they must first be assigned a LOGON ID by the Supply Officer or Leading LS. 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 IDs:

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

b. Supply Officer and Leading LS. Determined 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, should have complete access to all subsystems within RSUPPLY.

c. WCS. WCSs will be assigned an appropriate level of system access to accomplish the assigned tasks.

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 LS.

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 LS. 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. 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 LS 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 RSUPPLY Unit Users Manual.

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, (i.e., computer or peripheral equipment) or software, (i.e., 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 SA. 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.1705-1707.

1715 EMERGENCY FALLOUT 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 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 the information may be entered into RSUPPLY when the system is 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; and
   f. DD Form 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 ensure maintenance personnel enter material requests in OMMS-NG after the system becomes operational.
   b. Grant File. The Grant File 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 fiscal year to date grants for both budget types.
   c. DLR File. The DLR File will be used to monitor the turn-in of Not Ready For Issue (NRFI) material for shipment to the designated overhaul point (DOP). The file will contain a copy of each DLR issue or direct turn over (DTO) requisition for which the NRFI carcass has
not been received. The file will also contain a copy of BC1/BC2 documents used to turn-in NRFI material to an Advanced Traceability and Control hub.

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 Stock/DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report and Financial Transmittal List. 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 and will be retained 10 years per FIAR requirements ASN (FM&C) memorandum of 29 January 2015 (pertaining to revised retention requirements).
Part F: RELATIONAL SUPPLY (RSUPPLY) - FORCE LEVEL

Section I: INTRODUCTION

1800 OVERVIEW

This section provides an introduction to Force Level 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.

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 for Intermediate Maintenance Activities;
   b. OMMS-NG; and
   c. IBS.

2. NTCSSII hardware configuration consists of Windows NT PDC/BDC, HPJ210 (TAC 4) or B2600 servers and HP Printers.

1803 SYSTEM USERS

1. NTCSS SA AND ASSISTANT. The NTCSS SA and Assistant, normally an officer and a senior enlisted, are the overall managers of the NTCSS hardware and the various software applications maintained on the NTCSS. The responsibilities and duties of the NTCSS SA 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 and other activities; and
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 NEC courses or holds an 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 Tables. 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;

     ➤ For CVN, refer to CNAFINST 4440.2 (series).

   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 FTC, TR and CP on NTCSS hardware system and RSUPPLY application problems. Liaison with the OIMA data base administrator, 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 / RSUPPLY FORCE LEVEL EXTRACTOR Utility utilization;

m. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS105), Picking Tickets (JSS110), NALCOMIS Outgoing (JSS181) and Incoming/Outgoing Status/RUNZOC batch jobs daily; and

n. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Suspense Listing (JSL325) and Issue Listing (JSL314) on a daily basis.

3. 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.

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 respective functional areas, (e.g., LOGISTICS, INVENTORY, FINANCIAL, NALCOMIS, OMMS-NG, etc.)

5. RPPO 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 SYSTEM SECURITY

1. Access Control and User Logon. Before any user can have access to RSUPPLY, OIMA or OMMS-NG, one must be registered and have access to the NTCSS II. The NTCSS system level access is controlled by the NTCSS 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 capability for each business unit in RSUPPLY. This is important in controlling access to sensitive information as well as identifying the proper unit identification code, 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, loaned to other individuals or written down.
1805 ADVISORY ASSISTANCE

NTCSS users may request (from several sources) assistance in the operation, maintenance use of equipment and various functional software systems. Maintenance assistance is available from SPAWARSYSCEN and (in some instances) TYCOM staffs. TYCOM Fleet Assistance and Shipboard Training teams provide functional software assistance, while SPAWARSYSCEN and SPAWARSYSCEN detachments provide trouble call resolution assistance and training as needed. Users should request assistance in accordance with TYCOM 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 FTCs to SSC-N Trouble Desk using the web except as noted below. Units are encouraged to contact the TYCOM point of contact at the same time for technical analysis and guidance with regard to NTCSS AIS troubles. Often, initial troubleshooting prevents the need for formal TR/CP submission. The FTC procedure is as follows:

a. Type https://supportweb.sscno.nmci.navy.mil/arsys/. Log on by entering your email address in the User Name block, leaving 'Password' blank. Select “Accept Below & Continue” to continue. Select “OK” to continue, then select “SMTS: Fleet Trouble Calls” and follow the prompts.

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.

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

The RSUPPLY database is made up of numerous system tables and 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:

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; and

g. Controlling shipboard inventories.

1811 ORGANIZATION

The Relational Supply (RSUPPLY) System groups the major functions into five subsystems, each 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 entering 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 Stores Account Material Management Afloat/Ship Authorized Levels management.

c. Logistics. The Logistics Management Subsystem covers all the automated supply procedures including generating MILSTRIP 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 including 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 including reviewing Material, Financial, Money Value Transaction ledgers, SIT and 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

The 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 below are used throughout this and other RSUPPLY publications to indicate applicability to a particular type of user activity:

<table>
<thead>
<tr>
<th>USID Code</th>
<th>ACTIVITY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>T-AKE</td>
</tr>
<tr>
<td>C</td>
<td>CV/CVN/LHA/LHD</td>
</tr>
<tr>
<td>M</td>
<td>MALS units</td>
</tr>
<tr>
<td>T</td>
<td>AS</td>
</tr>
</tbody>
</table>
1813 RSUPPLY ACCESS

Before personnel can use RSUPPLY, they must first be assigned a LOGON ID by the FAS. 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. The FAS accomplishes this using the menu option, (SITE>Activity Controls>Users Access). The following guidelines for assignment of LOGON IDs:

a. NTCSS System Coordinator and Assistant. The NTCSS System Coordinator and Assistant are the overall managers of NTCSS, therefore, will have the broadest access to the NTCSS.

b. 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, should have complete access to all subsystems within RSUPPLY.

c. WCS. WCSs will be assigned an appropriate level of system access to accomplish the assigned tasks.

d. Journeyman Users. Journeyman users will be assigned system access only to a level necessary to accomplish specific responsibilities, normally 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 FAS. 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.

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.
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<td>3 CHANGE NOTICE, SAMMA/SAL, SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, AUTO REORDER REVIEW</td>
<td>4 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, SAMMA (RAO) DTO W/ON HAND QTY, CARCASS RPT</td>
<td>5 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, DTO RQN MON, MSSSL DELAYED RECEIPT</td>
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<td>7 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, CANC EXCESS DUE</td>
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<td>10 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, AUTO REORDER REV, LIVE DAILY FINANCIAL</td>
<td>11 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, CARCASS RPT, DTO W/ON HAND QTY</td>
<td>12 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, REQN FOLLOW-UPS SURVEY LIST</td>
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<td>14 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST</td>
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<td>17 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, AUTO REORDER REVIEW</td>
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<td>19 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, EXCESS LOC LIST, DTO REQN MONITORING</td>
<td>20 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, LIVE DAILY FINANCIAL</td>
<td>21 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, REON W/NO STATUS</td>
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<td>23</td>
<td>24 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, AUTO REORDER REVIEW</td>
<td>25 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, CARCASS RPT, DTO DUES, SAMMA/SAL (RAB)</td>
<td>26 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST</td>
<td>27 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, MSSSL SHELF LIFE, REQN FOL-UPS DELAYED RECEIPT</td>
<td>28 SUSPENSE LIST, ISSUE LIST, STOCK CONTROL REV LIST, SAMMA/SAL, SUPP EFF, MASTER STOCK STATUS</td>
<td>29 RPT, AVMCAL/COSL RPT, LIVE END OF YEAR FINANCIAL REPORT</td>
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**NOTE:**
1. Schedule FITSDL Run on the 10th & 25th of the mo.
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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, (i.e., 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 SA. 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. 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 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 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 Division, Department, and CO’s Budget Reports);
   h. Previous months budget OPTAR reports;
   i. DD Form 1348-1A; and
   j. Refer to TYCOM directives for further detailed guidance.
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. 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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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 (CLF) and for that activity to provide the item requested, a common language has been developed, the Federal Catalog System (FCS). 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 SYMBOL. A cognizance symbol is a two position numeric-alpha code that identifies a stock numbered item with the Navy supply planner 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 account (refer to P-485 Volume II 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 NAVSUP Weapon Systems Support (WSS) 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. NAVSUP WSS Cognizance Items. NAVSUP WSS Cognizance items are items for which bureau, office or systems command management is not essential. The NAVSUP WSS assigned support responsibility for designated items will provide stocks of such items to its segment of the Navy Supply System or assure the items are available from commercial sources or other government agencies as required. NAVSUP WSS 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 NAVSUP WSS. Items assigned to NAVSUP WSS for inventory management are selected by NAVSUP with the advice of the appropriate bureau, office or systems command.
Part B: MATERIAL CLASSIFICATION

Section I: GENERAL INFORMATION

2030 FEDERAL CATALOG SYSTEM (FCS)

The FCS 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 FCS also is used by North Atlantic Treaty Organization (NATO) countries. The Defense Logistics Agency (DLA) administers the FCS under the direction of the Office of the Assistant Secretary of Defense (Logistics and Material Readiness).

2031 FEDERAL SUPPLY CLASSIFICATION SYSTEM

a. 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 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 and available online at http://www.dispositionservices.dla.mil/sales/Documents/Sales/h2book.pdf. Searches may be completed using FSC, FSG, TITLES or KEYWORDS. A complete and current list of all FSCs and FSGs may be obtained through the dropdown tables available on the SEARCH screens. FSGs are listed below:

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<td>Nuclear ordnance</td>
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<td>12</td>
<td>Fire control equipment</td>
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<td>13</td>
<td>Ammunition and explosives</td>
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<td>14</td>
<td>Guided missiles</td>
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<td>15</td>
<td>Aircraft and airframe structural components</td>
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<td>16</td>
<td>Aircraft components and accessories</td>
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<td>17</td>
<td>Aircraft launching, landing and ground handling equipment</td>
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<td>Space vehicles</td>
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<td>Ships, small craft, pontoons and floating docks</td>
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<td>Ship and marine equipment</td>
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<td>Railway equipment</td>
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<td>Ground effect vehicles, motor vehicles, trailers and cycles</td>
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<td>Tractors</td>
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<td>Vehicular equipment components</td>
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<td>Tires and tubes</td>
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<td>Rope, cable, chain and fittings</td>
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<td>Plumbing, heating and sanitation equipment</td>
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<td>Water purification and sewage treatment equipment</td>
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<td>Pipe, tubing, hose and fittings</td>
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<td>Maintenance and repair shop equipment</td>
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<td>General purpose automatic data processing equipment (including firmware), software, supplies and support equipment</td>
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</tbody>
</table>
b. FSGs and FSCs are defined in DLA Publication H-2 and available online at [http://www.dispositionservices.dla.mil/sales/Documents/Sales/h2book.pdf](http://www.dispositionservices.dla.mil/sales/Documents/Sales/h2book.pdf) from DoD Directive 4130.2. SEARCH capabilities for FSCs and FSGs can be accomplished through access to the DLIS website [https://www.dlis.dla.mil/hseries.asp](https://www.dlis.dla.mil/hseries.asp). Searches may be completed using FSC, FSG, TITLES or KEYWORDS. A complete and current list of all FSCs and FSGs may be obtained through the dropdown tables available on the SEARCH screens.

c. Classes of Supply

(1) **Class I - Rations** - Subsistence (food), gratuitous (free) health and comfort items.

(2) **Class II - Expendables** - individual equipment, tentage, organizational tool sets and kits, hand tools, unclassified maps, administrative and housekeeping supplies and equipment.

(3) **Class III - POL** - Petroleum, Oil and Lubricants (POL) (package and bulk): Petroleum, fuels, lubricants, hydraulic and insulating oils, preservatives, liquids and gases, bulk chemical products, coolants, deicer and antifreeze compounds, components, and additives of petroleum and chemical products, and coal.

(4) **Class IV - Construction materials**, including installed equipment and all fortification and barrier materials.
(5) Class V - Ammunition of all types, bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and associated items.

(6) Class VI - Personal demand items (such as health and hygiene products, soaps and toothpaste, writing material, snack food, beverages, cigarettes, batteries, alcohol, and cameras—nonmilitary sales items).

(7) Class VII - Major end items such as launchers, tanks, mobile machine shops, and vehicles.

(8) Class VIII - Medical material (equipment and consumables) including repair parts peculiar to medical equipment. (Class VIIIa – Medical consumable supplies not including blood & blood products; Class VIIIb – Blood & blood components (whole blood, platelets, plasma, packed red cells, etc.).

(9) Class IX - Repair parts and components to include kits, assemblies, and subassemblies (repairable or non-repairable) required for maintenance support of all equipment.

(10) Class X - Material to support nonmilitary programs such as agriculture and economic development (not included in Classes I through IX).

2032 CATALOGING OF NAVY ITEMS

1. PROCEDURES. In accordance with federal law NAVSUP participates in the FCS. 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 FCS. NSNs are required for all items of supply which are centrally managed or procured for system stock. The NSN will be used in all supply management functions and in supply publications in which the item is referenced.

3. ITEMS EXEMPTED FROM THE FCS. Items in the following categories are exempted from the FCS and stock numbers will not be assigned without prior authorization from NAVSUP (except for local item control numbers authorized in paragraph 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;
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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).
h. Items that are acquired through means other than direct procurement actions, generally associated with items where the first position of the Source, Maintenance and Recoverability (SM&R) Code is not equal to ‘P’: e.g., manufacture, assemble, KIT items, items obtained through salvage or procurement of next higher assembly, or local purchase items. A complete list of all SM&R codes can be found in Pub 719.

4. NSN FORMAT

a. NSN. An NSN is a 13 digit stock number assigned by DLIS, Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States. It consists of a four digit FSC and a nine digit National Item Identification Number (NIIN). The NIIN consists of a two digit National Codification Bureau (NCB) code (see paragraph 2035-2) 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 P-485 Volume 2 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.
1. **PURPOSE.** Items of material not included in the FCS, but stocked or monitored in the Navy Supply System, are identified by NICNs. NICNs are 13 character item identification numbers which are assigned by NAVSUP WSS or other Navy item managers for permanent or temporary control of selected non-NSN items under their cognizance. A NICN consists of numerics in the first four positions (FSC); a two digit alpha code (NICN code) which identifies the type of NICN; and seven alpha-numeric serial number characters which, in conjunction with the NICN code, uniquely identify each NICN item. The following NICN codes are authorized for use in positions 5 and 6:

<table>
<thead>
<tr>
<th>NICN Code</th>
<th>Application</th>
<th>Examples</th>
<th>Authorized Requisition Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD</td>
<td>COG 0I stock number for directives</td>
<td>0526-LD-055-1920</td>
<td>DD 1348</td>
</tr>
<tr>
<td>LE</td>
<td>Poseidon items common to TRIDENT</td>
<td>1220-LE-F00-4016</td>
<td>DD 1348</td>
</tr>
<tr>
<td>LF</td>
<td>COG II Stock number for forms</td>
<td>0108-LF-504-2201</td>
<td>DD 1348</td>
</tr>
<tr>
<td>LK</td>
<td>Aircraft change kit number</td>
<td>1234-LK-UA1-2345</td>
<td>DD 1348-6</td>
</tr>
<tr>
<td>LP</td>
<td>COG 01 and 0P stock number for publication</td>
<td>0530-LP-485-0000</td>
<td>DD 1348</td>
</tr>
<tr>
<td>LQ</td>
<td>Technical Directive Change Kit</td>
<td>0530-LQ-485-0000</td>
<td>DD 1348</td>
</tr>
<tr>
<td>LS</td>
<td>SSP alteration kit number</td>
<td>1234-LS-123-4567</td>
<td>DD 1348-6</td>
</tr>
<tr>
<td>LT</td>
<td>Technical Directive Change Kit</td>
<td>0530-LT-485-0000</td>
<td>DD 1348</td>
</tr>
<tr>
<td>LX</td>
<td>Control numbers assigned by NAVSUP WSS field activities to certain items under their inventory control (see NAVSUP WSS Philadelphia Pub NAC 10)</td>
<td>1560-LX-NP1-2342</td>
<td>DD 1348-6</td>
</tr>
<tr>
<td>LL</td>
<td>All other control numbers assigned by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAVSUP Maritime Non P Source Coded Items</td>
<td>LL-CAO-000A</td>
<td>Already cited for this example</td>
</tr>
<tr>
<td></td>
<td>NAVSUP or Other Navy Item manager</td>
<td>4930-LL-CA0-0001</td>
<td>DD 1348-6 (see paragraph 2033-2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4820-LL-HH0-7571</td>
<td>DD 1348-6/NAVSUP 1250-2 (paragraph 2033-3)</td>
</tr>
<tr>
<td></td>
<td>Any other activity</td>
<td>7520-LL-555-1234</td>
<td>DD 1348-6/NAVSUP 1250-2 (see paragraph 2034)</td>
</tr>
</tbody>
</table>
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 are assigned by NAVSUP 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 ensure selected items are considered for inclusion in future allowance lists. NAVSUP Fleet Logistics Centers (FLCs) generally are required to purchase each requisitioned item identified by this type of NICN. However, since NAVSUP FLCs currently do not have the capability to translate permanent “LL” coded NICNs to applicable Commercial and Government Entity (CAGE) codes and part numbers, it is necessary for such items to be requisitioned in DD Form 1348-6 format in accordance with paragraph 3026 or 3027, as appropriate.

3. TEMPORARY “LL” CODED NICNs

   a. Purpose. NICNs with “LL” in the fifth and sixth positions are assigned by NAVSUP WSS or other Navy inventory managers (including field activities) for temporary identification and control of selected non-NSN items pending assignment of NSNs by DLIS. 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. Identification of temporary NICN assigned to NSNs can be found in NERP through viewing of the associated ‘supercession chain’. 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 supply planners to ensure appropriate action has been or is being taken to convert the NICNs to NSNs or to delete the NICNs that are no longer required. Additionally, when a requisition identifies an item by a temporary NICN which has been converted to an NSN, the supply status transaction sent to the requisitioner will include the superseding NSN in record positions 8-22 and status code BG in record positions 65-66. Upon receipt of 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 NSN, 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 paragraph 3024).

2034 LOCAL ITEM CONTROL NUMBER (LICN)

   1. 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 paragraph 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 or repairable items which are not identified by an NSN, a NATO stock number or another type of NICN. Since the implementation of Navy ERP there are now two types of LICNs, traditional and Navy ERP generated LICNs. A traditional LICN consists of 13 characters with the first four being numeric and corresponding to the FSC of similar NSN items; the fifth and sixth will be ‘LL’; the eighth through tenth represent the RIC of the assigning activity and the remaining four will be alpha-numeric. A Navy ERP generated LICN is an 18 character non sequential, randomly assigned alpha-numeric identification number assigned to a CAGE and reference number mechanically by the ERP system.

2. 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 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 paragraph 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:

```
1005-21-4261284
```

- NATO supply classification
- NCB code
- NATO item identification number

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>United States</td>
</tr>
<tr>
<td>01</td>
<td>United States</td>
</tr>
<tr>
<td>11</td>
<td>Used for NATO standard items</td>
</tr>
<tr>
<td>12</td>
<td>Germany</td>
</tr>
<tr>
<td>13</td>
<td>Belgium</td>
</tr>
</tbody>
</table>
Section II: NAVY EXPEDITIONARY COMBAT COMMAND (NECC) MATERIAL IDENTIFICATION

2036 INTRODUCTION

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

2037 NAVY ITEM MANAGER (2C COG)

The Construction Battalion Center, Port Hueneme, Naval Facilities Expeditionary Logistics Center (NFELC), as Navy Item Manager for NECC unique 2C COG materials, reviews, researches and catalogs new items.
CESE assigns stock numbers to commercial and military equipment technical manuals.

a. Commercial Equipment Technical Manual Number

b. Military Equipment Technical Manual Number
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 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; CAGE Code; NIIN; NSN; Permanent System Control Number (PSCN); Supplier Name; Item Name; NICN; 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 (when available), 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, identification, reference number, CAGE, Packaging, Freight, and Disposal data.
3. PROCURING. DLA Document Services – Philadelphia manages all Navy subscriptions for FEDLOG, including requisition processing, payment matters, renewal notifications, customer inquiries/problems and future enhancements to the FEDLOG system. FEDLOG subscriptions are stock numbered and are available online through the DLA Logistics Service FEDLOG website at: http://www.dlis.dla.mil/govord.asp 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 DLA Document Services – Philadelphia at DSN 442-2974 or commercial 215-697-2974.

<table>
<thead>
<tr>
<th>Title</th>
<th>Stock Number</th>
<th>U/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDLOG CD ROM Set (Discs1-5)</td>
<td>0140LF0277400</td>
<td>SE</td>
</tr>
<tr>
<td>FEDLOG DVD</td>
<td>0140LF0278400</td>
<td>SE</td>
</tr>
</tbody>
</table>

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


c. Special Weapons: 0A and 8A COG material can be identified in the 95000 series Nuclear Weapons COSALs.

d. Training Equipment: Naval Air Warfare Center, Training Systems Division (NAWCTSD), 12350 Research Parkway, Orlando, FL 32826.

2071 MASTER REPAIRABLE ITEM LIST (MRIL)

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 paragraphs 8320-8328). The MRIL is published by the DLA Logistics Service on the FEDLOG CD-ROM/DVD and is made up of two parts: Listing of Items and Shipping Addresses as shown in the samples below and on the following page.
2072 IDENTIFICATION LISTS (IL)

Developed and maintained by the DLA Logistics Service 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 and published by DLA Logistics Information Service on FEDLOG CD-ROM/DVD.

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

The CAGE Cataloging Handbook H4/H8 is published by Defense Logistics Service on the FEDLOG CD-ROM/DVD (see sample below). It contains the names, addresses and 5-digit 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 of the 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 paragraph 3026).
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2074 CONSOLIDATED MASTER CROSS REFERENCE LIST (MCRL)

The MCRL is a consolidated cross reference list of all NSN items of supply in the FCS (see paragraph 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 paragraphs 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 Navy Publications Index (NAVSUP P-2003) Stock Number 0530LP1039137, available through the NLL via https://nll.ahf.nmci.navy.mil/.
2077 GENERAL SERVICES ADMINISTRATION (GSA) SUPPLY CATALOGS

GSA Global Supply Catalog and GSA Advantage are valuable sources for all military and DOD agency support requirements for GSA managed commodities which include, but are not limited to, computer products, office supplies, furniture and furnishings, housewares and cleaning products, industrial supplies, safety, tools and hardware. Effective 2015 printed versions of catalogs will no longer be available as they will be converted to on-line PDF files. Items deemed not on contract because they are in a ‘buy on demand’ status may not be reflected in any of the available GSA publications or websites.

The GSA Global Supply Catalog can be ordered via the Central Mailing List Service website: https://apps.fas.gsa.gov/cmls/search.cfm or by calling (817) 334-5215.

2078 NAVY STOCK LIST OF CONVENTIONAL AMMUNITION

1. GENERAL. The Navy Stock List of Conventional Ammunition (NAVSUP P-803) provides U.S. Navy activities, afloat and ashore, with a complete listing of non-nuclear ammunition components and related material. This publication is composed of four sections/sequences:

   a. The first section is arranged in Department of Defense Identification Code (DODIC)/Navy Ammunition Logistics Code (NALC) sequence. Only materials with a DODIC/NALC assigned are listed;
   b. The second section is arranged in NIIN sequence;
   c. The third section is arranged in Index Number sequence; and
   d. The fourth section is the Net Explosive Weight of all active NSNs listed in the Ordnance Information System – Wholesale (OIS-W) database.

2. The Navy Ammunition Logistic Code, NAVSUP P-802, provides U.S. Navy Operating Forces and Logistic Support Commands, participating Security Assistance Program, Foreign Naval Commands, certain Single Manager/DASCOM Commands, and U.S. Marine Corps activities with the ammunition logistics codes applicable to non-nuclear ammunition, components thereto and related material used by the Navy and Marine Corps.

   DESCRIPTION AND ARRANGEMENT OF NAVSUP P-802 PARTS 1, 2, 3, AND 4

   a. Part 1. Ammunition items are arranged in ascending alphabetic/numeric NOMENCLATURE sequence. In addition, a cross-reference indicates the Ammunition Class in which the item is listed in Part 1.
   b. Part 2. Ammunition items are arranged in ascending alphabetic/numeric DODIC/NALC sequence. In addition, a cross-reference indicates the Ammunition Class in which the item is listed in Part 1.
   c. Part 3. DODICs or NALCs DELETED OR SUPERSEDED. Part 3, arranged in ascending alphabetic/numeric sequence, lists the DODIC/NALC deletions or suppressions occurring since the last revision.
   d. Part 4. ISSUE PRIORITY LIST FOR 2T COG AMMUNITION.
3. The NAVSUP P-804 which is a data supplement, contains certain detailed physical characteristics of items cataloged in the Navy Stock List of Conventional Ammunition.

All publications are available on the NAVSUP P-800 CD ROM which can be requested for limited distribution by contacting the NAVSUP Ordnance Logistics Directorate. The information can also be found on the Ordnance System Information Portal at https://www.ois.disa.mil/portal/.

All publications are maintained and published by NAVSUP GLS (Ammo). The publications are distributed through the NLL, https://nll.ahf.nmci.navy.mil/ or the publications can be downloaded from the Ordnance Information System (OIS) portal, https://www.ois.disa.mil/portal/.

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 NAVSUP WSS to prepare the initial stock, custody and/or locator records which the ship will require for proper inventory management of its authorized supply support materials.

2. RESPONSIBILITY FOR MATERIAL PROCUREMENT, ASSEMBLY AND DELIVERY. The Fitting Out Activity (FOA) designated by the CNO is responsible for assembly and on board delivery of allowance list material other than that which may have been placed on board at the building or conversion shipyard. However, the Outfit Supply Activity (OSA) designated by NAVSEA is responsible for the procurement, assembly and delivery of most government furnished materials to the FOA or the shipyard, as appropriate. Certain materials such as forms, publications and directives are automatically furnished by the inventory manager or the issuing office. The loading point designated by NAVAIR is responsible for the procurement, assembly and on board delivery of aeronautical allowance list materials.

3. RESPONSIBILITY OF SHIP’S PROSPECTIVE SUPPLY OFFICER (PSO). When facilities and personnel necessary for the receipt, storage, custody and security of material have been assigned to the control of the ship’s PSO, the PSO will advise the FOA via the prospective Commanding Officer (or other officer acting in such capacity) they are ready to accept delivery of material. The PSO will ensure all materials received are carefully checked; and 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 NAVSUP FLCN.
The COSAL provides both technical and supply information which makes it an Integrated Logistics Support 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 is published in unique lists prepared by the appropriate activity. Since the COSAL provides the equipment for the published 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 Configuration Data Managers Database – Open Architecture (CDMD-OA) 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 OSI and consumables necessary for the safety, care and upkeep of the ship itself.

d. Once published as a hard-copy document, the COSAL is now provided via a CD-ROM electronic formatted document which utilizes Microsoft Access as its backbone. The COSAL Access 2000 database application is used to assist the supply office personnel with researching configuration and allowance data effective as of the date the product was produced. This database provides COSAL (Coordinated Shipboard Allowance List) information. The COSAL Access 2000 database can be accessed using PCs that have MS Access 97 or later installed. Various menu driven query functions provide information in a format identical to the legacy hard copy version but in a user-friendly environment allowing for rapid database searches. Included with each CD-ROM is a user guide which describes the product functionality and use in detail and includes detailed descriptions of the follow-on COSAL-related paragraphs below.

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 NAVSUP WSS-Mechanicsburg 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 on the NLL.

2. COMPUTATION OF ALLOWANCE QUANTITIES. All new construction/major conversion/modernization or overhauled ships, except Fleet Ballistic Missile (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 SNSL 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 types 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 three 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 indicate 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 an “A” (NAVSUP WSS-Philadelphia 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 (SOAPL). The SOAPL is a numerical sequence listing, by identification number, of all APLs/AELs/Allowance Components Lists (ACLs) that apply to the ship.
(1) Equipment/Component/Equipage Identification Lists (SOAPL) is a numerical listing, by identification number.

(2) Ship Type and Hull Number. The specific ship/activity for which the SOAPL is published.

(3) Date. The COSAL publication date.

(4) Page. Consecutive page numbering, from first to last page of each section of the SOAPL as follows:

a. Electronics and Ordnance Fire Control APLs/AELs

b. Ordnance APLs/APLs

c. Hull Mechanical & Electrical (HM&E)

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.
(1) Equipment/Component Military Essentiality Code (MEC). The code appearing in this column is the Mission Criticality Code (MCC); refer to NAVSUP Publication 488 (NAVSUP P-488).

(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, and ACL Identification Number.

(4) Quantity. The 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 AELs.

(5) Column Number. The applicable column number in the On Board Allowance Table from which the allowance is determined. This column applies to AELs only and is blank for all APLs and ACLs.

(6) Allowance Support Code (ASC). A five-digit alphabetic code. The first digit indicates the Technical Cognizance Code. The second and third digits indicate the Application Identification Number Activity Code (AINAC), and the fourth and fifth digits represent the Logistic Support Status Code (LSSC) of equipment/components.
(7) Service Application/Information. The service or major shipboard function in which the equipment/component/equipage operates or performs a service.

(8) Ship Type and Hull Number. The specific ship/activity for which the Index—Section A is published.

(9) Date. COSAL publication date.

(10) Allowance Support Codes. Provides definitions of the codes referred above.

(11) Page. Consecutive page numbering, from first to last page of the Index.

(12) Notes. Reserved for future COSAL use.

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.
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 (AINESS/FGC). The items listed on the following page apply to the illustration below:

(1) The APL Number/ AEL Number.

(2) The AINAC. This is the second and third character of the ASC.

(3) EIC. Assigned to equipments/components to indicate their relative position in a shipboard system. These codes will be used by shipboard personnel in reporting maintenance actions under the ship’s Maintenance and Material Management (3-M) Systems. The EIC is used to identify, for maintenance purposes, the functional location, or relative position, of an equipment or assembly within a weapon system or subsystem hierarchy. EIC assignments can be subjective for a class of ships. OPNAVINST 4790.4 series defines standard EIC. EIC assignments are used to determine the MCC based on a look-up table in the CDMD-OA database. The MCC indicates the impact that failure of the configuration item would have on the mission capability of the ship. It is used on Modified FLSIP ships to determine onboard spare part allowances. On a particular ship or ship class, the value of an EIC corresponds to one MCC value.
(4) AILSIN/ FGC. The column headed AILSIN/FGC represents the Hierarchical Structure Code (HSC). The HSC is the top-down breakdown numbering system that defines the hierarchical structure of the configuration of the ship and its systems. The HSC is a key reference number used in planning all levels of maintenance (particularly Intermediate and Depot level maintenance), managing logistics support, organizing technical documentation, and performing design work throughout the life of the ship. Additional details for HSC creation are contained in the NAVSEA Technical Specification 9090-700B, Ship Configuration and Logistics Support Information System (SCLSIS).

(5) Service Application Code (SAC). A code used by NAVSUP WSS to enter the service application of an equipment/component into Navy ERP. The SAC is used to group equipments components, assemblies, etc., according to a particular service application onboard ship. This code is similar to the HSC in purpose, but unlike the HSC, it does not provide a hierarchal structure. SAC assignments can be very subjective. The configuration data manager (CDM) should define standard SAC usage for a class to eliminate any ambiguity. There are approximately 22,000 different SAC values available electronically on the Cross-Reference File (CRF) CD-ROM from NAVSUP WSS. The SAC provides a primary index to the COSAL.

(6) Work Center. Designates the subdivision of the ship’s crew 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. The ships 3-M coordinator and work centers should take responsibility to maintain MIPs for all equipments identified in column 8. This information is a good validation tool for PMS inspections.

(9) Record Identification Number (RIN). If initialized under SCLSIS, assigned by the CDM; If non-initialized, assigned by NAVSUP WSS.

(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) Serial Number/Valve Mark/Electric Symbol Number. The Serial Number identifies a specific unit of production. The Valve/Mark/Electric 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. Serves as a method of identity. The ship’s 3-M coordinator and work centers should take the responsibility to identify and maintain the serial numbers for all equipments.

(13) Federal Supply Code for Manufacturers (FSCM)/ CAGE. A five-digit numeric code that identifies a specific manufacturer for an equipment/component. The ship’s 3-M coordinator and work centers should take the responsibility to identify and maintain the CAGE for all equipments. The CAGE can be identified on the CRF CD-ROM.
6. **INDEX, SECTION D.** Section D of the index is arranged in sequence by EIC to APL/AEL. The items above apply to the illustration below:

<table>
<thead>
<tr>
<th>EIC IN CODE</th>
<th>APL/AEL</th>
<th>MCC</th>
<th>EIC IN CODE</th>
<th>APL/AEL</th>
<th>MCC</th>
<th>EIC IN CODE</th>
<th>APL/AEL</th>
<th>MCC</th>
<th>EIC IN CODE</th>
<th>APL/AEL</th>
<th>MCC</th>
<th>EIC IN CODE</th>
<th>APL/AEL</th>
<th>MCC</th>
<th>EIC IN CODE</th>
<th>APL/AEL</th>
<th>MCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 4 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>1 6 0 3 6 1 0</td>
<td>EP</td>
<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 6 1 0</td>
<td>EP</td>
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<td>1 6 0 3 6 1 0</td>
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<tr>
<td>0 4 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
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<td>EP</td>
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<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>0 4 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
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<td>1 6 0 3 5 9 1</td>
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<td>1 6 0 3 5 9 1</td>
<td>EP</td>
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<tr>
<td>0 4 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
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<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>0 4 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td>0 6 0 0 0 0</td>
<td>1 6 0 3 5 9 1</td>
<td>EP</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **(14) Equipment/Component MEC.** The code appearing in this column is the MCC.
- **(15) Ship Type and Hull Number.** The specific ship/activity for which the Indexes are published.
- **(16) Date.** COSAL publication date.
- **(17) Page No.** Consecutive page numbering from first page to last page of Index.
7. INDEX, SECTION E. Section E of the index is arranged in sequence by AILSIN/ FGC to APL/AEL. The items listed on the previous page apply to the illustration below:

### COSAL INDEX - PART I (SECTION E) - AILSIN TO APL/AEL

<table>
<thead>
<tr>
<th>AILSIN FUNCTION/ CD</th>
<th>APL/AEL</th>
<th>AI NC</th>
<th>AILSIN FUNCTION/ CD</th>
<th>APL/AEL</th>
<th>AI NC</th>
<th>AILSIN FUNCTION/ CD</th>
<th>APL/AEL</th>
<th>AI NC</th>
<th>AILSIN FUNCTION/ CD</th>
<th>APL/AEL</th>
<th>AI NC</th>
</tr>
</thead>
</table>

2093 HMEO&E COSAL PART II

1. SECTION A, APL. 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 paragraph 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 an "A" (NAVSUP WSS-Philadelphia 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 CIA equipment have nine digits; APL numbers for electronic equipment have eight digits.
The items listed below apply to the illustration above:


3. Identification Number. The Electronics APL identification number which applies to a specific equipment/component; eight digits for Ordnance Fire Control and Electronics; nine digits for HM&E and Ordnance.

4. Date. COSAL publication date.

5. Page. Consecutive page numbering of all the pages required describing one equipment/component, covered by one APL identification number. APLs requiring one or more
pages for the printing of data will have the word “END” printed on the page immediately following the last line of data for the identification number.

(6) Characteristics. A general description, characteristics, and/or other identifying information concerning the equipment/component.

(7) Accessory Components Applicable to a “Parent Equipment” are listed on the “parent” APL. The accessories/components listed on the ship’s Parent APL/ACL are those accessories/components entered in the WSF from CDMD-OA SCLSIS database, site validation, change reporting, or other reporting method. The accessories/components listed on the APL/ACL would all be accessories/components applicable to a Parent APL/ACL. Any additional accessory components not listed on the APL should be reported to NAVSUP WSS.

(8) FSCM/CAGE.

(9) Reference/Symbol Number. This number is usually a manufacturer’s part or drawing number but can be a T-NICN or P-NICN, which ties together the NSNs of Section A and the Reference Symbol Number of Section B contained in the GDAPL CD-ROM.

(10) Additional Data Area. When additional manuals and/or plan numbers are applicable or appropriate, they will be listed in this area under an appropriate caption. These numbers are in addition to those listed in subparagraphs 2 and 6. The phrase “included in” after a manual number indicates the manual number for the component’s parent equipment. This data appears on a provisioning APL or GDAPL, not on a COSAL APL. This data for COSAL is contained in Part III Section D.

(11) Item Name. The name listing of selected repair parts and/or related accessory components for the equipment/components described in subparagraph 6.

(12) Stock Number. The NSN assigned to a specific repair part. When an NSN is not assigned, a T-NICN or P-NICN will be shown.

(13) Material Control Code (MCC). Used to segregate material into a manageable group of items having similar characteristics.

(14) Part Military Essentiality Code (MEC) /Mission Criticality Code (MCC). For codes and definitions, see NAVICPINST 4441.170 (series).

(15) Source Code. For codes and definitions, see NAVICPINST 4441.170 (series).

(16) Maintenance Code. For codes and definitions, see NAVICPINST 4441.170 (series).

(17) Recoverability/Condemnation Code. For codes and definitions, see NAVICPINST 4441.170 (series).

(18) Allowance Note Code. For codes and definitions, see NAVICPINST 4441.170 (series).

(19) Quantity in One Equipment/Component. The total population of the part within the equipment/component described by the APL.
(20) Unit of issue. The term that denotes the physical measurement or count of quantities of an item for procurement, storage, and issue.

(21) Allowance Item Code. This code is also known as Allowance Override Code (AOR). For codes and definitions, see NAVICPINST 4441.170 (series).

(22) 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 On Board Allowance Table columns. In lieu of the quantity, the statement “SEE SNSL FOR ALLOW” will be printed in the columnar spaces provided for the number of equipments/components.

(23) Ship Type and Hull No. The specific ship/ activity for which the APL is published.


(25) Identification Number. See subparagraph 3 above.

(26) Date. See subparagraph 4 above.

(27) Supplemental Nomenclature Files (SNF). Although not shown on the APL sample, there is a Supplemental Nomenclature File. This file enables additional information to be provided about a specific item.

(28) Supplemental Source Code. The sixth position of the Source, Maintenance and Recoverability Code. For codes and definitions, see NAVICPINST 4441.170 (series).

2. SECTION B, ELECTRONICS APL. 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.

3. SECTION C, AEL. 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 above:

1. **Equipage Nomenclature/Characteristics.**

2. **Manual/Plan.** The predominant technical manual and plan number. See subparagraphs 6 and 7 for additional information.

3. **Identification Number.** The AEL Identification Number (AEL ID 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 in the first position which indicates the cognizant preparation and maintenance activity and general equipage significance as follows:
<table>
<thead>
<tr>
<th>Alpha</th>
<th>Numeric</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0-</td>
<td>Ordnance Equipage</td>
</tr>
<tr>
<td>B</td>
<td>1-</td>
<td>Space/system related equipage</td>
</tr>
<tr>
<td>C</td>
<td>2-</td>
<td>Miscellaneous equipage</td>
</tr>
<tr>
<td>D</td>
<td>3-</td>
<td>Automotive, construction, and MHE</td>
</tr>
<tr>
<td>E</td>
<td>4-</td>
<td>Flag allowance equipage</td>
</tr>
<tr>
<td>F</td>
<td>5-</td>
<td>Special project office equipage</td>
</tr>
<tr>
<td>G</td>
<td>6-</td>
<td>Nuclear Reactor Plan (NRP) equipage</td>
</tr>
<tr>
<td>H</td>
<td>7-</td>
<td>Portable electronic equipage</td>
</tr>
<tr>
<td>I</td>
<td>8-</td>
<td>Trident equipage</td>
</tr>
<tr>
<td>J</td>
<td>9-</td>
<td>Nuclear Weapons equipage</td>
</tr>
</tbody>
</table>

(4) Date. COSAL publication date.

(5) Page. Consecutive page numbering of all pages required describing one category of equipage or mechanical/electrical and ordnance system covered by one identification number. AELs requiring one or more pages for the printing of data will have the word “END” printed on the page immediately following the last line of data.

(6) Characteristics. A general description, characteristics, and/or other identifying information concerning the equipage, etc., named in sub paragraph 1 above. This may include special information and the criteria used to establish quantities in the On Board Allowance Tables noted in subparagraph 20.

(7) Reference Number/Descriptive Data. Contains significant information, manufacturer’s part number(s), reference number(s), special comments, and references to other AELs, etc.

(8) Item Name. Arranged in alphabetical sequence, the name of each item, and when appropriate or applicable, additional nomenclature, dimensions, etc., to adequately describe the item named.

(9) Stock Number. The NSN assigned to the items named in subparagraph 8 above. When an NSN is not assigned, a T-NICN/P-NICN will be shown.

(10) Material Control Code (MCC). For codes or definitions, refer to NAVSUP P-488.

(11) Security Classification Code. For codes or definitions, refer to NAVSUP P-488.

(12) Source Code. For codes or definitions, refer to NAVSUP P-488.
(13) Maintenance Code. For codes or definitions, refer to NAVSUP P-488.

(14) Recoverability/Condemnation Code. For codes or definitions, refer to NAVSUP P-488.

(15) Supplemental Source Code. For codes or definitions, refer to NAVSUP P-488.

(16) Allowance Note Code (ANC). For codes or definitions, refer to NAVSUP P-488.

(17) Custody Code. For codes or definitions, refer to NAVSUP P-488.

(18) Unit of Issue (U/I). The term that denotes the physical measurement or count of quantities of an item for procurement, storage, and issue. Unit of Issue is abbreviated alphabetically, (e.g., EA-each, DZ-dozen, SE-set, etc.). For all codes, refer to NAVSUP P-488.

(19) 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. Consult subparagraphs 6, 11, 12, and 13, respectively, prior to requisitioning. The abbreviation for Select (SEL) may appear in this column for certain items from which a selection or choice must be made. Consult subparagraph 6 for detailed information and/or allowance criteria prior to requisitioning SEL items.

(20) 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 subparagraph 6. In certain cases, the total shipboard allowance quantity will be determined by the total of the 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. Refer to subparagraph 6 for detailed information and/or allowance criteria for determining of shipboard quantities of “AR” items.

(21) Ship Type and Hull Number. The specific ship/activity for which the AEL is published.

(22) Page. Consecutive page numbering from the first to last page of all pages within the applicable category.

(23) Identification Number. Same as subparagraph 3 above.

(24) Date. Same as subparagraph 4 above.

(25) Page. Same as subparagraph 5 above.

(26) SNF. This file enables additional information to be provided about a specific item. (The SNF information is provided on the SNF tab of CIA.)

Note: Electronic File. External label Identification number is E44PX3 for all AELs.
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 ISL after a ship completes an 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 above:

1. Stock Number. The NSN assigned to the items identified in subparagraph 4, arranged in NIIN sequence. Where an NSN is not assigned, a TNICN or P-NICN will be shown.

2. Material Control Codes (MCC). For codes or definitions, refer to NAVSUP P-488.
3) Special Material Identification Code (SMIC). For codes or definitions, refer to NAVSUP P-488.

4) Item Name. This reflects the name of each stock item in subparagraph 1 above, and, when appropriate or applicable, additional nomenclature, dimensions, etc., are used to adequately describe the item so identified.

5) Equipment/Component/Equipage Identification Number. The APL/AEL identification number(s) of shipboard equipment(s)/component(s)/equipage on or in which the item is intended for use/repair purposes.

6) Unit of Issue. The term that denotes the physical measurement or count of quantities of an item for procurement, storage, and issue. Unit of Issue is abbreviated alphabetically, (e.g., EA-each, DZ-dozen, SE-set, etc.). For all code cross-references, refer to NAVSUP P-488.

7) Allowance Quantity. The total on board computed quantity of an individual storeroom item.

8) Allowance Notes Code. For codes or definitions, refer to NAVSUP P-488.

9) Total Ship’s Population Per Identification Number. The total shipboard population of the part, as installed in each individual ID No. that is listed in subparagraph 5 above.

10) MEC/ MCC. For codes or definitions, refer to NAVSUP P-488.

11) Shelf Life (SL) Code. For codes or definitions, refer to NAVSUP P-488.

12) Shelf Life Action (SLA) Code. For codes or definitions, refer to NAVSUP P-488.

13) Type of Storage Space (TSS) Code. For codes or definitions, refer to NAVSUP P-488.

14) Special Material Content (SMC) Code. For codes or definitions, refer to NAVSUP P-488.

15) Security Classification (SC) Code. For codes or definitions, refer to NAVSUP P-488.

16) Custody Code. For codes or definitions, refer to NAVSUP P-488.

17) Unit Price. Current price should be obtained from the Management List-Navy (ML-N).

18) Derivation Code. A code used to reflect what determined the computed SNSL allowance. For codes or definitions, refer to NAVSUP P-488.

19) Unit Cube. Quantity when expressed in cubic feet.
(20) Ship Type and Hull Number. The specific ship/activity for which the SNSL is published.

(21) Date. COSAL publication date.

(22) Supply Management Codes. Refers to subparagraphs 11 through 15 above.

(23) Page. Consecutive page numbering from first page to last page of Part III, Section A.

Note: The following files are available for SNSL data:

a. E44GX1 - PRE-SNSL data prior to computation of allowances.
b. E44NX1 – computed SNSL.

2. SECTION B, SNSL OF OSIs. Section B consolidates, in NIIN/NICN sequence, all OSIs 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.
The items listed below apply to the illustration above:

(1) Stock Number. The NSN assigned to the items identified in subparagraph 4, arranged in NIIN sequence. Where an NSN is not assigned, a T-NICN or P-NICN is shown.

(2) Material Control Codes (MCC). Used to convey information that the item is repairable. For codes or definitions, refer to NAVSUP P-488.

(3) Special Material Identification Code (SMIC). For codes and definitions, refer to NAVSUP P-488.

(4) Item Name. This reflects the name of stock number item in subparagraph 1 above; when appropriate or applicable, additional nomenclature, dimensions, etc., are used to adequately describe the item identified.

(5) 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.

(6) Unit of Issue (U/I). The term that denotes the physical measurement or count of quantities of an item for procurement, storage, and issue. Unit of Issue is abbreviated alphabetically, (e.g., EA-each, DZ-dozen, SE-set, etc.). For all codes, refer to NAVSUP P-488.

(7) Allowance Quantity. The operating space allowance quantity for each individual Note Code “1” is displayed for each application. Authorized allowances with Note Code “X” are summed as one quantity across multiple applications.

(8) Allowance Notes Code (ANC). For codes or definitions, refer to NAVSUP P-488.

(9) Total Ship’s Population per Identification Number (ID NO.) The total shipboard population of the part, as installed in each individual ID No listed in subparagraph 5 above.

(10) Military Essentiality Code. (Blank for OSI)

(11) Shelf Life (SL) Code. For codes or definitions, refer to NAVSUP P-488.

(12) Shelf Life Action (SLA) Code. For codes or definitions, refer to NAVSUP P-488.

(13) Type of Storage Space (TSS) Code. For codes or definitions, refer to NAVSUP P-488.

(14) Special Material Content (SMC) Code. For codes or definitions, refer to NAVSUP P-488.

(15) Security Classification (SC) Code. For codes or definitions, refer to NAVSUP P-488.

(16) NAVSUP P-488.

(17) Unit Price. Current price should be obtained from the ML-N.
(18) Derivation Code. For codes or definitions, refer to NAVSUP P-488.

(19) Unit Cube. Quantity when expressed in cubic feet and includes the manufacturer’s original wrapping, box, or crate.

(20) Ship Type and Hull Number. The specific ship/activity for which the SNSL is published.

(21) Date. COSAL publication date.

(22) Supply Management Codes. Refers to subparagraphs 11 through 15 above.

(23) Page. Consecutive page numbering from first to last page of Part III, Section B.

3. SECTION CF, MAINTENANCE ASSISTANCE MODULES (MAM). 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.
The items listed below apply to the illustration above:

(1) Stock Number. The NSN assigned to the items identified in subparagraph 4, arranged in NIIN sequence. Where an NSN is not assigned, a T-NICN or P-NICN is shown. NOTE: All existing Part Numbers have been converted to T-NICNs/P-NICNs.

(2) Material Control Codes (MCC). Used to segregate material into a manageable group of items having similar characteristics. For codes or definitions, refer to NAVSUP P-488.

(3) Special Material Identification Code (SMIC). For codes or definitions, refer to NAVSUP P-488.

(4) Item Name. This reflects the name of each item stock-numbered in subparagraph 1 above; when appropriate or applicable, additional nomenclature, dimensions, etc., are used to adequately describe the item identified.

(5) 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.

(6) Unit of Issue (U/I). The term that denotes the physical measurement or count of quantities of an item for procurement, storage, and issue. Unit of Issue is abbreviated alphabetically, (e.g., EA-each, DZ-dozen, SE-set, etc.). For all codes or definitions, refer to NAVSUP P-488.

(7) Allowance Quantity. The operating space allowance quantity for each different individual APL.

(8) Allowance Notes Code (ANC). For codes or definitions, refer to NAVSUP P-488.

(9) Total Ship’s Population per Identification Number (ID NO.) The total shipboard population of the part, as installed in each individual ID No., described in subparagraph 5 above.

(10) Military Essentiality Code. Blank for MAM.

(11) Shelf Life (SL) Code. For codes or definitions, refer to NAVSUP P-488.

(12) Shelf Life Action (SLA) Code. For codes or definitions, refer to NAVSUP P-488.

(13) Type of Storage Space (TSS) Code. For codes or definitions, refer to NAVSUP P-488.

(14) Special Material Content Code (SMC). For codes or definitions, refer to NAVSUP P-488.

(15) Security Classification (SC) Code. For codes or definitions, refer to NAVSUP P-488.

(16) Custody Code. For codes or definitions, see NAVSUP P-488. NOTE: All ANC “N” items will be assigned a Custody Code of “R.”
(17) Unit Price. Current price should be obtained from the Management List-Navy (ML-N).

(18) Derivation Code. For codes or definitions refer to NAVSUP P-488.

(19) Unit Cube. Quantity when expressed in cubic feet.

(20) Ship Type and Hull Number. The specific ship/activity for which the SNSL is published.

(21) Date. COSAL publication date.

(22) Supply Management Codes. Refer to subparagraphs 11 through 15 above.

(23) Page. Consecutive page numbering from first page to last page of Part III, Section CF.

4. OLD STOCK NUMBER CROSS REFERENCE LIST. This section 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 above:

(1) Old NIIN/NICN appearing in the previous COSAL.

(2) Special Material Identification Code (SMIC) from previous COSAL. For codes or definitions, refer to NAVSUP P-488.

(3) New NIIN/NICN updated stock number.

(4) SMIC of updated stock number. For codes or definitions, refer to NAVSUP P-488.

(5) Federal Supply Class (FSC) of updated stock number.

(6) Cognizance Symbol (COG) of the updated stock number.

(7) Item Name. This reflects the name of the new stock numbered item.

(8) Operating Space Item (OSI) “0” indicates item in Part III Section B of previous COSAL.

(9) Note Code indicates specific instructions or information concerning allowance. For codes or definitions, refer to NAVSUP P-488.

(10) Ship Type and Hull Number for which this cross-reference is published.

(11) Unit Identification Code (UIC). Unit Identification code assigned to the ship/activity in subparagraph 10 above.

(12) Date. COSAL publication date.

(13) Page Number. Consecutive page numbering, from first to last page of cross-reference list.

The above information may also be furnished in New to Old Stock Number sequence.

5. SHIP VALUE LIST. This section 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:
The items listed below apply to the illustration above:

(1) Cognizance Symbol (COG)

(2) Storeroom Items (SRI)
   a. Total NSNs
   b. Allowed Quantity
   c. Priced NSNs
   d. Extended Dollar ($) Price

(3) Operating Space Items (OSI)
   a. Total NSNs
   b. Allowed Quantity
   c. Priced NSNs
   d. Extended Dollar ($) Price

(4) MAMS
   a. Total NSNs
b. Allowed Quantity

c. Priced NSNs

d. Extended Dollar ($) Price

(5) Total (SRI + OSI + MAMS)

a. Total NSNs

b. Allowed Quantity

c. Priced NSNs

d. Extended Dollar ($) Price

(6) COG Totals (SRI)

(7) COG Totals (OSI)

(8) COG Totals (MAM)

(9) COG Totals (SRI + OSI + MAM)

(10) Ship Totals (SRI)

a. Total NSNs

b. Allowed Quantity

c. Priced NSNs

d. Extended Dollar ($) Price

(11) Ship Totals (OSI)

a. Total NSNs

b. Allowed Quantity

c. Priced NSNs

d. Extended Dollar ($) Price

(12) Ship Totals (MAM)

a. Total NSNs

b. Allowed Quantity

c. Priced NSNs

d. Extended Dollar ($) Price

(13) Ship Totals (SRI + OSI)

a. Total NSNs

b. Allowed Quantity

c. Priced NSNs
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 items listed below apply to the illustration above:

(1) CAGE/ FSCM.

(2) Alternate Number. Primary and secondary alternate part numbers cross referenced to NIIN/NICN described in subparagraph 3 below.
(3) NIIN/NICN. The latest NIIN/NICN for the alternate number in subparagraph 2 above.

(4) Same as 1 above.

(5) Same as 2 above.

(6) Same as 3 above.

(7) Ship Type and Hull Number. The specific ship/activity for which Section D is published.

(8) Date. COSAL publication date.

(9) Page. Consecutive page numbering from first to last page.

(10) First Alternate Number on Page. The first alternate number listed on the page.

(11) Last Alternate Number on Page. The last alternate number listed on the page.

NOTE: The Electronic File Identification number is E01BY1.

The above information may also be furnished in NIIN/NICN to alternate number sequence.

7. 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.
The items listed below apply to the illustration above:

1. SUBSECTION I is arranged in stock number sequence, listing the applicable item, cross-referenced to the identifying Title/Nomenclature.

2. SUBSECTION II lists the above-mentioned items by Title/Nomenclature in alphabetical sequence cross-referenced to the stock number.

3. Unit of Issue (U/I). For codes or definitions, NAVSUP P-488.

4. Operating Space Item (OSI) Quantity. Recommended quantity for all Operating Space Items. An “*” indicates the requirement is less than the Unit of Issue and is included in the SRI column.

5. Store Room Item (SRI) Quantity. Recommended quantity of forms for storeroom stock. All publications are OSI, so the SRI QTY is zero.

6. Security Classification Code (SC). The codes and definitions are as follows:
   - 1 – Confidential
   - 2 – Confidential – Restricted Data
   - 4 – Secret
   - U – Unclassified
(7) Requisition Restriction (RR). Limit quantity for a specific ship.

(8) Carrying Point (CP). Indicates the source of supply.

(9) Basic/Change (BC). Indicates the basic publication or change.

2095 POLARIS/POSEIDON WEAPONS SYSTEM/STRATEGIC WEAPONS SYSTEM (PWS/SWS) COSAL

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 paragraph 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 III-B 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 NAVSUP WSS-Mechanicsburg Code N94 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 paragraph 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 upper left hand corner. The pseudo UIC, consisting of the letter “X” plus four numeric digits, enables NAVSUP WSS to segregate reactor plant information from normal HME&O information. The pseudo UIC is for NAVSUP WSS 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 ”2S COG" “Q” COSAL Record List contains stock numbers that are applicable to reactor plant components managed by NAVSEA 08. ”2S COG” is used to describe items which are “2S” cognizance and “X1” SMIC.

2098 NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS

RADIAC allowance quantities for ships are specified on applicable AELs and APLs. Policies for managing this equipment and requesting changes to these quantities can be found in NAVSEA SE700-AA-MAN-100/RADIAC, RADIAC Program User's Manual."
<table>
<thead>
<tr>
<th>SCAT</th>
<th>SCAT DESCRIPTION</th>
<th>TOTAL REQ</th>
<th>QTY ONBOARD</th>
<th>QTY EXCESS</th>
<th>QTY DEFICIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4006</td>
<td>DUMMY LOAD 600W 0.0-3.3BUILT-IN TEST EQUIP (BI)</td>
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<td>4010</td>
<td>CA-100 COLOR ANALYZER KIT INCL: CA-100, CA-A12, CA-A15</td>
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<td>0</td>
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<td></td>
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<td>4017</td>
<td>RADIATION SET / FIELD 2-200 MW/SQ CM 300K-40G</td>
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<td>1</td>
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<tr>
<td>4025</td>
<td>ANALYZER LOGIC 35 CHANNEL 100 MHZ</td>
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<td>0</td>
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<td>4030</td>
<td>PROBE OSCPE CURRENT 15A 120HZ-12 MHZ</td>
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<td></td>
</tr>
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<td>4031</td>
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<td>0</td>
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<tr>
<td>4032</td>
<td>ANALYZER LOGIC TIME + DATA TIMING + 16 DATA CHANNELS</td>
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<td>4034</td>
<td>LOGIC PROBE KIT TTL + CMOS/ PULSER + CLIP + COMPARATOR</td>
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<td>0</td>
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<td></td>
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<td>4035</td>
<td>LOGIC PROBE TTL + CMOS LOGIC 0.1 AT 0.8, 2 VOLTS</td>
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<td>0</td>
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<tr>
<td>4042</td>
<td>POWER SUPPLY 36VDC 5.0AREGULATION .01%</td>
<td>0</td>
<td>0</td>
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<td></td>
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<tr>
<td>4068</td>
<td>SYNCHRO TESTER 60HZ-360 CAL EVERY 10 DEG</td>
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<td>2</td>
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<td></td>
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<tr>
<td>4069</td>
<td>SYNCHRO TESTER 400HZ-360 CAL EVERY 10 DEG</td>
<td>1</td>
<td>1</td>
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<tr>
<td>4073</td>
<td>SYNCHRO METER 47-1200 HZ DIGITAL RGN 7-14/54-108V</td>
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<td>1</td>
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<td>4075</td>
<td>INDICATOR AC LINE VOLTAGE NEON LAMP TYPE</td>
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<td>4076</td>
<td>INDICATOR PHASE SEQ 60HZ 115-500V INPUT 3 PHASE</td>
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<td></td>
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<tr>
<td>4115</td>
<td>POWER SUPPLY 50VDC 1.5AREGULATION .01%</td>
<td>2</td>
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<td></td>
</tr>
<tr>
<td>4128</td>
<td>CALIBRATOR THERMO COUPLE</td>
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<td>1</td>
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<tr>
<td>4170</td>
<td>INDICATOR DEW PT 150PSI-50F TO AMBIENT-10F DEG</td>
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<td>2</td>
<td>1</td>
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<td>4171</td>
<td>INDICATOR DEW PT 5000PSI-50F TO AMBIENT-10F DEG</td>
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<td>4173</td>
<td>METER TEMPERATURE WBG765F TO 165F +/-5F</td>
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<td>4195</td>
<td>VOLTMETER DDB/1V BAT OPER. 1MV-20V 5HZ-20KHZ</td>
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</tr>
<tr>
<td>4200</td>
<td>VOLTMETER RF MILLIVOLTMV 3V .1MHZ-400MHZ</td>
<td>2</td>
<td>4</td>
<td>2</td>
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<tr>
<td>4204</td>
<td>VOLTMETER PH ANGLE 25KHZ 1MV-100V 50HZ-25KHZ</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>4205</td>
<td>VOLTMETER TRUE RMS 1%100UV-300V 50HZ-500KHZ</td>
<td>1</td>
<td>1</td>
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<td></td>
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<tr>
<td>4206</td>
<td>VOLTMETER DDB=1MW/600 OHM1MV-300V 10HZ-2MHZ</td>
<td>3</td>
<td>3</td>
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<td></td>
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<tr>
<td>4208</td>
<td>VOLTMETER DIFFERENTIAL AC99MV-500V .05%/DC, .2%/AC</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>4209</td>
<td>MULTIMETER DIGITAL 7-1/2-1.750VAC 0.2-1000VDC</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
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<tr>
<td>4211</td>
<td>MULTIMETER DIGITAL 5-1/2-1-1000VDC 1.0-1000VAC</td>
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<tr>
<td>4212</td>
<td>MULTIMETER DIGITAL 4-1/2-1-1000V 1%AC, 0.02%DC</td>
<td>6</td>
<td>8</td>
<td>2</td>
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<td>4213</td>
<td>METER TEMPERATURE 1000F-50F/-40C TO 1000F/500C</td>
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<td>2</td>
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<td>4214</td>
<td>VOLTMETER E-STATIC 1.5KV1% ACCURACY DC-700HZ</td>
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<td>4235</td>
<td>METER CLAMP-ON DC 10A/5/12 IN JAW 3% +/-15MA</td>
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<tr>
<td>4236</td>
<td>METER CLAMP-ON AC 600V+A1-1/16 IN JAW 3%</td>
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<td>0</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4237</td>
<td>MULTIMETER DIGITAL 3-1/20.2-1200V 1%AC, 0.10%DC</td>
<td>7</td>
<td>8</td>
<td>1</td>
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<td>4240</td>
<td>PROBE HIGH VOLTAGE 50KV HI-ACCURACY HI-IMPEDANCE</td>
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<td></td>
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<tr>
<td>4242</td>
<td>PROBE 1000X40KV (USE WITH SCAT 4212, 4237)</td>
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<td>MULTIMETER AC/DC 20KVD/5VAC 1KVDC 1KVAC 10A</td>
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<td>4249</td>
<td>MULTIMETER 4.5 DIGIT PORT</td>
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<td>4252</td>
<td>METER CONDUCTIVITY WATER 40 TO 5,000,000 UMHS/CM</td>
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<td>FREQ DIFFERENCE METER 100KH 1,2,5,5MHZ</td>
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</tbody>
</table>

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, APL numbers, suitable substitutes and excess/deficiency status. In addition to Portable Electrical/Electronic...
Test Equipment, the SPETERL also includes Special Purpose Electronic Test Equipment, Built-In Test Equipment and selected electro-Mechanical Test Instruments. The SPETERL identifies and incorporates requirements for all categories of Test and Monitoring Systems in a single document. The SPETERL is prepared by Naval Surface Warfare Center, Indian Head, Picatinny Detachment. The application/use for required test equipment shown under the prime equipment/systems application column is provided to assist the supply officer and/or maintenance officer in allocating test equipment resources among organizational elements.

The following is an explanation of column headings on the SPETERL:

a. SCAT CODE (SUB CATEGORY CODE): A four or seven alphanumeric code used to identify a range of measurement parameters by functional category.

b. FUNCTIONAL DESCRIPTION OF SCAT CODE REQUIREMENT: A description of the minimum technical parameters of the SCAT code.

c. COG SYM (COGNIZANCE SYMBOL): A four position alphanumeric code used to identify the cognizance and management program for test equipment items contained in the SPETERL. The first two characters identify the financial COG symbol for the top listed item in the SCAT code or a pseudo code to identify calibration, special purpose or built-in items. The last two positions identify general use items that have shared management programs for some applications, (i.e., 7ZCS = a 7Z-COG GPETE item also used as a calibration item).

   COG Codes in use are:
   
   Standard COG Symbols
   CS = Calibration Standard Item
   SP = Special Purpose Item
   BI = Built-in Item

d. CAGE: A five-character code assigned to a manufacturer (formerly FSCM)

e. TEST EQUIPMENT MODEL NUMBER: An alphanumeric identifier for an item of test equipment. This identifier may be a Military nomenclature or a commercial model/type/part number. In the SPETERL, equipment identified by a military nomenclature are assigned a blank CAGE code.

f. PRI (PRIORITY): A two digit numeric code, which is used to identify the priority (order of preference) of test equipment within a SCAT Code. Definitions of priority codes are as follows:

   (1) 013 (STANDARD): Denotes the most advanced and satisfactory model approved for service use. They are currently under contract for procurement. This identifies the NAVSEA Standard Model.

   (2) 022 (SUBSTITUTE STANDARD): Denotes models approved for service use and having adequate support.

   (3) 038 (LIMITED STANDARD): Denotes models approved for service use, are no longer under contract and have limited support, but are usable substitutes. Note: Models with
priorities 038 and greater returned through the naval supply system do not receive turn-in credit.

(4) 072 (OBSOLESCENT): Denotes models, which represent older technology and are evaluated for replacement. They are retained in service pending procurement engineering, planning, and budgeting.

(5) 095 (OBSOLETE): Denotes models which are reaching the end of their service life. Procurement replacement is dependent on budget.

g. APL (ALLOWANCE PARTS LIST): The APL number for that particular test equipment model.

h. INV QTY (INVENTORY QUANTITY): Quantity of test equipment on board by model. Totals of these inventory quantities are summarized on the "SCAT INVENTORY TOTALS" line. These quantities are based on CDMD-OA at the time of download.

i. EXC QTY (EXCESS QUANTITY): Quantity of test equipment on board which is excess to the total required. These excess quantities are summarized on the "SCAT INVENTORY TOTALS" line. These quantities are based on CDMD-OA at the time of download.

j. DEF QTY (DEFICIENT QUANTITY): Quantity of test equipment needed to fill a deficiency. These deficient quantities are summarized on the "SCAT ALLOWANCE TOTALS" line. These quantities are based on CDMD-OA at the time of download.

k. TOT REQ (TOTAL REQUIRED): Quantity of test equipment required for the application shown. Totals of these allowance quantities are summarized on the "SCAT ALLOWANCE TOTALS" line.

l. PMS (PLANNED MAINTENANCE SYSTEM): Where a SCAT Code/Test Equipment is required to perform a Planned Maintenance System (PMS) test, the periodicity is indicated by a “P.” Where a SCAT Code/Test Equipment is required to perform corrective maintenance, the periodicity is indicated by a “C.”

m. PRIME EQUIPMENT/Fleet Supplemental Test Equipment Requirement (FSTER) APPLICATION: The prime equipment, weapons system, shop, or other general application for which test equipment is required. Requirements for prime electronic equipment are shown as "ELECTRONIC SUBTOTAL." When more than 25 different prime equipment/location combinations require a SCAT Code, the application is shown as "PRIME SYSTEMS EXCEED 25." The total SCAT quantity required to support these systems is listed as "ELECTRONICS SUBTOTAL."

n. PE QTY (PRIME EQUIPMENT QUANTITY): The quantity of prime equipment to be supported.

o. PE LOCATION OR SHIP ALTERATION (SHIPALT): The location by deck, frame, and compartment of the prime equipment supported as reported by SCLSIS. For equipment to be installed, the applicable SHIPALT is shown.
p. **REQT FOOTNOTE (REQUIREMENT FOOTNOTE):** A numeric code used to provide allowance adjustments applicable to a prime equipment/system or FSTER application for a specific SCAT Code.

q. **APPL FOOTNOTE (APPLICATION FOOTNOTE):** A numeric code used to provide technical comments applicable to a prime equipment/system or FSTER application for a specific SCAT Code. The APPLICATION FOOTNOTE corresponds to the last three digits of the SCAT code.

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 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.

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.

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 TYCOM is responsible for notifying the ship and NAVSUP WSS 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 NAVSUP WSS 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 NAVSUP WSS. The AVCAL lists the items and quantities of aeronautical material authorized to be stocked by CV/CVN /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 (A/Ls) (see paragraph 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 NAVSUP WSS, are to be included in Part II of applicable HMEO&E COSALs published by NAVSUP WSS. 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. Aircraft Equipment Configuration List (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, 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 CAGE Code and part number sequence of all items considered in the ARR gross computation. The data elements provided include CAGE and part 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 on-hand, 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, 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 on-hand quantity.

9. INTERCHANGEABILITY REPORTS. Multiple listings tailored to the AVCAL containing carried items cross-referenced to interchangeable items as found in NAVSUP WSS 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 AND TABLES OF BASIC ALLOWANCES (TBAS) FOR AVIATION MATERIAL

1. GENERAL. ARRs, A/Ls and Table of Basic Allowances (TBAs) are prepared by NAVAIR or NAVSUP WSS 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 paragraph 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; and
   d. Instructions for submitting recommended changes.

2. 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, as all ARRs applicable to embarked aircraft are subsequently used to compute the "stock material" allowances in the AVCAL.

3. A/Ls. A/Ls list maintenance support equipment such as test stands, aircraft jacks, lubricating guns, wrenches, drills, testers and voltmeters. A/L material is normally 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 cognizant Type Commander, 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 and 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-2003).

<table>
<thead>
<tr>
<th>Section</th>
<th>NAVAIR Pub. No.</th>
<th>Contents</th>
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<tbody>
<tr>
<td>A (ARR)</td>
<td>00-35QA-1</td>
<td>General aviation and MSP materials common to various types of aircraft.</td>
</tr>
<tr>
<td>B (ARR)</td>
<td>00-35QB series</td>
<td>Repair parts (airframe, engines and accessories) peculiar to specific types of aircraft.</td>
</tr>
<tr>
<td>BR (ARR)</td>
<td>00-35QBR series</td>
<td>Repair parts (airframe, engines, accessories and electronics) peculiar to specific target aircraft or drone helicopters. (Prepared in lieu of separate pubs for Sections B and R.)</td>
</tr>
<tr>
<td>D (ARR)</td>
<td>00-35QD series</td>
<td>Repair parts and special tools for maintenance support of catapults on aircraft carriers (CVNs).</td>
</tr>
<tr>
<td>E (ARR)</td>
<td>00-35QE series</td>
<td>Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers.</td>
</tr>
<tr>
<td>F (ARR, A/L)</td>
<td>00-35QF series</td>
<td>Aircraft launching accessories and visual landing aids.</td>
</tr>
<tr>
<td>G (A/L)</td>
<td>00-35QG-016 series</td>
<td>General support equipment and hand tools required for organizational and intermediate levels of aircraft maintenance.</td>
</tr>
<tr>
<td>H (A/L)</td>
<td>00-35QH series</td>
<td>Flight operational material such as flight clothing, parachutes, oxygen life jackets, compasses, etc.</td>
</tr>
<tr>
<td>J (A/L)</td>
<td>00-35QJ-1 Aircraft model spotting templates for use of Air Department personnel on CVNs/LHAs/LHDs in simulating deck spotting of aircraft for aircraft operations.</td>
<td></td>
</tr>
<tr>
<td>N (ARR)</td>
<td>00-35QN series</td>
<td>Repair parts peculiar to specific models of turbojet and turbo shaft aircraft engines.</td>
</tr>
<tr>
<td>P (A/L)</td>
<td>00-35QP-1 through 11 series</td>
<td>Photographic equipment and materials required by certain activities.</td>
</tr>
<tr>
<td>P (ARR)</td>
<td>00-35QP-20 series</td>
<td>Repair parts for the photographic components of the IOIC and for certain mobile photographic laboratories.</td>
</tr>
<tr>
<td>P (ARR)</td>
<td>00-35QP-30 series</td>
<td>Repair parts for airborne photographic systems.</td>
</tr>
<tr>
<td>R (ARR)</td>
<td>00-35QR-4</td>
<td>General electronic materials required for maintenance of various avionics equipment and systems.</td>
</tr>
<tr>
<td>R (ARR)</td>
<td>00-35QR-6</td>
<td>Aviation electronic accessories common to designated aircraft classes.</td>
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</tbody>
</table>
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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.

(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 procedures for allowance and inventory control are defined in NAVAIRINST 13650.1 (series). The AMMRL program encompasses the Support Equipment Management System which includes Automated Support Equipment Recommendation Data (AUTOSERD) system for initial entry or updating of Support Equipment Resources Management Information System (SERMIS) source data files. It also encompasses the review and verification of fleet inventory reporting, production and distribution of Individual Material Readiness Lists (IMRLs), associated AMMRL program Support Equipment (SE) inventory management reports, submission and processing of fleet IMRL revision requests (IRRs) and Source Data Revision Recommendations (SODARRs). The AMMRL program includes the parts described in the following subparagraphs.

2. AUTOMATED SUPPORT EQUIPMENT RECOMMENDATION DATA (AUTOSERD). AUTOSERD includes the processing of technical, cataloging and revision data for initial entry and for updating of SERMIS source data files.

3. SUPPORT EQUIPMENT RESOURCES MANAGEMENT INFORMATION. SERMIS encompasses the review and verification of fleet inventory reporting, production and distribution of IMRLs, associated AMMRL program SE inventory management reports, submission and processing of fleet IRRs and SODARRs. The SERMIS is the repository of master data for printing IMRLs and provides in use asset visibility to the Support Equipment Controlling Authority, NAVSUP WSS PM, Fleet Readiness Centers and In Service Support Centers, Naval Air Engineering Center and Commander, Naval Air Systems Command.

4. IMRL. The IMRL is a consolidated allowance list specifying end items and computed authorized quantities of SE 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 CDMD-OA. In order to ensure the COSAL is complete and accurate, configuration validations are conducted and the data stored in CDMD-OA is matched to the equipment/systems physically located on board the ship. Any discrepancies noted are documented and configuration changes are 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 and Fleet Technical Support Center Pacific 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, modifications thereto 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 CDMD-OA. Upon completion of the site validation by the SECAS teams, CDMD-OA is updated with all necessary changes. When CDMD-OA is current, reports are provided to the ship listing all the electronics equipment and modification status. These reports, which contain essentially the same information, but in different sequences, are as follows:

<table>
<thead>
<tr>
<th>SECAS Report No.</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>502.1A</td>
<td>Type Designation (nomenclature)</td>
</tr>
<tr>
<td>502.1B</td>
<td>Type Designation (test equipment only)</td>
</tr>
<tr>
<td>502.1C</td>
<td>SCAT (test equipment only)</td>
</tr>
<tr>
<td>502.1R</td>
<td>Type Designation (total electronic with applicable field change status)</td>
</tr>
<tr>
<td>503.1</td>
<td>Location (deck, frame and compartment)</td>
</tr>
<tr>
<td>506.1</td>
<td>Type Designation (system and components listed together)</td>
</tr>
<tr>
<td>506.2</td>
<td>Category (system and components listed together)</td>
</tr>
</tbody>
</table>

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 any subsequent equipment installations, removals or modifications are reported to NAVSUP WSS, TYCOM and the ship's COSAL is then revised accordingly. When equipment
population or configuration changes are accomplished during the ship’s regular overhaul or a complex overhaul, 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-O40/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 S9213-45-MAN-000(N);

   d. Field changes installed and reported by SPAWAR field change technical teams; and

   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 5/84) in accordance with Ship's 3-M Manual, Volume II (NAVSEAINST 4790.8C) via OMMS-NG/MFOM.

   b. COSAL Errors. The OMMS-NG/MFOM OPNAV Form 4790/CK processing format 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. None. The Configuration Changes (additions) submitted will be assigned a ship Record Identification Number (RIN) and changes to an existing configuration record will not be assigned a new ship RIN rather the CDM RIN and original ship RIN will remain the same. The Configuration Item List that includes configuration additions/changes/deletes can be queued, saved and used for reference.

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) 3MC to download and process the applicable ASI that supports the equipment additions.
(2) Compare the organizational maintenance items and quantities in the new APL/AAP with the SRF (organizational maintenance items in the APL/AAP are designated by maintenance code 2, 3, 4, 5 or 6). If the APL/AAP items in OMMS-NG/MFOM are not listed, submit request to the CDM to set the triggers in obtaining the logistics/supply data from the ERP and provided via ASI. If the APL/AAP item is listed in OMMS-NG/MFOM, but the quantity is less than the actual APL/AAP quantity, process COSAL Pen/Ink Change in OMMS-NG/MFOM to indicate the quantity in the actual APL/AAP. If the SRF quantity is greater than the APL/AAP quantity, no change is required.

(3) Submit NAVSEA outfitting requisitions for net allowance deficiencies in accordance with paragraph 3365 and via the OMMS-NG COSAL Pen/Ink Change. This will automatically create new stock records for newly authorized items.

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) Verify OMMS-NG/MFOM to ensure the applicable equipment quantity increase to reflect the additional equipment.

(2) Verify the applicable ASI Report (JSS117) to determine if additional quantities of repair parts are authorized for stock and if so, the SRF will be updated with the appropriate quantity.

(3) Submit NAVSEA funded requisitions in accordance with paragraph 3365 for net allowance deficiencies.

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) Process applicable ASI to delete the applicable APL number in the SOEAPL; the on equipment listed in OMMS-NG/MFOM Configuration Item List.

(2) Delete any repair parts listed on the SRF 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 SRF are related to other APLs in addition to the one being totally deleted, 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 OMMS-NG/MFOM via ASI 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 paragraph 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 on the APL with allowance posted on the Number of Equipment column). Therefore, when a requested repair part is not carried by the supply department and is not listed in the SRF, the repair part 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 paragraph 6207-2, the unsupported equipment will be reported as a COSAL error in accordance with paragraph 2104-3b and the applicable APL will be obtained in accordance with paragraph 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 7-86) which will be prepared and submitted electronically via NAVY 311 website: http://www.navy311.navy.mil

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., NAVSUP Weapon Systems Support/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 and 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 when appropriate, prompt COSAL revisions and timely procurement actions can be initiated. If all such correspondence is not currently routed to the Supply Officer, appropriate changes in the ship's correspondence routing procedures should be requested.

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, that APL or AEL should be requested from the nearest Naval Shipyard, NAVSUP FLC or from the cognizant TYCOM. If the ship is not in the vicinity of such sources, it will be requested from NAVSUP Weapon Systems Support. Requests for APLs or AELs may be submitted by telephone, message, electronic mail or OPNAV 4790/CK.

2105 ALLOWANCE CHANGE REQUEST (ACR)

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 TYCOM, 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; and
- d. technological improvements in equipment/systems and repair parts which can provide the ship with additional capabilities.

2. ACR WEB FORM. Except as otherwise described in paragraph 2105-3 - 4, the ACR Web Form is the prescribed document for requesting item additions/deletions or quantity increases/decreases in all published allowances lists.

   a. Access to the Maritime ACR Web Form is found at the Navy 311 website located at http://www.navy311.navy.mil. From the Navy 311 Home Page, under the heading “Submit a Support Request”, choose “CAC User”. When the “Select a Certificate” box appears, select your non-DOD email certificate and choose “OK”. The “Request Service” page will appear. Under the “Available Requests” heading, select “Allowance Chg. Request” and then choose “Request Now”. Select your non-DOD email certificate and choose “OK”. The Maritime Allowance Change Request Web form will appear (see sample Maritime Web Form on next page). For standard Maritime ACRs, the requestor should complete Blocks 1 through 18, and then choose "Submit." The form goes to the applicable Type Commander for review and endorsement/non-endorsement. If endorsed, the form goes to Navy 311 Help Desk. The Navy 311 Help Desk will determine the ACR processing activity by the NIIN’s cognizance code and forward to the appropriate In-Service Engineering Activity (ISEA). The process flow chart example illustrates the normal processing procedures. A secondary method of submitting a Maritime allowance change request is the NAVSUP Form 1220-2 (see sample). The form will be prepared in accordance with instructions printed on the reverse of the form and will be submitted via the Type Commander to the cognizant ACR processing control point (see logic diagram).

   b. Access to the Aviation ACR Web Form is found at the Naval Supply Systems Command (NAVSUP) Home Page page located at https://www.navsup.navy.mil. From the NAVSUP Home Page, select “Customer Gateways” on the right hand side of the page. From the Customer Gateways page, scroll down to the heading “Allowance Change Request Forms” and then select the appropriate form. For standard Aviation ACRs, select “Standard ACR – Aviation Only”. For standard Maritime ACRs, select “Standard ACR – Surface/Subs only”. If the item applies to a reactor plant, refer to NAVSEAINST 9890.25 and the Introduction of the Q-COSAL.
### Allowance Change Request

**1. FROM:**
- **Activity Selection:** BY ACTIVITY NAME (Ex: USS CARL VINSON | MAG12 2V82B0 | COMSIFLT)
- **Activity Name or Designator:** — Select An Option Above —
- **Ship/Activity Designator:**
- **Ship's TYCON:**
- **Ship/Activity UIC:** (Ex: R03357)

**2. Request Number:** ASSIGNED AFTER SUBMIT
**3. Date Submitted:** 05/28/2014 01:05 PM

**4. Status of Requested/Allowed Item:**
- Item Addition
- Item Deletion
- Item on Board
- Item not on Board

**5. EIC & APL:
- AEL/AEC/Instruction Number and Date Affected:**
- **EIC:**
- **AEC:**

**6. COSAL Type:**

**7. National Stock Number (NSN):**

**8. Equipment/Component or Item Nomenclature/Name:**

**9. Unit of Issue:**

**10. Unit Price:**

**11. Present Qty Allowed:**

**12. New Total Qty:**

**13. Extended Value of Change**


**15. Current On Order Quantity (154 ECOR)**

**16. List Past 12 Months Demand**

**16a. Is this related to a CASEREP?**
- Yes
- No

**16b. Is this a Recurring/Nonrecurring Demand?**
- Recurring
- Nonrecurring

**17. Justification:**
- Tech Manual Number:
- Circuit Symbol:

**Describe Impact on Ship/Activity Designator:**

**Applicable to other ships/ship classes/activities?**
- Yes
- No

**What Ships or classes?**

**Commanding Officer Endorsement:**
- Yes
- No

**Name Plate Data for non-NSN Data:**

**Additional Justification/Remarks:**

**18. Requestor Information:**
- **Rank:**
- **Name:**
- **Commercial:**
- **Phone DSN:**
- **Email Address:**

**19. ISIC Email Address (If Required):**

**Submit**
MARITIME ALLOWANCE CHANGE REQUEST FORM

<table>
<thead>
<tr>
<th>ALLOTMENT CHANGE REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVSUP 1220-2 (09-03)</td>
</tr>
<tr>
<td>S/N: 0108-LF-12B-5600</td>
</tr>
</tbody>
</table>

1. **FROM:**

2. **DATE:**

3. **Serial Number:**

4. **APL/AEL/RJC/Instruction Number Affected:**

5. **Status of Requested/Allowed Item**
   - [ ] Item Addition
   - [ ] Item on Board
   - [ ] Item Deletion
   - [ ] Item Not on Board

6. **National Stock Number (NSN)**
   - or FSCM & Part Number

7. **Equipment/Component (E/C)**
   - or Item Nomenclature

8. **Unit of Issue**

9. **Unit Price**

10. **Present Qty. Allowed**

11. **New Total Qty.**

12. **Extended Value of Change**

13. **Justification (Mandatory)**

14. **Submitter Information:**
   - Name of Submitter:
   - Commercial Phone Number:
   - Email Address:
   - Submitter’s Signature:

15. **Approving Official Information:**
   - Name of Approving Official:
   - Commercial Phone Number:
   - Email Address:
   - Approving Official’s Signature:

16. **First Endorsement:**
   - Name of Endorser:
   - Activity of Endorser:
   - DSN Phone Number:
   - Commercial Phone Number:
   - Email Address:
   - Endorser’s Signature:

17. **Copy to:**

---

2-71 Revision 5
# ALLOWANCE CHANGE REQUEST

## Instructions on Reverse
Please type or print

---

**ALLOWANCE CHANGE REQUEST**

NAVSUP 1220-2 (09-01) S/N: 013B-LF-122-5600

1. **From:**
   CO, USS JOHN PAUL JONES (DDG-32)
   FPO SAN FRANCISCO

2. **Date:**
   4/30/2015

3. **Serial Number:**
   DDGS2005

4. **APL/ALI/RIC/Instruction Number Affected:**
   460110038

5. **Status of Requested/Allowed Item**
   - [x] Item on Board
   - [ ] Item Not on Board
   - [ ] Item Addition
   - [ ] Item Deletion

6. **National Stock Number (NSN) or FSIN & Part Number**
   - 992940-00-287-1931
   - FILTER, FEED PRESSURE

7. **Equipment/Component (E/C) or Item Nomenclature**
   - EA

8. **Unit of Issue**
   - EA

9. **Unit Price**
   - 6.86

10. **Present Qty Allowed**
    - 4

11. **New Total Qty**
    - 8

12. **Extended Value of Change**
    - 20.64

---

**13. Justification (Mandatory)**

FOUR FEED PRESSURE FILTERS ARE INSTALLED IN EACH OF THE SHIP'S TWO EMERGENT DIESEL GENERATORS. SINCE THESE GENERATORS ARE RUN SIMULTANEOUSLY, ALL EIGHT FILTERS USUALLY ARE REQUIRED TO BE REPLACED AT THE SAME TIME. THEREFORE, AN ALLOWANCE OF EIGHT FILTERS IS NECESSARY TO PERMIT ON-HAND AVAILABILITY OF WHAT IS CONSIDERED TO BE THE "MINIMUM REPLACEMENT UNIT."

---

**14. Submitter Information:**
- **Name of Submitter:** LT. J. B. CARRAS, SC, USN, SUPPLY OFFICER
- **DSN Phone Number:** 771-985-5077
- **Commercial Phone Number:**
- **Email Address:** john.carras@navy.mil

**Submitter's Signature:**

---

**15. Approving Official Information:**
- **Name of Approving Official:** CDR. J. S. Jenny
- **DSN Phone Number:** 771-985-8888
- **Commercial Phone Number:**
- **Email Address:** john.jenny@navy.mil

**Approving Official's Signature:**

---

**16. First Endorsement:**
- **Name of Endorser:**
- **Activity of Endorser:**
- **DSN Phone Number:**
- **Commercial Phone Number:**
- **Email Address:**

**Endorser's Signature:**

---

**17. Copy to:** COMNAVSURFPAC

---

**Revision 5**
INITIATE AND SUBMIT ACR TO TYCOM

TYCOM ACR COORDINATOR REVIEW AND EVALUATE

HAS AUTHORITY TO APPROVE?

YES

SEND COMPLETED STATUS TO ORIGINATOR

NO

ACR PROCESSING CONTROL POINTS (ACRPCP)

HAS AUTHORITY TO APPROVE?

YES

RETURN STATUS TO TYCOM, ORIGINATOR

NO

DESIGNATED TECHNICAL/ENGINEERING ACTIVITY (DTEA)

HAS AUTHORITY TO APPROVE?

YES

RETURN STATUS TO ACRPCP, TYCOM, AND ORIGINATOR

NO

HARDWARE SYSTEMS COMMAND (HSC)

APPROVES?

YES

WILL ITEM BE:
1. ORDALT
2. SHIPALT
3. DEFERRED?

YES

ARE FUNDS AVAILABLE?

NO

RETURN STATUS TO DTEA, ACRPCP, TYCOM, AND ORIGINATOR

NO

IS PROCUREMENT AUTHORIZED?

NO

COMMENCE ACQUISITION

YES

RETURN STATUS TO DTEA, ACRPCP, TYCOM, AND ORIGINATOR
### PROCESSING CONTROL POINTS FOR ALLOWANCE CHANGE REQUESTS

<table>
<thead>
<tr>
<th>Shipboard System(s)</th>
<th>Cognizance of Equipment</th>
<th>Components, Repair Parts, and Equipage (including Test Equipment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hull, Mechanical, Electrical &amp; Electronic</td>
<td>NAVSEALOGCEN</td>
<td>NAVSEALOGCEN</td>
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<tr>
<td>Ordnance, Fire Control, &amp; SONAR</td>
<td>NAVSEALOGCEN</td>
<td>NAVSEALOGCEN</td>
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<tr>
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<td>SSP (206)</td>
<td>SSP (206)</td>
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<td>Nuclear Propulsion</td>
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<td>NAVMEDLOGCOM</td>
<td>NAVMEDLOGCOM</td>
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<tr>
<td>Material Handling Equipment</td>
<td>NAVSUP WSS (N954)</td>
<td>NAVSUP WSS (N954)</td>
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<td>Meteorological</td>
<td>SPAWAR PMW 185</td>
<td>NAVSEALOGCEN</td>
</tr>
<tr>
<td>Catapult, Arresting Gear, Optic Landing</td>
<td>NAVSUP WSS</td>
<td>NAVSUP WSS</td>
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<tr>
<td>Systems, &amp; Spotting Templates</td>
<td>Copy to NAVAIR (4121B)</td>
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<tr>
<td>Aviation</td>
<td>NAVAIR (412)</td>
<td>NAVAIR</td>
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<tr>
<td>Portable Electrical/Electronic Test</td>
<td>NAVSEA (04-DS)</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Ordnance Handling Equipment</td>
<td>NAVSURFWARCE, Indian</td>
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<tr>
<td>Head Det Earle, Code 71PM</td>
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<td></td>
</tr>
</tbody>
</table>

#### 3. ALLOWANCE CHANGE REQUESTS - FIXED (ACR-F) FOR NAVSUP WSS AND NAVSUP WSS MANAGED DLR ITEMS.

NAVSUP WSS 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. NAVSUP WSS (N35) Managed Items. NAVSUP WSS (N35) DLR items are identified in the MRIL by a control code (MCC) E, H, or X, and a cog symbol of 7E, 7G, 7H, or 7Z. The Webform Allowance Change Request is the prescribed document for requesting item additions/deletions or quantity increases/decreases in all published allowances lists (see previous sample Webform). Access to the webform is found at the Navy 311 website located at [http://www.navy311.navy.mil](http://www.navy311.navy.mil). From the Navy 311 Home Page, choose “Submit a Support Request.” On the Service Categories page, choose “Equipment and Maintenance.” On the Services page, choose “Allowance Chg. Request.” The Allowance Change Request web form will then appear. Requestor should complete Blocks 1 through 18, and then click on "Submit."
The form goes to the applicable TYCOM for review and endorsement/non-endorsement. If endorsed, the form goes to the Navy 311 Help Desk. The Navy 311 Help Desk will determine the ACR processing activity by the NIIN cognizance code and forward to NAVSUP WSS. The previous process flow chart illustrates the normal processing procedures.

A secondary method of submitting an ACR-F would be a Naval Message. The message will be submitted to the TYCOM for review. If the TYCOM approves, a message will be generated and forwarded to NAVSUP WSS for processing. If the TYCOM disapproves, a message will be forwarded to the requestor stating the reason for disapproval. The prescribed message format is illustrated below.

b. NAVSUP WSS (N32) Managed items. NAVSUP WSS (N32) 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 NAVSUP WSS managed items will be submitted by message in accordance with refer to NAVICPINST 4441.15 (series).

Note: All NAVSUP WSS (N32/N35) managed material will be converted to Navy ERP as part of the Single Supply Solution (SSS).

4. DEMAND BASED REPAIR PARTS (OTHER THAN DLR ITEMS). Unless otherwise directed by the TYCOM, an ACR is not required for additional repair parts (range adds) which qualify to be stocked in accordance with paragraph 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 paragraph 6168 or the TYCOM 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 paragraph 2105-2 or 3, as appropriate.
FM (ENTER SHIP NAME) //
TO (ENTER COGNIZANT TYPE COMMANDER) //N41//
INFO NAVSUP WSS MECHANICSBURG PA //N95//
UNCLAS //N04400//
SUBJ: ALLOWANCE CHANGE REQUEST - FIXED
REF/A/DOC/NAVICPINST 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/NAME/RANK/PHONE/CODE
2106 ALLOWANCE OF RECREATION MATERIAL

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). Force Commanders/TYCOMs 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 that is considered necessary or desirable for the health and contentment of the personnel attached to the command. Except as otherwise provided in paragraph 3438 procurement of recreational equipment, supplies and services normally will be charged to the ships OPTAR (see DoD 7000.14-R, Volume 12, Chapter 13 Annex 1, paragraph D.5.). 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. 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 and are for recreational purposes only; and

c. Procurement is approved by the recreation fund administrator.

Subsection II: NAVY EXPEDITIONARY FORCES ALLOWANCES

2108 TABLE OF ALLOWANCE (TOA)

1. INTRODUCTION. The TOA identifies and quantifies the basic material and equipment required by Navy Expeditionary Forces to carry out operational requirements under a range of anticipated operational environments in contingency, wartime and disaster recovery operations. It is the primary requirements allowance document of the Navy Expeditionary Forces and is approved by the CNO. TOAs are developed for unit-specific Navy Mission Essential Tasks (NMETs) and are the same for all units with the same Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs). Each TOA is listed by functional components, sections, facility/group, assembly and associated line items.

2. GENERAL. TOAs are developed and maintained through a collaborative and iterative process with the fleet, Systems Commands (SYSCOMs) and OPNAV, a process managed by the Naval Facilities Engineering Command (NAVFAC).

   a. FLEET FORCES COMMAND AND TYCOMS. Provides NMETs, Concept of Operations, Authorized Manning Document and unit-level subject matter expertise to guide development of TOAs. Assesses existing TOAs to ensure allowance documents continue to provide the capabilities required to accomplish units' missions, to identify and achieve efficiencies and to modernize commands' abilities. Provides technical guidance, reports and other tools to assist Operational Commanders in TOA management and sustainment.

   b. SYSTEMS COMMANDS. Identify materiel solutions to meet fleet-articulated NMETs, ROCs and POEs. Balance initial cost, manpower, strategic life, sustainment (including fuel use), maintenance requirements, commonality, and interoperability in the selection of materiel solutions. NAVFAC is the lead systems command supporting Navy Expeditionary Forces and TOA integration.
c. OFFICE OF THE CNO. Formulates the doctrine and policy for all Naval Expeditionary Forces and approves all TOAs and any changes that affect commands’ missions.

d. NAVAL FACILITIES ENGINEERING COMMAND EXPEDITIONARY PROGRAMS OFFICE (NEPO). Provides specialized facilities engineering, technology, and expeditionary equipment life cycle management; acquires and manages capabilities for the Navy's expeditionary combat forces. NEPO delivers products and services that are centralized for economy and efficiency, centrally manages and executes assigned programs throughout the enterprise, and provides specialized acquisition expertise.

3. MAJOR USES OF TOAS

a. Authorization Document. Lists the equipment each command is authorized to requisition and maintain on-hand. This also provides the means to standardize equipment throughout Expeditionary Forces.

b. Logistics Support. A TOA is a grouping of equipment, material and supplies required for an expeditionary unit to perform assigned missions in an expeditionary or austere environment for a specified period of time. A TOA and its associated facilities and assemblies are complete entities which are detailed to the NSN level. By specifying requirements in terms of TOA elements, the user can rapidly and concisely communicate necessities to material and logistics managers. A breakdown of material in each Advanced Base Functional Component (ABFC) is presented in its respective Advanced Base Initial Outfitting List. NAVFAC provides mobilization data (Type Unit Characteristics (TUCHA)) to the operational commanders for mobilization planning based on the TOA.

c. Database of Record. The approved TOA dataset is maintained by NAVFAC in the Expeditionary Management Information System and is the authoritative list of required material and equipment for the Navy Expeditionary Forces. It is used by the SYSCOMs in buy plan stratification and OPNAV resource sponsors in programming sustainment and outfitting budgets.

4. ORGANIZATION OF TOA. TOA design supports unit mobility requirements by grouping capabilities within deployable units of action. Using a hierarchical data structure, capabilities are further defined ultimately to the individual line items of material and equipment that are identified by NSN or NICN. Stock numbers for CESE are also listed with the Equipment Codes (EC). Stock numbers are assembled within functional Assemblies. Assemblies are grouped functionally into either Groups or Facilities. Groups and Facilities are segregated by a major category or material into Sections and by purpose into Subcomponents.

a. Assemblies. A collection of tools, equipment and materials, listed by stock number, which provides a capability or required to perform a specific task, such as automotive maintenance or dental cleaning. Often complicated tasks require numerous assemblies. Assemblies are subdivisions of groups/facilities and identified by a five-digit number.

b. Groups. A functional sub-division of a section consisting of material, equipment and facility collateral used for a similar purpose such as Alfa Company tools or communications equipment. Group is designated with a five digit number that always starts with zero (0).

c. Facilities. A pre-engineered functional design. Facilities are not merely equipment and supplies used together, but items that fit together as a specialized system. Facilities usually consist of multiple assemblies which, in total, represent a stand-alone capability set. Facilities are designated with a five-digit number starting with numbers one (1) through nine (9) followed by one more alpha character as required.
Section IV: LOAD LISTS

2120 FLEET ISSUE LOAD LIST (FILL)

The FILL is designed to meet high use material requirements for resupply support of all deployed forces of the Atlantic and Pacific Fleets. The FILL is issued annually by NAVSUP WSS. 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. FILL material is positioned aboard combat stores ships (T-AKE).

2121 CONSOLIDATED AFOAT REQUISITIONING GUIDE OVERSEAS (CARGO)

The CARGO (NAVSUP P-4998) is issued annually by NAVSUP WSS and can be accessed via NLL: https://nll.ahf.nmci.navy.mil/. Logon, select Digital Documents, Instructions and Publications, and enter Keyword 4998. Used by afloat requisitioners in the Atlantic and Pacific Fleets to order stock from the Combat Logistics Force. It consists of the following four chapters:

a. MSFSC: Military Sealift Fleet Support Command Supply Sources and Requisitioning instructions should be consulted for sources of supply for deployed Atlantic and Pacific Fleet Units and instructions on requisitioning procedures. High Usage Load List (HULL) Material, the AO Deck Load (lubricants and gases) and foreign Humanitarian Assistance kits are listed;

b. NEXCOM: Ships Store Afloat Requisitioning and Load List, provides ships with information of Ships Store Stock available on Fleet Issue Ships and at NAVSUP FLCs and prime vendor;

c. NAVSUP HQ: Subsistence Requisitioning Tables contain information on the stock management of provisions, requisitioning procedures and subsistence requisitioning tables. The Subsistence section of the CARGO is provided as guidance for U.S. Navy Ships. It is not intended to be the single source of supply when placing subsistence related orders while deployed. The CARGO will not contain the full range of stock numbered items found in the Subsistence Prime Vendor (SPV) catalogues provided within each AOR. Ships will use the SPV catalogue from the applicable AOR as the primary source for all subsistence orders in lieu of the CARGO whenever possible;

d. NAVSUP WSS-Mechanicsburg: The Fleet Issue Load List (FILL) is a shopping guide for equipment-related and consumable material carried by the T-AKE (Combat Stores Ships).

2122 TENDER LOAD LIST (TLL)

The TLL is prepared by NAVSUP WSS-Mechanicsburg and reflects the material authorized to be stocked by tenders (AS) and shore based activities (such as Pearl Harbor, New London,
and Puget Sound) in support of their assigned missions. TLLs include the following categories of material:

a. Equipment related items (items required by the tender to repair or alter equipment/elements installed in the supported units);

b. Non-Equipment related items (items such as tools, consumables, (i.e. gloves, ropes, rubber, tape, lamps, etc.);

c. Industrial items (general use items required for the direct support of shops and industrial service provided by tender); and

d. Items of resupply required for the support of assigned submarines.

2123 FLEET AREA OF RESPONSIBILITY (AOR) GUIDES

1. GENERAL. COMLOGFORNAVCENTINST 4000.1 (series) Logistics Manual and Commander, Task Force (CTF) 63 Logistics Handbook are promulgated by Service Force Commanders to provide an overview of operating and applicable requisitioning procedures for units deployed in the 5th/6th Fleet AOR.

2. SUPPLEMENTAL GUIDANCE. Fleet AOR guides as well as lessons learned packages from previous deployers provide supplemental guidance to the applicable COMFIFTHFLT/COMSIXTHFLT Operations Order (OPORD) 1000 and/or 4000 series.

2124 TENDER LOAD LISTS (TLL) FOR 2S COG/X1 SMIC REACTOR PLANT COMPONENTS

1. GENERAL. NAVSEA 08 officially establishes for certain tenders a 2S COG/X1 SMIC reactor plant component TLL which is individually tailored to support the tender's assigned to 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 by 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 paragraph 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 paragraph 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 31 July each year, a report which lists the following:

a. NSN,

b. The TLL allowance quantity of each authorized spare,
c. On-hand quantity,

d. The associated serial number for each on-hand component,

e. The document number and quantity of any outstanding 2S COG/X1 SMIC component TLL requisitions, and

f. This report shall include a summary of the actions taken to correct any discrepancies noted during the inventory.
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 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).
Subject to the limitations of column 2, markings showing producer’s 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 markings shall be shown thereon. A heat number is required when consistent with industry practice for the product involved. Equivalent numbers, such as slab or lift numbers which are traceable to heat numbers, may be used.

<table>
<thead>
<tr>
<th>(1) Item</th>
<th>(2) Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bars (cut lengths only)</td>
<td>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.</td>
</tr>
<tr>
<td>Extruded shapes and shaped tubing</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 12 inches.  
  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:

<table>
<thead>
<tr>
<th>Basic Class</th>
<th>Cylinder color</th>
<th>Class of material</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yellow</td>
<td>Flammable materials</td>
</tr>
<tr>
<td>2</td>
<td>Brown</td>
<td>Toxic and poisonous materials</td>
</tr>
<tr>
<td>3</td>
<td>Blue</td>
<td>Anesthetics and all liquid chemicals and compounds hazardous to life and property but not normally productive of dangerous quantities of fumes or vapors</td>
</tr>
<tr>
<td>4</td>
<td>Green</td>
<td>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</td>
</tr>
<tr>
<td>5</td>
<td>Gray</td>
<td>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</td>
</tr>
<tr>
<td>6</td>
<td>Red</td>
<td>All materials provided in compressed gas cylinders exclusively for use in fire protection</td>
</tr>
<tr>
<td>7</td>
<td>Black</td>
<td>Combination of oxygen and other gases</td>
</tr>
<tr>
<td>8</td>
<td>Buff (tan)</td>
<td>Industrial</td>
</tr>
<tr>
<td>9</td>
<td>Orange</td>
<td>Refrigerants</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TYPE OF GAS</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>BODY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetylene</td>
<td>Yellow</td>
<td>Yellow</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Air (Oil-pumped)</td>
<td>Black</td>
<td>Green</td>
<td>Green</td>
<td>Black</td>
</tr>
<tr>
<td>Air (Water-pumped)</td>
<td>Black</td>
<td>Green</td>
<td>Black</td>
<td>Black</td>
</tr>
<tr>
<td>Ammonia</td>
<td>Brown</td>
<td>Yellow</td>
<td>Orange</td>
<td>Orange</td>
</tr>
<tr>
<td>Argon (Oil-pumped)</td>
<td>Gray</td>
<td>White</td>
<td>White</td>
<td>Gray</td>
</tr>
<tr>
<td>Argon (Water-pumped)</td>
<td>Gray</td>
<td>White</td>
<td>Gray</td>
<td>Gray</td>
</tr>
<tr>
<td>Argon-Oxygen</td>
<td>Gray</td>
<td>Green</td>
<td>Gray</td>
<td>Gray</td>
</tr>
<tr>
<td>Butane</td>
<td>Yellow</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Butane-Propane mixture</td>
<td>Yellow</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>Gray</td>
<td>Gray</td>
<td>Gray</td>
<td>Gray</td>
</tr>
<tr>
<td>Carbon Dioxide (Fire only)</td>
<td>Red</td>
<td>Red</td>
<td>Red</td>
<td>Red</td>
</tr>
<tr>
<td>Chlorine</td>
<td>Brown</td>
<td>Brown</td>
<td>Brown</td>
<td>Brown</td>
</tr>
<tr>
<td>Dichlorodifluoromethane (Freon 12)</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
</tr>
<tr>
<td>Dichlorotetrafluoromethane (Freon 114)</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
</tr>
<tr>
<td>Ethylene Oxide</td>
<td>Yellow</td>
<td>Blue</td>
<td>Buff</td>
<td>Buff</td>
</tr>
<tr>
<td>Ethylene Oxide-Carbon Dioxide</td>
<td>Buff</td>
<td>Blue</td>
<td>Buff</td>
<td>Buff</td>
</tr>
<tr>
<td>Helium (Oil free)</td>
<td>Buff</td>
<td>Gray</td>
<td>Gray</td>
<td>Gray</td>
</tr>
<tr>
<td>Helium (Oil-pumped)</td>
<td>Gray</td>
<td>Orange</td>
<td>Gray</td>
<td>Gray</td>
</tr>
<tr>
<td>Hydrogen</td>
<td>Yellow</td>
<td>Black</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
<tr>
<td>Monobromotrifluoromethane (Fire only)</td>
<td>Red</td>
<td>White</td>
<td>Gray</td>
<td>Red</td>
</tr>
<tr>
<td>Monobromotrifluoromethane (Freon 22)</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
</tr>
<tr>
<td>Nitrogen (Oil-pumped)</td>
<td>Gray</td>
<td>Black</td>
<td>Black</td>
<td>Gray</td>
</tr>
<tr>
<td>Nitrogen (Water-pumped)</td>
<td>Gray</td>
<td>Black</td>
<td>Black</td>
<td>Gray</td>
</tr>
<tr>
<td>Oxygen (Medical)</td>
<td>White</td>
<td>Green</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>Oxygen (Aviators Breathing)</td>
<td>Green</td>
<td>White</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>Oxygen (Technical)</td>
<td>Green</td>
<td>Green</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>Oxygen-Nitrogen</td>
<td>Black</td>
<td>White</td>
<td>Green</td>
<td>Green</td>
</tr>
<tr>
<td>Propane</td>
<td>Yellow</td>
<td>Orange</td>
<td>Yellow</td>
<td>Yellow</td>
</tr>
</tbody>
</table>
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 Navy Publications Index (NAVSUP P-2003) and NAVAIR Publication 00-500A and B (Naval Aeronautical Publications Index).

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. NAVSUP WSS BULLETINS. The NAVSUP WSS bulletins are distributed monthly and 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; and
   g. Power plants and propellers.

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-2003 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 NLL (refer to paragraph 2149).

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, equipment part number in NAVSUP P-2003 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 NAVSUP WSS 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 NAVSUP WSS Publications included in the CD-ROM are as follows:

   a. P-2300 NAVSUP WSS Managed Stock Numbered Repairable Items.

   b. P-2310 NAVSUP WSS Managed Stock Numbered Consumable Items.

   c. P-2330 NAVSUP WSS NIIN to Family Group Code Cross Reference.

   d. C0018 NAVSUP WSS NIIN to Model Code Cross Reference.

   e. C0030 NAVSUP WSS 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 CRIPL. The CRIPL used by aviation activities is published by NAVSUP WSS 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
NAVSUP WSS 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 NAVSUP WSS 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 reference sources used in the identification of Ammunition and Explosives (A&E), inclusive of ammunition details and support equipment is dependent on the specific information desired and the associated weapons systems. Primary sources include FLIS, OIS, NAVSEA, NAVAIR, and NAVSUP logistics and technical documents. The majority of these sources are accessible electronically through the web. When these sources do not provide the desired information, the applicable program office may assist in obtaining identification information.

2. FLIS. WebFLIS is a web based system which addresses all classes of supply. WebFLIS is a primary repository for A&E identification information, inclusive of inert ammunition, ammunition details, and ammunition support equipment. WebFLIS provides essential information about A&E items including the NSN, the item name, manufacturers and suppliers (including part numbers), through a web interface connected to FLIS data. Access at: http://www.dlis.dla.mil/webflis/.

3. OIS. OIS is A&E centric and provides a broader range of information. In addition to the information available through FLIS, OIS includes DODIC, NALC, packaging data, shipping data, and hazard classification data. OIS Retail (OIS-R) is the system available to afloat units. Due to inventory data within OIS-R, the shipboard system is classified with restricted access. There is also an OIS unclassified portal that provides identification information without the classified inventory data. Technical data documents and resources for use in proper identification are posted on the OIS unclass portal. The OIS unclass portal provides access to the primary NAVSUP Publications which address A&E identification information. Access at: http://www.ois.disa.mil.

4. NAVSEA/NAVAIR TECHNICAL PUBLICATIONS. Specific technical publications are published under the authority of NAVSEA and NAVAIR for specific A&E, weapons launch and release systems, support equipment, handling equipment and packaging details. These documents contain part numbers, weapons drawings, ordnance drawings, drawing numbers, illustrated parts breakdowns and packaging configuration information. NAVAIR publications information can be accessed at https://mynatec.navair.navy.mil/. The majority of NAVAIR publications are available for viewing and downloading through the web. NAVSEA publications information can be accessed at https://mercury.tdmis.navy.mil/. The majority of NAVSEA pubs are not available for viewing or downloading. The site provides information on how to obtain CDs and set up automatic CD distribution for required publications.

5. SPECIAL WEAPONS ORDNANCE PUBLICATIONS. A listing of Special Weapons Ordnance Publications (SWOP) can be found in SWOP 0-1B. Distribution of SWOPs is restricted based on unit mission. Information related to obtaining SWOPs can be addressed by the Naval Liaison Office, Joint Nuclear Weapons Publication System. Contact information Mail NLO-JNWPS 1680 Texas St. SE Kirkland, NM. 87117-5669, Phone (505) 846-8960.
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

2149 NAVY PUBLICATIONS INDEX (NAVSUP P-2003)

Navy Publications Index (NAVSUP P-2003), Cognizance Symbol I is available on the NLL CD-ROM (NAVSUP P-600) website https://nll.ahf.nmci.navy.mil/. 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-2003; and source data for printed material which is not cognizance symbol I material.
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 Single Point for Military Specifications, Standards and Related Publications (DODSSP) was created to centralize the control, distribution, and access to the extensive collection of Military Specifications, Standards, and related standardization documents either prepared by or adopted by the DOD. Archived copies of the DODISS Notice can be found through ASSIST Update, which has replaced the DODISS Notice. ASSIST (Acquisition Streamlining and Standardization Information System) resides and is managed in the DODSSP and is the official source of DOD specifications and standards. It is a database system for DOD-wide standardization document information management. The DODSSP website located at: http://dodssp.daps.dla.mil/adodssp.htm.

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 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). For an Index of Federal Specifications, Standards and Commercial Item Descriptions go to GSA website: http://www.gsa.gov/portal/content/100847.

2. MILITARY SPECIFICATIONS

   a. Coordinated Military Specifications. Coordinated military specifications (formerly known as JAN) are those which have been developed and approved by DOD for use by two or more
departments or agencies in procurement of materials and services. These specifications are identified by the letters "MIL," followed by the first letter of the approved item name and a serial number; for example, MIL-P-82500 (Power supply rectifier).

b. Limited Coordination Military Specifications. Each bureau, command, office or service is permitted to develop a limited coordination specification for immediate procurement of items applicable to a single service or office. This type of specification is approved only by the preparing activity and is identified by a suffix symbol which indicates the preparing activity for example, MIL-R-900 (Ships).

3. SPECIAL ACTIVITY SPECIFICATIONS

a. Naval Sea Systems Command (NAVSEA). 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: RELATIONAL SUPPLY (R-SUPPLY) UNIT LEVEL AND FORCE 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 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 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 (OMMS-NG Manager) and Leading Logistics Specialist (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 paragraph 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 on a ship determines range and depth of spare parts that will be 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 CDMs. The NAVSEA (SEA 04TD) initiated the development of CDMD-OA to decrease the time required to process configuration data between the ship, the CDM and NAVSUP Weapon Systems Support. The client/server architecture of CDMD-OA provides a querying 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, NAVSUP WSS and afloat units.

2202 REVISED ALTERNATIVE DATAFLOW (RAD)

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 CDMD-OA system. Its operation connects logistics data between in-service engineering agents, ILO sites, CDMs and NAVSUP WSS. 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 SCLSIS community.

3. RAD provides a fleet-standard interface for sending Current Ship's Maintenance Plan (CSMP) up line reports, parts usage data and PMS feedback and retrieving automated shore interface (ASI) files electronically. Files can be transmitted via the RAD 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 Logistic specialist 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:


3. OUTPUT. Output from OMMS-NG Batch Job File will be processed in R-SUPPLY. The Supply Functional Area Supervisor or Leading Logistic specialist will process the output file from OMMS-NG via JSS135 (R-SUPPLY Force Level) or JSS117 (R-SUPPLY Unit Level - CY04) /JSS135 (R-SUPPLY Unit Level – Viking & above versions).

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. NAVY ERP. Navy ERP, maintained at NAVSUP Business Systems Center, contains the technical data at the NIIN level required to develop the ship’s COSAL.
3. COSAL TYPE CODES. Activities normally maintain more than one COSAL type. The different types are identified by COSAL Type Codes. The COSAL Type Codes, their description and their relation to the manual COSAL sections are illustrated below. 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.

<table>
<thead>
<tr>
<th>COSAL Type Code</th>
<th>Description</th>
<th>Related Manual COSAL or COSAL Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>HME/O</td>
<td>Hull, Mechanical, Electrical, Ordnance and Electronic</td>
<td>HME/O COSAL</td>
</tr>
<tr>
<td>MAM</td>
<td>Maintenance Assistance Modules</td>
<td>Part III, Section CF</td>
</tr>
<tr>
<td>BH</td>
<td>Boat Haven</td>
<td>Boat Haven COSAL</td>
</tr>
<tr>
<td>Q-COSAL</td>
<td>Nuclear</td>
<td>Reactor Plant COSAL</td>
</tr>
<tr>
<td>OSI</td>
<td>Operating Space Items</td>
<td>Part III, Section B</td>
</tr>
<tr>
<td>SW</td>
<td>Strategic Weapons</td>
<td>Strategic Weapons COSAL</td>
</tr>
<tr>
<td>NW</td>
<td>Nuclear Weapons</td>
<td>Nuclear Weapons COSAL</td>
</tr>
</tbody>
</table>

4. AUTOMATED INFORMATION SYSTEMS (AIS). AISs have been designed to allow activities to automatically update their applicable portion of data bases. In order to maintain agreement between the activity’s configuration data base and the ERP 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. The data flow process changed on 6 January 2012, and the new dataflow diagram was developed by NAVSEA Logistics Center (NAVSEALOGCEN) Det. Norfolk in May 2011.
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 NAVSEALOGCEN. The CDE consolidates the configuration and logistics data and routes it to the appropriate CDM.

   b. The CDM is solely responsible for the accuracy and maintenance of configuration data for a particular ship class. All data entries into the ERP/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, NAVSUP WSS 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.
6. **COSAL TROUBLE SHOOTING GUIDE FOR COMMON PROBLEMS.** To aid in trouble shooting the different types of support errors which can occur in the COSAL, the following table is provided:

<table>
<thead>
<tr>
<th>CONTROL/PROBLEM</th>
<th>POSSIBLE CAUSE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part not listed in Technical Manual</td>
<td>Using incorrect TM</td>
<td>Order correct TM</td>
</tr>
<tr>
<td>Part not listed in TM</td>
<td>Error in TM</td>
<td>TM Deficiency /Evaluation Report (TMDER)</td>
</tr>
<tr>
<td>Part listed in TM not listed on APL</td>
<td>Using incorrect APL</td>
<td>Obtain correct APL</td>
</tr>
<tr>
<td>Parts listed in TM not listed on APL</td>
<td>Part missing on APL</td>
<td>Fleet COSAL Feedback Report (FCFBR)</td>
</tr>
<tr>
<td>Part number in TM differs from part number on APL</td>
<td>Error in TM</td>
<td>TMDER</td>
</tr>
<tr>
<td>Part number in TM differs from part number on APL</td>
<td>Error on APL</td>
<td>FCFBR</td>
</tr>
<tr>
<td>Errors in Configuration Records other than equipment installed quantities</td>
<td>Missing/Incorrect information</td>
<td>Configuration Change Form (OPNAV 4790/CK)</td>
</tr>
<tr>
<td>Errors in equipment installed quantities in COSAL indices</td>
<td>Configuration status error</td>
<td>Configuration Change Form (OPNAV 4790/CK)</td>
</tr>
<tr>
<td>Equipment not supported in COSAL</td>
<td>Configuration change not reported to the CDM</td>
<td>Configuration Change Form (OPNAV 4790/CK)</td>
</tr>
<tr>
<td>Equipment in the COSAL is not actually onboard</td>
<td>Configuration Change (Deletion) not reported to the CDM</td>
<td>Configuration Change Form (OPNAV 4790/CK)</td>
</tr>
<tr>
<td>TM not listed on APL or incorrect TM listed</td>
<td>APL error</td>
<td>FCFBR</td>
</tr>
<tr>
<td>Characteristics data on APL is missing or incorrect</td>
<td>Using incorrect APL</td>
<td>Verify correct APL by comparison of characteristics data with equipment</td>
</tr>
<tr>
<td>Characteristics data on APL is missing or incorrect</td>
<td>APL error</td>
<td>FCFBR</td>
</tr>
<tr>
<td>Reference/Symbol number crosses to incorrect Part/Stock number</td>
<td>APL error</td>
<td>FCFBR</td>
</tr>
<tr>
<td>Error in Source Maintenance or Recoverability Code</td>
<td>APL error</td>
<td>FCFBR</td>
</tr>
<tr>
<td>Error in Allowance Note Code</td>
<td>Technical error in APL</td>
<td>FCFBR</td>
</tr>
<tr>
<td>Quantity in one equipment/component is incorrect</td>
<td>APL error</td>
<td>FCFBR</td>
</tr>
</tbody>
</table>
NASUP P-485 Volume I

OPERATIONAL FORCES SUPPLY PROCEDURES

<table>
<thead>
<tr>
<th>Maintenance significant item not listed on APL</th>
<th>Using incorrect APL Part missing on APL</th>
<th>Obtain correct APL FCFBR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS required items is not allowed</td>
<td>Technical override not assigned and Allowance Note Code E, F, or G missing</td>
<td>Validate MRC and submit FCFBR. Item should be immediately ordered for stock in quantity sufficient for 90 days</td>
</tr>
<tr>
<td>Allowed quantity insufficient to perform PMS</td>
<td>Technical error</td>
<td>Validate MRC and submit FCFBR</td>
</tr>
</tbody>
</table>

Note: Refer to NASUP P-488 for detailed analysis and explanation of codes contained in the ship’s COSAL.

2215 ASI PROCEDURES

1. GENERAL. Once the activity downloads the ASI product from the RADWEB application, the 3M Coordinator and Leading Logistic specialist must process the ASI.

2. PROCEDURES. In processing the ASI, the Supply Officer, 3M Coordinator and Leading Logistic specialist 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 R-SUPPLY Requisitions/Offload Values in order to ensure that deficiency requisitions are properly coded and prepared in the correct format (see paragraph 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 R-SUPPLY cross reference file/table (XRF) is updated automatically with new or superseded NSNs. The ships XRF is interactively updated through the R-SUPPLY 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. 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. OMMS-NG – Ships Equipment Database Analysis Report (SEDAR). The Equipment (EQU) File analysis report is an OMMS-NG subsystem report. This report, however, is critical for analyzing the automated COSAL updates. The EQU file is divided in three parts:
   (1) Configuration Item Analysis. It displays a detailed statistical analysis and describes the condition of Equipment Data (EQU). It shows data elements (HSC, APL, ESD and LOC) and record counts by work centers. Valid work center should match the Ship’s Organizational
File (SOF) and work centers assigned in SKED. Invalid work centers, (i.e., SEFX, BLNK, NULL, etc.), should be corrected and changes reported via CSMP upline to update the CDM's database.

(2) Equipment RICs With No Parts. It lists the APLs that are in the Equipment database with no parts data and the APLs are preceded with pound (#) signs. The # signs mean “pending logistics/parts support.” Action should be taken immediately to APLs listed on this section.

(3) Parts RICs Not On A Configuration Record. It lists the APLs that are in the COSAL File but not in the Equipment File. APLs listed should be validated to ensure the equipments are onboard or not onboard. For equipment that is still onboard, a 4790/CK (addition) must be submitted to update OMMS-NG equipment and COSAL data, and the Configuration Data Manager Database-Open Architecture (CDMD-OA).

3. Summary of Effective Allowance Parts/Equipage List (SOEAPL). The SOEAPL displays all the APLs/AEL contained in the Equipment File. It is produced in three sections: Hull Mechanical & Electrical (H), Ordnance (Z), and Electronics (E). This report provides determination if an APL/AEL is fully supported (no sign), has logistics support requested/ pending (with # sign), has subordinate APL (with asterisk (*) sign), APL contains no parts (with dollar ($) sign) and APL with question mark (?) sign that signaled the processing of CSMP upline reporting and processing of EFAR/SEDAR. This report also identifies alteration APLs without the corresponding parent APL - A 4790/CK (add) must be processed to update the Equipment File if the equipment is onboard, otherwise a 4790/CK (delete) must be processed to clear the invalid alteration APLS. The SOEAPL displays all the APLs contained in the Equipment File. It is produced in three sections: Hull Mechanical & Electrical (HME), Ordnance (ORD), and Electronics (ELEX). The SOEAPL provides the following logistics information signs and its identification:

# = LOGISTICS SUPPORT REQUESTED/PENDING (no parts data in COS file)
* = CONTAINS SUBORDINATE APL (pertains to component list APL)
$ = CONTAINS NO PARTS (no parts. configuration only)
? = PART(s) NOT LISTED (run EFAR to correct)
( ) = COSAL MAINT ACT CHANGE CODE (missing from the COSAL file)

The SOEAPL also shows which APLs are effective in current configuration, missing parent APLs (ELEX only), erroneous APL processed interactively in OMMS-NG and X- RICs (APL assigned by CDM, XMAMs or an advance APL (can be a Preliminary Allowance List (PAL) APL or the actual APL assigned).
Example SOEAPL:

```
<table>
<thead>
<tr>
<th>APL Material Code</th>
<th>APL Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001523006</td>
<td>MCT0250</td>
</tr>
<tr>
<td>001523007</td>
<td>MCT0251</td>
</tr>
<tr>
<td>001523008</td>
<td>MCT0252</td>
</tr>
</tbody>
</table>
```

SUMMARY OF EFFECTIVE APLS (SOEAPL)
Section III:  IMPACT ON MANUAL METHODS

2237   MANUAL FALBACK PROCEDURES DURING SYSTEM DOWNTIME

During system downtime, the SEF summary report produced at the conclusion of ASI processing in conjunction with the SOEAPLs produced from OMMS-NG and a complete Stock Status Listing, (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 R-SUPPLY system fallback procedures is provided in paragraphs 1527 and 1715.
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CHAPTER 3
MATERIAL PROCUREMENT

Part A: REQUISITIONING INSTRUCTIONS

Section I: GENERAL INFORMATION

3000 INTRODUCTION

This chapter explains how a ship obtains the material it requires to operate effectively. 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 a vital part of the 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 ERP. Typically, a ship will use their shipboard IT System such as Relational Supply (RSUPPLY) and submit requisitions via the Defense Automated Addressing System (DAAS) to Navy ERP using the Routing Identifier Code (RIC) of “NRP.” This includes material managed by DLA and GSA. Using the source of supply RIC “NRP” allows the supply system to search for free or excess Navy owned assets prior to forwarding the requisition to DLA or GSA. The second method is to order directly from a contracted source using an Order for Supplies or Services (DD Form 1155) or government purchase card. While requisitioning material is subject to the limitation of the funding of the Operating Target (OPTAR) holder, contracting for open purchasing material is subject to the limitations in the following:

a. Department of the Navy Simplified Acquisition Procedures (SAP), NAVSUPINST 4200.85 (series);

b. Department of the Navy Government-Wide Commercial Purchase Card (GCPC) Program Policy, NAVSUPINST 4200.99 (series); and


3003 TRANSPORTATION AND SHIPPING CONSIDERATIONS

1. GENERAL. NAVSUPINST 4600.86 (series), Transportation of Material, identifies NAVSUP as the Manager for Navy Material Transportation responsible for providing effective transportation support and ensuring that transportation costs are maintained at the lowest level possible, consistent with assuring the quality of service and responsiveness necessary to meet operational and readiness requirements. The mission of NAVSUP WSS Transportation and Distribution (T&D) is to ensure our naval forces receive quality distribution services during peacetime and wartime. In addition to managing various aspects of naval logistics; e.g., managing fuel, analyzing stock position effectiveness, etc., NAVSUP WSS serves as the transportation focal point within the Navy. NAVSUP WSS serves several vital functions:

   a. Provide transportation management, guidance and assistance to Navy activities, to include: maintenance of the Navy’s worldwide Cargo Routing Information File (CRIF), administer and monitor adherence to performance standards of contracts or Memorandums of Understanding supporting transportation and related subjects, authorize the movement of Navy material to include Special Assignment Airlift Missions (SAAM) worldwide, and forecast requirements to the Air Mobility Command (AMC), Surface Deployment and Distribution Command (SDDC) and Military Sealift Command (MSC) for airlift and sealift of cargo in support of the worldwide movement of Navy, Coast Guard, and Navy funded Marine Corps shipments.

   b. Develop, implement, and execute transportation and physical distribution plans and policies, which provide or ensure responsive transportation at the lowest cost consistent with fleet requirements.

   c. Serve as the NAVSUP or Navy field activity for transportation, exercising full authority and responsibility of NAVSUP in the execution of designated functions. Represent Navy and NAVSUP on joint and Navy working panels, committees, boards, and review/inspection teams.

   d. Serve as the Navy shipper service office and liaison point for United States Transportation Command (USTRANSCOM), SDDC, MSC, and AMC, DLA and as a Navy representative to the commercial carrier industry. Provide direction to assigned liaison officers or personnel serving at those activities.

   e. Collect and analyze transportation cost data for Service-Wide Transportation (SWT) and Navy Working Capital Fund (NWCF) budget execution and annual requirements projection. Responsible for the execution of the NAVSUP first and second designation transportation budget plan for transportation of material and terminal services; to include a complete audit function that ensures validity of charges accumulation of monthly expenditures and statistical analysis.

   f. Administer the SWT fund and the Navy’s Transportation Account Code (TAC) system as directed by the Chief of Naval Operations (CNO). Perform research and analysis of shipping activity transportation expenditures, particularly those citing SWT funds, and provide guidance and training, where required, to achieve maximum economies.

   g. Serve as the Navy focal point for Hazardous Material Information Resource System regarding transportation.
h. Prior to requisitioning nonstandard stock material, a thorough analysis must be performed to evaluate the total cost of acquiring the material versus the need to have that material. This analysis must take into consideration the total cost of the material procured and 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 the Continental United States (CONUS) as well as material prepared for Outside Continental United States (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 priority, price, description, etc. Adherence to reporting and audit compliance requirements is also the responsibility of Supply Officers; therefore, conducting a thorough analysis of all aspects of a requisition is necessary to ensure the most efficient use of purchase and shipping resources, and inventory accuracy.

3. EVALUATING THE COST OF TRANSPORTATION. Navy Transportation Officers are available to assist Supply Officers and their staff when evaluating the cost of transportation and will evaluate costs in acquiring transportation services commensurate with the requirements of the shipment. Afloat Supply Officers will continue to receive material transportation status and process material movement challenges but seek help as needed from local or Base/TYCOM/Fleet Transportation Officers.

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 ERP using the RIC “NRP.” See paragraph 1067 concerning supply support to deployed fleet units by CLF ships.

2. DLA DISPOSITION SERVICES. All Navy activities are encouraged to take advantage of excess material which has been turned into DLA Disposition Services. This material can be a way to save valuable ship’s resources by routinely screening requirements against the DLA Disposition Services Database. Strict controls must exist for material requisitioned. All screening for and requisitioning of DLA Disposition Services material must be authorized by the Supply Officer in accordance with the Defense Material Disposition Manual (DoD 4160.21-M) Chapter V. Excess property reutilized through requisitions from a Navy Activity will be subject to normal custody (see paragraph 4500) and inventory control procedures (Chapter 6). However, if material is to be picked up from DLA Disposition Services there must be a proper segregation of duties, 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 official. 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 paragraph 5035). All activities must refrain from establishing separate warehouse facilities for excess property. Reutilization screening of the DLA Disposition Services Database and on-line requisitioning can be accomplished through the
DLA Disposition Home Page (see Volume II Appendix 29). Additionally, screening of the DLA Disposition Database can be accomplished through the DLA LINK program available through the DLA Transaction Services (DLATS) PCLINK and Web Enabled Standard Automated Logistical Tool Set (WebSALTS) LINK Programs.

3. 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 coordination with the TYCOM and in accordance with their procedures.

3005 NAVSUP FLC PROCUREMENT GEOGRAPHIC AREAS OF RESPONSIBILITY

Requirements that cannot be identified to an existing National Stock Number (NSN) or long term contract, and are not weapon system support material, shall be forwarded to the appropriate NAVSUP FLC/regional FLC Detachment based on their geographic area of responsibility. These requirements will be processed in accordance with the policy and procedures outlined in NAVSUPINST 4200.81 (series), and this chapter.

<table>
<thead>
<tr>
<th>NAVSUP FLC Norfolk</th>
<th>All United States not otherwise assigned; Europe Middle East/Southwest Asia and Africa requirements with U.S. Vendors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVSUP FLC San Diego</td>
<td>California, Nevada, Arizona, New Mexico, Utah, Colorado, and Mexico</td>
</tr>
<tr>
<td>NAVSUP FLC Jacksonville</td>
<td>South Carolina, Georgia, Florida, Louisiana, Alabama, Mississippi, Texas, U.S. Virgin Islands, Puerto Rico, Cuba (Guantanamo Bay).</td>
</tr>
<tr>
<td>NAVSUP FLC Pearl Harbor</td>
<td>Hawaii, Guam, the Commonwealth of the Northern Mariana Islands, Canton Island, and the other Continental Shelf islands</td>
</tr>
<tr>
<td>NAVSUP FLC Yokosuka</td>
<td>Asia/Pacific not otherwise assigned.</td>
</tr>
<tr>
<td>NAVSUP FLC Sigonella</td>
<td>Iceland, Azores, Great Britain, Europe, Middle East/Southwest, Asia, and Africa.</td>
</tr>
<tr>
<td>NAVSUP FLC Bahrain</td>
<td>CENTCOM area of responsibility</td>
</tr>
</tbody>
</table>

If a customer activity has a strong preference for obtaining permanent contracting support from a Navy Field Contracting System (NFCS) activity other than its assigned FLC, a written request justifying the exception must be submitted via the Lead Contracting Executive to NAVSUP (N7) for approval.

3006 CONTROL OF THE DISTRIBUTION OF MATERIAL

1. 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. 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. They are also 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. TYCOMS. TYCOMs 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. 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 paragraph 3006-1-4 are set forth in fleet operation orders and instructions issued by the various controlling commands. Supplementary directives for special material, special circumstances and for localized areas will be found in bureau, office, systems command, 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 paragraph 4149). 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 MILSTRIP will be used for ordering all material (except those commodities excluded in paragraph 3022) from the navy supply system. MILSTRIP requisitioning is based upon the use of a coded, single line item document for each supply transaction. The normal requisitioning method for afloat activities is to prepare and submit transactions to the supply source via DLATS in standard MILSTRIP format as outlined in this document and MILSTRIP Manual DLM 4000.25-1. NAVSUP P-409 MILSTRIP/MILSTRAP Desk Guide (SN 0530-LP-011-2240) can be used as a quick reference guide.
3021 MILSTRIP REQUISITION FORMS

1. GENERAL. MILSTRIP requisitioning forms (e.g. DD Form 1348, and DD FORM 1348-6, etc.) will be used only when facilities are not available to the requisitioning activity to enable automated transmission of documents or the requisition coding structure does not provide sufficient data to assist the supply source in making supply decisions.

2. EXCEPTION DATA. Use of exception data may cause delays in supply of material since each document containing such data must be withdrawn from routine processing, reviewed for the exception and continued in process after a decision has been made as a result of the review. Activities should not attempt to use exception data as a normal method for requisitioning material requirement. DLA charges an additional fee for processing requisitions containing exception data. When required, one of the following documents will be used for manual MILSTRIP requisitioning.

3022 MATERIAL EXCLUDED

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;

   b. Cognizanze (Cog) 1I/0I material not assigned a 13 character Navy Item Control Number (NICN), including standardization documents and departmental letter type directives (see paragraph 3467, FORMS AND PUBLICATIONS);

   c. Library materials (books, periodicals, etc.) requisitioned by commissioned units via the Navy General Library Program at http://www.navymwr.org/libraries/;

   d. Library materials requisitioned by NAVSEA for precommissioned units;

   e. Industrial plant equipment (requisitioned by use of DOD Production Equipment Requisition/Non-availability Certificate);

   f. 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, (i.e., correspondence), are prescribed; and

   g. 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 paragraph 3021), care must be taken in selecting and entering coded data elements.
The following is a description of the data elements:

<table>
<thead>
<tr>
<th>Record Position (RP)</th>
<th>Field Legend</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier (DOCID)</td>
<td>Enter the appropriate Document Identifier Code (DOCID) (see Appendix 4).</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier Code (RIC)</td>
<td>Enter the RIC (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 RIC 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 Navy ERP for material managed by the DLA Land and Maritime, (i.e., Navy Cog 9B material), RIC NRP, rather than SMS will be entered. Now that all NAVSUP FLCs use Navy ERP, RIC NRP should be used.</td>
</tr>
<tr>
<td>7</td>
<td>Media &amp; Status</td>
<td>The media and status code (M&amp;S) designates the type of status required; the activity to receive the status; and the communication media for transmitting the status (see Volume II Appendix 16).</td>
</tr>
<tr>
<td>8-22</td>
<td>Stock Number/Item Identification</td>
<td>NSN/North Atlantic Treaty Organization (NATO) Stock Number. When an item is identified by an NSN, the Federal Supply Class (FSC) portion of the stock number will be entered in rp (record position) 8-11; the two character National Codification Bureau (NCB) code and the remaining seven digits of the National Item Identification Number (NIIN) will be entered in rp 12-20. If Federal Logistics Data (FEDLOG) indicates a two character Special Material Identification Code (SMIC) for the NSN of the item being requisitioned, the SMIC will be entered in rp 21-22, except when a Weapon System Designator Code (WSDC) is required in accordance with paragraph 3028-2a. When a requisition for an NSN/NATO stock number item includes no exception data, DOCID A01/A0A will be entered in rp 1-3. Navy Item Control Number (NICN). The various types of NICNs authorized for entry in MILSTRIP requisitions are listed and explained in paragraph 2033. When a requisition for an NICN item includes no exception data, DOCID A04/A0D, will be entered in rp 1-3. Commercial and Government Entity Code (CAGE) and Part Number. Enter the CAGE and part number only if they do not exceed 15 positions.</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of Issue</td>
<td>Enter the appropriate unit of issue for item requisitioned.</td>
</tr>
</tbody>
</table>
Enter the requested quantity. If the required quantity is less than five digits, precede the significant digits with zeros to provide a 5-digit entry (i.e. a quantity of 2 would be entered as “00002”). If the quantity of the item requisitioned is more than 99999, prepare and submit additional requisition(s) for the remaining balance. Requisitions which will result in multiple receipts of material or services, for continuing and annual requirements, (i.e., gasoline, telephone service or laundry service, etc.), will indicate "C9999" in the requisition quantity field (see paragraph 3463).

Enter the appropriate service 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 for example technical operation budget requisitions. Service designator code changes when a ship transfers from one fleet to another permanently.

Enter the Unit Identification Code (UIC) of the activity for which material is being requisitioned (see OPNAVNOTE 5400 (Standard Navy Distribution List) for a complete list of UICs). When an Operation and Maintenance, Navy (O&MN) end use fund code is cited in rp 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 rp 52-53, the accountable activity will be indicated in either the requisitioner or SUPADD field; and signal code A, B, J or K will be used, as appropriate.

Enter the Julian Date on which the request is submitted.

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 Not Operationally Ready-Supply / Not Mission Capable-Supply (NORS/NMCS) requisitions (see paragraph 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 rp 40 and the applicable alphanumeric subsistence item code in rp 41-43 (see NAVSUP P-486, Volume I, paragraph 4201-4202).

(3) blocks of serial numbers may be assigned to various shipboard departments and/or to specific commodities of material in accordance with TYCOM directives.
Entries in rp 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)).

**Demand Code**

44 Demand Code

Enter the appropriate demand code from Volume II 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 Supply Planner to maintain stock levels.

**SUPADD**

45-50 SUPADD

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, rp 46-50 may be used for local information (rp 45 will contain a "Y") as follows:

1. In requisitions for stock replenishment material, enter the stowage location in rp 46-50. If the stowage location will not be established until receipt of material enter "STOCK."

2. In requisitions for Not Carried (NC) material other than equipage items, enter "N" in rp 46 and the requesters' work center code in rp 47-50.

3. In requisitions for Not In Stock (NIS) material enter "S" in rp 46 (to signify that a stock record is maintained) and the requesters' work center code in rp 47-50.

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

**Signal Code**

51 Signal Code

Enter appropriate signal code for identifying the activity to which material is to be shipped and/or billed (see Volume II Appendix 8). For stock funded Naval Supply Systems Command Weapon Systems Support (NAVSUP WSS) depot level repairables, the Signal Code will be used by NAVSUP WSS to decide where to send follow-ups and billing notifications for the unserviceable turn-in.
Unless signal code D or M is entered in rp 51 (indicating "free issue" material), the applicable two character fund code from Volume II Appendix 30 will be entered in rp 52-53. The fund code for all Appropriation Purchase Account (APA) material is Y6. If the requisition is for "free issue" material, rp 52-53 will be left blank (see paragraph 3369 for fund code entries/omissions in requisitions for initial allowances of repair parts chargeable to a NAVSEA Coordinated Shipboard Allowance List (COSAL) allotment.

Navy ERP Activities. For Direct Turnover (DTO) requisitions, enter the end-use fund code applicable to the chargeable OPTAR. For stock requisitions, enter the applicable NWCF code as shown in Volume II Appendix 30.

Distribution codes serve a dual purpose in Navy requisitions. (1) When and as directed by the fleet or TYCOM, the distribution code (see Volume II Appendix 3) of the designated monitoring activity will be entered in rp 54. The first part (rp 54) indicates the activity that will be furnished 100% supply and shipment status on all priorities in addition to status furnished in accordance with the Media & Status (M&S) code entry in cc 7. The second part (rp 55 and 56) indicates the Cognizance symbol (see appendix 18) and is significant only to the service initiating the requisition.

(2) Cog known. The Cog is the two position numeric-alpha code that is prefixed to NSNs listed in FEDLOG, allowances lists or other sources of item identification. The first position of the Cog indicates the stores account and will be entered in rp 55. Odd numbers indicate NWCF-SM inventory. Even numbers indicate either Operating Materials & Supplies material or non-NWCF material. The second character of the symbol indicates the cognizant supply planner and will be entered in rp 56 (see Volume II 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 the Material Support Date (MSD). Zero Cog has been developed for control and identification of these materials which are issued free to requisitioner from Aviation Consolidated Allowance List (AVCAL), Shore Consolidated Allowance List (SHORCAL) and Coordinated Shipboard Allowance List (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 = 0J  
1R = 0Q  
7E = 0M  
7G = 0U  
7H = 00  
7R = 0R
(4) Cognizance Symbol Not Known. When the Cog is not known and an end-use fund code, (e.g., NR), is cited in rp 52-53, rp 55-56 will be left blank. However, if the fund code cited is applicable to NWCF, (i.e., _Z), a Cog that reflects a NWCF and the supply planner of a similar material will be entered in rp 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 a NSN, no Cog entry is required. Conversely, if the USS MAKIN ISLAND (LHD-8) cites fund code CZ for the same item, a Cog entry of 1H would be required.

(5) Services. Requisitions for services will be assigned Cog 99 and an end-use fund code.

57-59 Project Code
Enter the appropriate project code from Volume II Appendix 6.

60-61 Priority Designator (PD)
Enter the PD authorized in accordance with the assigned Force/Activity Designator (FAD) and Urgency Of Need Designator (UND) (see paras. 3045-3047).

62-64 Required Delivery Date
(1) When delivery within the UMMIPS Time Standard (paragraph 3049) is satisfactory: Except for the requirements listed below, enter "777" for Issue Priority Group (IPG) I and II when air shipment is requested. NOTE: IPG I and II requirements not assigned a Required Delivery Date (RDD) or a Julian Date that has passed at time of shipping will be downgraded by DLA to IPG III processing. Do not use blank or past Julian Date RDDs.

(2) When material is required to be delivered earlier or significantly later than indicated by the UMMIPS Time Standard Table, entries in rp 62-64 will be made in accordance with paragraph 3050.

(3) When the requisition is for a NORS/NMCS/Anticipated Not Operationally Ready (ANORS)/Partial Mission Capable, Supply (PMCS) requirement, entries in rp 62-64 will be made in accordance with paragraph 3028.

(4) When material does not qualify to be requisitioned as a NORS requirement (as defined in paragraph 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 rp 62. Record positions 63-64 will be left blank if delivery within the UMMIPS Time standards for the assigned PD is satisfactory. If it is unsatisfactory, rp 63-64 will include an RDD expressed in the number of days from
the requisition date. An "R" in rp 62 will be significant to requisition processing at Navy activities only.

(5) When a ship has been scheduled for inactivation, the cognizant TYCOM will request NAVSUP WSS 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 paragraph 3551-2). In addition, the cognizant TYCOM 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 record positions 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.

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 Volume II Appendix 1). Advice codes are mandatory for Depot Level Repairables and wood products in FSCs 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 Integrated Logistics Overhaul (ILO), Re-Aviation Consolidated Allowance List (RE-AVCAL), initial allowances and similar requirements the use of advice code 2L is recommended if the requested quantity exceeds 3 units, is equal to or greater than $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, add to processing cost, and may delay required support. Supply sources receiving requisitions with unnecessary exception data, (i.e., "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 DOCID to a non-exception DOCID and continue processing. When exception data is used, document identifier code A0E or A05, as appropriate, will be entered in rp 1-3 of the requisition. 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 number products and other commodities identified and ordered by description only;

c. Authorization/identification for items when such requirement is imposed by NAVSUP WSS or by higher authority, (e.g., TYCOM, Systems Command (SYSCOM), etc.);

d. NSN items in FSCs 5510 (Lumber and Related Basic Wood Materials), 5520 (Millwork), and 5530 (Plywood and Veneer) requiring specification data such as type of wood or 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 feed water analysis;

h. Requisitions used to establish a registered user with NAVSUP WSS in a Primary Inventory Control Activity (PICA)/ Secondary Inventory Control Activity (SICA) situation;

i. Requisitions for Marine Corps Pre-positioned War Reserve (PWR) or Pre-Positioning Ships Program; and

j. Exception "ship to" addresses are authorized only under the following conditions (all others will be rejected with status code D6):

   (a) Sales/donations/loans/issues of material to qualifying Federal, State or Civil organizations or individuals approved by the Service Secretaries;

   (b) Issues of nuclear assets as directed by Defense Nuclear Agency (DNA) to Department of Energy (DOE) contractors;

   (c) Material in Supply Condition Code L to contractors;

   (d) Issues required by national emergency or natural disasters;

   (e) Shipments of ammunition requiring special controls;

   (f) Shipments to contractors for special testing;

   (g) Requisitions from deployed naval units with "R," or "V" in rp 30; "E," "G," or "W" in rp 40; 01, 02, or 03 in rp 60-61; and "999" in rp 62-64; and
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(h) Department of Defense (DOD) EMALL generated requisitions using a GCPC as the method of payment.

3024 PREPARATION OF THE DD FORM 1348

1. GENERAL. When manually preparing a DD Form 1348, 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 paragraph 3023 and the following subparagraphs. Unless otherwise indicated, all entries are mandatory.

   a. DATA BLOCK A (SEND TO). If the requisition is to be submitted to an ashore activity, enter the service designator 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 paragraph 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 paragraph 2033). The "Stock Number" field will not include such data as Cognizance symbols, material control codes, condition codes, etc.

   f. CC 23-24 (UNIT OF ISSUE). Enter the appropriate unit of issue for item requisitioned.

   g. 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 paragraph 3051).

h. DATA BLOCKS G-K (STATUS DATA): Status data blocks will be left blank.

i. 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 paragraph 3023-2).

3028 NOT OPERATIONALLY READY/NOT MISSION CAPABLE - SUPPLY (NORS/NMCS) REQUISITION

1. GENERAL
   a. Not Operationally Ready Supply Requisitions (NORS). A NORS requisition is submitted for a Casualty Report (CASREP) requirement, as defined in Navy Warfare Publication (NWP) 1-03.1 while anticipated CASREP requirement ANORS are NON-CASREP related but urgent material requirements.

   b. Not Mission Capable - Supply (NMCS) Requisitions for aircraft. A NMCS requisition is any requisition submitted for aviation material required to correct an aircraft NMCS condition, or a PMCS condition as defined in COMNAVAIRFORINST 4790.2 (series). It is also any requisition for a test bench item qualified to be designated as a BROAD ARROW requirement in accordance with the same publication. An Anticipated Not Mission Capable Supply condition (ANMCS) describes a need for NON-CASREP related but urgent material.

2. PREPARATION OF NORS/NMCS REQUISITIONS. NORS or NMCS requisitions will be submitted in accordance with TYCOM instructions and prepared in the same format as that described in paragraph 3023-3025 with the following exceptions (see sample on following page):


   b. Serial Number (rp 40-43). In the first position of the serial number, enter a "W" for a NORS (C2/C3/C4 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 (rp 57-59). Enter the project code applicable to the NORS, ANORS, NMCS, ANMCS, PMCS or BROAD ARROW requirement (see Volume II Appendix 6).

   d. PD (rp 60-61). Enter the highest PD associated with urgency of need designator "A" and the assigned FAD (see paragraph 3048).

   e. RDD (rp 62-64). Enter the RDD.
(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 90 days); assigned FAD I, II or III; PD 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 CASREP has been submitted; and

(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;

(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); and

(3) Requisitions Not Qualified for "999." For NORS/ANORS or NMCS/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 PD is satisfactory, enter "777" in rp 62-64 for expedited transportation. If delivery within the UMMIPS time standard is unsatisfactory, rp 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).

2. 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, phone or when courier service is considered to be more expedient (see paragraph 3029 for recommended methods, order of use and restrictions).

3. NORS/NMCS REQUISITION EXPEDITING. Requests for emergency assistance with NORS/NMCS requirements should be directed to Priority Material Office (PMO), Bremerton WA.
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

NORS MILSTRIP REQUISITION MESSAGE

26111IZ MAY 14
FM USS ENTERPRISE
TO PRIORITY MATERIAL OFFICE DET NORFOLK VA//10//
PRIORITY MATOFF BREMERTON WA//20//
INFO COMNAV AIRLANT NORFOLK VA//N41/N4111/N43/N431/N435/N411A1//
NAVSUP WEAPON SYSTEMS SUPPORT MECHANICSBURG PA//95//
COMSECONDFLT
COMCARSTRKGRU TWELVE
AIG 71
BT
UNCLAS //N04400//
MSGID/GENADMIN/CVN 65 ENTERPRISE/146//
SUBJ/CASREP MILSTRIP REQUISITION, CASREP 04146//
REF/A/RMG/USSENTREPRISE/261110ZMAY2014//
RMKS/ISO REF A, RQST EXPEDITE FOL. MILSTRIP REQN:
A0APFZS5840006178288 EA00001V003654416W003RN45919ADRN2F7400399995S//

3029 METHODS OF REQUISITION TRANSMITTLAL

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 M&S codes cited in Volume II Appendix 16. The media to be used and the
normal order of preference of use for each media is as follows:

   a. Web Enabled Standard Automated Logistics Tool Set (WebSALTS) 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. One Touch Support (OTS) through the World Wide Web via www.onetouch.navy.mil
may also be used for MILSTRIP requisitions in addition to its capability for stock check,
technical screening, requisition status check, and shipment tracking.

   d. Global Distance Support Center (GDSC) is another option for requisition submission via
the following means:

      (1) E-mail (gdsc@navy.mil)

      (2) Phone: 1-877-41TOUCH (1-877-418-6824)
          DSN: 510-428-6824 , Option 1, Option 1

      (3) GDSC West Fax: (619) 532-4013
          GDSC East Fax: (757) 443-1655
NOTE: Fax is not the preferred method but welcomed if this is your only means to contact the GDSC.

e. Telephone call to a Navy supply activity may be used for PD 01-03 documents 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.

f. For non-automated activities, a requisition (NAVSUP Form 1250-2, DD Form 1348-1A or DD Form 1348-6) will be prepared for each item requested via WebSALTS, message or telephone.

2. MILSTRIP MESSAGES SUBMITTED VIA DEFENSE LOGISTICS AGENCY TRANSACTION SERVICES (DLATS)

a. Concept. DLATS 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 DLATS may contain different types of transactions, but each transaction must be on a separate line.

b. Requisitions qualified for DLATS. When no exception data is required, requisition for NSN or NICN items will be prepared and submitted via DLATS. Requisitions for NON-NSN/NICN items requiring exception data will be prepared and submitted in accordance with paragraph 3029-3. Sources of supply will be determined in accordance with paragraph 3002.

c. Preparation. When a requisition is prepared for transmittal via DLATS the MILSTRIP data normally included in record positions (rp) 1-66 of a DD Form 1348 (see paragraph 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 DLATS 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 DLATS are omitted in re-transmittals to the supply source(s).

d. Transmission to DLATS. Messages must be addressed to “DLATS DAYTON WRIGHT PATTERSON AFB OH.” When transmitting a CASREP requisition via MILSTRIP message to DLATS, it is essential that a 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 DLATS (see samples on following page).

e. Validation of Transmitted Data. To preclude retransmission of erroneous data, DLATS validates the following significant data fields in requisitions:
(1) Document Identifier Code;
(2) RIC;
(3) Stock Number;
(4) Quantity;
(5) Requisitioner;
(6) Signal Code;
(7) M&S Code; and
(8) Supplementary Address (SUPADD).

Omissions or invalid MILSTRIP codes in any of these fields will cause DLATS to reject the inaccurate requisition via message to the originator with a narrative statement outlining the reason for rejection, (e.g., invalid DOCID). 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 DLATS.

SAMPLE OF DLATS MILSTRIP REQUISITION MESSAGE WITH REJECTED LINE

<table>
<thead>
<tr>
<th>RMKS/1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01NNNZT5340009175109 RO00001N638889099Z066RN62863BWP 9QZC612145</td>
</tr>
<tr>
<td>A01NNNZT8430010174021 EA00001N638889099Z067RN62863BWP 9DZC612145//</td>
</tr>
</tbody>
</table>

This line will be rejected by DLATS, the first two lines will be accepted.

g. Document Tracer Action. DLATS maintains tracing capability based on an input file name or MILSTRIP document number. Web Visual Logistics Information Processing System (WebVLIPS) is a web based access controlled query system for current, open transactions and completed transactions for up to 60 days after closure. WebVLIPS accesses the Logistics Online Tracking System (LOTS), a DLATS relational database system, which portrays the life cycle of a logistics action. The WebVLIPS customer can track requisitions from their release into the DOD pipeline, until the material is received at the destination activity. WebVLIPS can be accessed via the DLATS Homepage at:


3. MILSTRIP MESSAGES TO BE SUBMITTED DIRECT TO SUPPLY SOURCE. Message requisitions for NON-NSN/NICN items will be submitted directly 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 RICs 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; and

   (4) Advice Code, when used.

h. If the first position of the distribution code is not applicable, use "BLNK" followed by the two digit Cog (BLNK 1H).

4. NON-NSN AND PART NUMBERED CASREP REQUISITION. In order to improve CASREP response processing time, fleet units will submit their CASREP NON-NSN/ PART NUMBERED requisitions by message directly to Priority Material Office (PMO), Bremerton, WA (RIC: PFZ). Ships deployed to the Seventh Fleet will include the nearest NAVSUP FLC as "INFO" addressee on the message. The FLC will screen the requirement and if the part number is cross referenced to an NSN and the item is available, it 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. The DTG copy of the message then will be placed in an "outgoing message" file or CASREP file folder.
SAMPLE OF NON-NSN REQUISITION MESSAGE

```
RTTUZUYW RUFRSGG9846 2782200-UUUU--RUCBTFA
ZN R UUUU
R 052200Z OCT 14
FM USS JOHN PAUL JONES
TO NAVSUP FLC SAN DIEGO CA//N4//
INFO (AS REQUIRED)//
BT
UNCLAS //N04491//
MSGID/GENADMIN/USS JOHN PAUL JONES/OCT//
SUBJ/MILSTRIP NON-NSN REQUISITION//
REF/A DESC:NAVSUP P-485 VOL I/COMNAVSUPSYSCOM/REVISION 4/YMD:20100805//
AMPN/REF A REF H PROVIDES SUPPLY PROCEDURES FOR U.S. NAVY
OPERATINGFORCES.//
POC/LSCS A. SMITH/USS JOHN PAUL JONES/TEL: 619-532-1234//
RMKS/1. A05/NDZ/S/BLNK/EA/ZERO ZERO ZERO ZERO ONE/R/
YNEB01/A/AR/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  CASUALTY REPORT (CASREP)

1. GENERAL. Navy Warfare Publication (NWP) 1-03.1 CASREP Procedures Manual
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSGID</td>
<td>Message Identification</td>
</tr>
<tr>
<td>POSIT</td>
<td>Position</td>
</tr>
<tr>
<td>REF</td>
<td>Reference Message</td>
</tr>
<tr>
<td>CASUALTY</td>
<td>Equipment Casualty</td>
</tr>
<tr>
<td>ESTIMATE</td>
<td>Estimated Time of Repair</td>
</tr>
<tr>
<td>ASSIST</td>
<td>Outside Assistance</td>
</tr>
<tr>
<td>PARTSID</td>
<td>Parts Identification</td>
</tr>
<tr>
<td>TECHPUB</td>
<td>Technical Publication</td>
</tr>
<tr>
<td>1PARTS</td>
<td>Equipment Casualty Parts</td>
</tr>
<tr>
<td>1STRIP</td>
<td>MILSTRIP Information</td>
</tr>
<tr>
<td>AMPN</td>
<td>Amplification</td>
</tr>
<tr>
<td>RMKS</td>
<td>Remarks</td>
</tr>
<tr>
<td>DWNGRADE</td>
<td>Downgrading/Declassification Procedures</td>
</tr>
</tbody>
</table>

a. Equipment Casualty Parts. The 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) Data Line (DL). 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) NSN. If unknown or nonexistent, 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) Onboard (ONBD). Report the quantity of the item currently ONBD.

(6) CIRCUIT. Report the circuit symbol identification of the part, if applicable. It is limited to ten characters.

b. MILSTRIP Information. The 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) Data Line (DL). 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 (DOCID). 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) Quantity (QTY). Report the QTY of this item ordered.

(4) Priority (PRI). Report the PRI associated with the requisition of this item (see charts on following page).

(5) Required Delivery Date (RDD) Report the RDD of this item in three digit Julian Date form.

(6) Activity. Report the RIC 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 PARTSID or TECHPUB. The Supply Officer must ensure that each item listed in 1PARTS has been thoroughly researched in accordance with paragraph 3048-2.
**PACIFIC FLEET CASREP REQUISITION PREPARATION GUIDE**

<table>
<thead>
<tr>
<th></th>
<th>NORS</th>
<th>ANORS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C-3/4</td>
<td>C-2</td>
</tr>
<tr>
<td></td>
<td>PRI</td>
<td>PC</td>
</tr>
<tr>
<td>Non-Deployed</td>
<td>3</td>
<td>747</td>
</tr>
<tr>
<td>90 Days Prior to</td>
<td>2</td>
<td>747</td>
</tr>
<tr>
<td>Deployment</td>
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<td></td>
</tr>
<tr>
<td>60 Days Prior to</td>
<td>2</td>
<td>747</td>
</tr>
<tr>
<td>Deployment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Days Prior to</td>
<td>2</td>
<td>747</td>
</tr>
<tr>
<td>Deployment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deployed</td>
<td>2</td>
<td>747</td>
</tr>
<tr>
<td>7th Fleet</td>
<td>2</td>
<td>711</td>
</tr>
<tr>
<td>30 Days Prior to</td>
<td>2</td>
<td>711</td>
</tr>
<tr>
<td>I.O.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* PROJECT CODE 743 WILL NOT BE UTILIZED BY FLEET BALLISTIC MISSILE (FBM) SUBMARINES

**ATLANTIC FLEET CASREP REQUISITION PREPARATION GUIDE**

<table>
<thead>
<tr>
<th></th>
<th>NORS</th>
<th>ANORS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C-3/4</td>
<td>C-2</td>
</tr>
<tr>
<td></td>
<td>PRI</td>
<td>PC</td>
</tr>
<tr>
<td>Non-Deployed</td>
<td>3</td>
<td>752</td>
</tr>
<tr>
<td>90 Days Prior to</td>
<td>2</td>
<td>752</td>
</tr>
<tr>
<td>Deployment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 Days Prior to</td>
<td>2</td>
<td>752</td>
</tr>
<tr>
<td>Deployment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Days Prior to</td>
<td>2</td>
<td>752</td>
</tr>
<tr>
<td>Deployment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deployed</td>
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<td>752</td>
</tr>
<tr>
<td>6th Fleet</td>
<td>2</td>
<td>765</td>
</tr>
<tr>
<td>30 Days Prior to</td>
<td>2</td>
<td>765</td>
</tr>
<tr>
<td>I.O.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* PROJECT CODE 733 WILL NOT BE UTILIZED BY FBM SUBMARINES
SAMPLE OF INITIAL CASREP MESSAGE

P 151744Z APR 14
FM USS JOHN C STENNIS
TO COMNAVAIRPAC DATA SAN DIEGO CA//N43//
COMNAVAIRPAC SAN DIEGO CA //N41/N43/N432/N4345/N435/N436/N6/N8//
SENIOR OPERATIONAL COMMANDER
IMMEDIATE OPERATIONAL COMMANDER
TRMSDATACEN PEARL HARBOR HI
TRMSDATA CEN SAN DIEGO CA
COMLANTFLT NORFOLK VA
COMPACFLT PERAL HARBOR HI
INFO COMSPAWARSYSCOM SAN DIEGO//04F/04L//
SPAWARSYSCEN CHARLESTON SC//0F/0F2
SPAWARSYSCEN SAN DIEGO CA//D611//
ANCHOR DESK NORFOLK VA
PUGET SOUND NAVAL SHIPYARD AND IMF BREMERTON WA
PRIORITY MATOFF BREMERTON WA//20//
BT

C O N F I D E N T I A L
MSGID/CASREP/CV CVN 74 JOHN C STENNIS /27/
SUBJ/CASREP//
POSIT/4530N2-04645W9/151615ZAPR14//
CASUALTY/INITIAL-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
ESTIMATE/302359ZMAY14/RECEIPT OF PARTS NLT 16 MAY 14//
PARTSID/APL:  490010002/-/JCN:  N21847-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  R21847-4094-W400  001  05  149  PFZ  151745ZAPR14
/02  R21847-4094-W401  001  05  149  PFZ  151745ZAPR14//
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 TEFLOMN 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 30NOV14//
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 paragraph 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.

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:

<table>
<thead>
<tr>
<th>SHEETING COTTON TALLY</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>3031 PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)</td>
<td></td>
</tr>
<tr>
<td>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 paragraph 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.</td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td>SHEETING COTTON TALLY</td>
<td>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</td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
</tbody>
</table>

Please do not return this form to the address below. Return completed form to the address in item 2.
<table>
<thead>
<tr>
<th>Data Block</th>
<th>Caption</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From</td>
<td>Enter the service designator, UIC, name and hull number of the requesting ship.</td>
</tr>
<tr>
<td>2</td>
<td>To</td>
<td>Enter the service designator, UIC and name of the activity providing the material or service.</td>
</tr>
<tr>
<td>3</td>
<td>Ship to - Mark For</td>
<td>Enter &quot;Supply Officer&quot;, the name and hull number of the requesting ship and point of delivery (or Fleet Post Office (FPO) address).</td>
</tr>
<tr>
<td>4</td>
<td>Appropriation</td>
<td>Enter complete line of accounting data and subhead (see paragraph 9102). For RSUPPLY activities: when material is being requisitioned enter the NWCF accounting data applicable to the Cognizance symbol of the material being requisitioned (use 9B if Cog is not known and cannot be determined); if requisition is for services use the end use accounting data applicable to the OPTAR chargeable.</td>
</tr>
<tr>
<td>5</td>
<td>Requisition Date</td>
<td>Enter the calendar date (day, month and year) on which the requisition is prepared.</td>
</tr>
<tr>
<td>6</td>
<td>Requisition Number</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>Date Material Required</td>
<td>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).</td>
</tr>
<tr>
<td>8</td>
<td>Priority</td>
<td>Enter the appropriate two digit PD in accordance with paragraph 3048.</td>
</tr>
</tbody>
</table>
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.

(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 UI abbreviation from Volume II Appendix 19 when material is requested or JOB if service is requested.

(d) Quantity
Enter the quantity required (enter quantity of 1 when the unit of issue requested is JOB.)

3. BULK PETROLEUM. Requirements for bulk fuel and bulk lube oil are included in an Underway Replenishment (UNREP) request or Logistics Request (LOGREQ) message prepared and submitted in accordance with NWP 1-03.1. When such requirements are included in an UNREP request, a requisition document is not required, but the UNREP request must include a separate MILSTRIP document number for each item. When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to be submitted, whether or not requirements were included in a LOGREQ message. A DD Form 1149 also is required for procurement of DLA owned bulk petroleum from an MSC tanker. The DD Form 1149 will be prepared in accordance with paragraph 3031 with the following exceptions (see sample on following page):

<table>
<thead>
<tr>
<th>Data Block</th>
<th>Caption</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Ship to - Mark for</td>
<td>Enter &quot;Commanding Officer&quot;, the name and hull number of the requesting ship and point of delivery (including pier number or anchorage berth, if known).</td>
</tr>
<tr>
<td>6</td>
<td>Requisition Number</td>
<td>Enter a complete MILSTRIP requisition number, (i.e., the service designator and UIC of the requesting ship, Julian Date and serial number).</td>
</tr>
<tr>
<td>(a)</td>
<td>Item No.</td>
<td>Enter “1.”</td>
</tr>
</tbody>
</table>
(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. "SUPADD" and the service designator and UIC of the appropriate Property Accounting activity as follows:

<table>
<thead>
<tr>
<th>Service Designator</th>
<th>Fund Code</th>
<th>Property Accounting Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>38/39/43/7U</td>
<td>COMPACFLT N00070</td>
</tr>
<tr>
<td>V</td>
<td>38/39/43/45/7U</td>
<td>COMLANTFLT N00060</td>
</tr>
<tr>
<td>R/V</td>
<td>UZ</td>
<td>NAVSUP WSS N00104</td>
</tr>
</tbody>
</table>


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 DD 1149 FOR BULK PETROLEUM
Section III: UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

3045 PRIORITY DESIGNATOR (PD)

1. GENERAL. MILSTRIP is the requirement to assign priorities in accordance with standards set forth in the UMMIPS found in DoDI 4110.01. 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 PD, which ranges from 01 (highest) to 15 (lowest). The PD in conjunction with the RDD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in subparagraph 2, the PDs to be used in requisitioning material or services will be determined by the requisitioners’ assigned FAD and the applicable UND, in accordance with paragraphs 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 below, 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 FAD than its own, the FAD 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. Normally, 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 90 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 paragraph 3048-2a(5)).
Limitations on Requisitions

<table>
<thead>
<tr>
<th>Activity Category</th>
<th>PD 01-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Submarines, Trident Refit Facilities (TRF), and BMD ships</td>
<td>80%</td>
</tr>
<tr>
<td>b. Submarine Tenders, Aircraft Carriers (CVNs), Amphibious</td>
<td>70%</td>
</tr>
<tr>
<td>Assault Ships (LHA/LHD) and Regional Maintenance Centers</td>
<td></td>
</tr>
<tr>
<td>c. Navy/Marine Aircraft Squadrons, Marine Aircraft Logistics Squadrons</td>
<td>70%</td>
</tr>
<tr>
<td>d. Navy/Marine Corps Air Stations (non-industrial), WESTPAC</td>
<td>60%</td>
</tr>
<tr>
<td>Industrial Facilities, Naval Communications Activities</td>
<td></td>
</tr>
<tr>
<td>e. Navy/Marine Corps Air Stations (industrial)</td>
<td>55%</td>
</tr>
<tr>
<td>f. Fleet Readiness Centers and Shipyards</td>
<td>50%</td>
</tr>
<tr>
<td>g. Underway Replenishment Ships, Research, Development and Laboratory Activities, Training Activities</td>
<td>40%</td>
</tr>
<tr>
<td>h. NAVSUP FLCs</td>
<td>15%</td>
</tr>
<tr>
<td>i. Surface Ships not included in category b or g</td>
<td>55%</td>
</tr>
<tr>
<td>j. Others</td>
<td>55%</td>
</tr>
</tbody>
</table>

3046 FORCE/ACTIVITY DESIGNATOR (FAD)

1. GENERAL. A FAD defines the relative importance of a U.S. force, unit, activity, project or program to accomplishing DOD objectives. The principle purpose of the priority system is to differentiate between the relative importance of competing needs. FADs are used in conjunction with UND to establish a hierarchy of priorities used for supply requisitions. In an environment of limited supply resources, an organization’s relative priority within the system is critical to its ability to secure its materiel requirements. As a result, organizations delegated the authority to assign FAD designators III through V must assign designators appropriately to discriminate between forces, units, activities, projects, or programs. FAD definitions, criteria, designators and submission requirements are prescribed in CJCSI 4110.1C, Uniform Materiel Movement and Issue Priority System-Force/Activity Designators; DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation; DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP); and OPNAVINST 3000.15.

   a. FAD I

      (1) The FAD I designator is only assigned to programs that are top national priorities; e.g., strategic forces.

      (2) To ensure that the unique impact of FAD I requisitions on the supply system is preserved, FAD I assignments are reserved for those forces, units, activities, projects, or programs approved by the Secretary of Defense.

      (3) Accordingly, assignment of lower FADs for segments of organizations, phases, programs, projects, or for individual situations will be made where possible.

      (4) Requests for FAD I are submitted to the Joint Materiel Priorities & Allocation Board (JMPAB), under signature of a general/flag officer or senior executive service employee, via OPNAV (N41).
(5) See CJCSI 4110.01C, Uniform Materiel Movement and Issue Priority System-Force/Activity Designators, enclosure B, paragraph 2 for the format and requirements for requesting FAD I assignment.

b. FAD II. FAD II will be assigned per CJCSI 4110.01C, Uniform Materiel Movement and Issue Priority System-Force /Activity Designators, Enclosure C, paragraph 6. Per OPNAVINST 3000.15, paragraph 3, all forces, units, activities and programs executing employment cycle are authorized FAD II at commencement of the integrated phase, 30 days prior to deployment or whichever milestone occurs first. The integrated phase begins upon completion of the basic phase and ends at the beginning of the sustainment phase.

c. FAD III through V. FAD III through V will be assigned per CJCSI 4110.01C. Per OPNAVISNT 3000.15, all forces, units, activities, and programs executing Fleet Response Plan (FRP)/employment cycle are considered deployable units at the completion of the basic phase and are considered to be deployable within 90 days, satisfying the CJCSI 4110.01C requirement for FAD III designation. Authority to assign FAD III and lower precedence FADs within the Navy can be delegated by echelon II commands.

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; and

(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; and

(2) Approved programs of DOD components not otherwise designated.

2. 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 OCONUS 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 availabilities are authorized to use the FAD of the ship being worked on when ordering material for that work.
3047 URGENCY OF NEED DESIGNATOR (UND)

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 PD that reflects the relative importance of the requirement are set forth in paragraphs 3047-3, 4 and 5. The definitions in the following subparagraphs are applicable when making the selection of a PD.

   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 inoperable. This term includes equipment, other than primary equipment, that is 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 paragraphs 3047-4-5 are not applicable.

<table>
<thead>
<tr>
<th>UND</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(1) Requirement is immediate.&lt;br&gt;(2) Without the material needed, the activity is unable to perform one or more of its primary missions.&lt;br&gt;(3) The condition noted in definition (2) has been reported by established NORS/CASREP/NMCS procedures.</td>
</tr>
<tr>
<td>B</td>
<td>(1) Requirement is immediate or it is known that such requirement will occur in the immediate future.&lt;br&gt;(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...</td>
</tr>
</tbody>
</table>
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 PD 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 PD authorized for all related requirements. At the time UND "A" is used, a NORS/CASREP/NMCS 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.

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 FAD and UND applicable to the supported ship will be used in determining requisition PDs.

<table>
<thead>
<tr>
<th>UND</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(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 NWP 1-03.1, Chapter 4.</td>
</tr>
<tr>
<td></td>
<td>(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 NWP 1-03.1, Chapter 4.</td>
</tr>
<tr>
<td></td>
<td>(3) CASREPs. All ships deployed or non-deployed status for C2, C3 or C4 CASREPs requirements.</td>
</tr>
<tr>
<td></td>
<td>(4) Required to preclude an anticipated work stoppage ANORS, 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.</td>
</tr>
<tr>
<td></td>
<td>(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 in chopping and terminates upon out-chopping the Indian Ocean.</td>
</tr>
</tbody>
</table>
(1) Items required to effect emergency replacement or repair of auxiliary equipment systems.

(2) Replenishment of stocked COSAL/AVCAL/CARGO or other allowance/load list material required for support of mission essential items, 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 non-deployed.

(3) Initial order of allowance list material for deployed forces due to allowance changes or installation of new equipment.

(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:

<table>
<thead>
<tr>
<th>UND</th>
<th>Definition</th>
</tr>
</thead>
</table>
| 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. 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 NMCS procedures (see COMNAVAIRFORINST 4790.2 (series) (Naval Aviation Maintenance Program Instruction) for definition of NMCS). Aviation units’ primary missions are contained in OPNAVINST C3501.2K (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 NMCS procedures (see COMNAVAIRFORINST 4790.2 (series) (Naval Aviation Maintenance Program Instruction) for definition of NMCS). Aviation units’ primary missions are contained in OPNAVINST C3501.2K (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.

(4) UND "A" may be used for PMCS requirements only when the item(s) are needed to return primary mission essential subsystems and equipment to operational status.

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

(2) Item(s) 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) Item(s) required for the replacement of mission essential items on allowance.

(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.

(6) Items(s) required for immediate end use for primary mission weapons, equipment, and material, without which the aircraft concerned is within 15 days in CONUS and 20 days overseas of a work stoppage or a planned maintenance action for lack of that item.

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 to meet authorized stockage objectives.

(3) Items required for scheduled maintenance and repair, not immediately required, to include non pool items or items for which an outstanding requisition does not exist.

(4) Required for purposed not specifically covered by any other UND.

3048 SELECTION, ASSIGNMENT, AND REVIEW OF PRIORITY DESIGNATORS

1. SELECTION OF PRIORITY DESIGNATORS (PDs). An activity's assigned FAD (see paragraph 3046), in conjunction with the UND applicable to the requirement (see paragraph 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 FAD (I-V) with the applicable UND (A, B, C). As indicated in the table, only three PDs normally are authorized for each FAD.

TABLE RELATING FAD AND UNDs TO PDs
2. ASSIGNMENT AND REVIEW OF PDS

a. Requisitioning Activity. The Commanding Officer (or Officer In Charge) of a requisitioning activity is responsible for the accurate assignment of PDs consistent with the FAD 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 their command to act for them) to ensure that: the assigned PD (01, 02, 03, 07, or 08) accurately reflects the units' authorized FAD 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 FAD(s), to provide specific guidance for identifying mission essential equipment, and to include a table of UND criteria (similar to those in paragraph 3047) that are "tailored" to the ship; and

(5) Direct that all Material Obligation Validation (MOV) requests received from supply sources be promptly and properly processed in accordance with paragraphs 3590-3599.

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 TYCOM (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 next 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 paragraph 3050, will be entered in record positions 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 (TP). Any activity OCONUS 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 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 in transit 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 Point of Embarkation (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). Time Definite Delivery Standards for Air and Sealift are maintained in DoD 4140.1-R, Appendix 8, material management regulations.

a. Airlift (TP1 and 2) areas are, as follows:

   Area A. The vicinity of Alaska (Elmendorf AFB); Hawaii (Hickam AFB); North Atlantic (Thule AB, Greenland, and NAVSTA Keflavik, Iceland); Caribbean (NAS Guantanamo Bay, Cuba).

   Area B. 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. 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)); Djibouti, 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 TP 1 and 2 with a maximum weight of 300 pounds. The in transit-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 NMCS overseas customers or CONUS customers deploying within 30 days. That RDD applies to requisitions with PDs 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 PDs 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, 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. TP 1 applies to requisitions with PDs 01 through 03 and all RDDs.

b. TP 2 applies to requisitions with PDs 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 PDs 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 Eight Days.** An RDD equal to a Julian Date that is within eight days of the Julian Date the requisition or associated shipment is being processed indicates handling to meet that date of delivery.

c. TP 3 applies to requisitions with PDs and RDDs indicating routine handling. Those PDs are 04 through 15, and those RDDs are Julian Dates that are blank or greater than eight 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 PDs, irrespective of FAD:

a. **PD 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. **PD 03 shall be used by all activities for emergency supplies or equipment required immediately for controlling civil disturbance, disorder or rioting.**

c. **PD 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.**
REQUIRED DELIVERY DATE (RDD). 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 (paragraph 3049). Paragraph 3028-2e describes conditions which authorize entry of code “999” (critical requirement) or “777” (expedite handling) in record positions 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. IPG I and II with qualifying RDDs warrant urgent processing. However, DLA will downgrade IPG I and II requirements without RDDs or past Julian Date 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 record positions 62-64 of the requisition in accordance with the following:

<table>
<thead>
<tr>
<th>Pipeline Segment</th>
<th>TP 1 Area</th>
<th>TP 2 Area</th>
<th>TP 3 Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conus A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>A. Requisition Submission Time</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>B. ICP Processing Time</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>C. Storage Site (or Base) Processing, Packaging and Transportation Hold Time</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>D. Storage Site to CCP Transportation Time</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>E. CCP Processing Time</td>
<td>N/A</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>F. CONUS In-Transit Time</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>G. POE Processing and Hold Time</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>H. In-Transit to Theater Time</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>I. POD Processing Time</td>
<td>N/A</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>J. In-Transit, Within-Theater Time</td>
<td>N/A</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>K. Receipt Take-Up Time</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Total Order-to-Receipt Time</td>
<td>3.5</td>
<td>8.5</td>
<td>8.5</td>
</tr>
<tr>
<td>RDD Entry</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>999</td>
<td>Critical requirement (see NAVSUP P-485 Volume I paragraph 3028 for qualification criteria).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>777</td>
<td>Expedite handling (see NAVSUP P-485 Volume I paragraph 3028 for qualification criteria).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numeric consecutive day of the calendar year, (i.e., the Julian Date less the first digit)</td>
<td>Material is required earlier than the computed Standard Delivery Date (see NAVSUP P-485 Volume I paragraph 3050 for qualification criteria).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X entered in position 62 of the requisition, and the number of months that should elapse before material is to be delivered entered in positions 63-64.</td>
<td>The latest acceptable delivery date. Material may be delivered at any time prior to the RDD (see NAVSUP P-485 Volume I paragraph 3050 for additional information).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S entered in position 62 of the requisition, and the number of months that should elapse before material is to be delivered entered in positions 63-64.</td>
<td>The latest acceptable delivery date. Material should not be shipped any sooner than 50 days prior to the RDD (see NAVSUP P-485 Volume I paragraph 3050 for additional information).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 4200.81 (series), NAVSUP 4200.85 (series), NAVSUPINST 4200.99 (series), NAVSUP Contracting Policy letter 14-009 of 24 Nov 2014 which grants limited afloat ordering authority, and Department of Defense Federal Acquisition Regulation Supplement (DFARS). These instructions will be used by all Navy activities for basic purchasing/contracting guidance. When you are faced with questions regarding whether you can or cannot purchase items, one general rule is the "Necessary Expense Rule." When applying the necessary expense rule, expenditures can be justified after meeting a three-part test.

a. The expenditure must be reasonably necessary to carry out an authorized agency function or will contribute materially to the effective accomplishment of that function. The important factor is to be able to justify the extent to which it will accomplish the purpose of the appropriation.

b. The expenditure must not be prohibited by law.

c. The expenditure must not be otherwise provided for, that is, it must not be an item that falls within the scope of some other appropriation or statutory funding scheme.

When in doubt, seek counsel on fiscal matters from appropriate activities, (e.g., TYCOM/Fleet Comptrollers).

3054 GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROGRAM

1. GENERAL. Under NAVSUPINST 4200.99 (series) the Government-Wide Purchase Card Program is intended to:

a. Streamline small purchase methods; minimize paperwork; streamline payment processes; and simplify the administrative effort associated with traditional and emergent purchase of supplies and services.

b. The purchase card is used to purchase supplies and services for official government business valued at or below the micro-purchase threshold of $3,000, and $2,000 for construction.

c. The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold up to $9,999,900 depending on the type of contracting vehicle utilized with the appropriate delegation of authority from the Head of the Contracting Activity (HCA). NAVSUPINST 4200.99 discusses HCAs.

2. LIMITATIONS. The purchase card while convenient has many limitations. The purchase card shall be used to purchase supplies and services for official government business in accordance with NAVSUP, contracting and TYCOM/Fleet Commander instructions. The purchase card shall only be used for authorized United States (U.S.) Government purchases.
Intentional use of the purchase card for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and will result in immediate cancellation of an individual’s purchase card and potential disciplinary action. The use of the purchase card for personal purchases for any reason is strictly prohibited.

The Government-Wide Purchase Card may be used for the following purchases:

a. The purchase card shall be used to buy and/or pay for all requirements valued at or below the micro-purchase threshold. The purchase card shall be used to make open market purchases for supplies not to exceed $3,000; $2,500 for services subject to the Services Contract Act, and construction subject to the Davis-Bacon Act not to exceed $2,000.

b. The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold provided appropriate authority has been granted by the HCA and is stated within the delegation letter. See NAVSUPINST 4200.99 (series) for details.

3055 FREIGHT FORWARDING

1. GENERAL. Before leaving port for an extended period of time, the Supply Officer shall review the status of all outstanding contracts. The Supply Officer 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 paragraph 7104. If the material is not mailable, the material will be shipped as follows:

a. The following categories of material are not covered by the DLAs Expediting Program:

   b. (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;

   and

   (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.

   c. 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) For Shipments destined for Europe, SWA, and Africa:
   W1BG DLA DISTRIBUTION, DDSP NEW CUMBERLAND FACILITY
   TCN/REQN Number
   2001 NORMANDY DRIVE DOOR 113 TO 134
   NEW CUMBERLAND, PA 17070-5002
   Norfolk, VA 23511

   For vendors capable of a fifth line in the address, include the clear name of the M/F UIC.***

(2) For Shipments to the Pacific area:
   TCN/TACTP/RDD*
   W1BG DLA DISTRIBUTION M/F UIC**
   25600 S. Chrisman Rd., Warehouse 30
   Tracy, CA 95376-5000

   For vendors capable of a fifth line in the address, include the clear name of the M/F UIC.***
   *Example:  N680472114X002XXX/N820/TP2/777
   **Example:  DDJC, CCP SW3225 M/F UIC N68047
   ***Example:  NRCC Singapore

(3) All shipments. Request shipping address labels be limited to four lines in the exact
    format listed above. Labels should also include the following information, but separated from
    the above:

    Purchase order/BPA/Contract #
    Phone #

d. 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 the Defense
   Finance and Accounting Service (DFAS) in accordance with paragraph 4336.

e. Information, tracing, and expediting requests for Vendor Receipt Expediting Program
   (VREP) shipments shall be directed to DLA Distribution Norfolk, Bldg Y109 1968 Morris Street,
   ATTN:  VENDOR RECEIPT EXPEDITING PROGRAM (VREP), Norfolk VA 23512-0001 or
   call/email the Emergency Supply Operation Center (ESOC) at 757-443-3370/ddnvesoc@dla.mil
   in accordance with paragraph 7123.

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 an 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.
3056 OBLIGATION DOCUMENT

When a purchase chargeable to the OPTAR of a fleet activity is made, a DD Form 1348 will be prepared as an obligation document in accordance with paragraphs 3024-3025. Appropriate comments, (e.g., Money Value Only (MVO), PIIN, source of supply, etc.) will be included in the Remarks section. The distribution of the DD Form 1348 will be as specified in paragraph 6188.

3057 DEMAND REPORTING OF LOCALLY PURCHASED ITEMS

1. PURPOSE. To provide NAVSUP WSS 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 NAVSUP WSS. The reports will be made by DD Form 1348 (one for each item) or a DLATS formatted message.

2. NSN ITEMS. Report of locally purchased or manufactured NSN items will be prepared in the following format:

<table>
<thead>
<tr>
<th>Record Positions</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document identifier code “DHA”</td>
</tr>
<tr>
<td>4-6</td>
<td>Enter the RIC of the Supply Planner, based on the type of material</td>
</tr>
<tr>
<td>8-22</td>
<td>NSN</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of issue</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity, right justified. Zero fill if quantity is less than five digits</td>
</tr>
<tr>
<td>30-43</td>
<td>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</td>
</tr>
<tr>
<td>55-56</td>
<td>Cognizance symbol</td>
</tr>
<tr>
<td>67-69</td>
<td>RIC of the ship’s normal supply support activity.</td>
</tr>
<tr>
<td>70</td>
<td>Purpose code “A”</td>
</tr>
<tr>
<td>71</td>
<td>Condition code “A”</td>
</tr>
<tr>
<td>72</td>
<td>Demand code “N” or “R”, as appropriate</td>
</tr>
<tr>
<td>73-75</td>
<td>Last three digits of the Julian Date on which the report is submitted</td>
</tr>
</tbody>
</table>

3. NON-NSN ITEMS. Reports of locally purchased or manufactured non-NSN items will be prepared in the following format:

<table>
<thead>
<tr>
<th>Record Positions</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>BHJ</td>
</tr>
<tr>
<td>4-6</td>
<td>Enter the RIC of the supply planner, based on the type of material</td>
</tr>
<tr>
<td>7-28</td>
<td>Part Number or NAVSUP WSS-assigned NICN</td>
</tr>
</tbody>
</table>
3058 DISTRIBUTION OF PURCHASE ORDERS (DD FORM 1155)

When Purchase Orders, DD Form 1155, are prepared in accordance with NAVSUPINST 4200.85D, 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 RSUPPLY processing, as applicable; and

c. The original to the Expenditure File (see paragraph 6188-4).

3059 SUPPLIES/EQUIPMENT NOT TO BE PURCHASED WITHOUT BUREAU, COMMAND OR OFFICE AUTHORITY

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 ship’s 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. Photographic equipment;

k. Office equipment, (i.e., fast copying machines);

l. Other material or services restricted from purchase by government regulation or instruction; and

m. All other equipment items not in the preceding categories that have a unit value of less than $100,000 and which are not designated for centralized item management and asset control. Specifics can be found in the DoD FMR 7000.14-R.
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, etc.), 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 DLA Troop Support. Wet suits, from a variety of manufacturers in all available sizes, have been assigned NSNs with FSC 4220. Additionally, DSCP will procure any size wet suit utilizing a Direct Vendor Delivery (DVD) contract if an NSN has not been assigned. Inquiries regarding the procurement of custom fit wetsuits should be directed to DLA Troop Support. Other articles, (e.g., masks, hoods, etc.), 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; and

   b. Requirement is not in excess of the simplified acquisition threshold (currently $150,000) and local purchase is in the best interest of the government in terms of quality, timeliness and cost. A statement of the specific advantage of local purchase must be submitted with the local procurement request to the contracting activity.

3. ISSUES AND RECORDS. Issues of personal diving clothing to all officer and enlisted personnel will be recorded on a page of the Administrative Remarks (NAVPERS Form 1070/613). The NAVPERS Form 1070/613 will be prepared in an original and three copies. 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 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; and

   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 them as long as the individual retains their Navy enlisted classification or Navy officer's billet classification designation, contingent upon the diving or swimming duties they are 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.

5. AUTHORITY. Under Title 10, U.S. Code, Section 7205, authority is granted to SECNAV to make such expenditures from appropriated funds as he may consider necessary for the safety and occupational health of personnel of DON including: members of the Naval service on active duty; DON civilian officers and employees; members of the Coast Guard when it is operating as a service in the Navy; and members of the National Oceanic and Atmospheric Administration serving with the Navy. Such authority includes the payment for clothing, equipment and other materials necessary. The Secretary, to the extent he considers proper, may delegate the authority conferred by Title 10, U.S. Code, to any person in DON, with or without the authority to make successive redelegations.

3110 PROTECTIVE EQUIPMENT, SPECIAL CLOTHING AND ACCESSORIES

1. 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 (NAVAIR Tech Manual 13-1-6.4-1 )
   - 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.

2. 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. Issuing of work clothing will be restricted, generally to work of a nature that is unusually destructive to clothing, (e.g., cleaning fuel oil tanks; replacing and sealing soft patches on submarines; handling batteries, acids or corrosives, galvanizing or tinning; decontamination work; bilge cleaning, side cleaning, entering boilers, or work of a comparable nature).

c. Clothing for Culinary Specialists and Food Service Attendants. Tee shirts, trousers, caps, aprons, and (when appropriate) "serving jackets" are authorized to be issued as ship's use to culinary specialists and food service attendants working in a galley, bake shop, or dining area (see NAVSUP P-486, Volume I, paragraph 1112). 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. OPNAV INSTRUCTION 10126.4 (series) details procedures for the initial issue as well as the reissue of leather flight jackets. Generally, 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 by the Flight Gear Issuing Facility to undergraduate pilots and naval flight officers upon
completion of Aviation Pre-flight Indoctrination, to naval flight surgeons upon completion of the academic portion of the flight surgeon training program at NASC, 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 and members of the Navy retiring or being honorably discharged may keep their leather flight jackets. **Note: Only the leather flight jacket is authorized for issue as personal flight clothing. Nylon type jackets will be issued as organizational clothing.** Procurement of replacement flight clothing, except leather flight jackets, can be made through normal supply channels.

2. **REPLACEMENT/REISSUE.** Replacement/reissue of leather flight jackets will be ordered from the only authorized single Navy stock point, NAVSUP FLC Jacksonville Detachment, Pensacola, Florida, by letter (personally signed by the Squadron/Station Commanding Officer). The letter will be sent to 690 San Carlos Road, Building 3581, Naval Air Station, Pensacola, FL 32508-5014, Attn: Code 410 and contain the name, rank (rate/rating) and DOD identification number of an authorized recipient, and must be accompanied by a completed requisition (DD Form 1348) for each flight jacket requested. OPNAVINST 10126.4 series should be consulted for an example of the required letter. Lost or stolen jackets will be surveyed (DD Form 200) before a replacement is ordered (see paragraphs 5125-5128 for survey procedures). A signed copy of the DD Form 200 shall accompany the replacement requisition. If you have questions you may contact the customer service desk at (850) 452-3468.

### 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 TYCOM.

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.

### 3140 SPECIAL MISSION LOW-PROFILE CIVILIAN CLOTHING

1. **GENERAL.** Special mission low-profile civilian clothing is authorized for Navy Expeditionary Combat Unit personnel deploying to OCONUS areas of operations under the following circumstances:

   a. Where area/operations/task force commanders direct military operators and support personnel in the field to wear casual civilian clothing more than 50% of the time for official duty:

      (1) In support of special missions, humanitarian assistance, or disaster response; and

      (2) Due to security concerns, force protection requirements, or the need to lessen the U.S. military presence.
b. Where the host-nation government prohibits U.S. military personnel from wearing their military uniforms.

2. SCOPE. Special mission low-profile civilian clothing is defined as casual civilian clothing such as collared polo shirts, cotton trousers (khakis), and footwear purchased with appropriated funds and loaned by a naval activity to deploying Officers and Enlisted personnel as cited above.

   a. Quantities issued will be commensurate with the amount of time spent wearing the civilian clothing and the duration of deployment, subject to TYCOM approval. The dollar value of the purchased civilian clothing for each individual shall not exceed the limits set by DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A, Table 29-8, Civilian Clothing Allowances for Officers and Enlisted Members. The issue of this clothing is not authorized for personnel deploying for a period less than 15 days.

   b. The TYCOM will identify and authorize items and sources of supply for low-profile civilian clothing to be issued to deploying, special mission, Navy expeditionary combat force personnel on an “as-needed” basis. Commands shall not stock civilian clothing. Purchasing low-profile civilian clothing with OPTAR funds is not authorized for wear in CONUS.

   c. Low-profile civilian clothing remains the property of the Navy and shall be returned to the unit’s Supply Officer when the individual transfers from the expeditionary community. Personnel transferring between duty stations within the expeditionary force where low-profile clothing may be required while deployed will retain the low-profile clothing; the transferring command will forward the record of issue to the receiving/gaining command’s Supply Officer to ensure accountability and prevent duplicate purchases. Civilian clothing will be issued to an individual only once during a three-year period; an exception to the 36-month rule may be authorized by the TYCOM in unusual circumstances.

   d. The issuing unit’s Supply Officer is responsible for collecting and disposing of returned used low-profile civilian clothing. Proper disposal includes transferring the items to the supporting DLA Disposition Services or destroying the items rendering them unusable. A detailed expenditure document shall be prepared for transfer to DLA Disposition Services or for destruction of clothing. In the case of destruction, the expenditure document (DD Form 1149) shall be signed by the Supply Officer, the individual destroying the item(s), and a witness.

3. PROCUREMENT. Deploying commands or units required to wear low-profile civilian clothing shall obtain TYCOM (N41) approval prior to the purchase of clothing with OPTAR funds. Groups (Echelon IV commands) with flag-level Commanders may also approve purchases. Submit requests to TYCOM no later than 30 days prior to departure.

4. FILES. Strict accountability records must be maintained for all personnel issued civilian clothing. At a minimum, the Supply Officer shall maintain the following documents on file for current and four prior fiscal years:

   a. OCONUS theater/task force commander’s written directives mandating the wear of civilian clothing greater than 50% of the time during official duty;
b. Official requests (with attached travel orders) to TYCOM citing the deployment theater (temporary duty station), justification, individuals’ names, ranks (rate/ranking), last four of SSNs, duration (in months and days) for wear, percentage of time daily required to wear civilian clothing in an official capacity, any previous issue(s) of clothing to specific individuals, and the specific clothing items required;

c. Echelon III/TYCOM senior Supply Corps Officer’s for Flag-level Echelon IV/group commander’s written approval citing specific individuals and clothing authorized for procurement with OPTAR funds (due to the sensitivity of purchasing civilian clothing with appropriated funds, approval shall not be delegated below a Flag-level group commander);

d. Completed requisitions, purchase orders, government-wide commercial credit card buys, etc;

e. Sub-custody records signed by the authorized recipient acknowledging receipt of all civilian clothing items; and

f. Detailed expenditure documents for transfers to DLA Disposition Services and for destruction of clothing, signed by the Supply Officer, and in the case of destruction, the individual destroying the items(s), and a witness.

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 NSNs 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. User activities shall submit requisitions directly to NAVSEA 08H via Naval message to Plain Language Address "COMNAVSEASYSCOM WASHINGTON DC," e-mail (see listing below), mail, FAX (DSN 326-6415/6416) or commercial (202-781-6415/6416), or DSN (326-6328/5963/6316/5587) or commercial (202-781-6328/5963/6316/5587), or duty cell phone 202-841-2288 (if outside 0700-1600 EST).

a. For routine requirements after normal working hours (0700-1600 EST) or during weekend/holiday periods, use unclassified email, SIPR email, or duty cell phone 202-841-2288. For emergent requirements (defined as the material being required within 24 hours) where
contact with NAVSEA via unclassified email or telephone is not possible, end users shall submit the required MILSTRIP requisition as detailed in the below paragraphs.

b. Unclassified email: Use NR.SK@navy.mil with subject line "Z0ZZ - 2S/X1 MILSTRIP REQUISITION." No classified or NNPI (NOFORN) information may be sent via unclassified email.

c. Secret Internet Protocol Router (SIPR) Network email: Use WNYD.NAVSEA.Commandcenter.fct@navy.smil.mil with subject line "Z0ZZ - 2S/X1 MILSTRIP REQUISITION" and add nssc.sea08.messages@navy.smil.mil as a copy to addressee.

d. Naval Nuclear Propulsion Program (NNPP) Network email (CVN 68 Class and CVN 78 Class ships only): Use NRSK@nnpp.gov with subject line "Z0ZZ - 2S/X1 MILSTRIP REQUISITION."

e. To ensure that NAVSEA 08H receives the necessary justification remarks, activities are not authorized to use Defense Automated Addressing System (DAAS) to transmit 2S/X1 component requisitions to NAVSEA 08H. 2S/X1 component requisitions will contain mandatory entries and justification remarks as follows:

(1) End User: Identify the ship or activity in which the requested component will actually be installed, used, or placed in onboard spares.

(2) Required Delivery Date: Enter the latest date the material must be delivered to the support installation and check-out commensurate with operational or other commitments. Use of "777" as a RDD does not provide sufficient scheduling information and shall not be used.

(3) Advice Code: Use 5A, 5D, 5G, 5S, or 5X, as appropriate (see paragraph 8303).

(4) Detailed Requisitioning Remarks: Use procedures for requisitioning 2S/X1 components and for including justification remarks with such requisitions as detailed in the below paragraph.

3. REQUISITIONING REQUIREMENTS FOR REPLACEMENT OF AN INSTALLED COMPONENT. Requisitions for components to replace installed components shall include the following information as requisition justification remarks:

a. Ship’s point of contact.

b. Installed location of the failed 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.)

c. The reason for the failure, including any out-of-specification characteristics the failed component exhibits, (e.g., if a valve is leaking excessively), provide the leak rate for the valve and the location and circumstances of the leak.

d. 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/X1 components prior to submitting a requisition for a replacement component.

e. The serial number of the failed component and, if applicable, the serial number of the on board spare component.

f. The field changes (if any) installed in the failed component.

g. The Design Letter Modifier (DLM) of the replacement component, if applicable. (this information can be obtained from the activity's engineering personnel.)

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 (NAVSUP WSS cover letter from the Q-COSAL or NAVSEA 08 letter authorizing the TLL) 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 SPARES (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 paragraph 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 Ship Alt number, TYCOM 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 TLL SPARE

   a. Tenders which requisition 2S Cog/X1 SMIC components to replace those issued from TLL allowances shall include:

      (1) The document number on which the TLL component was issued;

      (2) The ship to which the component was issued; and

      (3) The requisition justification remarks required by paragraph 3259-3 above.

   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. Paragraph 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 an 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 Not 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:

<table>
<thead>
<tr>
<th>Repair Maintenance Code</th>
<th>Level of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral or 0</td>
<td>Shipboard (Organizational)</td>
</tr>
<tr>
<td>G, H, F</td>
<td>Tender/Regional Maintenance Center (Intermediate)</td>
</tr>
</tbody>
</table>

   b. The field level which may condemn the item is identified by the Recoverability Code in FEDLOG. For example:

<table>
<thead>
<tr>
<th>Recoverability Code</th>
<th>Level of Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral or 0</td>
<td>Shipboard (Organizational)</td>
</tr>
<tr>
<td>G, H, F</td>
<td>Tender/Regional Maintenance Center (Intermediate)</td>
</tr>
</tbody>
</table>

   These codes are part of the Source, Maintenance and Recoverability (SM&R) Code. The SM&R codes are explained in SECNAVINST 4410.23 (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 (refer to NAVSUP P-488). Some 9 Cog consumable repair support material may be common items and should be procured through local purchase or “fill” or “kill” requisitions only. Local procurement and “fill” or “kill” requisitions for 2M common support material alleviate unnecessary supply system backorders and expensive spot procurements.

3. PROCEDURES. To assist 2M maintenance personnel in identifying technical problems with FLRs sent to the ship’s 2M-MTR work center or to the Ship's Regional Maintenance Center (RMC)/ tender/Battle Force Intermediate Maintenance Activity (BFIMA), ship’s maintenance personnel must complete a work request (OPNAV Form 4790/2K) per the Ship’s Maintenance Material Management (3-M) Manual (OPNAVINST 4790.4(series)) to initiate repair of NRFI FLRs or progressive circuit card assemblies (CCA)
and electrical/electronic 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 NAVSEA policy regarding shipboard electronics test and repair. In support of these initiatives, TYCOM’s have established 2M PREP monitoring and reporting procedures. These ensure the 2M MTR organizational and intermediate repair dispositions for FLR and DLR STOCK and DTO requirements are first reported by Supply Officers to the online Module Test and Repair Activity utility. Supply requirements will be released to supply system for procurement only after shipboard O level and I level 2M MTR repair dispositions have been provided to supply and reported per TYCOM’s 2M PREP policy.

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 RMC/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. Local I-Level 2M MTR RMCs and Intermediate Maintenance Facilities testing and repair is mandatory for all non-deployed units 2M MTR requirements. Turn-in Procedures to submit failed CCA/EM for repair by I-Level maintenance activities will be specified by Type or Operational Commanders 2M PREP procedures. O and I level 2M MTR certification documents must be provided to supply in order for Supply Officers to report 2M MTR dispositions in accordance with 2MPREP reporting requirements before a requirement can be released to supply system for procurement. Supply Officers are authorized to delay stock issue, replenishment, and NRFI turn-in 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 paragraph 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 paragraphs 7000-7002. NAVSUP P-700, Navy Packaging Data, provides additional packaging guidance. Electrostatic Discharge (ESD), shock and humidity protection is required. The RFI label will contain the date of the test, the name of the certified technician and command performing the test. The 2M-MTR technician will be trained in packaging techniques per paragraphs 7000-7002 and will ensure initial protective packaging is provided prior to turn-in. The Supply Officer will ensure packaging is completed per NAVSUP P-700 prior to stowage. Exterior identification with a 2M label is required.

   d. This RFI certification is valid for “A” condition.
5. PIECE PARTS. Piece parts required for 2M repairs have been formalized into Allowance Parts Lists (APL) for each ship class with 2M/MTR repair capability. These APLs contain unique high usage piece parts such as resistors, diodes, capacitors, transistors and integrated circuit chips determined from fleet wide demand data, TYCOM recommendations and from the latest Gold Disk release which support, and are part of, the equipment and/or systems installed on a specific ship class. 2M/MTR piece part APLs are divided into two distinct groups, Baseline and Augmented APLs.

a. Intermediate-Level Baseline APL. The Intermediate-Level Baseline APL is supply coded OSI. 2M/MTR piece parts listed in this APL are ordered, staged in three VIDMAR-type cabinets and delivered onboard selective intermediate level ships to the 2M work center. These 2M/MTR piece parts have been identified as maintenance critical. OSI parts consumed during 2M repairs must be reordered on a one-for-one basis as usage is reported and are eligible for demand base stocking by the supply department.

b. Organizational-Level Baseline APL. The Organizational-Level Baseline APL is supply coded Storeroom Item and contains an Allowance Note Code to ensure that 100% of the listed 2M piece parts are stocked on board regardless of stocks presently on hand and/or past usage.

c. Augmented APL. To ensure that sufficient piece parts are authorized to support increases in 2M/MTR repairs, additional APLs have been developed to support both I- and O-Level 2M/MTR ships and shore facilities. These APLs, labeled "Augmented APLs" list all 2M/MTR piece parts appearing in the latest Gold Disk release and are applicable to a ship's class and/or maintenance capability. These APLs are supply coded Storeroom Item and allowances will be computed using normal Fleet Logistics Support Improvement Program computations. Augmented APLs will continue to be updated as the number of Gold Disks continues to increase. Parts needed for a 2M/MTR repair not listed in 2M/MTR APLs should be reported utilizing a Fleet COSAL Feedback Report (NAVSUP Form 1371) per chapter 3 of the NAVSUP P-488.

d. Fleet Readiness Action Team (FRAT) NAVUNSEAWARCEN DET FEO Norfolk FRAT will assist 2M/MTR technicians in identifying and obtaining 2M piece parts not readily available. Anytime the 2M MTR technician is unable to identify a piece part on a failed CCA or electronic module, or the piece part requirement is not ready available in supply system, contact the FRAT by telephone or email for assistance. DSN 386-0800 EXT. 5266, Commercial (757) 396-0800 EXT. 5266, EMAIL: partshelp@navy.mil.

Requests for FRAT assistance should include:

(1) Applicable APL number;

(2) System/Equipment Nomenclature failed CCA/EM is installed on;

(3) The NSN and/or part number of the failed CCA/EM;

(4) The NSN and/or part number of the piece part requirement;

(5) If known, the reference designator of the piece part, (i.e., R2, U11, etc.);
(6) Quantity needed; and

(7) Piece part supply work stoppage requisition number.

The FRAT will make every effort to identify substitutes and/or sources of supply. In the event the piece parts are on hand at NAVUNSEAWARCENT FEO Norfolk, FRAT assets will be provided to the activity on a no cost basis. In the case of a CASREP or urgent repairs requiring piece parts not stocked in local supply or in NAVUNSEAWARCENT FEO Norfolk’s inventory, the FRAT will expedite the procurement of the piece part requirements through normal supply channels, to include assisting item managers in identifying vendors and manufacturers that can provide piece part requirements.

Section III: ELECTRONIC MATERIAL

3275 SCOPE

This section contains unique requisitioning procedures for repair parts supporting electronic equipment, components and associated technical materials. Unless otherwise specified in this section, electronic material will be requisitioned in the same manner prescribed for general stores material.

3279 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)

1. GENERAL. GPETE is electronic test equipment containing the capability without modification, to generate and/or modify, modify, 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 NAVSUP WSS through the NWCF. Procedures and policy for the NWCF funding of GPETE are the same as those prescribed in paragraph 8304 regarding DLRs.

2. GPETE ALLOWANCES. Allowances for GPETE are listed in one of the following documents:

   a. Ship/Shore Portable Electrical/Electronic Test Equipment Requirements List (SPETERL), which is prepared by NSWC IHD - Picatinny Detachment Code G-11, under the direction of NAVSEA (Code 04 RM34); or

   b. Individual Material Readiness List (IMRL) prepared for the cognizant Support Equipment Controlling Authority (SECA) under the direction of NAVAIR (PMA 260).

3. PROCUREMENT OF GPETE

   a. Deficiencies resulting from new GPETE allowances. NSWC IHD Picatinny Detachment Code G-11 identifies non-aviation GPETE deficiencies resulting from new allowances and NAVSEA (Code 04RM34) initiates procurement/delivery action. NAVAIR (PMA 260) coordinates the efforts of NAVSUP WSS (N95), Naval Air Warfare Center Aircraft Division Lakehurst (NAWCADLKE), Lakehurst NJ (4185000B) and the SECAs with respect to the APN-7 conference GPETE requirements.
b. Replacement of missing or unserviceable GPETE. A FLIPL, DD Form 200, will be prepared in accordance with paragraphs 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 NAVSUP WSS.

c. Upgrading of GPETE

(1) There are five classifications of GPETE, each assigned a priority as follows:

(a) Standard (13) the most advanced and satisfactory test equipment approved for service use.

(b) Substitute standard (22) test equipment approved for service use.

(c) Limited standard (38) test equipment approved for service that have limited application and performance criteria.

(d) Obsolescent (72) test equipment that has degraded performance characteristics that remain in service pending modernization engineering and procurement planning for model replacement.

(e) Obsolete (95) test equipment that is 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.

(4) Substitution of GPETE models for NAVSEA application is not authorized without prior approval from NAVSEA 04RM34.

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. For Non-aviation GPETE, follow-ups shall be submitted in accordance with paragraphs 3530-3537. Informal correspondence may be addressed to the TMDE Program Manager, NAVSEA 04RM34, or to the cognizant SECA, as appropriate.
f. Non-Standard 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). For Non-aviation GPETE, waiver requests for nonstandard GPETE shall be forwarded to the TMDE Program Manager, NAVSEA 04RM34, via the TYCOM 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 and workload supported;
(8) Required delivery date; and
(9) Name, signature, telephone number, activity, and mailing address of the originator.

3280 PORTABLE RADIAC EQUIPMENT

1. RADIAC REQUISITIONING PROCEDURES. The requisitioning procedures for Radiation, Detection, Indication and Computation (RADIAC) equipment depends primarily on the assigned Cog of the equipment. This information and the process to obtain RADIAC equipment is contained in SE700-AA-MAN-100/RADIAC, RADIAC Program User's Manual. Most RADIAC equipment is assigned 6D Cog, is funded by the NAVSEA RADIAC Program (NAVSEA 04RN04ND) and can only be requisitioned by NAVSEA approved RADIAC Calibration Laboratories (RCLs). The remainder of RADIAC equipment is assigned an odd Cog (1H, 7H or 9G). While initial allowances for odd Cog RADIACs are funded by NAVSEA 04RN04ND, replacements are paid for and requisitioned directly by the user. The process for obtaining RADIAC equipment is summarized below.

a. 6D Cog RADIAC Equipment. 6D Cog RADIAC equipment (except for IM-239/WDQ and SS-20/S) can only be requisitioned by NAVSEA approved RCLs. Initial allowances (with the exception of new construction ships) and allowance increases are funded by NAVSEA 04RN04ND. For allowance increases, the user provides a copy of the approved RADIAC allowance change to the servicing RCL who will order and distribute the RADIACs upon completion of calibration. Replacement of 6D Cog RADIACs is funded by NAVSEA 04RN04ND except in cases of negligence or abuse. The servicing RCL will order and provide replacement RADIAC equipment to the user. The IM-239/WDQ and SS-20/S are not repaired or maintained by RCLs and because of this, users should requisition replacements using MILSTRIP and RIC ‘NRP’ when replacement is required.
b. Odd Cog (1H, 7H and 9G) RADIAC Equipment. Initial allowances (with the exception of new construction ships) and allowance increases are funded by NAVSEA 04RN04ND. For allowance increases, the user provides a copy of the approved RADIAC allowance change to the servicing RCL who will order and distribute the RADIACs upon completion of calibration. Replacement of 1H, 7H or 9G Cog RADIACs for any reason (failure, damage, loss, etc) is the responsibility of the user. Replacement 1H, 7H or 9G Cog RADIACs should be requisitioned via MILSTRIP using normal supply procedures.

c. New Construction Ship Equipment. Funding for RADIAC equipment for new construction ships is provided by the applicable new construction ship project office to NAVSEA 04RN04ND. These RADIACs are provided by NAVSEA 04RN04ND to the ship via the cognizant SUPSHIP activity.

d. Activities shall report the loss or damage of RADIAC equipment to their servicing RCL using DD Form 200, as described in SE700-AA-MAN-100/RADIAC.

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. Additional guidance may be found in the following publications:

- NAVSUP P-724 (Conventional Ordnance Management Policies and Procedures) provides policies and procedures for the distribution, accounting and stockpile management of Navy and Marine Corps conventional expendable ordnance.
- NAVSUP P-801 (Unserviceable, Suspended and Limited Use Manual) provides identification of and direction pertaining to suspended, limited use, unserviceable ammunition and other expendable ordnance.
- NAVSUP P-805 and P-807 (Ammunition Sentencing Publications) provides established inspection requirements and criteria for the sentencing of Navy and Marine Corps conventional ammunition and expendable ordnance.

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 paragraph 3023. Unique requisitioning procedures are set forth in the following paragraphs.

2. INERT NUCLEAR WEAPONS MATERIAL. Inert nuclear weapons material will be requisitioned in accordance with Navy SWOP 100-1A.

3. SMALL ARMS AND WEAPONS. Policy guidance concerning small arms and weapons management is contained in NAVSEAINST 8370.2 (series).
a. Initial Issue. The Navy Small Arms Management Program will provide for initial issue of small arms, weapons, related support kits, and associated gun mount requirements. Initial issue material is provided at no cost to the receiving activity. Definitions for initial issue is authorized to include:

(1) Establishment of a new allowance,

(2) Approved increase in allowance,

(3) Unissued weapons on an existing allowance, and

(4) New standard item adopted by Navy to replace an obsolete item.

Activities that meet one of the above listed definitions may obtain small arms and weapons by submitting a MILSTRIP requisition for each NSN, citing advice code “5D” to NAVSUP WSS (RIC NRP). Associated gun mounts and related support equipment may be obtained by sending a naval message or letter request to Commander, Crane Division, Naval Surface Warfare Center, Code 4086, Crane, IN 47522-5001. Requests shall include UIC, NSN, quantity authorized for initial outfitting, ship-to-location, and priority of requirement.

b. Replacement. When small arms and weapons become unserviceable or have been surveyed (due to loss or theft and investigated), replacements small arms or weapons shall be obtained by submitting a requisition through normal supply channels (see paragraphs 3024-3025). The requisitions for replacement of small arms and weapons will contain advice code “5G” or “5S”, as appropriate. The requisition for replacement of surveyed small arms or weapons will contain advice code “5A.”

c. Replacement of Obsolete Small Arms/Weapons. When an activity has been notified that certain small arms or weapons have been declared obsolete, replacement items (new standard replacement) shall be obtained by submitting a requisition citing advice code “5D.” Disposition instructions will be provided by NSWC Crane (Code 4086).

4. AMMUNITION

a. Basic supply management policy and specific fleet requisitioning and reporting procedures for ammunition are contained in the Conventional Ordnance Stockpile Management Policy and Procedures Manual (NAVSUP P-724). Unless exceptions are cited by NAVSUP WSS or COMLANTFLT/COMPACFLT, all ammunition requisitions will be prepared in accordance with NAVSUP P-724, Chapter 2. Requisitions for items identified by an NSN or a Department of Defense Ammunition Code (DODAC) will be submitted via DLATS in accordance with the procedures prescribed in paragraph 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 Safety Manual SW030-AA-MM0-010 Safety Summary Review section, and OPV Volume 1 paragraph 2-1.12B local procurement of ammunition is unauthorized.
5. ORDNANCE PUBLICATIONS. Certain types of ordnance publications are available through the Navy Supply System. These publications are listed in the Unabridged Navy Index of Publications and Forms (NAVSUP P-2003) and are obtained in accordance with instructions for requisitioning symbol I or are available for ordering through the NAVSUP Portal and Naval Logistics Library (NLL) material. Ordnance Publications not included in NAVSUP P-2003 are as follows:

   a. General. Ordnance publications which are not available as Cognizance symbol I items should be obtained by submitting a request to the issuing authority per instructions noted in the publication or by contacting the issuing authority or program manager. The below shown types of ordnance publications are not available as Cognizance symbol I items:

      (1) NAVORD Ordnance Data (NAVORD OD and WD);

      (2) NAVORD Ordnance Alterations (NAVORD ORDALTS);

      (3) NAVORD Ordnance Standards (NAVORD OSTD);

      (4) Ordnance Classification of Defects (OCS and CD);

      (5) Drawings and Sketches on Ordnance;

      (6) NAVORD Ordnance Specifications (OS) and Weapons Specifications (WS); and

      (7) Photoprints and Blueprints.

   b. Special Weapons Ordnance Publications (SWOP). Navy special weapons publications will be ordered in accordance with Navy SWOP 0-1B.

   c. Stock List of Navy Ammunition. Ammunition items other than nuclear ordnance are listed in the Stock List of Navy Ammunition (NAVSUP P-803). The items are identified by NSN and, when applicable, the NSN is followed by a 4-character Department of Defense identification code (DODIC) or a Navy Ammunition Logistic Code (NALC). (DODICs/NALCs are assigned to indicate functional interchangeability of similar items with different NSNs). The NAVSUP P-803 is distributed automatically to fleet units via CD-ROM. Additional copies, if required, may be requested from NAVSUP GLS.

3297 SURFACE MISSILE SYSTEMS (SMS) ORDNANCE ALTERATION (ORDALT) KITS

   Ships having SMSs installed are not authorized to requisition SMS ORDALT kits. The Naval Surface Warfare Center, Port Hueneme Division will requisition SMS ORDALT kits required by ships and will follow up until delivery is made.

3298 REPAIR PARTS SUPPORT FOR ORDALTS

   1. GENERAL. Upon review and approval of a proposed ORDALT, NAVSEA will direct an appropriate ordnance support activity to prepare an ORDALT Implementation Plan (OIP), and 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 NAVSUP WSS 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 RMC will provide an ORDALT kit to each ship scheduled for installation of the ORDALT. (A ship’s requisition for the kit is not required). The kit contains a text (instructions) and the materials required for installation of the ORDALT.

3. SUPPORT MATERIAL. Upon receipt of an ORDALT kit, the ship’s Supply Officer will compare the support materials listed in paragraph 11.8 of the ORDALT text with the existing APL for the affected equipment/system, and with related stock records to determine the items requiring addition or deletion, 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 NAVSUP WSS, in accordance with paragraphs 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 ILO Policy and Procedures manual.

4. UPDATING THE COSAL. Based on allowances authorized in the ORDALT text, the shipboard HMEO&E COSAL may be updated at the time material support requirements are determined, in accordance with paragraph 3298-3. However, when an ORDALT APL (or an amendment to an existing APL) is subsequently received from NAVSUP WSS, 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 I: 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. For material so designated (regardless of Cognizant symbol assigned), COMNAVAIRLANT 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 NIIN sequence of all fleet controlled material. After the TYCOM 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 a CFCML are contained in COMNAVAIRLANTINST 4470.2 (series).

Subsection II:  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); and

      (2) Standard Form 44 (Purchase Order Invoice Voucher) to procure fuel from Non DLA Aviation contract locations and when an AIR card-accepting merchant is not available. SF44 purchases shall not exceed the micro-purchase threshold (currently $3,000) except for aviation fuel and aviation lubrication oil which shall not exceed the Simplified Acquisition Threshold (currently $150,000) (NAVSUPINST 4200.81 (series) / NAVSUPINST 4200.99 (series).

      (3) DD Form 1896 (white Identaplate). Identaplates are plastic identification cards embossed with specific aircraft and billing information. An Identaplate may be presented by an ordering official prior to refueling on military installations or foreign military bases only.

   b. Instructions for safeguarding and shipping damaged aircraft;

   c. Instructions for procuring services and supplies (including multi language billing instructions);

   d. Statement of Witness (SF 94);

   e. Claim for Damage or Injury (SF 95);

   f. Indelible pencil or ball-point pen, and carbon paper;
g. Engineering Investigation Reports (reference COMNAVAIRFORINST 4790.2 (series) (NAMP Manual));

h. Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60);

i. Fuel Sample Log Sheet;

j. U.S Government Air Card (see paragraph 3334); and

k. At least three oil sample kits for applicable TMS aircraft scheduled for extended cross country flights.

3. PRE-TYPED INFORMATION

a. DD Form 1348. The following information will be pre-typed on the DD Form 1348s included in flight packets (see sample on following page):

<table>
<thead>
<tr>
<th>Data block/Record positions</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>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 last four digits of the social security number.</td>
</tr>
<tr>
<td>1-3</td>
<td>“A0A”</td>
</tr>
<tr>
<td>7</td>
<td>“0”</td>
</tr>
<tr>
<td>30</td>
<td>“R” for Pacific Fleet operating units; “V” for Atlantic Fleet operating units; or “N” for other than Pacific Fleet or Atlantic Fleet operating units.</td>
</tr>
<tr>
<td>31-35</td>
<td>UIC of the squadron or other unit to which the aircraft is assigned.</td>
</tr>
<tr>
<td>40-43</td>
<td>Requisition serial number.</td>
</tr>
<tr>
<td>44</td>
<td>“R” for requisitions for POL products; “N” for all other material or services.</td>
</tr>
<tr>
<td>45</td>
<td>Service designator code (R, V, or N) applicable to the UIC in rp 46-50. If no UIC in rp 46-50, leave blank.</td>
</tr>
<tr>
<td>46-50</td>
<td>UIC of the activity to which charges will be billed, if other than that in rp 31-35; otherwise leave blank.</td>
</tr>
<tr>
<td>51</td>
<td>“B” if a UIC in rp 46-50; otherwise, “A.”</td>
</tr>
<tr>
<td>52-53</td>
<td>Fund code applicable to aircraft type and material to be requisitioned.</td>
</tr>
<tr>
<td>L-M</td>
<td>Aircraft type, and “BU. NO.______________.” Pilot will insert the NAVAIR aircraft number.</td>
</tr>
<tr>
<td>N-O</td>
<td>Purpose for which the DD Form 1348 is to be used, and the aircraft Type Equipment Code (TEC).</td>
</tr>
</tbody>
</table>
NOTE: Shaded areas will be completed by activity furnishing requested material.

b. Standard Form 44. The following information will be pre-typed in Standard Forms 44 included in flight packets (see sample on following page).

<table>
<thead>
<tr>
<th>Data block/Record positions</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORDER NO.</td>
<td>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.)</td>
</tr>
</tbody>
</table>

| 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 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: TYCOMs’ instructions may require additional data to be pre-typed on forms provided in a flight packet.
STANDARD FORM 44 PRE-TYPED FOR FLIGHT PACKET

<table>
<thead>
<tr>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

AGENCY NAME AND BILLING ADDRESS
San Diego OPLC, Code: FPVBC
4181 Ruffin Road
San Diego, CA 92123-1819

ORDERED BY (Signature and title)

PURPOSE AND ACCOUNTING DATA
17 1804.70BB/000/57025/A/061754/R09707/006119F

PURCHASER—To sign below for over-the-counter delivery of items

RECEIVED BY

SELLER—Please read instructions on Copy 2

I certify that this account is correct and proper for payment in the amount of

(Authorized certifying officer)

PAID BY

PLEASE INCLUDE
1. SELLER’S INVOICE

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. Pre-typed 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 the micro-purchase threshold (currently $3,000, the pilot will request instructions from his Commanding Officer.

   b. Responsibility of the Pilot. When DD Forms 1348 are presented to the supply source, the pilot will:
      (1) Print his/her name, rank/rate, and last four digits of the 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/she will; and
      (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/Record positions | Entry                                                   |
      |-----------------------------|---------------------------------------------------------|
      | A                           | Service designator code, UIC, and name of issuing activity|
      | 4-6                         | Issuing activity’s RIC (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 ensure 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; and

(5) For RSUPPLY activities - the obligation is forwarded for processing in 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 an 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 paragraph 3332-2c);

(4) Provide the aircraft pilot with one copy of each issue slip; and

(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 paragraph 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, last four digits of the social security number, and organization in the spaces provided for such entries;

(3) Ensure the legibility of imprinted and hand scribed entries; and

(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;
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(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 ensure 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 anSFOEDL 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 TYCOM.);

(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; and

(6) For RSUPPLY activities - the obligation is forwarded for processing in /RSUPPLY.

f. When constructing document numbers for billing purposes, the following procedures apply: The serial number on the 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.
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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 list. NAVCOMPT Forms 2051 are submitted monthly. NAVCOMPT Forms 2074 are submitted monthly by non-automated 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, and monthly by all other automated activities. Computerized 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 paragraph 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, (refer to the JTR for details concerning entitlement for personnel reimbursement for food and lodging). The cost of repairs and services is limited to the micro-purchase threshold (currently $3,000) for each transaction, with the exception of aviation fuel oil purchase, which is limited to the simplified acquisition threshold ($150,000). 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 $3,000 ($150,000 for aviation fuel oil), the pilot will request instructions from his Commanding Officer. If the Commanding Officer approves the total cost, the activity’s 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;" and

(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 MVO will be prepared as an obligation document in accordance with paragraph 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 RSUPPLY activities, these copies will be forwarded for RSUPPLY processing.

2. DD FORM 1896:

a. Invoicing and Payment. Contractors who furnish deliveries of fuels and lubricants under a DLA Energy contract will submit their invoices in one of the following manners:

Directly to DLA Energy at the following address:

DLA Energy - RRF
Building 1621
1014 Billy Mitchell Blvd
San Antonio, TX 78226

They can also be scanned and emailed to DESC.SA.LocalPurchase@dla.mil. This will ensure the invoice gets processed in a timely manner.

b. Obligation Document. When deliveries of fuels and lubricants are purchased under DLA Energy 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 paragraph 3332-2e(3). The DD Form 1348 (MVO) will be prepared to reflect DLA Energy contract prices, not FEDLOG prices, for the items purchased.

3334 AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARD

1. GENERAL. The U.S. Government AIR Card is the only authorized Card used to purchase aviation fuel, fuel related supplies, and ground services for DOD owned/leased aircraft from DLA Energy contract and non-contract locations. It is mandatory the Card be used at all DLA Energy into-plane contract locations that accept the AIR Card to procure aviation fuel replacing the Identaplate (DD Form 1986) and at DOD installations where Automated Data Capture (ADC) equipment is used. Only DON military and civilian personnel are authorized users of the
AIR Card. A current list of AIR Card participating FBOs is available through the Internet at “https://www.airseacard.com/cgibin/airsea_website/fbo_locator.cgi.”

2. ACCOUNTABILITY. AIR Cards assigned to the aircraft must remain with the aircraft since the AIR Card is embossed with that aircraft’s tail number (BUNO). The only exception to this rule is the “Any ACFT” cards. These cards are assigned to the unit/wing/squadron and should remain in the unit/wing/squadron’s possession.

   a. When transferring aircraft to a depot or contractor for rework, it is the responsibility of the owning activity to maintain accountability of the AIR Card. If fuel or services are purchased with the assigned AIR card while the aircraft is in rework status, the activity having permanent custody will be responsible for all related charges incurred by the use of the AIR Card.

   b. When transferring aircraft to the Aerospace Maintenance and Regeneration Center (AMARC) for storage, the assigned AIR Card shall be cancelled.

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, retain copies, than forward to the appropriate DFAS activity for payment. (See NAVSUPINST 4200.85 (series), Simplified Acquisition Procedures).

   a. Responsibility of the Pilot. When fueling /lubrication of the aircraft is finished and the refueler has completed their entries, the pilot will:

      (1) Sign the issue slip in the space provided for the customer’s signature;

      (2) Print their name, rank/grade, and organization on the back of the receipt;

      (3) Ensure the legibility of imprinted and hand scribed entries; and

      (4) Obtain one copy of the completed issue slip for delivery to the operations officer of their aviation unit.

   b. Discrepancies or erroneous billings will be corrected as part of the normal reconciliation process. Separate invoices will be issued for fuel and non-fuel services. Inquiries can be directed to the Consolidated Card Program Management Division (CCPMD), Code NAVSUP N85, at air_card@navy.mil or aircard@dla.mil.

Subsection III: PHOTOGRAPHIC MATERIAL

3345 STANDARD MATERIAL, NATIONAL STOCK NUMBER/NAVY ITEM CONTROL NUMBER (NSN/NICN) ITEMS

1. PHOTOGRAPHIC EQUIPMENT, Cog 2W. Afloat activities with a digital photographic laboratory (DPL) or support photographic configured aircraft, will requisition required
Cognizance symbol 2W equipment authorized in NAVAIR Allowance Requirements Registers (ARRs) directly from NAVSUP WSS. Justified requisitions for non-allowance items or excess quantities, including temporary requirements for ships not normally authorized photographic equipment, will be submitted to NAVAIR (PMA-281) via the TYCOM (justification will be provided in an accompanying letter; or, if space permits, in the “Remarks” field of the obligation document). Obligation documents for standard equipment will be prepared in accordance with paragraph 3024, except for record positions 46-50 (Supplementary Address) which will indicate:

a. The hull type and number of the requisitioning ship, (e.g., "CVN-73"), 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 paragraph 3023, and will be submitted to the supply source as appropriate.

3346 NONSTANDARD MATERIAL, NON-NATIONAL STOCK NUMBER/NAVY ITEM CONTROL NUMBER (NON-NSN/NICN) ITEMS

The Other Procurement Navy/Other Photographic Equipment Program provides DPL support to Aircraft Carrier Visual Information (VI) labs. The DPL is an OPNAV/SYSCOM configuration managed program under which reconfiguration, disposal or changes in hardware and software to shipboard DPL systems managed under the OPN/OPE Program must be coordinated through the carrier Photo Officer, appropriate COMLANTFLT/COMPACFLT Office and CNO N09CI.

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 NAVSEA, NAVAIR and through Interim Contractor Supply Support. Detailed policies and procedures can be found in the NAVSEA Policy and Procedures Manual, Navy Outfitting Program (NOP), Other Procurement, Navy (OPN) Outfitting, Volume 1.

3366 NAVSEA OPN OUTFITTING ACCOUNT

The NAVSEA OPN Outfitting Account consists of OPN funds which NAVSEA has allocated to NAVSUP WSS 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 paragraph 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 NAVSUP WSS (RIC: NUV) charging the NAVSEA OPN Outfitting Account, subject to the criteria listed in paragraph 3367-3:

   a. All active fleet NWCF and end use ships;
   b. Naval Reserve training (NRT) ships; and
   c. RSUPPLY ships when requirement is for own ship’s DTO Operating Space (equipage) Items and Storeroom Allowance Items (SRI) in response to a COSAL allowance increase.

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. MSC ships;
   c. Service craft assigned to shore based naval activities, (e.g., boat havens and yard craft such as tugs and yard oilers);
   d. RSUPPLY ships, except as specified in paragraph 3367-1; and
   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 SYSCOM;
   b. The allowance is required to support an equipment/system which was installed or modified during a scheduled shipyard overhaul;
   c. The item is included on an APL (including preliminary and interim parts lists), AEL, Preliminary Allowance List (PAL), Allowance Appendix Page (AAP), COSAL SNSL, ISL, NAVSUP WSS Monthly COSAL Maintenance Action Report (MCMAR), Automated Shore Interface (ASI) or Revised Alternative Dataflow (RAD) download;
   d. The deficiency is a “chargeable” item, (i.e., NWCF (SRI/ DLR material included), DLA, or GSA material, including part numbered items);
   e. For repair parts, the applicable maintenance code in the related APL indicates that the item can be installed by the ship’s force; and
   f. The material is not excluded in accordance with paragraph 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 TYCOM;
   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 paragraph 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 “00” or “0J” Cognizance symbol and “0098” Federal Supply Classification (FSC). These items will be requisitioned through normal supply channels using “Y6” fund code. For NICNs, document identifier code “A0D” will be utilized;
   m. Small arms/weapons and landing party equipment. These items are requisitioned from NWSC Crane, IN; and
   n. Aviation DLRs.
3368 NAVSEA OPN OUTFITTING ACCOUNT ALLOTMENT HOLDER

1. GENERAL. NAVSUP WSS 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, NAVSUP WSS (Code 954), Mechanicsburg, PA 17055. NAVSUP FLCs which inadvertently receive NAVSEA OPN Outfitting Account requisitions are to forward them to NAVSUP WSS 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 NAVSUP WSS 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.

3369 NAVSEA OPN OUTFITTING ACCOUNT REQUISITIONING PROCEDURES

1. GENERAL. When COSAL maintenance actions required by paragraph 2104-4a - b have been completed, the Supply Officer will requisition net allowance deficiencies from the Allotment Holder, NAVSUP WSS. Prior to preparing NAVSEA OPN Outfitting Account requisitions, these items will be screened against paragraph 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 paragraph 3369-2.

2. REQUISITION FORMAT. Requisitions chargeable to the NAVSEA OPN Outfitting Account will be prepared as follows establish the following data requirements as requisition defaults in the databases for NAVSEA OPN Outfitting Account requisitions:

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<th>Record Position(s)</th>
<th>Field Legend</th>
<th>Entry</th>
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</tr>
<tr>
<td>4 - 6</td>
<td>Routing ID</td>
<td>“NUV” Mandatory</td>
</tr>
<tr>
<td>7</td>
<td>Media and Status</td>
<td>“U” Mandatory</td>
</tr>
<tr>
<td>8 - 22</td>
<td>NSN/NICN/Part NR</td>
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</tr>
<tr>
<td>23 - 24</td>
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<tr>
<td>25 - 29</td>
<td>Quantity</td>
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<td>44</td>
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<tr>
<td>45 - 50</td>
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<td>“N48096” Mandatory</td>
</tr>
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</table>
## 3. REQUISITION SUBMITTAL

a. **Standard Procedure.** Requisitions which qualify for NAVSEA OPN Outfitting Account funding, in accordance with paragraph 3367, will be submitted to the NAVSEA OPN Outfitting Account Allotment Holder, NAVSUP WSS. Submit will be automated whenever possible to reduce processing time and errors inherent in processing manual media. Submission of transmittal letter is not required. However, 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 1250-2.** 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 NAVSUP Weapon Systems Support Mechanicsburg PA//854//. Do not use DAAS.

4. **SALTS.** Standard MILSTRIP format, address messages to NAVSUP Weapon Systems Support Mechanicsburg Code 854 “SUN.”

b. **RSUPPLY Processing**

1. SRI initial allowance increases (range and depth) will automatically be reordered during ASI processing.
(2) Equipage Items. Requisitions will be prepared and/or recorded in the Basic Requisition File via the Requisition Input/Initiate Requisition Function. Override code “W” will be used to exclude the requisition from normal fund code validation and financial posting.

(3) 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 paragraph 3369, and recorded in RSUPPLY using the Requisition Input/Initiate Requisition Function.

c. Status. All customers (ships, ILO teams, etc.) should send their requisitions to NAVSUP WSS. To improve tracking and visibility of these requisitions, NAVSUP WSS will forward “BD” status to the requisitioner via DLATS 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 NAVSUP WSS, 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) and NAVSUP WSS, will forward “BM” status to the customer (via DLATS) 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 an 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 NAVSUP WSS is advised of all cancellation actions initiated by both the ship and from other activities. As necessary, NAVSUP WSS (N954) 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.
### Surface Ship COSAL Changes

<table>
<thead>
<tr>
<th>Ship Status when allowance change is made:</th>
<th>Storeroom Items (SRI)</th>
<th>Operating Space Items (OSI)</th>
<th>MAMs</th>
<th>Q COSAL Changes</th>
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</thead>
<tbody>
<tr>
<td>In Overhaul with ILO</td>
<td>ZL0</td>
<td>Z93</td>
<td>ZL9</td>
<td>ZN2</td>
</tr>
<tr>
<td>In Overhaul without ILO</td>
<td>ZH6</td>
<td>Z93</td>
<td>ZL9</td>
<td>ZN2</td>
</tr>
<tr>
<td>Operational Status</td>
<td>ZH9</td>
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<td>ZN2</td>
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### Submarine COSAL Changes

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<tr>
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<th>Storeroom Items (SRI)</th>
<th>Operating Space Items (OSI)</th>
<th>Range Adds</th>
<th>Depth Increases</th>
<th>MAMs</th>
<th>Q COSAL Changes</th>
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<tbody>
<tr>
<td>TRIDENT In Overhaul with ILO</td>
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<td>N/A</td>
<td>XA3</td>
<td>XC3</td>
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<td>TRIDENT In Overhaul without ILO</td>
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<td>N/A</td>
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<td>XC3</td>
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<td>SSN In Overhaul with ILO</td>
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<td>N/A</td>
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<tr>
<td>SSN In Overhaul without ILO</td>
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<td>ZN2</td>
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<td>Operational Status</td>
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### Other Project Codes

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<tr>
<td>Medical/Dental Allowances</td>
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<td>Z94</td>
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3370 INTERIM CONTRACTOR SUPPLY SUPPORT (ICSS)

1. GENERAL. 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 NSNs and 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 NICN and a temporary 0__ Cog by the Program Support Inventory Control Points (PSICPs) (see paragraph 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 PSICPs, will be submitted to the nearest NAVSUP FLC in MILSTRIP format citing the NICN, 0__ Cog and Y6 Fund Code. NAVSUP FLC’s 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 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 a chargeable Cog will become the funding responsibility of 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 NAVSUP WSS for application to related requisitions. RSUPPLY USID C & M activities will submit requisitions to NAVSUP WSS for the 7_ Cog increases and additions, citing the NAVSUP WSS 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 NAVSUP WSS.

2. 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 NAVSUP WSS. Under NWCF, information concerning AVCAL 7 Cog fixed allowance increases/additions will be maintained at NAVSUP WSS. They will record all approved and funded fixed allowance increases/additions authorized for procurement by RSUPPLY USID C & M activities. NAVSUP WSS will validate 5D advice-coded requisitions which cite the AP,N Central Fund Code, (i.e., QZ) for the approved drawdown quantity recorded for the requisitioner's UIC. Valid requisitions will reduce the recorded drawdown quantity by the quantity on the requisition; thus, maintaining 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 indicates that the requisition has been financially backordered at NAVSUP WSS. If the drawdown requisition quantity exceeds the authorized increase, the excess quantity will be rejected and indicated by Status Code RF (quantity requisitioned is in excess of authorized level).

3372 RSUPPLY FUNDING OF OTHER ALLOWANCE INCREASES

Initial allowances of stock material not specifically chargeable to NAVSEA or NAVAIR will be requisitioned citing the appropriate NWCF fund code (see paragraph 3023) or OM&S Fund Code Y6. Operating space material will be charged to the appropriate end-use OPTAR, unless specific procurement instructions have been issued by the TYCOM or applicable supply planner. See paragraph 3279 for instructions concerning procurement of 7Z Cog GPETE.

Section VII: MISCELLANEOUS MATERIALS AND SERVICES

3432 BOAT RENTAL

When the availability of naval boats is deemed inadequate, the Commanding Officer may authorize the ordering officer to order fixed price commercial boats off the HSP contract covering that port for transporting mail, stores, and personnel (including liberty parties). If commercial boats are not firm fixed price on the contract, the ship will request that the appropriate NAVSUP FLC contract for the lease of boats. Such boat rental will be charged to the ship’s OPTAR, citing fund code ___U (Other Purchased Services). In ports where naval shore activities are located, the ship will request such activities to contract for the lease of boats.

3433 CHARTER AND HIRE (PORT SERVICES) COSTS

In U.S. Navy ports, charter and hire costs are mission funded by the supporting shore activity. In non-Navy ports, use Lines of Accounting (LOA) provided by TYCOM (via Naval message prior to the beginning of a new fiscal year) to prepare funding documents, certify invoices, and pay for valid C/H services.

Ships will maintain separate files for each port visit detailing costs for Charter and Hire/Utilities (C&H/U) with TYCOM LOAs. An offline tracking log will be maintained to include date of visit, port, document number, and total costs incurred. C&H/U Port Services include:

(a) Tugs and barges.

(b) Pilotage.

(c) Wharfage and dockage, including docking, undocking, and kedge anchors.

(d) Garbage and trash removal.

(e) Cost of brows, including associated crane and forklift service.

(f) Overseas agricultural and customs inspection charges.
(g) Rental of portable sanitary facilities.

(h) Interpreter services.

(i) Diving services for installing/removing temporary sea suction screens.

(j) Removal of oil spills and sludge (oily waste).

(k) Husbanding service provider fees (fees charged by an agency or individual for the arrangement and management of services required by units in overseas ports).

(l) Camels and fenders.

(m) Berthing and anchorage fees.

(n) Fleet landing expenses.

(o) Oil spill prevention.

(p) Bilge water removal.

(q) Water taxi costs.

(r) Cargo drayage and lighterage.

(s) Consular agent fees.

(t) Anti-Terrorism/Force Protection.

Ships will submit port cost reports via naval message within 5 days of departure from port. Use of the LOA for any material/service other than the above valid C/H services is strictly prohibited. Ships violating this policy will be subject to OTHER OPTAR recoupment. CNSF will monitor ship’s expenditures in STARS FL and use of these LOAs will be an SMC special interest item. Note: ships that conduct port visits in CONUS that are not directed by higher authority will fund 100 percent of the port cost expenses from ship’s OTHER OPTAR. Ships are not permitted to use TYCOM Bulk-Funded LOAs for CONUS discretionary port visits. A discretionary CONUS port visit is defined as a port visit that was not directed by higher authority. Ships will follow directions/information in the TYCOM annual financial guidance message(s) for funding C&H/Port Service requirements.
## PURCHASE OF PORT SERVICES

### ORDER FOR SUPPLIES OR SERVICES

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<th>2. DELIVERY ORDER/ CALL NO.</th>
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<th>4. ACQUISITION/ PURCHASE REQUEST NO.</th>
<th>5. PRIORITY</th>
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<th>8. DELIVERY FOB</th>
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<td></td>
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<td>FPO SAN FRANCISCO, CA 96061</td>
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<td>BUYER: LT GARNER 743-7263</td>
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</table>

<table>
<thead>
<tr>
<th>12. DISCOUNT TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
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</table>

<table>
<thead>
<tr>
<th>13. MAIL INVOICES TO THE ADDRESS IN BLOCK</th>
</tr>
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<tbody>
<tr>
<td>CODE</td>
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<table>
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<tr>
<th>14. SHIP TO</th>
</tr>
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<tbody>
<tr>
<td>CODE</td>
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<tr>
<th>15. PAYMENT WILL BE MADE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
</tr>
</tbody>
</table>

### PURCHASE OF PORT SERVICES

**NAME OF CONTRACTOR**

**SIGNATURE**

**TYPED NAME AND TITLE**

**DATE SIGNED (YYYYMMDD)**

If this box is marked, supplier must sign Acceptance and return the following number of copies:

**ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE**

- **AA** 1751804.70BB 492 53624 0 06937 2D R05504 0041051231NK $1,000.00
- **AB** 1751804.70BB 492 53624 0 06937 2D R05504 0041051232NK $ 850.00

### SUPPLY OFFICER, USS DUARTE (DD-901)

**DEJIMI FIER**

**NAKASAKI, JAPAN**

### DELIVERY CALL

This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.

**TYPE OF ORDER**

**PURCHASE**

**REFERENCE** QUOTE OF 2015 MAR 09

**ACCESSION, 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.**

<table>
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<tbody>
<tr>
<td>0001</td>
<td>TUG SERVICES FOR 2015 MAR 13 AND 2015 MAR 17</td>
<td>GP 1</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>PILOT SERVICES FOR 2015 MAR 13 AND 2015 MAR 17</td>
<td>GP 1</td>
<td>$850.00</td>
<td>$850.00</td>
<td></td>
</tr>
</tbody>
</table>

*If quantity accepted by the Government is zero or quantity ordered, indicate by X.

**UNITED STATES OF AMERICA**

**CONTRACTING/ ORDERING OFFICER**

**NAGASAKI, JAPAN**

**DATE (YYYYMMDD)**

**PREVIOUS EDITION IS OBSOLETE.**
3434 HUSBANDING SERVICE PROVIDER (HSP) CONTRACTS

1. GENERAL. HSP contracts directly support a critical fleet need for ships throughout the world in non-U.S. Navy non-CNIC supported ports. The Government does not permit anyone other than its own authorized representatives (e.g., contracting officers) to act on its behalf or for its benefit, i.e. to be its “agent” (FAR 1.601). Because the U.S. Government does not permit an agent to act on its behalf, it does not have a husbanding agent, but instead must contract an HSP. The HSP provides for the delivery of supplies and performance of services in support of ship port visits.

2. HSP AND ETHICAL BEHAVIOR. Government employees and members of the Uniformed Services are required to follow the 14 Principals of Ethical Conduct as set forth in Executive Order 12731. An employee or member of the Uniformed Services shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties. Each individual is accountable for his actions. If you have reason to believe that the rules of conduct are being/have been violated, the matter must be reported to the appropriate command authority.

3. ROLES AND RESPONSIBILITIES

   a. Responsibility of the Commanding Officer

      (1) Provide oversight to actively monitor HSP services to mitigate to the greatest extent possible the potential for fraud, waste, and abuse.

      (2) Reinforce the expectation of ethical behavior and proper business practices through personal behavior and leadership.

      (3) Designate Supply Officer in writing as Ordering Officer in accordance with NAVSUP Contracting Policy letter 14-009 of 24 Nov 2014. This policy letter is available on the Logistics Services Support Repository (LogSSR) at https://my.navsup.navy.mil/apps/ops$logssr.login. It is also available on the NAVSUP portal at the NAVSUP Contracting Knowledge Site at https://www.navsup.navy.mil/cks/referencelibrary#policy.

      (4) Designate receipt inspectors in writing. Receipt inspectors should be subject matter experts in the area of services rendered in order to properly verify receipts of volumetric and other services, e.g., CHT, potable water, pilotage, tugs.

      (5) Submit fleet developed standardized logistics requests (LOGREQs) no less than 30 days in advance of scheduled port visit, or as soon as operationally possible.

   b. Responsibility of the Supply Officer

      (1) Plan and coordinate all HSP requirements utilizing the port visit checklist.
(2) Act as the HSP’s central point of contact for all port visit requirements. Train shipboard personnel to avoid submitting any unauthorized requirements to the HSP.

(3) Act as authorized ordering officer on HSP contracts per NAVSUP Contracting Policy letter 14-009 of 24 Nov 2014. This policy letter is available on the Logistics Services Support Repository (LogSSR) at https://my.navsup.navy.mil/apps/ops$logssr.login. It is also available on the NAVSUP portal at the NAVSUP Contracting Knowledge Site at https://www.navsup.navy.mil/cks/referencelibrary#policy.

(4) Maintain accurate records of the receipt and inspection of HSP supplies and services, particularly volumetric items.

(5) Consolidate receipt documentation from the Receipt Inspector to forward to the Contracting Officer Representative (COR) for invoice processing.

(6) Utilize port visit checklist to document performance of HSP contractor.

(7) Notify the COR/NAVSUP FLC Contracting Officer of any non-conforming HSP products or services.

c. Responsibility of the Receipt Inspector

(1) Plan and coordinate receipt of designated supplies and services in accordance with the port visit checklist.

(2) Provide the Supply Officer daily receipts, logs, trip tickets for volumetric items (i.e., CHT, water, and water taxi).

(3) Notify the Supply Officer immediately of any discrepancies or non-conforming HSP provided supplies or services.

4. REQUIREMENTS GENERATION

a. The ship will release the LOGREQ message at least 30 days in advance of the port visit, or as soon as operationally possible, to the supporting NAVSUP FLC. The NAVSUP FLC Contracting Officer will verify contract prices for all standard items and obtain quotes for items not previously priced in the contract ensuring a fair and reasonable determination is made for all unpriced requirements. The NAVSUP FLC Contracting Officer will provide a port cost estimate to the Supply Officer within 72 hours of receipt of the LOGREQ. The ship’s Supply Officer will place the order by preparing and issuing the DD Form 1155 to the HSP contractor upon arrival. For support during non-working hours, the Supply Officer should contact the NAVSUP FLC Duty Contracting Officer or the Command Duty Officer. If they cannot be reached, then contact the Global Distance Support Center (GDSC) via telephone Commercial at (877) 418-6824, DSN: 510-428-6824 or e-mail: GDSC@navy.mil.

b. Out of Scope Requirements. Requirements outside the scope of HSP contracts that exceed the micro-purchase threshold shall be forwarded to the appropriate NAVSUP FLC contracting office to be procured.
c. Order Modification. The ship's Supply Officer will modify the DD Form 1155 based upon the actual quantity supplies and services rendered at the conclusion of the port visit. The Supply Officer will perform a three-way match verifying receipt documentation, invoice, and DD Form 1155 task order prior to processing for payment through the Disbursing Officer or DFAS (non-Disbursing units and in CONUS).

d. Port Visit File. The Supply Officer will retain a port visit file onboard containing copies of all receipts, invoices, port visit checklists, port cost estimates, DD Form 1155s, and payment. A copy of all documentation will be provided to the appropriate fleet COR.

e. Micro Purchases. Unless further restricted by the TYCOM, ships are authorized micro-purchase authority and shall use their Government Commercial Purchase Card (GCPC) to acquire mission related supplies and services up to the micro-purchase threshold ($2,500.00 for services or $3,000.00 for supplies). In rare instances where requirements cannot be filled using the GCPC because it is not accepted in remote or austere ports, the requirement shall be forwarded to the appropriate NAVSUP FLC contracting office to be procured.

5. KEY TOOLS

a. LOGREQs. USFF, CPF, and the numbered fleets have established standardized LOGREQs by ship class, LOGREQ submission guidance, and port visit checklists for use by the ship's Supply Officer to document HSP performance and receipt of supplies and services. This guidance, as well as HSP training and contracts with corresponding price lists and the Contracting Officers point of contact information, is available on the Logistics Services Support Repository (LogSSR) at https://my.navsup.navy.mil/apps/ops$logssr.login.

b. LogSSR. LogSSR offers the Navy an improved process for capturing and tracking historical port cost data, and provides for capture of standardized quality assurance surveillance plan information. This allows the U.S. Navy to use actual, historical data as part of the evaluation process, as a requirements validation tool, and as a tool to identify significant cost drivers within a various ports, countries and regions. Navy personnel can gain access to LogSSR by submitting a System Authorization Access Request (SAAR) form by following the directions at https://www.navsup.navy.mil/portal/page/portal/logssr/resources/logssr-access-for-ctrs-and-non-us-citizens.html.

6. HSP PROCURE-TO-PAY INITIATIVE. OPNAV, Fleet Commanders, and NAVSUP are currently working on the process to remove ordering and bill payment for port visits from afloat units. Appendix 15 provides guidance on the HSP Procure-to-Pay proof of principle initiative. The HSP Procure-to-Pay process has been developed to address mandated changes to Navy HSP procurement and bill payment, and to better align with the Financial Improvement and Audit Readiness (FIAR) guidance. As the Procure-to-Pay process is further refined, updates to the document will be published in future releases of the NAVSUP P-485. Afloat units that have been selected to participate in this proof of principle initiative must follow guidance in Appendix 15; all other units follow Section VII guidance. Once the Procure-to-Pay process is in place, ships will no longer be filling out DD Form 1155s; that function will be performed by the NAVSUP FLC through the task order.
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 their purpose 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 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. COMUSFLTFORCOMINST / COMPACFLTINST 6820.1 includes a list of recommended medical and dental books.

3. ECCLESIASTICAL (CHURCH) BOOKS AND PUBLICATIONS. Ecclesiastical books and publications are Cog I material and will be requisitioned in accordance with the NAVSUP P-2003 or can be reviewed and ordered on the NLL: https://nll2.ahf.nmci.navy.mil/default.cfm.

4. ASTM-IP PETROLEUM MEASUREMENT TABLES. The ASTM-IP Petroleum Measurement Tables, required for calculation of quantities of petroleum and petroleum products based on the several common units of measurement will be procured by each activity requiring such publications from the American Society for Testing and Material (ASTM). Information on ASTM or the required tables can be obtained directly from the ASTM website at www.astm.org or by phoning ASTM at 1-800-909-ASTM (2789).

3438  RECREATION MATERIAL

1. GENERAL. Recreation material will be ordered in accordance with instructions promulgated by the Commander, Navy Personnel Command (see paragraph 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 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 paragraph 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); and
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 Year’s, Thanksgiving and Christmas), or other patriotic occasions may be charged to the ship’s 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 Year’s, 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 ship’s OPTAR. Entertainment events are not chargeable to the ships OPTAR; but may be charged to recreation funds, subject to the limitations cited in paragraph 2106.

3441 GAS AND GAS CYLINDERS

1. GENERAL. Requisitions for gas will normally be filled by submitting a MILSTRIP requisition citing the appropriate NSN for the desired compressed gas and gas cylinder to the supporting shore activity along with the empty cylinder. When the requesting activity performs the bearer pick-up, a charge will be made for both the gas and the cylinder. In addition, other than the MILSTRIP requisition, the requesting activity will provide the supporting shore activity with a separate DI “FTE” document citing the NSN for the empty cylinder to obtain credit. DLA Aviation will grant full credit for these turn-in cylinders if after inspection, the cylinders are found to be reusable with normal maintenance service. If the cylinders fail inspection, no credit will be given.
2. FORMAT OF MATERIAL RETURNS PROGRAM DOCUMENT (DIFTE). The format of DIFTE is required to process empty cylinder credit as follows:

<table>
<thead>
<tr>
<th>RPs</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>Enter “FTE”</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>Enter “SRU”</td>
</tr>
<tr>
<td>7</td>
<td>Media and Status</td>
<td>Enter the M&amp;S code.</td>
</tr>
<tr>
<td>8-20</td>
<td>Stock Number</td>
<td>Enter the NSN of the empty gas cylinder (FSC will be 8020)</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of Issue</td>
<td>Unit of Issue applicable to the identification number in rp 8-20</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>The number of empty cylinders being returned for credit</td>
</tr>
<tr>
<td>30-43</td>
<td>Document Number</td>
<td>Same as that in the requisition</td>
</tr>
<tr>
<td>51</td>
<td>Signal Code</td>
<td>Enter the signal code</td>
</tr>
<tr>
<td>52-53</td>
<td>Fund Code</td>
<td>Enter the fund code</td>
</tr>
<tr>
<td>71</td>
<td>Condition Code</td>
<td>Enter the condition code</td>
</tr>
</tbody>
</table>

3. DIRECT VENDOR DELIVERY. NAVSUP FLC San Diego Direct Vendor Delivery Program (DVD) provides prompt delivery of compressed gases from commercial sources direct to the customer’s site for activity’s located in the San Diego area. The compressed gases contract provides delivery of compressed cylinders and associated material and accessories. Eighty percent of routine orders are delivered to customers within 24 hours of placement of orders; all other routine deliveries will be made within 48 hours. There will be no cylinder charges if empty cylinders are turned in upon receipt of delivery. The standard method of payment is the GCPC.

4. CLF units carry a limited range/depth of bottled gases in deckload for unit deployed or getting resupplied by CLF.

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 which will be prepared in accordance with paragraphs 3024-3025. Requisitions for non-Navy interest items of GSA material not assigned a 13 digit stock number will be prepared in accordance with paragraphs 3026-3027. All requisitions for GSA material will include Cognizance symbol 9Q in record positions 55-56, and will be submitted in accordance with paragraph 3004.
2. **GSA ORDERING LIMITATIONS.** GSA will process all requisitions for items listed in the GSA Supply Catalogs or non-stock centrally procured items managed by GSA, regardless of value. However, because of increases in the costs of preparing and processing requisitions, it is not economical for items with low line item dollar values to be requisitioned from GSA. GSA is not a mandatory source of supply in the contiguous United States, Hawaii and Alaska for items listed in the GSA Supply Catalogs when the total value of the line item requirement is less than $25, and for non-stock centrally procured items managed by GSA when the total value of the line item requirement is less than $100.

3444 **MEDICAL AND DENTAL MATERIAL (EQUIPMENT AND PHARMACEUTICALS)**

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, TYCOM 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 pharmaceuticals are required the unit may order them commercially via Medical Pharmaceutical Prime Vendor (PV), Cardinal Health online at www.cardinal.com or on single line item requisitions from DLA Troop in accordance with NAVSUPINST 4200.85 (series).

3448 **HABITABILITY ITEMS**

The descriptions, specifications, and manufacturers/suppliers or NSNs of noncombustible materials considered acceptable for shipboard habitability improvements are listed in NAVSEA Habitability Materials List, Revision K (1996). This list must be reviewed prior to initiating procurement of habitability items such as bulkhead or overhead sheathing, deck covering, furniture and furniture related items (mattresses, drapes, curtains, etc.). Ships are not authorized to procure any nonstandard OPTAR chargeable habitability items without approval of the TYCOM or their 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 Habitability Contracting Branch, which will be responsible for providing habitability items that fully meet the specifications prescribed for noncombustible materials.

3450 **PRINTING**

1. **RESTRICTIONS.** Printed matter required to conduct official ceremonies is limited to invitations, admission cards, place cards, programs and tassels for use when christening ships, commissioning/decommissioning ships, activities, or air squadrons, during the transfer of ships to other nations, and when arranging memorial services, changes of command, military reviews, etc. Retirement ceremonies for individuals are considered to be social rather than official functions unless determined by accountable authority. Note paper, invitations with envelopes, and place cards, are available through the Navy Supply System and can be ordered using normal ordering procedures.
2. **REQUISITIONING.** Shipboard printing requirements will be submitted to DLA Document Services for processing. Ordering information and office locations can be found at http://www.documentservices.dla.mil/index.html.

### 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.

### 3453 PESTICIDES AND PESTICIDE DISPERSAL EQUIPMENT

1. **GENERAL.** DOD 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 paragraph 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 paragraph 3453-3.

2. **REQUISITION SUBMITTAL**
   
   a. **Standard Material.** Requisitions for NSN items of pesticides and pesticide dispersal equipment will be submitted directly to normal supply sources (see paragraph 3004).

   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 non-standard pesticides and pesticide dispersal equipment, and who are available for technical assistance in vector and pest control measures are as follows:
3456 GIFTS, MEMENTOS AND AWARDS

1. GENERAL. Official Representation Funds (ORF) are the only funds authorized for procurement of gifts and mementos (Welfare and recreation funds are not authorized for such items). ORF is allotted to the fleet Commanders for proper entertainment of U.S. and foreign officials and dignitaries at official functions. When the procurement of gifts and mementos is desired for use (in extending official courtesies on behalf of the U.S. Government at official functions), a justified request for an ORF authorization will be submitted via the chain of command to the appropriate Fleet Commander (or to a designated subordinate commander, if so directed by the Fleet Commander). The desired gifts and mementos will not be procured until after the requested fund authorization has been granted. Guidelines for the use of ORF, with specific instructions applicable to gifts and mementos, are set forth in SECNAVINST 7042.7 (series).

2. COMMAND COINS. DOD is authorized to award medals, trophies, badges and similar devices to members of the armed forces, military units or agencies for excellence in accomplishment or competition. Command coins fall under the definition of similar devices. The use of appropriated funds to purchase command coins is appropriate as long as the coins are used to award specific achievement or recognize outstanding accomplishment by military and civilian personnel. Commanders may grant authority in writing to Command Senior Enlisted Advisors (CMDCM/CMDSC) to purchase command coins with OPTAR. This authority may not be further delegated.

   a. Inscription. Those Commanders and CMDCMs/CMDSCs authorized to purchase unit coins may purchase only one coin design for their position. All command coins, regardless of level of command, will bear an inscription identifying it as an award, such as “For Excellence” or “In Recognition of Outstanding Performance.” Coins purchased with appropriated funds may
only be given as an award, must be limited in number, and accounted for in a written log recording the date, name of recipient and the reason for presentation. With the exception of the SECNAV, CNO, VCNO and MCPON, command coins shall not be personalized with the Commander's or Command Senior Enlisted Advisor's name.

b. Presentation. Commanders and CMDCMs/ CMDSCs cannot present unit coins to individuals for merely performing his or her regularly assigned duties or give coins to contract employees, volunteers, or non-Federal government agencies. CMDCMs/ CMDSCs are also prohibited from presenting command coins purchased with appropriated funds to their peers, superiors, as a contribution to a personal coin collection, or to be placed on going-away gifts.

3459 STREAMERS, GUIDONS, AND ORGANIZATIONAL FLAGS

Flags and battle streamers will be requisitioned from DLA Troop Support. To order streamers, guidons, and organizational flags see OPNAVINST 10520.1A and contact the DLA Troop Support Navy Support Office (NCTRIF) using the following: Fax number: 215-737-7277 or Phone: 215-737-7954 or DSN 444-7954.

3462 MEDALS AND UNIT AWARD RIBBONS

1. PERSONAL MEDALS. Personal medals for authorized individuals will be requisitioned from DLA Troop Support by the awarding authority in accordance with the Navy and Marine Corps Awards Manual (SECNAVINST 1650.1 series).

2. SERVICE MEDALS AND UNIT AWARD RIBBONS. When authorized by the Chief of Naval Personnel and when directed by the Commanding Officer, the required quantity of service medals and/or unit award ribbons will be requisitioned from the DLA Troop Support. 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. Reference SECNAVINST 3590.4.

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 dealer's invoice.

3. RSUPPLY PROCESSING. All requisitions and purchase orders for services will be recorded in RSUPPLY files via the 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. 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 TYCOM 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 LEVEL I MATERIAL

Requisitions of end use ships requiring LEVEL I Material, (i.e., items assigned SMICs "L1", "S1", AND "C1") will be prepared and submitted in accordance with procedures in paragraphs 3024-3029. Requisitions for items identified by NSN or NICN will contain one of the following SMICs: "L1", "S1", or "C1" (see Volume II Appendix 14) in record positions 21-22. In requisitions for part numbered items, "LEVEL 1 MATL" 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 for TLL adds and increases will include Project Code GF__ (third position 0 through 9 as applicable) or the appropriate General Usage Project Code listed in Volume II Appendix 6, in card column 57-59.

3467 FORMS AND PUBLICATIONS

1. NAVY FORMS ONLINE. Naval Forms Online (NFOL) has been established as an enterprise resource and central repository for all official forms generated and used by the DON. NFOL works in tandem with the DLA Document Services ordering system in order to provide one stop shopping for both electronic and warehouse forms. The NFOL website offers registered users with the online ordering and download capability for the Navy’s extensive collection of forms. Registered users can utilize the Navy Online Forms website: https://navalforms.documentservices.dla.mil/web/public/home to order warehoused specialty forms using either MILSTRIP requisitioning procedures or the GCPC.

2. NAVAL PUBLICATIONS DIRECTORATE (NPD). The NPD, under NAVSUP WSS, has assigned stock numbers to all DON directives which they stock. The stock numbers of the directives are provided in NAVSUP P-2003 and can be reviewed, downloaded, and ordered by going to the NLL website: https://nll2.ahf.nmci.navy.mil/. A free copy of the Adobe Acrobat Reader Program may be downloaded from the NLL Web page for viewing, downloading and printing. NPD does not accept manual requisitions, narrative message, letters or any other means of manual processing. All directives ordered via requisition must be submitted in full MILSTRIP format via DLATS (see paragraph 3029-2).

3. PUBLICATIONS UNDER THE CogNIZANCE OF NAVSEA 08. Reactor plant technical manuals are under the technical control of NAVSEA 08 and the administrative control of NAVSUP WSS (Code 009). All reactor plant technical manuals shall be ordered directly from NAVSUP WSS (Code 009) with specific justification of need. NAVSEAINST 9210.29C provides specific ordering guidance.
3468 PARTS SUPPORT FOR COMMERCIAL CONSTRUCTION EQUIPMENT, MATERIAL HANDLING EQUIPMENT (MHE), AND COMMERCIALLY DESIGNATED WHEELED VEHICLES

1. GENERAL. DLA Land and Maritime 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, MHE, and commercially wheeled vehicles.

2. PROCEDURES. Activities shall prepare requisitions in MILSTRIP format as prescribed in paragraphs 3023. For NORS (C4/C3/C2 CASREP), use "W" in the first position of the serial number (rp 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 (rp 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 DLA Land and Maritime ability to respond quickly and interchange quality parts which are acceptable substitutes common in commercial vehicle systems. Use of advice code 2D precludes DLA Land and Maritime from supplying the quantity unit pack and may result in higher prices or cancellation of the requisition.

3470 MAPS AND CHARTS

1. GENERAL. DLA Aviation, through its affiliate the Richmond Mapping Facility (RMF), provides inventory and distribution functions of mapping logistics. DLA Aviation and RMF are responsible for the supply management of maps and map related products. DLA Distribution and Mapping receives stores and ships many of the products managed by DLA Aviation. Shipboard allowances of navigational charts and publications are established by Fleet Commander Directives, supplemented by specific operational plans and directives.

2. REQUISITIONING. Maps, charts, and geospatial products can be acquired using standard MILSTRIP requisition procedures.

3. CUSTOMER ASSISTANCE. Requisitioners can contact customer support at (804)-279-6500, toll free at 1-800-826-0342, or DSN 695-6500. Normal business hours are 0700-1730 EST M-F. In addition, Map Support Offices (MSO) located throughout the world can assist in providing maps to theater customers. Current locations of the MSOs are included in the following information:

**MSO Bahrain (Manama, Bahrain)**
- Telephone: 011-973-1785-3624/25
- DSN: 318-439-3624/25/26
- Fax: 011-973-1785-4824

**MSO Naples (Naples, Italy)**
- Telephone: 011-39-081-568-5280/5477
- DSN: 314-626-5280/5477
- Fax: 011-39-081-568-4447

**MSO Norfolk (Norfolk NAS, Virginia)**
- Telephone: (757) 445-2159
- DSN: 565-2159
- Fax: (757) 445-2461
- DSN: 565-2461

**MSO Hawaii (Honolulu, Hawaii)**
- Telephone: (808) 449-2100
- DSN: 315-449-2100
- Fax: (808) 449-6665
<table>
<thead>
<tr>
<th>Location</th>
<th>Telephone</th>
<th>DSN</th>
<th>Fax</th>
<th>Secure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSO Tampa (MacDill AFB, Florida)</strong></td>
<td>(813) 828-4515/0259</td>
<td>968-4515/0259</td>
<td>(813) 828-5526</td>
<td>968-5526</td>
</tr>
<tr>
<td><strong>MSO San Diego (San Diego, California)</strong></td>
<td>(619) 545-6068/6069</td>
<td>735-6068/6069</td>
<td>(619) 545-0755</td>
<td>735-0755</td>
</tr>
<tr>
<td><strong>MSO Germersheim (Germersheim, Germany)</strong></td>
<td>314-5413/5414</td>
<td>011-49-7274-96-5402</td>
<td>011-49-7274-96-5402</td>
<td></td>
</tr>
<tr>
<td><strong>MSO Korea (Waegwan, Korea)</strong></td>
<td>011-82-505-765-4182</td>
<td>765-4183</td>
<td>011-82-505-765-4079</td>
<td></td>
</tr>
</tbody>
</table>
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 paragraph 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 paragraphs 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 record positions 65-66.

3502 COGNIZANCE SYMBOL CHANGES

1. GENERAL. When an item is managed in a store’s account or by a supply planner different from that indicated by the Cognizance symbol in record positions 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 supply planner. In either case, if the newly applicable Cognizance symbol reflects a change in the store’s account, the stock point will advise the requisitioner to adjust his financial obligation record in accordance with paragraph 3502-2 or 3.

2. STORE’S ACCOUNT CHANGED FROM APPROPRIATION PURCHASES ACCOUNT (APA) TO NWCF. When a requisition for material currently managed in NWCF (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. STORE’S ACCOUNT CHANGED FROM NWCF TO APA. When a requisition for material currently managed in APA indicates a Cognizance symbol applicable to NWCF material, the stock point will process the requisition and, simultaneously, will advise the requisitioner (status code NR) to deobligate the funds.

4. RSUPPLY PROCESSING. Cognizance symbol changes will require a Local Change Notice Action (see RSUPPLY Force Level Procedures, Inventory Subsystem) to correct the Stock In Transit (SIT) Cog and adjust the applicable Financial Inventory Report (FIR) codes. Interactive change notice actions will be posted to the Stock Control Output (STK) file for information purposes.
3503 SUBSTITUTE ITEMS

1. ISSUE OF SUBSTITUTE ITEMS. When a requested item is not available, the stock point or supply planner 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. DLA activities 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 NAVSUP WSS citing APL, requested item, offered substitute, and any additional information which may be available. The offering DLA activity should receive an information copy of the request sent to NAVSUP WSS. Upon receipt of the technical determination, the requisitioner will notify the DLA activity as to the acceptance or rejection of the offered substitute.

3. CANCELLATION STATUS. NAVSUP WSS may reject the original requisition with a supply status code (CJ, CK, or CU) indicating the material ordered is obsolete or inactive and the requisition has been canceled. When the NSN furnished in the supply status is different from the NSN ordered, NAVSUP WSS is offering the furnished NSN as a substitute item. If there is no cross-reference (substitute) relationship built in the activity’s Automated Information System (AIS), the activity must establish a cross-reference relationship and assign an Automatic Reorder Restriction Code (ARRC) to prevent subsequent reorders of the obsolete or inactive NSN. For clarification purposes, it is strongly recommended the ARRC assigned to the obsolete or inactive NSN be the same as the rejected status code (i.e. CJ, CK, or CU).

3505 REQUISITIONS REFERRED TO SUPPLY PLANNERS

1. GENERAL. The distribution system of each supply planner consists of stock points, (e.g., Defense Depots) at which the supply planner positions material. If the material is not immediately available to fill a requisition, the stock point will refer it to the supply planner for continued supply action, unless the requester, by appropriate advice code, has indicated that such continued action is not desired. Requisitions referred to supply planners will be processed in accordance with the following paragraphs.

2. ISSUES FROM SYSTEM STOCKS. When the supply planner reviews material availability at stock points and elects to direct the issue of material from shore sources, the supply planner will direct issue of material at a selected stock point by forwarding a referral order.

3. MATERIAL OBLIGATIONS. When the supply planner determines that requisitioned material is not available, he may elect to establish the requisition as a material obligation either at NAVSUP WSS or at a stock point. When the material obligation is to be established at a stock point, the supply planner will forward a referral order to the stock point.

4. DIRECT DELIVERY FROM PURCHASE. If the requisition will be filled by purchase and direct delivery to the requisitioner (or SUPADD), 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
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 M&S code which is a mandatory entry in the requisition (see Volume II 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;
   e. Shipment status; and
   f. Acknowledgement 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. Backorder;
   b. Procurement for direct delivery;
   c. Partial issue and partial other action;
   d. Substitution;
   e. Change of unit of issue, stock number, Cognizance symbol;
   f. Requisition returned for specific cause;
   g. Passing or referral order;
   h. Cancellation acknowledgment; and
   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. REJECTION STATUS. Rejection status is used by supply sources to advise all status eligible recipients of rejected requisitions regardless of the M&S code in rp 7 of the requisition, except when the M&S code is “8.” Rejection status will be furnished only to the monitoring activity in rp 54.

5. DIRECT DELIVERY NOTICE. Direct Delivery Notice advises all status eligible recipients that material will be supplied by Direct Vendor Delivery (DVD) from procurement. DI AB_ IS furnished to the consignee and provides a cross-reference between the requisition number and the Procurement Instrument Identification Number (PIIN).

6. SHIPMENT STATUS. Shipment status consists of advice of shipment including date of shipment, mode of shipment, registration number on registered parcel post shipments, transportation control number or bill of lading number, and date available for shipment (United States except Alaska and Hawaii) or port of embarkation (Alaska and Hawaii and overseas).

7. ACKNOWLEDGEMENT STATUS. Acknowledgement status is either supply or shipment status and informs the recipient of the results of supply source processing of the following types of transactions:
   a. Material Obligation Validation (MOV) response (DI AP_);
   b. Cancellation (DIs AC_ and/or AK_);
   c. Transaction modifier (DI AM_);
   d. Follow-up request for improved ESD (DI AFC); and
   e. Follow-up request for status (DIs AF_ and AT_).

3507 RECIPIENT(S) OF STATUS

When and as requested by the M&S code in rp 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 rp 54 of the requisition, the monitoring activity will receive 100% supply status plus shipment status, regardless of the M&S code in rp 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) 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 five work days after receipt of the requisition/follow-up; and
   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 paragraph 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; and

   c. PD 09-15 requisitions within three 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 M&S code indicated in the requisition (see Volume II Appendix 16). Ships normally request and receive status via SALTS. Message status will be in narrative format (see paragraph 3029-3) if received directly from the originator, or in data pattern format (see paragraph 3029-2) if received via DLATS. Regardless of how the status is received, each transaction, and especially the status code, must be carefully reviewed to ensure that any required action is taken.

3510 SUPPLY STATUS FORMATS

1. AUTOMATED SUPPLY STATUS. There are two formats for furnishing supply status. Subparagraph (a) describes the format for all supply status except when the material is being procured for direct delivery to the requisitioner (or SUPADD). 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:

<table>
<thead>
<tr>
<th>RP</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>DI for the type of status provided (see Volume II Appendix 4).</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier Code</td>
<td>RIC of supply source furnishing status (see Volume II Appendix 7).</td>
</tr>
<tr>
<td>7</td>
<td>M&amp;S code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>8-22</td>
<td>Stock number</td>
<td>NSN, NICN, or part number of item for which status is provided. If the item is identified by a part number which exceeds ten characters, this field either will be blank or it will include the CAGE and the first ten characters of the part number.</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of issue</td>
<td>Current unit of issue applicable to the item identification number. (See Volume II Appendix 19.)</td>
</tr>
</tbody>
</table>
### RP Data Element Explanation

<table>
<thead>
<tr>
<th>RP</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>Quantity of item being supplied.</td>
</tr>
<tr>
<td>30-43</td>
<td>Document number</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>44</td>
<td>Suffix code</td>
<td>Suffix code assigned to identify a supply action applicable to a partial quantity (see Volume II Appendix 8); otherwise blank.</td>
</tr>
<tr>
<td>45-50</td>
<td>SUPADD</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>51</td>
<td>Signal code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>52-53</td>
<td>Fund code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>54</td>
<td>Distribution code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>55-56</td>
<td>Cognizance symbol</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>57-59</td>
<td>Project Code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>60-61</td>
<td>Priority Designator</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>62-64</td>
<td>Transaction date</td>
<td>Last three digits of the Julian Date on which the supply decision was made.</td>
</tr>
<tr>
<td>65-66</td>
<td>Status code</td>
<td>Appropriate code to indicate the status of the requisition see Volume II Appendix 2.</td>
</tr>
<tr>
<td>67-69</td>
<td>Routing Identifier Code</td>
<td>RIC of the last known source to whom follow-up should be submitted, if required (see Volume II Appendix 7).</td>
</tr>
<tr>
<td>70-73</td>
<td>Estimated shipping date</td>
<td>When indicated by the status code, the Julian Date on which material is expected to be shipped; otherwise blank.</td>
</tr>
<tr>
<td>74-80</td>
<td>Unit price</td>
<td>Unit price applicable to the stock number or part number in print positions 8-22; or blank, if the status code is BK.</td>
</tr>
</tbody>
</table>

### 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 (DI AE___ series) indicating status code BV and an 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 (DI 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 DI AE___ status indicating status code BP and the revised ESD. Data contained in DI AE___ series status applicable to direct delivery from procurement is the same as described in subparagraph a, except the status code will be BV or BP. Data contained in DI AB___ series status is the same as those described in subparagraph a, with the following exceptions:
RP  Data Element               Explanation
1-3  Document Identifier     Appropriate DI in the AB series. (See Volume II Appendix 4.)
60-72 Procurement instrument PIIN under which material is being procured for identification number 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   Julian Date of the ESD scheduled in the contract.

2. SUPPLY STATUS BY MESSAGE. When requested by an appropriate M&S code in the requisition, supply status will be provided by message. This supply status will normally be transmitted via a DLATS facility and will be in the following format:

**TEXT OF SUPPLY STATUS MESSAGE**

UNCLAS MILSTRIP DOCUMENTS
AE1N35S4320002183942 EA00001R521929183B407 YNEM01ANR 1HEK5
05185BMNDZ  0142000
AE1NDZS4230002183942 EA00001R521929183B407 YNEM01ANR 1HEK5
05186BANDZ91890142000
BT

3511 SHIPMENT STATUS FORMATS

1. AUTOMATED SHIPMENT STATUS. The following table will be used for interpreting data entries in shipment status received by automated methods:

<table>
<thead>
<tr>
<th>RP</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>DI for shipment status (see Volume II Appendix 4).</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier code</td>
<td>RIC of supply source furnishing status (see Volume II Appendix 7).</td>
</tr>
<tr>
<td>7</td>
<td>Media and status code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>8-22</td>
<td>Stock number</td>
<td>NSN, NICN, or part number of the item for which status is provided. (If the item is identified by a part number which exceeds ten characters, this field either will be blank or it will include the CAGE and the first ten characters of the part number).</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of Issue (UI)</td>
<td>Current UI of the item supplied.</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>Quantity of item supplied.</td>
</tr>
<tr>
<td>30-43</td>
<td>Document number</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>RP</td>
<td>Data Element</td>
<td>Explanation</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>44</td>
<td>Suffix code</td>
<td>Suffix code assigned to identify a supply action applicable to a partial quantity (see Volume II Appendix 8); otherwise blank.</td>
</tr>
<tr>
<td>45-50</td>
<td>SUPADD</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>51</td>
<td>Shipment Hold code</td>
<td>When applicable (see Volume II Appendix 8). Left blank in response to follow-up if transportation method not yet determined.</td>
</tr>
<tr>
<td>52-53</td>
<td>Fund code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>54</td>
<td>Distribution code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>55-56</td>
<td>Cognizance code</td>
<td>Same as that in the requisition.</td>
</tr>
<tr>
<td>57-59</td>
<td>Shipment Date</td>
<td>Date material delivered to carrier; or estimated shipment date in response to follow-up if shipment has not occurred.</td>
</tr>
<tr>
<td>60-61</td>
<td>Priority Designator</td>
<td>Same as that in the requisition.</td>
</tr>
</tbody>
</table>
| 62-76| Transportation Control Number | a. Blank, unless a Transportation Control Number (TCN), Government Bill of Lading (GBL), ensured/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 rp 62-74; the suffix code (when applicable) or an “X” is indicated in rp 75; and the partial shipment code (when applicable) or an “X” is indicated in rp 76. When a TCN applies to a consolidated shipment, the document number entered in rp 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 RP 62-67, the letter “B” in rp 68, and the GBL number in rp 69-76  
   d. Ensured/registered parcel post number or certified mail number. The shipper’s service designator code and UIC are indicated in rp 62-67, the letter “I” (ensured) or “C” (certified) in rp 68, and the ensured/registered parcel post or certified mail number in rp 69-76 (when this number
### RP Data Element Explanation

<table>
<thead>
<tr>
<th>RP</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>77</td>
<td>Mode of Shipment</td>
<td>Code identifying the mode of shipment (see Volume II Appendix 5). Left blank in response to a follow-up if item has not yet been shipped.</td>
</tr>
<tr>
<td>78-80</td>
<td>Date available for</td>
<td>For United States excluding Alaska and Hawaii, the date shipment or port of available for shipment. For Overseas, Alaska and Hawaii, the Port of Embarkation (POE) code when a TCN is entered in rp 62-76; otherwise blank. Blank in response to a follow-up if item has not yet been shipped.</td>
</tr>
</tbody>
</table>

**For DI ASY Transactions**

<table>
<thead>
<tr>
<th>RP</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>57-64</td>
<td>Blank</td>
<td></td>
</tr>
<tr>
<td>65-66</td>
<td>Status Code</td>
<td>Status Code “DY” if the AFY follow-up transaction is being rejected; otherwise, blank. See paragraph 3538.</td>
</tr>
<tr>
<td>67-74</td>
<td>Blank</td>
<td></td>
</tr>
<tr>
<td>75-80</td>
<td>DODAAC of initial</td>
<td>DODAAC of the initial (origin) transportation Transportation Activity shipping activity. Blank if the DI AFY follow-up transaction is being rejected with the Status Code &quot;DY.&quot;</td>
</tr>
</tbody>
</table>

2. **SHIPMENT STATUS BY MESSAGE.** When requested by an appropriate M&S 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 DLATS facility and will be in the following format:

**TEXT OF SHIPMENT STATUS MESSAGE**

<table>
<thead>
<tr>
<th>UNCLAS //N04400//</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILSTRIP DOCUMENTS</td>
</tr>
<tr>
<td>AS1NNZS5330000382922 LB00001R521929100B411 YSEM01 NR 9C101 05N00189BPARPOST H</td>
</tr>
<tr>
<td>AS1NNZS4320001265322 EA00004R521929116B554 YSEM02 NR 9C118 05N00189BPARPOST H</td>
</tr>
<tr>
<td>AS1N0ZS4320002183942 EA00001R521929100B470 YSEM01 NR 1H103 05025369100B470XXU103 BT</td>
</tr>
</tbody>
</table>
Section II: ACTION BY SHIPS ON THEIR OUTSTANDING REQUISITIONS

Subsection I: FOLLOW-UP ON OUTSTANDING REQUISITIONS

3530 TYPES OF FOLLOW-UP

1. GENERAL. Status may be obtained through various electronic methods such as Personal Computer Logistics Information Network (PCLINK), Visual Logistics Information Processing System (VLIPS), SALTS, Navy Total Asset Visibility (NTAV), Global Transportation Network (GTN) and others, which are described in Volume II 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 DI code as follows:

   a. A DI “AF__” document, which is submitted only to request the current status of a requisition;

   b. A DI “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 paragraph 3369. For all other requisitions, the use of “AT___” document is mandatory when no supply status has been received and no previous DI “AC__” cancellation request has been submitted.

   c. A DI AFC document, which is submitted to request action to improve the ESD when an unsatisfactory ESD is indicated in a supply status document received from the supply source.

   d. A DI AFY document, which is submitted to request the DODAAC of the initial (origin) transportation shipping activity (see paragraph 3538).

Although not a “requisition follow-up” document, the DI AFT document is submitted to request tracer action on an overdue shipment when the shipment status document indicates that the material was sent by ensured/registered/certified mail (see paragraph 3532-3a).

3531 METHODS OF FOLLOW-UP

Follow-up requests may be submitted by electronic methods. The preferred method of follow-up is submission to DLATS for re-transmittal to the appropriate supply source(s). Follow-up requests will be submitted to the last activity known to hold the requisition.

3532 FOLLOW-UP PROCEDURES

1. REVIEW OF OUTSTANDING REQUISITIONS. The status of outstanding requisitions will be reviewed periodically to ensure that, when necessary, timely follow-up action is initiated as follows:

   a. PD 01-03 requisitions should be reviewed daily;

   b. PD 04-08 requisitions should be reviewed weekly; and
c. PD 9-15 requisitions should be reviewed at least monthly, preferably in conjunction with the processing of MOV requests (see paragraph 3591).

2. FOLLOW-UP RESTRICTIONS. The fact that material has not been received by the RDD (see paragraph 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 PD 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 PD 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 subparagraph 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 (NAVSUP WSS) is required, regardless of the RDD. The NAVSEA OPN Outfitting Account Allotment Holder will advise of revised status as the status changes.

d. Transportation follow-up time frames: When the ESD has passed, the transportation time frames considered adequate for receipt of material are indicated in the following chart. If the item has not been received within those time frames then a transportation follow-up should be made:

<table>
<thead>
<tr>
<th>Requisition Priority Designator</th>
<th>CONUS (excluding Alaska, Hawaii)</th>
<th>Western Pacific, Persian Gulf, Red Sea</th>
<th>Other areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-03</td>
<td>3 days</td>
<td>8 days</td>
<td>7 days</td>
</tr>
<tr>
<td>04-08</td>
<td>6 days</td>
<td>11 days</td>
<td>10 days</td>
</tr>
<tr>
<td>09-15</td>
<td>13 days</td>
<td>80 days</td>
<td>63 days</td>
</tr>
</tbody>
</table>

e. Request for Improved ESD. The instructions in paragraph 3532-2c are not applicable to follow-ups for requesting an improved ESD; i.e. DI AFC, in as much as a DI AFC document may be submitted as soon as it is determined that an ESD indicated in the supply status is unsatisfactory. A DI 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, DI AFC documents are authorized only for PD 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 PD is not authorized (see paragraph 3510-1b concerning ESDs in supply status applicable to “direct delivery from procurement”).

f. Request for Supply Assistance. Supply assistance may be requested for PD 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. 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 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 paragraph 4268, and the following subparagraphs. If the receipt shortage involves a DLR item, prepare and process a survey in accordance with paragraphs 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.

<table>
<thead>
<tr>
<th>DOC NO</th>
<th>NSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>R52192/9033/3014</td>
<td>8305-01-123-4567</td>
</tr>
</tbody>
</table>

2. SUBSTITUTES. LIST ALL KNOWN AND ACCEPTABLE SUBSTITUTE NSNs OR PART NUMBERS. IF NONE, SO STATE.
3. NEXT HIGHER ASSEMBLY. IF NONE, SO STATE.
4. LATERAL SUPPORT. LIST ANY ACTIVITIES CONTACTED IN AN ATTEMPT TO OBTAIN ITEM THROUGH LATERAL SUPPORT AND/OR KNOWN ACTIVITIES USING SAME END ITEM OR WEAPON SYSTEM. IF NONE, SO STATE.
5. KNOWN SOURCE. LIST ANY KNOWN SOURCES FOR THE ITEM TO INCLUDE NAME, MAILING ADDRESS AND TELEPHONE NUMBER (IF KNOWN). IF NONE, SO STATE.
6. MISSION IMPACT STATEMENT. INCLUDE END ITEM DESCRIPTION, WEAPON SYSTEM APPLICATION. INDICATE MISSION DEGRADATION CREATED BY LACK OF ITEM(S) OR STATEMENT “A CLASSIFIED NORS/NMCS CONDITION EXISTS DUE TO LACK OF REQUIRED ASSETS.”
7. REMARKS. INCLUDE ADDITIONAL PERTINENT DATA NOT COVERED ABOVE.

BT

a. Material Still Required Shipped by Traceable Means. When material shipped by traceable means is overdue and is determined to be still required, one of the following actions will be taken:

(1) If traceable shipping data; e.g. TCN or GBL, was included in the shipment status, submit a Transportation Discrepancy Report (TDR). Standard Form 361, to the shipping activity to trace the shipment and advise (see paragraph 4273). If a TCN applies, the request should explain that MILSTRIP (DoD 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 ensured/registered parcel post number or a certified mail number was included in the shipment status, submit a shipment tracer request (DI code AFT) to the shipping activity indicated in record positions 4-6 of the shipment status document. Except for the DI code, the shipment tracer request will include the same data entries as those in the shipment status. If tracer action is requested by message, use the procedures prescribed in paragraph 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 or later than 60 days (90 days for medical material) after the shipment date indicated in the shipment status document. If no reply is received within 15 days, a second AFT document should be submitted.
b. Material Still Required - Not Shipped by Traceable Means. When material not shipped by traceable means is overdue and still required, submit another requisition for the required material and accomplish the following:

(1) Submit a Supply Discrepancy Report (SDR) to the shipping activity (see paragraph 4270 and NAVSUP P-723), requesting expedited shipment or credit;

(2) If the response states that no shipment or reshipment is forthcoming, or credit is granted, administratively complete the requisition;

(3) On a dummy receipt, DD Form 1348-1A, annotate “Mat’l Shipped/Not Rcvd” and cite all available shipping data and the SDR number submitted; and

(4) If the receipt shortage involves a DLR, prepare and process a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, for the loss in accordance with paragraphs 5125-5134.

c. Material No Longer Required. When shipped material is overdue and it is determined that the material is no longer required, accomplish the following:

(1) Submit a SDR to the shipping activity (see paragraph 4270), requesting expedited shipment or credit;

(2) Whether or not an adjustment in billing (credit) is granted, administratively complete the requisition;

(3) On a dummy receipt, DD Form 1348-1A, annotate “Mat’l Shipped/Not Rcvd” and cite all available shipping data and the SDR number submitted; and

(4) If the receipt shortage involves a DLR, prepare and process a FLIPL, DD Form 200, for the loss in accordance with paragraphs 5125-5134.

d. Material Received After Requisition Completed. If overdue material should be received after the actions in paragraph 3532-3 have been taken, the dummy receipt will be reversed and the original receipt document will be processed in the usual manner. However, if the material is a DTO item which previously was determined to be no longer required, the recipient work center supervisor will be requested to return it to the supply department as excess material. If the material receipt negates the need for the reorder which may have been submitted in accordance with paragraph 3532-3b, the outstanding requisition will be canceled if shipment status has not yet been received.

Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) will be replacing Web-SDR as the electronic method of submitting SDRs.

There are two methods of submitting Product Quality Deficiency Reports (PQDRs) and SDRs:

(1) The Easy Product Data Reporting (EZPDR) application allows personnel to submit PQDRs without having a PDREP account or User ID. Personnel can also monitor the progress
of the records they have submitted, but are not permitted access to the full power of PDREPs entire PQDR database, management, and search capabilities. The EZPDR application is accessible at https://pdrep.csd.disa.mil/pdrep/ezdr.

(2) Personnel can apply for a PDREP-AIS user account to enable the submittal and management of PQDRs, and SDRs directly in the PDREP-AIS. Access to the PDREP-AIS allows the record submitters to track PQDR, and SDRs as they are processed, allows “Auto Fill” and “Lookup” options and validation of data entries when creating records, and allows access to PDREP data, search functions, reports, and notifications. The PDREP application is accessible via the NSLC Detachment Portsmouth home page:


(3) First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on User Access Request Form to download the form. Follow the directions on the form to submit the request for access to PDREP. Requests for changes or improvement to the PDREP-ADHOC application or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application
If you're already a PDREP User, log on to PDREP:
https://pdrep.csd.disa.mil/pdrep/pdrehome.do
Click on the Feedback menu option at the top of the web page, and fill out a Feedback Form. If you need additional help please contact:

Customer Support Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535

Mailing Address
Naval Sea Logistics Center Detachment Portsmouth
P. O. Box 2058
Portsmouth, NH 03804-2058

3533 FOLLOW-UP DOCUMENTS PROCESSED AS REQUISITIONS

When requested supply status has not been received in the required timeframe (see paragraph 3508), it is possible that the requisition may not have been received by the supply source, or that it may have been lost in processing. In such cases, a DI in the AT_ series (in lieu of the DI 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 DI AF_ request, the DI AT__ document will be accepted and processed as a requisition. For NAVSEA outfitting account requisitions see paragraph 3369.

3534 PREPARATION OF FOLLOW-UP DOCUMENT

1. GENERAL. Requisitions, follow-ups, cancellation requests, etc., which qualify for transmittal to DLATS may all be included in the same text file. When supply status other than DI AR_ has
been received, information in rp(s) 67-80 of the status format will be omitted in follow-up requests. When an DI AB status document has been received (see paragraph 3510-1b), and in other circumstances in which the required information exceeds 66 record positions of data, the follow-up message will be prepared and submitted in accordance with paragraph 3535-2.

**FOLLOW-UP REQUEST - NO STATUS RECEIVED**

<table>
<thead>
<tr>
<th>Record Position</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Appropriate DI code in AT__ series (see paragraph 3530 and Volume II Appendix 4).</td>
</tr>
<tr>
<td>4-66</td>
<td>Same entries as those in the requisition.</td>
</tr>
</tbody>
</table>

**FOLLOW-UP REQUEST - STATUS RECEIVED**

<table>
<thead>
<tr>
<th>Record Position</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Appropriate DI code, e.g., AF1, AF2, AF3, or AFC (see paragraph 3530 and Volume II Appendix 4).</td>
</tr>
<tr>
<td>4-6</td>
<td>RIC of last known requisition holder, as indicated in rp 67-69 of the most recent status document received.</td>
</tr>
<tr>
<td>7-66</td>
<td>Same entries as those in the most recent status document received.</td>
</tr>
</tbody>
</table>

**3535 MESSAGE FOLLOW-UP**

1. NSN/NICN ITEMS. When a follow-up on NSN items or NICN items is required, prepare a follow-up request per the instructions outlined in paragraph 3534.
2. NON-NSN/NICN ITEMS WITH MORE THAN 66 RECORD POSITIONS OR APPLICABLE DATA.

   a. General. When a message follow-up for non-NSN/NICN items with more than 66 record positions of applicable data, the follow-up message will be submitted directly to the last known supply source (for GSA follow-ups see paragraph 3537). The message will:

      (1) Indicate a Language Media Format (LMF) of “TT” and a Content Indicator Code (CIC) of “ZYUM.”

      (2) Contain no more than seven follow-ups in each message.

      (3) Include separately numbered paragraphs for each follow-up beginning with paragraph 1, and will indicate the same RIC.

      (4) Including dividing slants (/) between each data element in each follow-up. Data elements not required in a follow-up will be identified by “BLNK.”

      (5) Be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., “MILSTRIP FOLLOW-UP” and each paragraph will contain all data entries described in paragraph 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/S91/194/001500000//
BT

3. OTHER ACTIONS REQUIRED. Once approved for release, one copy of the message will be held in suspense pending return of a copy indicating the Date Time Group (DTG) assigned in the message transmitted. The “DTG” copy of the message then will be placed in an “outgoing messages” file.
3536 FOLLOW-UP ON OUTSTANDING REQUISITIONS FOR SHIPS DEPLOYING

Before a ship leaves port for an extended deployment, the Supply Officer will make certain that all supplies ordered have been received or, if they have not, that proper arrangements have been made with supply activities either to cancel the requisitions or to provide for transshipment to the ship at another destination. For purchases under contract, the Supply Officer will arrange for delivery in accordance with paragraph 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.

3537 GENERAL SERVICES ADMINISTRATION (GSA) FOLLOW-UP

1. GENERAL. 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 paragraphs 3537-2 and 3. RIC “GSA” will be used regardless of method of follow-up utilized.

2. FOLLOW-UPS VIA DLATS. When all necessary information on the requisition or previously received status does not exceed 66 record positions of data the follow-up will be transmitted via message to DLATS (see paragraph 3535-1).

3. FOLLOW-UP WITH AREA OF SUPPORT. All follow-ups which exceed 66 record positions 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 DI AS shipment status, a DI AFY follow-up should be submitted to the supply source to request the DODAAC of the initial (origin) transportation shipping activity so that a starting point for tracing the shipment can be established. Processing points, in receipt of an AFY follow-up will provide a DI ASY response containing the DODAAC of the initial transportation shipping activity using the format shown in paragraph 3511-1. If the processing point is unable to provide the DODAAC information, the AFY follow-up will be rejected with DI ASY response containing Status Code DY in record positions 65-66. The message follow-up will be prepared in accordance with paragraph 3535, except as follows:

<table>
<thead>
<tr>
<th>RP(s)</th>
<th>Data</th>
<th>Element Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>Enter AFY</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>Enter the last known supply source</td>
</tr>
<tr>
<td>7-80</td>
<td>All other data</td>
<td>Duplicate entries from the last shipment status received</td>
</tr>
</tbody>
</table>
Subsection II:  REQUISITION MODIFIERS

3550 MODIFYING A REQUISITION

1. GENERAL. A requisition modifier (DI AM__) may be initiated by the requisitioner, supplementary addressee, monitoring office or NAVSUP WSS to modify previously submitted requisitions when:

   a. Force/activity designator (FAD) is upgraded or downgraded;
   
   b. Urgency of need has changed.

   (1) RDDs 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; and
      (d) 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, rp 62-64.

3551 REQUISITION MODIFIER DOCUMENTS

1. GENERAL. The following data fields of a requisition are modifiable:

   a. M&S Codes (rp 7);
   b. SUPADD (rp 45-50);
   c. Signal Code (rp 51);
   d. Fund Code (rp 52-53);
   e. Distribution Code (rp 54-56);
   f. Project Code (rp 57-59);
   g. Priority Designator (rp 60-61);
   h. RDD (rp 62-64);
i. Advice Code (rp 65-66); and

j. When the Project Code (rp 57-59), the RDD (rp 62-64) or the Advice Code (rp 65-66) or the DI AM is blank, these fields of the original requisition will be modified accordingly.

2. PREPARATION. Requisition modifier(s) which qualify for transmittal to DLATS may all be included in the same text file. The requisition modifier request will be prepared by the originating activity using DI AM__ series unless transmittal by message is warranted (see paragraph 3552). When supply status other than DI “AB__” has been received, information in rp(s) 67-80 of the status format will be omitted in requisition modifier requests. When a DI AB status document has been received (see paragraph 3510-1b), and in other circumstances in which the required information exceeds 66 record positions of data, a requisition modifier message will be prepared and submitted in accordance with paragraph 3552. The data entries will be the same as those on the original requisition except as follows:

<table>
<thead>
<tr>
<th>RP(s)</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Appropriate DI code in the AM__ series</td>
</tr>
<tr>
<td>4-6</td>
<td>RIC of the last known requisition holder, if supply status has been received, (i.e., the RIC indicated in rp 67-69 of the supply status)</td>
</tr>
<tr>
<td>7</td>
<td>Revised M&amp;S code (when applicable)</td>
</tr>
<tr>
<td>45-50</td>
<td>Revised SUPADD (when applicable)</td>
</tr>
<tr>
<td>51</td>
<td>Revised Signal Code (when applicable)</td>
</tr>
<tr>
<td>52-53</td>
<td>Revised Fund Code (when applicable)</td>
</tr>
<tr>
<td>54-56</td>
<td>Revised Distribution code (when applicable)</td>
</tr>
<tr>
<td>57-59</td>
<td>Revised Project Code (when applicable)</td>
</tr>
<tr>
<td>60-61</td>
<td>Revised Priority Designator (when applicable)</td>
</tr>
<tr>
<td>62-64</td>
<td>Revised RDD (when applicable) or original RDD</td>
</tr>
<tr>
<td>65-66</td>
<td>Revised Advice Code (when applicable)</td>
</tr>
</tbody>
</table>

3. SHIP SCHEDULED FOR INACTIVATION. As soon as possible after a ship has been scheduled for inactivation, but before the TYCOM initiates action to effect mass cancellation of the ships outstanding requisitions (see paragraph 3023), the outstanding requisition file will be carefully reviewed to determine those which should be excluded from mass cancellation action. DI AM__ series documents, indicating “555” in rp 62-64, will then be promptly prepared and submitted for all outstanding requirements for which supply action is desired to be continued. DI AM__ series documents citing special processing code “555” will not be submitted after the effective date specified by the TYCOM in his request for mass cancellation actions.
4. SUBMITTAL. If no status has been received, submit a DI AT_ series document containing the required modifications the activity indicated by the RIC in rp 4-6 of the related requisition. If status has been received, the DI AM_ series document will be submitted the last known requisition holder indicated in the most recent status held. Copies of each DI AM_ series document will be furnished to other activities concerned, (e.g., the supplementary addressee when a UIC is entered in rp 46-50, and/or the monitoring activity when a distribution code is entered in rp54).

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. NON-NSN/NICN ITEMS WITH MORE THAN 66 RECORD POSITIONS OF APPLICABLE DATA

   a. GENERAL. When a requisition modifier message is required for non-NSN/NICN items with more than 66 record positions of applicable data, the requisition modifier message will be submitted directly to the last known supply source (for GSA requisition modifier requests see paragraph 3537). The message will:

   (1) Indicate an LMF of “TT” and a CIC of “ZYUM.”

   (2) Contain no more than seven follow-ups in each message.

   (3) Include separately numbered paragraphs for each follow-up beginning with paragraph 1, and will indicate the same RIC.

   (4) Including dividing slants (/) between each data element in each follow-up. Data elements not required in a follow-up will be identified by “BLNK.”

   (5) Be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., “MILSTRIP FOLLOW-UP” and each paragraph will contain all data entries described in paragraph 3534. For example:

   **TEXT OF REQUISITION MODIFIER MESSAGE**

   UNCLAS//N04491//
   SUBJ/MILSTRIP REQUISITION MODIFIER//
   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
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 DTG assigned in the message transmitted. The “DTG” copy of the message then will be placed in “outgoing messages” file.

Subsection III: CANCELLATION OF OUTSTANDING REQUISITIONS

3565 WHEN CANCELLATION IS TO BE REQUESTED

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 paragraph 3566 or paragraph 3567, cancellations will be requested, regardless of the money value of the material, when:

a. The ship has been scheduled for inactivation (see paragraphs 3023 and 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

Cancellation of outstanding requisitions will not be requested when shipment status has been received.

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 paragraph 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 paragraph 3569 and messages prepared in accordance with paragraph 3570 will be submitted direct to the last known holder of the requisition. Except as otherwise provided in paragraph 3570-4, the retained copy of the cancellation request document will be annotated with the submittal date of the request, and then if a hard copy of the MOF is maintained, attach it to the hardback copy of the related requisition.
3569 CANCELLATION REQUEST USING DD FORM 1348

Unless transmittal by message is warranted (see paragraph 3570), cancellation request for NSN/NICN items will be submitted to DLATS for re-transmittal to the last known holder of the requisition. The data entries will be the same as those indicated in the most recent supply status, or in the related requisition if no supply status has been received, except as follows:

<table>
<thead>
<tr>
<th>RP(s)</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier AC__ (see Volume II Appendix 4)</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier of last known requisition holder (see Volume II Appendix 7)</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
</tr>
<tr>
<td>62-64</td>
<td>Last three digits of Julian Date on which cancellation request is prepared</td>
</tr>
</tbody>
</table>

CANCELLATION REQUEST - NO STATUS RECEIVED

UNCLAS/N04400/
MILSTRIP DOCUMENTS
AC1NDZT66045003911110 EA00002R5219252083007RYEE02ANC 9GEP513224 BT

CANCELLATION REQUEST - STATUS RECEIVED

UNCLAS/N04400/
MILSTRIP DOCUMENTS
AC1S9ET5950004711384 EA00001R5219252083007YNOE01ANR 9NEK505224BB BT

3570 CANCELLATION REQUEST USING MESSAGE

1. GENERAL. Cancellation request by message for outstanding requisitions may be made if the requisition cites PD 01-08 and if time is of the essence. Message cancellation requests will be prepared and submitted in accordance with the following paragraphs.

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 record positions of data, the message cancellation request will be submitted to DLATS for re-transmittal to the appropriate supply source(s). The message cancellation request will be prepared in the same format as that prescribed in paragraph 3029-2 for message requisitions, except as follows:

<table>
<thead>
<tr>
<th>RP(s)</th>
<th>Data element</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>AC__ (see Volume II Appendix 4)</td>
</tr>
<tr>
<td>62-64</td>
<td>Cancellation request</td>
<td>Last three digits of the Julian Date on which date the cancellation request is prepared</td>
</tr>
</tbody>
</table>
3. ITEMS WITH MORE THAN 66 RECORD POSITIONS OF APPLICABLE DATA. When a cancellation request is required for non-NSN/NICN items with more than 66 record positions of applicable data, the cancellation message will be submitted directly to the last known supply source (for GSA cancellation requests see paragraph 3537). The message will:

   a. Indicate a LMF of “TT” and a CIC of “ZYUM.”

   b. Have no more than seven cancellation requests will be included in each message.

   c. Include separately numbered paragraph, beginning with paragraph 1, and will indicate the same RIC.

   d. Have dividing slants (/) entered between each data element in each cancellation request. Data elements not required in a cancellation request will be identified by “BLNK.”

   e. Be prepared in full MILSTRIP format. The first line in the text of the message will contain the appropriate purpose designation, i.e., “MILSTRIP CANCELLATION REQUEST” and each paragraph will contain all data entries described in paragraph 3534. For example:

   **MILSTRIP CANCELLATION MESSAGE REQUEST (FULL FORMAT) - DI 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) - DI 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/EK5/05/001040772112
   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 DTG assigned in the message transmitted. The “DTG” copy of the message then will be placed in an “outgoing messages file.”

**3571 FOLLOW-UP ON CANCELLATION REQUESTS**

Follow-up action may be taken on a cancellation request if a cancellation confirmation or other status is not received within 10 days after submittal of the cancellation request. The follow-up
document (DI AK__) may be originated by the requisitioner or supplementary addressee or by a monitoring activity if its distribution code was entered in rp 54 of the cancellation request (DI AC__). An DI AK__ document will be considered by the supply source as an original request for cancellation if it has no record of the previously submitted DI AC__ document. If status is received acknowledging receipt of the cancellation request, no further follow-up may be submitted until 30 days after receipt of the last status. Except for the DI of AK__, follow-ups on cancellation requests are prepared and submitted in the same manner as that prescribed for cancellation requests (see paragraph 3569 and paragraph 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 DI 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 paragraph 3507) with a cancellation confirmation (or shipment status, if the material already has been released for shipment) within five days after receipt of the DI AC__ or AK__ document. If cancellation is confirmed, the supply source will provide an DI 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 DI AU__ document which will indicate the date and method of shipment.

Section III: MATERIAL OBLIGATION VALIDATION (MOV)

3590 OVERAGE MATERIAL OBLIGATION

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 PD 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when PD 09-15 requisitions have been outstanding more than 75 days past the requisition date. Frequent comparisons ("Internal" MOV) should be made of the MOF and the Work Centers Ships Force Work List to ensure that requisitions in the MOF are valid requirements. The "Internal" MOV will enable the ship to initiate cancellation of invalid or excess requirements prior to the quarterly scheduled NAVSUP WSS-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. Supply planners will forward MOV requests for overaged material obligations centrally held to DLATS, within five days of the MOV cycle cutoff dates. The purposes of MOV requests are to:
a. Ensure that overaged material obligations reflected in the supply planners records agree with the material outstanding records of the requisitioning activity;

b. Determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required; and

c. 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:

<table>
<thead>
<tr>
<th>MOV cycle</th>
<th>Supply source cutoff date for MOV requests</th>
<th>Supply source must receive MOV responses by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 January</td>
<td>5 March</td>
</tr>
<tr>
<td>2</td>
<td>20 April</td>
<td>5 June</td>
</tr>
<tr>
<td>3</td>
<td>20 July</td>
<td>5 September</td>
</tr>
<tr>
<td>4</td>
<td>20 October</td>
<td>5 December</td>
</tr>
</tbody>
</table>

NAVSUP WSS is required to transmit MOV requests to DLATS within 5 days of the cutoff date of each MOV cycle.

3592 MOV REQUESTS

1. GENERAL. MOV batches are created by the stock point holding the requirement. They will forward the MOV requests based on the M&S code in the requisition (see paragraph 3593). DLATS then forwards these batches based on the UIC contained in the DI AN9/ANZ MOV Control Transaction. All MOV requests forwarded to each activity will be accompanied by an MOV Control Card (DI AN9) for acknowledging receipt to the originating activity. (See paragraph 3594).

2. FORMATS OF MOV REQUESTS. The format of MOV requests are as follows:

<table>
<thead>
<tr>
<th>RPs</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>Appropriate code to indicate the recipient of the MOV request; DI AN1 for requisitioner, DI AN2 for supplementary addressee, DI AN3 for rp 54.</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>Appropriate code to indicate the supply source initiating the request.</td>
</tr>
<tr>
<td>7</td>
<td>Blank</td>
<td>(Recipient of request is indicated by the third digit of document identifier.)</td>
</tr>
<tr>
<td>8-22</td>
<td>Stock Number</td>
<td>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).</td>
</tr>
</tbody>
</table>
### 23-24 Unit of issue
Unit of issue applicable to the identification number in rp 8-22.

### 25-29 Quantity
The unfilled quantity of the material obligation which is being validated.

### 30-43 Document number
Same as that in the requisition.

### 44 Suffix code
Suffix code assigned to the requisition at the time the material obligation was established for a partial quantity. If the material obligation is for the total quantity requisitioned, this column will be blank.

### 45-61 Various fields
Same as those in the requisition.

### 62-64 Estimated shipping date
When known, the last three digits of the Julian Date on which it is estimated that material will be released by the supply source.

### 65-66 Status code
Appropriate status code to indicate the current status of the requisition.

### 67-70 Blank
Blank.

### 71-73 Cutoff date
Last three digits of the Julian Date prescribed as the cutoff date for the MOV cycle, (e.g., 020 for 20 Jan 2015 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.

### FORMAT OF MOV CONTROL CARDS
The format of the MOV control card which accompanies each batch of MOV requests is as follows:

<table>
<thead>
<tr>
<th>RPs</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>DI AN9 in the original card. DI ANZ in a follow-up card DI AP9 to acknowledge receipt of MOV.</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>RIC of the supply source that initiated the request.</td>
</tr>
<tr>
<td>7-10</td>
<td>Batch control number</td>
<td>A control number assigned each batch of DI AN cards forwarded to an activity for validation. rp 7-8 will include the batch number and rp 9-10 will indicate the total number of batches being forwarded.</td>
</tr>
<tr>
<td>11-13</td>
<td>Number of DI AN cards in batch</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>14-29</td>
<td>Blank</td>
<td>Blank.</td>
</tr>
<tr>
<td>30-35</td>
<td>Address to</td>
<td>DODAAD of recipient of the MOV requests.</td>
</tr>
<tr>
<td>36-39</td>
<td>Cutoff date</td>
<td>Julian Date prescribed as the cut-off date for the validation cycle.</td>
</tr>
</tbody>
</table>
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 paragraph 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 rp 54, and if rp 54 is blank, the MOV requests will be sent to the requisitioner.

2. MOV REQUESTS FOR TRIDENT SUBMARINES. MOV requests for Trident submarines will be transmitted to the appropriate Trident Refit Facility designated by the entry in rp 54 of the over aged requisitions, regardless of any M&S code that may have been entered in rp 7.

3594 ACKNOWLEDGEMENT OF RECEIPT OF MOV REQUESTS

1. GENERAL. The MOV Control Card (DI AN9) information must be verified with what has actually been received. If the number of batches and number of DI AN cards do not match the control card (DI AN9), follow directions provided in paragraph 3594-3. Unless paragraph 3594-3 applies, receipt of MOV request must be acknowledged promptly by transmitting DI AP9 to DLATS by message in the format provided in paragraph 3592-3.

2. DLATS OFFICE. DLATS will transmit an individual SALTS message to each MOV customer who was sent MOV documents. The DLATS message will cite the following: the RIC of the activity originating the MOV documents; the applicable DLATS 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 DLATS transmission date. In addition, DLATS will provide the TYCOM 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 DLATS SALTS message will determine if the MOV documents have been received within 18 days of the transmission date cited by DLATS. If batches are not received during this time frame, submit DI APX to DLATS requesting retransmission of individual batches in the following format:
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 paragraph 3598.

3595 VALIDATION OF OUTSTANDING REQUISITIONS

MOV requests will be compared with the related requisitions in the Outstanding Requisition File to reconcile any differences between data entries in the requisitions and MOV requests. Each outstanding requirement for which an MOV request has been received will then be validated to determine whether the total quantity is still required, or whether the total quantity or a partial quantity can be canceled. Quantities will not be increased nor priorities upgraded in the validation process. In addition, when outstanding requisitions are for DTO maintenance related material, and there is no related maintenance action outstanding, (i.e., the job has been completed or canceled), the originating work center of the issue request will be requested to justify continuance of the requirement. If justification is not provided, action will be taken to initiate cancellation of the requirement. During the review, the documents should be separated into two (2) categories. Those which may be partially or totally canceled and those for which the original quantity ordered is still required.

3596 SHIP’S RESPONSE TO MOV REQUESTS

1. GENERAL. A response to an MOV request must be received by the requesting activity via DLATS by the reply due date entered in record positions 75-77 of the MOV request DI AN__ documents, except when suspension has been requested in accordance with paragraph 3598. The reply due date is established as the fifth day of the second month following the cutoff date entered in record positions 71-73 of the MOV request DI 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 DLATS via SALTS 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 DI AP__ response will be prepared. The quantity field, rp 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 rp 25-29 will be 00000. If the quantity is being
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OPERATIONAL FORCES SUPPLY PROCEDURES

reduced from five (5) to two (2), the quantity in rp 25-29 will be 00002. For those documents which are still valid for the original quantity shown on the MOV document, a single MOV Certification Card (DI "BMV") will be included as the last line of the message to validate all documents not included as DI AP__ cancellations. The message will be prepared in standard MILSTRIP format as follows:

**DI AP__ MOV RESPONSE**

<table>
<thead>
<tr>
<th>RPs</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>Appropriate code in the DI AP__ series</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>RIC of requesting Stock Point</td>
</tr>
<tr>
<td>7-24</td>
<td>Various</td>
<td>Same as that in the DI AN_ document.</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>Enter the quantity still required. If total cancellation is desired, enter “00000.”</td>
</tr>
<tr>
<td>30-59</td>
<td>Various</td>
<td>Same as that in the DI AN_ document.</td>
</tr>
<tr>
<td>60-61</td>
<td>Priority Designator</td>
<td>Validated priority designator.</td>
</tr>
<tr>
<td>62-80</td>
<td>Blank</td>
<td>Blank.</td>
</tr>
</tbody>
</table>

**DI BMV MOV RESPONSE**

<table>
<thead>
<tr>
<th>RPs</th>
<th>Data Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>Enter &quot;BMV&quot;</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>Enter DLATS RIC &quot;SGA.&quot; Do not enter Stock Point RIC.</td>
</tr>
<tr>
<td>7-29</td>
<td>Blank</td>
<td>Leave Blank.</td>
</tr>
<tr>
<td>30-35</td>
<td>Requisitioner</td>
<td>Enter service designator (V or R) and unit identification code (UIC). This will also certify all requisitions for &quot;N&quot; service designator for the same UIC.</td>
</tr>
<tr>
<td>36-80</td>
<td>Blank</td>
<td>Leave Blank.</td>
</tr>
</tbody>
</table>

**3597 OVERAGED REQUISITIONS FOR WHICH MOV REQUESTS NOT RECEIVED**

When comparing MOV requests with related requisitions in the MOF (see paragraph 3590), it may be discovered that MOV requests have not been received for some overaged requisitions which, based on the most recent status, are being held by the MOV originator. In such cases, follow-up or cancellation action (as appropriate) will be initiated in accordance with paragraphs 3530-3538 or paragraphs 3565-3571.

**3598 DELAYED SUBMISSION OF MOV RESPONSES**

If operating commitments of fleet units or late receipt of the MOV requests 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 TYCOM. 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 (DI in the AE__ series) indicating status code BS (canceled - no response to material obligation validation request).
Part E:  END USE / RSUPPLY UNIT LEVEL AUTOMATED PROCUREMENT PROCEDURES

Section I:  GENERAL

3705 INTRODUCTION

This section describes the policies concerning the material procurement functions which have been automated. Detailed procedures for performing procurement functions are contained in the automated system’s Users Manuals and On-Line Help Files.

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. Non-maintenance related requirements may be generated by users in their respective supply system without regard to maintenance documentation. All requirements are individually assigned a request number 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 Job Control Number (JCN) assigned. A request number is not always the same as a requisition number (it depends on the automated supply system being utilized). 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 (when different) and the requisition number.

3708 RESPONSIBILITIES

1. SUPPLY USERS. If ships force personnel are provided "user" or "customer" access by the Supply Officer, they can initiate material requirements in support of their maintenance actions.

2. REVIEW OF REQUIREMENTS. Once a requirement record is generated by a customer department, it must be reviewed for technical accuracy via an internal automated process or manually by supply department personnel (depends on supply automated system being utilized). In some automated supply systems the requirement will not be reviewed if the following conditions exist: the NSN is already established on a Stock Record Card (SRC), maintenance requests cite the correct APL/Allowance Equipage List (AEL) and does 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. Note: some supply automated systems are designed with approval included as part of the requirement submission. 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 Partial NIS, NIS, 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 RSUPPLY requirements flow and the responsible department within that flow.
INITIATE REQUIREMENTS
(Customer Department)

PERFORM TECHNICAL EDIT
(Supply Department)

REVIEW UNAPPROVED REQUIREMENTS
(Customer Department)

APPROVE REQUIREMENTS
(Customer Department)

PRINT SOURCE DOCUMENTS
(Supply Department)

ISSUE MATERIAL FROM STOCK
(Supply Department)

REQUISITION MATERIAL OFF SHIP
(Supply Department)

UPDATE SHIP DATA FILES
(Supply Department)

DELETE REQUIREMENT
(Customer Department)

This step is not necessary if person generating requirement also has approval authority.
Section II: GENERATING REQUISITIONS

3715 GENERAL

This section discusses the generation of requisitions through automated supply systems from the identification of requirements, the request for material, and the creation of requisitions as necessary.

3716 MATERIAL REQUIREMENTS

1. MAINTENANCE REQUIREMENTS. Maintenance personnel document equipment maintenance using maintenance document records (OPNAV Form 4790/2K or work candidates). These records prompt initiation of repair part requirements through the automated maintenance application. In addition, requirements may be generated upon subsequent review and modification of existing maintenance records/candidates. Services, consumables and other non-maintenance requirements may also be generated under the automated maintenance or supply systems by authorized users.

2. 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 review or item verification process has been completed by supply department personnel.

3720 TECHNICAL REVIEW

1. Technical review is the process of establishing correct management information and material identification utilizing the publications described in paragraphs 2070-2079. Technical review is accomplished in the following four step method:

   a. STEP 1: Produce the appropriate technical review or suspense listing daily. Validate management data is correct and edit accordingly. Listings should be signed and retained in accordance with appropriate Financial Improvement Audit Readiness (FIAR) policy.

   b. STEP 2: Conduct technical review or suspense listings in accordance with paragraphs 2070-2079. FEDLOG or Web Federal Logistics Information System (WebFLIS) to validate and correct management data.

   c. STEP 3: Ensure the 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. Quantities requested in excess of QPA should be reduced unless it has been proven or suspected that Coordinated Shipboard Allowance List (COSAL) QPA is in error. If the QPA is in error the maintenance workcenter must submit a Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.

   d. STEP 4: Interactively enter the data into the automated supply system.

2. The requirement is electronically transferred to the print queue if the requirement can be filled through onboard stock. It will be issued in accordance with the procedures described in Chapter 6. If the requirement is Partial NIS, NIS, or NC the unissued quantity will be requisitioned off the ship.
3. Upon completion of the item verification process, the requirement is electronically transferred to the responsible department and queued for review.

**3725 RSUPPLY REQUIREMENTS LISTING/SUSPENSE LISTING/ISSUE PENDING QUANTITIES**

1. **DESCRIPTION.** The Requirements Listing (JSL308)/Suspense Listing (JSL325-Material Internal Requirements Only)/Issue Pending Quantities (JSS233) provides a listing in request number or NIIN sequence of all pending requirements which have either not been issued/pending issue 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 (JSL308), or will list all transactions in NIIN sequence submitted the first time with assigned document number for DTO (JSL325) that require review, or will list all transactions in NIIN sequence awaiting to be issued (JSS233). It will also show if the item is NC, NIS, partially NIS, or onboard and available for issue on JSL308 and insufficient QTY available, NIIN under inventory, NSN not carried, NIIN superseded, NIIN inactive, NIIN invalid, etc. on JSS233 and JSL325 identified by suspense codes.

2. **PURPOSE.** The purpose of the requirements review listing, suspense listing or issue pending quantities listing is to enable the ship to identify real time status of requests moving within their logistics system. Requirements remain on these listings until they are either issued, requisitioned, or deleted.

3. **PROCEDURES.** To be used effectively, production and review of these listings should be accomplished daily in accordance with the following:
   
   a. **Department Approval Authority:** Take action to approve or disapprove any requirements appearing on the listings that have not been reviewed.
   
   b. **Supply Officer/Leading Chief Petty Officer (LCPO):** Establish a daily review frequency for these reports and a cancellation policy for overaged requests. Take action to determine status on approved/suspended requests over three days old; any unapproved/suspended requests greater than fifteen days on the listing should be deleted unless justified in writing by the customer department head. Annotate the listings with the reasoning for allowing any approved/suspended requests over three days and unapproved/suspended requests over 15 days to remain on the listing.

4. **REPORT OPTIONS.** The Requirements/Suspense Listing also provides options for specifying one department, division, work center, request/requisition number, NIIN or JCN if all requirements are not desired for review.

**3727 RSUPPLY REQUISITION CREATION**

1. **GENERAL.** After the item verification and approval process, Partial NIS, NIS, and NC 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, LBI or survey. RSUPPLY provides several media options with which to requisition material and/or services. These media include:
a. Defense Logistics Agency Transaction Services (DLATS) MILSTRIP formatted A0_ (JSL319) Output File to be transmitted via Streamline Automated Logistics Transmission System (SALTS);

b. Release Requisition Report (JSL319). This report lists all NSN requisitions in MILSTRIP 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, Other Supply Officer File (OSO) transfer, etc.; and

d. NAVSUP Form 1250-2 for open purchase requirements and 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 SERIAL NUMBER ASSIGNMENT

1. AUTOMATIC REQUISITION NUMBER ASSIGNMENT. RSUPPLY provides the user with the capability to automatically assign requisition serial numbers within the parameters set forth in the constants file/activity controls. More information regarding the constants file is provided in Chapter 1. Detailed constants file/activity controls update procedures are contained in the RSUPPLY Unit User’s Manual. The requisition serial number parameters established in the constants file/activities controls 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/activity controls must be updated with the correct next available serial number after all off-line numbers are assigned.

3729 FALLBACK PROCEDURES

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: RSUPPLY AUTOMATIC REORDER

3740 INTRODUCTION

1. GENERAL. RSUPPLY provides the afloat supply department with two options for ordering stock: Automatic Reorder (JS1208) 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 department’s 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/Demand Based Item (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 Stock Item Table (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 NSNs 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.

3. FREQUENCY. Stock replenishment on a regular basis is essential in maintaining proper stock levels and an activity's ability to meet TYCOM 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, duplicates, 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. End-use Fund codes on a reorder will be limited to _3, _B, and _R;

   b. Unusual Order Quantities: Items with an RO that seems 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. SUPADD: NSNs with a SUPADD 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. DLRs: Ensure an NRFI is available for any DLR requisitions not citing a 5A Advice Code; and

g. ARRCs: ARRCs 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 Combat Logistics Force (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 NIS will be selected;

d. DBI. Only those SIT records that are DBIs will be selected;

e. Non-DBI. All records on the SIT will be considered except those that are DBI; or

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 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 RO, minus the 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 RO, minus the O/H, minus stock dues.
d. RO to Total O/H Qty. The computed reorder quantity will consist of RO, minus the 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 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 RP, minus the O/H, minus stock dues and minus substitute O/H.
g. RP to (Total O/H Qty + Stock Dues). The computed reorder quantity will consist of RP, minus the O/H, minus stock dues.

3741 TRIAL REORDER OPTION

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

A Reorder Review Listing (JSI208) 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, Local Management Code (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 IV: REQUISITION FILE MAINTENANCE

3750 GENERAL

1. PROCEDURES. RSUPPLY units will follow the requisition file maintenance procedures described in Part D (Requisition File Maintenance starting in paragraph 3500). Various requisition and requirement listings are available through the RSUPPLY system to assist in requisition file maintenance (detailed procedures are contained in the RSUPPLY Unit User’s Manual). As requisition file maintenance is performed to cancel or follow up on outstanding requisitions, MILSTRIP format reports are generated. These reports must be produced and appropriately submitted in order to accomplish follow up action within the supply system.

2. REQUISITIONS LISTING (RSUPPLY). The Requisitions Listing (JSL311) provides a report of either outstanding, completed, or MOV requisitions. When outstanding is selected the user has an option to produce a report with all 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 perform requisition follow-up actions to keep requisition status current. The outstanding requisition listing can be generated to only produce requisitions with no incoming status, shipping status, supply status, previously submitted cancellation requests, or those requisitions with an expired Estimated Shipping Date (ESD). This report can be generated in either Doc Number 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 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.

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 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 (rp 30-35) via electronic methods. A list of the M&S codes and their definitions are provided in Volume II 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 paragraph 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” and this action will initiate a Batch Job (JSS120) to process the status. The user must then select the “Report and Purge” option. This action will generate another JSS120 Batch Job which will produce the Incoming Status for Supply and Carcass Report. This report will only contain those requisitions which were not successfully processed. This report will contain status on substitute NSNs (status code BH), cancellations and rejections (status codes CK, CS, CR, and RK), unit of issue changes (status code BG), requisitions not on file, and incompatible data. Each of these status exceptions poses different management actions and should be handled accordingly.

   a. Requisitions with NSN changes must be manually entered into Maintain Stock Items. Superseded relationships must be built in Cross Reference Processing.
b. Canceled or rejected requisitions will automatically process to the financial transmittal file and appear on the next transmittal (JSF403/404), as "XO__" series documents. Requisitions rejected for obsolete/deactivated NSNs should have an ARRC assigned to the NSN.

c. Unit of issue conversion changes must be manually entered into Maintain Stock Items. This process is semi automated only if the conversion data is resident in the system validation tables. If the specific conversion data is not resident in RSUPPLY, the supply personnel must enter conversion factors and data obtained from Volume II 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 (ATC 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, Light Airborne Multi-Purpose System (LAMPS) detachment, etc.). The entries listed under the "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. To protect scarce NAVSEA OPN Outfitting Account funds, NAVSEA OPN Outfitting Account requisitions are to be submitted in accordance with the Navy Outfitting Program “Policies and Procedures” manual (T9066-AA-MAN-010, Volume 1) and paragraph 3369. Submitting hard copy referenced authorizations and APL information is no longer required.

2. STATUS PROGRAM

a. 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.

b. Requisition cancellation/rejection status of CK, CP, CW, DA, and RL received on NAVSEA OPN Outfitting Account funded requisitions should not be processed by ships. NAVSUP WSS should be the only activity receiving this status; however duplicate status is sometimes inadvertently sent to the ship by the last known holding activity. NAVSUP WSS (RIC N35) will locally procure material after receiving cancellation status then generate BZ status to the ship after they complete open purchase action. Ships receiving any of the rejection/cancellation status mentioned above should contact NAVSUP WSS via phone, message or letter. Send requisition cancellation requests to the last known holder for material no longer required.
3. FOLLOW-UPS. Review NAVSEA OPN requisitions (E series) and submit follow-ups when required for requisitions with status other than “NM” or “NA.” If not in receipt of the latest status, provide a list of NAVSEA requisitions to NAVSUP WSS (Code N954) for status validation. If in receipt of old/overaged status, the ship must aggressively follow up including submitting AT/AM series follow-up/modifier documents. An AT document will be used for follow-up of all 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 NAVSUP WSS using the same data as submitted in the original requisition. "AT_" follow-ups should be sent to NAVSUP WSS for all requisitions without supply status over 10 days old.

3755 RSUPPLY REQUISITION FOLLOW-UP

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 JCN. The user is able to review and release follow-up transactions via Release Requisitions 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 Requisitions 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.

3757 RSUPPLY REQUISITION MODIFIERS

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 M&S Code, SUPADD, Signal Code, Distribution Code, Advice Code, Issue PD, RDD, and up to three different Project Codes. The user is able to review and release requisition modifiers via Release Requisitions 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 Requisitions 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.
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 paragraphs 3590-3599.

2. PROCEDURES. MOV requests received through SALTS will be entered via Batch File Transfer (Incoming Status for Supply) which will create a 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 SALTS. Each MOV request (AN1) received must be individually processed in Status Supply Search in the Logistics Subsystem. Click on the MOV radio button and it will default to Document Identifier 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 on 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 via SALTS or entered into OTS.

4. INTERNAL MOV. Each month the Supply Officer will initiate an MOV Requisition Listing (JSL311). The listing can be queued by COSAL type, JCNs (open or closed), 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 "V" for valid requirement, "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 V: REQUISITION HISTORY PROCESSING

3761 RSUPPLY REQUISITION HISTORY PROCESSING

Requisition History Processing is not conducted in RSUPPLY. Completed requisitions can be reviewed in the Query Subsystem.
Part F: RSUPPLY FORCE LEVEL PROCUREMENT PROCEDURES

Section I: AUTOMATIC REORDER

3800 INTRODUCTION

1. GENERAL. Stock replenishment is accomplished through the Inventory Actions>Reorders submenu in the Inventory Subsystem. The program, which runs in a batch processing mode screens stock items to compute reorders based on selected parameters provided by the user. In Relational Supply (RSUPPLY), there are several options available to tailor the reorder with all stock items that qualify for replenishment listed on the Reorder Review Listing (JSI 208). As discussed in the following paragraphs, a stock replenishment is created and the requisition is held in the Requisition Output File (ROF)/Requisition Release Outgoing Transactions, after management review, the external requisitions are released via the 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 TYCOM supply effectiveness standards. Factors such as operation schedule and location impact on reorder frequency. Every effort must be made to schedule stock item records for automatic reorder review at least twice monthly.

3. EXCEPTIONS. Stock items that meet one or more of the following conditions will be excluded from automatic reorder processing:
   a. Cog symbol equals 7Z, 9M, 9X, or 0I;
   b. Stock item inventory indicator is set;
   c. Stock item offload/reorder indicator is set to 0, indicating the record is included in an offload being processed; and
   d. Stock item records assigned an ARRC and repairable items are excluded from the reorder unless the applicable include option is selected.

4. PROCESSING. Access to the Automatic Reorder and Requisition Release functions will be controlled by the RSUPPLY Functional Area Supervisor (FAS) as directed by the Supply Officer. Access will normally be restricted to the stock control division officer and work center supervisor. The RSUPPLY FAS will assign user access an menu roles for each individual authority to cancel or release requisitions into the supply system.

3802 RSUPPLY RECORD SELECTION OPTIONS

1. GENERAL. The automatic reorder request screen in RSUPPLY provides several options to specify the stock item records considered for replenishment. One of the following reorder types is a mandatory entry on the reorder submenu screen:
   a. ROUTINE. All stock item records will be considered.
b. **FILL.** Only those stock item records with the FILL indicator set will be selected (not applicable to Uniform System Identification Code A (USID A) units). This option should be used when replenishment requisitions are to be submitted to CLF ships.

c. **NON-FILL.** All stock item records will be considered except those with a FILL indicator set.

d. **(AVCAL/ COSAL/ LOAD LIST/ Quality Coordinated Overall Shipboard Allowance (QCOSAL) Increase.** Only those stock item 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 product is processed.

2. **NON-REPAIRABLES/REPAIRABLES/FLRS.** This option is used to select the type of material and can be used in conjunction with Non-QCOSAL or QCOSAL. Certain criteria can be specified such as DBIs or HAZMAT along with these optional selection; locations, location range, Average Total Costs (ATC), LMCs, Cogs, ARRCs, Special Material Content Code (SMCC) and budget projects. Records with the option to exclude are the LMCs, ARRCs, Cogs and Budget Project.

### 3804 RSUPPLY REORDER QUANTITY COMPUTATIONS

The computation Data Block option controls 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. Computation options in the following subparagraphs allow the user to select the calculation to be used to determine stock deficiencies for stock item records discussed in paragraph 3802, except for AVCAL/COSAL/LOAD LIST/ QCOSAL increases. 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/RO, minus the 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/RO, minus the O/H, minus stock dues, minus substitute O/H.

c. **RO to (Total O/H Qty + Stk Dues).** The computed reorder quantity will consist of high limit/RO, minus the O/H, minus stock dues.

d. **RO to Total O/H Qty.** The computed reorder quantity will consist of high limit/RO, minus the 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/RP, minus the O/H, minus stock dues, minus substitute O/H 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/RP, minus the O/H, minus stock dues and minus substitute O/H.
3805 TRIAL REORDER OPTION

The RSUPPLY Trial Reorder Option provides management with the capability to review deficient stock records and observe the impact of inventory investment without producing replenishment requisitions. This option cannot be used with the other record selection options when the trial option is specified with selected parameters, files are not updated and the Reorder Review Listing will not have document numbers assigned.

3807 RSUPPLY TABLES UPDATED

Upon completion of the Automatic Reorder, the following RSUPPLY Tables will be updated:

a. SIT. The stock due quantity field will be increased by the computed reorder quantity.

b. Active Requisition Table (ART). The stock replenishment requisition will be added to the ART. The record at this point will have the non-released indicator set, which identifies a requisition as not having been reviewed and released.

c. Requisition Output Table (ROT). Requisition records (DOCID A0_) generated as a result of the reorder will be added to the table. The records will remain in the ROT until reviewed and released by the Release Outgoing Transactions Function.

3808 REORDER REVIEW LEDGER/LISTING

In RSUPPLY, a Reorder Review Listing is generated with a summary page detailing total requirements by budget project broken down by recurring and non-recurring demand. 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, as applicable. 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. ROs can be constrained with the use of a 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 Listing and annotating the changes, the ROF/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 Subsystem. Refer to Chapter 4, RSUPPLY Force Level Procedures, Logistics Subsystem, for instructions concerning reviewing, changing, and releasing requisitions.

2. CHANGES ALLOWED. The following data elements in requisition records may be changed via the Release Outgoing Transactions Function in RSUPPLY:

   a. Document Identifier ;
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

b. Routing Identifier;

c. M&S Code;

d. Quantity (except Unique System Identifier (USID) C & M requisitions for DLR items);

e. Demand Code;

f. SUPADD;

g. Signal Code;

h. Distribution Code;

i. Project Code;

j. Priority;

k. RDD; and

l. Advice Code.

Section II: OFF-LINE STOCK PROCUREMENT

3810 REPLENISHMENT PROCEDURES

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 stock item record if none exists;

c. Determine the source of supply;

d. Prepare the appropriate procurement document;

e. Record the procurement action in RSUPPLY using the Initiate Requisition Function in the Logistics Subsystem; and

f. Submit the procurement document to the supply source.

3811 DOCUMENT NUMBERS

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; and
e. Date and method of submission.

**3812 RSUPPLY TABLES UPDATED**

Upon completion of Requisition Input processing (and Requisition Review and Release when appropriate), the following system files will have been updated:

a. SIT. The requisition or purchase record will be added to the file; and

b. ART. The stock due field will be increased by the quantity requisitioned.

**3813 LONG TERM SYSTEM FAILURE**

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 RSUPPLY Pending File. DLR items will be ordered on a one-for-one basis each time an expenditure occurs.

**Section III: DIRECT TURNOVER (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 NC or NIS. The request may be received by the supply department via the 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 RSUPPLY tables provided that proper entries are made in the Customer Identification File (CID)/Other Activities Table as follows:

<table>
<thead>
<tr>
<th>USID</th>
<th>CID Entry</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>C, M, T</td>
<td>Set Supported Unit to S/No financial Accounting</td>
<td>OPTAR accounting for the UIC is performed by NWCF activity.</td>
</tr>
</tbody>
</table>
USID  |  CID Entry                  | When                                                                 |
---    |---------------------------|----------------------------------------------------------------------|
C, M   | Set Supported Unit        | 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. |
       | to S/No financial Accounting |                                                                      |
T      | Set Parent Tender Field   | The UIC is a submarine temporarily supported by an activity other than the assigned supporting tender. |
       | to UIC of the Assigned    |                                                                      |
       | Supporting Tender         |                                                                      |

USID values are:  C= NAS, M=MALS, T=Tender, and while not shown A=T-AFS/AKE)

3821 PROCUREMENT METHODS

1. PROCUREMENT FROM END-USE AFLOAT ACTIVITIES. Emergency requisitions for NWCF material submitted by NWCF activities to end-use ships require special handling to ensure proper financial reporting and credit to the transferring ship's TYCOM. The DD Form 1348 submitted to the end-use 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 requisitioned 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 Stock in Transit (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.
3. BEARER PICK-UP PROCUREMENT. Bearer pick-up documents are requisitions or purchase documents hand-carried by supply or non-supply 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 officer. 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 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); and
   
   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

<table>
<thead>
<tr>
<th>Julian Date</th>
<th>Serial #</th>
<th>NSN</th>
<th>QTY</th>
<th>RI/Source</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3823 FUND CODE ASSIGNMENTS

DTO requisitions are no longer washed through the NWCF. DTO documents will cite an end use fund code or accounting data or both (see paragraphs 9101-9102), consistent with the activity's TYCOM and category of material/service needed. Procurement documents to obtain a one-time or continuing service will be assigned Cog 99.
3824 CONTROL AND VALIDATION FILES

During RSUPPLY processing, information from the system control and validation tables (see following page) will be used to validate transaction data. Incorrect data in these tables or transactions will result in an error message being received. The work center supervisor or the RSUPPLY FAS or both will provide assistance in resolving error conditions caused by missing or erroneous data in control and validation tables.

<table>
<thead>
<tr>
<th>UICOWN Requirement (RSUPPLY)</th>
<th>Supported Unit Requirement (RSUPPLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Control Info Table</td>
<td>Other Activities Table</td>
</tr>
<tr>
<td>Users Access Table</td>
<td>Fund Code Table</td>
</tr>
<tr>
<td>Activity Serial Table</td>
<td>Appropriation Table</td>
</tr>
<tr>
<td>Fund Code Table</td>
<td>Cog Symbol to Routing Identifier</td>
</tr>
<tr>
<td>Appropriation Table</td>
<td>Engine Technical Data Table (USID C and M)</td>
</tr>
<tr>
<td>Availability Data Table (USID T ROV)</td>
<td>Aircraft Data Table (USID C and M)</td>
</tr>
<tr>
<td>Validation Table Nonprivileged Reimbursable (VTN)</td>
<td></td>
</tr>
<tr>
<td>OPTAR Control Codes</td>
<td></td>
</tr>
<tr>
<td>Supported Squadron UIC To Serial</td>
<td></td>
</tr>
<tr>
<td>Number (USID C and M)</td>
<td></td>
</tr>
<tr>
<td>Cog Symbol to Routing Identifier</td>
<td></td>
</tr>
<tr>
<td>Engine Technical Data Table (ETC) (USID C and M)</td>
<td></td>
</tr>
<tr>
<td>Aircraft Data Table (USID C and M)</td>
<td></td>
</tr>
<tr>
<td>Activity Organization Info Table</td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Table</td>
<td></td>
</tr>
</tbody>
</table>

3825 MDS DATA

Maintenance-related transactions input via Organizational Maintenance Management System – Next Generation (OMMS-NG) and Requisition Input Functions require Maintenance Data Subsystem (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:

<table>
<thead>
<tr>
<th>USID</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>C, M</td>
<td>Aviation Fleet Management (AFM) fund codes 7K, 7L, Y6, 9S</td>
</tr>
<tr>
<td>T</td>
<td>Repair of Other Vessel (ROV) fund codes _0, _1, _G, _H, Y6</td>
</tr>
<tr>
<td>C</td>
<td>TS&amp;E fund codes _3, _B, _R, Y6</td>
</tr>
<tr>
<td>C, M, T</td>
<td>Reimbursable fund code _A</td>
</tr>
</tbody>
</table>

See COMNAVAIRFORINST 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:
The obligated money value of any outstanding DTO requisition may be adjusted when necessary, by using the Obligation Adjustment Option in the Financial Subsystem of 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 Options are contained in the RSUPPLY Force Level Procedures, Financial Subsystem.

### ON-LINE DTO REQUISITIONS

1. **GENERAL.** RSUPPLY is programmed to automatically produce DTO requisitions in MILSTRIP format from functions in the Logistics Subsystem. Requisitions will be prepared based on data entered by authorized users via the Material Requirements Internal (MRI) (see RSUPPLY Force Level Procedures, Logistics Subsystem) data entry screen, or provided on a locally acceptable form. The applicable functions are as follows:

   a. **DTO Requisitions from MRI.** 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 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 SIT on-hand and stock-due quantities is equal to or greater than the quantity requested, but the Picking Ticket (PICTIC) indicator in the SIT is set to B indicating a warehouse refusal has occurred; and

      (3) The requested material is not carried, an AT Code 8 record with no on-hand quantity or location exists on the 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 RSUPPLY Force Level Procedures, Logistics 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 SIT record for the NSN requested. Suspense processing instructions are contained in the RSUPPLY Force Level Procedures, Logistics Subsystem.
d. DTO Requisitions from the Initiate Requisitions 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 RSUPPLY Force Level Procedures, Logistics Subsystem.

2. REVIEW AND RELEASE OF AUTOMATED REQUISITIONS. DTO requisitions produced automatically from any of the functions discussed in paragraph 3827-1, will be staged for review within the Release Outgoing Transactions Function. They will remain in the Release Outgoing Transactions until approved for release or canceled by an authorized supervisor (see 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:

<table>
<thead>
<tr>
<th>Priority Designator</th>
<th>Off-Ship Requisition Preparation and Release Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-08</td>
<td>2 Hours</td>
</tr>
<tr>
<td>09-15</td>
<td>24 Hours</td>
</tr>
</tbody>
</table>

3. RSUPPLY TABLES UPDATED. Upon completion of requisition release processing, the following RSUPPLY tables will have been updated:

a. Stock SIT. 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. ART. A record for the DTO requisition document number is established.

c. 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 recorded.

d. Repairables Table. If the item requisitioned is a DLR item, a record will be established.

e. Cumulative Transaction Ledger Table. The requisition record (DOCID A0_) is added to the table.

3828 OFF-LINE DTO PROCUREMENT

1. GENERAL. Off-line DTO Requisitions will be prepared in accordance with paragraphs 3020-3031. All DTO procurement documents required to be prepared off-line must be recorded in RSUPPLY using the /Initiate Requisitions Function, Post-post Option (see RSUPPLY Force Level Procedures, Logistics Subsystem). Some of the situations where this would apply include the following:

a. A money-value-only requisition for procurement from Navy Servmarts or when pharmaceuticals are ordered from the regional vendor;

b. Materials or services being obtained require submission of DD Form 1149;
c. Material is being obtained from a commercial source using the GPCP (see NAVSUPINST 4200.99 (series));

d. Material or service is being obtained from a commercial source using the Purchase Order method (DD Form 1155) (see NAVSUPINST 4200.85D / NAVSUPINST 4200.99B),

e. Material being requisitioned is identified by a part number or NICN requiring use of DD Form 1348-6 or NAVSUP Form 1250-2; and

f. 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 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); and

   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 RSUPPLY interactively or by use of the Batch File Transfer Incoming Status for Supply, Carcass and MOV Report (JSS220) as follows:

   a. To record incoming status interactively, the user will enter the document number in the status supply – search screen and then enter the applicable supply or shipment status received in the drop down box. Instructions for recording incoming requisition status by this method are contained in the RSUPPLY Force Level Procedures, Logistics Subsystem.

   b. A short (62 character) information message (DOCID YE1) can be entered for any requisition as described in the RSUPPLY Force Level Procedures, Logistics Subsystem. The information entered will remain on file until a subsequent DI YE1 transaction is entered.

   c. Instructions for recording status using the Batch File Transfer method are found in RSUPPLY Force Level Procedures, Logistics Subsystem.

2. RSUPPLY TABLES UPDATED. Status processed by either the interactive or batch methods will update the following RSUPPLY system tables:
a. Active Requisition Table. The status table will be updated. This table will contain the total number of status entries in the Requisition Status table excluding change notice records. The following data elements will be updated if applicable:

1. Direct Delivery Group Indicator if DOCID AB _ status received;
2. Requisition Completion Date will be set when total outstanding quantity is canceled;
3. Requisition Quantity Outstanding will be reduced by quantity in cancellation status record;
4. Shipment Prepared Date will be set to establish shipping date when shipment status is received; and
5. Suffix Indicator will be set when status record assigned a suffix code is received.

b. Requisition Status 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 Table. The status record will be added to this file if a suffix code has been assigned to the document number.

d. Stock Item Table. When cancellation status is received, the stock or DTO due fields will be updated.

e. Q COSAL Table. When cancellation status is received for a Q COSAL item, the due field will be updated.

f. Stock 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 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 Tables. A record will be added to the applicable table when cancellation status is processed.

3831 AUTOMATIC FOLLOW-UP PROCEDURES

1. GENERAL. RSUPPLY provides the capability to screen the Active Requisition Table and prepare follow-up requests automatically. The follow-up function is contained in the Logistics Subsystem in RSUPPLY. Access to this function should be restricted to appropriate work center supervisors and selected journeyman users designated by the Supply Officer. The RSUPPLY FAS will update the User Access Table for authorized users. Instructions for
requesting automatic follow-up processing are provided in the RSUPPLY Force Level Procedures, Logistics 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. ART RECORDS EXCLUDED FROM AUTOMATIC FOLLOW-UP. ART records meeting the following criteria will be excluded from the automatic follow-up process:
   a. Completed requisitions;
   b. MVO requisitions;
   c. Requisitions assigned Media & Status (M&S) code 0;
   d. Canceled requisitions;
   e. Requisitions with shipping status;
   f. Requisitions with Receipt in Process (RIP) transactions; and
   g. Requisitions which are dated later than the control date parameter.

4. 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 are 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); and
      (7) Work Center.
   b. Sort By Option. This option allows the user to sort output by Dept/WC, Document Number, NIIN, Project Code, RIC, and 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 meets the criteria of the status request.

5. OUTPUT FROM AUTOMATIC FOLLOW-UP. Automatic follow-up records (DOCIDs AF_, AT_, AK_) are held in the Release Outgoing Transactions until they are reviewed and released into the supply system by the Work Center Supervisor or other authorized user. Instructions for the review and release of automatic follow-up documents are provided in the RSUPPLY Force Level Procedures, Logistics Subsystem.

6. RSUPPLY TABLES UPDATED. The following RSUPPLY system tables will have been updated upon completion of automatic follow-up processing:

   a. Active Requisition Table - the status counter will be updated;

   b. Requisition Status Table - the follow-up record will be added to the file/table; and

   c. Suffixed Document Status 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 having a high priority, and for other requisitions as the need arises.

2. PROCEDURE. In RSUPPLY, you can accomplish individual document follow up by using the supply status functions. The document number and data for the follow-up record will be entered by authorized users. The appropriate follow-up record will be written to the 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 requisition query and status processing functions are provided in the RSUPPLY Force Level Procedures, Logistics Subsystem.

3833 REQUISITION MODIFIERS

1. GENERAL. In RSUPPLY requisition modifiers will be prepared using the supply status functions.

2. RSUPPLY TABLES UPDATED. Requisition modifiers will update the following RSUPPLY tables:

   a. Stock Item Table - the status counter will be updated;

   b. Table - the requisition modifier record will be added to the file/table; and

   c. Suffixed Document Number Table - the requisition modifier record will be added to the file/table, if a suffixed document is applicable.
3834 CANCELLATION REQUESTS

In RSUPPLY, requests for cancellation of outstanding requisitions for material no longer required can be generated using the supply status functions. Cancellation requests may be prepared interactively or they may be prepared manually and then recorded in the RSUPPLY tables (see paragraph 3832).

3835 EXTERNAL MOV

1. GENERAL. MOV requests will be compared with related requisitions using the 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. RSUPPLY PROCESSING. RSUPPLY can load MOVs via file transfer using a pre-defined parameter batch number JSS220 or using the supply status functions. RSUPPLY allows the user to review each document and prepare MOV response records to the supply source. In RSUPPLY output records are held until they have been reviewed and released by the Release Outgoing Transactions Function. Instructions for reviewing and releasing records are contained in the RSUPPLY Force Level Procedures, Logistics Subsystem.

3836 ACTIVE REQUISITION TABLE (ART) RECORD VISIBILITY

ART RECORD QUERY. Records in the ART may be viewed individually through the Query Function. Instructions for the use of this capability are contained in the RSUPPLY Force Level Procedures, Logistics Subsystem.

3838 GROUP CANCELLATION REQUEST

1. GENERAL. The Group Cancellation Request (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 Stores Account Material Management Afloat/Shipboard Authorized Levels (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 RSUPPLY Force Level Procedures, Logistics 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. UIC 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 DI AC__ or AK__ cancellation request or follow-up records and a Group Cancellation Listing. 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 (DOCID AC__/AK__) will be output to the Release Outgoing Transactions and must be reviewed and released using the Release Outgoing Transactions Function explained in the RSUPPLY Force Level Procedures, Logistics Subsystem.

4. RSUPPLY TABLES UPDATED. Upon completion of the group cancellation process, the following RSUPPLY tables will have been updated:
   a. ART - status counter will be increased by one and the cancellation request date or the follow-up date will be set;
   b. Requisition Status Table - the document identification AC _ or AK _ record will be added to the table; and
   c. Suffixed Document Status Table - the document identification AC _ or AK _ will be added to the table if a suffix code has been assigned to the requisition record.

3839 CANCELLATION REQUEST FOR EXCESS STOCK DUE

1. GENERAL. The Cancel Excess Stock Dues (JSI203) in RSUPPLY is used to screen the 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 ART;
   b. Cog is 9X;
   c. MVO requisition;
   d. Material is NWCF with extended money value less than $20;
   e. Material is QCOSAL-related;
   f. Excess quantity on order is less than requisition quantity (partial cancellations will not be processed); and
   g. Documents with a suffix code.

2. PROCEDURES. Instructions for requesting the Cancellation Excess Stock Dues report are provided in the RSUPPLY Force Level Procedures, Inventory 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; and

d. General Selector Option. This option allows the user to tailor the report to specific categories of material based on data elements in the SIT or ART. 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 Cancel Excess Stock Dues program will consist of cancellation request or follow-up records (DOCID AC _ or AK _) and the Excess Stock Cancellation Request Listing 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 ART query function. Examine the ART sub-records 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 DOCID AC _ or AK _ records will be output to the Release Outgoing Transactions and must be reviewed and released using the Release Outgoing Transactions Function explained in the RSUPPLY Force Level Procedures, Logistics Subsystem.

4. RSUPPLY TABLES UPDATED. The following RSUPPLY tables will be updated upon completion of the Cancel Excess Stock Due Function:

a. ART - the status counter will be updated and the cancellation request date or follow-up date will be set;

b. Requisition Status Table - the DOCID AC _ or AK _ record will be added to the table; and

c. Suffixed Document Status Table - the DOCID 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.

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. A 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 MOV requisitions.

   c. Designate Material
      (1) Non-Repairables - This option selects all material without MCCs 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) FLRs - This option selects all material with an MCC of D.

   d. Specify
      (1) DTOs - This selection will specify requisitions ordered by an organization other than stock.
      (2) NAVSEA - This selection will specify requisitions for initial outfitting.
      (3) TYCOM - This selection will specify requisitions funded by the TYCOM (that is, non-NWCF and non-initial outfitting).
      (4) MVOs - This selection will specify requisitions for MVO (open purchase).
      (5) UICs - This selection will 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) JCN Displays Open/Closed selections. Open option displays requisition for which the JCN is in open state on Current Ships Maintenance Project (CSMP). Closed option displays requisition for which the JCN is closed on the CSMP.
(2) Date Serial Range - Displays the Date/Serial Number Range box for additional input.

(3) NIIN Range - Displays the selection by NIIN Range.

(4) Priority Range - Displays the selection by Priority Range.

(5) Departments - Displays the selection by Department.

(6) Divisions - Displays the selection by Division.

(7) Work Centers - Displays the selection by Work Centers.

(8) Fund Codes - Displays the selection by Fund Codes.

(9) Cogs - Displays the selection by Cog.

(10) Project Codes - Displays the selection by Project Codes.

(11) Days Plus - Option for number of days to establish cutoff date to determine transaction eligibility.

(12) ATCs - Displays the selection by 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 where no incoming supply status has been received.

   (2) Shipping Status (AS, AB, AU) - Output will display requisitions where AS_, AB_, AU incoming supply status has been received.

   (3) Cancellation Status (AC, AK) - Output will display requisitions where AC_ or AK_ transactions requesting cancellation have been submitted to the supply source.

   (4) Supply Status (AE) - Displays the selection by supply status.

   (5) Expired ESD - Output will display requisitions where the ESD has passed.

h. Sort By

   (1) Doc Nbr - Output will be displayed in document number sequence.

   (2) NIIN - Output will be displayed in NIIN sequence.
3. REVIEW. The detail reports produced by the Requisition Listing Function may be used in conjunction with the requisition query and process status functions to review individual requisitions and prepare appropriate status documents (DOCID AF_/AT_/AC_/AK_). The Outstanding Requisitions Listing in NIIN sequence should be provided to receiving personnel. It can be especially useful in identifying applicable requisitions when material is received without accompanying receipt invoices.
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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 NWCF and OM&S 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, Marine Corps stores, bulk petroleum products and ammunition. The Supply Officer is also responsible for the processing of receipt papers and all associated documents. The Supply Officer will delegate the responsibility for physical receipt of incoming stores for which they are held responsible (except for ships store stock and food items), to the leading LS who should be screened in accordance with para 1106.

2. LOGISTICS SPECIALIST (LS). The leading LS will ensure that incoming material is identified, inspected, receipted, sorted, and distributed to the appropriate supply department storerooms or to other departments when the material is marked for DTO. The leading LS also will ensure that receipt documents are properly annotated and distributed for further processing. If the leading LS is absent or incapacitated during normal working hours, the next senior LS will assume their duties. After normal working hours, the duty LS will perform these duties.

4002 REIMBURSEMENT

Receipts with reimbursement are those for which DON 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 DON 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. 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.

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 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 command safety regulations are followed, but at a minimum the following must be observed:

   a. Personnel will be properly equipped to work (safety shoes, gloves, hard hats, etc.);

   b. Personnel will be qualified to operate equipment; and

   c. Personnel will be knowledgeable of emergency procedures.
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 in port 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. The Logistics Support Representative (LSR) from the local supply activity should be contacted to assist with coordinating and scheduling deliveries. 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 directly from a supply activity, arrangements will be made with transportation personnel in the material department of the activity. 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.

3. LABORSAVING EQUIPMENT. Special arrangements often can be made with the LSR of the supporting supply activity to provide the ship with laborers and laborsaving equipment, such as barges, mobile cranes, forklift trucks, and portable conveyors when the use of such personnel and 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 shall make reasonable efforts to have all orders for supplies or services delivered. When purchase is made by a supporting contracting activity ashore, contact that contracting activity for assistance. Do not cancel or otherwise modify orders issued by an ashore contracting office. The following procedures apply to purchases made using the ship’s contracting authority. The Contracting Officer generally will either cancel unfilled orders or make firm arrangements with the vendors for shipment; either of which requires a modification described in NAVSUPINST 4200.85 (series), Chapter 6.

   a. Purchases While in CONUS. When leaving port without the ordered supplies or services, the ship’s Contracting Officer’s options are:

      (1) Cancel the order. Make contact with the contractor to determine if the Delivery/Task Order, purchase order of BPA call can be canceled at no cost to the Government. If so, cancel the order using the procedures in NAVSUPINST 4200.85 (series), Chapter 6.

      (2) Mail the Material. If the material is mailable, have the supplier mail the order to the ship. An administrative modification should be issued to change the delivery address to a mailing address.

      (3) Tranship the Material. If the order is not mailable, and there is not sufficient time for delivery, arrange to have the order delivered to the nearest supply activity for transshipment. Instruct the supplier to mark the packages with the following information:

        TCN/REQN No.__________________________ TAC__________________
        IDTC No./PO No./BPA No.__________________________
        DO/Call No.__________________________ Issue Group____________
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

b. Purchases in Foreign Ports. Prior to entering into a purchase agreement, the Supply Officer will ensure that the supplier can deliver the supplies or services and the bill while the ship is in port. If the supplies or services have been accepted and the bill has not been submitted, the Supply Officer shall:

(1) Contact the supplier to request that the bill be submitted.

(2) If the bill is not presented before the ship departs, arrange for a local shore activity, Naval Attaché, Naval Observer, or consular office to make the payment. At least three copies of the delivery/purchase order with the evidence of receipt and acceptance must be provided to the paying office.

(3) If local paying arrangements cannot be made, inform the supplier that prompt payment will be made upon receipt of the invoices in the mail.

(4) Send contractor an administrative change to modify the “mail invoices to” and/or “payment shall be made by” address, if applicable.

c. Supplies Not Delivered. If supplies will not be delivered by the required delivery date (RDD), cancel the order (see NAVSUPINST 4200.85 (series)).

d. Ship’s Early Departure. If the ship departs early (ahead of RDD), make payment, have supplies delivered to the local shore activity and arrange for transshipment.

5. SHIP LEAVING FOR OVERSEAS LOCATION. The Supply Officer will arrange for delivery of supplies to a Beach Detachment, Transit Shed or shore supply facility. A Fleet Freight Routing (FFR) message must be sent to NAVSUP WSS, Transportation and Distribution, Norfolk via email at either: navsup_wss_fltlocate@navy.mil or navsup_wss_frtaddmgt@navy.mil, detailing overseas delivery schedule and locations.

4067 IN FOREIGN PORTS

Ships at anchor or moored in foreign ports normally are replenished from CLF ships, United States military liaison, or via the local Husbanding Service Provider (HSP). Replenishment 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 CLF ships via “underway replenishment” (UNREP). Requisitions to CLF ships are submitted in advance of the replenishment in accordance with applicable fleet instructions. Material is transferred either by connected replenishment (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 ensure 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 LSs 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 1348-1A 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 1348-1A, or DD Form 1149 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.

   h. Receipts from other activities as transfer documents – DD Form 1149 or DD Form 1348.

2. PUSH MATERIAL

   a. Occasionally, equipment and repair parts will be automatically shipped to an activity in support of configuration and load list changes and TYCOM or NAVSUP WSS 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.

   b. For NWCF RSUPPLY activities, if an outstanding requisition is not established, push material will be processed as NAVSEA TOB or New Construction receipt capitalization into NWCF material.

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 paragraphs 4900-4903. Receipts
from shore activities and automated afloat units may be accomplished on an IRRD and completed as follows (see sample below):

a. Personnel designated to perform receipt processing must acknowledge the quantity received, (i.e., circle, square, check mark, or some notation that the quantity was verified), a wet signature and date, and the printed or stamped name on the hardcopy receipt. The quantity must be acknowledged. However, if the quantity received is different from the quantity indicated on the receipt, the original quantity will be lined out and the correct quantity entered immediately above the original with acknowledgment of corrected quantity.

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 “CQA” and “Acceptance” will be completed by the receiving activity.

      (4) When the contract administration office gives the contractor authorization in writing to inspect and release supplies for shipment, completion of “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 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 “Receiver’s use” of the DD Form 250.

3. ACCEPTANCE AT SOURCE (CODE S). If acceptance code S (source) has been indicated in block 8 and block 21A has been completed for CQA and Acceptance, receiving personnel will only need to certify the quantity received in block 22.
### MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)

**Form Approved**  
CMB No. 0704-0248  

**NAVSUP P-485 Volume I**  
**OPERATIONAL FORCES SUPPLY PROCEDURES**

#### 1. PROCUREMENT INSTRUMENT IDENTIFICATION  
**CONTRACT NO.** GS-00S-56201  

#### 2. SHIPMENT NO.  
KW0001  

#### 3. DATE SHIPPED  
5/1/2015  

#### 4. QTN  

#### 5. PRIME CONTRACTOR  
K. W. BATTERY COMPANY  
2555 HOWARD STREET  
SPRINGFIELD, ILLINOIS 62701  

#### 6. ADMINISTERED BY  
DCASR-CHICAGO  
OHARE INTL. AIRPORT  
PO BOX 6945  
CHICAGO, ILLINOIS 60685  

#### 7. SHIPPED FROM (If other than B)  
CODE  

#### 8. SHIPPED TO  
TRANSPORTATION OFFICER  
NAVSUP FLEET LOGISTICS CENTER  
SAN DIEGO, CA 92152  

#### 9. MARKED FOR  
USS DURANTE  

#### 10. STOICK/PART NO.  
(Indicate number of shipping containers - type of container - part number.)  

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MFD PN A5668-38 FN-11 BATTERY, STORAGE, WET &amp; CHARGED</td>
<td>2</td>
<td>EA</td>
<td>214.35</td>
<td>428.70</td>
</tr>
<tr>
<td>2</td>
<td>1 SKID (2 BOXES) RN9 V20015-50904C3/1</td>
<td>1</td>
<td>EA</td>
<td>110.90</td>
<td>110.90</td>
</tr>
</tbody>
</table>

#### 20. CONTRACT QUALITY ASSURANCE  

<table>
<thead>
<tr>
<th>a. ORIGIN</th>
<th>b. DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ CQA ☑</td>
<td>☑ CQA ☑</td>
</tr>
<tr>
<td>[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.]</td>
<td>[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.]</td>
</tr>
</tbody>
</table>

#### 21. RECEIVER’S USE  
Quantities shown in column 17 were received in apparent good condition, except as noted.

5/1/15  

#### 22. CONTRACTOR USE ONLY  

DD FORM 250, AUG 2000  
PREVIOUS EDITION IS OBSOLETE.
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 non-automated 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 paragraph 5037). Receipt acknowledgment is always required in the requisitioner's hardback copy of the DD Form 1348 before it is placed in the material completed file. Personnel designated to perform receipt processing must acknowledge the quantity received, (i.e., circle, square, check mark, or some notation that the quantity was verified), a wet signature and date, and the printed or stamped name on the hardcopy receipt. The quantity must be acknowledged. However, if the quantity received is different from the quantity indicated on the receipt, the original quantity will be lined out and the correct quantity entered immediately above the original with acknowledgment of corrected quantity.

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

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 paragraph 3022 or paragraph 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 acknowledging the quantity received, (i.e., circle, square, check mark, or some notation that the quantity was verified), a wet signature and date, and the printed or stamped name on the hardcopy receipt. The quantity must be acknowledged. However, if the quantity received is different from the quantity indicated on
the receipt, the original quantity will be lined out and the correct quantity entered immediately above the original with acknowledgment of corrected quantity.

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)
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, printed name, and signature in block 26 (when entire quantity is received and accepted). When the entire quantity is not received or is not accepted, the quantity indicated in block 20 will be lined out and the actual quantity received and accepted will be entered and circled. Proper processing of DD Form 1155 receipts will require familiarization with the terms and concepts discussed in the following subparagraphs.

2. FAST PAY PROCEDURE. The fast payment procedure allows payment under limited conditions to a contractor prior to the Government’s 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.

   c. If the fast payment clause (clause 15), in block 16 of the DD Form 1155 is checked, the fast payment clause indicated in paragraph 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 a Shipping Discrepancy Report (SDR). Procedures for reporting discrepancies are covered in paragraph 4269. 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 paragraphs 4335-4336). 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.

**ORDER FOR SUPPLIES OR SERVICES (DD FORM 1155)**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SCHEDULE OF SUPPLIES/ SERVICES</th>
<th>QUANTITY ORDERED/ ADJESTED</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EN-8074526, MOTOR, 18,000 BTU AIR CONDITIONER</td>
<td>1 EA</td>
<td>92.50</td>
<td>92.50</td>
<td></td>
</tr>
</tbody>
</table>

**ACCOUNTING AND AUTHORIZATION DATA:**

- **Accounting:** 1751804.70BB/000057016/0/060951/2D/R52191/BINIC/O/058924045NE
- **Vendor:** DEFENSE FINANCE AND ACCOUNTING SERVICES
- **Address:** 1140 EAST NINTH STREET
- **City:** CLEVELAND, OH 44119

**DD FORM 1155, DEC 2001**

PREVIOUS EDITION IS OBSOLETE.
# Government Bill of Lading (GBL) (Standard Form 1103)

## U.S. Government Bill of Lading

### International and Domestic Overseas Shipments

<table>
<thead>
<tr>
<th>NA VSUP P-485 Volume I</th>
<th>OPERATIONAL FORCES SUPPLY PROCEDURES</th>
</tr>
</thead>
</table>

### Government Bill of Lading (GBL) (Standard Form 1103)

#### U.S. Government Bill of Lading

**Transportation Company Tendered To:**

**Consolidated Freightways**

**LCAC**

**CFWY**

**Date Bill Prepared:**

05/08/2015

**Destination Name and Address:**

**XU Defense Distribution Region West**

**Distribution Depot San Joaquin Consol & Contain PT-B330 Lathrop CA 95330**

**SPLC (Deal):**

875670250

**Origin Name and Address:**

**SW3117 Defense Distribution Depot**

2016 Gilbert St

NORFOLK, VA 23512-0001

**SPLC (Ship):**

201000261

**Shipping Name and Address:**

**SUBOC (Cons):**

**SW3117 Defense Distribution Depot**

2016 Gilbert St

NORFOLK, VA 23512-0001

**LEAO**

**Transportation Operations Defense Finance & Accounting Service Center**

INDIANAPOLIS, IN 46249-0611

**Marks and Annotations:**

**REC HRS 0700-1330 M-F.EH. RINS 111 134 148 155 341 373 SHIPPER TO LOAD & CONSIGNEE TO UNLOAD**

<table>
<thead>
<tr>
<th>Packages</th>
<th>No.</th>
<th>Description of Articles (Use carrier's classification or tariff description if possible, but otherwise use a clear and detailed description.)</th>
<th>Weight(s) (Pounds only)</th>
<th>For Use of Billing Carrier Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LOC A027</td>
<td>Z11409 7042 0977 XXX AERIALS ANTENNAE AND TV CU: 23</td>
<td>148.00</td>
<td></td>
</tr>
</tbody>
</table>

**Bill Charges To:**

(Dept/Agency, civilian office mailing address and ZIP code)

**Agency LOC Code:**

**Transportation Operations Defense Finance & Accounting Service Center**

INDIANAPOLIS, IN 46249-0611

**Marks and Annotations:**

**REC HRS 0700-1330 M-F.EH. RINS 111 134 148 155 341 373 SHIPPER TO LOAD & CONSIGNEE TO UNLOAD**

**Tariff/Special Rate Authority:**

**Carrier Way/Freight Bill No. and Date:**

**Steps to Shipments at:**

**Furnish Information on Car/Truckload/Container Shipments**

<table>
<thead>
<tr>
<th>Seal Numbers</th>
<th>Length (Foot)</th>
<th>Marked Capacity</th>
<th>Date Furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bill of Lading (B/L) No. and Date:**

**Certificate of Carrier Billing - Consignee Must Not Pay Any Charges:**

**Delivered On:** (Year, month, and day)

**For Use of Issuing Office:**

**Authorized for Local Reproduction:**

**Standard Form 1103 (Rev. 8/2009)**

Proscribed by GSA/FMR 102-118

*Note: Also enter measurements for shipments via air, truck or water container in boxes where required.*
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 (SF) 1103 provides delivery instructions to the carrier while the SF 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 30 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. Dealer’s 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 an administrative receipt (see paragraph 4124). If no outstanding order can be identified, the Supply Officer must be notified of a possible unauthorized purchase. Government Commercial Purchase Card (GCPC) transactions should be processed in accordance with current DON policy. Dealer’s invoices will be processed for payment in accordance with paragraphs 4335-4336.

4124 MATERIAL RECEIVED WITHOUT DOCUMENTATION

1. GENERAL. When material is delivered without a receipt, the receipt is damaged or illegible, or when processing over aged shipments, the unit/activity is required to create an administrative receipt utilizing either a DD Form 1348-1A or DD Form 1149. At a minimum, the administrative receipt must clearly define the purpose of the receipt (missing, damaged, lost in shipment, etc.), Document Number, NSN, Quantity, Unit of Issue, Unit Price, and date received. The administrative receipt will require one of the following:

   a. Substantiating Documentation. In instances where material is delivered with substantiating documentation, (i.e., packing slip/delivery ticket), that does not meet the minimum requirements above, the unit/activity must create an administrative receipt to be attached to the substantiating documentation delivered with the material. Both documents must contain a legible signature of the receiving member.

   b. Digital Signature. Software, (e.g., PDF, Word, Excel, etc.) may be used to produce a “form filled” administrative receipt. If unable to use a form filled administrative receipt where a digital signature can be utilized, then use a screen shot which would require then standard process, (i.e., circle, sign, print and date). The administrative receipt must be digitally signed by the member receiving the material with a Common Access Card (CAC) signature and date.
c. Business Logistics Application System Validation. When utilizing a screen shot to create the administrative receipt, the screen shot date must be readable and coincide with the receipt date. In this instance, only a legible signature of the member receiving the material is required.

d. Multiple Signatures. For administrative receipts without a digital signature, two legible signatures and dates must be recorded within 72 hours after it has been created. The second signature must be an E7 or above or GS/Civilian supervisor level equivalent for all units/activities. For units/activities that do not have an E7 or above or GS/Civilian supervisor level equivalent, the senior member of the team will be responsible for the second signature.

4125 DOCUMENT RETENTION

The hardcopy receipt must be physically or electronically retained for ten years, in accordance with Assistant Secretary of the Navy (FM&C) memorandum, Revised Document Retention Requirements To Support Department of the Navy Financial Statement Audits, of 29 January 2015.

Section II: DOCUMENT FLOW

4130 RECEIPT DOCUMENTS FOR REQUISITIONED MATERIAL

1. GENERAL. When more than one copy of a receipt document is available, which generally is true of a DD Form 1348-1A or DD Form 1149, one copy may be held in suspense by the stock records LS until material is stowed or issued and the receipt document is returned for further processing.

2. 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. If the Supply Officer has determined that RSUPPLY 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 RSUPPLY processing. If the RSUPPLY 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 RSUPPLY (not applicable to CVNs).

4131 RECEIPT DOCUMENTS FOR PURCHASED MATERIAL 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 paragraph 4120. After the receipt has been posted, one receipt copy of the DD Form 1155 will be placed in the material completed file. The second receipted copy of the DD Form 1155 and the dealer’s invoice (if received) will be processed in accordance with paragraph 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 paragraph 4336.
2. 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 (not applicable to CVNs).

4132 RECEIPT FROM CLF ACTIVITIES

To maintain receipt control of material received from a CLF activity, a copy of the manifest will be placed in RIP file until 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 being shipped. If a summary of the documents 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 the manifest and the TCMDs are used as RIP documents, completed receipts will be lined out until all items are accounted for.
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. When stores are received in bales, packages, or cases, they need not be opened to ascertain their contents. The receiving LS 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 paragraphs 4110-4124 will be followed when there is a difference between quantity received and quantity indicated on the shipping document. Personnel designated to perform receipt processing must acknowledge the quantity received, (i.e., circle, square, check mark, or some notation that the quantity was verified), a wet signature and date, and the printed or stamped name on the hardcopy receipt. However, if the quantity received is different from the quantity indicated on the receipt, the original quantity will be lined out and the correct quantity entered immediately above the original with acknowledgment of corrected quantity.
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 paragraphs 4268-4273. These discrepancies will be reported as a Supply Discrepancy Report (SDR), formerly Report of Discrepancy. The second category includes material quality discrepancies. In the second category the material received cannot be used for its intended purpose because it does not meet form, fit, or function requirements. Faulty electron tubes or incorrect valve mounting plates are examples of quality deficiencies. These discrepancies are attributable to the manufacturing or repair activity or, in some cases, incorrect specifications. Product Quality Deficiency Report (PQDR) requirements are covered in paragraph 4274. The purpose of discrepancy reporting in either category is to identify, correct and prevent further discrepancies (see paragraph 4269-2 on Reporting Exceptions).

4269 REPORTING DISCREPANCIES

1. GENERAL. Discrepancies attributable to Shippers: shipping discrepancies and the responsibility of the activity that shipped the material (including contractors, manufacturers or vendors) will be reported as Supply Discrepancy Reports (SDR) (SF 364) by the receiving activity, or via the internet at https://www.Logtool.net. The types of discrepancies required to be reported are described in paragraphs 4269-3 and 4269-4. Detailed instructions for the preparation and distribution of the SDR are contained in paragraph 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. All SDRs will be submitted into the Product Deficiency Reporting and Evaluation Program (PDREP) System.

PDREP is accessible at: https://www.pdrep.csd.disa.mil/

PDREP user guides are accessible at: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

2. REPORTING EXCEPTIONS. Discrepancies excluded from the procedures described in paragraphs 4269-3, 4269-4, and 4270 include:

   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 paragraph 4274);

g. Transportation type discrepancies (see paragraph 4273); and

h. Discrepancies resulting from underway replenishment (see paragraph 4272).

3. SHIPPING TYPE DISCREPANCIES. For shipments from DOD activities, GSA supply distribution facilities, and contractors/manufacturers or vendors, an SDR 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 paragraph 6250-3f(4) or (6), or paragraph 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 paragraph 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 are markings on or attached to an item inside the container, when applicable; and 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 paragraph 4269-2, is detected at time of receipt;

l. Product quality deficiencies relative to Grant Aid or FMS shipments, regardless of dollar value; and

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.

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 the quickest communication medium (email or 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.

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 an SF 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): This form is to be filled out digitally in the PDREP system in the SDR module. All SDRs must be submitted into PDREP.

**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 V0366-97-0001.

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 **Shipper’s Number.** 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 shipper’s bill number. Attach copy of invoice to the 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 **Shipper’s 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.

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.
<table>
<thead>
<tr>
<th>Data Block</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td><strong>Requisitioner's Number.</strong> 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.</td>
</tr>
<tr>
<td>9a</td>
<td><strong>NSN/Part Number and Nomenclature.</strong> 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.</td>
</tr>
<tr>
<td>9b</td>
<td><strong>Unit of Issue.</strong> Enter unit of issue as billed or indicated on shipping document for each item listed in item 9a (not applicable to packaging discrepancies).</td>
</tr>
<tr>
<td>9c</td>
<td><strong>Quantity Shipped/Billed.</strong> 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).</td>
</tr>
<tr>
<td>9d</td>
<td><strong>Quantity Received.</strong> Enter quantity of item received.</td>
</tr>
<tr>
<td>10a</td>
<td><strong>Discrepancy Quantity.</strong> 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:</td>
</tr>
<tr>
<td></td>
<td>1. Manufacturer’s name;</td>
</tr>
<tr>
<td></td>
<td>2. Contract/purchase order number if not shown in item 7a;</td>
</tr>
<tr>
<td></td>
<td>3. Date of manufacture, pack, or expiration;</td>
</tr>
<tr>
<td></td>
<td>4. Lot/batch number;</td>
</tr>
<tr>
<td></td>
<td>5. Location of material;</td>
</tr>
<tr>
<td></td>
<td>6. Name, address, and telephone number (if available) of contact; and</td>
</tr>
<tr>
<td></td>
<td>7. Nature of complaint, stating in detail why material is unsatisfactory.</td>
</tr>
<tr>
<td>10b</td>
<td><strong>Discrepancy Unit Price.</strong> Enter the unit price as billed or shown on shipping document (not applicable to packaging discrepancies).</td>
</tr>
</tbody>
</table>
## Data Block Explanation

<table>
<thead>
<tr>
<th>Block</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10c</td>
<td>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.</td>
</tr>
<tr>
<td>10d</td>
<td>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.</td>
</tr>
<tr>
<td>11</td>
<td>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.</td>
</tr>
<tr>
<td>12</td>
<td>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.</td>
</tr>
<tr>
<td>13</td>
<td>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.</td>
</tr>
<tr>
<td>14a</td>
<td>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.</td>
</tr>
<tr>
<td>14b</td>
<td>Signature. Self-explanatory.</td>
</tr>
<tr>
<td>15</td>
<td>Distribution Addresses for Copies. Enter other addresses receiving copies of the report (See NAVSUP P-723).</td>
</tr>
</tbody>
</table>
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 an 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. This form is to be filled out digitally in the PDREP system in the SDR module. All SDRs must be submitted into PDREP.

**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:

   (1) All activities - 45 calendar days (CONUS shipments).

   (2) All activities - 90 calendar days (OCONUS shipments).
b. Parcel Post - Lost shipments from:

1. Government activities - 45 calendar days from date of shipment.
2. 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 (https://www.pdrep.csd.disa.mil/). 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 AND FOLLOW-UP. Navy Action activities are required to reply to customers within 45 days of receipt of the SDR providing resolution of the discrepancy or interim status. If the SDR 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. Subsequent follow-ups shall be sent at 30 day intervals. For other than FMS and contractor SDRs, when no reply has been received within 6 months from submission of the SDR or 6 months from the appearance of the SDR quantity on the overaged material in transit listing (whichever is later), the submitter is authorized to close the SDR and initiate action to clear inventory and financial records. SDR submitters will be responsible for all follow-up action.

4271 ERRONEOUS/OVERAGED MATERIAL ISSUED LOCALLY

1. Any erroneous or overaged material issued by and received from a local Navy stock point may be returned to the customer service branch of the issuing activity for exchange or credit, provided that the material:

   a. Is Navy owned, (i.e., the document identifier code in columns 1-3 of the related invoice is other than A5),

   b. Is returned within 60 days after receipt,

   c. Is in ready for issue (RFI) condition (unless it was NRFI when issued), and

   d. Is accompanied with a copy of the receipt invoice and related requisition.

2. When erroneous or overaged material receipts can be readily reconciled with a local Navy stock point, (i.e., a phone call or verbal agreement with customer service to adjust the difference), an SDR (see paragraph 4270) is not required. Erroneously issued material that is not Navy owned will always be reported in accordance with paragraph 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., voice communications, email, etc.) 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 TYCOM’S 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.

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 paragraphs 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 DFAS for the amount of the shortage. The issuing ship will advise the customer ship 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 SFOEDL. 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.

4273 REPORTING TRANSPORTATION DISCREPANCIES IN SHIPMENTS (SF361)

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 a Transportation Discrepancy Report (TDR). TDRs are reported on a DD Form 361. Detailed instructions on TDRs are contained in Defense Transportation Regulation (DTR) 4500.9-R, Part II, Chapter 210.
2. REPORTING EXCEPTIONS. Discrepancies excluded from the procedures described in paragraph 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 SDR, 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); and

   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 1998, several significant changes have been made to the Product Quality Deficiency Report (PQDR) Program. There are now only three PQDR Screening Points for the Navy (see paragraph 4274-6). Further, the number of PQDR instructions has been reduced from over twenty to just two that provide all PQDR 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 DON directives website at: http://doni.daps.dla.mil/.

2. PURPOSE. The purpose of initiating a PQDR is to provide feedback to activities responsible for design, development, purchasing, production, supply, maintenance, contract administration and other functions so that action can be taken to determine cause, take corrective action, and prevent recurring deficiencies. Initiating a PQDR also accomplishes several other important issues such as segregating and purging defective material from the supply system, issuing credit to the PQDR originator to balance financial records and to adjust planned overhauls and repairs to carcasses. The reporting of defective material also allows the Navy to record each event in our database for trend analysis and monitoring of failures.

3. SCOPE. All product quality deficiencies shall be reported. This includes deficiencies which may occur in major weapon systems, repairables, repair items, consumables, spares, and Government Furnished Material/Property. This also includes defects in material that is covered by a warranty. Any individual or activity within a Component finding a product quality deficiency is responsible for reporting it to the appropriate Screening Point.
4. ACTION REQUIRED. Upon receipt or discovery of quality deficient material the following steps must be taken:

   a. Determine which Product Quality Deficiency Category to assign in accordance with the following definitions:

      (1) Category I: A report of a critical defect which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; critically restricts the combat readiness capabilities of the using organization; or any defect which would result in production line stoppage.

      (2) Category II: A report of a product quality deficiency which does not meet the criteria set forth in Category I. Category II normally is used for reporting major and minor defects.

   b. PQDRs will be submitted to one of the three Screening Points (see paragraph 4274-6) within 1 day after discovery for Category I. or within 5 days after discovery for Category II.

   c. Maintain a log to ensure that each PQDR is assigned a unique Report Control Number (RCN) and to track replies to each PQDR. The RCN will be constructed beginning with the appropriate service code (R, N or V), the activity UIC, followed by a two-digit year and a four-digit sequential serial number, (e.g. 15 and 0001).

   d. Maintain copies of all PQDRs submitted for at least two (2) years from date of submittal.

   e. Respond to all requests for information from PQDR investigators that may be necessary in the investigation of the PQDR.

   f. All PQDR exhibits are to be maintained in an “as-is” condition. Secure and segregate all defective material/PQDR exhibits from all other material and classify defective material/PQDR exhibits in a suspended supply condition. As an exception, if the material is urgently needed, and the user determines that the deficiency does not affect the safe usage of the item; or the material is urgently needed and the user is able to repair the item; the material may be used. However, the deficiency information must still be reported and a PQDR must be initiated giving full details of the defect and the repair performed.

   g. Identify the defective material/PQDR exhibits by completing and attaching a DD Form 1575, Suspended Tag, and a DD Form 2332, Product Quality Deficiency Exhibit.

   h. Defective material will be held for a minimum of 60 days or until disposition instructions are received from the PQDR Screening or Action Point. Turn-in of the defective material prior to receiving disposition instructions from the Screening or Action Point could result in the PQDR exhibit being lost (losing its identity as a PQDR exhibit) or repaired prior to the investigation of the defect.

   i. For AVDLR exhibits, hold for 30-days. If disposition instructions have not been received within 30-days, the originating activity (or supply activity holding the exhibit) will initiate a follow-up action to the NAVAIR Fleet Support Team (FST). Aviation activities holding AVDLR PQDR exhibits pending disposition, shall conduct timely follow-up actions with appropriate Action Points to avoid delays in shipping that could potentially result in unnecessary carcass charges. If
necessary to hold an exhibit in excess of 30-days, fleet activities should initiate an advance carcass tracking reply (DOCID BK2) and cite response code “B.”

5. PREPARATION. The PQDR report may be generated on the SF 368 (NSN 7540-00-133-5541) for submission via mail or fax. SALTS provides a PQDR option which allows for on-line preparation and submission of the Report. The PQDR can be sent via message or email, with the format keyed to the data blocks of the SF-368. Additionally, submission of reports to activities identified in paragraph 4274-6 (a & c) may be made utilizing the web at the following site: https://pdrep.csd.disa.mil/pdrep/pdrephome.do. The SF 368 will be prepared as follows:

<table>
<thead>
<tr>
<th>Data Block</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a From</td>
<td>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.</td>
</tr>
<tr>
<td>2 Screening Point</td>
<td>Enter the proper Screening Point from paragraph 4274-6 in block 2a. Leave block 2b blank.</td>
</tr>
<tr>
<td>3 Report Control Number (RCN)</td>
<td>Twelve position number made up of the DODAAC of the originator followed by a two position calendar year and a four digit sequential serial number. To ensure that each RCN is unique, the originating activity will maintain a serial log of PQDR numbers, restarting each calendar year with 0001.</td>
</tr>
<tr>
<td>4 Date Deficiency Discovered</td>
<td>Enter the date the defect was discovered.</td>
</tr>
<tr>
<td>5 National Stock Number</td>
<td>Enter the NSN of the deficient item. If no NSN is assigned, then the FSC class shall be entered.</td>
</tr>
<tr>
<td>6 Nomenclature</td>
<td>Enter the name of the item found defective.</td>
</tr>
<tr>
<td>7 Manufacturer/Code</td>
<td>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.</td>
</tr>
<tr>
<td>8 Manufacturers Part No.</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>9 Serial/Lot/ Batch No.</td>
<td>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.</td>
</tr>
<tr>
<td>10 Contract No.</td>
<td>Enter the contract number or purchase order number as shown on the packaging. Example: N00104-15-P-2345.</td>
</tr>
<tr>
<td>10c Requisition No.</td>
<td>Enter the original requisition number if known. Otherwise the PQDR Screening Point will assign one.</td>
</tr>
<tr>
<td>11 Item</td>
<td>Check new or repaired, if known.</td>
</tr>
<tr>
<td>Data Block</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12 Date</td>
<td>Enter date if known.</td>
</tr>
<tr>
<td>13 Operating time at failure</td>
<td>Enter the time the item had been in operation prior to failure using the appropriate performance element, (i.e., miles, hours, cycles, etc.).</td>
</tr>
<tr>
<td>14 Government Furnished Material</td>
<td>Not applicable to ships.</td>
</tr>
<tr>
<td>15a Quantity Received</td>
<td>Enter the total number of items received in the lot.</td>
</tr>
<tr>
<td>15b Quantity Inspected</td>
<td>Enter the total number of items inspected.</td>
</tr>
<tr>
<td>15c Quantity Deficient</td>
<td>Enter the number of items that were determined to be deficient as a result of inspection.</td>
</tr>
<tr>
<td>16a Deficient Item Works On/With - End Item</td>
<td>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.</td>
</tr>
<tr>
<td>16b Deficient Item Works On/With - Next Higher Assembly</td>
<td>Enter the NSN, nomenclature, part number, serial number of the next higher assembly the item works with.</td>
</tr>
<tr>
<td>17 Dollar Value</td>
<td>Enter the actual unit price of the material being reported as deficient, if known. Refer to FEDLOG for the standard unit price.</td>
</tr>
<tr>
<td>18 Estimated Repair Costs</td>
<td>Not applicable to ships.</td>
</tr>
<tr>
<td>19 Warranty</td>
<td>Check one of the blocks to indicate if the deficient item is covered by a warranty, if known.</td>
</tr>
<tr>
<td>20 WUC/EIC</td>
<td>Insert the applicable WUC/EIC using seven characters, if applicable.</td>
</tr>
<tr>
<td>21 Action/Disposition</td>
<td>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.</td>
</tr>
<tr>
<td>22 Details</td>
<td>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 Form 250).</td>
</tr>
</tbody>
</table>
6. **SUBMISSION.** All PQDRs must be submitted in PDREP in the PQDR module. PDREP is accessible at: [https://www.pdrep.csd.disa.mil/](https://www.pdrep.csd.disa.mil/). PQDRs will be forwarded to the applicable Screening Point as follows:

a. **AVIATION ITEMS.** Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment, and LAMPS (COGs 0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, R5, 6K, 6R, 6V, 7R, 8M, 8N, and aviation related 9-COG items), but not air-launched ordnance, will be submitted via the Joint Deficiency Reporting System (JDRS) website at [https://jdrs.mil](https://jdrs.mil) or PDREP website at [https://www.pdrep.csd.disa.mil/](https://www.pdrep.csd.disa.mil/) to the NAVAIR activity identified within that website. Aviation PQDRs submissions via SALTS, letter mail, e-mail or fax will not be accepted. If web access is not available, or impractical, a DMS message will be submitted, regardless of the category and will be forwarded to NAVAIR as follows:

1. **Message PLAD:** COMNAVAIRSYSCOM PATUXENT RIVER MD//DRPO//
2. **DODAAC:** N00019

b. **ALL OTHER PQDR REPORTS.** Submit PQDR reports not classified above (including material procured/managed by NAVSEA, NAVSUP, NAVFAC, and SPAWAR), to NAVSUP WSS Mechanicsburg, who has been designated as a central distribution center with responsibility for routing the report to the proper Screening and Action Point (COGs 0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H, 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3G, 5M, non-aviation 9-COG items):

1. **Message PLAD:** NAVSUP Weapon Systems Support MECHANICSBURG PA//N963//
2. **Email Address:** QDRMECH@navy.mil
3. **Fax:** (717) 605-2372, DSN 430-2372
4. **Activity Address:**
   Commander, NAVSUP Weapon Systems Support-Mechanicsburg
   Code N963
   5450 Carlisle Pike, P.O. Box 2020
   Mechanicsburg, PA 17055-0788
5. **Telephone:** (717) 605-2319, DSN 430-2319
6. **DODAAC:** N00104
7. **SALTS:** NAVSUP WSS-M Code N963, “SCE”
7. EXHIBIT SHIPPING PROCEDURE. When requested by the Action Point, the PQDR originator (or applicable supply activity holding the exhibit) shall ship exhibits using DD Form 1348-1A shipping/turn-in document (DOCID “BQD,” Project Code “754”) with a statement in bold letters on the document “DEFECTIVE/SUSPECTED DEFECTIVE MATERIAL RETURNED----PQDR REPORT CONTROL NUMBER_________---PLACE IN CONDITION CODE L UPON RECEIPT.” Exhibits shall be shipped in condition code J pending full implementation of condition code Q.

   a. Packing/Packaging, Marking And Shipping. All PQDR exhibits are to be maintained in an “as-is” condition. ASTM 3951-88, Standard Practice for Commercial Packaging, may be used for exhibit packaging guidance. The tagged exhibit (DD Form 2332) along with a copy of the related deficiency report shall be commercially packaged including necessary bracing and cushioning to assure safe delivery to the destination. MIL-STD-129, Marking for Shipment and Storage, should be used for marking exhibits. The outside of the package shall be clearly marked on one side “PQDR EXHIBIT/REPORT CONTROL NUMBER_________ OPEN ONLY IN PRESENCE OF A GOVERNMENT REPRESENTATIVE.” Mark two other sides “PQDR EXHIBIT.”

   b. For AVDLR (7R) Exhibits

      (1) For AVDLR (7R) items, the supply activity holding the exhibit shall ensure the proper packaging and preservation of the PQDR exhibit immediately upon receipt from the originating activity to prevent corrosion, contamination or additional damage. Maintenance activities shall not attempt to repair, make adjustments, disassemble, decontaminate or clean. At the time a PQDR is identified, place a label on the wrapping or container while awaiting disposition instructions from the Action Point. Upon receipt of instructions, place another label on the shipping container, or mark as above.

      (2) Ship exhibit using the Fed-Ex shipping tool in the JDRS website directly to the address provided in the disposition instructions. In no case will AVDLR exhibits be shipped via the normal retrograde process using the ATAC hub or node. Use DOCID “BQD” Project Code “754” and Condition Code “L.”

      (3) If a replacement item is required, submit a new requisition, using the appropriate exchange advice code, ensuring the document number of the exhibit BQD turn-in document matches the replacement requisition to ensure proper carcass tracking accountability and credit action. The replacement will be issued at net price. Credit, if provided, will be to that document number at the net price. (See Paragraph 8(e) below). If the document number of the replacement requisition happens to be different, then initiate an advance carcass tracking reply (DOCID BK2) and cite response code “B.” This advance BK2 should be submitted after the material is turned in.

      (4) If disposition instructions have not been received within 30 days, the originating activity (or supply activity holding the exhibit) will initiate a follow-up action to the FST using the JDRS website, e-mail, phone or DMS. However, the exhibit will not be shipped as DOCID “BC1.” Condition Code “F” to the depot for repair without the written authorization from the NAVAIR Action Point. Further, the exhibit will not be inducted into the local Intermediate Maintenance Activity (IMA) for repair except as identified above in paragraph 4274-4F.
c. Priority. Category I exhibits will be shipped using priority designator 03 (TP-1). Category II exhibits will be shipped using priority designator 06 (TP-2). If specific shipping priority instructions are not provided for an exhibit to be returned after completion of an investigation then priority code 09 (TP-3) shall be used. DoD 4140.1-R applies.

d. Transportation Costs. Unless otherwise provided, transportation costs for shipping a PQDR exhibit to the support point will normally be the responsibility of the Government. Transportation costs for return of the exhibit will normally be requested of the contractor or other support point when the exhibit is requested to perform an investigation. Transportation costs for Fed-Ex shipments in the case of AVDLR exhibits will be paid by NAVAIR. Fleet activities and exhibit holding activities (supporting supply departments) are directed to use the JDRS website: https://jdrs.mil to ship AVDLR exhibits. This tool is used by selecting the deficiency report control number and under the Exhibit Tracking, select “Ship Exhibit.” By using this tool within the JDRS website, the transportation costs for Fed-Ex shipments will be paid by NAVAIR.

8. CREDIT FOR PRODUCT QUALITY DEFICIENT MATERIAL. Credit for PQDR material will not be automatic. Generally, credit will not be granted for PQDRs with a value under $100.00, unless the combined value of several PQDRs exceeds $100.00 for the same item. If a PQDR is received with no requisition number for which the defective material was ordered under, the PQDR Screening Point will assign a number using the originator’s UIC. If that UIC was originally billed for that NSN, credit will most likely be processed. Additional information on credit can be found in the DoD FMR Volume 11B, Chapter 55, Section P, Paragraph 3. The following rules apply:

a. In all cases, if the original bill is found, the original amount billed will be refunded.

b. If the original bill cannot be found, and the cog is 1H or 3H, current standard price is refunded.

c. If the original bill cannot be found, the cog indicates the item is a Depot Level Repairable, and the customer has been directed to dispose of the material, current standard price is refunded.

d. If the original bill cannot be found, the cog indicates the item is a Depot Level Repairable, and the customer has been directed to return the material, current net price is refunded.

e. For AVDLR PQDR exhibits (7R) submitted by aviation commands via the JDRS website, credits are recommended by the appropriate Screening Point, based on the determination of the Action Point that the product deficiency was not caused by, or was the fault of the reporting activity. This charge reversal recommendation will be forwarded by the Screening Point via the JDRS website to NAVSUP WSS-Philadelphia (Code-015), who will process credit back to the applicable afloat activity.
PRODUCT QUALITY DEFICIENCY REPORT (QDR) (SF 368)

PRODUCT QUALITY DEFICIENCY REPORT (PQDR)

CATEGORY [ ] I [ ] II REPORT CONTROL NUMBER (RCN) RS2103-0038 DATE 05/14/2015

1a. FROM (Original Office Mailing Address - Include DoDAG)
USS QUATE (DDG-82)
FPQ SF 46472-0001

1b. ORIGINATOR NAME, PHONE NUMBER & E-MAIL ADDRESS

2a. TO (QDR Screening Point)
COMMANDER (CODE 00000)
NAVSUP WEAPON SYSTEMS SUPPORT
MECHANICSBURG, PA 17055-0788

2b. SCREENING POINT NAME, TELEPHONE NUMBER & E-MAIL ADDRESS
COMMANDER (CODE 00000)
NAVSUP WEAPON SYSTEMS SUPPORT
MECHANICSBURG, PA 17055-0788

3. DESCRIPTION OF DEFICIENCY (Describe in detail what is wrong, circumstances prior to the difficulty, probable cause, any action taken, and recommendations. Attach copy of supporting documents. Continue on separate sheet if necessary. Ensure that the description answers the questions listed in the instructions on the back of this form.)

BLOCK 21: Material to be held until disposition received

Bearings are scratched and have deep gouges. Use would burn rotor shaft causing shaft to drop out of alignment resulting in possible personnel casualties. Requisition No. RS2103-5181-A1720. Point of contact: L.T. L. Glem, SC, USN.

4. DATE DEFICIENCY WAS DISCOVERED

5. DEFICIENT ITEM NATIONAL STOCK NUMBER (NSN)
1H 3120-00-340-3211

6. DEFICIENT ITEM NOMENCLATURE
BEARING, SLEEVE

7. OPERATING TIME AT FAILURE

8. DEFICIENT ITEM PART NUMBER
S28217A

9a. MANUFACTURER'S Cage CODE
81349

9b. MANUFACTURER / CITY / STATE
IMO Industries, Inc., Trenton, NJ

10. QUANTITY
a. RECEIVED: 16
b. INSPECTED: 16
c. DEFICIENT: 16
d. IN STOCK: NONE

11. SERIAL LOT, OR BATCH NUMBER
12. ITEM
a. NEW

12a. DATE MANUFACTURED, REPAIRED, OR OVERHAULED
Manufactured:
Repaired:
Overhauled:

13a. CONTRACT NUMBER
NDI4503-C-0155

15a. ITEM UNDER WARRANTY
YES [ ] NO [ ] UNKNOWN

15b. WARRANTY EXPIRATION DATE
03/03/2018

16. GOVERNMENT FURNISHED MATERIAL [ ] YES [ ] NO [ ] UNKNOWN

17. NEXT HIGHER ASSEMBLY
a. NSN
b. NOMENCLATURE
N/A

18. END ITEM
a. NSN
b. NOMENCLATURE
3100-00-2184

18a. CURRENT DISPOSITION OF DEFICIENT ITEM (N/A EXEMPT)
[ ] HOLDING EXHIBIT [ ] DISPOSED OF / DESTROYED [ ] REPAIRED [ ] OTHER (Explain in Block 3)

19. LOCATION OF DEFICIENT MATERIAL (e.g. Base, Camp, Station)
F305P000

20. ACTION REQUESTED (Select only one value)
[ ] REPLACEMENT [ ] REPAIR [ ] CREDIT [ ] OTHER (Explain in Block 3)

21. STANDARD FORM 368 (REV. 5/2011)
GENERAL SERVICES ADMINISTRATION (FPMR 101-26.8)

368-102
4275 LOSS OF MATERIAL IN TRANSIT DUE TO ENEMY ACTION

When shipping papers or invoices indicate that material has been shipped, but is not received, and 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)

1. PROGRAM MANAGEMENT. NAVAIR operates the 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.

2. PROCEDURES. Supply departments supporting aviation activities shall hold EI exhibits until receipt of disposition instructions from the 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 Form 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).

3. HANDLING. Specific instructions for local handling, marking, and storage of E/I Exhibits are also contained in the Naval Aviation Maintenance Program (NAMP) instruction, OPNAVINST 4790.2. Specific shipping instructions, including the shipping location, are provided by the FST either in the EI website located at https://jdrs.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.

4. 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: DISPOSITION OF INCOMING MATERIAL

4315 DETERMINING MATERIAL DISPOSITION

1. GENERAL. Proper receipt and distribution practices are basic requirements for maintaining inventory and financial accuracy. Stock, DTO, and materials requiring special handling will be identified by receipt documents and material markings. If necessary, receiving personnel will research material and requisition files to obtain the information required for proper material distribution.

2. DOCUMENT INFORMATION. The following entries on receipt documents will aid in determining material distribution:

<table>
<thead>
<tr>
<th>Block</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To/Mark For</td>
<td>Purchase documents include a ship to/mark for entry which contains the requisition (document) number.</td>
</tr>
<tr>
<td>Document Number</td>
<td>The UIC and document serial number will identify stock and DTO requisitions. For 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).</td>
</tr>
<tr>
<td>Stock Number SMIC</td>
<td>The SMIC indicates if material is in support of a special program (see Appendix 14).</td>
</tr>
<tr>
<td>Controlled Item Inventory Code</td>
<td>Indicates special handling based on security classification or hazardous nature of material (see Appendix 9D).</td>
</tr>
<tr>
<td>Material Control Code</td>
<td>Indicates special handling based on specific control and/or accounting requirements (see Appendix 9I).</td>
</tr>
<tr>
<td>Substitute Data</td>
<td>Advises that the item is an acceptable substitute for the item ordered.</td>
</tr>
<tr>
<td>Required Delivery Date</td>
<td>Any entry indicates expeditious handling required.</td>
</tr>
<tr>
<td>Priority</td>
<td>Indicates requisitioner’s priority and therefore the speed of handling required.</td>
</tr>
<tr>
<td>Supplementary Address</td>
<td>If stock, contains the first five digits of the storeroom location (for 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 subparagraph 3 below for additional information on 9_cog items.</td>
</tr>
</tbody>
</table>
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 NWCF 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 LS will determine material disposition from the 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 are 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 LS 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 paragraph 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.

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 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 LS for processing in accordance with paragraphs 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, an administrative receipt document will be prepared in accordance with paragraph 4124. When the material in question cannot be identified, it will be returned to the nearest ashore supply activity for disposition.

4319 MATERIAL RETURNED TO THE SUPPLY DEPARTMENT

Consistent with the ship's 3-M Manual (OPNAVINST 4790.4), excess RFI material in departmental spaces will be turned in to the supply department for return to stock or other appropriate disposition. The material will be returned and processed in accordance with paragraph 6253. Departmental turn-ins of unserviceable DLR items will be accomplished in accordance with paragraph 8311.

Section V: PAYMENT OF DEALER'S INVOICES

4335 INVOICE PROCESSING

1. GENERAL. Under the provisions of the Prompt Payment Act (Public Law 97-177), federal agencies are required to pay interest penalties for the late payment of a proper dealer's invoice. In the interest of better business relationship with suppliers, improved efficiency of the bill paying functions, and reduced cost of goods and services, all activities with procurement or purchase authority are required to certify and forward proper invoices within five working days to the paying office specified in the purchase order, unless specified differently in the contract. The payment due date for most supplies and services is the 30th calendar day after the later of either the receipt date of a proper invoice by the designated payment office or the government acceptance date of supplies delivered or services performed. Special attention should be given to the payment due dates of no later than:

2. PRECAUTIONS AGAINST DUPLICATE PAYMENTS. To avoid duplicate payments, dealer's invoices will be processed for payment only if the material has been received and accepted.

3. PROPER INVOICEDS. Any dealer's invoice that is not proper or erroneously sent to the ship will be returned with a cover letter notifying the vendor of defect(s) on the invoice within seven calendar days (three days for meat or meat food products, five days for perishable agricultural commodities and dairy products). In order for an invoice to be proper it must include the following as applicable:

   a. Name and address of contractor;

   b. Invoice date;

   c. Purchase order number or contract and Delivery/Task order number;
d. Contract line item number, item description, quantity, unit of measure, unit prices, and extended price of supplies delivered or services performed;

e. Prompt payment discount terms, shipment number and date of shipment (bill of lading number and weight of shipment will be shown for shipments on Government bill of lading);

f. Name and address to which payment is to be sent (which must be the same as that in the contract or on a proper notice of assignment);

g. Name (where practicable), title, phone number, and mailing address of person to be notified in the event of a defective invoice; and

h. Any other information or documentation required by 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. Dealer’s invoice number,

d. Date invoice forwarded for payment, and

e. Name of paying activity

5. DISCOUNTS ON DEALER’S INVOICES. When purchased material is received, dealer’s invoices which offer a discount for payment within a specified time frame will be immediately processed and forwarded to the paying activity designated in the related purchase order. To permit ready identification of such vouchers, a "DISCOUNT" label (NAVCOMPT Form 442) will be stapled to the upper left corner of each dealer's invoice in which a discount is offered, whether or not the discount period has expired (see sample below). The discount label will indicate the date of receipt of the invoice or the material, whichever is later, and the discount expiration date. When a dealer's invoice is not forwarded within the discount period for any reason other than late receipt of the invoices or the material, an explanation of the delay will be annotated in a copy of the invoice or the inspection report, whichever is used for certifying receipt and acceptance of the material. Payment terms, (e.g., NET 20) offered by the contractor are not required payment dates.
6. DEALER'S INVOICES NOT SUBJECT TO DISCOUNT. Dealer's invoices not subject to discount will be forwarded for receipt by the appropriate DFAS office designated in the purchase document within five days following certification and acceptance of the goods or services, whichever is later. Supply officers will take necessary action to insure that dealers' invoices are forwarded within the prescribed time.

4336 FORWARDING FOR PAYMENT

1. PAYMENT OFFICE. Dealer's invoices will be paid by the office specified in the purchase document. Purchase orders, contracts (including indefinite delivery contracts), and 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 paragraph 4336-2, purchase orders issued by fleet units will specify the most appropriate of the following payment offices:

   Payment Office                Fleet Units Served
   DFAS, Cleveland OH            Atlantic Fleet Units (for purchases in CONUS or Alaska)
   DFAS, Cleveland OH            Pacific Fleet units (for purchases in Hawaii).

2. DOMESTIC PURCHASES (CONUS, ALASKA, OR HAWAII). When a dealer's invoice is received from a vendor located in the continental United States (CONUS), Alaska, or Hawaii, the original and three copies of the invoice, with an attached copy of the receipted purchase document, will be forwarded to the paying office designated in paragraph 4336-1.

3. OVERSEAS PURCHASES. When a ship has a disbursing officer, the disbursing officer will make payment on dealer’s invoices, unless payment by another official is required in accordance with paragraph 4336-4. to support payments by the ship’s disbursing officer, the Supply Officer
will provide the original and three copies of each dealer’s invoice and receipted copy of each related purchase document. When a ship does not have a disbursing officer assigned, payments will be made by, in order of precedence:

   a. Nearest military disbursing officer in the vicinity,

   b. United States disbursing officer (usually assigned to a United States Embassy or naval attaché), and

   c. Nearest DFAS. The forwarded dealer’s invoices will be accompanied with a receipted copy of each related purchase document.

4. CONсолИDATED PAYMENTS. When a group of Navy ships are in a foreign port, the Senior Officer Present Afloat (SOPA) may designate the Supply Officer of one ship to consolidate and pay the dealers’ invoices of all ships in the group. In this circumstance, all foreign dealers’ invoices received by the other ships in the group (whether or not they have Supply Corp Officers assigned) will be forwarded to the ship designated by the SOPA. The invoices will be accompanied with a receipted copy of each related purchase document.

5. RETAINED COPY. One copy of the dealer’s invoice will be attached to the retained copy of the purchase document in the completed purchase file. Before filing a copy of the purchase document in the purchase file, the following information will be typed or stamped on the retained copy of the dealer’s invoice:

   Date Material Received: _______________________________________________

   Date Invoice Received: _______________________________________________

   Invoice Number: _____________________________________________________

   Date Forwarded for Payment: _________________________________________

   Paying Activity: _____________________________________________________
**ORDER FOR SUPPLIES OR SERVICES**

| 1. CONTRACT/BUYER ORDER/Agreement No. | N05504-15-M-0015 |
| 2. DELIVERY ORDER/CALL NO. | |
| 3. DATE OF ORDER/CALL | 20150501 |
| 4. REQUEST FOR PURCHASE REQUEST NO. | SEE SCHEDULE |
| 5. PRIORITY | 00 |
| 6. ISSUED BY | USS DUARTE (DD-901) |
|  | FPO SAN FRANCISCO, CA 96601 |
|  | BUYER: LT GARNER 743-7263 |
| 7. ADMINISTERED BY OR OTHER THAN BY | |
| 8. DELIVERY FOR | DESTINATION |
|  | OTHER |
|  | SEE SCHEDULE |
| 9. CONTRACTOR | FACILITY |
|  | MARINE SUPPLIES INC |
|  | 824 THUNDER ROAD |
|  | SAN FRANCISCO, CA 94605 |
| 10. DUE DATE TO FBO POINT BY (YYYY/MM/DD) | 20150501 |
| 11. X IF BUSINESS IS SMALL |
|  | X |
| 12. DISCOUNT TERMS | 2% 10 NET 30 |
| 13. MAIL INVOICES TO THE ADDRESS IN BLOCK | SEE BLOCK 6 |

**NAME OF CONTRACTOR**

| NAME AND ADDRESS | COMMANDING OFFICER |
|  | USS DUARTE (DD-901) |
|  | PIER 11 NAVAL STATION ALAMEDA, CA 96605 |

**PAYMENT WILL BE MADE BY**

| CODE | ROSSB |
| DEFENSE FINANCE ACCNT SERVICE |
| 937 NORTH HARBOR DRIVE |
| SAN DIEGO, CA 92132 |

**TYPE OF ORDER**

| DELIVERY CALL | PURCHASE |
| This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract |

**NAME OF CONTRACTOR**

| NAME AND TITLE | DATE ISSUED |
| 1. L. GARNER, LT, SC, USN |
| CONTRACTING OFFICER |

**UNITED STATES OF AMERICA**

| 24. TOTAL |
| 150.00 |

**UNITED STATES OF AMERICA**

| 25. TOTAL |
| 150.00 |

**UNITED STATES OF AMERICA**

| 26. DIFFERENCES |
| 0.00 |

**UNITED STATES OF AMERICA**

| 27. QUANTITY IN COLUMN 20 HAS BEEN |
| X |

**UNITED STATES OF AMERICA**

| 28. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
| IRWIN M. BOAT |
| DATE: 05/06/01 |

**UNITED STATES OF AMERICA**

| 29. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE |

| 30. VOUCHER NO. |
| 31. TOTAL |
| 32. AMOUNT |

**UNITED STATES OF AMERICA**

| 33. DATE RECEIVED | 05/06/01 |
| 34. PAYMENT |
| 35. BILL OF LADING NO. |
| 36. CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT |
| 37. RECEIVED AT |
| 38. RECEIVED BY (DATE) |
| 39. TOTAL |
| 40. TOTAL CONTAINERS |
| 41. VOUCHER |
| 42. VOUCHER NO. |

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**DD FORM 1155, DEC 2001**

PREVIOUS EDITION IS OBSOLETE.
Section VI: 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 /RSUPPLY activities). Policy and procedures for the receipt, custody, collection, arrangement, and processing of general library materials (books, periodicals, etc.) are provided in the Naval General Library Manual (NAVEDTRA 38021).

4377 FRESH WATER

When fresh water is received, the medical officer (or his authorized representative) will inspect the water and sign the receipt document for quality. The requesting department head will inspect for quantity received. All receipts will be turned over to the Supply Officer for proper posting and filing. Stock records are not maintained except for a copy of the completed receipt which is retained in the Material Completed/Stock Control History File.

4378 RECREATION PROPERTY AND MATERIAL

Recreational material is not authorized for stock; therefore all receipts using appropriated funds will be processed as DTO. Stock records are not maintained except for a copy of the completed receipt which is retained in the Material Completed/Stock Control History File. Recreational material will be treated as highly pilferable and placed under lock and key until turned over to the ordering department.

4379 PRECIOUS METALS, DRUGS, AND OTHER CONTROLLED ITEMS

Controlled substances will be identified by the Controlled Item Inventory Code (CIIC, see Appendix 9D) and nomenclature and should always be a signature-required delivery. Other controlled items may also be identified by the Material Control Code (MCC, see Appendix 9I) or the Special Material Identification Code (SMIC, see Appendix 14). All controlled items will be immediately placed under lock and key and the ordering department notified. If necessary, drugs and other controlled substances will be kept under refrigeration. To eliminate the possibility of loss, packages identified as pilferable will not be opened until pick-up by the ordering department. At that time, a joint quantity (and quality if applicable) inspection will be conducted and the DTO receipt completed. Discrepancies will be certified by both receiving and ordering department representatives. Items containing a Quality Assurance Special Material Identification Code (SMIC) will only be directly turned over to qualified controlled-material personnel. Upon receipt of presentation silver, the Stores/Material Officer will be immediately notified (see paragraphs 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 Commander, Crane Division, Code 4086, Naval Surface Warfare Center, 300 Highway 361, Crane, IN 47522-5001.

Section VII: 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 on hand assets or procured for Direct Vendor Delivery (DVD). These procedures interface with the Military Supply and Transportation Evaluation Procedures (MILSTEP) for measuring receipt take up time by requisitioners, and with MILSTRIP for providing 100 percent shipment status. These procedures provide for the following:

   a. Control of due-in records below the wholesale level;

   b. The interface among the transportation, quality, supply and financial operations/systems below the wholesale level;

   c. Interface between the supply and purchasing operations/systems at the wholesale level; and

   d. Proper control over in transit 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 on hand assets or procured for DVD.

3. EXCLUSIONS. These procedures are not applicable to the following:

   a. Material excluded from requisitioning under MILSTRIP (see paragraph 3022), except that receipt of forms and publications will be acknowledged;

   b. Inter-Service/Agency lateral redistribution of retail stock; and

   c. Shipments of fresh fruit and vegetables.
4401 PROCEDURES

1. RECEIPTS. RSUPPLY AIS provides for automated 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 RSUPPLY. An “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 DLATS. 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. 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), and

   c. 90 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (Overseas destination).

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.
Part D: MATERIAL CUSTODY

Section I: GENERAL

4500 RESPONSIBILITY OF THE SUPPLY OFFICER

1. MATERIAL IN SUPPLY DEPARTMENT SPACES. When material is stowed in storerooms or other areas assigned to the supply department, the Supply Officer is responsible for the storage, security, and inventory control of such material. The Supply Officer may delegate this responsibility to the person in charge of the storeroom or stowage area. All consumables which cannot be stored in supply department spaces will be procured for DTO to the using department(s).

2. MATERIAL IN CUSTODY OF OTHER DEPARTMENT HEADS. Although supply department stocks of consumables and repair parts should be stored, to the maximum extent practicable, in supply department storerooms, it may be necessary or more expedient to store certain bulky consumables, (e.g., lumber, metals, pipes, etc.) or certain technical repair parts, (e.g., special navigational components, bulkhead mounted spares, etc.) in spaces under the control of other department heads. On 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.” 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 Officer's 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 LSs. 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 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. MAMs 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. Operational Forces will process receipts and maintain records for MAMs in accordance with TYCOM.
directives. The Supply Officer will maintain records relating to supply transactions as shown below.

**STOCK MATERIAL IN CUSTODY/SUB CUSTODY OF OTHER DEPARTMENT HEADS**

**SUPPLY OFFICER**
- Functions:
  1. Replenish material
  2. Provide written instructions to custodian
  3. Maintain stock records
  4. Report consumption

**HEAD OF DEPARTMENT**
- Functions:
  1. Designate custodian
  2. Submit inventory
  3. Furnish issue documents for losses by inventory

**DESIGNATED CUSTODIAN**
- Functions:
  1. Stow material
  2. Conduct inventory in accordance with par. 6062-6
  3. Issue material
  4. Collect issue and receipt documents
  5. Prepare issue documents for losses by inventory

**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 paragraph 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 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 ensuring 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 paragraphs 4504-2, 3, and 4.

2. INSPECTION. Personnel will be allowed access to stowage spaces for purposes of inspection and as directed by the Commanding Officer. However, such personnel will not be given the keys for the spaces, but will be escorted by responsible personnel as directed by the Supply Officer.

3. ACCESS FOR DAMAGE CONTROL PURPOSES. Access to stowage spaces will be authorized to damage control personnel in the performance of their duties. Stowage spaces will not be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.

4. PERMISSION FOR ENTRY. Permission for entry of persons not ordinarily authorized access to stowage spaces will be granted only by the Supply Officer or, in his absence, the Commanding Officer, Executive Officer, or Command Duty Officer, as appropriate.

4505 ORDNANCE MATERIAL

Ordnance material including all war reserve nuclear weapons stockpile items obtained through operational channels, ammunition, ammunition containers, and ammunition handling instructions will be retained in the custody of the Weapons Officer. The Supply Officer will maintain stock control over inert nuclear weapons repair parts, ordnance repair parts, and related items. These latter materials may be in the custody of the Supply Officer or the Weapons Officer as circumstances dictate; however, stock control and material management will be the responsibility of the Supply Officer.

4507 RECREATION PROPERTY AND MATERIAL

Upon receipt, the recreation property or material will be turned over to the custody of the Commanding Officer or his designated representative. The receipt document will be dated and signed at the time of the DTO transaction; one copy will be returned to the Supply Officer for
inclusion into 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. On CLF ships, ships will not offload NWCF materials ashore without TYCOM approval. 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 TYCOM. 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. T-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 on the next page):

   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); and

e. Estimated length of time to be retained in temporary storage.

**DD FORM 1149 FOR MATERIAL PLACED IN TEMPORARY STORAGE Ashore**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GUN BARREL, 9&quot;x38</td>
<td>EA 1</td>
<td>85.00</td>
<td>85.00</td>
</tr>
<tr>
<td>2</td>
<td>MATERIAL, UNCLASS</td>
<td>EA 2</td>
<td>569.00</td>
<td>1,138.00</td>
</tr>
</tbody>
</table>

**DD FORM 1149, JUL 2006**

| 01   | 02   | 03   | 04   | 05   | 06   | 07   | 08   | 09   | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   | 21   | 22   | 23   | 24   | 25   | 26   | 27   | 28   | 29   | 30   | 31   | 32   | 33   | 34   | 35   | 36   | 37   | 38   | 39   | 40   | 41   | 42   | 43   | 44   | 45   | 46   | 47   | 48   | 49   | 50   | 51   | 52   | 53   | 54   | 55   | 56   | 57   | 58   | 59   | 60   | 61   | 62   | 63   | 64   | 65   | 66   | 67   | 68   | 69   | 70   | 71   | 72   | 73   | 74   | 75   | 76   | 77   | 78   | 79   | 80   | 81   | 82   | 83   | 84   | 85   | 86   | 87   | 88   | 89   | 90   | 91   | 92   | 93   | 94   | 95   | 96   | 97   | 98   | 99   | 100  | 101  | 102  | 103  |
4533 RESPONSIBILITY

1. RESPONSIBILITY OF SHIP REQUESTING STORAGE. It is the responsibility of the ship requesting storage to:

   a. make arrangements for off-loading and return of material, and
   b. notify the storage activity of any change in length of storage.

2. RESPONSIBILITY OF STORAGE ACTIVITY. It is the responsibility of the storage activity to:

   a. provide space for temporary storage, if possible; and
   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 LSs to achieve optimum stowage efficiency (refer to NAVSUP P-486 and P-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); and

   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 paragraph 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 paragraph 4582-4.

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 paragraph 4269); and

   d. providing adequate protection of RFI materials and unserviceable DLRs to be transferred to another activity (see paragraphs 8324-8325, and Navy Packaging Data (NAVSUP P-700). NAVSUP P-700 is available online at https://tarp.navsisa.navy.mil/.

4583 LOCATOR SYSTEM

The location of each item in stock will be recorded in the related stock record file. Each location will be designated by a five character alphanumeric, (e.g., B0168), as prescribed in the ILO Policy and Procedures Manual, Volume 6, except when the configuration of the stowage area(s) or physical characteristics of the material dictate an alternate system. See paragraph 6009-2 for instructions applicable to locator records for stock material in other departmental spaces.

4584 RELOCATION OF MATERIAL IN STOWAGE

GENERAL. Transfers of material between storerooms or to different locations in the same storeroom will be supervised by the leading storeroom LS, 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

   c. new locations are promptly and accurately recorded in related stock records files and locator listings.

4585 PROHIBITED MATERIALS

Hazardous materials which are prohibited from use or stowage aboard ship are listed in the Introduction of the Hazardous Material Information System (HMIS) DoD 6050.5-LR. When
ordering hazardous material (in FSC 68, in particular) for stock or DTO, the Shipboard Hazardous Material List (SHML) (see paragraph 8213) will be reviewed to ensure that prohibited items are not procured.

Section II: SPACE ALLOCATION AND LAYOUT

4600 TYPES AND QUANTITIES OF MATERIAL

In allocating available stowage space, consideration will be given to the categories of material which must be stowed separately, (e.g., ship's store stock, food, clothing, bulky consumables, repair parts, etc.), and the volume of stowage space needed for the required quantities in each category.

4601 MATERIAL CHARACTERISTICS

In allocating stowage space, due consideration must be given to the physical characteristics of the material to be stowed, (i.e., weight and size, fragility, perishability, flammability, susceptibility to theft or to damage from heat or moisture, and other properties which may affect the safety of the ship or the crew).

4602 STOREROOM CHARACTERISTICS

The number, locations, shapes, and sizes of supply department storerooms vary significantly in each type of ship. Therefore, each Supply Officer must carefully study the configuration and capacities of all available stowage spaces when determining the types and quantities of material to be stowed in each. The location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structural aspects also must be considered in planning the stowage layout. Architectural "obstructions" will be studied and altered, when possible and as necessary, to create additional stowage space.

4603 SPACE LAYOUT FACTORS

1. GENERAL. To the maximum extent that available space permits, stowage of general stores will adhere to the following guidelines:

   a. Locate heavy bulk materials in areas most convenient to ship's hatches and materials handling equipment (to minimize the physical effort required for loading, stowage, and breakouts).

   b. Locate light, bulky material in storerooms with high overhead clearance (to maximize the use of available space).

   c. Segregate materials which are dissimilar in type or classification, (e.g., hazardous/ nonhazardous, classified/unclassified, large/small, SIM/DBI/non-SIM/non-DBI (see subparagraph d), shelf-life/non shelf-life (see subparagraph e), etc.).
d. Locate frequently requested material (SIM/DBI items) as close as possible to the point of
issue, in a storeroom that is most convenient to maintenance personnel (see paragraph 6168-1).

e. Locate shelf-life items in a readily accessible area to facilitate periodic screening (see
paragraph 4664).

f. Install appropriate stowage aids (see paragraph 4604) in spaces in which they can be
effectively used.

g. Provide for aisles at least 30 inches wide between bins, racks, and/or cabinets.

h. Arrange materials with identification labels facing outward to facilitate issues and inventory.

i. Avoid multiple locations for the same item, especially non-SIM/non-DBI items.

4604 STOWAGE AIDS

Consistent with the stowage criteria and layout factors in paragraph 4580 and paragraph 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 in paragraph
4623). When installed stowage aids must be modified or relocated, or when additionally required
stowage aids must be manufactured by a repair ship or shipyard, the Supply Officer will submit an
appropriate work request to the ship's engineering officer in accordance with the Ship's
Maintenance and Material Management (3-M) Manual (OPNAVINST 4790.4 series).

Section III: TYPES OF STOREROOMS

4620 MAIN ISSUE STOREROOM

The main issue storeroom is that storeroom which the Supply Officer designates as the centralized
distribution point for most SIM/DBI and shelf-life items, and generally is the most readily
accessible of all stock material stowage spaces when watertight integrity restrictions are in effect.
It may also serve as the ship's Customer Service Division (if established); and if so, it will contain
the stock records and those publications, files, and other records which the Supply Officer
considers necessary for effective operation. If it does not function as Customer Service, it will
contain stock locator listings and any publications or files which the Supply Officer may prescribe.
All receipt and expenditure documents normally are channeled through the main issue storeroom,
whether or not it is Customer Service.

4621 OTHER ISSUE STOREROOMS

In some ships, particularly the large ships, more than one storeroom may be required to be
manned and maintained as issue storerooms. In such cases, 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. LSs assigned to bulk storerooms are responsible to the leading storeroom LS, who normally will be assigned to the main issue storeroom (refer to NAVSUP P-486 and P-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 paragraph 6009-2. Although DBI/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 paragraph 8306.

TYPE “J” RACK
(NAVSEASYSCOM DWG NO 804-4563099)

TYPE “K” RACK
(NAVSEASYSCOM DWG NO 804-4563099)
TYPE “B” BIN

(NAVSEASYSCOM DWG NO 804-4563098)

TYPE “S” BIN

(NAVSEASYSCOM DWG NO S3000-921862)

TYPE “A” DRAWER SHELF UNIT

(NAVSEASYSCOM DWG NO S3000-921860)

TYPE “B” DRAWER SHELF UNIT

(NAVSEASYSCOM DWG NO S3000-921860)
Section IV: MATERIALS REQUIRING SPECIAL HANDLING OR STOWAGE

4654 HAZARDOUS MATERIAL (HAZMAT)

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 Information Security Program (SECNAV M-5510.36).

4657 DELICATE INSTRUMENTS

Delicate instruments, which usually are expensive and easily damaged, require 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 paragraph 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 paragraph 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 DOD 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 paragraph 6062-5), applicable stock records (and NAVSUP
Form 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

(1) 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 ________________________________

(2) 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 TYCOM, 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 paragraphs 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 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 into 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 paragraph 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 LS 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 LS (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 LSs 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 LSs 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 hoses, etc. Deficiencies (e.g., anything loose, deteriorated, damaged, defective, leaking, rusty, etc.) noted by the LS 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. Logistics specialists 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/she can personally inspect the completed work.
4688 IMPROVEMENTS OF SPACES OR EQUIPMENT

When the LS in charge of a storeroom considers that structural alterations or the installation/modification of stowage aids (see paragraph 4604) are necessary or desirable, he will submit his recommendation and supporting rationale to the Supply Officer (via the leading storeroom LS and store’s 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 LS will report their security (see paragraph 1118) to the supply duty officer (or to the command duty officer if the duty LS is also the supply duty officer). Departmental security reports to the command duty officer will be made at the time specified in the ship’s 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 LSs and/or the respective division officers, the Supply Officer will make their departmental readiness for sea report to the officer of the deck.
Part F: 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 RSUPPLY Unit Level and the IBS.

4705 RECEIPT PROCESSING

1. GENERAL. The receipt processing functions of RSUPPLY allow processing of material receipts for both stock and DTO material. 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 RSUPPLY Unit Level User’s Manual (NAVSUP P-732).

2. RECEIPT CATEGORIES. Logistics specialists processing receipt documents into the 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 to 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 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 U/I should be categorized as frustrated receipt and processed by experienced LS 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, 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 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 an RIP listing to verify that all pierside receipts are processed into the ships material completed file, 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 is 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 RSUPPLY implementation. Instead, this file can be produced and summarized by queuing and then printing the outstanding requisitions in the 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 RSUPPLY, this file will no longer be needed. Instead it will be necessary to print completed requisitions by producing the Requisition File Listing, RSUPPLY (JSL311). It is also required that receipt documents be processed in accordance with paragraphs 4110 through 4132 and 6188 for all requisition items.
4719  MISCELLANEOUS RECEIPT FILE

This file will continue to be kept after AIS implementation. Miscellaneous receipts will be maintained in accordance with paragraph 6188.2.
Part G: RSUPPLY FORCE LEVEL PROCEDURES

Section I: MATERIAL RECEIPT

4800 RECEIPT OPTIONS

1. GENERAL. RSUPPLY receipt processing functions (except MVO) are accessed through the Logistics Subsystem (see RSUPPLY Support Procedures Manual). The receipt function menu provides the options detailed in the following subparagraphs. Each RSUPPLY receipt transaction is converted to a document identifier (DI) to allow proper internal processing and record (file) posting. For reference, a list of RSUPPLY document identifiers is contained in Appendix 4.

2. RECEIPT IN PROCESS (RIP) (DI X72). RIP programming will automatically track receipts processed from 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 (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 ART (RSUPPLY) record will suspend for further review. Additionally, RIPs for stock that reflects a not-carried AT code in the 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.
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Receiving
- Create ROB and stage material
- Create DTO receipt and deliver material
  - Enter Receipt-In-Process
    - BMF - Add DTO or stock RIP quantity
    - RSF - Add RIP record
    - SDS - Add RIP status if document suffixed
  - BMF - Reduces due quantity
  - BRF - Completes requisition
  - FIF - Washthrough transaction
  - FHF - Add receipt record
  - BOS - Post OPTAR data

Storage
- Create stow document
- Enter Receipt (stock)
  - BMF - Add DTO or stock RIP quantity
  - RSF - Add RIP record
  - SDS - Add RIP status if document suffixed
  - BMF - Reduces due quantity
  - BRF - Completes requisition
  - RSF - Add receipt record
  - FHF - Add receipt record
  - FIF - Add FIR data

Carcass Turn-in
- Review turn-in document
  - Activity or supported unit carcass turn-in
  - Non-supported unit carcass turn-in (Repairable carcass shipment)
- Return from AIMD RFI (USID C and M only)
  - BMF - Reduce NRFI quantity and increases on hand quantity
  - BRF - Completes requisition
  - THF - Add AO for release

- Return from AIMD NRFI BCM (USID C and M only)
  - BMF - Reduce NRFI quantity
  - THF - Add AO for release

- Return from AIMD BCM EXREP (USID C and M only)
  - BMF - Reduce NRFI quantity
  - THF - Add AO for release

- BMF - Establish due quantity (after AO release)
- BRF - Establish requisition (after AO release)
  - THF - Add AO for release
  - RTF - Record material
- THF - Add AO for release
  - RTF - Create carcass record
  - BMF - Establish due quantity (after AO release)
  - BRF - Establish requisition (after AO release)
5. 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.

   d. Cumulative Transaction Ledger (CTL) contains transactions that affect financial.

4807 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 paragraph 4319. Any excess NWCF material will be turned-in to shore activities during scheduled offload programs. Selecting the Material Turn-in (MTI) 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.

   a. For RSUPPLY activities, process through the MTI window under Logistics Subsystem. The new document identifier for material returned to NWCF Stock is DI X75. MTIs 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.

   b. MTI/X75 transactions will produce the external documents “D6A” that posts to the NTCSS server file “TO Navy ERP” for transmission to Navy ERP 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 Navy ERP.

4808 DELAYED RECEIPT REPORT

1. GENERAL. Automated tracking of RIP entries to completion is provided by the 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 RSUPPLY Support Procedures Manual. The options available are as follows (see samples Appendix 15):

   a. Storeroom Action List, preposted RIP with no posted receipt;
b. Stock Control Information/Action List, list of deleted preposted receipts;

c. Receipt in Process Report, master list of preposted receipts for follow-up and deletion; and

d. Spot Inventory Cards, a spot inventory record for each item which appears on the Receipt In Process Report marked with the message “Follow-up.”

4809  LONG TERM SYSTEM FAILURE

1. 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 a 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).

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 RSUPPLY Pending File until the system becomes available for processing.

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. RSUPPLY Pending File;

   b. Budget File;

   c. Expenditure File; and

   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.
Part H: SCANNER PROGRAM

Section I: INTRODUCTION

4900  SHIPBOARD RECEIPT/STOW PROGRAM

The IBS, a Shipboard Receipt/Stow program which uses 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 utilizes the following pieces of equipment:

   a. A laser scanner to read coded information,
   
   b. A personal computer to store and transfer data to RSUPPLY, and
   
   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 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. These warnings will appear on the custody card, log book, or other control documents to serve as daily safety reminders:

   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.
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; and

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; and

d. No Loss of Memory - if accidentally switched off.

Section II: 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.
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Part A: MATERIAL EXPENDITURES

Section I: GENERAL

5000 INTRODUCTION

1. GENERAL. The expenditure of material removes a specific quantity of an item from the activity's stock records that was passed to another user/activity or disposed of in accordance with directives from higher authority. Expenditure also occurs when stock material is lost or no longer usable or NRFI, due to shelf-life restrictions or damage. This chapter will discuss the various types of expenditures and the procedures applicable to each. Detailed procedures for executing expenditures can be found in the R-SUPPLY User's Guides (Force Level and Unit Level).

2. TYPES OF EXPENDITURES. Expenditures of material are classified into four types. They are as follows:

   a. ISSUES. An issue turns over material by the supply department (either immediately upon receipt onboard or from supply department stocks) to the “using” shipboard department or supported unit as the result of a customer request. The term “issues” will not be used interchangeably with the term “transfers.” Detailed issue procedures are prescribed in paragraphs 6205-6213.

   b. TRANSFERS. A transfer moves material from the custody and records of a ship to the custody and records of another ship or shore activity. This includes transfer of RFI material to Other Supply Officers, transfer of RFI no longer desired to be stocked onboard to a shore activity (also known as MTIS), and RFI and NRFI material transferred to DLA Disposition Services. Extended Money Value (EMV) will determine if RFI material is transferred to MTIS or DLA Disposition Services.

   c. SURVEY. Survey is the expenditure of material when lost, damaged, unserviceable, or NRFI and is not economically repairable. Surveys are accomplished on a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). When a FLIPL is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.

   d. CASH SALES. Material expended to the following will be processed as a cash sale:

      (1) U.S. Air Force, Coast Guard and Army activities,

      (2) Military Sealift Command ships (APA and 1Q Cognizance (Cog) material only),

      (3) Merchant vessels and nonmilitary aircraft,

      (4) Other U.S. Government agencies,
(5) Foreign naval vessels and military aircraft, and

(6) Foreign merchant ships and non-military aircraft.

5001 EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the MILSTRIP numbering system. The document number consists of the service designator code, the operational force activity’s UIC, the four digit Julian Date, and a four digit serial number, (i.e. R52192-4013-7016). Expenditure document numbers will not be duplicated and will run consecutively throughout the fiscal year.

5002 AUTOMATED EXPENDITURE LOG

1. GENERAL. The automated expenditure log is used to record expenditure document number assignments and to provide a record of all expenditures or transfers of RFI and NRFI material from an activity’s Stock Item Table (SIT) with the exception of issues to the activity’s works centers and supported units.

2. EXPENDITURES LOGS. Expenditure log entries will be made for each occurrence for transfers, cash sales and surveys. Batch entries will be made for transfers generated by automated offload processing. The following information will be recorded in the automated expenditure log for each expenditure:

   a. Expenditure Document Number,

   b. Ship To UIC,

   c. Advice Code,

   d. Cog,

   e. Material Condition Code (MCC),

   f. NIIN,

   g. Nomenclature,

   h. UI,

   i. Quantity,

   j. Remarks,

   k. Unit Price, and

   i. EMV.
AUTOMATED EXPENDITURE LOG

The sample Expenditure Log listing was generated from R-SUPPLY and may appear slightly different depending on the AIS you are currently utilizing.

5003 EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original (or a copy, when the original is required elsewhere), of each expenditure invoice prepared by the ship. Expenditure invoices will be filed by expenditure document number; however, expenditure invoices for DLR items will be placed in a separate file from other expenditure invoices. Forms used as expenditure invoices can be a DD Form 1348-1A, or the DD Form 1149. The expenditure invoice file will be retained for ten years after completion of expenditure action.
personnel will be responsible for approving proper transfers of: consumables; equipage; repair parts; inert nuclear weapons material and associated test and handling equipment, tools and consumables; ship’s store and retail clothing stock; food items; and medical and dental supplies (on ships where Supply holds AMAL/ADAL material only). Although such responsibility need not be delegated in a Commanding Officer’s letter, it should be specified in the Ship’s Organization and Regulations Manual (SORM). Prior to transfer of material (other than unserviceable or excess items) to another activity, the Supply Officer or his designated assistants will ensure that it is not currently needed by the department(s) that normally uses it. In the absence of the Supply Officer or his designated assistants, material transfers may be approved by the Duty Supply Officer or the Command Duty Officer, as prescribed in the SORM.

5005 OTHER DEPARTMENT HEADS

Department heads, other than the Supply Officer, are not authorized to transfer stock or operating space material in their custody. When transfer of such material is appropriate, (e.g., it is excess, unserviceable, or required by another activity), the custodial department head is responsible for turning it into the Supply Department for documentation and transfer. Upon request, other department heads are also responsible for advising the Supply Officer of any existing or prospective need they may have for RFI material being considered for transfer.

5006 AUTHORITY FOR TRANSFER OF REQUESTED MATERIAL

1. GENERAL. Transfer of material requested by another activity will be made only upon receipt of an official request document, (e.g., requisition, letter, message or email).

2. MAMs. MAMs may only be transferred upon approval of the cognizant TYCOM.

Subsection II: TRANSFER TO FORCES AFLOAT

5007 TRANSFER PROCEDURE FOR END USE MATERIAL

1. NWCF-SM MATERIAL. Transfers between ships of the same TYCOM are non-chargeable transactions; however, the value of such transactions will be included in the “B” summary of the transferring ship. Transfers between ships of different TYCOMs are chargeable transactions and the value of such transactions will be included in the “A” summary of the transferring ship. All inter ship transfers will be documented in accordance with paragraph 5036. Whether transfers are between ships of the same or different TYCOMs, the OPTAR of the transferring ship will not be credited; however the value of such transfers may be used to support a request for an OPTAR augmentation from the TYCOM.

2. OPERATING MATERIAL & SUPPLIES (OM&S). Inter ship transfers of OM&S type material are non-chargeable transactions which are not required to be summarized; however, such transactions are required to be documented in accordance with paragraph 5036.

3. MARINE CORPS. Transfers of material to Marine Corps organizations ashore, other than those submitting NWCF stores return, will be covered by a DD Form 1348-1A and will be included in the “A” summary of the transferring ship.
5008 DOCUMENT PREPARATION

1. GENERAL. Transfers between forces afloat are normally made on the DD Form 1348-1A, prepared and submitted by the requesting ship in accordance with paragraph 3024, with additional entries made by the transferring ship as shown in the following subparagraph. When the requesting ship submits a request by a method other than a DD Form 1348-1A, the transferring ship will prepare a DD Form 1348-1A in accordance with paragraph 5036-2.

2. DD FORM 1348-1A. When a DD Form 1348-1A is used to document an intership transfer, it will be prepared as follows (see sample on following page):

<table>
<thead>
<tr>
<th>Record Positions</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-29</td>
<td>Unit of issue and quantity of item transferred</td>
</tr>
<tr>
<td>45-66</td>
<td>Duplicated from the requisition</td>
</tr>
<tr>
<td>71</td>
<td>Supply condition code</td>
</tr>
<tr>
<td>74-80</td>
<td>Current unit price</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Blocks</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total price (unit prices times quantity)</td>
</tr>
<tr>
<td>2</td>
<td>Service designator code and UIC of transferring ship</td>
</tr>
<tr>
<td>3</td>
<td>Service designator code and UIC of requisitioning ship</td>
</tr>
<tr>
<td>17</td>
<td>Item nomenclature</td>
</tr>
<tr>
<td>24</td>
<td>Duplicated from the requisition</td>
</tr>
<tr>
<td>25</td>
<td>Stock number</td>
</tr>
<tr>
<td>26</td>
<td>Unit of issue, quantity of item transferred, supply condition code, Cog symbol and unit price</td>
</tr>
<tr>
<td>27</td>
<td>Service designator code, UIC, name and hull number of transferring ship and service designator code, UIC, name and hull number of requisitioning ship</td>
</tr>
<tr>
<td>27</td>
<td>Expenditure invoice number, plus &quot;(COST CHARGE ONLY)&quot; if fund code &quot;Y6&quot; is entered in cc 52-53</td>
</tr>
<tr>
<td>27</td>
<td>“Approved for transfer:” and name, rank/grade, and signature of the person authorized to approve the transfer (see paragraph 5020)</td>
</tr>
<tr>
<td>27</td>
<td>Additional information, as necessary. If classified, enter “C” for confidential; “S” for secret; “T” for top secret. When a security code is used, all the consignees’ copies of the DD Form 1348-1A will be placed inside the container.</td>
</tr>
</tbody>
</table>
EXAMPLE OF DD FORM 1348-1A FOR INTERSHIP TRANSFER

<table>
<thead>
<tr>
<th>Copy</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>Retained by transferring ship. Filed in expenditure invoice file after required posting has been accomplished.</td>
</tr>
<tr>
<td>6</td>
<td>Attached to the original in the expenditure invoice file of the transferring ship after receipt signature has been obtained, or discarded, if receipt signature is not requested.</td>
</tr>
</tbody>
</table>

5009 DOCUMENT DISTRIBUTION

1. DD FORM 1348-1A. Upon receipt of a DD Form 1348-1A from another ship, the transferring ship prepares a DD Form 1348-1A to document an intership transfer of material. Distribution of the copies will be as follows:

Subsection III: CASH SALES

5010 SALES TO U.S. GOVERNMENT ACTIVITIES AND ORGANIZATIONS

1. GENERAL. With the approval of the Commanding Officer or Supply Officer, transfers of material may be made to the Army, Air Force, Coast Guard (except, cog F and S material requests
will be forwarded to NAVSEA), MSC ships (OM&S and 1Q cog material only), and other U.S. government agencies. Prior to transfer of material, an official order or requisition signed by proper authority must be received from the requesting activity. The order or requisition will provide the appropriation of the department to be charged and the fiscal office from which reimbursement is to be obtained.

2. FUELS AND LUBRICANTS. Navy and Marine Corps activities issuing aviation fuel and lubricants to other government department’s aircraft will use the DD Form 1348-1A and will include the following information:

   a. Aircraft type, model, and serial number;

   b. Major command to which the plane is assigned;

   c. Grade, quantity, standard price, total value, and date the product was issued; and

   d. Name, rank, serial number, and signature of the pilot, co-pilot, or crew-chief.

5011 SALES TO MERCHANT VESSELS

Navy Regulations Article 0925 authorizes the Commanding Officer or senior officer present to render assistance to persons, ships and aircraft in distress. Sales to merchant vessels in distress may be made when naval supplies can be spared. Written approval by the Commanding Officer of the selling ship is required on the requisition with a certification of circumstances that require the transfer. The invoice will show the name and address of the firm owning and operating the vessel, and the Navy appropriation, subhead and operating budget creditable with the proceeds of the sale. An invoice receipt in duplicate will be obtained from the master or purser of the ship.

5012 SALES TO FOREIGN NAVAL VESSELS AND MILITARY AIRCRAFT

Navy Regulations Article 0835 authorizes the Commanding Officer to furnish supplies or services to naval vessels and military aircraft of friendly foreign governments (unless otherwise provided by law or international treaty or agreement). The Commanding Officer of the selling activity must approve the sale in writing and certify the circumstances that required the sale. The following material and services are authorized to be sold or furnished on a reimbursable basis (without an advance of funds) when in the best interest of the United States:

   a. Routine port services in territorial waters of the United States or in waters under United States control including pilotage, tugs, garbage removal, line handling, and utilities;

   b. Routine airport services including landing and takeoff assistance, use of runways, parking and servicing;

   c. Miscellaneous supplies including fuel, repair parts, and general stores, but not including ammunition (subject to approval of the cognizant Fleet or Force Commander when provided overseas); and

   d. Subject to the approval of the CNO in each instance, overhauls, repairs and alterations, together with necessary equipment and its installation required in connection therewith.
5013   SALES TO FOREIGN MERCHANT SHIPS AND NON-MILITARY AIRCRAFT

Navy Regulations Article 0835 authorizes the commanding officer to furnish assistance and repairs to distressed ships and aircraft of foreign states at peace with the United States. The sale of fuel, oil, equipment, mechanical services and other assistance to any aircraft by reason of an emergency is authorized. Additionally, the services authorized in paragraph 5043 may be issued in an emergency.

5014   NATO STANDARDIZED AGREEMENT

The Procedures for Logistic Support between NATO Navies and Naval Port Information, Allied Logistics Publication (ALP-1(D) (Navy)), Chapter 15 and DoD 7000.14-R, Volume 11A, Chapter 8 describe the provisions for providing material and/or services between the naval forces of NATO nations. The agreement is effective for transactions entered into under the authority of the NATO Mutual Support Act, and other legislative authority that provides for reciprocal exchange of material and services.

5015   CASH COLLECTED LOCALLY

1. GENERAL. Cash will be collected locally when possible and a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared. When cash is collected locally, the cash will be turned-in to the Disbursing Officer or Purser (MSC ships) and a collection voucher (NAVCOMPT Form 2277 or DD Form 1131) will be prepared for forwarding to DFAS Cleveland OH, along with the DD Form 1149. The DD Form 1149 will contain the following information without exception:

   a. Appropriation and subhead;

   b. One of the following cash sale customer codes:

      | Source                              | Code |
      |-------------------------------------|------|
      | Foreign Governments                 | 1003 |
      | Non-appropriated Fund Activities    | 1004 |
      | Private Parties                     | 1005 |
      | Commissary Stores (Cash Sales)      | 1006 |
      | Ships’ Stores (Cash Sales)          | 1007 |
      | Department of Interior              | 1400 |
      | Department of State                 | 1900 |
      | Department of Army                  | 2100 |
      | GSA                                 | 4700 |
      | Department of Air Force             | 5700 |
      | Department of Transportation        | 6900 |
      | Department of Health, Education, and Welfare | 7500 |
      | DOD                                 | 9700 |
      | Other Non-Department of Defense Agencies | 9900 |

   c. Operating budget holder;

   d. Organization to which the material is sold and a receipt signature;
e. Document number in the units expenditure series;

f. Name, ship and symbol number, and signature of the Disbursing Officer acknowledging receipt of the cash; and

g. Accounting period in which the collection will be reported by the Disbursing Officer.

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

a. The original and three copies of the DD Form 1149 will be sent to the Disbursing Officer;

b. One copy of the DD Form 1149 will be included with the next monthly financial reports, then filed with the retained report;

c. One copy will be placed in the Expenditure Invoice File;

d. One copy will be provided to the customer; and

e. For R-SUPPLY activities - one copy will be processed through R-SUPPLY and placed in the Stock Control History File.

5016 CASH NOT COLLECTED LOCALLY

1. GENERAL. When it is not possible to collect cash locally, a DD Form 1149 will be prepared and will contain the following information without exception:

a. Name of the department, bureau, office, or branch, and specific activity to which the material was sold;

b. Name and address of the fiscal office or commercial firm from which reimbursement is to be obtained;

c. Date and number of the request placed by the ordering activity;

d. Appropriation symbol data of the department which will bear the cost (not required for sales to foreign governments and commercial or private organizations);

e. Receipt signature of a responsible representative from the receiving activity/organization; and

f. Navy appropriation, subhead, operating budget, unit identification, and fund code to be credited (cite issuing ship’s locally assigned document number and accounting data).

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

a. The original and one copy (original signed by consignee or person receiving merchandise and one copy) will be mailed to DFAS Cleveland, STARS-FL, 1240 East Ninth Street Cleveland,
OH 44199, along with a copy of NAVCOMPT Form 2277 or DD Form 1131, collection voucher when cash collected locally on the days the sale is completed. Each DD Form 1149 will be listed separately on a letter of transmittal citing the invoice/requisition number and amount.

b. One copy of the DD Form 1149 will be included with the next monthly financial reports, then filed with the retained report;
c. One copy will be placed in the Expenditure Invoice File or Proof of Delivery File;
d. One copy will be provided to the customer; and
e. For R-SUPPLY activities - one copy will be processed through R-SUPPLY and placed in the Stock Control History File.

5017 CASH SALE SHIPMENTS

When receipt signatures cannot be obtained due to geographic limitations, material will be shipped by certified mail with Return Receipt Requested. The certified mail number will be indicated in block 2 of the DD Form 1149. Copies of all outstanding and completed certified mail shipments will be retained in the Expenditure Invoice File as backups for challenged billings.

5018 SERVICES NOT CHARGEABLE

Routine port and airport services may be furnished at no cost to the foreign government concerned where such services are provided by the United States Naval personnel and equipment without direct civilian labor or material costs to the Navy. When furnishing routine port services to naval vessels of an allied country, such services may be furnished without reimbursement if those services are provided under an agreement that provides for the reciprocal furnishing by such country of routine port services to naval vessels of the United States without reimbursement. Confirmation as to whether a foreign country has a reciprocal port services agreement can be obtained from the references cited in paragraph 5045.

Subsection IV: EXCEPTIONS FOR SPECIAL MATERIALS

5019 SPECIAL CLOTHING

1. TRANSFERS TO OTHER SHIPS. Special clothing will not be transferred to other ships without the approval of the Commanding Officer. The transfer will be documented on a DD Form 1348-1A.

2. TRANSFERS TO STORE ASHORE. Special clothing will be turned in ashore when articles or quantities of articles are on hand which are in excess of the ship’s authorized allowance. The turn-in/shipment will be documented on a DD Form 1348-1A.

5020 CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) CLOTHING

1. DEFECTIVE CBR CLOTHING. CBR clothing determined to be defective upon receipt or upon subsequent inspection prior to expiration of normal shelf life (10 years from impregnation date), will be reported as defective material in accordance with paragraph 4274.
2. EXCESS CBR CLOTHING. When new or unused clothing is discovered to be in excess of allowance, it will be turned into the nearest supply activity ashore. A DD Form 1348-1A memorandum (no price) invoice will be prepared to document the turn-in/shipment. The following statement will be placed in the “Remarks” section: “NEW OR UNUSED IMPREGNATED CLOTHING IN EXCESS OF ALLOWANCE.”

3. OVERAGE CLOTHING. CBR clothing over 10 years old will be considered for use in training operations or turned into the nearest supply activity ashore for disposal. The clothing should not be burned. Residual material from combustion of the impregnated clothing includes zinc chloride, a defoliant which could destroy plant life in adjacent areas.

5021 PRECIOUS METALS RECOVERY PROGRAM

1. COLLECTION, RECOVERY, AND PROCESSING OF PRECIOUS METALS. DLA Disposition Services is responsible for programs associated with the collection, recovery, and processing of precious metals.

2. GENERATING ACTIVITIES. Generating activities are required to turn-in all excess fine precious metals and precious metal-bearing material to their servicing DLA Disposition Services site. There may be times, however, when a generating activity desires and may be authorized to ship precious metal bearing materials; such as, electrolytic flake, film ash or electronics, directly to a commercial contractor. For precious metal-bearing material that requires special handling as a part of the turn in-process, refer to the Defense Materiel Disposition Manual, DoD 4160.21-M, Chapter 4, Property Requiring Special Processing. Generating activities shall:

   a. Turn in excess usable precious metal-bearing property, scrap, and waste material, in accordance with uniform turn-in procedures contained in DoD 4160.21-M, Chapter 3, Receipt, Handling and Accounting.

   b. Include on the DD Form 1348-1A or attached documentation, any available information pertaining to the precious metals content; such as, metal type, quantity, location, precious metals indicator code (PMIC), and any known/suspected hazardous components.

   c. Properly segregate precious metal-bearing scrap and waste material before turn-in to the DLA Disposition Services.

Subsection 5: MATERIAL TURNED-IN TO STORE (MTIS) ASHORE

5022 TRANSFER PROCEDURE AND CREDIT POLICY

1. GENERAL. Supply support in a changing environment creates the need of a process by which consumer returns of unneeded material can be screened for further use. NAVSUPINST 4440.157 series provides policy guidance for material handling, screening and identification, stock posting, financial processing and crediting for the full range of material returns referred to as MTIS. In addition to the formal definition of MTIS, where ownership of material moves from one fund to another, it also includes material normally defined as stock in transit where material stays within the same fund and is transferred between activities. Procedures in NAVSUPINST 4440.157 (series) apply to customers generating the turn-in to supporting naval activities (including NAVSUP
FLCs, DLA DDs, and the Realtime Reutilization Asset Management program). MTIS primarily exists to take RFI turn-ins from customer activities and return them to stock to meet other Navy requirements. Each transfer will be approved by the Supply Officer and entered in the expenditure record log. MTIS transactions do not include transfer of material to disposal or the transfer of DLR items in NRFI condition since such items must be sent to the Designated Support Point (DSP)/Designated Overhaul Point (DOP) support activity as specified in paragraphs 8320-8328. MTIS is primarily for the return of excess RFI material to stock. It may also be used to return erroneous issues by the stock point (see paragraph 4271), or to obtain needed repackaging/re-preservation with prior arrangement with the stock point (normally with Customer Services). Large numbers of turn-ins should be coordinated in advance to permit automated pre-interrogation and reduce workload.

2. CREDIT. Credit for turn-ins is given to the TYCOM allotment indicated by the fund code on the expenditure/transfer document in accordance with the inventory managers’ authorized stocking levels. Credit cannot be given for the following:
   a. OM&S - Free Issue Items.
   b. Material transferred to MTIS without being identified to an NSN, including NICN (see paragraph 2033) and CAGE (see paragraph 2073)/Part number.
   c. Material transferred (turned-in) to MTIS must have an extended money value of $100 or more due to the cost of processing such credits.
   d. Material bought using BP 28 funds such as NWCF inventory. These inventories will be processed directly into NAVSUP FLC inventory by the Navy's MTIS processing agent.

5023 PREPARATION OF TURN-IN DOCUMENT

Except as otherwise provided in paragraph 4271, RFI material turned into MTIS will be accomplished by using a DD Form 1348-1A. DD Form 1348-1A for inert nuclear weapons material shall be prepared in accordance with Navy Special Weapons Ordnance Publication (SWOP) 100-1A.

The following format is used for preparation of a DD Form 1348-1A:

<table>
<thead>
<tr>
<th>Card Column</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>D6A for end use MTIS. D6K for NWCF offload.</td>
</tr>
<tr>
<td>23-29</td>
<td>Unit of Issue and quantity.</td>
</tr>
<tr>
<td>52-53</td>
<td>Fund code. Applicable NWCF-SM or end-use fund code.</td>
</tr>
<tr>
<td>55-56</td>
<td>COG.</td>
</tr>
<tr>
<td>62</td>
<td>PMIC (disposal only).</td>
</tr>
<tr>
<td>63</td>
<td>ADP equipment code (disposal only).</td>
</tr>
<tr>
<td>71</td>
<td>Supply Condition Code (see Appendix 10Q).</td>
</tr>
<tr>
<td>72</td>
<td>Enter “C” if a credit is being requested and enter “MTIS Credit (enter specific TYCOM) as appropriate” in block 27 for end-use MTIS DLRs; leave blank for NWCF offload.</td>
</tr>
<tr>
<td>Card Column</td>
<td>Entry</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>73</td>
<td>Material Control Code (MCC).</td>
</tr>
<tr>
<td>74-80</td>
<td>Current unit price listed in R-SUPPLY Basic Material File (BMF).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Block</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total price (quantity x unit price).</td>
</tr>
<tr>
<td>2</td>
<td>Ship’s service designator code and UIC.</td>
</tr>
<tr>
<td>3</td>
<td>Service designator code and UIC of the activity to which the material is being transferred for storage (not TARP or other transshipper).</td>
</tr>
<tr>
<td>17</td>
<td>Noun name of the item. Also the CAGE and part number if no NSN or NICN is indicated in cc 8-20. Serial number should be cited for reactor plant components with 2S Cog/X1 SMIC NSNs (see paragraph 5079).</td>
</tr>
<tr>
<td>24</td>
<td>Ship’s service designator code and UIC; Julian Date of the turn-in; and a serial number from the ship’s expenditure record log.</td>
</tr>
<tr>
<td>25</td>
<td>NSN, including SMIC, if applicable (see paragraph 2033 for items identified by a NICN).</td>
</tr>
<tr>
<td>26</td>
<td>Unit of Issue, quantity, supply condition code, COG and unit price.</td>
</tr>
<tr>
<td>27</td>
<td>Ship’s service designator code, UIC, name, hull number and address.</td>
</tr>
<tr>
<td></td>
<td>Service designator code, UIC, name and address of the activity to which the material is being transferred (not TARP or other transshipper).</td>
</tr>
<tr>
<td>27</td>
<td>Demilitarization (DEMIL) code.</td>
</tr>
<tr>
<td>27</td>
<td>Shelf-life code and shelf-life action code.</td>
</tr>
<tr>
<td>27</td>
<td>Storeroom locations.</td>
</tr>
<tr>
<td>27</td>
<td>Additional data as required. If classified, enter “C” for confidential; “S” for secret; “T” for top secret, etc., per R-SUPPLY BMF “Security Code.” When a CIIC in the sensitive or higher category used, all consignee copies of the DD Form 1348-1A will be placed inside the container. When large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at the destination point.</td>
</tr>
<tr>
<td>27</td>
<td>Enter “Credit Requested” when material being turned-in qualifies for credit as outlined in paragraph 5066.</td>
</tr>
<tr>
<td>27</td>
<td>MTIS credit (non-NWCF only).</td>
</tr>
<tr>
<td>27</td>
<td>Enter “Approved for transfer” and name, rank/grade, and signature of the person authorized to approve the transfer (see paragraph 5020).</td>
</tr>
</tbody>
</table>
The following format will be used for MTIS RFI DLR Turn-ins:

<table>
<thead>
<tr>
<th>Card Column</th>
<th>Entry</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>D6A</td>
<td>DOCID</td>
</tr>
<tr>
<td>4-13</td>
<td>1900</td>
<td>Serial number (computer assigned)</td>
</tr>
<tr>
<td>52-53</td>
<td>QZ</td>
<td>Fund code (always QZ for 7R COG; DTO requisition fund code for 7E/G/H/N/Z COG; Y6 for OM&amp;S or 0_COG).</td>
</tr>
<tr>
<td>57-59</td>
<td>RDE</td>
<td>Project code.</td>
</tr>
<tr>
<td>60-61</td>
<td>06</td>
<td>Movement Priority Designator (MPD) (RFI DLR retrograde – MPD 6).</td>
</tr>
<tr>
<td>71</td>
<td>A</td>
<td>Condition code (A – RFI).</td>
</tr>
<tr>
<td>72</td>
<td>C</td>
<td>Management code (C – 7E/G/H/N/Z COG DLR being returned for possible credit; if 7R, OM&amp;S or 0 COG, leave blank. Service code, UIC and complete address of the closest Navy TIR activity (ATAC or DD).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Condition code (A – RFI/same as CC71)</td>
</tr>
</tbody>
</table>
5024 DISTRIBUTION OF TURN IN DOCUMENT

Copies of the DD Form 1348-1A will be distributed as follows:

<table>
<thead>
<tr>
<th>Copy No.</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Retain for proof of shipment or turn-in. File in ship’s expenditure invoice file. When proof of receipt signature is required, it will be obtained at the time the material is turned in, (e.g., transfer of small arms).</td>
</tr>
<tr>
<td>2, 3</td>
<td>Consignee. Place inside container with material. In the event material is shipped in its original storage container which never has been opened, the container will not be opened for the sole purpose of inserting the consignee copies. In this instance, the No. 2 and 3 copies will be placed in a waterproof envelope with the No. 4 copy.</td>
</tr>
<tr>
<td>4</td>
<td>Consignee. For unclassified material, place in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container, or mail to the consignee if the document applies to small arms. For classified material, place with the No. 2 and 3 copies inside the container with the material. (When large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to the receiving personnel at their destination).</td>
</tr>
<tr>
<td>5</td>
<td>(a) Forward to the DFAS Cleveland Center, DFAS-CL, Cleveland, OH 44199-2056 if material is transferred to Marine Corps organizations or other government departments. (b) Forward to Commanding Officer, Naval Weapons Support Center, Crane, IN 47522 (Code 70) if shipment of small arms is involved. See paragraph 5075 for required entries and paragraph 7107 for shipping guidance. (c) Forward to Commander, Naval Sea Systems Command, Washington, DC 20360 when major ordnance equipment is turned in (see paragraph 5077). (d) Forward to Commander, Naval Sea Systems Command, Code 08H, Washington, DC 20362 when 2S/X1 reactor plant components are turned in (see paragraph 5079) (e) Retain for internal use if required, otherwise discard.</td>
</tr>
<tr>
<td>6</td>
<td>This copy may be used as “Tickler” copy in the expenditure invoice file in those cases where a stock receipt signature is required on the number 1 copy.</td>
</tr>
</tbody>
</table>

5025 INTERNAL RECORD PROCEDURES

The activity receiving the transferred material will initiate appropriate allotment and accounting action; therefore, no reporting (summarizing) is required by the transferring ship. The transfer will not be recorded in the ship’s OPTAR record; however, the TYCOM will receive any credit allowed by the stock point. Although transfers have no impact on the transferring ship’s OPTAR, large dollar value transfers may be used as a basis for requesting an OPTAR augmentation from the TYCOM.
5026 PREPARATION OF MATERIAL FOR TURN-IN

1. GENERAL. MTIS ashore must be identified, tagged, and marked accurately to permit the receiving activity to process and grant credit, when applicable, to the TYCOM's operating budget. Ships will observe the following rules when turning in material:

   a. Copies of the turn-in document will be distributed, as prescribed, in paragraph 5068 (If more than one container is used for the material listed on the turn-in documents, the turn-in documents will be attached to the container number 1);
   
   b. Material classified as depot level repairable or cryptographic will not be packed with other items;
   
   c. Radioactive material will be plainly marked with proper labels and segregated from other material being turned-in;
   
   d. NRFI repairables (other than DLRs) will be in accordance with paragraphs 5036;
   
   e. Unserviceable DLR material will be in accordance with paragraphs 8320-8328 and NAVSUPINST 4440.157 series;
   
   f. Material fit for reissue, but not identified with a national stock number, will be separated physically from other material being turned-in;
   
   g. Material having scrap value (determined by survey) will be segregated from other material and documented in accordance with paragraph 5036. Material containing reclaimable precious metals shall be directed to an authorized recycling activity as authorized in paragraph 5056;
   
   h. Heavy items will not be packed with delicate or small items;
   
   i. Material with an extended line item value of $100 or less will be segregated physically to facilitate handling by the receiving activity;
   
   j. Containers with only one item included will be marked with the stock number of the item;
   
   k. All narcotics (morphine) and pyrotechnics (flares) will be removed from life rafts prior to shipment or turn-in;
   
   l. All dry cell batteries will be removed from battery powered equipment prior to shipment or turn-in;
   
   m. No GSA material will be turned-in directly to a GSAstore or GSA depot. All GSA material will be processed under MILSTRIP material returns procedures. GSA managed items will be identified as 9Q Cog and turned-in to the designated MTIS location such as the local Navy activity or DD. Credit, if applicable, will be given per paragraph 5066.

2. SAFES AND SAFE LOCKERS WITH COMBINATION LOCKS. When safes or safe lockers with combination locks are turned in to store or transferred to another ship, the combination for
each item being transferred will be reset to 50-25-50. A tag containing the combination will be affixed to each item, or the combination will be marked on the exterior.

5027 TURN-IN OF EXPENDABLE ORDNANCE (AMMUNITION/EXPLOSIVES)

1. TURN-IN DOCUMENT. When it is necessary to offload ammunition from fleets units, a separate DD Form 1348-1A will be prepared for each NSN, ownership and condition code of ammunition to be turned in. When using the DD Form 1348-1A for this purpose, it will be prepared as described in NAVSUP P-805, Attachment 1C.

2. DISTRIBUTION OF TURN-IN DOCUMENTS. The original copy of the DD Form 1348-1A should be retained by the turn-in activity. All other copies should accompany the material being turned-in. On ships where the Weapons Officer is authorized to requisition and turn-in ammunition, expenditure files will be maintained by the Weapons Officer rather than the Supply Officer.

5028 TURN-IN OF RADIOACTIVE MATERIAL

RADIOACTIVE INSTRUMENTS AND COMPONENTS. When radioactive instruments and other radioactive material are unserviceable or no longer needed, they will be turned into the nearest shore supply activity for proper management or disposition through the DON Low-Level Radioactive Waste (LLRW) Disposal Program (see NAVSEA S04020-AA-RAD-010, Revision 2, Section 16). Documents and material will be marked and handled as required for hazardous materials (see NAVSUPINST 4030.55 series for additional disposal guidance and NAVSUPINST 4000.34 series for guidance in handling radioactive materials). Items lost through accidental means, or otherwise, will be reported by message or letter to NAVSUP WSS Mechanicsburg, or NAVSUP WSS Philadelphia for items related to aircraft. Complete details concerning the circumstances surrounding the loss will be supplied to that command. A copy of the report will be furnished to NAVSUP N3/4. Although unlikely, when the loss is considered to present a hazard if personnel come into contact with the material, immediately notify the NAVSEA Detachment, Radiological Affairs Support Office at (757) 887-4692 or nsscnavsearasadmin@navy.mil.

5029 TURN-IN OF AVIATION MATERIAL

Turn-in documents for RFI aviation material will be prepared in accordance with paragraph 5067. Turn-ins for unserviceable DLR items will be processed in accordance with paragraphs 8320-8328 and NAVSUPINST 4440.157 series.

5030 REMOVAL OF MACHINERY OR EQUIPMENT

When installed machinery or equipment is removed from a ship, all repair parts peculiar to that machinery or equipment also will be turned-in. However, Supply Officers will check their allowance lists carefully to ascertain that repair parts listed for that machinery or equipment are not required to be stocked for other machinery or equipment that remains aboard.

5031 SMALL ARMS

The DD Form 1348-1A will be used for the turn-in or shipment of small arms. Activities transferring small arms will ensure that the weapons and their shipping container(s) are free of
ammunition; and that the empty clips or magazines are removed from and security taped to the weapons being transferred. The DD Form 1348-1A will include the data entries prescribed in paragraph 5067 and additional information as follows:

   a. The item nomenclature, including manufacturer, model, caliber, and serial number(s) will be entered in data blocks X and Y;

   b. The certification “No ammunition is contained in this shipment” will be entered in data blocks AA through DD and the certification will include the inspectors’ signature, their grade/rank and title, and the date of the inspection; and

   c. The notation “REQUEST RETURN OF A RECEIPTED COPY” will be conspicuously entered in the bottom margin of the form. Packages containing small arms being turned-in or shipped will bear no external markings indicating the nature of their contents. A receipt signature will be obtained for all transferred small arms which are not mailed; and if the small arms are mailed, the registry ship provided by the post office will serve as a temporary receipt until a receipted document is returned by the consignee.

5032 TURN-IN OF CLASSIFIED MATERIAL

Refer to the Department of the Navy Information Security Program Manual (SECNAV M-5510.36); DoD Transportation Regulation 4500.9-R, Part 2; and NAVSUPINST 4460.6, for policy on the turn-in of classified material.

5033 REPLACEMENT AND TURN-IN OF MAJOR ORDNANCE EQUIPMENT

NAVSEA replaces gun mounts, rocket launchers, and gun fire control systems in accordance with the TYCOM’s request and the availability of new or overhauled equipment. Supply Officers of ships from which equipment is being replaced or removed will prepare a DD Form 1348-1A in accordance with NAVSEA and TYCOM direction.

5034 TURN-IN OF NAVSEA 08 CONTROLLED REACTOR PLANT COMPONENTS (EITHER IN EXCESS OR UNSERVICEABLE)

1. GENERAL. NAVSEA 08 controlled spare reactor plant components, identified by 2S Cog symbol and X1 SMIC, which are unserviceable, nor used or in excess will be turned into the nearest naval shipyard, which is listed in FEDLOG as a DOP. NAVSEA Form 9210/23 and turn-in documents for unserviceable, not used or excess 2S/X1 components should be prepared in accordance with paragraphs 5067 or 8323, as appropriate. The turn-in document should list the reactor plant component serial number. Components under each NSN are uniquely identified by these serial numbers. NAVSEAINST 9210.5 series provides specific guidance on the turn-in of 2S/X1 reactor plant components.

2. DOCUMENTATION. As the inventory control point for 2S/X1 reactor plant components, NAVSEA 08 requires a copy of NAVSEA Form 9210/23 from the requisitioning activity, requesting specific information including serial numbers of components; placed in on board spares, installed, and turned-in. NAVSEA uses the information obtained from these forms to:

   a. Track turn-in of unserviceable, not used or excess components; and
b. Maintain up-to-date reactor plant component configuration data by serial number for all nuclear powered ships, land-based prototypes, moored-training ships, and tenders designated to carry 2S/X1 load list spares.

NAVSEA Form 9210/23 is required to ensure current logistics information is available. Therefore, the turn-in should processed without delay. Pending actual component turn-in, the NAVSEA Form 9210/23 should be filed along with the skeletonized DD Form 1348-1A turn-in document in the DLR suspense file. When the turn-in is made, the original NAVSEA Form 9210/23 should be promptly completed and returned, along with a copy of the turn-in document to NAVSEA 08H:

REACTOR PLANT COMPONENT INSTALLATION/CARCASS TRACKING REPORT
To preclude inadvertent transmittal of classified information with the component shipment, DO NOT include a copy of the applicable Machinery History Card with the turned-in component. Instead, in a separate transmittal, provide the material history data, (i.e., Machinery History Card, Material History Card-Electrical, Resistance Test Record Card, Electronic Equipment History Card, Hull History Card), along with a copy of the turn-in document to the Naval Nuclear Material Manager (Code 2305) of the DOP naval shipyard.

Subsection VI: TRANSFER TO DLA DISPOSITION SERVICES

5036 TRANSFER PROCEDURE
1. GENERAL. Materials turned into a DLA Disposition Services site fall into one of three categories: items that need inventory manager disposal authority; items that do not need an inventory manager disposal authority; or scrap and waste. Materials shipped/transferred to DLA Disposition Services site shall be accomplished with a DD Form 1348-1A. Activities should not prepare a shipment status document for items going to disposal until proper demilitarization is accomplished. Not all demilitarized (demil) required items are to be demilled prior to turn in as this would affect possible reutilization of the item. DLA Disposition Service has centralized demil sites that handle demil of material with exceptions noted below. Contact the local disposal office if there is a question on items that are eligible.

The following Demil Codes should be handled by the turn in activity prior to being turned in to a DLA Disposition Services site:

   a. Demil "F" instructions can be found at https://tulsa.tacom.army.mil/demil/codefmain.cfm or by contacting the item manager. The instructions provided are to be performed PRIOR to presenting the property to DLA Disposition Services.

   b. Demil "G" items cannot be turned in to a DLA Disposition Services site without the proper INERT or Material Determined As Safe inspection, certification and proper documentation. Local DLA Disposition Services sites can provide templates of the form to use.

   c. Demil "P" items cannot be turned in to a DLA Disposition Services site without declassification and certification thereof. Local DLA Disposition Services sites can provide templates of the form to use. These are all reflected in DoD 4160.21-M, Defense Materiel Disposition Manual, which can be found at the DLA Disposition Services website http://www.dispositionservices.dla.mil/.

2. DISPOSAL AUTHORITY CODES. DOD-imposed controls over material turned in to DLA Disposition Services sites require the use of disposal authority codes (see NAVSUP P485, Volume II, Appendix 8M). Failure to include the disposal authority code on the DD Form 1348-1A will result in rejection of the material by the DLA Disposition Services site. Since many DLA Disposition Services sites will accept turn-ins by appointment only, prior contact is encouraged. Fleet material turned into Navy shore activities will be exempt from this requirement.

3. DOCUMENT PREPARATION. Material will be turned into the DLA Disposition Services site by use of the DD Form 1348-1A prepared in the following format (see illustration on following page):

4. DISTRIBUTION OF TURN IN DOCUMENTS. The original, third, fourth, fifth, and sixth copies of the DD Form 1348-1A will be forwarded or turned in with the material to the DLA Disposition Services site. The second copy will be retained for internal use. After DLA Disposition Services site receipts for the material, the receipted copy will be filed in the ship’s expenditure invoice file. An electronic image of a processed DD Form 1348-1A can be retrieved from the DLA Disposition Services website: http://www.dispositionservices.dla.mil/; click on eDocs Document Management.
### Record Position

<table>
<thead>
<tr>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-29</td>
</tr>
<tr>
<td>45-50</td>
</tr>
<tr>
<td>64</td>
</tr>
<tr>
<td>71</td>
</tr>
<tr>
<td>74-80</td>
</tr>
</tbody>
</table>

### Data Block

<table>
<thead>
<tr>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

### Data Block

<table>
<thead>
<tr>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>27</td>
</tr>
</tbody>
</table>
5037 INTRANSIT CONTROL OF PROPERTY SHIPPED/TRANSFERRED TO DLA DISPOSITION SERVICES SITE

1. GENERAL. The intransit procedures will be used when MTIS facilities are neither available nor practical in order to provide control and accountability for materials shipped directly to the DLA Disposition Services site. The procedures in this subsection should be adhered to.

2. SHIPPING ACTIVITY. At the time the material (excluding scrap and waste) is physically shipped/ transferred to the DLA Disposition Services site, and accountability is acknowledged by the DLA Disposition Services site showing the quantity actually received in the DD 1348-1A, shipment status (DI AS3) with distribution code 9 in record position (rp) 54 will be prepared in accordance with paragraph 5107, and submitted to DLA Disposition Services via DLATS. Shipment status (DI AS3) will be submitted on all shipments of $100 or more and on all shipments of pilferable or sensitive items regardless of dollar value. The shipment status (DI AS3) will initiate the suspense file at DLA Disposition Services.

3. DLA DISPOSITION SERVICES SITE. Within 10 days after the material (excluding scrap and waste), is received and accepted, DLA Disposition Services site will acknowledge receipt of material to their disposal offices utilizing their procedures.

4. DLA DISPOSITION SERVICES. DLA Disposition Services will match the receipt reported by the DLA Disposition Services site with the shipment status (DI AS3), reported by the shipping activity held in the suspense file. The suspense file will remain open when the receipt card submitted by the DLA Disposition Services site does not match a shipment status (DI AS3) and the discrepancy noted is more than $100 or the item is pilferable/sensitive. The following conditions will close the record in the suspense file:

a. When there is no discrepancy,

b. When the discrepancy is less than $100 and the material is not pilferable/sensitive,

c. When the material is scrap/waste, or

d. When the receipt card is for a “batch” of items and the item is not pilferable/sensitive.

DLA Disposition Services sites will not include items with greater than $100 in line item value in batches.

5. DLA DISPOSITION SERVICES SHIPMENT FOLLOW-UP. DLA Disposition Services will send a Shipment Confirmation Follow-up (DI AFX/AFZ) via DLATS to the activity in rp 30-35 of the receipt reported by DLA Disposition Services sites, or the activity in rp 30-35 of the shipment status (DI AS3). Activities in receipt of DLA Disposition Services Shipment Confirmation Follow-up card (AFX) will reply with a Shipment Confirmation (DI ASZ) in accordance with paragraph 5108 within 10 working days. Non response to an AFX will result in a second DLA Disposition Services Shipment Confirmation Follow-up (AFZ). Continued non response of document identifier AFZ will close the suspense file, but non response will be recorded and retained for two years for activities involved.
**5038 SHIPMENT STATUS (DI AS3)**

Shipment status (DI AS3) will be sent to DLA Disposition Services via DLATS at the time the material is shipped/transferred directly to the DLA Disposition Services site. The following format will be followed:

<table>
<thead>
<tr>
<th>Record Pos.</th>
<th>Field Legend</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>AS3.</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>The Routing Identifier of the shipping activity, or blank if none.</td>
</tr>
<tr>
<td>7</td>
<td>Media and Status Code</td>
<td>Blank.</td>
</tr>
<tr>
<td>8-22</td>
<td>NSN or Part No.</td>
<td>Enter the stock or part number of the material shipped/transferred.</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of Issue</td>
<td>Enter Unit of Issue.</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>Enter Quantity.</td>
</tr>
<tr>
<td>30-43</td>
<td>Document Number</td>
<td>Enter document number used in the DD Form 1348-1A.</td>
</tr>
<tr>
<td>44</td>
<td>Demand Code</td>
<td>Blank.</td>
</tr>
<tr>
<td>45-50</td>
<td>Supplementary Address</td>
<td>Enter DODAAC of predesignated DLA Disposition Services site as listed in Appendix 7.</td>
</tr>
<tr>
<td>51</td>
<td>Shipment Hold Code</td>
<td>Enter when applicable.</td>
</tr>
<tr>
<td>52-53</td>
<td>Fund Code</td>
<td>Blank.</td>
</tr>
<tr>
<td>54</td>
<td>Distribution Code</td>
<td>Enter “9.”</td>
</tr>
<tr>
<td>55-56</td>
<td>Blank</td>
<td>Blank.</td>
</tr>
<tr>
<td>57-59</td>
<td>Date Shipped</td>
<td>Enter three digit Julian Date when material was shipped.</td>
</tr>
<tr>
<td>60-61</td>
<td>Priority</td>
<td>Enter Priority 11.</td>
</tr>
<tr>
<td>62-76</td>
<td>TCN, GBL or other</td>
<td>For other than local shipment/transfer:</td>
</tr>
<tr>
<td></td>
<td>shipment unit number</td>
<td>(a) When a Transportation Control Number (TCN) applies, the requisition Document Number (minus service code) is entered in rp 62-74.</td>
</tr>
</tbody>
</table>
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Record Pos. Field Legend | Entry
---|---
(b) When a Government Bill of Lading (GBL) applies, the shipper's Service Designator Code and UIC is entered in rp 62-67, the letter “B” in rp 68 and the GBL Number in rp 69-76.
(c) For certified mail, enter the consignor, the letter “C” and the certified mail number.
(d) For registered parcel post shipments, the shipment unit number will consist of the shipper’s service designator and UIC in rp 62-67 followed by the letter “R” in rp 68. The registration number will be contained in rp 69-76. If there are less than eight digits in the registration number, the significant digits will be preceded by zeros.
(e) For insured parcel post, enter the consignor, the letter “I” and the insured number.

77 Mode of shipment | Enter applicable code (see Appendix 5).
78-80 Blank.

COMPLETED DISPOSAL SHIPMENT STATUS (DI AS3)

<table>
<thead>
<tr>
<th>UNCLAS //N04400//</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILSTRIP DOCUMENTS</td>
</tr>
<tr>
<td>AS3ZSTI 5930006871431 EA00200R5219253080805 9 308</td>
</tr>
<tr>
<td>11521953080805XXU</td>
</tr>
<tr>
<td>BT</td>
</tr>
</tbody>
</table>

5039 DLA DISPOSITION SERVICES SHIPMENT CONFIRMATION (DI ASZ)

DI ASZ will be prepared by the shipping activity when responding to DLA Disposition Services follow-up (DI AFX/AFZ) utilizing the following format (see sample on following page):

<table>
<thead>
<tr>
<th>Card Column</th>
<th>Field Legend</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>Enter ASZ.</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>Code of the Supply Source from which the Material Release or DRO document was received.</td>
</tr>
<tr>
<td>7</td>
<td>Media and Status</td>
<td>Blank.</td>
</tr>
<tr>
<td>8-22</td>
<td>Stock or Part Number</td>
<td>Data as shown in the AFX/AFZ.</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of Issue</td>
<td>Enter U/I as shown in the AFX/AFZ.</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>Quantity receipted for by DLA Disposition Services site.</td>
</tr>
<tr>
<td>30-43</td>
<td>Document Number</td>
<td>As in the AFX/AFZ.</td>
</tr>
<tr>
<td>44</td>
<td>Suffix</td>
<td>Data as shown in the AFX/AFZ.</td>
</tr>
<tr>
<td>45-53</td>
<td>Various</td>
<td>Leave Blank.</td>
</tr>
</tbody>
</table>
### COMPLETED SHIPMENT CONFIRMATION (DI ASZ)

| UNCLAS //N04400//  
| MILSTRIP DOCUMENTS  
| ASZSTI 5930006871431 EA00200R5219253080805  
| 9  
| BT |

### 5040 SUPPLY STATUS (DI AE3)

1. **GENERAL.** Supply status DI AE3 with BF in rp 65-66 will be sent to DLA Disposition Services in lieu of disposal confirmation DI ASZ when the following conditions exist:

   a. When there is no record either of the shipment or the shipment status card (AS3), and

   b. When it is determined that a shipment status card (AS3) has been sent, but no record of shipment was made.

2. **PREPARATION.** Supply Status (DI AE3) will be prepared as follows:

<table>
<thead>
<tr>
<th>Record Position</th>
<th>Field Legend</th>
<th>Explanation and Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Document Identifier</td>
<td>AE3.</td>
</tr>
<tr>
<td>4-6</td>
<td>Routing Identifier</td>
<td>Enter routing identifier of supply source furnishing status. Blank if none.</td>
</tr>
<tr>
<td>7</td>
<td>Media and Status</td>
<td>Blank.</td>
</tr>
<tr>
<td>8-22</td>
<td>Stock or Part Number</td>
<td>Enter the Stock or Part Number to which status is applicable.</td>
</tr>
<tr>
<td>23-24</td>
<td>Unit of Issue</td>
<td>Enter unit of issue applicable to the number.</td>
</tr>
<tr>
<td>25-29</td>
<td>Quantity</td>
<td>Enter qty applicable to the item being supplied.</td>
</tr>
<tr>
<td>30-43</td>
<td>Document Number</td>
<td>Enter data as shown in the AFX/AFZ.</td>
</tr>
<tr>
<td>44-53</td>
<td>Various</td>
<td>Blank.</td>
</tr>
<tr>
<td>54</td>
<td>Distribution Code</td>
<td>Enter “9.”</td>
</tr>
<tr>
<td>55-61</td>
<td>Various</td>
<td>Blank.</td>
</tr>
<tr>
<td>62-64</td>
<td>Transaction Date</td>
<td>The Julian Datethat corresponds to this reply.</td>
</tr>
<tr>
<td>67-69</td>
<td>Routing Identifier</td>
<td>RI if assigned, or blank if none.</td>
</tr>
<tr>
<td>70-80</td>
<td>Various</td>
<td>Blank.</td>
</tr>
</tbody>
</table>
Section III: SURVEYS

5041 INTRODUCTION

1. GENERAL. Despite the physical security and quality control safeguards established by Navy activities in their stewardship of government property, discrepancies may occur between supply system materiel, equipment, real property or monetary asset balances and the physical status of material in storage. These discrepancies will be subjected to review/approval thresholds as described by their applicable category, (i.e., supply system materiel, equipment, real property or monetary assets). NAVSUP policy and procedures for physical inventory management, including detailed guidance for processing the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, are provided in DoD 7000.14-R, Volume 12, Chapter 7. All items are subject to FLIPL Procedures, with the exception of incoming shipment discrepancies that can be attributed to shipper or carrier liability and the item discrepancy is reported per applicable regulations.

2. DEFINITIONS. The following definitions apply to the survey process:

   a. Abuse. Willful misconduct or deliberate unauthorized use.

   b. Accountability. The obligation imposed by law, lawful order, or regulation, accepted by an organization or person for keeping accurate records, to ensure control of property, documents or funds, with or without physical possession. The obligation, in this context, refers to the fiduciary duties, responsibilities, and obligations necessary for protecting the public interest; however, it does not necessarily impose personal liability upon an organization or person.

   c. Accountable Property Officer (APO). An individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with government property, irrespective of whether the property is in the individual's possession.

   d. Accountable Property. A term used to identify property recorded in the accountable property system of record.

   e. Accountable Property Record. The record contained within the accountable property system of record.

   f. Acquisition Cost. The amount, net of both trade and cash discounts, paid for the property, plus transportation costs and other ancillary costs.
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g. Appointing Authority. An individual designated in writing by the approving authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the accountable property officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the reviewing authority, APO, and financial liability officer.

h. Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the appointing authority or designate an appointing authority in writing. DOD Component regulations shall designate who may serve as the approving and appointing authority. The approving authority is normally senior to the appointing authority.

i. Collective Liability. Where more than one individual may be liable for a debt, both collectively and individually.

j. Commander. An individual vested with command authority in a DOD Component.

k. Contractor Acquired Property (CAP). Any property acquired, fabricated, or otherwise provided by the contractor for performing a contract, and to which the government has title. Although the government may have title, the CAP has not yet been delivered. CAP that is subsequently delivered to the government for use on the same or another contract is considered Government Furnished Property. See Definition of “Government Furnished Property.”

l. Controlled Inventory Items. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safekeeping and integrity. Controlled inventory items in descending order of the degree of control normally exercised are:

   (1) Classified Items. Materiel which requires protection in the interest of national security.

   (2) Sensitive Items. Materiel which requires a high degree of protection and control due to statutory requirement or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or a hazardous nature; and small arms, ammunition, explosives, and demolition materiel.

   (3) Pilferable Items. Materiel having a ready resale value or application to personal possession and therefore, especially subject to theft.

m. Culpability. Determination of fault.

n. Deliberate Unauthorized Use. Willful or intentional use without right, permit, or authority.

o. Financial Liability. The statutory obligation of an individual to reimburse the government for lost, damaged, or destroyed government property as a result of negligence or abuse.

p. Financial Liability Officer. An individual who is appointed in writing by the appointing authority to conduct an investigation to determine responsibility for loss, damage, or destruction of
government property. Individuals so appointed shall not be the accountable property officer, property custodian, or otherwise have any direct interest in the property being investigated. The individual shall be a commissioned officer; warrant officer; enlisted member in grades E-7, E-8, or E-9; or a civilian employee GS-07 or above. However, the financial liability officer is normally senior to the person(s) directly involved with the discrepancy. The appointing authority may act as the financial liability officer.

q. Government Furnished Property. Any property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor for performance of a contract. Contractor Acquired Property that is subsequently delivered to the government for use on the same or another contract is considered Government Furnished Property. See Definition of “Contractor Acquired Property (CAP).”

r. Gross Negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered. The act is characterized by a reckless, deliberate, or wanton disregard of foreseeable consequences.

s. Inquiry. An informal proceeding designed to obtain data and/or information.

t. Investigation. A formal proceeding for determining the facts and circumstances related to loss, damage, destruction, or theft of government property; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; or determining the responsibility for loss, gain, damage, or destruction of government property.

u. Liability. The state of being responsible or answerable for the loss, gain, damage, or destruction of government property.

v. Negligence. The failure to act as a reasonable prudent person would have acted under similar circumstances. An act or omission that a reasonably prudent person would not have committed or omitted under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of government property. Failure to comply with existing laws, regulations, or procedures may be considered as evidence of negligence.

w. Probable Cause. Reasonable grounds for belief.

x. Property Custodian. Also known as Responsible Officer. An individual appointed by the APO, who accepts custodial responsibility for property, typically by signing a hand receipt. The property custodian is directly responsible for the physical custody of accountable property under their control. See Definition of “Responsible Officer.”

y. Proximate Cause. The cause which, in a natural and continuous sequence of events unbroken by a new cause, produced the loss or damage. Without this cause the loss, gain, or damage would not have occurred. It is further defined as the primary moving cause, or the predominate cause, from which the loss, gain, or damage followed as a natural, direct, and immediate consequence.

z. Record. All forms of information, (e.g., narrative, graphic data, and computer memory), registered in either temporary or permanent form so that it can be retrieved, reproduced, or preserved.
aa. **Research.** An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of the research is to determine the correct balance and determine the cause of discrepancies. There are three types of research.

(1) **Postcount Validation.** A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of postcount validation is to determine the validity of the count. Postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken.

(2) **Preadjustment Research.** The purpose of preadjustment research is to verify if an inventory variance has occurred which involves a review of potential discrepancies, the consideration of recent transactions and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined. Once the inventory variance is verified, the inventory adjustment must be posted. See DoDM 4140.01.

(3) **Causative Research.** An investigation of discrepancies; i.e., gains and losses, consisting of (as a minimum) a complete review of all transactions to include supporting documentation: catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory; the last location reconciliation which included quantity; or back one year whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

ab. **Responsible Officer.** An individual appointed by the APO, who accepts custodial responsibility for property, typically by signing a hand receipt. The property custodian is directly responsible for the physical custody of accountable property under their control. Also known as Property Custodian. See Definition of “Property Custodian.”

ac. **Responsibility.** The requirement placed on an organization or individual who acts as the custodian of another individual’s property by controlling, supervising and managing the property in their care.

ad. **Reviewing Authority.** An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

ae. **Simple Negligence.** See Definition of “Negligence.”

af. **Standard Price.** The unit price of an item, as it is recorded in the Standard Catalog for use in financial and accountable records of the holding Service of Agency. An item not included in the appropriate Service or agency pricing catalog shall be priced at original cost, if available, or if not known, at fair market value, as stated in paragraph 5126.10a (2).

ag. **Stock Record.** A perpetual inventory form of record that shows by nomenclature, the quantities received, issued, and the balance on hand. The stock record shall show by item the
receipt, issue, and transfer of accountability of property; the balances on hand; and such other identifying or stock control data as required. See DoDM 4140.01.

ah. Supply System Materiel. Supply system materiel refers to those inventories, wholesale and below wholesale, where a stock record account is required to be maintained. See DoDM 4140.01.

ai. Value. The financial value of an item. Typically, the original acquisition cost or, in the case of capital equipment, the full cost or net book value.

aj. Willful Misconduct. Intentional damage, destruction, misappropriation, or loss of government property.

3. ASSIGNMENT OF ROLES IN THE SURVEY PROCESS. The following chart illustrates the roles in the survey process.

<table>
<thead>
<tr>
<th>MATERIAL CATEGORY</th>
<th>STORES INVENTORY</th>
<th>PROVISIONS INVENTORY</th>
<th>SHIP'S STORE INVENTORY</th>
<th>OTHER PROPERTY INVENTORY</th>
</tr>
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<tbody>
<tr>
<td>Accountable Officer</td>
<td>SUPPO or Stores Officer</td>
<td>Food Service Officer</td>
<td>Sales Officer</td>
<td>Department Head</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>Division Officer or LCPO/LPO</td>
<td>Division Officer or LCPO/LPO</td>
<td>Division Officer or LCPO/LPO</td>
<td>Department Head or Division Officer</td>
</tr>
<tr>
<td>Reviewing Authority</td>
<td>SUPPO/ASUPPO (if not accountable)</td>
<td>SUPPO/ASUPPO (if not accountable)</td>
<td>SUPPO/ASUPPO (if not accountable)</td>
<td>XO</td>
</tr>
<tr>
<td>Appointing Authority</td>
<td>CO, XO, or SUPPO (if not accountable)</td>
<td>CO, XO, or SUPPO (if not accountable)</td>
<td>CO, XO, or SUPPO (if not accountable)</td>
<td>CO, XO</td>
</tr>
<tr>
<td>Approving Authority</td>
<td>CO, or SUPPO (if not accountable)</td>
<td>CO, or SUPPO (if not accountable)</td>
<td>CO, or SUPPO (if not accountable)</td>
<td>CO, or SUPPO (if not accountable)</td>
</tr>
</tbody>
</table>

5042 GENERAL REQUIREMENTS

1. MINIMUM REQUIREMENTS. The following are the minimum requirements related to financial liability for government property that is lost, damaged, destroyed or stolen. These requirements apply whether or not the government property is recorded in an accountable property system.

a. Inquiry. An informal process of ascertaining the facts, circumstances, and cause of the loss, damage, destruction, or theft.

b. Investigation. A formal proceeding of ascertaining the facts, circumstances, and cause of the loss, damage, destruction, or theft, in accordance with the minimum requirements set forth in paragraph 2.a. below.
c. **Determination of Proximate Cause.** Ascertaining whether the loss, damage, destruction, or theft was proximately caused by an individual’s negligence or abuse.

d. **Adjustment.** Posting to the accountable property records the changes made necessary by the loss, damage, destruction, or theft.

e. **Administration.** An established process or system to determine whether a responsible party should be held financially liable.

2. **INITIATION OF GENERAL INQUIRIES AND INVESTIGATIONS.** Upon discovery of loss, damage, destruction, or theft of government-owned property (real or personal) of any value, the first line supervisor or, in the case of military, immediate superior within the chain of command, shall conduct an inquiry to determine if the situation warrants a more formal inquiry, (i.e., an investigation). A DD Form 200 **is not** required for inquiries.

   a. An investigation shall be conducted for all loss, damage, destruction, or theft of government-owned equipment with an initial acquisition cost (value) of $5000 or greater; all sensitive, classified, or leased (capital lease) property regardless of initial acquisition cost; monetary assets $750 or greater; and any real property. Investigations may also be conducted when circumstances warrant. For example, when the loss, damage, destruction or theft of small amounts of property occur frequently enough to suggest a pattern of wrongdoing.

   b. The Approving Authority is responsible for establishing procedures and designating a person, typically the APO, Real Property Accountable Officer, or Reviewing Authority (for supply system stocks or "material"), to initiate and conduct the investigation, in accordance with agency procedures. Investigations are not limited to the above thresholds, but may be conducted if the approving authority deems a formal investigation necessary.

   c. At a minimum, investigations shall identify:

      (1) What happened,

      (2) How it happened,

      (3) Where it happened,

      (4) Who was involved,

      (5) When it happened, and

      (6) Any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of the property.

3. **EVIDENCE OF NEGLIGENCE.** When inquiring into the loss, damage, destruction, or theft of government property, the first consideration is whether there is evidence of negligence. For example: “Would a reasonably prudent individual have acted in this manner?” “Were there procedures governing the use of the property, and were they followed?” “What were the circumstances that existed when the loss actually occurred?” “Was the individual on the job?” When loss, damage, destruction of government quarters is involved, a distinction between simple
and gross negligence is needed. Evidence of simple or gross negligence depends on the conduct of the individual. If the individual failed to exercise precautions or good judgment, then simple negligence applies. If the individual’s conduct was characterized by a reckless, deliberate, or wanton disregard of foreseeable consequences, then gross negligence applies. Evidence of whether simple or gross negligence was the proximate cause of the loss, damage, or destruction is based on the facts and circumstances and shall be determined during the general inquiry and documented during the investigation process.

4. **DD FORM 200.** The DD Form 200 is required documentation for investigations—and shall be used to document the facts and circumstances of the loss, damage, destruction, or theft. The person conducting the investigation shall be responsible for completing blocks 1 through 11 of the DD Form 200, as described in paragraph 5133.

The DD Form 200 is not required when:

   a. An individual voluntarily makes restitution to the government for the full amount and classified or sensitive property is not involved.

   b. The damage involves a government-owned vehicle. In such cases, an accident investigation report may be used to document an inquiry in lieu of a DD Form 200. However, when the documentation clearly indicates that negligence or abuse was involved, or if a claim against the government is possible, a DD Form 200 shall be prepared.

   c. The loss involves shipping and transportation discrepancies attributed to carriers, which are processed and reported according to “Reporting of Item and Packaging Discrepancies,” (non-FMS), “Processing Discrepancy Reports Against FMS,” and “Reporting of Transportation Discrepancies in Shipments.” However, item discrepancy reports should be reviewed and evaluated to determine if the circumstances of the loss or damage appear to have been caused by negligence or abuse by DOD personnel. If so, a DD Form 200 shall be prepared.

5. **VOLUNTARY PAYMENTS.** Individuals may voluntarily choose to pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. Individuals offering the payment do so on their own volition. The government does not seek any advantage nor forego any right by accepting a voluntary payment. An individual cannot be coerced or threatened with adverse action if payment is not voluntarily made. Individuals must be made aware of the effect of making a voluntary payment, (i.e., it may not be later withdrawn, avenues for relief will no longer be available, and voluntary payment does not preclude other administrative or disciplinary action). Individuals offering to pay in excess of basic pay for one month by military members or one twelfth of annual pay by civilian employees must be made aware that their liability may be a lesser assessment as a result of an investigation. Voluntary payments may be made in cash or by payroll deduction. Payment payroll deduction is authorized by at-fault member using DD Form 139 “Pay Adjustment Authorization.”

6. **REVIEW.** Upon completion of the investigation, the DD Form 200 shall be forwarded to the appointing authority for review. The appointing authority shall determine if a financial liability officer or financial liability board is needed to conduct an investigation. The general criteria for appointing a financial liability officer is in paragraph 5047. The criteria for appointing a financial liability officer for inventory losses are in paragraph 5127. General Counsel and/or the member’s
commander must be consulted before statements are taken from anyone if there is a suspected violation of the Uniform Code of Military Justice (10 U.S.C. Chapter 47).

7. EVIDENCE OF THEFT. Cases involving stolen government-owned property shall be referred to local security and/or law enforcement officials, in accordance with agency procedures.

8. FINANCIAL LIABILITY OFFICER INVESTIGATIONS. The appointing authority may appoint a financial liability officer to determine whether the facts and circumstances support the findings and recommendations of the individual completing blocks 9 and 10 on the DD Form 200. Qualifications, duties, and responsibilities of financial liability officers are discussed in paragraph 5047.

9. FINANCIAL LIABILITY BOARD. The appointing authority may appoint a financial liability board in lieu of an officer. The reasons for appointment of a board include the complexity, size, or unique type of loss due to negligence or abuse. The composition, objectives, and functions of the board are discussed in paragraph 5132.

10. DETERMINATION OF FINANCIAL LOSS

   a. Computation of Financial Loss. A computation of the financial loss to the government shall be made when there is evidence to indicate that the loss was proximately caused by negligence or abuse.

      (1) When damaged property or items can be repaired economically or restored to the condition to that immediately before the loss, the loss to the government shall be based on the cost of repair or restoration. If the cost to repair or restore the property exceeds the cost to replace the property, the loss to the government shall be as determined in subparagraph (2), below. For real property, the plant replacement value will be used to value the asset. If the cost to repair or restore the real property exceeds the plant replacement value, then the cost to acquire and install a new asset will be the amount of loss.

      (2) When property is lost, damaged, destroyed, or stolen, and the property cannot be replaced, the amount of the loss shall be the fair market value of the property immediately before the loss. When a fair market value cannot readily be determined, the cost of repairs or an estimate of the repairs may be used (can be obtained from technical manuals or other reliable sources); or the acquisition cost or standard price, adjusted for depreciation may be used (based on the specified depreciation period for such item or if such a period has not been specified, based on its estimated useful life). Depreciation shall be computed using the straight-line method of depreciation. In no case should property be depreciated below its scrap value. For property that is damaged beyond economical repair, the scrap or salvage value of the property shall be used to reduce the loss to the government. For real property, the plant replacement value will be used to value the asset. If the cost to repair or restore the real property exceeds the plant replacement value, then the cost to acquire and install a new asset will be the amount of loss.

   b. Liability. Financial liability of individuals is based on the actual loss to the government, as computed in subparagraph (2) above. When liability is limited by the individual’s rate of pay, the amount of the actual loss to the government still is computed. However, in such cases, the financial liability of the individual either is the actual amount of the loss or the limitation based upon the rate of pay, whichever is less.
c. **Collective Liability.** If more than one individual is found financially liable for the loss, damage, destruction, or theft of government property, the individuals shall be collectively liable for the loss to the government. The government cannot collect more than the total amount of assessed liability. Therefore, the approving authority who assessed financial liability will decide how much to collect from each individual. Among the factors to be considered in taking collection action from each liable individual are the degree of each individual's responsibility for the loss, damage, destruction, or theft and the ability to collect from the responsible individual.

11. **NOTIFICATION AND EXAMINATION.** When financial liability is recommended, the individual shall be notified and given the opportunity to examine the findings and recommendations, obtain representation, make a rebuttal statement, and present any mitigating factors that may have contributed to the negligence or abuse.

### 5043 SUPPLY SYSTEM MATERIEL

1. **PURPOSE.** This section applies to personal property defined as “supply system materiel,” and contains procedures to be followed when inventory losses are discovered. The provisions of this chapter are applicable to all activities accountable for supply system materiel including stock fund and other inventories, (e.g., appropriated fund, etc).

2. **INVENTORY.** Physical inventories shall be taken in accordance with the provisions contained in this regulation, the NAVSUP P-723 “NAVSUP NWCF-SM Inventory Integrity Standards,” and DoDM 4140.01 “DoD Supply Chain Materiel Management Regulation.”

   a. **Discrepancies.** Despite the safeguards established by DOD Components in the care and maintenance of supply system stocks, discrepancies may occur between stock record balances and materiel in storage. Discrepancies are subject to postcount validation, preadjustment research, and causative research, as described in the table, “Causative Research and DD-200 Thresholds” on page 5-40.

   b. **Adjustments.** An adjustment shall be made to the inventory and financial records to bring those records into balance once the variance has been discovered and verified through pre-adjustment research. Care should be taken to process the transactions correctly, (e.g., an issue posted twice should be corrected by a reversal (credit transaction)), not as a loss of inventory. These types of corrected discrepancies are referred to as resolved discrepancies. For unresolved inventory losses, an inventory adjustment document or a DD Form 200 shall be used to substantiate adjusting the inventory and accounting records to the stock on hand and to provide relief from property accountability or responsibility.

   c. **Causative Research**

      (1) Causative research shall be conducted for all inventory discrepancies that meet any of the criteria specified in the table, “Causative Research and DD-200 Thresholds” on page 5-40. All causative research must be completed within 45 days of the inventory adjustment. For inventory discrepancies which do not meet the criteria for performing causative research, a justification for adjusting the inventory and accounting records and relief from property accountability shall be provided by means of an inventory adjustment document in accordance with subparagraph d, below.
(2) The purpose of this research is to: establish liability or provide relief from accountability for the accountable property officer and/or property custodian for the loss, damage destruction, or theft of supply system materiel; and determine if the loss to the government was proximately caused by the negligence or abuse of individuals. If an individual accepts responsibility for the loss, damage destruction, or theft of supply system materiel and voluntarily reimburses the government, a DD Form 200 is not required. The pay adjustment authorization, DD Form 139, may be used to adjust the financial and accountable property records.

d. DD Form 200 Used in Substantiating Inventory Loss Adjustments. When authorized, the reviewing authority may approve physical inventory adjustments equal to or less than $100,000, when negligence or abuse is not evident or suspected. If the loss is $100,000 or greater, classified or sensitive material, arms, ammunition, and where there is evidence of personal responsibility, the Commanding Officer’s signature and date is required. When negligence or abuse is evident or suspected, the reviewing authority shall initiate an investigation in accordance with paragraph 5043.8. The investigation shall be used to substantiate adjusting the stock record, and providing relief from property accountability.

3. RESOLVED INVENTORY LOSSES

a. Accountability. The data developed by postcount validation, preadjustment research, and causative research shall be utilized to prepare correcting documentation so the inventory accounting systems may be updated. These adjustments shall be processed in accordance with this regulation and DLM 4000.25-2.

b. Statistics. This type of data shall be classified in accordance with Chapter 7 of DLM 4000.25-2 and the data accumulated to identify trends and problem areas.

4. UNRESOLVED INVENTORY LOSSES THAT DO NOT MEET THE CRITERIA FOR AN INVESTIGATION

a. Accountability. Relief from property accountability and justification for the adjustment of the inventory and accounting records to the inventory on hand shall be provided by means of an inventory adjustment document. The detail data requirements and procedures for preparing and processing the inventory adjustment document shall be as prescribed in appropriate DOD Component implementing documents.

b. Authority for Adjustment. If the cause or probable cause of the discrepancy has not been determined, and the discrepancy does not qualify for causative research, this paragraph shall be cited as authority for relieving the accountable officer of accountability.

5. UNRESOLVED INVENTORY LOSSES - CAUSATIVE RESEARCH INDICATES NO PERSONAL RESPONSIBILITY
   
a. **Accountability.** See paragraph 4.a, above.

   b. **Statistics.** The type of inventory loss shall be categorized and accumulated by category to identify trends and/or problem areas in accounting or supply system procedures in accordance with Chapter 7 of DLM 4000.25-2.

6. UNRESOLVED INVENTORY LOSSES - CAUSATIVE RESEARCH INDICATES EVIDENCE OF PERSONAL RESPONSIBILITY

   a. **Method of Adjustment.** A financial liability investigation shall be used to support adjustment of the inventory and accounting records to the actual inventory on hand and to relieve the accountable officer of accountability.

   b. **Statistics.** See Chapter 7 of DLM 4000.25-2.
7. CRITERIA FOR AN INVESTIGATION

In addition to the criteria prescribed in the causative research and DD-200 thresholds table, a financial liability investigation shall also be initiated on all unresolved inventory discrepancies that meet any of the following criteria:

a. Any inventory loss when there is an indication or suspicion of fraud, theft or negligence.

b. Repetitive losses when the cumulative dollar value of the inventory losses equals or exceeds the projected cost of the financial liability investigation.

c. Bulk petroleum when the loss exceeds the stated allowance.
8. PROCEDURES FOR AN INVESTIGATION

a. Accountability and Responsibility. For unresolved inventory losses which meet the criteria set forth in subparagraphs 6 and 7 above, a DD Form 200 is required to relieve the accountable property officer or property custodian from responsibility, to substantiate adjustment of the inventory and accounting records to the inventory on hand, and to identify problem areas or trends for corrective actions. A financial liability investigation should be conducted by a person who is not directly supervised by the accountable property officer or property custodian. It shall include, as a minimum, the following actions:

   (1) Review and evaluate existing procedures for their adequacy in protecting property.
   (2) Determine compliance with prescribed regulations and procedures.
   (3) Determine who is involved and what responsibilities they have been assigned.
   (4) Determine whether simple or gross negligence or abuse is evident.
   (5) Review of causative research conducted.
   (6) Determine the cause or the probable cause of the inventory loss.
   (7) Recommend actions to minimize recurrence of the inventory loss.

b. Review the Adequacy of Procedures in Protecting Property

   (1) Physical Security Review. Determine if storage facilities are adequate to ensure proper safeguarding of all items, especially those items that are sensitive, classified, or subject to pilferage. The review should include an evaluation of compliance with regulatory requirements, procedures to determine degree of susceptibility of items to theft or pilferage, and lessons to be learned from losses that have been experienced.

   (2) Receipt, Storage, and Shipment Procedures Review. Determine if adequate procedures exist to prevent loss from theft or pilferage during receipt, storage, or shipment. The degree of protection should be commensurate with statutory and regulatory requirements, the degree of susceptibility to theft or pilferage, and experienced losses.

c. Determine Procedural Compliance. Determine if the responsible persons have complied with existing procedures to protect government property. If they have not complied with the procedures, determine if they failed to comply or were instructed not to comply.

9. DOCUMENT RETENTION REQUIREMENTS. All documentation leading to the creation of a DD Form 200 including post count validation, preadjustment research and the DD Form 200, must be physically or electronically retained ten years in accordance with Assistant Secretary of the Navy (FM&C) memo, “Revised Document Retention Requirements To Support Department of the Navy Financial Statement Audits” of 29 January 2015.
5044 PETROLEUM PRODUCT/LOSSES

1. LOSS EXPECTANCY. Some losses are unavoidable in the handling and storage of volatile products. These losses can be controlled by management actions to limit the rates of loss for such products so that standards are not exceeded. For this reason, Volume II, Chapter 10, of DoD 4140.25-M, “Management of Bulk Petroleum Products, Storage and Distribution Facilities,” provides authorized loss allowances to accommodate product losses normally expected. Losses are categorized as in-transit, operating, and determinable. These categories are defined in Volume II, Chapter 10, of DoD 4140.25-M. However, any trends, such as a pattern of losses within the allowable percentage, shall require further research and investigation.

2. IN-TRANSIT LOSSES. Loss of products received at DOD activities are allowable only when the actual loss is within the authorized allowance. When a loss exceeds the allowance, a portion of the loss is not allowable, and the entire loss will be reported as prescribed in Volume II, Chapter 10, of DoD 4140.25-M. Causative research, as described in paragraph 5127, shall be performed if there is any suspicion of negligence or abuse on the part of U.S. Government personnel who contributed to the loss.

3. OPERATING LOSSES. Terminal operating loss allowances for various types of petroleum products are prescribed in Volume II, Chapter 10, of DoD 4140.25-M. When the loss exceeds the stated allowance, a portion of the loss is not allowable; and the entire loss must be researched and reported in accordance with the provisions in paragraph 5127.

4. DETERMINABLE LOSSES. Losses which occur from determinable causes, (i.e., tank overflows, spills, pipeline breaks, fire or unrecoverable tank bottom), can normally be precluded or greatly minimized by effective management. These losses shall be researched and reported in accordance with paragraph 5127.

5045 SUBSISTENCE ITEMS AND SHIP’S STORE STOCK

For subsistence items and ship’s store stock, see amplifying guidance in NAVSUP P-486 (subsistence items) and NAVSUP P-487 (ship’s store stock).

5046 APPROVING AND APPOINTING AUTHORITY

1. DUTIES AND RESPONSIBILITIES

   a. Approving Authority. DOD Component regulations shall designate those individuals who may be an approving authority. The approving authority’s responsibilities may be delegated; however, the delegations must be in writing. The approving authority also may act as the appointing authority or designate an appointing authority in writing. The approving authority shall:

      (1) Designate an appointing authority, when needed.

      (2) Disqualify themselves when a conflict of interest is possible, (e.g., because the loss relates to property for which he or she is responsible and/or accountable).
(3) Establish procedures and designate a person to initiate and conduct an inquiry immediately after the loss, damage, destruction, or theft is discovered (see paragraph 5042).

(4) Ensure that each DD Form 200 received is accurate and complete. Evaluate each DD Form 200 and either approve recommendations to assess financial liability or relieve those involved from liability, responsibility or accountability. The approving authority approves or disapproves each DD Form 200, regardless of dollar value, unless otherwise delegated in writing.

(5) Ensure that all gains and losses that require a formal investigation are promptly and thoroughly investigated. The system used to process a DD Form 200 must be frequently reviewed to evaluate the accuracy and timeliness of the investigations.

(6) Ensure that each DD Form 200 is initiated, processed and adjudicated within the time limits that may be established by the DOD Components.

(7) Require a written explanation of the reason for the delay and take appropriate corrective actions if delays occur in the initiating or processing of a DD Form 200.

(8) Ensure that persons held financially liable are so notified, informed of their rights (including waiver rights if government housing is involved), and given the opportunity to inspect and copy the DD Form 200.

(9) Personally evaluate each DD Form 200 when there is evidence of negligence, abuse, or theft.

(10) Determine whether to delegate to the appointing authority the authority to approve or disapprove a DD Form 200 when there is no evidence of negligence or abuse or theft.

(11) Ensure, when financial liability is recommended, or when recommendations appear to be inconsistent with findings, that a judge advocate or civilian attorney has reviewed the findings and provided an opinion on the adequacy of evidence and its relationship to the findings and recommendations. This legal review shall be included as part of the record with the DD Form 200 and completed before final action is taken by the approving authority.

(12) Ensure that corrections of any attested entries are properly initialed and documented.

(13) Overrule, when appropriate, the recommendations of the appointing authority and the financial liability officer. When this action results in the assessment of financial liability, the individuals not previously recommended for liability shall be advised of their rights and afforded an opportunity to exercise their rights.

(14) Formally notify individuals against whom he or she has approved financial liability.

b. **Appointing Authority.** The appointing authority is designated in writing by the approving authority. The approving authority also may act as appointing authority. The appointing authority is responsible for the following tasks:
(1) Appoint a financial liability officer, if needed.

(2) Appoint a board in lieu of a financial liability officer to conduct the investigation, if warranted. Reasons for considering appointment of a board include complexity, size, or unique type of loss due to negligence or abuse (see paragraph 5048).

(3) Provide administrative guidance to the financial liability officer or the board.

(4) Review the DD Form 200 for accuracy and compliance with this regulation.

(5) Approve or disapprove the recommendations of the financial liability officer or the board and forward personal recommendations to the approving authority.

(6) Approve or disapprove the DD Form 200 when there is no evidence of negligence or abuse and authorization has been delegated in writing by the approving authority.

(7) Approve or disapprove the DD Form 200 when the loss, damage, destruction or theft is less than $100,000 and authorization has been delegated in writing by the approving authority.

2. SUMMARY. The appointing and approving authorities must act on the DD Form 200 once an individual has been properly notified and given the opportunity to respond to the findings. Failure of involved individuals to respond to recommendations of financial liability is not a sufficient reason to delay the approval process if the individuals were given a reasonable opportunity to reply, as discussed in paragraph 5047.

5047 FINANCIAL LIABILITY OFFICER QUALIFICATION AND RESPONSIBILITIES

1. PURPOSE. This section contains policies regarding the qualifications, duties, and responsibilities of individuals appointed to conduct an investigation and determine responsibility for lost, damaged, destroyed, or stolen property listed on the DD Form 200. This section concerns criteria to determine whether a financial liability officer is required to be appointed, who may be appointed as a financial liability officer, and the duties and responsibilities of that individual. A financial liability officer’s findings and recommendations are administrative, not judicial; therefore, the reports are purely advisory; the opinions do not constitute final determinations or legal judgments; and the recommendations are not binding upon appointing and approving authorities.

2. CRITERIA

   a. Appointment of Financial Liability Officer. The appointing authority should appoint a financial liability officer to conduct a formal investigation when:

      (1) Recommended by an accountable officer.

      (2) Directed by higher authority.

      (3) Deemed appropriate by the appointing authority, (e.g., repetitive losses, evidence of negligence or abuse or large dollar losses).
b. **Financial Liability Officer Duty.** Unless operational requirements clearly dictate otherwise, a financial liability officer shall perform this function as a primary duty until the investigation has been completed.

### 3. FINANCIAL LIABILITY OFFICER QUALIFICATIONS

a. **Selection Criteria.** A financial liability officer is selected based on training, experience, competence, and ability to conduct independent and objective investigations.

b. **Persons Eligible.** The financial liability officer shall be a commissioned officer; warrant officer; enlisted member in the grade of E-7, E-8, or E-9; or a civilian employee GS-07 or above. The financial liability officer shall normally be senior to the individuals directly involved in the discrepancy.

c. **Use of Reserve Component Personnel.** Reserve Component commissioned officers, warrant officers, and noncommissioned officers in grades E-7, E-8, or E-9 not on active duty may serve as financial liability officers during Reserve training sessions.

d. **Relationship to Property.** A person who is accountable or responsible for, or in any way directly interested in, the property being investigated, shall not be appointed as a financial liability officer.

### 4. FINANCIAL LIABILITY OFFICER RESPONSIBILITIES AND DUTIES

a. **General**

(1) The primary purpose of the DD Form 200 is to determine responsibility for lost, damaged, destroyed, or stolen property. To determine such responsibility, the facts contributing to the loss, damage destruction, or theft must be developed by investigation.

(a) The investigation may establish the fact that some other individual is at fault. The financial liability officer shall not limit an investigation to verifying statements of interested parties. Rather, the financial liability officer shall perform an investigation as thoroughly as is needed, in his or her opinion, to ensure that all facts are fully developed, the interests of the government are fully served, and the rights of the involved individuals are fully protected.

(b) An investigation is required to determine responsibility and/or liability without regard to the relationship of the responsible individual to the property. As an example, actions by the accountable property officer or property custodian should be investigated as well as the actions of the property users.

(2) The investigation conducted by the financial liability officer is the critical phase of the process. The financial liability officer should determine the actual facts, not as alleged, but as they actually occurred. The financial liability officer’s recommendations shall be evaluated in succeeding reviews; therefore, the recommendations must be supported by the findings and conclusions.
(3) The financial liability officer should be able to make a determination from the findings and conclusions as to how the loss or damage occurred and whether negligence or abuse was involved.

(4) After recording the findings and conclusions, the financial liability officer should make recommendations based on policies set forth in this regulation. The financial liability officer shall recommend whether to assess financial liability.

(5) A function of the financial liability officer is to afford to any person whose conduct or performance of duty may be subject to inquiry or who has a direct interest in the inquiry an opportunity to have their position considered, as described in subparagraph 10 below.

b. Conducting an Investigation. Financial liability officers shall conduct investigations promptly. They shall inform the appointing authority immediately of all delays experienced. In conducting the investigation, the financial liability officer shall personally:

(1) Scrutinize all available evidence.

(2) Interview witnesses and secure statements (ideally, in writing) from individuals concerning:

   (a) The cause of the loss, damage, or theft.

   (b) The responsibility for the loss, damage, or theft.

(3) Compile evidence substantiating or refuting any statement in block 9 of the DD Form 200.

(4) Physically examine the damaged property, if possible, and then release it for repair or disposal. This should be done on the first day of his or her appointment.

(5) Consult the appointing authority for guidance, when needed.

(6) Determine the amount of damage as described in paragraph 5041 if the property has been damaged. Determine the value of the property immediately before its damage if the property is not economically reparable. The accountable officer may be asked to assist if he or she has not been directly involved.

(7) Ensure that action is taken to exercise control over the property if the property is recovered during the investigation.

(8) Ensure that the total loss to the government is computed correctly.

(9) Coordinate actions with the claims investigating officer when the investigation may cover loss, damage, destruction, or theft of government property that is being, has been, or shall be investigated because of attendant events by a claims investigating officer. This includes cases where military personnel or civilian employees, while driving a private vehicle, damage government property and have insurance to pay for part of the loss.
(10) Adhere to the following requirements:

(a) Give any individual against whom the financial liability officer makes a finding of financial liability a chance to examine the report of investigation after the findings and recommendations have been recorded.

(b) Give the individual being recommended for financial liability the opportunity to make a statement.

(c) Inform the individual that his or her statement may be used against him or her with regard to financial liability and other administrative and disciplinary actions.

(d) Fully consider and attach as an exhibit to the DD Form 200 any statement made by the individual(s).

(e) Ensure that the individual being recommended for possible financial liability is aware of his or her rights under DoD 7000.14-R, Volume 5, Chapter 28, Management and Collection of Individual Debt.

(f) Request the individual to acknowledge his or her understanding of these rights by completing block 16 of the DD Form 200.

(g) If appropriate, prepare a statement that the individual recommended for liability refused to sign block 16 of the DD Form 200 after being given the opportunity.

(h) Mail a copy of the findings, recommendations, and evidence to the person against whom financial liability is recommended by certified mail with a return receipt requested when the person is not readily available. For example, the person may have been transferred or separated from one of the Military Services.

(11) A full explanation of the person’s rights shall be included and a reply shall be requested.

(12) If the reply is not received within 30 days after the date of mailing, the financial liability officer shall record this fact and take action to complete the DD Form 200. The record shall be included in, or appended to the DD Form 200.

(13) Any reply received subsequent to the expiration of 30 days shall be forwarded through the same channels as the DD Form 200, requesting attachment to the original DD Form 200.

c. Consider any new evidence received after a recommendation has been made. If the financial recommendations remain unchanged, the financial liability officer shall note that the added evidence was considered and shall provide a rationale for not changing the decision, (e.g., no new evidence or the matters do not overcome the evidence supporting the original recommendations). The notation shall be on all copies of the report immediately following the original recommendation. If the financial liability officer makes a change in the original recommendations because of the new evidence, the officer shall record such change as “Amended Recommendations.” These recommendations should be recorded immediately after the original recommendations.
5048 PURPOSE, APPOINTMENT, COMPOSITION, AND FUNCTIONS OF A FINANCIAL LIABILITY BOARD

1. PURPOSE. A financial liability board may be appointed by the appointing authority for the specific purpose of conducting the investigation. The primary purpose of a financial liability board is to provide the appointing and approving authorities with adequate information upon which to assess liability or relieve the involved individual from liability for the loss, damage destruction, or theft of government property. A board provides more resources than an officer to investigate losses that are large, complex, or unique. Financial liability boards are administrative, not judicial. Therefore, their reports are purely advisory, their opinions do not constitute final determinations or legal judgments, and their recommendations are not binding upon appointing and approving authorities. The board members will establish appropriate board procedures, such as voting, work priorities, and etc.

2. APPOINTMENT AND COMPOSITION

   a. Selection. The members of a financial liability board are selected based on training, experience, competence, and ability to conduct independent and objective investigations. The senior member normally shall be designated as the Chair. The appointing authority shall not appoint an individual who was or is accountable or responsible, or has direct interest in the property, including a financial liability officer who may have previously investigated the loss of the property.

   b. Composition. The financial liability board members shall be commissioned officers; warrant officers; enlisted members in grades E-7, E-8, or E-9; or civilian employees GS-07, or above. The board Chair and a majority of the board shall normally be senior in rank to the persons directly involved.

   c. Use of Reserve Component Personnel. A source of financial liability board members is Reserve Component commissioned officers; warrant officers; and enlisted members in grades E-7, E-8, or E-9 during their Reserve training sessions.

3. FUNCTIONS. The following are specific functions of a financial liability board:

   a. Primary Function. The primary function of a financial liability board is to research, develop, assemble, record and analyze all available information relative to the loss. The board is required to formulate and clearly express consistent findings of facts, conclusions, and recommendations.

   b. Collateral Function. A collateral function of the financial liability board, especially when requested by the appointing authority, is to afford a hearing to any person whose conduct or performance of duty may be subject to inquiry or who has direct interest in the inquiry.

4. FINAL ACTION BY THE FINANCIAL LIABILITY BOARD. The Board Chair completes his or her action on the DD Form 200 as the financial liability officer and recommends relief from, responsibility, or assessment of financial liability.
5049 PREPARATION OF DD FORM 200

1. PURPOSE. The purpose of this section is to provide instructions for the preparation of the DD Form 200. The DD Form 200 is used to document the financial liability process for lost, damaged or destroyed government property. When completed, the DD Form 200 is the official document to support the establishment of debts, relief from accountability, and adjustment of accountable property records, supply system stock and financial records.

2. INSTRUCTIONS FOR PREPARATION

   Completion shall be in accordance with DoD 7000.14-R, Volume 12, paragraph 0706:

   Block 1: Date Initiated. Self-explanatory.

   Block 2: Inquiry and/or Investigation Number. Number assigned to the inquiry and/or investigation in accordance with DOD Component instructions.

   Block 3: Date Loss Discovered. Self-explanatory.

   Block 4: National Stock Number (NSN). Enter the NSN(s), manufacturer's part number, or other identification number(s), in numerical sequence. If not applicable, enter the word “none.”

   Block 5: Item Description. Enter the nomenclature of the item(s) including any serial number(s), model number(s), controlled inventory item, etc. If the item is nonstandard, give a brief description sufficient for identification. If only a portion of an end item is damaged, describe the end item, fully, then describe the damaged parts. If additional space is needed, a continuation sheet may be used. For Real Property, provide the facility number, address, location, room number, and a description of the damage.

   Block 6: Quantity. Enter the number of units and unit of issue, (e.g., 1 each, 2 dozen, 5 pair, etc.).

   Block 7: Unit Cost. Enter the cost per unit shown in official catalogs, supply bulletins, or accountable property records. The specific reference should be indicated for audit trail purposes.

   Block 8: Total Cost. Enter the total cost of all units of each article listed (block 6 x block 7). For real property enter the estimated cost to repair/replace or if the cost to repair exceeds the plant replacement value, the estimated cost to purchase and install the asset.

   Block 9: Circumstances Under Which Property Was Lost, Damaged, Destroyed, or Stolen. Enter a complete statement of the facts, including the date and place of the incident. Include the name, grade, and social security number (SSN) of all persons directly involved. The statement must answer five basic questions of who, what, when, where and how. Identify any appropriate contract number(s), transaction number(s), control number(s), etc. Add as exhibits and identify alphabetically within the block, as needed.

   Block 10: Actions Taken to Correct Circumstances Reported in Block 9 and Prevent Future Occurrences. Include recommended actions by the accountable property officer and/or property...
custodian, and if appropriate by the financial liability officer, to the appointing and approving authorities.

**Block 11: Individual Completing Blocks 1 Through 10.** Person conducting the inquiry.

**Block 12: Responsible Officer and/or Reviewing Authority.** See paragraph 5041 (2) for definitions of “Responsible Officer” and “Reviewing Authority.”

**Block 13: Appointing Authority.** See paragraph 5041 for definition of “Appointing Authority.”

**Block 14: Approving Authority.** See paragraph 5041 for definition of “Approving Authority.”

**Block 15: Findings and Recommendations of the Financial Liability Officer.** Enter findings of the financial liability officer along with a recommendation regarding liability of the involved parties.

a. Findings should include:

   (1) An indication that negligence on the part of the individual has not been determined.

   (2) A recommendation that the investigation be continued at some future time because of extenuating circumstances.

   (3) Recommendation for corrective actions.

   (4) Recommendation that the individuals involved in the loss, damage, destruction, or theft, be relieved of responsibility for the property when negligence cannot be established. State the facts on which the recommendations are based. Proper conclusions shall be drawn from available facts, not opinions or suspicions. The financial liability officer must sustain or refute the statements made in block 9 of the DD Form 200 and any other statements that are part of the inquiry and/or investigation. Do not use stereotyped phrases such as “loss or damaged in manner stated.” The financial liability officer shall state in his or her own words how the loss or damage occurred based on the evidence obtained by the investigation.

   (5) Include a computation of charges, when recommending financial liability. The computation should show how depreciation was calculated and other factors used in determining the loss, or reference should be made to the exhibit on which the computation is recorded. The results of the computation shall be entered in block 15.b.

   (6) Describe the disposition of the property. Once released by the financial liability officer or the appointing authority (when a financial liability officer is not appointed), property considered to be “uneconomically reparable” shall be disposed of in accordance with DoD 4160.21-M, Defense Materiel Disposition Manual.

b. Recommendations shall be entered immediately after the findings and should include:

   (1) Financial liability to be assessed or relief from responsibility and accountability. Also, enter this information in block 15.d. For a military member enter monthly basic pay and for a civilian enter one-twelfth of the yearly salary.
(2) Disposition instructions for any unserviceable property not previously sent to the Defense Reutilization and Marketing Service.

(3) State clearly the full name, grade, SSN, and the amount of the charge, when recommending financial liability.

(4) State if the DD Form 200 may cover the loss, damage, destruction, or theft of property for which a claim is also being processed.

(5) The recommendations must represent a logical and equitable decision developed from the facts cited in the evidence and findings.

(6) Sign the DD Form 200 in block 15.j, at the end of the recommendations. (See paragraph 5041 (2) for definition of “Financial Liability Officer.”)

Block 16: Individual Charged. Enter in block 16.c, the individual’s UIC and organizational address. Enter in block 16.d, the individual’s name and rank or grade when financial liability is assessed. Enter in block 16.e, that individual’s DSN phone number. Initiate collection action by forwarding a copy of the approved DD Form 200 by transmittal document to the servicing disbursing officer. All continuation sheets are to be included; attachments and exhibits are to be excluded. The approved DD Form 200 is sufficient to hold a person financially liable and establish a debt.

Block 17: Accountable Officer. See paragraph 5041 for a definition of “Accountable Property Officer.” Record document numbers used to adjust property and financial records. All other blocks are self-explanatory.
**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (FRONT)**

<table>
<thead>
<tr>
<th>1. DATE INITIATED (YYYYMMDD)</th>
<th>2. INQUIRY/INVESTIGATION NUMBER</th>
<th>3. DATE LOSS DISCOVERED (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20150501</td>
<td>NOT APPLICABLE</td>
<td>20150501</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. NATIONAL STOCK NO.</th>
<th>5. ITEM DESCRIPTION</th>
<th>6. QUANTITY</th>
<th>7. UNIT COST</th>
<th>8. TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>7G 5555-00-478-6339</td>
<td>OSCILLATOR, CRYSTAL S/N: 00124E</td>
<td>0</td>
<td>6,422.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</th>
<th>Damaged</th>
<th>Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Last Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Installation</td>
<td>CODE</td>
</tr>
</tbody>
</table>

During the ship's pre-overseas movement period, the ST division of the supply department was conducting a validity inventory of the storeroom, which is the storage area for all DLR items, on JD 69252. During the inventory, the Oscillator could not be located (see attached details).

<table>
<thead>
<tr>
<th>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-emphasis the importance of proper receipt, storage, and issue of DLR items in accordance with current directives and instructions. Also, stress the importance of personnel accountability for items lost, damaged, or destroyed as a result of improper storage and/or inventory procedures. Material will be expended from stock records and reordered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</td>
</tr>
<tr>
<td>R52707</td>
</tr>
<tr>
<td>USS WILLIAM H. STANDLEY (CG-32)</td>
</tr>
<tr>
<td>FPO AP 96678-1155</td>
</tr>
<tr>
<td>b. TYPED NAME (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>Martinez, Richard, M., LS1, SC, USN</td>
</tr>
<tr>
<td>c. DSN NUMBER</td>
</tr>
<tr>
<td>554-3580</td>
</tr>
<tr>
<td>d. SIGNATURE</td>
</tr>
<tr>
<td>Paul Martinez</td>
</tr>
<tr>
<td>e. DATE SIGNED</td>
</tr>
<tr>
<td>2015-05-01</td>
</tr>
<tr>
<td>f. TYPED NAME (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>Davis, Larry, C., LS1, SC, USN</td>
</tr>
<tr>
<td>c. DSN NUMBER</td>
</tr>
<tr>
<td>554-3581</td>
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<tr>
<td>d. SIGNATURE</td>
</tr>
<tr>
<td>Larry Davis</td>
</tr>
<tr>
<td>e. DATE SIGNED</td>
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<tr>
<td>2015-05-02</td>
</tr>
<tr>
<td>f. TYPED NAME (Last, First, Middle Initial)</td>
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<tr>
<td>Landers, Coleman, E., CDR, SC, USN</td>
</tr>
<tr>
<td>c. DSN NUMBER</td>
</tr>
<tr>
<td>554-3601</td>
</tr>
<tr>
<td>d. SIGNATURE</td>
</tr>
<tr>
<td>Coleman Landers</td>
</tr>
<tr>
<td>e. DATE SIGNED</td>
</tr>
<tr>
<td>2015-05-03</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)</th>
<th>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>13. APPOINTING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. RECOMMENDATION (X one)</td>
</tr>
<tr>
<td>b. COMMENTSRATONALE</td>
</tr>
<tr>
<td>c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)</td>
</tr>
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<td>X</td>
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<table>
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<tr>
<th>14. APPROVING AUTHORITY</th>
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<tr>
<td>a. RECOMMENDATION (X one)</td>
</tr>
<tr>
<td>b. COMMENTSRATONALE</td>
</tr>
<tr>
<td>c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)</td>
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<tr>
<td>X</td>
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</table>

**DD FORM 200, JUL 2009**

PREVIOUS EDITION IS OBSOLETE.
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (BACK)

16. FINANCIAL LIABILITY OFFICER
   a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)
   The lack of proper custody controls led to the loss of the oscillator. Not all S-1 Division personnel have been trained on the proper procedures relating to receipt/storage/issue of DLR items. In addition, a formal training plan had not been developed by LCPO/LFO, and approved by the Division Officer for proper security for DLR items.
   The Block Record Logistic Specialist is to incorporate a DLR check list to be supervised by the Leading Petty Officer (LPO) conducting receipt, storage, and issue of DLR items into division training program. Furthermore, the store room logistic specialist will ensure that DLR items received are accounted for daily, and once a month as operational commitments permit, a complete inventory of H-storeroom will be conducted in addition to annual inventory requirements for those such items. Also personnel accountability should be stressed both to the store room Logistic Specialist and to all S-1 Division personnel who may be entrusted with such material.

<table>
<thead>
<tr>
<th>b. DOLLAR AMOUNT OF LOSS</th>
<th>c. MONTHLY BASIC PAY</th>
<th>d. RECOMMENDED FINANCIAL LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) |
|-----------------------------------------------|-----------------------------------------------|
| USS WILLIAM H. STANDLEY (CG-32)               |
| PPO AP 96678-1155                            |

<table>
<thead>
<tr>
<th>f. TYPED NAME (Last, First, Middle Initial)</th>
</tr>
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<tbody>
<tr>
<td>Harris, J. T. LCO, SC, USN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>g. DSN NUMBER</th>
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<td>564-1110</td>
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<table>
<thead>
<tr>
<th>h. DATE SUBMITTED TO APPOINTING AUTHORITY YYYYMMDD</th>
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<table>
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<tr>
<th>i. DATE APPOINTED TO APPOINTING AUTHORITY YYYYMMDD</th>
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<table>
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<th>j. SIGNATURE</th>
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<td>[Signature]</td>
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<table>
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<tr>
<th>k. DATE SIGNED</th>
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<td>20150505</td>
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</table>

16. INDIVIDUAL CHARGED
   a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)
      I. SUBMIT the attached statement of objection.
      II. DO NOT INTEND to make such a statement.

   b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

| e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) |
|-----------------------------------------------|-----------------------------------------------|
| USS WILLIAM H. STANDLEY (CG-32)               |
| PPO AP 96678-1155                            |

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<th>d. TYPED NAME (Last, First, Middle Initial)</th>
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<th>e. DSN NUMBER</th>
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<th>g. DATE SIGNED</th>
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</table>

17. ACCOUNTABLE OFFICER
   a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD
      R32707-9215-8119

   b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) R32707
      USS WILLIAM H. STANDLEY (CG-32)
      PPO AP 96678-1155

   c. TYPED NAME (Last, First, Middle Initial)
      Hunter, M.L., L.T., SC, USN

   d. DSN NUMBER                                 |
<table>
<thead>
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<th>f. DATE SIGNED</th>
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<tr>
<td>20150506</td>
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</table>

DD FORM 200 (BACK), JUL 2009

5-53

Revision 5
3. DISTRIBUTION OF FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) AFTER FINAL ACTION

   a. Original. Original with all attachments will be retained at the activity (if not required by higher authority - refer to paragraph 5050).

   b. Duplicate. Duplicate is returned to the appropriate property officer to replace quadruplicate copy which may then be destroyed (if not required by higher authority - refer to paragraph 5050).

   c. Triplicate. Triplicate copy is destroyed if pecuniary liability is not assessed. If financial liability is assessed, send a copy to the disbursing officer.

   d. Other. A copy will be forwarded to the TYCOM with the monthly financial returns if Block 8 (Total Cost) of the DD Form 200 exceeds $100,000.

5050 REVIEW OF DD FORM 200 BY EXTERNAL ACTIVITIES

The original of the DD Form 200 will be forwarded to the cognizant activity as follows:

<table>
<thead>
<tr>
<th>Type of material surveyed</th>
<th>Survey sent to</th>
<th>Number of copies sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boats</td>
<td>NAVSEA</td>
<td>Original</td>
</tr>
<tr>
<td>Cog symbol 2S/SMIC X1</td>
<td>NAVSEA (Code 08H)</td>
<td>One</td>
</tr>
<tr>
<td>reactor plant components which cannot be located.</td>
<td>Servicing Radiac Calibration Lab (RCL)</td>
<td>One copy, attached to the DD Form 1348-1A when requisitioning a replacement item (see paragraph 3280)</td>
</tr>
<tr>
<td>Cog symbol 7Z GPETE which is missing or beyond repair</td>
<td>NAVSUP WSS (Code OS)</td>
<td>One copy, attached to the DD Form 1348-1A for the replacement item, if requisitioned (see paragraph 3279-3)</td>
</tr>
<tr>
<td>Destruction of ammunition or explosives which has occurred without prior NAVSEA authorization</td>
<td>NAVSEA</td>
<td>Original</td>
</tr>
</tbody>
</table>
5051 MISSING, LOST, OR STOLEN (MLS) ARMS, AMMUNITION, OR EXPLOSIVES (AA&E)

Although the MLSR program is eliminated within the Navy, incidents of Missing, Lost, or Stolen (MLS) Arms, Ammunition, or Explosives (AA&E) should be reported in accordance with OPNAVINST 3100.6 (series) on special incident reporting and OPNAVINST 5530.1 (series) on physical security of AA&E.
Part B: TRANSSHIPMENT

Section I: FREIGHT CARRIED BY NAVAL SHIPS

5176 POLICY

Freight is defined as material received aboard naval ships, as cargo, for shipment to a specified consignee at another location. It is established Navy policy to stringently avoid any competition or semblance of competition in the transportation of cargo and mail not under control, or not owned by, and not of direct interest to the Department of Defense. Consequently, without prior approval, ships may accept only the following for transportation:

a. Material received from other naval ships for delivery to fleet or shore commands of the Navy, and

b. Subject to regulations of the TYCOM, any material offered by shore activities which are authorized to make shipments of DOD-sponsored cargo.

5177 CARGO SHIPPING DOCUMENTS

When a shore activity tenders material to a naval ship for transportation, it will be covered by an ocean manifest furnished by the loading activity. The ocean manifest consists of a Cargo Manifest (DD Form 1365) or a Transportation Control and Movement Document (TCMD) (DD Form 1384) and a CARGO Manifest Recapitulation (Water) (DD Form 1386-1).

5178 CARGO LOADING PLAN

On ships carrying freight, a cargo loading plan will be prepared by the loading activity showing the location of all items of freight abroad. Stowage plans are subject to the approval of the ship’s Commanding Officer.

5179 RECEIVING OF FREIGHT

Supply Officers are required to sign receipts for material accepted as freight. Such receipts will indicate only the identification and number of containers or pieces accepted as freight. Supply Officers are not required to verify the contents of such containers with items and quantities listed on related invoices or similar material accounting documents; however, all containers or pieces will be visually inspected for evidence of damage or pilferage and exceptions recorded on the receipts.

5180 STOWAGE

Freight will be stowed in spaces under the custody of the Supply Officer unless the size or characteristics of the material being carried makes stowage by another department advisable, in which case the Commanding Officer will direct stowage under the supervision and custody of such other department.
5181 FREIGHT RECORDS

Regardless of the department in whose custody freight is stowed, the Supply Officer will maintain a record of all freight received aboard, retain the shipping papers accompanying the material, and be responsible for its discharge upon arrival at the point of consignment. The record will in all instances indicate the consignor, the consignee, and the stowage location of the material.

5182 DELIVERY OF FREIGHT

When the point to which freight has been consigned is reached, the Supply Officer will notify the consignee or other receiving activity and will forward the shipping papers with the material. Supply Officers are required to obtain signatures for receipt of freight.

5183 RELATIONSHIP OF SUPPLY OFFICERS TO CARGO OFFICERS

On ships which are primarily assigned to carrying freight, a cargo officer, who may or may not be in the supply department, will be assigned and will assume all responsibility for the receipt, custody, and delivery of freight.

Section II: OFFLOAD

5320 INTRODUCTION

1. GENERAL. The material offload process is necessary to purge excess material and return it to the stock system. Offload processing should be executed regularly to remove excess inventory. Systematic processing reduces the size and complexity of the required offloads. Excess material will either be turned in to MTIS or DLA Disposition Services (formerly DRMO) depending on the type of material, condition, and dollar value. See paragraph 5066 and NAVSUPINST 4440.157 series for transfer procedures and credit policy for MTIS. See paragraphs 5105-5109 for transfer of excess material to DLA Disposition Services.

Excess material is generated by:

a. Allowance revisions.

b. Demand history processing.

c. Improper automatic reorder criteria.

d. Inventory gains.

e. Improper issue/receipt processing.

2. BUSINESS RULES. A successful offload is a multi-step process. Some of these important steps are:

a. Quality assurance.
b. Material consolidation.

c. Inventory.

d. Offload coordination and scheduling with the receiving activity.


f. Offload updates.

g. Material staging.

h. Offload document release/cancel.

i. Shipping.

j. Filing historical data.

Pending issues, transfers, receipts and suspense records should be processed prior to initiating offload actions. The material offload process should be run after all Change Notice, Level Setting, Automatic Reorders and Cancellation of Excess Stock Due processes have been performed to ensure only true excess is identified.

5321 MECHANIZED OFFLOAD

1. GENERAL. Detailed procedures for executing mechanized offloads can be found in the R-SUPPLY User’s Guides (Force Level and Unit Level).

2. LOCATE, PICK AND STAGE MATERIAL. During this phase of the offload evolution, storeroom/warehouse personnel will locate, count, and stage the appropriate quantity of excess material using the bar-coded DD Form 1348-1A. The offload documents will be annotated with changes that may be necessary to the offload and retain quantities.

3. OFFLOAD AND RETAIN QUANTITIES IN AGREEMENT. When the quantities to be offloaded and retained both agree with the document quantity, the transaction will be processed as follows:

   a. The offload quantity will be pulled and staged;

   b. Both quantities will be circled and the DD Form 1348-1A will be initialed and dated;

   c. The 2nd, 3rd and 4th copies of the DD Form 1348-1A will be attached to the material for distribution by the receiving activity; and

   d. The original and remaining copies of the DD Form 1348-1A will be returned to stock control for updating R-SUPPLY files.
4. TOTAL QUANTITY IN STOCK LESS THAN RETAIN QUANTITY. When the total quantity in stock is less than the retain quantity shown on the offload document, no offload will be made. This action will require an inventory adjustment to be made (see paragraph 6802). The transaction will be processed as follows:

   a. The offload quantity will be lined out and a zero will be entered and circled,

   b. The retain quantity will be lined out and the actual quantity on hand will be entered and circled,

   c. The DD Form 1348-1A will be initialed and dated (see sample below), and

   d. The DD Form 1348-1A will be returned to stock control for updating of R-SUPPLY files.

   DD FORM 1348-1A WHEN QUANTITY IN STOCK IS LESS THAN RETAIN QUANTITY

5. OFFLOAD QUANTITY DIFFERS FROM DOCUMENT QUANTITY. When the quantity to be retained equals the document quantity, but the offload quantity is different, an inventory adjustment will be required (see paragraph 6802). The transaction will be processed as follows:

   a. The retain quantity will be circled;
b. The offload quantity will be lined out and the quantity actually located and staged for offload will be entered and circled;

c. The DD Form 1348-1A will be initialed and dated (see sample below);

d. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material for distribution by the receiving activity; and

e. The original and remaining copies of the DD Form 1348-1A will be returned to stock control for updating R-SUPPLY files.

### DD FORM 1348-1A WHEN OFFLOAD QUANTITY DIFFERS FROM DOCUMENT QUANTITY

5322 MANUAL OFFLOAD

1. GENERAL. When the volume of material does not warrant using mechanized offload procedures, the transfer may be accomplished manually and records adjusted using the R-SUPPLY MRE function. Material offload in this manner must be identified and the excess quantity determined prior to recording the transaction in R-SUPPLY using either the post-post or pre-post method. Any required inventory adjustments will be made in accordance with paragraph 6802.
2. POST-POST METHOD. When using the post-post method of offload, identification of items and quantities, documentation, and physical movement of material will all be accomplished prior to recording the transfer in R-SUPPLY. Documentation will be a DD Form 1348-1A prepared and distributed in accordance with paragraphs 5067-5068. The processing steps for the post-post method are as follows:

   a. Stock control or other work centers will identify or recommend the items and quantities to be offloaded, then a DD Form 1348-1A will be prepared and forwarded to the stores division. The 6th copy of the DD Form 1348-1A will be retained by stock control as a suspense copy to monitor the progress of the offload and ensure return of all documents;

   b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material;

   c. The material will be delivered to the shore activity and receipt signatures will be obtained as required. The original and remaining copies of the DD Form 1348-1A will be returned to stock control and matched with the suspense copy;

   d. Stock control will record the transfer of the material using the Offload Option of the MRE function in accordance with the R-SUPPLY Support Procedures/User’s Manual; and

   e. The completed DD Form 1348-1A turn-in document will be filed in the Expenditure Invoice File for historical and auditing purposes.

3. PRE-POST METHOD. The material to be offloaded will be pre-determined by stock control or other supply work centers and the offload transaction initiated via the MRE function. R-SUPPLY will generate the DD Form 1348-1A and establish a record in the Issue Pending File (IPF)/Issues Pending Table. After the material has been removed from the storage location and staged for turn-in, the transaction will be completed via the R-SUPPLY Warehouse Processing/Storeroom Issues function. The processing steps for the pre-post method are as follows:

   a. Stock control will determine the items to be offloaded and initiate the offload transaction using the R-SUPPLY MRE function in accordance with the R-SUPPLY Support Procedures/User’s Manual;

   b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material;

   c. Storage personnel will complete the transfer and update R-SUPPLY files using the Warehouse Processing function in accordance with the R-SUPPLY Support Procedures/User’s Manual;

   d. The material will be delivered to the shore activity and receipt signatures will be obtained as required; and

   e. The completed DD Form 1348-1A turn-in document will be forwarded to stock control for filing in the Expenditure Invoice File.
CHAPTER 6: INVENTORY MANAGEMENT

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Part A: GENERAL INSTRUCTIONS

Section I: INTRODUCTION

6000 SCOPE

Instructions contained herein have general application to all ships and are designed to provide optimum uniformity in afloat inventory management procedures. Effective inventory management cannot be the responsibility of any single functional area. It depends on the effective performance of receipt, procurement, expenditure and inventory personnel in their respective areas.

The impact of inventory accuracy covers a broad spectrum ranging from audit readiness to Department of Defense (DoD) budget credibility. Whenever material on an accountable record cannot be found, readiness is impacted. If the accountable record is overstated, nonexistent assets are applied to requirements. The opportunity for undetected theft is also increased when accountable records do not agree with material in storage. Navy Inventory Integrity Standards provide policy, guidance, and performance objectives for maintaining control over Navy-owned material inventories, ensures the accuracy of associated inventory item and financial records and maintains regulatory responsibilities in support of Financial Improvement and Audit Readiness (FIAR).

6001 INVENTORY MANAGEMENT SEGMENT

GENERAL. Shipboard material inventories are divided into segments for management purposes as follows:

a. Reactor plant support material in nuclear powered ships;

b. Operating space items are those items in the custody and under the management of the department heads;

c. Repair parts are in the custody of the Supply Officer when supply department stowage space permits and always are under his management;

d. Consumables are in the custody of the Supply Officer when supply department stowage space permits. Stocked consumables, (i.e., consumable items “carried” as supply department stock), are managed by the Supply Officer whether such items are stored in supply department spaces or in other departmental spaces. Non-stocked consumables, (i.e., consumable items “not carried” (NC) as supply department stock), are in the custody and under the management of other department heads; and
e. Maintenance Assistance Modules (MAMs) are in the custody of the cognizant department head and will be located in the appropriate operating and maintenance spaces under the sub custody of operating/maintenance personnel.

6002 OBJECTIVES

GENERAL. Adherence to established inventory control procedures and accurate documentation of valid usage data are essential to the maintenance of prescribed endurance levels of stock required to sustain shipboard operations and to insure maximum material readiness of the ship. Inventory control procedures prescribed in this chapter are designed to:

a. Focus attention on the relatively few items that will satisfy the majority of on board demands for material;

b. Provide for the accumulation of accurate consumption data required for the 3-M program and for maintaining adequate supply levels;

c. Establish a historical demand file for accumulating usage data for NC material;

d. Ensure that there is COSAL support for the parent equipment of each requested NC repair part;

e. Reduce physical inventory requirements and prescribe standard physical inventory procedures; and

f. Ensure inventory data accuracy of the stock records and reduce the number of stock record data changes required to be made.

6003 SHIPBOARD STOCK LEVELS

The basic Navy policy governing the range and depth of stock material which each ship is required to carry for self-support is stated in OPNAVINST 4441.12 (series). In essence, the range and depth of non-DBIs will be limited to COSAL items and quantities, and the range and depth of DBIs will be determined from usage and prescribed average endurance levels. To the extent of available stowage space, ships that are assigned missions involving extended deployment (in excess of 60 days) and which are not normally supported by the CLF will provide endurance commensurate with the period of deployment required by their missions. The average endurance levels of demand based repair parts and consumables to be carried by each ship for self-support are as follows:

<table>
<thead>
<tr>
<th>Ship types</th>
<th>Repair parts and equipment related consumables (days endurance)</th>
<th>Non equipment related consumables (days endurance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft carriers and CLF ships</td>
<td>75</td>
<td>60</td>
</tr>
<tr>
<td>Cruisers</td>
<td>75</td>
<td>45</td>
</tr>
</tbody>
</table>
Repair parts and equipment related consumables (days endurance)  | Non equipment related consumables (days endurance)
---|---
DD/DDG/and small combatant ships (excluding submarines) of at least 1,000 ton displacement | 75 | 30
AS/Submarines (excluding FBM tenders and submarines which are governed by OPNAVINST 4000.57 series) | 75 | 75
Amphibious ships
No embarked troops | 75 | 60
Embarked troops | 75 | 45
Non self sustaining ships (landing craft, patrol gunboats, etc., of less than 1,000 ton displacement) | As required to accomplish assigned mission

6004 FUNDING PRIORITIES

TYCOMs will promulgate funding priority instructions to their forces when available operating funds are not adequate to maintain full range and depth of allowances.

6006 RELATIONSHIP TO THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM (3M)

Reporting of supply support of maintenance actions is required by the Maintenance Data Subsystem (MDS) of the 3M System. Existing procedures for inventory control afloat, which are compatible with procedures in the Ships’ 3M Manual (OPNAVINST 4790.4 series), make specific provisions for 3M reporting by use of electronic transmission, in prescribed format, from automated ships.

6008 RELATIONSHIP TO OPERATING TARGET (OPTAR) ACCOUNTING AND REPORTING

The procedures for inventory control afloat are compatible with the OPTAR accounting and reporting procedures in Chapter 9.

6009 RESPONSIBILITY

1. STOCK MATERIAL IN SUPPLY DEPARTMENT SPACES. The Supply Officer is responsible for the storage, security, and inventory control of all stock material in his custody. The supply levels to be maintained will be based on authorized allowance lists or demands and the cognizant TYCOMs’ funding authorizations (and procurement restrictions, when applied). Normally, the replenishment of frequently demanded items will be assigned a high priority in the utilization of funds authorized by the TYCOM in the quarterly OPTAR.
2. STOCK MATERIAL IN OTHER DEPARTMENTAL SPACES. When supply department stock material is stored in other departmental spaces (see paragraph 4500), the Supply Officer will maintain stock records for all stocked material, and will exercise inventory control of such material.

3. REACTOR PLANT SUPPORT MATERIAL. In nuclear powered ships, all reactor plant support material is managed as stock material. Any stocked “Q” COSAL SNSL items, (i.e., consumables, repair parts, or operating space items), that generally are required to be “in use” or readily available for use in operating spaces, may be designated for departmental custody when so authorized by the Commanding Officer. When stocked “Q” COSAL SNSL items are intended to be stored in other departmental spaces, the procedures in paragraph 4500-2 will be followed. When stocked “Q” COSAL SNSL items are required to be “in use” in other departmental spaces, a list of such items will be prepared jointly by the Supply Officer and the “using” department head. The list will indicate the NSN (or other identification number), description, and allowance quantity of each “in use” item, as well as the name of the individual who normally is in charge of the operating space in which the item is generally used. The list then will be included in a ship’s instruction which will clearly delineate the Supply Officer’s and custodial department heads’ responsibilities for the proper management of stock material “in use.” The custodial department head will be responsible for the security and physical inventory of the “in use” items in his custody, and for the prompt submittal of issue request documents to the Supply Officer for the replacement of “in use” items which are unserviceable or missing.

Section II: APPLICABLE FORMS AND PUBLICATIONS

6040 REQUIRED FORMS

The following is a list of forms which may be required for supply management of general stores:

<table>
<thead>
<tr>
<th>DD Forms</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Financial Liability Investigation of Property Loss</td>
</tr>
<tr>
<td>1149</td>
<td>Requisition and Invoice/Shipping Document</td>
</tr>
<tr>
<td>1155</td>
<td>Order for Supplies or Services</td>
</tr>
<tr>
<td>1348-1A</td>
<td>Issue Release/Receipt Document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAVSUP Forms</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1176-1</td>
<td>Julian Date Calendar (Perpetual/Leap Year)</td>
</tr>
<tr>
<td>1220-2</td>
<td>Allowance Change Request</td>
</tr>
<tr>
<td>1250-2 (7 PT)</td>
<td>Non-NSN Requisition Document</td>
</tr>
</tbody>
</table>
6041 PERTINENT PUBLICATIONS

The following is a list of directives considered to be pertinent to inventory management of general stores in Operational Forces units:

Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP), NAVSUP P-722
Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998
Coordinated Shipboard Allowance List use and Maintenance Manual, NAVSUP P-488
CAGE Code, H4/H8 (Code to Name/Name to Code)
MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409
DoD 7000.14-R, Financial Management Regulations
NAVSUP Navy Working Capital Fund-Supply Management (NWCF-SM) Inventory Integrity Standards, NAVSUP P-723
Navy Index of Publications and Forms, NAVSUP P-2003
Navy Packaging Data, NAVSUP P-700 CNP
Navy Ship’s Technical Manual, NSTM 670 (Stowage, Handling, and Disposal of Hazardous General Use Consumables)
NECC Force Supply Manual, COMNECCINST 4400.1 (series)
RSUPPLY Unit Level User’s Guide, NAVSUP P-732, (Unit Level Activities)
RSUPPLY Force Level User’s Guide, NAVSUP P-731, (Force Level Activities)
Ship’s Hazardous Material List (SHML) – (view OPNAVINST 5100.19 (series) for listings)
Ship’s Maintenance and Material Management (3M) Manual OPNAVINST 4790.4 (series)
Storage and Handling of Hazardous Material, NAVSUP P-573
Surface Force Supply Procedures (SURFSUP), COMNAVSURFORINST 4400.1 (series)
Submarine Supply Procedures Manual, COMSUBFORINST 4406.1 (series)
Supply Operations Manual, COMNAVAIRFORINST 4440.2 (series)
Section III: PHYSICAL INVENTORY

6060 PURPOSE

GENERAL. Physical inventory is a prerequisite to efficient inventory integrity and control. The primary objective of a physical inventory is to ensure that the inventory balances as reflected in stock or custody records agree with the actual physical quantities on hand. Other objectives are to:

a. Determine stock deficiencies that require replenishment;

b. Reconcile all differences between physical counts and stock record balances;

c. Determine and implement controls needed to mitigate recurrence of significant discrepancies;

d. Ensure that material is correctly identified, properly stowed and in apparent good condition, and that material subject to deterioration or breakage is adequately packaged and/or preserved;

e. Update location and other management data in stock and/or locator records; and

f. Consolidate national stock numbers to one location or storeroom, where possible, to the extent of enhancing efficiency or effectiveness.

6061 TYPES OF PHYSICAL INVENTORY

1. BULKHEAD TO BULKHEAD INVENTORY. A bulkhead to bulkhead inventory requires a physical count of all stock material within the ship or within a specific storeroom or other storage area. A bulkhead to bulkhead inventory of the ship’s entire stock of repair parts usually is taken during an ILO. A bulkhead to bulkhead inventory of a specific storeroom or other storage area is taken when a random sampling inventory of a particular storeroom or storage area fails to meet the inventory accuracy rate as prescribed in paragraph 6061-6c-d: when directed by the cognizant TYCOM incident to a supply management inspection; when directed by the Commanding Officer; or when circumstances clearly indicate that it is essential to effective inventory control. Prior knowledge of specific stock numbers or individual item locations is not required for a bulkhead to bulkhead inventory of specified storerooms or other storage areas.

2. SPECIFIC COMMODITY INVENTORY. A specific commodity inventory requires the physical count of all items comprising a generic segment of material, i.e., items stocked under the same cognizance symbol or federal supply class or which support the same operational function, (e.g., boat spares, electron tubes, boiler tubes, fire brick, etc.). A complete physical inventory of stock material comprising a generic segment is taken under the same conditions as those described in paragraph 6061-1 for bulkhead to bulkhead inventories. Prior knowledge of specific stock numbers and item locations is required to conduct a specific commodity inventory.
3. SPECIAL MATERIAL INVENTORY. A special material inventory requires the physical count of all items which, because of their physical characteristics, cost, mission essentiality, criticality or other reasons, are specifically designated for separate identification and inventory control. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Physical inventory of such material is required on a scheduled basis, in accordance with the frequency criteria prescribed in paragraph 6062-5 for each of the special material categories. Items comprising each special category can be related to a particular element of supply management data normally entered in stock records. For example, hazardous items to be inventoried may be determined from stock records that contain an H, F, M, or R in the hazardous SMCC. Prior knowledge of specific stock numbers (or other material identification) and item locations is required to conduct a special material inventory.

4. SPOT (SPECIFIC ITEM) INVENTORY. A spot inventory is an unscheduled type of physical inventory which is taken to verify the existence and completeness or actual physical quantity of a specific stock item. Normally, a spot inventory is conducted when the remaining inventory quantity on the issue request document disagrees with the remaining balance on the stock record. A spot inventory also is taken to determine the on hand quantity of a particular item when requested by the Commanding Officer, a Fleet Commander or TYCOM, a cognizant inventory manager, or other competent authority.

5. VELOCITY INVENTORY. A velocity inventory is based on the premise that inaccuracies of stock record balances for any given items increase proportionately with issue frequency, and consequently, that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory, therefore, requires a periodic physical count of all stock items that experience relatively frequent demands, (i.e., “fast movers”), and a physical count of items that experience infrequent or no demands, (i.e., “slow movers”), only when such items are issued. Periodic inventories of DBI items and post issue inventories of non-DBI items, as prescribed in paragraph 6062-2 and 4, respectively, are examples of velocity inventories.

6. RANDOM (STATISTICAL) SAMPLING INVENTORY. The large number of items stocked by automated ships and the limited availability of physical inventory personnel dictate the need for a selective type of inventory for the greater majority of stock items which are infrequently demanded, (i.e., non-SIM/non-DBI). Except for the small percentage of stock items which require complete and periodic inventories (see paragraph 6062-2, 5 and 6), an acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count of an inventory segment is the random (statistical) sampling technique; the random sampling inventory, which will be used by NWCF ships only. Random sampling is usually accomplished in conjunction with SMI/Supply Management Certifications (SMCs) or relief of the Supply Officer. A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. The sampling technique fulfills most inventory requirements and provides for selective attention to sampled stock segments that require it. Guidelines for conducting a physical inventory by the random sampling technique are as follows:

   a. Size of Sample Inventory. The percentage of stock items to be inventoried annually by the random sampling technique is five percent of the total range of items carried, less the number of items that are completely and periodically inventoried, such as SIM/DBI and special category
materials. For example, if a ship carries 40,000 items of which 2,000 are SIM/DBI and 600 are special category materials, (e.g., classified, hazardous, etc.), the number of items to be scheduled for annual inventory by the statistical sampling techniques will be 1,870 items (40,000 - 2,600 = 37,400 x 5% = 1,870).

b. Selection of Items. All current automated information systems, (e.g. RSUPPLY Force Level) designed for NWCF ships have the capability to produce inventory listings and inventory aids for a specified percentage of carried stock.

c. Accuracy Rate. The inventory accuracy rates for end use activities is shown in the table in subparagraph d below. If the accuracy rate is less than acceptable, and if an audit of stock records or review of unposted documents does not reconcile sufficient differences to meet the minimum accuracy rate, another sample, twice the size of the first and exclusive of any items in the first, will be selected and inventoried. If the first and second samplings collectively fail to meet the minimum accuracy rates, a total item inventory of the segment will be scheduled and completed not later than 90 days following the month in which the random sampling inventory was completed. However, the requirement for a total item inventory of the segment may be waived when an ILO is scheduled to occur within 120 days of the date on which the second unsatisfactory random sampling inventory was completed, provided that the items comprising the segment will be included in the ILO inventory.

d. Ships holding NWCF-SM inventory must uphold the inventory accuracy rates specified in Chapter 3 of NAVSUP P-723.

### Inventory Accuracy Rates

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Population</th>
<th>Goal</th>
<th>Tolerance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Unit price &gt; $1,000 and all DLRs</td>
<td>99%</td>
<td>0%</td>
</tr>
<tr>
<td>B</td>
<td>All other material</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td>C</td>
<td>Controlled inventory items (see paragraph 6062)</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*95 PERCENT CONFIDENCE LEVEL
+4 PERCENT BOUND APPLICABLE TO EACH CATEGORY*

7. LOCATION AUDITS. The purpose of a Location Audit is to physically verify that material in storage locations agrees with location data recorded in RSUPPLY. A well-managed Location Audit Program will improve supply effectiveness, reduce inventory effort, and improve inventory existence and completeness and utilization of available storage space. A location audit of all storage locations will be conducted on an annual basis and should be scheduled so that it is accomplished just prior to the scheduled inventory of a particular storage area. The following data will be verified during the location audit:

a. Stock number; and

b. Location.
8. VALIDITY INVENTORY. Similar to a random (statistical) sampling inventory, validity inventories can be conducted on non-NWCF (end use) activities to determine the overall inventory condition. Validity inventories are not considered part of the Annual Physical Inventory Program and are normally conducted during SMIs/SMCs and upon the relief of a Supply Officer.

6062 SCHEDULED INVENTORY REQUIREMENTS

1. GENERAL. Although a complete physical inventory of all stocked repair parts usually is conducted during ILOs periodically scheduled for most ships, there is a continuing need in every ship (whether or not it undergoes an ILO) to conduct physical inventories to the extent necessary to ensure effective control of those materials normally required to perform its mission or which, because of certain characteristics, require special management attention. The scheduled inventory requirements prescribed in the following subparagraphs are considered to be minimal for effective inventory control of stock material. Items which can be included in more than one category will be inventoried in accordance with the criteria of the category that requires the greater inventory frequency. For example, if hazardous items are inventoried annually and SIM items are inventoried semiannually, then any hazardous item that is designated as SIM will be inventoried semiannually.

2. SIM/DBI/POS MATERIAL. SIM/DBI/POS material is comprised of those stock items which experience relatively frequent demands. SIM/DBI/POS material will be scheduled for complete physical inventory, preferably prior to a major replenishment, in accordance with the following criteria:

   a. All ships except NWCF ships, and except for load material in NWCF ships - semiannually (inventory to be completed within two weeks after commencement).

   b. NWCF ships except for aeronautical material on CVN, LHA, LHD - annually. All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the respective homeport from an extended overseas deployment, in accordance with the cognizant TYCOM's instructions.

   c. NWCF ships (load material) - during or immediately upon return to the homeport from each overseas deployment.

3. NON DBI MATERIAL. Non DBI material is comprised of all stock items which do not meet the frequency of demand criteria for DBI material in ships. Except for items designated as special material, or unless warranted under conditions described in paragraph 6061-1, no complete inventory of any segment of non DBI material is required. However, to provide sufficient stock record accuracy for effective inventory control, non DBI material will be physically inventoried as follows:

   a. Inventory the remaining balance of each item after each issue. If the same item is stored in multiple locations, inventory the quantity remaining in the storage location from which issued; inventory the quantities in the other locations only when the sum of the quantities indicated in the “Location” data block of the SRF does not agree with the stock record balance.
b. All aeronautical material in aircraft carriers and LHA/LHD ships will be completely inventoried during or immediately upon return to the homeport from an extended overseas deployment, in accordance with the cognizant TYCOM’s instructions and consistent with the planned inventory schedule in accordance with paragraph 6061-6.

4. SPECIAL MATERIALS. Special materials consist of those items which because of their physical characteristics, cost, mission essentiality, or other reasons, are specifically designated for separate identification and inventory control. Complete physical inventories of stocked items of special materials are required as follows:

a. Classified items will be inventoried annually and upon each change of custodial responsibility.

b. Security type medical supplies, such as narcotics, precious metals, alcohol, and alcoholic beverages (coded “R” in the “Notes” column of the Federal Supply Catalog, Sections C65–IL) will be inventoried quarterly and upon each change of custodial responsibility. Other controlled medical items, such as barbiturates, antibiotics, nonalcoholic/non-narcotic excitant or stupefacient drugs, surgical and dental instruments, and drugs or other substances (coded “Q” in the “Notes” column of the Federal Supply Catalog, Sections C65–IL) will be inventoried semiannually.

c. All DLRs will be inventoried annually. All repairables identified as excess will be turned in to the nearest ashore supporting activity or as directed by the TYCOM.

d. Presentation silver sets appraised at $90,000 or more will be inventoried annually. Sets appraised below $90,000 will be inventoried during each odd numbered year (see paragraph 8131) and upon change of custodian.

e. Flight clothing will be inventoried quarterly and upon change of custodian.

f. Deteriorative shelf-life items, other than those included in items 1-4, are not required to be periodically inventoried, but will be screened monthly to ensure timely utilization or transfer prior to their shelf-life expiration dates (see paragraph 4664).

g. Organizational issue material and special clothing will be inventoried in accordance with TYCOM directives.

h. Material identified as Q-in-use will be inventoried quarterly.

5. STOCK MATERIAL IN DEPARTMENTAL CUSTODY. When supply department stocks of consumables and/or repair parts are stored in spaces controlled by other department heads, such material will be inventoried in accordance with paragraph 6062-2, 4 and 5. The inventory will be conducted jointly by supply department personnel and departmental custodians.
6063 NONSCHEDULED INVENTORIES

Nonscheduled inventories are those that are unexpectedly required incident to significant stock record inaccuracies discovered during an issue process, a random sampling inventory, or an SMI. Nonscheduled inventories also include those that are occasionally required of certain items when and as requested by an inventory manager, a Fleet Commander or TYCOM, the Commanding Officer, or other authority. Spot inventories (see paragraph 6061-4) are examples of unscheduled inventories. Bulkhead to bulkhead inventories of specified storerooms and specific commodity inventories (see paragraph 6061-1 and 2) also are examples of unscheduled inventories when required as the result of an unsatisfactory random sampling inventory or supply management inspection. Although unscheduled inventories cannot be planned nor included in fiscal year inventory schedules, the estimated effort required for such inventories must be considered in the annual inventory program and in the assignment of supply department resources.

6064 PHYSICAL INVENTORY SCHEDULES

1. GENERAL. Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule will be prepared by the Supply Officer prior to the commencement of each fiscal year and will conform to the material categories and applicable inventory frequency criteria described in paragraph 6062. For each segment of items listed, the inventory schedule (see sample on following page) will indicate the number of items to be inventoried, the applicable storeroom(s) or other storage area(s), and the inclusive dates between which the inventory of each segment is to be accomplished. Also, it will include a column for recording the stock records accuracy rate for each completed inventory (see paragraph 6072).

2. SCHEDULING. Physical inventories should be scheduled to permit accurate and timely physical counts, preliminary and causative research, and posting of records. Frequent inventories of a small range of items are preferable to less frequent inventories of a large range of items. Physical inventories should be conducted at a time when storeroom transactions can be frozen, except for emergency issues. For stock material in departmental custody, the inventory schedule will reflect the time frames jointly determined by the Supply Officer and the respective department heads. The Supply Officer will exercise maximum controls to adhere, as closely as possible, to the inventory schedule. If an inventory is accomplished during inclusive dates which differ from those indicated in the inventory schedule, line out the scheduled inventory date(s) and write in the actual inventory date(s). Following the physical inventory, controls should be implemented to preclude recurrence of significant discrepancies.
6065  INVENTORY PERSONNEL

1. GENERAL. The Supply Officer is responsible for the proper physical inventory of stock material in supply department custody and will provide advisory assistance relative to the physical inventory of stock material and presentation silver in the custody of other departments. Materials in supply department custody will be inventoried by qualified personnel assigned by the Supply Officer. Such assignments will be based on consideration of the knowledge and experience or training of individuals in relation to the size and/or complexity of the task to be accomplished in conformance with the inventory schedule. Unless personnel resources permit adequate training and constant utilization of selected inventory teams, inventories normally will be taken by the
material custodians, provided they are properly qualified and provided the nature of the material does not require inventory by the Supply Officer personally or by a specifically designated person, (e.g., certain classified material, precious metals, alcohol, narcotics, and other sensitive or highly pilfer items). Other department heads will assign inventory tasks of their respective departments to delegated personnel who will discharge their assignments consistent with supply department inventory procedures and/or guidance from the Supply Officer.

2. QUALITY ASSURANCE. A quality assurance team may be established consisting of a permanent group of trained personnel who will verify the accuracy of physical inventories and location audits after they are performed. The team will sample five percent of the inventoried material. The accuracy of the physical count should be in accordance with paragraph 6061 and 97 percent for the location audit. If these goals are not reached, the physical inventory should be repeated.

6066 PREPARATION FOR INVENTORY

1. STOCK RECORDS. Before performing an inventory, all outstanding receipt and issue transactions, suspense items, overdue receipts, and pending issues must be processed. Additionally, overaged stock requisitions should be reviewed.

2. STOCK ARRANGEMENT. Prior to a physical inventory, materials comprising the stock segment to be inventoried should, when practicable, be inspected and arranged by supply department logistic specialists (LS) or departmental custodians to ensure that:

   a. Loose units of small items are packaged in standard bulk lots;

   b. All items are properly marked, labeled, tagged, or otherwise clearly identified;

   c. Cartons and other containers are stowed with labels or other identifying information plainly visible;

   d. Uniformly sized packages of identical units are stacked in rows and tiers to expedite counting, (e.g., boxes of screws, nuts, bolts, padlocks, etc.);

   e. Containers with broken seals and full counts of originally packaged quantities are resealed; and

   f. Multiple locations are reduced.

3. INVENTORY LISTINGS

   a. Inventory listings authorized for conducting inventory counts of stock material include automated or manually prepared listings. As a minimum, inventory listings documents will contain the following information for each item:

      (1) NIIN or part number;
(2) Brief item description;

(3) Unit of issue;

(4) All storage locations; and

(5) Space to record inventory count.

b. When conducting scheduled inventories using an AIS, the storeroom listing and supervisor’s listing should be produced. The storeroom listing will contain a blank space to record the actual quantity inventoried by inventory personnel. The supervisor’s listing will contain the stock record quantity.

4. ADVANCE NOTICE. At least one week prior to a scheduled inventory of stock material, the Supply Officer will publish an official notice of the particular segment of stock to be inventoried and the inclusive dates between which the inventory will be taken. The notice also should include a statement to the effect that while the prospective inventory is in progress, issues of items included in the material segment under inventory will be restricted to emergency requirements.

5. EMERGENT ISSUES. When emergent issues occur during a scheduled inventory, the issue request document will be annotated to show “Issue made during inventory” in order to assist in reconciling quantity mismatches.

6067 COUNT PROCEDURE

GENERAL. All inventories (with the exception of spot inventories) will be conducted using the “Count/Recount” method. Complete and correct item counts are basic to physical inventory which, in turn, results in greater stock record accuracy, better inventory control, and increased supply effectiveness. Therefore, to preclude avoidable recounts or research, inventory personnel will ensure that the total quantity of each item is determined as accurately as possible in the initial circuit of a storage area. Inventory aids such as tape measures, scales, equivalency tables, and wire/rope/cable measuring devices will be used when available. Inventory personnel are authorized to open sealed containers when necessary for item identification and/or quantity verification, except that preservation packaging will not be broken without approval of the Supply Officer. All opened containers will be resealed after the identification and count have been determined and externally marked on each container. Each container so marked will be dated and initialed by the person who verified its contents. In conducting the inventory, inventory personnel will proceed from location to location in predetermined sequence, and will ensure that:

   a. Each item is legibly identified by an appropriate stock number or part number, and that each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning, as appropriate;

   b. Each unit of each item is inspected for material condition, and that any quantity apparently unfit for issue or in need of repackaging is recorded as such;

   c. Each item is carefully counted, weighted or measured, as appropriate, and that the quantity inventoried is legibly recorded in the inventory listing. (If the same item is stored in multiple
locations, the quantities in all locations will be recorded; however, consolidated storage of such items will be achieved when efficient);

d. Quantities and units of issue recorded in inventory listings are compatible, (e.g., if 100 bearings are counted, record 50, not 100, if the unit of issue is PR);

e. A tag, label, or card, annotated with the inventory quantity and date, is attached to each reel or container from which an item is issued in a unit of measure, (e.g., foot, pound, gallon, etc.), in order that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container;

f. A zero (0) is recorded as the on hand quantity inventoried for stock items not located in designated storage locations or the immediate vicinity;

g. The prerecorded location is lined through and the actual physical location and inventoried quantity is entered for stock items located in a storage location other than the prerecorded location (if it is impracticable to restow it in the prerecorded location); and

h. When deemed advisable by the Supply Officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been taken and verified.

6068 REVIEW OF INVENTORY LISTINGS

GENERAL. Promptly upon completion of the physical inventory of a material segment, and prior to matching inventories quantities with the stock record balances, the inventory count documents will be reviewed by inventory personnel to ensure that:

a. All items scheduled for inventory either have been counted or have been verified as nonexistent;

b. Quantities counted are legibly recorded and compatible with related units of issue;

c. “Added” items are adequately identified and legibly recorded;

d. Any remarks are legibly entered and explicitly stated; and

e. Inventory listings are signed and dated.

6069 RECONCILIATION OF INVENTORY LISTINGS AND STOCK RECORDS

1. POSTING INVENTORY COUNT. Upon receipt of inventory listings from inventory personnel, the stock records LS will assure himself that:

a. All manual entries are legible;

b. All annotated remarks are clearly understood; and

c. Any obvious omissions or inconsistencies are reconciled immediately by the responsible inventory personnel.
2. POSTING INVENTORY FIRST COUNTS. Once the physical inventory has been conducted and the inventory listings reviewed for accuracy, the inventory will be posted to the AIS to reconcile the inventory counts and stock records. If the physical inventory count and the stock record are in agreement, the inventory flag is cleared and the date item inventoried (date posted) is recorded to the stock record. If the physical inventory count and the stock record do not match, a second count inventory listing will be created to aid in inventory reconciliation.

3. RECONILING QUANTITY DIFFERENCES. All items on the second count inventory listing should be reviewed and the following action taken prior to conducting the physical second count:
   a. Review all issue documents for emergent issues during a scheduled inventory. If the emergent issue is determined to be the cause of the quantity mismatch, add the emergent issue quantity to the initial count quantity and record this amount for the second count. All emergent issues made during a scheduled inventory should not be posted until the scheduled inventory is complete;
   b. Review all unposted receipts for material that was received and stowed in a recorded location creating a quantity mismatch; and
   c. Review the outstanding requisitions listing (NIIN sequence) for stock dues with overaged shipping status for all gains by inventory (GBI). If the outstanding requisition with overaged shipping status quantity matches the GBI quantity, prepare a dummy receipt and post the receipt.

4. POSTING INVENTORY SECOND COUNTS. After the above actions have been taken a quantity mismatch still exist, conduct the inventory second counts in the following manner:
   a. The leading LS or the Supply Officer (if possible), will perform the second counts; and
   b. Check all stowage locations above, beside and below the indicated stowage location.

Once the second counts are complete, post the second counts results. All quantity mismatches that still exist will result in a loss by inventory (LBI) or GBI. The inventory flag will be cleared and date item inventoried is recorded to the stock record.

6070 GAINS AND LOSSES AND PENDING SURVEYS

1. GAIN OR LOSS BY INVENTORY. GBI and LBI will be recorded on the GBI/LBI listing produced by each AIS. These listings are required to be printed on a monthly basis and signed and dated by the Supply Officer.

2. PENDING SURVEYS. Inventory gains and losses that meet the criteria for survey will be recorded on the pending stock survey listing for each AIS. Gains and losses meeting the survey criteria (see paragraph 5126) will use an approved DD Form 200 as supporting documentation for the gain or loss. An expenditure number must be assigned to the DD Form 200. The DD Form 200 will be distributed in accordance with paragraph 5049. Once the expenditure number has been assigned, the gain or loss will be removed from the pending stock survey listing.
6072 STOCK RECORDS ACCURACY RATE

1. COMPUTATION OF ACCURACY RATE

   a. Determination of Errors. All quantity and location differences determined from physical inventory will be adjusted in stock records. However, the differences to be considered as errors in computing the inventory accuracy rate are as follows:

      (1) Each location difference; and

      (2) Each quantity difference.

As inventory differences are related to individual stock records, a location error and a quantity error in the same stock record will be counted as only one error in computing the inventory accuracy rate. Changes in cognizance symbols, stock numbers, units of issue, unit prices, management codes, etc., determined to be required as the result of physical inventory, are not to be considered as errors in computing the inventory accuracy rate.

   b. Mathematical Computation. To compute the inventory accuracy rate, subtract the number of inventory errors from the number of items inventoried; then divide the difference by the number of items inventoried. For example, if the number of items inventoried is 375 and the number of inventory errors is 18, the accuracy rate is determined as follows:

    \[
    \text{Accuracy Rate} = \frac{375 - 18}{375} = \frac{357}{375} = 0.9520 \text{ or } 95.2\%
    \]

2. RECORDING OF ACCURACY RATE. The accuracy rate percentage will be recorded in the “Accuracy Rate Percentage” column of the physical inventory schedule. If the accuracy rate is less than the acceptable minimum, the Supply Officer will immediately initiate such remedial actions as are necessary to ensure more effective maintenance of the stock records.

6073 DISTRIBUTION OF INVENTORY LISTINGS

INVENTORY LISTINGS. After the stock records have been reconciled and the stock records’ accuracy rate (for scheduled inventories) has been determined and recorded in accordance with paragraph 6072, inventory listings will be placed in an appropriately labeled folder or binder and filed in a location which the Supply Officer considers to be most convenient for ready reference (listings will be retained until completion of the next scheduled SMC).

6074 DISPOSITION OF NRFI MATERIAL

When on hand NRFI stock material is expended as an LBI, the damaged, deteriorated, or overaged material will be removed from its storage locations and disposed of as directed by the Supply Officer. If the material is a DLR item that is not completely destroyed, the disposition instructions in the DD Form 200 should be “Transfer to the nearest ATAC in accordance with paragraph 8323.” NWCF-SM inventory must be disposed of in accordance with guidelines set forth in NAVSUP P-723.
Section IV: MINIATURE/MICROMINIATURE (2M) FIELD LEVEL REPAIRABLE ITEMS

6138 MINIATURE/MICROMINIATURE PROGRESSIVE REPAIR AND ENHANCEMENT PROGRAM (2M PREP)

1. 2M PREP. The TYCOM’s established supply 2M PREP monitoring and reporting procedures ensure that 2M MTR organizational and intermediate repair dispositions for FLR and DLR STOCK and DTO requirements are first reported by Supply Officers to the online BIRDTRACK Module Test and Repair Activity (MTRA) utility. Supply requirements will be released to supply system for procurement only after shipboard O level and I level 2M MTR repair dispositions have been provided to supply and reported per TYCOM’s 2M PREP policy.

2. MATERIAL IDENTIFICATION. Future Source Maintenance and Recoverability (SM&R) Codes will designate progressive DLRs on allowance documents by use of a sixth digit. Specific instructions regarding these codes will be provided with the COSAL Index. These codes should not be interpreted as prohibiting repair attempts by ships force, Battle Force Intermediate Maintenance Activity or regional maintenance. The progressive repair concept requires SM&R codes to be viewed as guides, not lack of authorization. For identification of FLRs, see paragraph 3262-2.

Supply Officers are authorized to delay issue and requisitioning, or NRFI carcass turn-in for items that are attempting to be repaired by the 2M work center, RMC, or Fleet Maintenance Activity (FMA).

   a. Storeroom Item non-emergent requirement. Material request for storeroom items, where the NRFI carcass is a 2M candidate and the requirement for the storeroom item is not emergent for mission essential equipment, the issue will be delayed while the 2M work center or FMA attempts to repair the NRFI carcass. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to affect the repair of the equipment.

   b. Storeroom Item emergent requirement. Material request for storeroom items, where the NRFI carcass is a 2M candidate and the requirement for the RFI storeroom item is emergent for mission essential equipment, the issue will be made and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is able to repair the item, the 2M work center or FMA will certify the item as RFI and the item will be placed in stock to fill the storeroom deficiency created by the issue. The original issue will be reversed. This will reconcile the physical on-hand quantity and the stock record, and credit the requesting department the original cost of the stock item.

   c. NCNIS Item non-emergent requirement. Material request for NC/NIS items, where the NRFI carcass is a 2M candidate and the requirement for the NC/NIS item is not emergent for mission essential equipment, requisitioning will be delayed while the 2M work center or FMA attempts to repair the NRFI carcass. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to affect the repair of the equipment. The material request will be cancelled.
d. NCNIS Item emergent requirement. Material request for NC/NIS items, where the NRFI carcass is a 2M candidate and the requirement for the RFI item is emergent for mission essential equipment, the item will be requisitioned and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to affect the repair of the equipment. Every attempt will be made to cancel the outstanding DTO requisition.

e. NC/NIS items where the NRFI carcass is a 2M candidate and the requirement for the RFI item is emergent for mission essential equipment, the item will be requisitioned and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to affect the repair of the equipment. Supply Officer’s 2M PREP reporting will close the outstanding DTO requisition, a status BN will apply for the funds deobigation.

3. RFI and NRFI TURN-IN PROCEDURES. Items certified RFI per the policy delineated in this instruction will be returned to stock and the material requirement/issue canceled in supply records. If stock replenishment has already been initiated or the direct turnover requisition is still outstanding then attempts will be made to cancel the outstanding requisition. If the requisition cannot be canceled and stock is increased over allowances, the following specific procedures apply:

   a. DLRs returned NRFI from 2M stations will be turned in using document identifier BC1, the document number of the replacement requisition and the OPNAV 4790.2K / Work Candidate documenting the failure.

   b. EXCESS RFI DLRs will be turned into MTIS as “A” condition. Carcass tracking will be cleared by turn-in documentation with DD Form 1348-1A using a D6A Document Identifier with a designation of “C” in Record Position 72.

   c. FLRs returned NRFI from 2M stations will be disposed of in accordance with SM&R Codes.

   d. FLRs returned RFI from 2M stations will be packaged and labeled per paragraph 3263 and returned to stock per shipboard allowance.

4. 2M USAGE REPORTING. Failed CCAs/EMs returned to operating systems as a result of 2M repair rather than by supply issue/requisitioning constitute usage and will be documented by submission of Document Identifier (DI) DHA.
Section V: TOTAL ASSET VISIBILITY REPORTING PROCEDURES

6145 PROCEDURES FOR SUBMITTING INVENTORY REPORTS FOR CENTRALIZED CONSOLIDATION

1. TOTAL ASSET VISIBILITY (TAV). NAVSUP Headquarters maintains a centralized database providing TAV of retail material on-hand at Operational Force activities. Afloat TAV databases, including the Force Inventory Management Analysis Reporting System (FIMARS) application is available through NAVSUP’s ‘One Touch’ support system. One Touch provides on-line inventory visibility by NIIN and access to FIMARS WEB ATAV (through the real time Stock Check option).

   This visibility is crucial to supply system responsiveness by ensuring that high priority requirements can be sourced under limited stockage conditions. Accordingly, this database should be regularly maintained by all activities by processing Force Inventory Transmission System (FITS) downloads. The FITS process varies between AISs. Regardless of the AIS or naming conventions, all AISs process FITS data the same. Regular updates help to ensure visibility of inventory range and depth of all fleet activities. FIMARS can be queried by material expeditors in their attempts to fill outstanding material requirements which are not sourced locally.

2. INVENTORY REPORTING POLICY. All afloat units, all NWCF units, and MALS will submit updates to FIMARS twice monthly (on the 10th and 25th) and baseline updates every 10th of the first month of each quarter (Jan, Apr, Jul, and Oct) via procedures outlined below. TYCOMs may direct more frequent reporting to improve data integrity; or, under extenuating circumstances, (e.g., special deployment, ship out of reporting status), may direct a minimum of monthly update reporting. Commands with NTCSS RSUPPLY’s ‘AUTOFITS’ capability, (i.e., Viking and Patriot releases of NTCSS), should take advantage of this automated procedure vice manually transmitting FITSDLs twice monthly. AUTOFITS automatically generates and transmits FITSDLs daily when transactions occur and internet capability is available.
Part B: INVENTORY CONTROL

Section I: INTRODUCTION

6165 SCOPE
Instructions herein are applicable to all ships (except for load material under NWCF). The instructions are designed and organized to provide for effective inventory management of MAMs, repair parts and consumables required for the support of shipboard spaces and hull, mechanical, electrical, ordnance, and electronic equipment (installed or portable). Material commodities specifically excluded from these instructions are ships store stock (cognizance symbols 1Q, 9D); subsistence (cognizance symbol 9M); ammunition (cognizance symbol 2T); medical stores (cognizance symbol 9L); publications (cognizance symbol 0I); nuclear weapons support material (cognizance symbol 0A, 8A); aeronautical, photographic, and meteorological material (cognizance symbols 1R, 2V); and bulk fuels and bulk lubricating oil (cognizance symbol 9X). Instructions applicable to the inventory management of Hazardous Material, Presentation Silver, DLRs, and Fuel are contained in Chapter 8.

6167 RESPONSE TIMES
The following chart shows the maximum response times for processing issue:

<table>
<thead>
<tr>
<th>Material on board</th>
<th>Urgency of need designator (UND)</th>
<th>Process and issue time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>1 hour</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material not on board</th>
<th>Priority designator (PD)</th>
<th>Requisition preparation time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01-08</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>09-15</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

6168 DEMAND BASED ITEM (DBI)
1. SIM CONCEPT. SIM is an inventory control principle which focuses management attention on the small percentage of items that experience the majority of on board demands for material. Inventory management of repair parts and consumables designated as DBI items requires:
   a. close and continuing attention;
   b. quarterly stock status review;
   c. Periodic physical inventories in accordance with paragraph 6062;
d. verification or update of pertinent management data in stock records upon each receipt of a new FEDLOG;

e. stock replenishment based on demand, with the use of high and low limits;

f. collective storage in a centrally located storeroom(s), except for items which, because of their physical characteristics, cannot be properly stored in such location(s); and

g. separate file of stock records, (i.e., separate from NON-DBI stock records).

2. NON-DBI. Inventory management of NON-DBI repair parts and consumables requires:

a. close attention only upon receipt and issue of material;

b. inventory of the remaining balance of an item after each issue, (i.e., post issue inventory);

c. reference to FEDLOG for verification of pertinent management data only when an item is requisitioned;

d. stock replenishment on a one-for-one basis except when otherwise prescribed by the TYCOM in accordance with paragraph 6004, or when excess stock is on hand; and

e. separate file of stock records (i.e., separate from DBI stock records).

3. REGISTERING DEMAND. Under the DBI concept, the designation of items as DBI, DBI DTO, or NON-DBI is based primarily upon frequency of demand (see Glossary). Since frequency of demand relates to a specific time frame, it is necessary to consider the date on which each demand is registered. To facilitate reviews of demand frequency, demands for stock items and demands for NC items are registered differently, as explained in the following subparagraphs:

a. Stock Items. Demand for a stock item is registered when the requested item is issued and the issue has been posted in the stock record. When the requested quantity is totally NIS, the demand is not registered until the item has been requisitioned and at least a partial quantity supplied from on board stock and the remaining quantity is procured for DTO, the demand is registered upon the first partial issue. Whenever partial quantities are involved, all issues applicable to the same requirement are collectively considered as one demand (see paragraph 6211-5b).

b. NC Items. Demand for an NC item is registered when the requested item is requisitioned. If the requested item is requisitioned and the total quantity requisitioned is subsequently canceled because the requirement no longer exists, the previously registered demand is nullified. In such cases, the applicable document will be withdrawn from the historical demand file (if maintained) and discarded, regardless of whether or not a cancellation confirmation or the material is eventually received. However, if the requirement was filled by external sources, a DHA requisition must still be submitted in order to register demand.
4. DESIGNATION OF DBI ITEMS. A DBI item is an item which has experienced a frequency of demand of two or more within the past six months, or which has a predictable demand frequency of two or more in a six month period based on deployed or seasonal usage. NC items and items initially designated as NON-DBI items will be designated as DBI items upon the second demand of a recurring nature. DLR items (except for FBM activities) are not authorized to be stocked as DBI/DBI material, regardless of the frequency of demand. Therefore, when the currently allowed quantities of such items need to be revised incident to increased/decreased demand, authorization for the required changes must be requested in accordance with paragraph 2105.

5. ITEMS THAT NO LONGER QUALIFY AS DBI ITEMS. When an item no longer meets the frequency of demand criteria for a DBI item (see paragraph 6168.2), it will be converted to a NON-DBI item. At the time Level Setting is processed, any DBI item which has had no demand during the TYCOM prescribed retention period will be re-designated as a NON-DBI item.

6169 STOCKING POLICY - REPAIR PARTS

1. RECORDS. The Supply Officer will maintain a Stock Record Card for each stocked repair part on board. The supply department will exercise control of stocked repair parts in the custody of other departments through custodians appointed by the heads of departments controlling the spaces in which the repair parts are stored. Demand data will be maintained for all NC repair parts ordered for DTO. All the above are normally accomplished by an AIS, (e.g., RSUPPLY).

2. DBI ITEMS. Repair parts designated as DBI items will be stocked to achieve an average endurance level of 75 days, as prescribed in paragraph 6003.

3. NON-DBI ITEMS. Repair parts designated as Non-DBI items will be stocked to the allowance quantity except when otherwise prescribed by the TYCOM.

4. NC ITEMS. Each demand for an NC repair part will be verified to ensure that the item is identified properly and that the parent equipment is supported in the COSAL. If the parent equipment is not supported in the COSAL, the equipment must be validated and an appropriate APL requested. NC items having no allowance will not be ordered for stock except under the following conditions:

   a. When an NC item receives two or more demands of a recurring nature within a six month period, the item will be procured, stocked, and managed as a DBI item in accordance with paragraph 6168.

   b. When an NC item does not meet the frequency criteria to qualify as DBI in paragraph 6069.a, the item may be procured for stock only after submission and approval of an Allowance Request (NAVSUP Form 1220-2) in accordance with paragraph 2105. However, if the item is required to be stocked prior to approval of the NAVSUP Form 1220-2, a request for a minimum quantity (usually one) may be forwarded to the TYCOM for approval.

5. NUCLEAR PROPELLED SUBMARINES (SSNS) AND NUCLEAR PROPELLED FLEET BALLISTIC MISSILE (FBM) SUBMARINES (SSBNS). The Supply Officer will maintain stock records for all FBM weapons and navigation systems repair parts and for SSN navigation system
repair parts, including any operating space items (COSAL Part III Section B) that are of a repair part nature, even though such items may be held by cognizant department heads. Replenishment by department heads will be through the Supply Officer on a one for one basis.

6. REACTOR PLANT SUPPORT MATERIAL. The Supply Officer is responsible for all Reactor Plant support material (QCOSAL) except controlled equipage items. Stock levels for this material will be maintained at 100% of the allowance on hand or on order at all times.

6170 STOCKING POLICY - CONSUMABLES

GENERAL. Only certain afloat activities will stock consumable items. Except for bulky items which must be replenished frequently due to inadequate shipboard storage space, consumables will be procured to maintain the average endurance levels prescribed in paragraph 6003; i.e., 75 days average endurance for equipment related consumables, and 30, 45, 60, or 75 days average endurance (as designated for each ship type) for non equipment related (general use) consumables. Normally, only consumables that qualify for SIM/DBI designation, and for which supply department storage space is adequate will be considered for stocking. Consumables generally will be ordered for DTO, but may be stocked if justified on the basis of mission essentiality or health and comfort. In small ships having extremely limited supply department storage space, all consumables normally will be ordered for DTO, rather than for stock.

6171 STOCKING POLICY - PRE-EXPENDED BIN (PEB) MATERIAL

1. CRITERIA. PEB material consists of low cost, frequently used maintenance related items which are pre-expended from supply department stock and stored in departmental work centers for ready accessibility to maintenance personnel. Department heads will designate the work center(s) in which the PEB(s) will be located. The Supply Officer and department heads will develop a list of the items and quantities to be pre-expended. The Supply Officer will also retain the original of the list and a copy will be provided to each department head concerned. PEB material will be replenished by the petty officer designated by the department head in whose space the PEB is located. To ensure that only authorized items and minimum quantities are pre-expended from supply department stock, the following criteria are prescribed:

   a. Only maintenance related DBI items will be pre-expended; non maintenance related DBI items and non-DBI items will not be pre-expended.

   b. The item must have three demand frequencies per month in the work center to qualify for PEB. (Demand frequency, in this case, does not necessarily refer to the number of times that an item is requested from the supply department, but rather to the number of times that an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the supply department, but may represent several applications to different maintenance jobs.)

   c. Quantities will be limited to one month usage, except for items such as frequently used bolts, nuts, and screws when the standard unit of issue, (e.g., gross), may exceed maintenance requirements for one month.
d. The unit price will be limited to $50 or less. However, Commanding Officers may increase the PEB unit price limit to $150. Any requests for addition, deletion, or modification to a PEB item will be submitted for approval by the Commanding Officer.

e. Repairables (DLRs/FLRs) or “critical” items (see Glossary), will not be pre-expended.

f. Supply department stock in the custody of other departments will not be pre-expended.

g. Pilfer items (Pilfer Codes, I, J, M, N, P, Q, R, V, W, X, Y, and Z) will not be pre-expended. Repair parts in support of equipment items with Pilferage Code I, Y, and Z and those unclassified items assigned Pilferage Code J may be pre-expended provided that such items are retained in a security storage cage.

h. Items with assigned Issue Restriction Codes for which issue approval must be provided by the Cognizant ICP, Systems Command or higher Navy authority will not be pre-expended.

i. Items with assigned Storage Codes indicating a requirement for specialized storage facilities, (e.g., hazardous/flammable items), will not be pre-expended.

j. Items assigned Security Codes A, H, K, L, O, S, T or Z will not be pre-expended.

k. Items with assigned Special Material Content Codes A through Z, 2, 3, or 4 will not be pre-expended.

2. QUARTERLY REVIEWS. The Supply Officer will review his list of PEB items. When the frequency of demand no longer qualifies a listed item as PEB material, the Supply Officer will request the department head concerned to delete the unqualified item from his duplicate list and return any on hand quantity of the item to supply department stock. Conversely, if a not listed DBI repair part has experienced sufficient frequency of demand to qualify as PEB material, the item will be brought to the attention of the using department head(s) so that, if desired, it may be added to his duplicate list and be requested as PEB material. The Supply Officer’s list of PEB items will be revised, as necessary, to reflect all changes made in duplicate lists.

6172 STOCKING POLICY - MAMS

GENERAL. MAMs consist of those items identified in the COSAL by assignment of Allowance Note Code “N” and the establishment of a new COSAL SNSL segment to be identified as COSAL Part III, Section CF. The Supply Officer will maintain a stock record for each MAM authorized on board. Replenishment by department heads will be through the Supply Officer on a one-for-one basis. When necessary, issue request documents will be prepared to report consumption and initiate replenishment of missing items for which replacements were not requested.

6173 EXCESS STOCK

GENERAL. In the current era of rising costs and funding constraints, the identification and purging of excess stock has become an increasingly more important inventory control function. Although excess repair parts are identified and purged from shipboard stock during an ILO, it is generally true that occasional excesses of stocked repair parts and consumables will occur during the 3-4
year interval between ILOs. Such excesses may result from equipment removals, receipt of duplicate shipments, incorrectly determined high limits, GBIs, etc. Unless otherwise directed in Fleet Commander OPORDERs or in the TYCOM’s instructions, all clearly identified stock

excesses which are generated during the period between ILOs, will be transferred promptly to an ashore supply activity in accordance with paragraphs 5066-5080. However, if a ship is deployed, excesses may be transferred to any afloat activity having specific requirements for the material; otherwise, disposition will be withheld until completion of the deployment. In all instances of unauthorized excesses, the Supply Officer will initiate immediate action to cancel or reduce the quantities in any applicable outstanding requisitions for which shipping status has not been received.

Section II: RECORDS AND FILES

6186 STOCK RECORDS

1. STOCK RECORDS. All AISs have the capability to maintain electronic stock records. Stock records will be maintained for all NIINs with COSAL allowances; all NIINs with on-hand quantities and/or stock dues; and all NIINs without on-hand quantities and/or stock dues will be maintained until the Level Setting process removes the stock record due to insufficient demand. All stock records will contain all allowance quantities for all allowance types, all storage locations and on-hand quantities and all management data required to maintain inventory control.

2. DATA ELEMENTS. Minimum mandatory data elements for the electronic stock record cards will include:

<table>
<thead>
<tr>
<th>Data Elements</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSN/PN</td>
<td>National Stock Number and/or part number</td>
</tr>
<tr>
<td>SMIC</td>
<td>Special Material Identification Code (if applicable)</td>
</tr>
<tr>
<td>Cog</td>
<td>Cognizance Symbol (See appendix 18)</td>
</tr>
<tr>
<td>MCC</td>
<td>Material Control Code (mandatory entry for repairables. (See Appendix 9I)</td>
</tr>
<tr>
<td>UI</td>
<td>Unit of Issue (See Appendix 19)</td>
</tr>
<tr>
<td>Nomenclature</td>
<td>Noun name of item</td>
</tr>
<tr>
<td>UP</td>
<td>Unit Price</td>
</tr>
<tr>
<td>NUP</td>
<td>Net Unit Price (mandatory entry for MCC E, G, H, Q and X)</td>
</tr>
<tr>
<td>Locations</td>
<td>Each location in which item is stored</td>
</tr>
<tr>
<td>OH Qty</td>
<td>Total number of items on-hand</td>
</tr>
<tr>
<td>Allowance Type</td>
<td>Allowance Type of the item</td>
</tr>
<tr>
<td>Allowance Qty</td>
<td>Allowance Quantity for each allowance type</td>
</tr>
<tr>
<td>Data Elements</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>HL/RO</td>
<td>High Limit or Requisitioning Objective</td>
</tr>
<tr>
<td>LL/RP</td>
<td>Low Limit or Reorder Point</td>
</tr>
<tr>
<td>LMC</td>
<td>Local Management Code (if applicable)</td>
</tr>
<tr>
<td>TSC</td>
<td>Type Storage Code (if applicable)</td>
</tr>
<tr>
<td>SLC</td>
<td>Shelf Life Code (if applicable)</td>
</tr>
<tr>
<td>ERC</td>
<td>Equipment Repair Code</td>
</tr>
<tr>
<td></td>
<td>E – Equipage</td>
</tr>
<tr>
<td></td>
<td>R – Repair Parts</td>
</tr>
<tr>
<td></td>
<td>C – Consumables</td>
</tr>
<tr>
<td></td>
<td>S – Equipage (signature required)</td>
</tr>
<tr>
<td>ARRC</td>
<td>Automatic Reorder Restriction Code (if applicable)</td>
</tr>
<tr>
<td>SLAC</td>
<td>Shelf Life Action Code (if applicable)</td>
</tr>
<tr>
<td>PMIC</td>
<td>Precious Metal Indicator Code (if applicable)</td>
</tr>
<tr>
<td>SMCC</td>
<td>Special Material Content Code (if applicable)</td>
</tr>
<tr>
<td>DEMIL</td>
<td>Demilitarization Code (if applicable)</td>
</tr>
<tr>
<td>IRC</td>
<td>Issue Restriction Code (if applicable)</td>
</tr>
<tr>
<td>RIP</td>
<td>Remain-In-Place (if applicable)</td>
</tr>
<tr>
<td>CIIC</td>
<td>Controlled Item Inventory Code (if applicable)</td>
</tr>
<tr>
<td>FILL</td>
<td>Checked if the item is available on the Fleet Issue Load List</td>
</tr>
<tr>
<td>Limit</td>
<td>Checked to limit movement of the action points (RO/RP) during the Level Setting process</td>
</tr>
<tr>
<td>PEB</td>
<td>Checked if the item(s) is a PEB item</td>
</tr>
<tr>
<td>MSP</td>
<td>Checked if the item is a Maintenance Support Package item</td>
</tr>
<tr>
<td>No Drop</td>
<td>Checked if the stock record is not to be removed by the Level Setting process regardless of recorded demand</td>
</tr>
<tr>
<td>Round IND</td>
<td>Checked to round a requisition quantity to the nearest case quantity</td>
</tr>
<tr>
<td>SEAMART</td>
<td>Checked if the item is an available SEAMART item</td>
</tr>
<tr>
<td>DIE</td>
<td>Date Item Established</td>
</tr>
<tr>
<td>DINV</td>
<td>Date Item Inventoried</td>
</tr>
<tr>
<td>DLP</td>
<td>Date Last Processed</td>
</tr>
</tbody>
</table>

*Note: Stock records and stock record data will vary depending on the AIS in use.*
6187 STOCK LOCATOR LISTINGS

Stock locator Listings are used in the event of system failure to allow storeroom personnel to locate and issue stock items. These listings will be produced at least quarterly and placed in the storeroom(s). Each AIS has the capability to produce a Stock Locator Listing in NIIN or Location Sequence.

6188 DOCUMENT FILES

1. GENERAL. The document files described in the following paragraphs are prescribed as minimum for effective inventory control.

2. MATERIAL RECEIPT FILE. The Material Receipt File provides a record of completed procurement actions. Copies of all receipt documents (DD Form 1348-1A, or other receipt documents) will be retained for the current and prior–ten fiscal years in Julian Date and document number sequence.

3. ISSUE FILE. The Issue File provides a hard copy of each picking ticket (DD Form 1348-1A) with a wet signature and date, and the printed or stamped name for issues made from onboard stock. The issue file will be kept in Julian Date sequence and can be discarded after printing the monthly automated issue listing.

4. EXPENDITURE FILE. The Expenditure File provides a record of all expenditure documents other than issue documents. The original (or copy, if other disposition of the original is required in accordance with Chapter 5) of each DD Form 1348-1A, DD Form 1149, DD Form 200, or other expenditure document used for the transfer or survey of material. Expenditure documents will be filed in Julian Date and expenditure number order and will be retained for the current and ten prior fiscal years.

5. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File provides a record of material receipt documents for material that was not requisitioned by the activity. These miscellaneous receipts will be filed in Julian Date order and retained for the current and ten prior fiscal years.

6. DLR SUSPENSE FILE. The DLR Suspense File is used as a “tickler file” to ensure that departmental turn-ins of Remain-in-Place (RIP) NRFI DLR items are promptly received and shipped to the nearest ATAC HUB or Node. At a minimum, the DLR Suspense File will contain copies of DD Form 1348-1As or Picking Tickets and Approved RIP chit/RIP message for Non-RIP items ordered as RIP for each RIP requisition. The DLR Suspense file will be maintained by Julian Date / document number sequence and processed in accordance with paragraph 8323 when the NRFI RIP carcass is turned in to the supply department for shipment to the ATAC HUB or Node.
Section III: ISSUE CONTROL

6205 SCOPE

Paragraphs 6206-6212 prescribe procedures for preparing, processing, and distributing issue request documents, including those for usage reporting of non-issued maintenance material. Detailed instructions relative to expenditure documents for inventory losses of stock material are contained in paragraphs 6070-6071. Detailed instructions relative to transfers are contained in Chapter 5, except for related stock record posting procedures that are described in paragraph 6213.

6206 ISSUE DOCUMENT

1. GENERAL. All issues of stock material and all DTO material procured by the supply department, as well as all chargeable services, will be recorded in a DD Form 1348-1A. Regardless of the actual form used, all documents will be referred to in this section simply as issue documents.

2. DISTRIBUTION. Distribution of the DD Form 1348-1A is determined by the type of transaction or circumstance to which it applies,
   b. DTO Requisition document: Discard the issue request document upon completion of assigning document number.

3. ISSUE DOCUMENT APPROVAL. The department head or their designated representative of the requesting department is required to approve all requests for stock material, NC repair parts, consumables and services. Requests which indicate urgency of need designator of “A” will be approved by the Commanding Officer, (who may delegate to the Supply Officer), or in their absence their designated representative, normally the Command Duty Officer.

4. REPAIR PARTS PETTY OFFICER (RPPO). Each department will designate an RPPO and one alternate RPPO in writing to the Supply Officer for each division or work center as required. RPPOs will act as the liaison between their department, division or work center and the supply department. The RPPO will be responsible for:
   a. picking up stock issues and DTO material from Supply;
   b. tracking departmental, divisional or work center outstanding requisitions; and
   c. coordinating with supply personnel on all matters of supply for their assigned department, division or work center.
6207 PREPARATION OF THE ISSUE DOCUMENT

1. ISSUE DOCUMENT PREPARATION. Issue documents for all material requests will normally be automatically generated by the AIS installed at the activity. All material requests for repair part items (Equipage, Repair, Consumable Code of "R") must be as a result of a maintenance action with a valid JSN entered in the AIS maintenance application. All material request for consumable items (Equipage, Repair, Consumable Code of "C") can be requested in the AIS supply application. All material requests will be processed through the AIS and the appropriate document will be generated by the AIS for all stock issues and NC repair parts or consumable DTO requisitions.

2. STOREROOM LOGISTICS SPECIALIST. Upon issue of stock material, the storeroom logistics specialist will circle the quantity issued, annotate the remaining inventory quantity and have the RPPO sign and date the issue document.

6208 ISSUE OF PEB MATERIAL

Replenishment of PEB material is the responsibility of the department head controlling the space in which the PEB is located. Replenishment of PEB material will be made by generating a material request as described in paragraph 6207. The requesting department will open a maintenance action and cite the following information:

a. APL: Activities should build a configuration item for PEB and assign a local APL that will be used to replenish all PEB material;
   b. JSN: Z000; and
   c. EIC: X000000.

6209 POSTING ISSUES TO STOCK RECORDS

1. GENERAL. All storeroom issues will be posted to the AIS daily. Issues will not be pre-posted, (i.e., posted prior to issue of material). Ensure that all receipts for stock and any previous storeroom issue or expenditure documents have been posted prior to posting storeroom issues. Failure to post receipts for stock and/or previous storeroom issue or expenditure documents may result in a quantity mismatch when the issue is posted.

2. ISSUE DATA. The issue date on most AISs will default to the date the issue is posted. The issue quantity and remaining inventory quantity will be posted to the AIS. All current AISs will automatically compare the remaining inventory quantity and the remaining balance on the stock record and alert the user of any quantity mismatches. All storeroom issues resulting in a quantity mismatch will set the inventory flag on the stock record and the item must be spot inventoried and the spot inventory posted to the AIS to clear the inventory flag.

3. REVIEW OF STOCK ASSETS. Each AIS has an automated process to review the on hand quantity, stock dues and any available substitutes and compare these quantities against the stock item’s HL/RO and/or LL/RP and generate an automated reorder to replenish storeroom deficiencies in accordance with TYCOM’s stocking policies.
6211 MATERIAL REQUESTS FOR NIS/NC MATERIAL

1. NIS MATERIAL
   a. Partial Quantity NIS. When the total quantity of a requested item is not available and a partial quantity is issued, the storeroom LS will annotate the actual quantity issued and annotate “0” (zero) for the remaining inventory quantity. When posting the partial issue to the AIS, the user will be prompted to order the unfilled quantity as a DTO requisition if still required. The unfilled quantity can be ordered citing a higher priority than the stock replenishment requisition.
   b. Total Quantity NIS. If a requested item is NIS, (i.e., not on hand in any quantity), and no acceptable substitute is available, a DTO requisition will be created.

2. NC MATERIAL. If a requested item is not carried and no acceptable substitute is available, the logistics specialist will verify the requester’s data and then action necessary to initiate a DTO requisition. The COSAL, FEDLOG, or other pertinent publications listed in paragraph 6041 will be used to determine or verify management data for NC material.

6213 MATERIAL TRANSFER

GENERAL. Instructions relative to the documentation and handling of material transferred from one ship to another ship (intership transfer), or from a ship to an ashore activity, are contained in paragraphs 5020-5037, 5066-5080, and 5202 respectively.

SECTION IV: STOCK CONTROL

6229 LOAD OUT FOR EXTENDED DEPLOYMENT

1. TOP OFF. At least 90 days prior to the scheduled commencement of an extended deployment, (i.e., for more than 30 days), a ship will:
   a. revise Demand Parameters in accordance with TYCOM guidance.
   b. submit requisitions for material required to bring on hand quantities of all DBI items up to authorized high limits prior to deployment.
   c. If directed, submit requisitions, in accordance with applicable fleet guidance, to the first scheduled underway replenishment (UNREP) or CLF replenishment, (i.e., for replacement of materials expected to be consumed between the deployment commencement date and the first UNREP or CLF replenishment).

2. IN EXCESS LOADING. When a ship is scheduled for an extended deployment of more than 30 days, and when its mission precludes resupply opportunities within 30 day intervals, the TYCOM has the authority to authorize in excess loading to meet anticipated requirements during the period of unsupported deployment. The TYCOM will furnish the appropriate service group commander with copies of all correspondence relative to authorizations for loading in excess of prescribed average endurance levels.
6234 ITEM IDENTIFICATION IN ISSUE REQUEST DOCUMENTS USED TO INITIATE REQUISITIONS

1. GENERAL. When an issue request document is used to initiate a requisition for an item required for the support of on board equipment, and the NSN or part number of the item is uncertain or unknown, the procedures for the following subparagraphs will be followed.

2. ITEM IDENTIFIED BY NSN. When an item is identified by an NSN, the NSN will be verified with FEDLOG and, if necessary, revised to indicate the correct NSN (and SMIC, if applicable).

3. ITEM IDENTIFIED IN COSAL. The COSAL in the AIS Maintenance application (MDS, OMMS, OMMS-NG) will be checked to find the related APL number. The APL will be examined to determine the NSN, NICN, or part number of the requested item. If the APL identifies the item by an NSN, the NSN will be verified with FEDLOG. If the APL identifies the item by a NICN, the NICN to NSN cross reference lists issued by the cognizant item manager will be reviewed to determine the NSN. If the APL identifies the item only by a manufacturer’s part number, FEDLOG will be used to try to cross the part number to an NSN.

4. ITEM NOT LISTED IN APL. If a part numbered item is not listed in the APL, and cannot be cross referenced to an NSN in FEDLOG, or if the item is not identified by an NSN, NICN, or part number, the procedures in paragraph 6234-6 will be followed.

5. ITEM IDENTIFIED BY PART NUMBER ONLY

   a. GENERAL. When a requested item can be identified only by a part number (or other reference number) which is not listed in FEDLOG, and the manufacturer of the item is known, the applicable CAGE code and part number will be entered in the “Identification Data” section of the NAVSUP Form 1250-2 in accordance with paragraph 6234-2 or 3. Whether the requested item is equipment related or non equipment related, additional documentation is required in accordance with subparagraph d or e, as appropriate.

   b. Part Number of 10 Digits or less. When the manufacturer’s part number consists of 10 digits or less (including intervening dashes, slants, and spaces), the part number will begin in the record position 13 and may continue through record position 23 (unused spaces, if any, will be left blank). The applicable 5 digit CAGE Code, if known, will be entered in record position 8 through 12 of the DD Form 1348-6. The CAGE Code and the part number will be entered in the “Identification Data” section of the NAVSUP Form 1250-2.

   c. Part Number of more than 10 Digits. When the manufacturer’s part number exceeds 10 digits, the entire part number, preceded by the applicable 5 digit CAGE Code, if known, will be entered in the “Identification Data” section of the DD Form 1348-6 or NAVSUP Form 1250-2.

   d. Equipment Related Items. When an equipment related item can be identified by a part number only, a detailed description of the parent equipment and other pertinent information will be provided in the “Identification Data” section of a Non-NSN Requisition (Manual) (DD Form1348-6 or NAVSUP Form 1250-2) in accordance with paragraph 3026.
e. Non equipment Related Items. When a non equipment related item can be identified by a part number only, a detailed description of the requested item, reference to the specific publication in which the item is adequately identified, a suggested source of supply, and any other information considered pertinent will be entered in appropriate positions of the “Identification Data” section of a DD Form 1348-6 or NAVSUP Form 1250-2. It should be noted that the NAVSUP Form 1250-2 may only be submitted to Navy supply activities for processing.

6. ITEM NOT IDENTIFIED BY AN NSN, NICN, OR PART NUMBER. When a requested item cannot be identified by an NSN, NICN, or a manufacturer’s part number (or other reference number), as much pertinent information as is available will be provided in the “Identification Data” section of a DD Form 1348-6 or NAVSUP Form 1250-2 in accordance with paragraph 6.234.5d or 5e, as appropriate. If information included in the DD Form 1348-6 of NAVSUP Form 1250-2 is considered to be inadequate to provide positive item identification, a copy of an applicable blueprint, photograph, drawing, or sketch will be attached to the DD Form 1348-6 or NAVSUP Form 1250-2.

### ADDL EQUIP DATA:
- **MFR. DWG. #:** MX253001
- **EQUIP PATTERN#:** #12
- **EQUIP SPEC#:** MIL-B-18381 SHIPS
- **LAPL #:** 02

### BABCOCK & WILCOX CO., NEW YORK NY
- **MANUFACTURER'S NAME**
- **BOILER, STM, MAIN, 634 PSI, 4617 CU FT 1393 TB**
- **ELEMENT, SOOT BLOWER, UNIT A**

### NAVY TECH MANUAL 351-0048
- **ELEMENT, SOOT BLOWER, UNIT A**

### DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)
- **Edition of Apr 77 may be used until exhausted.**
- **S/N 0102-LF-013-2273**
6235 STOCK RECORD UPDATE

1. GENERAL. Stock records must be periodically updated with the latest management data and pricing information to ensure accuracy in requisitioning and reduce financial differences. Various methods exist for updating stock records based on the AIS in use. RSUPPLY activities will process Monthly Change Notice and Annual Price Changes. Monthly Change Notices are distributed by NAVSUP BSC and are downloaded and processed monthly via SALTS. The Annual Price Change is distributed by NAVSUP WSS Mechanicsburg and is available to be downloaded and processed annually, normally in conjunction with the end of year closeout procedures.

6236 SUPPLY EFFECTIVENESS

1. GENERAL. Supply Effectiveness provides the Supply Officer and higher authority a trend analysis on the effectiveness and readiness of the supply operation. Supply effectiveness measures the ability of the supply department to satisfy material requests from storeroom stock.

2. MEASURES OF SUPPLY EFFECTIVENESS. Supply Effectiveness is divided into three measurements:

   a. Gross Effectiveness. Gross Effectiveness is the measurement of the percentage of storeroom issues against total monthly demand (ex. out of 100 total demands, 70 were satisfied from storeroom stock. The Gross Effectiveness would be 70%). Gross Effectiveness should be no less than 65%.

   b. Net Effectiveness. Net Effectiveness is the measurement of the percentage of storeroom issues against total demand of storeroom allowance items (ex. of the 100 total demands, 80 were storeroom allowance items. Of the 80 allowance items, 70 were satisfied from storeroom stock. The Net Effectiveness would be 88%). Net Effectiveness is an indicator of timely stock replenishment practices. Net Effectiveness should be no less than 85%.

   c. Net SIM/DBI Effectiveness (Unit Level RSUPPLY). Net SIM/DBI Effectiveness is the measurement of the percentage of SIM/DBI issues against the total demand for SIM/DBI items. For example, of the 100 total demand, 50 were SIM/DBI. Of the 50 SIM/DBI demands, 45 were satisfied from storeroom stock. Net SIM/DBI Effectiveness would be 90%. Net SIM/DBI Effectiveness is an indicator of timely stock replenishment and effective SIM/DBI management practices. SIM/DBI Net Effectiveness should be no less than 90%.

   d. NC Rate. The NC Rate is the measurement of the percentage of the total demand that was not carried. This is a measurement of the effectiveness and validity of the COSAL to support installed equipment. The NC Rate should not exceed 30%.
Section V: RECEIPT CONTROL

6250 POSTING RECEIPTS OF STOCK MATERIAL

1. GENERAL. Completed receipt documents always will be posted prior to unposted issue documents; and receipt documents for DBI items will be posted prior to those for Non-DBI items. The following data in the stock record must be compared with those in the receipt document, and any differences will be reconciled in accordance with paragraph 6250-3 prior to posting the receipt to the stock record:
   
   a. cognizance symbol;
   
   b. NSN;
   
   c. unit of issue;
   
   d. unit price;
   
   e. quantity requisitioned; and
   
   f. storage location.

2. DATA IN AGREEMENT
   
   a. Stock Record Entries. If the data listed in paragraph 6250-1 is the same in the receipt document and in the stock record, the following entries may be made depending on the AIS in use:
      
      (1) receipt date (may default to the current date);
      
      (2) receipt quantity in the “Receipts” column;
      
      (3) stowage quantity; and
      
      (4) RI of the shipping activity (may default to the last known holding activity).
   
   b. DTO Requisitions Outstanding When Stock Replenishment Material is Received. RSUPPLY platforms have a batch process to review outstanding DTO dues (Outstanding DTO Due with Stock On-hand JSL305) to identify any DTO dues that can now be filled from onboard stock. This process should be run periodically in accordance with TYCOM guidance. Onboard stock should not be used to fill DTO dues when the status of the DTO requisition indicates it cannot be cancelled (AE1 BA or AS1 status). If the DTO due can be cancelled, submit a cancellation request on the outstanding DTO due and have the requesting department submit a new material request, which will be filled from onboard stock. Follow normal stock replenishment procedures to replenish stock as required.
3. DATA DIFFERENCES. Any differences determined from a comparison of receipt document and stock record data will be reconciled in accordance with the following prior to posting the receipt to the stock record:

   a. Cognizance Symbol. When the cognizance symbol in the receipt document differs from that in the stock record, the cognizance symbol in the stock record will be changed to agree with that in the receipt document. In a DD Form 1348-1A, the cognizance symbol applicable to the material supplied always is entered in data block; the cognizance symbol entered in positions 55-56 is the cognizance symbol which was included in the requisition.

   b. New or Superseding NIIN. Normally when there is a new or superseding NIIN, supply status (BG) will be provided prior to receiving the material indicating a new or superseding NIIN is being provided. A new or superseded NIIN cross-reference relationship should be established at that time. In the event no prior BG status is received, a new or superseding cross-reference relationship must be established prior to posting the receipt. Any on-hand stock must be annotated with the new or superseding NIIN.

   c. Substitute NIIN. When a requisitioned item is not readily available from system stock and advice code 2B was not entered in the requisition, stock points occasionally may furnish a substitute item in lieu of the requested item. Normally when a substitute NIIN is being provided, a substitute NIIN cross-reference relationship should be established. In the event no prior BH status is received, a substitute cross-reference relationship will be established by the receipt posting process.

   d. Unit of Issue. When the unit of issue in the receipt document differs from that in the stock record, the unit of issue in the stock record will be changed to agree with that in the receipt document. In addition, the allowance quantity, the HL/LL/SL quantities (if a SIM item), and the on-hand balance in the stock record will be adjusted for compatibility with the new unit of issue, if required.

   e. Unit Price. When the unit price in the receipt document differs from that in the stock record, the unit price in the stock record will be changed to agree with the price in the receipt document. Significant price changes will be verified with FEDLOG, and if the price indicated in FEDLOG or receipt document is unrealistic, a price inquiry should be submitted to the Price Fighters (see paragraph 6251).

   f. Quantity

      (1) Partial Quantity Received, Balance Due. When the total quantity requisitioned is not received, and a suffix code is indicated in record position 44 of the receipt document, the quantity received will be posted to the stock record.

      (2) Partial Quantity Received, Balance Cancelled. When the total quantity requisitioned is not received, and no suffix code is indicated in record position of the receipt document, the requisition should be considered to be complete. Occasionally, the supply system will fill a partial quantity and cancel the remaining balance. When this occurs, the item manager should provide
AE1 CS cancellation status for the unfilled quantity. The actual quantity received will be posted to the stock record. If the unfurnished balance of the requisitioned quantity is required, a stock replenishment requisition will be prepared to fill the deficiency (see paragraph 6231-1).

(3) Receipt Overages in Excess of $100. A receipt overage exists if the receipt quantity is more than the requisitioned quantity. When a receipt overage exceeds $100 per line item, or it involves controlled material (see paragraph 4269-3a), the excess quantity will be reported as a receipt discrepancy in accordance with paragraph 4268; and only the requisitioned quantity will be posted to the stock record as a receipt. The excess quantity, with a copy of the SDR attached, will be set aside pending disposition instructions from the action addressee of the SDR.

(4) Receipt Overages of $100 or Less. When a receipt overage does not exceed $100 or involve controlled material, the total quantity received will be stored and posted to the stock record. However, if retention of the excess quantity is not desired and the ship is in the vicinity of the issuing activity, the excess material will be returned in accordance with paragraph 4271; and only the retained quantity will be posted to the stock record as a receipt. If retention of a receipt overage is not desired when the ship is not in the vicinity of the issuing activity, the total quantity received will be posted to the stock record; and the excess quantity will be transferred to an ashore supply activity in accordance with paragraph 5067 at the earliest opportunity.

(5) Receipt Shortages in Excess of $100. A receipt shortage exists if the receipt quantity is less than the quantity requisitioned. When a receipt shortage exceeds $100 per line item, or it involves controlled material (see paragraph 4269-3), the actual receipt quantity will be posted to the stock record in accordance with paragraph 6250-1, and the deficient quantity will be reported as a receipt discrepancy in accordance with paragraph 4268. A copy of the SDR and the applicable receipt document then will be held in the SDR File until replacement material or a credit is received. If the reply to the SDR is negative, the shortage will be processed in accordance with subparagraph 6 below.

(6) Receipts Shortages of $100 or Less. When a receipt shortage, which does not exceed $100 or involve controlled material, cannot be readily reconciled with the issuing activity, only the quantity actually received will be posted to the stock record and the requisition should be considered complete.

g. Storage Location

(1) New Location. When the received copy of the receipt document from the LS indicates that material was stored in a location different from that indicated in the stock record, the location shown in the stock record will be updated to include the new location.

(2) Additional Locations. When the received copy of the receipt document received from the LS indicates that an item is stored in multiple locations, the additional location(s) will be entered in the stock record (see paragraph 6186-3).

4. DISPOSITION OF POSTED RECEIPT DOCUMENTS. After a receipt has been posted to the stock record, the receipt document will be placed in the material receipt file (see paragraph 6186-2).
6251  PRICE CHALLENGES

1. GENERAL. The Price Challenge Hotline provides pricing validation support by acting as the Navy’s focal point for all pricing inquiries related to spare parts and consumables used in support of Navy weapon systems. New and forthcoming budget restraints makes it imperative that spare parts and consumables are procured at the most economical price possible without impacting fleet readiness. Price challenges includes pricing inquiries relating to service contracts, open purchases, or non-standard items. Any employee of DOD or other government agencies can question the price of DOD managed items by submitting a price inquiry to the Price Challenge Hotline.

2. TYPES OF PRICE INQUIRIES. The types of price inquiries range from price verification (validating by applying the correct NWCF or DLA Cost Recovery Rate (CRR)) to serious pricing concerns, requests for additional data, offered alternate sources, suggested alternate manufacturing processes or material, changes in unit of issue (UI), or recommending repair actions versus purchase of new items. Each inquiry is evaluated on its own merit.

3. SUBMISSION OF PRICE INQUIRIES. Challengers may submit inquiries to the Price Challenge Hotline by use of the Price Challenge Hotline Suspected Overcharging Notification Form (see sample on next page). Maximum reproduction of the form is recommended and should be used when additional information such as sketches, drawings, blue prints, receipts, photographs, or specifications are available to assist the investigation process. Locally prepared versions of this form are acceptable. Price inquiries may be submitted by:

(1) Mail:
   NAVSUP WSS, Code N252
   P.O. Box 15129
   Norfolk, Virginia 23511-0129

(2) Telephone:
   DSN 646-2006
   Commercial (757) 443-2006
   Toll free (800) NAV-CHAL

(3) FAX:
   DSN 646-2019
   Commercial (757) 443-2019

(4) Email: price.fighters@navy.mil

(5) Website: https://www.navsup.navy.mil/navsup/contact_us/ideas
SUSPECTED OVERCHARGING NOTIFICATION FORM

Date _______________
month/day/year

I think the Government is being overcharged on this item. Please look into it, and let me know what you find.

Describe the item you think is over-priced: __________________________________________

NSN or Part Number _______________________________________________________________

Contract Number _________________________________________________________________
(Mandatory if only part number is provided

Description or name of item _______________________________________________________

Price you think is wrong _________________________________________________________

Source for the suspect incorrect or excessive price _______________________________________

Why do you think this item is over-priced?

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Is there another NSN you can USE IN PLACE of this item (at a lower price)?

☐ YES  ☐ NO

NSN ____________________________    Price ________________________________

How did you learn about the Pricing Hotline Program?

☐ Poster     ☐ Magazine/Journal Article     ☐ Videotape
☐ Co-worker  ☐ Navy and Marine Corps News ☐ Other ______________________

Please provide your complete message and mailing address so we can tell you the results of our review. (PLEASE PRINT)

Rank/Rate/Name ________________________________________________________________

Command ________________________________

Mailing Address ________________________________________________________________

Message Address ________________________________________________________________

DSN Number ________________________________________________________________

Thanks for your assistance in keeping prices down.
6252 DTO MATERIAL RECEIPT DOCUMENTS

1. DTO MATERIAL RECEIPTS. Post DTO receipts in the same manner as posting stock receipts with the exception of the stowage quantity (see paragraph 6250).

2. COMPARISON OF QUANTITY RECEIVED AND QUANTITY REQUESTED. After entry of the material issue date, the DD Form 1348-1A will be matched with the receipt document for comparison of the quantity requested and the quantity received. If a quantity difference exits, appropriate action will be taken.

6253 RETURN OF MATERIAL TO THE SUPPLY DEPARTMENT

GENERAL. Returned RFI items, which are authorized to be stocked will be placed in stock and posted to the stock records. Returned RFI items that are not stocked, (i.e., NC), or which are stocked in excess quantities, will be transferred to the nearest ashore supply activity in accordance with paragraphs 5066-5080. Department turn-ins of unserviceable DLR items will be accomplished in accordance with paragraph 8311. RFI items that were not issued from stock can be returned to stock using the Issue Reversal option (this option cannot be used in Force Level RSUPPLY after 90 days). RFI items that were not issued from stock, or items that were issued over 90 days in Force Level RSUPPLY, must be returned using the Material Turn-In Option.
Part C: RSUPPLY UNIT LEVEL PROCEDURES

Section I: PHYSICAL INVENTORY

6301 PHYSICAL INVENTORY

1. GENERAL. The RSUPPLY physical inventory functions are either scheduled or spot.

2. SCHEDULED INVENTORY. Scheduled inventory requirements are prescribed in paragraph 6062. The RSUPPLY scheduled inventory option allows the user to select an inventory for All (bulkhead to bulkhead), location(s), location range, NIIN(s), NIIN range, or by material category. If material category is selected, the user must designate at least one of the following for inventory: Repairables, Non-Repairables, DBI, or HAZMAT. In addition, the user may select the following specific criteria:

   a. COSAL Type Code(s);
   b. Allowance Type Code(s);
   c. Specific Cognizance Symbol(s);
   d. Special Material Content Code(s) – Only available when HAZMAT has been designated;
   e. Special Material Identification Code(s);
   f. Shelf Life Code(s);
   g. Shelf Life Action Code(s);
   h. Local Management Code(s);
   i. Controlled Item Indicator Code(s); and
   j. Allowance Part List(s).

3. SCHEDULED INVENTORY PROCEDURES

   a. When scheduling an inventory, the user must select either with Parameters or with Management Reports. With Parameters selected, the user is given the option to indicate whether the inventory will have 1st and 2nd counts (Count/Re-count) or 1st count only (Count Only), however it is strongly recommended to always inventory with a 2nd count. With Parameters selected, the system defaults to automatically provide a storeroom inventory listing (quantities are blank) and a supervisor inventory listing (with on-hand quantities). With Management Reports selected, the system defaults to 1st and 2nd counts and will automatically select storeroom and supervisor inventory listings, although the user may deselect these listings if desired. In addition, two other
inventory management reports are available for selection. The Potential Gains/Losses Report produces an itemized listing of potential gains and losses in inventory from the 1st counts, compete with aggregate dollar values and record counts, based upon the differences between the storeroom quantities recorded in the database and the quantities actually inventoried. The Progress Report identifies the number of inventory records pending initial count and/or re-count. All Stock Item Table (SIT) records selected for inventory are flagged to prevent specific transactions from processing that could affect the validity of the inventory. However, in order to minimize the opportunity for error, the inventory process (from scheduling through posting) should be conducted swiftly using more senior and experienced supply personnel.

b. To post scheduled inventory records, go to Inventory Posting and select the specific JSI200 Inventory Processing Batch Job. The system will default to First Count. When posting scheduled inventory records with count/re-count, a quantity mismatch will not be indicated on the 1st count, but will automatically generate a 2nd count record. If the 1st count was accurate the date item inventoried (DINV) will be set. Once all 1st count entries are made the user must return to Inventory Posting, select Final Count, and select the specific JSI200 Inventory Processing Batch Job. After this count, the user will receive a message prompt if the inventory entered will create an LBI or GBI and the inventory will be posted to the SRF record and the DINV will be set. If an LBI or GBI is posted, entries will be made to the LBI/GBI Reports (JSI221) and if applicable, to the Pending Stock Survey Report (JSI222) as well as to the Transaction Ledger. All such records must be researched carefully to ensure that there were no receipts or issues awaiting posting when the inventory was conducted.

4. SPOT INVENTORY. When an issue is recorded in RSUPPLY the remaining inventory quantity is not a required entry. However, if it is entered and disagrees with the inventory quantity recorded in the SIT, an inventory code is recorded on the SIT.

   a. Category I - Quantity Mismatch. In this category, the program reads the SIT record to verify that the records on hand quantity after the issue matches the inventory count entered by the LS. The user will receive a quantity mismatch warning message and an inventory code of “A” will be recorded on the SIT.

   b. Category II - Insufficient Quantity. In this category, the total quantity physically issued as entered in the Storeroom Issue function exceeds the SRF record on hand balance. The user will receive a storeroom issue message informing them of this condition and will inform them that either a GBI or receipt for this NSN must be processed. If the user continues the issue transaction, the issue record will not be posted, the requirement will remains in Storeroom Issues, and inventory code of “B” will be recorded on the SIT.
Section II: RECORDS AND FILES

6401 STOCK STATUS AND MASTER STOCK STATUS LOCATOR LISTINGS

RSUPPLY has two types of Stock Locator Listings. The Stock Status Locator (JSI216) can be produced in NIIN or location sequence for any or all COSAL types. This listing reflects the COSAL Type, SMCC if applicable, NSN/Part Number, locations, and on-hand quantities. The Master Stock Status Locator Listing (JSL322), located in the Logistics Subsystem, can be produced in NIIN, location, or Cog sequence for any or all COSAL types. This listing has numerous options available to produce a very specific listing of stock material. In addition to the NSN, location, and on-hand quantities, this listing also shows all other stock item management data.

6413 COMPLETION DATES - CONSTANTS FILE #12

GENERAL. The requisition completion dates record will be set to reflect TYCOM guidance for processing the Requisition History Tape (RHT). Specifics concerning the RHT are described in paragraph 3754. The issues completion due date listing should be set at 30 days with a 120 day constant set to remove completed requisitions over 120 days. By following these guidelines, the Supply Officer can be sure that data processing workloads will be manageable. Passing completed records to history tapes will free computer memory to accommodate the storage of the most recent supply data, and in turn improve processing.

6414 LOCAL MANAGEMENT CODES - CONSTANTS FILE #4

GENERAL. Constants File #4 permits the Supply Officer to establish and regulate critical items of inventory as directed by the TYCOM and other higher authority. The basic codes are established as local management codes (LMCs) through SFM menus. It is particularly important that the Supply Officer print a list of LMCs used to avoid the use of LMC variants whose identity is lost when the person establishing the LMC is transferred. Two LMC code positions are available for LMC coded items are retrievable through Report 042, stock status listing processing on a regular cycle established by the Supply Officer. The cycle will be similar to those inventory cycles established for a manual system. The following LMCs are recommended as the minimum for effective stock control.

<table>
<thead>
<tr>
<th>LMC Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH</td>
<td>Boat Haven</td>
</tr>
<tr>
<td>BM</td>
<td>Bulkhead Mounted Spares</td>
</tr>
<tr>
<td>CA</td>
<td>Corrosive Acids</td>
</tr>
<tr>
<td>CC</td>
<td>Corrosion Control (LAMPS)</td>
</tr>
<tr>
<td>CL</td>
<td>Classified</td>
</tr>
<tr>
<td>CN</td>
<td>COSAL Never Out Items</td>
</tr>
<tr>
<td>CP</td>
<td>Oxygen Clean</td>
</tr>
<tr>
<td>CW</td>
<td>Close In Weapons System (CIWS)</td>
</tr>
<tr>
<td>LMC Code</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>C1</td>
<td>Oxygen/Nitrogen Service Level 1</td>
</tr>
<tr>
<td>EW</td>
<td>Electronic Warfare Spares</td>
</tr>
<tr>
<td>FL</td>
<td>Flammable Materials</td>
</tr>
<tr>
<td>GD</td>
<td>Gold Disk</td>
</tr>
<tr>
<td>GF</td>
<td>Gunfire Control</td>
</tr>
<tr>
<td>HZ</td>
<td>Hazardous Material</td>
</tr>
<tr>
<td>L1</td>
<td>Level 1</td>
</tr>
<tr>
<td>MA</td>
<td>MAMs Back up Stock (SRI)</td>
</tr>
<tr>
<td>NO</td>
<td>Never Out Items</td>
</tr>
<tr>
<td>PL</td>
<td>Pilfer</td>
</tr>
<tr>
<td>QA</td>
<td>Quality Assurance Material</td>
</tr>
<tr>
<td>RA</td>
<td>Radioactive Material</td>
</tr>
<tr>
<td>RR</td>
<td>Automatic Reorder Restriction Code (ARRC) Set</td>
</tr>
<tr>
<td>SB</td>
<td>Oxygen Clean/Sub Safe</td>
</tr>
<tr>
<td>SL</td>
<td>Shelf Life</td>
</tr>
<tr>
<td>SS</td>
<td>Sub Safe</td>
</tr>
<tr>
<td>S1</td>
<td>Surface Ships Level 1</td>
</tr>
<tr>
<td>T1</td>
<td>Use when designating an AT Code 1 SIM</td>
</tr>
<tr>
<td>T5</td>
<td>Use when designating an AT Code 5 SIM</td>
</tr>
<tr>
<td>VP</td>
<td>Velocity Pool</td>
</tr>
<tr>
<td>T7</td>
<td>Use when designating an AT Code 7 SIM</td>
</tr>
<tr>
<td>T8</td>
<td>Use when designating an AT Code 8 SIM</td>
</tr>
<tr>
<td>T9</td>
<td>Use when designating an AT Code 9 SIM</td>
</tr>
<tr>
<td>X1</td>
<td>Nuclear Propulsion Plant Level 1</td>
</tr>
<tr>
<td>X2</td>
<td>Nuclear Propulsion Plant Target Material</td>
</tr>
<tr>
<td>X3</td>
<td>Nuclear Propulsion Plant Quality Assurance</td>
</tr>
<tr>
<td>X4</td>
<td>Nuclear Propulsion Plant Valves</td>
</tr>
<tr>
<td>32</td>
<td>SLQ-32</td>
</tr>
<tr>
<td>92</td>
<td>MK 92 Fire Control</td>
</tr>
</tbody>
</table>
6424  REQUISITION DEFAULTS - CONSTANTS FILE #5

GENERAL. Constants File #5 sets the data necessary for the system to output MILSTRIP requisitions in one of the format options available to the user. As a variable data file, it is necessary to validate data housed in this table each time requisitions are submitted. Any data block left blank on this table will require updating individually when the MILSTRIP data block appears on an SFM requisition screen. The following data is provided to assist in the preparation of this file:

<table>
<thead>
<tr>
<th>Data</th>
<th>Entry Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas Indicator</td>
<td>If the user is currently overseas, answer &quot;Y&quot; otherwise the answer is &quot;N.&quot; This presets the Document Identifier</td>
</tr>
<tr>
<td>Media &amp; Status Code</td>
<td>As directed by TYCOM</td>
</tr>
<tr>
<td>Unit of Issue</td>
<td>Leave this blank. Any specific unit of issue entered in this area will cause all requisitions to carry that unit of issue, regardless of the actually assigned unit of issue in FEDLOG</td>
</tr>
<tr>
<td>Demand Code</td>
<td>“R” for Recurring, “N” for Non Recurring</td>
</tr>
<tr>
<td>Signal Code</td>
<td>A = Ship to/Bill to Requisition</td>
</tr>
<tr>
<td></td>
<td>B = Ship to requisitioner/Bill to Supplementary address</td>
</tr>
<tr>
<td></td>
<td>D = Ship to requisitioner - No Billing Required (Free Issue) .Normally used for OI Cog material</td>
</tr>
<tr>
<td></td>
<td>J = Ship to Supplementary Address, Bill to Requisitioner</td>
</tr>
<tr>
<td></td>
<td>M = Ship to Supplementary Address. No Billing required (Free Issue)</td>
</tr>
<tr>
<td>Maintenance Fund Code</td>
<td>&quot;R&quot; (2nd Position)</td>
</tr>
<tr>
<td>Consumable Fund Code</td>
<td>&quot;C&quot; (2nd Position)</td>
</tr>
<tr>
<td>MVO Fund Code</td>
<td>&quot;C&quot; (2nd Position)</td>
</tr>
<tr>
<td>Distribution Code</td>
<td>As directed by TYCOM (CC-54)</td>
</tr>
<tr>
<td>Requisition Number Level</td>
<td>Leave blank - for future use</td>
</tr>
<tr>
<td>Routing Identifier</td>
<td>Enter RI of supporting supply activity</td>
</tr>
<tr>
<td>Data</td>
<td>Entry Required</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DTO Project Code</td>
<td>EK5 = Combat Ships (see Appendix 6). Entry of data here will cause the project code to appear on all requisitions requiring a change to EP5 if the item is consumable.</td>
</tr>
<tr>
<td>Stock Project Code</td>
<td>EE5 = Combats Ships (see Appendix 6)</td>
</tr>
<tr>
<td>Project Code CASREP</td>
<td>As directed by TYCOM</td>
</tr>
<tr>
<td>Force Activity</td>
<td>Change as information relative to ships operating schedule</td>
</tr>
<tr>
<td>Designator</td>
<td>is promulgated by TYCOM.</td>
</tr>
<tr>
<td>Maintenance Urgency of</td>
<td>&quot;B&quot;</td>
</tr>
<tr>
<td>Need Designator</td>
<td></td>
</tr>
<tr>
<td>Non Maintenance Urgency of</td>
<td>&quot;C&quot;</td>
</tr>
<tr>
<td>Need Designator</td>
<td></td>
</tr>
<tr>
<td>Required Delivery Date</td>
<td>Fill in as required or appropriate to expedite requisitions or leave blank for routine processing</td>
</tr>
<tr>
<td>Advice Code</td>
<td>Mandatory for DLR material. Optional on all other types of material.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Leave blank; this data is obtained elsewhere</td>
</tr>
<tr>
<td>Fund Code First Position</td>
<td>As directed by TYCOM</td>
</tr>
<tr>
<td>Routing Identifier DLR</td>
<td>Enter RI of supporting activity or leave blank</td>
</tr>
<tr>
<td>Routing Identifier AVDLR</td>
<td>Enter RI of supporting activity or leave blank (not applicable to activities using AIMS/LAMPS programs)</td>
</tr>
</tbody>
</table>

Shelf-Life LMCs:

1. The first position of the LMC will indicate the month the material expires, numeric characters 1-9 will reflect January thru September and alpha characters O, N & D are used for the months of October, November and December.

2. The second position of the LMC will indicate the year the material expires.

Examples are: 19 = Shelf Life expires January 2019/2029/2039
90 = Shelf Life expires September 2020/2030/2040
N4 = Shelf Life expires November 2014/2024/2034
6434 DEMAND PROCESSING PARAMETERS - CONSTANTS FILE #2

1. GENERAL. Constants File #2 provides the using ship with the capability to perform an automated review of demand and frequency accumulated by the ship over a given period of time. The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules. Stock record RO/RP, monthly demand DBI/POS flags, allowance type code, insufficient demand, zero quantity on hand, no dues, and changes to depth of load contingent on day to day processing (RO set between 10% and 90% sensitivity factor) are evaluated through data formulated from entries through the SFM subsystem.

2. DATA PARAMETERS. Data parameters must be adjusted each time demand is computed to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section.

Note: In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

<table>
<thead>
<tr>
<th>Data</th>
<th>Example</th>
<th>Construction/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting YEAR/MO*</td>
<td>9501</td>
<td>Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.</td>
</tr>
<tr>
<td>Ending YEAR/MO*</td>
<td>9701</td>
<td>Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.</td>
</tr>
<tr>
<td>O&amp;ST-FILL**</td>
<td>1.0</td>
<td>30 days = 1.0 60 days = 2.0 90 days = 3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>45 days = 1.5 75 days = 2.5</td>
</tr>
<tr>
<td>O&amp;ST NON-FILL</td>
<td>0.0</td>
<td>0 days = 0.0 45 days = 1.5 90 days = 3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 days = 0.5 60 days = 2.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 days = 1.0 75 days = 2.5</td>
</tr>
<tr>
<td>SIM QUALIFICATION PERIOD</td>
<td>06</td>
<td>The data block is 2 positions and right justified, (i.e., the 6 months is entered in at the right side of the data field and zero filled in the unused field). If this number is adjusted, it cannot be greater than the period specified in the beginning/ending year and month entry.</td>
</tr>
<tr>
<td>SIM QUALIFICATION FREQUENCY</td>
<td>2</td>
<td>Two hits are required to establish an item as SIM within the six month qualification period.</td>
</tr>
<tr>
<td>SIM RETENTION PERIOD</td>
<td>12</td>
<td>The data is right justified, zero filled, and cannot exceed the time period specified in the time period specified in the beginning/ending year and month.</td>
</tr>
<tr>
<td>Data</td>
<td>Example</td>
<td>Construction/Comment</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SIM RETENTION FREQUENCY</td>
<td>1</td>
<td>This is the number of hits that the item must experience in the next 6 month period after the initial qualification period.</td>
</tr>
<tr>
<td>ECONOMIC DOLLAR RETENTION</td>
<td>000</td>
<td>Enter 3 zeros in the field (data is not currently on-line).</td>
</tr>
<tr>
<td>RECOMPUTATION TYCOM TEST FACTOR</td>
<td>This is a directed figure.</td>
<td>This data represents the variance in Average Monthly Demand (AMD) comprised of the RO and the RP which qualify a stock item for review by the automated systems during demand processing. The data field is two positions with the number to the right of the decimal representing the percentage of change that the system will measure before reacting to computed demand. The following table is provided to delineate the possible sensitivity levels:</td>
</tr>
<tr>
<td>SAFETY LEVEL FACTOR</td>
<td>Enter the data from the schedule provided after consulting the appropriate fleet directive to determine ships prescribed operational status. The safety level factor is established in conjunction with the endurance level prescribed since this controls the safety level and low limit functions of demand processing:</td>
<td></td>
</tr>
<tr>
<td>Endurance</td>
<td>Safety Level Factor</td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>45 days</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>60 days</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>75 days</td>
<td>2.0</td>
<td></td>
</tr>
</tbody>
</table>
Data Example Construction/Comment

ENDURANCE LEVEL** Enter the endurance level factor from the table provided after consulting fleet directives to determine prescribed operational endurance level for the ship's current operational status levels. This level is used to compute the quantity of material normally required on hand to sustain operations for a prescribed period.

<table>
<thead>
<tr>
<th>Endurance</th>
<th>Endurance Level Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days</td>
<td>1.0</td>
</tr>
<tr>
<td>45 days</td>
<td>1.5</td>
</tr>
<tr>
<td>60 days</td>
<td>2.0</td>
</tr>
<tr>
<td>75 days</td>
<td>2.5</td>
</tr>
</tbody>
</table>

RANGE DEMAND EXCLUDED** Data entry is provided to allow the ability to exclude certain periods from automated demand processing. Normally excluded periods are shipyard ILO, SRA, or other periods when ships repair parts are used to effect repairs outside own ship's planned maintenance. Including such data would skew the result and cause excessive use of OPTAR funds. This data may be left off if no qualifying periods exist.

RECORDS INCLUDE Consumables Entry: "Y" or "N," Repair Parts (NSA) Entry: "Y" or "N." This entry is at the discretion of the Supply Officer. Each time the system processes a request, the NIIN data is captured for the ship and kept available on the "Demand Data Screen" for each stock record card item or as a transaction record for NC material. It is possible to process both DBI and DBI/DTO consumables during any demand processing by answering Yes to both categories.

6440 SERIAL NUMBER ASSIGNMENT - CONSTANTS FILE #6

GENERAL. The computer will generate requisition serial number assignments on the basis of data established in the following material categories. Requisition Serial Number assignment will be directed by TYCOM.

Material Categories
Consumables & Other OPTAR
COSAL Maintenance (NAVSEA Funded)
LAMPS - Chargeable to Ship's OPTAR
EMRM
DLR Repairables
OI Cog (No Cost) Publications
CASREPs
Non-Mission Capable Supply (NMCS)
6441 FUND CODE AND FUND CODE PARAMETERS - CONSTANTS FILE #9

The fund code and fund code parameters work together to complete the information on fund code processing. This file links the fund code to the specific budget which will be charged for the material ordered. This constants file will accept two position fund codes designated in Appendix 30 or TYCOM directives.

6442 BUDGET RECORD - CONSTANTS FILE #10

This constants file prints maintenance related budgets as entities if the budget for maintenance is split into two categories. The selection parameters are “Y” and “N” for Repairables Budget Flag and Maintenance Budget Flag.

6443 EFFECTIVENESS GOALS - CONSTANTS FILE #15

Effectiveness parameters entered into this constants file allows the system to accumulate and calculate supply effectiveness. Parameters entered into the subsystem are modifiable as goals are changed. The changes are of the counter type which means that goal changes cause re-computation of all data including prior data held in the counters. All data blocks for the effectiveness goals must be filled in if the program is to function. Effectiveness parameters are located in paragraph 6236 - Supply Effectiveness.

6445 CONSTANTS FILES

1. GENERAL. The constants files are accessed in the Site Subsystem. These files act as the resource center for the RSUPPLY logistics functions to establish COSAL types, MILSTRIP data tables, Supply Effectiveness goals, set default values for Level Setting computations, and designates where picking tickets (DD Form 1348-1A) will print. Several constants files operate in more than one internal program area because of processing sequences and utilization of common validation data.

2. CONTROL. The senior LS and the Supply Officer must be in complete control of the accuracy of these constants files. Incomplete or inaccurate tables will result in inaccurate or incomplete output data for requisitions and could result in inaccurate results from Level Setting if Demand Parameters are not set correctly. In order to ensure that the information in the constants file is accurate, the Supply Officer or senior LS should review all files at least quarterly or when the ship’s status changes. The constants files will also be reviewed for possible change with each new software version of RSUPPLY.

6446 ALLOWANCES AND LOADS

This RSUPPLY Constants File enables the Supply Officer to designate allowances and loads (COSAL types) carried at an activity as active, or as inactive, when the allowance or load is no longer applicable to that activity. HME will be indicated as active, for all activities and may not be deactivated. All other allowances, with the exception of DBI, are available for activation, or deactivation, at the Supply Officer’s discretion.
6447 REQUISITION/OFFLOAD VALUES

This Constants File enables the Supply Officer to update initial field values for Requisition and Offload Processing. As a variable data file, it is necessary to validate data hosted in this table during requisitioning and offload processing. The following data is provided to assist in the preparation of this file:

<table>
<thead>
<tr>
<th>Data</th>
<th>Entry Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Fund Code</td>
<td>&quot;R&quot; (2nd Character)</td>
</tr>
<tr>
<td>Consumable Fund Code</td>
<td>&quot;C&quot; (2nd Character)</td>
</tr>
<tr>
<td>MVO Fund Code</td>
<td>&quot;C&quot; (2nd Character)</td>
</tr>
<tr>
<td>NAVSEA Fund Code</td>
<td>VO</td>
</tr>
<tr>
<td>Stock Project Code</td>
<td>_E5 (see Appendix 6)</td>
</tr>
<tr>
<td>CASREP Project Code</td>
<td>Dependent on CASREP category and fleet assignment or ability to utilize a unique special operation code (see Appendix 6)</td>
</tr>
<tr>
<td>QCOSAL Stock Project Code</td>
<td>_E5 (see Appendix 6)</td>
</tr>
<tr>
<td>QCOSAL DTO Project Code</td>
<td>_K5 (see Appendix 6)</td>
</tr>
<tr>
<td>DTO Consumable Project Code</td>
<td>_P5 (see Appendix 6)</td>
</tr>
<tr>
<td>DTO Maintenance Project Code</td>
<td>_K5 (see Appendix 6)</td>
</tr>
<tr>
<td>NAVSEA Standard Project Code</td>
<td>Normally ZH9 (see Appendix 6)</td>
</tr>
<tr>
<td>NAVSEA QCOSAL Project Code</td>
<td>Normally ZN2 (see Appendix 6)</td>
</tr>
<tr>
<td>NAVSEA MAM Project Code</td>
<td>Normally ZL9 (see Appendix 6)</td>
</tr>
<tr>
<td>OSI General Project Code</td>
<td>Normally Z93 (see Appendix 6)</td>
</tr>
<tr>
<td>OSI Medical Project Code</td>
<td>Normally Z94 (see Appendix 6)</td>
</tr>
<tr>
<td>Routing Identifier (RI)</td>
<td>RI of your supporting NAVSUP FLC, (i.e., NNZ)</td>
</tr>
<tr>
<td>DLR RI</td>
<td>RI of your supporting NAVSUP FLC</td>
</tr>
<tr>
<td>TAFS RI</td>
<td>RI of the T-AFS used during deployment</td>
</tr>
<tr>
<td>Data</td>
<td>Entry Required</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NAVSEA RI</td>
<td>RI of activity for initial outfitting requisitions. Normally NUV</td>
</tr>
<tr>
<td>Ship To</td>
<td>UIC of your supporting NAVSUP FLC, (i.e., 00189)</td>
</tr>
<tr>
<td>Standard Distribution Code</td>
<td>(see Appendix 3) consult TYCOM guidance</td>
</tr>
<tr>
<td>CASREP Distribution Code</td>
<td>(see Appendix 3) consult TYCOM guidance</td>
</tr>
<tr>
<td>Maintenance Urgency of Need Designator</td>
<td>&quot;B&quot;</td>
</tr>
<tr>
<td>Non Maintenance Urgency of Need Designator</td>
<td>&quot;C&quot;</td>
</tr>
<tr>
<td>NAVSEA Service Code</td>
<td>“N”</td>
</tr>
<tr>
<td>NAVSEA Demand Code</td>
<td>“N”</td>
</tr>
<tr>
<td>NAVSEA Signal Code</td>
<td>“C”</td>
</tr>
<tr>
<td>NAVSEA Advice Code</td>
<td>5D</td>
</tr>
<tr>
<td>NAVSEA Supplementary Address</td>
<td>N48096</td>
</tr>
<tr>
<td>NAVSEA Media &amp; Status Code</td>
<td>Normally “S” (see Appendix 16)</td>
</tr>
<tr>
<td>Overseas Indicator</td>
<td>If deployed, click in the box, otherwise leave blank. This presets the Document Identifier.</td>
</tr>
<tr>
<td>Standard Demand Code</td>
<td>“R”</td>
</tr>
<tr>
<td>Standard Signal Code</td>
<td>“A”</td>
</tr>
<tr>
<td>Standard Advice Code</td>
<td>Leave blank. Assign to requisitions as required</td>
</tr>
<tr>
<td>Standard RDD</td>
<td>Leave blank. Assign to requisitions as required</td>
</tr>
<tr>
<td>Force Activity/ Designator (FAD)</td>
<td>Change as information relative to ships operating schedule is promulgated by TYCOM.</td>
</tr>
<tr>
<td>Standard Media &amp; Status Code</td>
<td>Normally “S” (see Appendix 16)</td>
</tr>
<tr>
<td>Media &amp; Status Code Hi-Pri</td>
<td>Normally “S” (see Appendix 16)</td>
</tr>
</tbody>
</table>
**NAVSUP P-485 Volume I**

**OPERATIONAL FORCES SUPPLY PROCEDURES**

<table>
<thead>
<tr>
<th>Data</th>
<th>Entry Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offload EMV Range (From)</td>
<td>Consult TYCOM guidance</td>
</tr>
<tr>
<td>Offload EMV Range (To)</td>
<td>Consult TYCOM guidance</td>
</tr>
<tr>
<td>Offload Receiving Activity UIC</td>
<td>UIC of your supporting NAVSUP FLC, (i.e., 00189)</td>
</tr>
<tr>
<td>Offload DLA Disposition Services UIC</td>
<td>UIC of your nearest DLA Disposition Services</td>
</tr>
<tr>
<td>Offload DLA Disposition Services</td>
<td>Consult TYCOM guidance</td>
</tr>
<tr>
<td>Maximum EMV</td>
<td></td>
</tr>
</tbody>
</table>

**6448  SUPPLY EFFECTIVENESS GOALS**

Effectiveness parameters entered in this constants file allows the system to accumulate and calculate supply effectiveness data. Parameters entered into RSUPPLY are modifiable as goals are changed. Unit Level activities will only record supply effectiveness parameters for repair parts. Effectiveness parameters are set by TYCOM directives.

**6449  DEMAND PARAMETERS**

1. **GENERAL.** This file provides the activity with the capability to modify default demand processing parameters in accordance with TYCOM directives. It is used to set and adjust the default values used during the Level Setting process. The Level Setting process computes an Average Monthly Demand (AMD) based on recorded demand and frequency information and sets action points RO and RP. The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules.

2. **DATA PARAMETERS.** Data parameters must be adjusted each month to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section.

**Note:** In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

<table>
<thead>
<tr>
<th>Data</th>
<th>Example</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Range From*</td>
<td>AUG 2008</td>
<td>Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.</td>
</tr>
<tr>
<td>Date Range To*</td>
<td>JUL 2004</td>
<td>Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.</td>
</tr>
</tbody>
</table>
### Operational Forces Supply Procedures

<table>
<thead>
<tr>
<th>Data</th>
<th>Example</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>O&amp;ST-FILL**</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 days = 1.0</td>
<td>60 days = 2.0</td>
</tr>
<tr>
<td></td>
<td>45 days = 1.5</td>
<td>75 days = 2.5</td>
</tr>
<tr>
<td></td>
<td>O&amp;ST NON-FILL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.0</td>
<td>0 days = 0.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>45 days = 1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>90 days = 3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 days = 0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 days = 2.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 days = 1.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75 days = 2.5</td>
</tr>
<tr>
<td>DBI QUALIFICATION</td>
<td>6</td>
<td>The number of months to be</td>
</tr>
<tr>
<td>PERIOD</td>
<td></td>
<td>considered for an item to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>receive the required frequency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of demand to become a demand</td>
</tr>
<tr>
<td></td>
<td></td>
<td>based item. The field can</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contain one or two digits and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>cannot be greater than the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>period specified in the from/to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>date range entry.</td>
</tr>
<tr>
<td>DBI QUALIFICATION</td>
<td>2</td>
<td>The number of demands needed for</td>
</tr>
<tr>
<td>FREQUENCY</td>
<td></td>
<td>the item to compute as DBI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>during the qualification period;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>two demands are currently</td>
</tr>
<tr>
<td></td>
<td></td>
<td>required.</td>
</tr>
<tr>
<td>DBI RETENTION</td>
<td>12</td>
<td>The number of months to be</td>
</tr>
<tr>
<td>PERIOD</td>
<td></td>
<td>reviewed to determine if a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>record previously identified as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DBI should continue to be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>considered DBI.</td>
</tr>
<tr>
<td>DBI RETENTION</td>
<td>1</td>
<td>This is the number of demands</td>
</tr>
<tr>
<td>FREQUENCY</td>
<td></td>
<td>that the item must experience in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the next 6 month period after</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the initial DBI qualification</td>
</tr>
<tr>
<td>RECOMPUTATION</td>
<td>20</td>
<td>This data represents the variance</td>
</tr>
<tr>
<td>TEST FACTOR</td>
<td></td>
<td>in AMD comprised of the RO and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the RP which qualify a stock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>item for review by the AIS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>during demand processing. The</td>
</tr>
<tr>
<td></td>
<td></td>
<td>data field is two positions with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the number to the right of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>decimal representing the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>percentage of change that the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>system will measure before</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reacting to computed demand.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The following table is provided</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to delineate the possible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>sensitivity levels:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0  100% sensitive to any change.</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>90 sensitive to greater than 90%</td>
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</tbody>
</table>

NAVSUP P-485 Volume I

OPERATIONAL FORCES SUPPLY PROCEDURES

6-58  Revision 5
Data | Example | Remarks
--- | --- | ---
SAFETY LEVEL FACTOR | 2.0 | Enter the data from the schedule provided after consulting the appropriate fleet directive to determine ship’s prescribed operational status. The safety level factor is established in conjunction with the endurance level prescribed since this controls the safety level and reorder point functions of demand processing:

<table>
<thead>
<tr>
<th>Endurance</th>
<th>Safety Level Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days</td>
<td>0.5</td>
</tr>
<tr>
<td>45 days</td>
<td>1.0</td>
</tr>
<tr>
<td>60 days</td>
<td>1.5</td>
</tr>
<tr>
<td>75 days</td>
<td>2.0</td>
</tr>
</tbody>
</table>

ENDURANCE LEVEL** | 3.0 | Enter the endurance level factor from the table provided after consulting fleet directives to determine prescribed operational endurance level for the ship’s current operational status levels. This level is used to compute the quantity of repair parts normally required on hand to sustain operations for a prescribed period.

<table>
<thead>
<tr>
<th>Endurance</th>
<th>Endurance Level Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days</td>
<td>1.0</td>
</tr>
<tr>
<td>45 days</td>
<td>1.5</td>
</tr>
<tr>
<td>60 days</td>
<td>2.0</td>
</tr>
<tr>
<td>75 days</td>
<td>2.5</td>
</tr>
<tr>
<td>90 days</td>
<td>3.0</td>
</tr>
</tbody>
</table>

SELECTION | Ensure Repair Parts is selected. Unit Level activities do not stock consumable material and therefore demand is not recorded.

Section III: INVENTORY CONTROL

6625 ISSUE CONTROL

Upon issue from the storeroom, all transactions will be posted to RSUPPLY via Storeroom Issues in the Logistics subsystem. Once a Requirement has been approved, RSUPPLY will automatically generate a Picking Ticket (the Predefined Parameter – DD1348 Queue must be on) and print to the pre-determined printer. A cumulative listing of issues, JSL314, is available for either completed or pending issues and can be sorted in either NIIN or request number sequence. The pending issue listing displays all approved requirements whether they are carried onboard or not.
6655 LEVEL SETTING

1. GENERAL. Level Setting is a management function that provides systematic review of Demand and Frequency information accumulated against Stock Items. Each request for material (issue/requisition) is considered one frequency and the amount of the request is the demand. Initial stock levels (RO and RP) are established based on applicable allowance quantities. The Level Setting process will then adjust these initial stock levels to reflect an activity’s actual demand history. The proper setting of stock levels will determine to a large extent an activity’s ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by fleet and TYCOMs. Level Setting shall be run IAW TYCOM guidance. Level Setting is processed in the inventory subsystem of RSUPPLY. DLRs, all QCOSAL material, and stock records with limit flags set are excluded from level setting. The Basic Parameters tab is used to set and/or adjust the current values used in Level Setting. The Exclude Demand Records tab is used to exclude specific months from the demand base period. By selecting the month and year to be excluded from demand processing, the month and year are compared to the month and year within the appropriate base period. Demand and frequency information from these months is not used in the processing. This feature should only be utilized for that period of time when demand for repair parts was unusually high or low. If demand is excluded, the “From/To” month and year should be backed up the same amount of months to capture demand over the entire review period dictated by the TYCOM's. Up to 18 months can be excluded. Contact your TYCOM for their demand exclusion policies. Level Setting has a Trial option that should be run and reviewed prior to processing a “live” levels. Level Setting performs the following record transactions:

   a. Adjusts RO and RP for items that already qualify as DBI unless a Limit Flag has been set.

   b. AT Codes 1 and 5-Material qualifying for DBI will have an X placed in the DBI box on the Management Data tab of the Maintain Stock Item screen and RO and RP limits will be adjusted based on demand.

   c. AT Codes 1 and 5-DBI’s with no demand during the retention period will have the RO reset to the initial allowance quantity and the DBI Indicator will be cleared unless a Limit Flag is set.

   d. AT Codes 6 and 8-Material qualifying for DBI will have an X placed in the DBI box on the Management Data tab of the Maintain Stock Item screen, the AT Code will change to 4 and the RO and RP will be adjusted.

   e. AT Code 4-Material that has experienced zero demand during the Retention Period established in the Demand Parameters will no longer qualify as DBI and the AT Code will be reset to AT Code 6.

   f. Deletes AT Code 6, 8, and 9-Stock records when no demand is recorded during the Retention Period, there is zero on hand, there are no dues and the “No drop” indicator is not set.

2. REVIEW. The Level Setting Summary Report (JSI205) provides a summary of records that were read, changed and deleted during the Levels process. The reports are automatically generated as part of the Levels process.
a. Part 1: Summary of Changes. Provides summary totals by money value of the RO and RP before and after processing. Net money value change in stock levels is also shown. Record counts are provided for the following Stock Item records:

   (1) RO changes,

   (2) Additions and deletions from the DBI category,

   (3) ATC 4, 6, 8, or 9 assignments, and

   (4) Deletions from stock

b. Part 2: Detail Ledger Code. Provides by ledger code and ATC (1, 4 & 5), a summary by money value and record count changes made to Stock Item records. Report will be used in conjunction with Part 1 to isolate questionable changes to RO or RP to a particular ledger and ATC; except when Level Setting is run after an ASI, record counts for individual ATCs should remain consistent from month to month.

c. Part 3: DBI Qualified Records Less Than Six Months Old. Contains detailed information for Stock Item records in the DBI category that have a date item established of less than six months. The AMD computations for these items have been subjected to special considerations. Each record and the demand information shown must be reviewed and a determination made as to the adequacy of the computed RO and RP.

d. Part 4: Records Changed To ATC 4. Lists records added to the DBI category due to demand experienced during period specified in the request parameters. Each item should be reviewed to determine if the item should actually be stocked. If a decision is made not to stock an item as AT Code 4, then appropriate action should be taken to code the item with a Limit Flag if warranted and delete or reduce the RO/RP for the item based on TYCOM guidance.

e. Part 5: Records Changed To ATC 6. Lists records assigned to the excess category due to lack of demand during the period specified in the request parameters. Each item should be reviewed to determine why the material is no longer being utilized. Material on this listing will be subject to offload processing if the ATC is not changed.

f. Part 6: Records Changed To ATC 8. Lists records that have experienced demand, but not enough demand to become a DBI.

g. Part 7: Records Changed To ATC 9. Lists records that are substitutes for a prime NSN stock record.

h. Part 8: Records Dropped From Stock. Lists records dropped from stock. Each item should be reviewed to determine if a record was dropped because legitimate demand information was not properly recorded. In particular, a spot inventory should be conducted for any item listed with a storeroom location just in case material is still on hand but no longer reflected in the SIT. Records will remain on the Item Table designated as inactive.
3. **RECOMPUTATION TEST FACTOR.** This constant, which can be pre-set before executing global level setting, represents the variance in AMD which qualifies a stock item for review by the automated system during demand processing. This factor must be set in accordance with TYCOM directives.

**6667 ITEM IDENTIFICATION FOR INITIATING REQUISITIONS**

1. **GENERAL.** When initiating requisitions in OMMS-NG and the NSN is not on the correct APL, the item will be ordered as “Part Not Listed on APL.” The item will be validated by an LS in Item Verification/Tech Edit utilizing FEDLOG or similar means. NAVSEA’s Automated COSAL Improvement Program (ACIP) will identify NSNs or part numbers not listed on the APL by a “G” source code after 3-M upline reporting has been submitted.

2. **NON-STANDARD REQUIREMENTS.** All maintenance related nonstandard requirements must be submitted in OMMS-NG, along with generating a NAVSUP Form 1250-2. After the requirement has been through Item Verification/Tech Edit and been approved, a requisition number will be assigned. A plain language address message must be submitted to NAVSUP WSS to initiate procurement.

3. **REPAIR PARTS.** Repair parts requirements are initiated by maintenance personnel through OMMS-NG. OMMS-NG assigns Job Control Numbers (JCN) to uniquely identify maintenance actions on the Current Ship’s Maintenance Project (CSMP). Repair parts on order for jobs no longer on the CSMP must be validated in writing by the work center as still required or cancellation action should be initiated.

**6670 RECEIPT CONTROL**

Processing receipts in RSUPPLY accurately is crucial to an effective operation. Incorrect processing of receipts affects the accuracy of the data base and can affect the entire supply operation by adversely affecting inventory validity, require additional time correcting errors, and could result in needless spending of OPTAR funds. Receipts should be batch filed by the date processed (also see paragraph 4705). Organizing receipt documents as described in the following paragraph will significantly reduce storeroom inventory losses attributable to improper posting.

**6685 PROCESSING STOCK RECEIPTS**

1. **GENERAL.** Cognizant supply personnel should verify each receipt document for completeness, including acknowledgement of quantity received, (i.e., circle, square, check mark, or some notation that the quantity was verified), a wet signature and date, and the printed or stamped name on the Hardcopy Receipt. The quantity must be acknowledged unless the quantity received is different from that indicated on the receipt, in which case the original quantity will be lined out and the correct quantity entered immediately above the original with acknowledgment of corrected. Once receipts are posted, they must be batched together by the types described in the following paragraphs and filed under the date of processing.
2. EXACT QUANTITY AND EXACT NSN RECEIVED AS ORDERED. Exact quantity and exact NSN receipt documents which match the original requisition document should be batched together and processed directly into RSUPPLY.

3. EXACT QUANTITY AND SUBSTITUTE NSN RECEIVED. Exact quantity and substitute NSN receipt documents must be batched together to be processed. RSUPPLY users must build the cross reference relationship using the Cross Reference Processing option in the Inventory Subsystem. Frustrated receipt documents containing substitute/interchangeable or alternate stock numbers require additional processing time to ensure proper cross reference data is applied to all supply records.

4. PARTIAL QUANTITY AND EXACT NSN RECEIVED. Partial receipts for stock are a type of frustrated receipt. A partial receipt requires the preparation of a suffix coded requisition record equal to the remaining outstanding quantity due. The partial receipt will be identified by the suffix code, (i.e., R52192-5031-2055E), while the original requisition remains identifiable for all further status or receipt in the original document submission format, (i.e., R52192-5031-2055). The partial quantity is processed through the following RSUPPLY sequence consisting of two steps:

   a. Step 1: Create the suffix coded receipt record and update the original requisition.
   b. Step 2: Post the partial receipt document to the newly-created requisition record.

5. PARTIAL QUANTITY WITH SUBSTITUTE NSN RECEIVED. Frustrated receipts, partial quantity situations, are further complicated by the receipt of a substitute NSN. Failure to effectively post these receipt types and establish the correct cross reference relationship can affect stock record files significantly, particularly in the area of storeroom validity, demand processing, and financial expenditures. This receipt type is accomplished in two steps:

   a. Step 1: Create the partial receipt record and update the original outstanding requisition document.
   b. Step 2: Post the partial receipt document to the ship's stock records.

6695 PROCESSING RECEIPTS NOT FROM DUE

1. GENERAL. A receipt with no existing requisition in the requisition file (RQF) may exist as a result of incomplete data base building, or a requisition established by an external activity to "push" material to your activity. For whatever reason, the material arrives and the receipt must be processed. The receipt document is entered in SFM using the Receipt Not From Due processing option and the Stock Control option for receipt processing in RSUPPLY.

2. PARTIAL RECEIPTS. The Stock Control option in RSUPPLY is frequently abused when used to process suffix coded receipts which error on "this requisition is already complete." This message indicates that a partial has been previously processed in error as a final receipt. The error becomes compounded when the Receipt Not From Due or Stock Control options are used to
force the next partial receipt quantity into the ship's records. Proper procedure requires reversal of the first erroneous receipt entry and processing of all partial receipts as indicated in paragraph 6685-4.

6705 RECEIPT REVERSAL PROCEDURES

Receipt reversal may be required at times to correct erroneous data entry. Receipt reversal backs out any financial processing that has occurred and returns the requisition to an outstanding status.

6730 MAMS

1. GENERAL. MAMs are defined as test modules required to execute an approved maintenance plan that calls for the identification of a fault through a progressive sequence of module substitution. MAMs are the joint responsibility of the Supply Officer and the cognizant department head who maintains custody of the items.

2. MAMS COSAL. MAMs are identified with note code "N" (MAM item) in the APL. Ships with a MAMs COSAL should restrict access to the COSAL to those departments which actually have MAMs. Restricting use access will preclude consumable material ordering against the MAMs COSAL and the development of erroneous demand data by departmental supply petty officers who are unfamiliar with MAMs concepts. It is the Supply Officer's responsibility to ensure all supply petty officers are trained on the requirements of paragraph 6172.

3. MAMs will be inventoried upon relief of the CO and a cognizant Department Head. Results will be forwarded and reviewed by the CO. Supply Officers will provide an OMMS-NG/MFOM MAM configuration item listing (CIL) to the applicable work centers for required inventory and OMMS Item identifier updates. The Supply Officer will retain the signed MAM 203 report and the annotated CIL from OMMS_NG for 36 months.

Section IV: INVENTORY MANAGEMENT REPORTS

6750 STOCK STATUS LISTING

COMPLETE LISTING. For RSUPPLY, the Master Stock Status and Locator Listing (JSL322) lists all stock items and management data for stock items in the SIT. The complete listing will be printed quarterly and will be used as back up during system downtime. The report should be reviewed for any records with a missing cognizance symbol (Cog), unit of issue (UI), unit price, storage code, etc.

6751 PEN AND INK TRANSACTION REPORT (JSS117)

GENERAL. The Pen and Ink Transaction Report (JSS117) is produced each time an ASI product containing stock record or NIIN cross reference file (XRF) transactions is processed. The report is divided into 4 sections as follows:
a. Part I - E1 Transaction Error Report. Lists errors which occurred while processing stock record or allowance data. These transactions must be individually processed on-line based on the error message displayed on the report.

b. Part II - E1 Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock record or allowance data updates. Any shortages that resulted will automatically create requirements which must be reviewed by the Supply Officer.

c. Part III - G1 Transaction Error Report. Lists errors which occurred while processing stock number changes (old NIIN to new NIIN). These transactions must be individually processed on-line based on the error message displayed on the report.

d. Part IV - G1 Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock number changes (old NIIN to new NIIN). Any shortages that resulted will automatically create requirements which must be reviewed by the Supply Officer.

6752 LOSS BY INVENTORY (LBI)

The LBI Report (JSI221) shows all inventory losses during the month. All LBIs must be investigated to determine their cause. Results of investigations should be made directly on or attached to the LBI report. Research should include at least a file search to make sure all issues have been posted. If an item was previously gained by error then a LBI should be made to correct it. The LBI reports must be reviewed, signed and dated by the Supply Officer.

6753 GAIN BY INVENTORY (GBI)

The GBI Report (JSI221) shows all inventory gains during the month. All GBIs must be investigated to identify why they occurred. Results of investigations should be made directly on or attached to the GBI report. GBIs must also be validated against the Outstanding Requisitions Listing, RSUPPLY Report (JSL311) in NIIN sequence to ensure material was not received without proper posting of receipt documents. This investigation may also identify the completion of possible requisitions which have overaged shipping status. Trend analysis of GBIs will be useful in analyzing receipt processing effectiveness. The GBI report must be reviewed, signed (wet signature) and dated by the Supply Officer.

6755 MONTHLY EFFECTIVENESS REPORT

The Monthly Effectiveness Report, RSUPPLY Report (JSI233), provides an overview of the supply department’s efficiency in fulfilling material requests. The report shows the total demands received for the month and a break down (with percentages) of the demands issued, NIS and NC. Problems with inventory management, configuration, and tech edit procedures can be found by analyzing this report.
6756  INVENTORY TRANSACTION LEDGER

RSUPPLY uses a Cumulative Transaction Ledger (CTL) for Material, Money Value Only and Financial transactions, maintains records of all transactions. The CTL normally contains 2-3 year’s worth of data. The CTL is accessed through the Query Subsystem in RSUPPLY.

6757  COSAL PERCENTAGE REPORT

The COSAL Percentage Report, RSUPPLY Report (JSI220) computes percentages by APL, calculated upon user parameters. This report can be used to access overall readiness by selecting APLs for a system.

6759  APL ANALYSIS REPORT

The APL Analysis Report, RSUPPLY Report (JSI220), provides stock status for each NSN in the record file (AT1, 4, 5, or 9) under a specific AEL/APL. This report is a valuable tool for selecting specific equipment in order to requisition deficiencies up to high limits for deployments, system certifications and audits.

6761  STOCK CONTROL REVIEW LISTINGS

GENERAL. The purpose of the Stock Control Review Listing is to provide notification of transactions which could not be processed and may require corrective action. The listing must be reviewed on a daily basis by appropriate personnel and action taken to correct erroneous transactions or records. Some examples of listing headers are as follows:

a. Unit of Issue Difference Report. This report provides a listing of all items for which the storeroom LS indicated a difference between units of issue on the picking ticket and on the material or bin tag. The correct unit of issue must be determined and either the material or the Basic Material File (BMF) changed with local change notice.

b. Spot Inventory Aids Report. This report provides a listing of all items which experienced either a partial or total warehouse refusal during the issue process. The items must be spot inventoried and appropriate adjustments made to the BMF.

c. Information/Action Listings. This portion of the report will list transactions which meet programmed criteria for review by supply managers and supervisors. Each record will be identified with a message stating the reason it was selected. Transactions will be grouped by type of message and include high money value transactions, receipt reversals processed, surveys processed, DLR transactions, and new BMF records established.
Part D:  RSUPPLY FORCE LEVEL PROCEDURES

Section I: PHYSICAL INVENTORY

6800  INTRODUCTION

GENERAL.  RSUPPLY provides the capability to select the items to be inventoried and to produce inventory aids when a scheduled inventory is to be conducted. Scheduled inventories conducted using RSUPPLY functions will be accomplished in several phases as follows:

a. Initiating the inventory through selection of items, production of inventory aids, and establishing the RSUPPLY inventory file records;

b. Physically counting and recording the quantity (see paragraph 6067);

c. Updating the RSUPPLY inventory file, computing inventory adjustments, and updating of BMF/SIT records;

d. Conducting preliminary and causative research investigations (see paragraphs 5125-5127);

e. Preparing surveys (see paragraph 5128); and

f. Recording survey expenditure.

6802  UPDATING RECORDS AND FILES

1. RECORDING INVENTORY RESULTS. The results of the physical inventory will be recorded using the RSUPPLY Process Scheduled Inventory Function (see Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures). Inventory counts should be received from the stores or material sections daily and recorded as received to prevent loss of documents. When the inventory for a particular item has been completed, RSUPPLY will compare the total inventory count to the BMF/SIT on hand and, if necessary, an inventory adjustment record will be created and processed. In RSUPPLY, inventory results are recorded in the SIT via JSI235 batch processing. After recording, inventory count records should be filed in the Stock Control History File in NIIN sequence and retained until the next inventory of the item is conducted.

2. INVENTORY ADJUSTMENTS. If the inventory results in a loss and the item is a DLR, a survey record will be established in the Suspense File. The cause of the adjustment must be researched and a survey record completed in accordance with paragraphs 5125-5128. Inventory adjustments generated as a result of the completed inventory will be displayed to the user at the terminal. All adjustments over $500 per line item will be subjected to preliminary research (see paragraph 5125) to determine the correct material/record balance. Adjustments exceeding the causative research threshold value (see paragraph 5126) will be entered in a causative research log for action in accordance with paragraph 5127. All inventory adjustments will appear on the
Inventory Adjustments Report described in paragraph 6859. Inventory adjustments may not be taken for the following file maintenance actions without performing a spot inventory and checking:

a. Requisition File/Table and Requisition History File (RHF) maintenance;

b. Unmatched Listings Stock in Transit/Material in Transit (SIT-MIT);

c. Suspended records processing; and

d. Cumulative Transaction Ledger.

3. ADJUSTMENT REVERSAL. In the case where causative research reveals that an inventory discrepancy was caused by a previous adjustment, the previous adjustment will be reversed using the Gain/Loss Reversal Adjustment Function. Adjustment reversals may only be processed against an adjustment within the previous 12 months. Reversals should be based on research which documents that a previous adjustment was erroneous. A reversal will be processed against the original transaction (where the original adjustment cannot be identified, a reversal will not be permitted).

4. SUPPORTING DOCUMENTATION. Appropriate supporting documentation will be developed and retained for all adjustment reversals greater than $100 and in all cases where causative research is required. Documentation supporting DON’s financial statement must be retained for ten years in accordance with Assistant Secretary of the Navy (FM&C) memorandum, Revised Document Retention Requirements To Support Department of the Navy Financial Statement Audits, dated 29 January 2015. This documentation checklist will be signed by the person responsible for performing the research; it will demonstrate a clear and reasonable cause and effect relationship in justification of a specific inventory adjustment or reversal. Supporting documentation will vary by circumstance, but will consist of copies of the following documents (as applicable):

a. For adjustments or reversals requiring preliminary research, a checklist of actions taken during preliminary research, (e.g., search of adjacent locations, research of unposted or erroneous transactions, verification of catalog data);

b. For adjustments on reversals requiring causative research:

   (1) A checklist of actions taken during preliminary research;

   (2) Receipt, issue, or transfer documents relating to the imbalance under investigation;

   (3) Cumulative Transaction Ledger (CTL), master stock record probes;

   (4) Survey documents;

   (5) Unmatched listings for SIT-MIT and offloads;

   (6) RPPO or Aviation Intermediate Maintenance Department (AIMD) logs;
(7) Mandatory turn-in repairable (MTR) or carcass tracking documents (for aviation units include BCM Log);

(8) Detail list of DLRs (RSUPPLY DLR Print Function); and

(9) Other supporting documentation.

6803 SPOT INVENTORIES

1. GENERAL. RSUPPLY will produce two reports on a daily basis which will alert supply managers to the need for spot inventory action as follows:

   a. Suspense Report. The Suspense Report (see paragraph 6866) will contain issue or other expenditure transactions that could not be processed because the BMF/SIT on-hand was less than the expenditure quantity.

   b. Spot Inventory Aids Report. The Spot Inventory Aids Report (see paragraph 6867-1b) will list NIINs for which a partial or complete NIS MRI or MRE transaction was processed or for which the transaction was suspended for insufficient quantity.

2. PROCEDURES. Stock control or other designated work centers will prepare spot inventory requests and forward them to the appropriate storage work center supervisor on a daily basis. The spot inventory will be completed within 24 hours using the count procedure described in paragraph 6067. The spot inventory records will be returned to stock control for updating of the BMF/SIT records. Spot inventory results will be recorded using the RSUPPLY Spot Inventory Function described in the RSUPPLY Support Procedures. Prior to recording the inventory, pending transactions must be collected and processed if they occurred prior to the inventory count. Inventory adjustments will be generated for spot inventories and each adjustment will be reviewed and action taken as required by paragraph 6802.

6804 PREDETERMINED INVENTORY GAINS AND LOSSES

1. GENERAL. When the gain or loss of material is discovered during the course of routine supply operations, (i.e., an inventory is not being conducted), the BMF/SIT will be adjusted using the On-hand Quantity Adjustment Function (see RSUPPLY Support Procedures). This function requires that the adjustment quantity be predetermined and validated in accordance with paragraph 6802 prior to entering the transaction to RSUPPLY. Predetermined inventory adjustments may be required for the following reasons (as well as others):

   a. Damaged material discovered in stock;

   b. Expired shelf-life material discovered in stock;

   c. Material shortages or overages not recorded at time of receipt; and

   d. Material discovered in storage areas not previously recorded in the BMF.
6805 LOCATION AUDITS

1. DESCRIPTION. RSUPPLY provides a location validation/audit function (DI 051) that will assist supply managers in accomplishing location validations. In RSUPPLY, the location audit function is accomplished via IBS. This function, in addition to selecting records for validation, may be used to identify material on hand with no location and records having excessive locations. For USID C & M activities, it will identify MSP/MSM items stowed in locations other than those designated for MSP/MSM items.

2. PROCEDURES. 100% of all storage areas will be audited on an annual basis with a 97% accuracy rate maintained for location records. Instructions for requesting and completing the data entry screen are provided in the RSUPPLY Support Procedures. The following options are available:

   a. Location Validation/Audit. The Location Validation Report (see sample Appendix 15) consists of a listing of all BMF/SIT records with an on-hand quantity and no location, a listing of BMF/SIT records with excessive locations established, and USID C & M activities may also receive a listing of MSP/MSM items with locations established that are other than those designated as MSP/MSM storage areas.

   b. Storeroom Audit. The Storeroom Audit option provides the capability to select up to 999 storage locations for validation and up to 999 BMF/SIT records for quantity validation. Records with multiple locations or zero on-hand quantity will not be selected by the Storeroom Audit Program. The Storeroom Audit Report (see sample Appendix 15) consists of a Quantity Validation Listing (Part 1 in location sequence, Part 2 in NIIN sequence) which contains stock numbers to be counted or verified for location validity, and a Location Audit Listing which contains stock numbers for location validation.

3. REVIEW AND ACTION. Processing of the listings produced by the Location Validation/Audit Function will be accomplished as follows:

   a. Material On-Hand With No Location. Every effort will be made using the Material Transaction Ledger File, Query Function, Stock Control History File, and other retained documents or listings to determine the location of the material. If a location is determined and verified, it will be added to the BMF/SIT record using either the update storeroom data or change BMF/SIT record functions. Material for which a location cannot be determined will be lost by inventory or surveyed and reordered, if necessary, to fill any allowance deficiency.

   b. Excessive Locations. The listing will be used to consolidate material into as few locations in the same storeroom as possible. Existing locations which do not contain the item will be deleted. Location changes will be recorded using the Update Storeroom Data or Change BMF/SIT Record functions.

   c. MSP/MSM Material with Erroneous Locations. MSP/MSM material in non-MSP/non-MSM locations will be consolidated into an existing location or a new location in the designated area will be selected. The movement of material must be recorded in the BMF using either the Update Storeroom Data or the Change BMF/SIT Record functions.
d. Quantity Validation. The Quantity Validation Listing can be used to verify both the quantity and location of an item. When it is used to verify location data only, the applicable location will be checked for the NSN shown. If no material is found, the entry will be annotated as an error and the item scheduled for spot inventory and research. When material is found, the record on the listing will be checked as being valid. When the listing is being used to verify both quantity and location, the quantity of material must be counted and recorded on Part 1 of the listing. The data will then be transferred to Part 2 of the listing and compared to the BMF/SIT on-hand using the BMF/SIT Query Function. Differences will be annotated on the listing and scheduled for spot inventory action.

e. Location Audit. The Location Audit Listing will be used to verify location data recorded in the BMF/SIT. It will be processed in the same manner as a quantity validation listing used to audit locations only. Instructions for conducting the audit and recording the quantity or location validations (or both) are contained in the RSUPPLY Support Procedures.

4. LOCATION VALIDITY STANDARDS. The location validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. The rate will be computed by auditing 5% of the locations involved and dividing the number of erroneous locations by the total number of locations audited. The result will be multiplied by 100 and the resulting percentage subtracted from 100. As an example, for 850 locations validated with 17 errors, the following applies:

\[
\frac{17}{850} = .02
\]
\[
.02 \times 100 = 2.00\% \quad \text{Error rate}
\]
\[
100\% - 2\% = 98\% \quad \text{Accuracy rate}
\]

An accuracy rate of less than 98% for a particular storage area will be considered unsatisfactory and will be reason to conduct additional validations or a random sampling inventory of the area. The Supply Officer may require additional corrective action or training (or both) depending on the severity of the location or inventory accuracy problem. This may require a complete review of current supply practices, and assistance from TYCOM or SPAWARSYSCEN supply management teams.

Section II: RECORDS AND FILES

6810 SYSTEM FILES

GENERAL. RSUPPLY consists of a large number of system files used to store program instructions, supply records, validation data, and transaction information. To ensure validity of the RSUPPLY files and the accuracy of supply records and reports, the data processing division must implement and follow proper file save and restore procedures. These procedures are contained in the RSUPPLY Computer Operation Manual. The RSUPPLY files that are updated by transactions processed through the system can be classified into one of the following groups:

a. Material files (see paragraph 6811);
b. Requisition files (see paragraph 6812);

c. Financial and statistical files (see paragraph 9507);

d. Transaction files (see paragraph 6813);

e. Validation and control files (see paragraph 6814);

f. Output files - These files contain data records from which RSUPPLY reports will be produced and are mainly of interest to information technology/AIS operations personnel. Complete descriptions of the files are contained in the RSUPPLY Computer Operation Manual;

g. History files (see paragraph 6819); or

h. Transaction ledger files (see paragraph 6820).

6811 MATERIAL FILES

1. GENERAL. The material files in RSUPPLY are those that are maintained to manage carried stock items or to record demand data for NC material. The primary material file is the BMF/SIT, all other files provide additional or supporting data for records in the BMF/SIT. Individual data elements which make up each record are defined in the RSUPPLY Support Procedures Manual. The following files are maintained as part of the stock record database:

   a. BMF/SIT. The BMF/SIT will contain a record for each carried item in storeroom stock and for not-carried material that has experienced usage during the past twelve months. The BMF/SIT is maintained in NIIN, NICN, and LICN sequence.

   b. APL File. The APL file contains a record for each NSN with a COSAL allowance established in the BMF/SIT and the allowance parts lists or allowance equipage lists to which it is applicable. Records are established as a result of COSAL processing and may be updated by the user (see RSUPPLY Support Procedures Manual).

   c. Aviation Demand File (ADF). The ADF file is used to record historical demand and frequency of demand data. Records are established automatically as a result of processing material requirements received from the activity's work centers and supported units. Records may also be established, updated, or deleted by use of the demand recording function (see RSUPPLY Support Procedures Manual).

   d. Aviation Repairable Demand File (ARD) (USIDs C & M only). The ARD is used to record historical demand data for repairable items issued on an exchange basis when the NRFI carcass is repaired by the activity's maintenance department and returned to stock.

   e. Deleted/Superseded NIIN File (DSN). The DSN provides a cross-reference file of deleted and superseded stock numbers to current stock numbers. Records are established in the file as a result of change notice actions received from NAVSUP BSC or other ICPs (see RSUPPLY Support Procedures Manual).

   f. Material Location Files (MLF). The MLF provides the capability to record up to sixteen storage locations in addition to the four locations recorded in the BMF/SIT (see RSUPPLY Support Procedures Manual).
g. NRFI Repair Quantity File (NRQ) (USIDs C & M only). The NRQ is used to monitor the return of repairable items from AIMD. Records are established when exchange-coded issues are processed and the NRFI item is to be repaired locally. Records are updated by the Returned From AIMD Function (see RSUPPLY Support Procedures Manual).

h. Pack-Up Item File (PUI) (USID C and M only). The PUI will contain a record for each NSN included in a particular contingency support package (CSP). Records are established, updated, and deleted using the Pack-Up Data Function contained in the Inventory Management subsystem (see RSUPPLY Support Procedures Manual).

i. Part Number File (PNF). The PNF provides a cross-reference from manufacturer's part number to NSN or LICN. Records are established in the file as a result of allowance list processing or by the user via the PNF function (see RSUPPLY Support Procedures Manual). A BMF/SIT record must exist before records may be established in the PNF.

j. PEB File. The PEB contains a record for each NSN on the BMF/SIT with the PEB indicator set. Items to be included in the PEB program are determined in accordance with paragraph 6171 using the PEB Review Report Function (see RSUPPLY Support Procedures Manual). The BMF/SIT and PEB records for the items selected will be updated in accordance with the RSUPPLY Support Procedures Manual.

k. QCOSAL File (QCF). QCOSAL records contain data applicable specifically to the QCOSAL allowance quantity (USIDs C, and T). Those individuals authorized in the User Identification (UID) File may review, process against, and update records in the file. Records are established by QCOSAL allowance processing and as necessary by authorized users (see RSUPPLY Support Procedures Manual).

l. QCOSAL Demand File (QCD). The QCD file is used to record historical demand and frequency of demand data for records in the QCOSAL File (QCF). Records are established automatically as a result of processing issues and DTO requisitions of QCOSAL material. Records may be established, updated, or deleted using the Demand Recording Function (see RSUPPLY Support Procedures Manual).

m. Repairable Item Code File (RIC) (USIDs C & M only). The RIC file provides repairable item codes for each AVCAL allowance item established in the BMF/SIT. Records are established during processing of the AVCAL allowance data tapes received from NAVSUP WSS Philadelphia (see paragraph 2301). Records also may be updated by users via the APL/RIC file function (see RSUPPLY Support Procedures Manual).

n. Repairable Material File (RMF). The RMF records contain additional data for records on the BMF/SIT with an MCC of D, E, G, H, Q, or X. The data maintained varies by USID code and is explained in the RSUPPLY Support Procedures Manual.

o. Substitute File (SUB). The SUB file contains records for items on the BMF/SIT for which substitute or interchangeable items are available in the supply system. Records are established by the user activity or as a result of change notice or allowance list processing (see RSUPPLY Support Procedures Manual).
p. Surface Demand File (SDF) (USIDs A, C, and T only). The SDF is used to record historical demand and frequency of demand data. Records may also be established, updated, or deleted using the demand recording function (see RSUPPLY Support Procedures Manual).

2. MATERIAL FILE QUERY. Records in the BMF/SIT and most of the supporting material files may be reviewed individually through the on-line query functions (see RSUPPLY Support Procedures). Records may also be established, updated, or deleted using the demand recording function (see RSUPPLY Support Procedures Manual). Queries are used to perform stock checks, determine requirements, perform file maintenance, etc.

6812 REQUISITION FILES

1. GENERAL. The requisition files are maintained to record and monitor all requisitions for material or services submitted by or for the RSUPPLY activity and supported units (USIDs C, M, and T). The major file is the Basic Requisition File (BRF)/Active Requisition Table (ART) and is supported by the requisition status file (RSF) and suffixed document status file to record requisitions.

2. (BRF) (ART). The BRF/ART will contain a record for each requisition submitted into the supply system. Records may be established before (pre-post) or after (post-post) the requisition is actually released to the supplying activity. See paragraph 3836 for information on viewing and printing BRF/ART records.

3. RSF. This file contains all status information received or sent concerning the basic requisition record. This contains all MILSTRIP status documents such as AS, AE, AU, etc. This file also contains receipts in process, receipts, and receipt reversals.

4. SUFFIXED DOCUMENT STATUS FILE. This file is used to accumulate status and receipt information for each requisition assigned a suffix code by a supplying activity.

6813 TRANSACTION FILES

GENERAL. Transaction files are used by the system to hold transaction records for further processing by the user or until a specific system report is requested. The transaction files are as follows:

   a. Aviation Maintenance File (USID C and M). Contains records used to record aviation maintenance information (DI X92). Data is held until Report 96, MDS reporting, is requested.

   b. Batch Input File - This file contains records to be processed via the batch processing function.

   c. Financial Holding File - Used to hold transactions until monthly financial processing is complete.
d. Inventory File - Contains records selected for physical inventory. A count by location is maintained until the inventory is complete.

e. Issue Pending File - Contains MRI and MRE records pending issue of the material. Also used by USIDs C and M to monitor return of NRFI DLR items from AIMD.

f. Non-reordered-DLR Carcass (USID C and M) - Contains a record for each AVDLR File expenditure for which a stock replenishment was not submitted at the time of carcass turn-in.

g. Offload File - Contains records for material to be offloaded. OSO transfers (DI X37) are held until material is removed from storeroom location and quantity offloaded is recorded.

h. Requisition Output File - Used to hold procurement requisitions until the external document and user notification reports are produced by ADP.

i. Status Output File - The file will contain all status records initiated by the user and not yet processed for release to the activity holding the applicable requisition.

j. Surface Maintenance File - Used to hold maintenance data records (DI X91) for inclusion in Report 91, MDS reporting.

k. Suspense File - Used to store transactions that could not be processed by the system for various reasons. Used to produce the daily Suspense Report.

l. Transaction Holding File - Contains MRI PNIS, NIS, or NC requests pending release of a DTO requisition.

**6814 VALIDATION AND CONTROL FILES/TABLES**

1. GENERAL. Validation and control files/tables are used in RSUPPLY to validate input into the system, obtain definitions for coded entries, controlling some aspects of transaction and report processing, and provide data for system-generated reports. Access to the control and validation files/tables will be restricted to the Functional Area Supervisor (FAS) and designated Work Center Supervisors (WCSs). Validation and control files/tables are divided into the following groups:

a. Customer data (see paragraph 6815);

b. Supplier data (see paragraph 6816);

c. Technical data (see paragraph 6817); and

d. Financial data (see paragraph 6818)

Note: RSUPPLY controls and tables can be located in the Site subsystem.
2. VALIDATION AND CONTROL FILE REVIEWS. Each validation and control file update screen has a Locate a Record Option which allows review of individual records within a file. This option should be used before and after entering new records to ensure that it is not already on the file and that it processed successfully. RSUPPLY provides the capability to request a listing of the Appropriation File (APP), the Fund Code File (FC), and the Validation Table Files (VTP and VTN). The RSUPPLY Functional Area Supervisor will review, validate, and have the control files printed at least weekly to ensure that any changes made were valid and available for use in case of system failure.

6815 CUSTOMER DATA

1. GENERAL. The files applicable to this group contain key identification and access data necessary for the supply department to operate in the RSUPPLY environment. The files are the sole responsibility of the RSUPPLY FAS. Procedures for maintenance of the files are contained in the RSUPPLY Guide for FASs.

2. UID (UIA for USID A activities). The UID/UIA file contains a record for each authorized user or group of users and defines their security and authority level. The key to this file is the LOGON ID which controls the RSUPPLY functions users are authorized to access. Every user must have a LOGON ID before processing transactions in RSUPPLY. This file will be updated when RSUPPLY users transfer, new users report onboard, and LOGON IDs become known by other users. Also this is used to limit authorized dollars for expenditures and can be changed to limit spending while monitoring departmental OPTARs.

3. SYSTEMS CONSTANT FILE (SCF)

   a. The SCF contains information of a recurring nature peculiar to each RSUPPLY activity. It includes activity name, UIC, service code, USID code, and other data elements which control system processing options. This should be updated when the Supply Officer is relieved (for reporting authorization), when ships deploy, and at the beginning of each fiscal year.

   b. For RSUPPLY (Force Level) Units: RSUPPLY SITE Subsystem Activity Control Option: This option allows you to access the following sub options: Own Activity, Constants, Serial Numbers, Activity Organization information, User’s Access, Other Activities, and Support Package Serials.

4. CUSTOMER IDENTIFICATION DATA FILE (CID) (CIA for USID A activities). The CID/CIA file contains a record for each customer activity to which OSO transfers or end-use issues will be made. It identifies the customer by UIC and whether financial accounting support is provided by the RSUPPLY activity. An example of when to update this file would be when a submarine tender (AS) supports a new customer (submarine) or when squadrons attach to carriers or MALS.

5. CUSTOMER SERIAL DATA FILE (CSR). The CSR contains a record for each squadron, division, or work center in the RSUPPLY activity assigned a supply identification code. Each record contains serial number data and other identifying information and is used to assign and validate document numbers, department codes, and fund codes. After established, this file should be updated when new squadrons report to ships or MALS and when they depart.
6816 SUPPLIER DATA

ACTIVITY ADDRESS FILE (ADD). The Activity Address File is used to print in-the-clear addresses on supply documents produced by RSUPPLY. Each activity may add or delete records in the file according to local requirements. Updating of these files will be accomplished by the RSUPPLY FAS or designated WCS.

6817 TECHNICAL DATA

1. GENERAL. The technical data function includes eight files which are used to verify transaction data elements and codes entered into the system. Access to these files may be granted to work center supervisors by the FAS through appropriate entries in the User Identification File. For RSUPPLY (Force Level) Units, the RSUPPLY Site Technical Information function provides you with the capability to maintain the currency of technical data tables and files.

2. AIRCRAFT IDENTIFICATION DATA FILE (AID) (USID C and M activities only). The AID file contains identifying data concerning each aircraft supported by the RSUPPLY activity. This should be updated when squadrons change or when aircraft are replaced. A record in the file will contain the following data elements:
   a. Bureau Number - a unique six-digit number assigned by the Chief of Naval Operations to an aircraft upon its acquisition;
   b. UIC - identifies a specific service activity for supply and accounting purposes;
   c. Type Equipment Code (TEC) - identifies type, model, and series for aircraft and the major system for type of GSE (see NAMSO 4790.A721001 for TECs);
   d. MODEX - a three-character code locally assigned to aircraft within a squadron or MALS;
   e. Weapons Systems Designator - identifies type and model of aircraft (see Appendix 24), used in place of the SMIC on NMCS or PMCS requisitions; and
   f. Aircraft Type - identifies the aircraft by primary mission and model number.

3. ORGANIZATION CODE FILE (ORG) (USID C and M activities only). This file contains a cross-reference between the organization code, UIC, and applicable type equipment codes.

4. ENGINE TYPE EQUIPMENT CODE FILE (ETC) (USID C and M activities only). The ETC provides a cross-reference between the engine type equipment codes and the aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated. The engine type equipment code will be entered on the appropriate screen and will appear in the maintenance record (DI X92). The applicable aircraft TEC will be obtained from this file and will be cited in supply transaction, (i.e., DIs A0A, X31, X76, etc.).
5. PRINTER IDENTIFICATION DATA FILE (PID). The PID provides information relative to the location and identifying printer name. Records in this file will control where picking tickets for material issues will be printed. A record in the PID will contain the PRI/LOC Code (WT - walk-through transaction, OT - others).

6. AVAILABILITY DATA FILE (AVB) (USID T activities only). This file contains data elements critical to the proper preparation of the Availability Cost Report and ROV Summaries. Extreme care must be exercised when updating this file and access should be granted only to the appropriate WCSs. The WCS must become familiar with all ROV supply and financial procedures. When both systems are implemented with full interface capabilities, updating of the file will be accomplished through the IMMS-RT Interface Function. Until full interface capability is received, the file will be updated through the logistics subsystem Maintaining Currency of Technical Data function. A record in the AVB will contain the following data elements:

   a. Tended Ship UIC (Benefiting UIC) - identifies the specific ship to be scheduled;
   b. Availability Category and Number - identifies the type of availability;
   c. Scheduled Start Date - identifies start date for the availability period;
   d. Scheduled Completion Date - identifies completion date for the availability period;
   e. Available Total Man-hours - identifies total man-hours available;
   f. Limit Total Man-hours - identifies any man-hour limits;
   g. Available Total Material Cost - identifies total material cost for availability;
   h. Limit Total Material Cost - identifies any material cost limits;
   i. True Service Code - identifies the Service code of the tended ship;
   j. Appropriation Indicator Charges - identifies the TYCOM designator of the tended ship (first position of the fund code);
   k. Appropriation Indicator Credits - identifies the TYCOM designator of the tender or repair ship (first position of the fund code);
   l. Appropriation Indicator (Benefiting UIC) - identifies the indicator that is used as part of the key to the Appropriation (APPN);
   m. ROV Summary Indicator - identifies the Type of Summary (A or B) that will be used for transactions during the availability period;
n. Effectiveness Exclude Code - prevents demands of DTO requisitions for the benefiting UIC from being reflected in the Supply Effectiveness Report; and

o. Print Availability Data - provides the option to print a listing of the Availability File.

7. FUND CODE DATA (FC). The fund code data is recorded in the Fund Code Validation Table. The file should contain all end-use fund codes (internal and external) which will be used by customers of the RSUPPLY activity. Each fund code will be assigned an appropriation indicator and TYCOM designator. These codes have been standardized and are defined in the RSUPPLY Financial Support Procedures. Each appropriation indicator assigned to a fund code record must have an entry in the Appropriation File for every applicable fiscal year. The file will be used to validate the fund codes in transactions and to cross-reference the fund code to complete accounting data elements in the Appropriation File. Records in the Fund Code Validation Table will also contain Validation Start and Stop Dates (date the fund code becomes effective and last effective date).

8. MASTER VALIDATION DATA. Data is contained in the Validation Tables Non-privileged (VTN), and Validation Tables Privileged (VTP) files. Each of these files is made up of several tables used to validate input data elements or to provide data for system output or other processing programs. The privileged tables are made up of data elements common to all users and are established and updated by SPAWARSYSCEN (see RSUPPLY Support Procedures). The Non-privileged tables will be maintained by the RSUPPLY activity. When adding, changing, or deleting records in this file, the computer will only update the files on the Host computer. The files on the RPS computer will not be updated. To avoid mistakes caused by erroneous data entering the system, the FAS must ensure that all changes to the VTN files are downloaded from the Host to the RPSs. The RSUPPLY FAS must prepare a request for ADP services to accomplish this download whenever a change is made. The VTN tables are as follows:

<table>
<thead>
<tr>
<th>Table Code</th>
<th>Name</th>
<th>Purpose/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC</td>
<td>Advice/Status Code</td>
<td>Provides a cross-reference from code to short description. Used to define codes on output reports and queries.</td>
</tr>
<tr>
<td>CRI</td>
<td>Cognizance Symbol to</td>
<td>Contains a record of all Cog Routing Identifier symbols the activity expects to use and the routing identifier of the activity to which system-generated requisitions for that Cog symbol will be submitted.</td>
</tr>
<tr>
<td>DEP</td>
<td>Department Code to Name</td>
<td>Provides the complete department name for department codes established in the CSR File. Used to provide department names on output reports.</td>
</tr>
<tr>
<td>DIV</td>
<td>Division Code to Name</td>
<td>Provides the complete division name for division codes established in the CSR file. Used to provide division names on output reports.</td>
</tr>
<tr>
<td>DLA</td>
<td>Defense Logistics Agency</td>
<td>Contains routing identifiers and UIC of any DLA</td>
</tr>
</tbody>
</table>
Codes (USID C & M only) activity to which fuel is offloaded. Used to validate offload document identifier and assignment of proper FIR codes on financial reports.

<table>
<thead>
<tr>
<th>Table Code</th>
<th>Name</th>
<th>Purpose/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMC</td>
<td>Local Management Codes</td>
<td>Contains all the BMF local management codes being used and a definition of each code. Used to validate LMCs entered on the system.</td>
</tr>
<tr>
<td>RCC</td>
<td>Reimbursable OPTAR Control Codes</td>
<td>Provides a cross-reference for each RCC to a unique department code and serial number established in the CSR file. Used to validate transactions citing __A fund code and identify the specific reimbursable work order on system produced reports.</td>
</tr>
<tr>
<td>RI</td>
<td>Routing Identifier</td>
<td>Provides a cross-reference from RI code to name of the activity. Used to define RI codes on system produced reports.</td>
</tr>
<tr>
<td>SUI</td>
<td>Supported Squadron UIC to Serial Number (USID C &amp; M only)</td>
<td>Used to assign squadron UIC to transactions citing AFM fund codes. Unique serial number series will be assigned to each squadron in the CSR file.</td>
</tr>
<tr>
<td>TEC</td>
<td>Type of Equipment Code to Description (USID C &amp; M only)</td>
<td>Provides a cross-reference between the type equipment code and a description of the code. Validates aircraft TECs established in the ETC file.</td>
</tr>
</tbody>
</table>

6818 FINANCIAL DATA

APPROPRIATION FILE (APPN). The APPN File provides complete accounting data for end-use fund codes cited on supply transactions and contained in the FC. This cross-reference between FC and APP is accomplished through the appropriation indicator which is a mandatory data element in both files. Appropriation indicators have been standardized and are listed in the RSUPPLY Financial Support Procedures. The appropriation data is also used by system programs to add appropriate data elements to output financial reports. Access to the financial data files should be restricted to the RSUPPLY FAS and appropriate financial WCS (normally a stock control or financial supervisor). Specific data elements and procedures to update the APP File are located in RSUPPLY Support Procedures Manual.

6819 HISTORY FILES

GENERAL. To provide a complete history of supply processing yet limit the size of some active system files, records are periodically retired to history. These files are normally maintained offline.
and the records will not be available to the user via RSUPPLY on-line programs after three fiscal years except for NWCF-SM inventory transactions. However, physical, hard copy documentation must be retained for 10 years where applicable. The following files are maintained for historical purposes:

a. Cumulative Transaction Ledger (CTL). Provides a history of transactions transferred from the active files to archive. A printout of the records added to the history file can be produced.

b. OPTAR History File (OHF). Provides a complete record of all transactions that had an effect on one of the OPTARs maintained by the RSUPPLY activity. See paragraph 9409 for further information.

c. Cumulative OSO File. Provides a cumulative, fiscal year-to-date record for each OSO transfer (DIs X37, X38, X39) processed through RSUPPLY.

d. Receipt History File (RFH). Provides a cumulative, fiscal year-to-date, record of all stock and DTO receipts (DIs X71, X73, X77) processed through RSUPPLY.

e. RHF. Provides a record of all completed requisitions that have been retired from the BRF/ART.

6820 TRANSACTION LEDGER FILES

GENERAL. The transaction ledger files provide an audit trail of transactions successfully processed through any of the RSUPPLY subsystems. Records in these files may be viewed individually, or a listing may be produced for all or part of a file. The four transaction ledger files are as follows:

a. Material Transaction Ledger File. Contains non-QCOSAL transactions that affect inventory data in the BMF. Examples of transactions appearing in this file would be issues, receipts, newly-established records, location changes, gains or losses by inventory, and requisitions.

b. QCOSAL Transaction Ledger File. Contains transactions made to QCOSAL inventory data in the QCOSAL File and BMF. Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions for QCOSAL records.

c. Requisition Transaction Ledger File. Contains MVO transactions that establish or update records in the Basic Requisition File such as requisitions (AO), and status documents (AS, AU, AE).

d. Financial Transaction Ledger File. Contains transactions that were of significance to the financial files only (DIs X39, X49, X50, X51, X52, or X76).
6821 MANUAL FILES

1. GENERAL. Manual files are required to provide control of supply transactions which require further manual or automated processing, and provide history or reference data on completed transactions. In order for the RSUPPLY system to function properly, the files detailed in the following paragraphs will be maintained (additional files may be necessary due to individual requirements) for ten years, in accordance with Assistant Secretary of the Navy (FM&C) memorandum, Revised Document Retention Requirements To Support Department of the Navy Financial Statement Audits, dated 29 January 2015.

2. BATCH PROCESSING INPUT FILE. The Batch Processing Input File will contain the data that is to be processed via the Incoming Batch Transaction subsystem of RSUPPLY. The input will be held by the RSUPPLY FAS until the scheduled processing date and then forwarded to the data processing division. A printed request for data processing services will accompany the input and a receipt signature will be obtained when the input records are turned over.

3. BEARER SUSPENSE FILE. The Bearer Suspense File will contain copies of requisitions prepared manually for bearer pick-up or SERVMART purchases. The file serves as a tickler file to ensure return of the invoices covering the material. Upon receipt of the invoice, the control copies may be destroyed. The file will be maintained in Julian Date sequence. In place of the Bearer Suspense File, a log containing appropriate information may be used to control return and RSUPPLY input of the document. For USID M activities refer to Aviation Supply Desk Top Procedures (ASDTP).

4. DATA PROCESSING HISTORY FILE. The Data Processing History File contains all input processed through the Incoming Batch Transaction subsystem. The data will normally be maintained for a period of ninety days.

5. DLR CARCASS SHIPPING FILE. The DLR Carcass Shipping File will contain a copy of all shipping documents for DLR items shipped to ATAC HUB or the designated overhaul points. The DLR Logistics Specialist will maintain the file in NIIN sequence. The file will be retained in accordance with the most current fleet commander's directive.

6. EXPENDITURE INVOICE FILE. The Expenditure Invoice File will contain the original, or a copy when the original is required elsewhere, of each expenditure document (MRI and MRE completed picking tickets will not be included) prepared by the RSUPPLY activity. The file will be maintained in document number sequence and will be retained for three fiscal years. For USID M activities refer to ASDTP.

7. ISSUES PENDING FILE (MANUAL). This file will contain a copy of each customer material request forwarded to storage or procurement sections for off-line processing. The file will be maintained in Julian Date and serial number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and to protect against lost documents. For USID M activities refer to ASDTP.
8. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File will contain copies of receipt documents for material not related to a RSUPPLY user's procurement document. The file will be maintained in Julian Date/document number sequence by the receiving section for a period of one year.

9. MISCELLANEOUS SHIPPING PAPERS FILE. The Miscellaneous Shipping Papers File will contain the original or a copy of invoices and related documentation covering material shipped by the supply department but not carried on the activity's records. This could include personal effects, transshipments for other activities, technical publications, and others. This file will be maintained in the shipping section for three years.

10. POST-POST TRANSACTION HOLDING FILE. The Post-Post Transaction Holding File will contain documentation covering completed transactions processed off-line. The documents will be held in the file until access to RSUPPLY is possible and then will be used to record the transaction and update the RSUPPLY files. Files will be maintained in stock control, supply/logistics support center/repairables management division, and storerooms. The documents will be transferred to the Stock Control History File after processing in RSUPPLY. For USID M activities refer to ASDTP.

11. PROOF OF DELIVERY FILE. This file (USID M activities only) will contain the signed copy of all documents for material issued. Refer to ASDTP.

12. PURCHASE ACTION FILE. The Purchase Action File will contain copies of all outstanding purchase documents for supplies and services. Procurement will be considered to be outstanding until the material and dealers invoice are received. Upon completion of the purchase, the invoice will be certified for payment and forwarded to the paying activity. The retained documents will be transferred to the Purchase Payment File. For USID M activities refer to ASDTP.

13. PURCHASE PAYMENT FILE. The Purchase Payment File will contain the documents related to a completed purchase order. The file will contain a copy of the activity's purchase order, receipt invoice, and the certified dealers invoice forwarded for payment. The file will be maintained in stock control or supply/logistics support center and retained for a period of three fiscal years. For USID M activities refer to ASDTP.

14. REQUEST FOR DATA PROCESSING SERVICES FILE. This file will be maintained by the RSUPPLY FAS and will be divided into an outstanding and a completed section. It will be used by the FAS to determine the status of requested processing and as a control for batch input data submitted to the data processing center.

15. STOCK CONTROL HISTORY FILE. The Stock Control History File will contain all source documents used as input or completion of transactions through RSUPPLY. Included in this file are picking tickets for completed MRI and MRE issues, off-line procurement documents, local change notices, spot inventories, and copies of receipt documents. The file will be maintained in Julian Date and serial number or NIIN sequence for records with no document number assigned. Documents in the file will be retained for a period of three fiscal years. Typically, this file is maintained separately according to type of document, (i.e., issues, offloads, receipts, etc.), in appropriate sequence by the work center that is responsible for processing RSUPPLY input.
16. SYSTEM OUTPUT FILES. The System Output Files will consist of reports generated by the system automatically or upon request. Each of the reports will be filed separately in appropriate binder or cabinet, except that related reports (such as the Financial Inventory Report and substantiating detail reports) may be filed together as a unit. Retention periods for the files will vary and will be discussed in the sections of this publication applicable to specific reports.

6822 MASTER STOCK STATUS AND LOCATOR LISTING (MSSLL)

The MSSLL (DI 080) is a listing of the BMF/SIT records and additional data from the Part Number, Substitute, and Pack-Up Item files (see sample Appendix 15). The MSSLL can be a complete list of all BMF/SIT records or it can be limited to specific records by using the general selector capability. The MSSLL of all BMF/SIT records should be printed periodically (at least monthly) to ensure capability for processing when the system is down temporarily or for an extended period of time. Copies of the MSSLL should be distributed to all supply work centers (customer service division, stock control, and storerooms).

6823 MASTER LOCATOR LISTING

The Master Locator Listing (DI 095, see sample Appendix 15) provides storage personnel with a listing in NIIN sequence of all location data for records on the BMF. The general selector may be used when requesting the locator listing.

Section III: ISSUE CONTROL

6830 REQUESTING MATERIAL

1. GENERAL. This section provides instructions for the issue of general use consumables and repair parts material. For issues of Aviation fuel see Chapter 8, Part E, for issues of DLRs see paragraph 8310. The authority for the supply department to issue material will be a customer request submitted on a DD Form 1348 or other locally acceptable form.

6831 DOCUMENT NUMBERS

During the MRI process, issues to the activity’s work centers will be automatically assigned document numbers based on established logon profiles (except USID M activities which will assign document numbers manually). Issues to supported units and issues processed as post-post will be assigned document numbers manually. Document numbers assigned manually will be controlled and recorded in accordance with paragraph 3822.

6832 ISSUE PROCESSING IN INTERACTIVE (ON-LINE) MODE

1. GENERAL. On-line processing of material requests will consist of four processing steps as follows:
a. Interactive MRI processing;

b. Manual storeroom/warehouse processing;

c. Customer delivery; and

d. Warehouse processing.

2. INTERACTIVE MRI PROCESSING. Material requests entered via the MRI data entry screen either by the customer or the supply department will be automatically compared to the control and validation files to ensure only valid data has entered the system. Validation errors will cause an error message to be displayed, and the condition must be corrected before processing can continue. Upon completion of the data validation, the availability of material or acceptable substitutes will be determined, and picking tickets will be produced. A record for each picking ticket will be established in the Issue Pending File. Material determined to be not-carried or not-in-stock will be procured as discussed in paragraph 3827 (on-line DTO requisitions).

3. STOREROOM/WAREHOUSE PROCESSING. Storeroom or warehouse personnel will use the computer-generated picking ticket (DD Form 1348-1A) to locate material, pick it from assigned locations, and physically move it to a designated issue staging area. Stores/Material personnel will process the picking ticket as follows:

   a. General Processing Requirements:

      (1) All locations indicated on the DD Form 1348-1A picking ticket, will be searched for sufficient quantity to fill the requirement. If material cannot be located, a search of surrounding locations should be made for erroneously stowed material. If the picking ticket shows four locations, then additional locations may be contained in the Material Location File (MLF) and the storeroom location screen must be checked.

      (2) When necessary to adjust the issue quantity to coincide with the standard pack of the item, the quantity requested will be lined out and the quantity actually issued will be entered and circled. The picking ticket will be annotated “STANDARD PACK ADJUSTMENT” in the remarks block.

      (3) It must be determined by using the BMF Query Function if there is substitute material available to satisfy the requirements. Based on local policy, a substitute may be issued to satisfy the requirement. When a substitute item is issued, the original stock number will be lined out and the actual stock number issued will be written above it.

   b. Complete Issue:

      (1) When the full quantity requested is available, the quantity requested will be circled and the material moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be signed (wet signature) and dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample below).
(2) One copy of the picking ticket will be attached to the material and the remaining copies will be delivered to the customer service division.

PICKING TICKET FOR COMPLETE ISSUE

![Picking Ticket Image]

- **c. Partial Issue:**
  1. When all locations have been thoroughly checked and only a partial quantity can be issued, material is said to be partially not-in-stock (PNIS). The quantity requested will be lined out, and the quantity actually issued will be entered and circled. The material will be moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be initialed, dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample on following page).

  (2) One copy of the picking ticket will be attached to the material and one copy will be delivered to the customer service division.

- **d. Total Not-in-stock:**
  1. When all locations have been thoroughly checked and no material is available for issue, material is said to be not-in-stock (NIS). The DD Form 1348-1A picking ticket will be annotated TOTAL NIS or WAREHOUSE REFUSAL. The picking ticket will be initialed and dated.
(2) The picking ticket will be delivered to the customer service division.

(3) The picking ticket will be annotated Substitute issue, Requisition DTO, or Cancel as appropriate, and then delivered to the processing point for the particular storage area.

PICKING TICKET FOR PARTIAL ISSUE

4. CUSTOMER DELIVERY. When the material is picked up by or delivered to the customer, the customer’s signature will be obtained and the current date entered on the picking ticket. The signed picking ticket will then be forwarded to the RSUPPLY processing point for the particular storage area.

5. RSUPPLY WAREHOUSE PROCESSING. When the picking ticket is received by the processing point, the issue transaction will be completed using the Warehouse Action Function of RSUPPLY. When the original requirement is completely or partially NIS and the balance is required, RSUPPLY will screen the Substitute File for available material and if substitutes are available, they will be offered for issue. Substitute picking tickets will be produced and processed in accordance with paragraph 6832-3. When substitute material is not available, a DTO requisition will be produced. The original picking ticket will be annotated “Recorded In RSUPPLY,” initialed, and forwarded to stock control for filing in the Stock Control History File.

6. DISTRIBUTION OF PICKING TICKET. The original of the picking ticket will be retained in the stock control history file. At least one copy will be provided to the customer and the remaining
copies should be destroyed. Document will have a printed name, wet signature and date, and will be retained for ten years, in accordance with Assistant Secretary of the Navy (FM&C) memorandum, Revised Document Retention Requirements To Support Department of the Navy Financial Statement Audits, dated 29 January 2015.

7. FILES UPDATED. Upon completion of warehouse action processing, the following RSUPPLY files will have been updated as a result of the issue transaction:

a. BMF - the on-hand quantity will be reduced by the quantity issued to reflect the quantity remaining in storeroom/warehouse locations;

b. Aviation/Surface Maintenance File - if the issue was maintenance-related, a Maintenance Data Collection (MDC) record, (i.e., JCN, APL, document number, etc.), will be added to the applicable file. The record will be held until Reports 91 and 96 are produced by RSUPPLY processing (see paragraph 6863);

c. Repairable Tracking File

   (1) For issue at USID A and T activities, this will contain an image of the issue document (see Chapter 8, Part D for additional information);

   (2) For issues at USID C and M activities, this will contain the requisition generated to replenish stock (see Chapter 8, Part D for additional information);

d. Financial Holding File - the issue transaction record will be added to the file and held until financial posting and reporting are completed by the end of the month's financial processing;

   e. Material Transaction Ledger File - the issue transaction will be added to the file for later review on the CTL and subsequent research requirements;

   f. Basic Requisition File (if PNIS/NIS) - the DTO requisition for the NIS quantity will be established in the file; and

   g. Transaction Holding File (if PNIS/NIS) - the A0 record for the NIS requirement will be added to the file pending requisition release processing.

6833 ISSUE PROCESSING IN OFF-LINE MODE

1. GENERAL. Off-line processing of material requests will consist of four processing steps as follows:

a. Customer Service Division processing;

b. Manual storeroom/warehouse processing;

c. Customer delivery; and

d. Post-post processing.
2. CUSTOMER SERVICE DIVISION PROCESSING. The Customer Service Division will act as the central entry point for issues to be processed off-line. Upon receipt of the customer's DD Form 1348-1A or other locally acceptable form, the following will be completed:

   a. Auditing the request to ensure data is complete and accurate (requests requiring MDS data will be rejected if necessary information is not provided, see paragraph 3825);

   b. Determining the availability of the requested material or substitutes by using the MSSLL;

   c. Annotating the locations of the material to be issued on the back of the form;

   d. Lining out the requested stock number and entering the updated/substitute stock number if such is to be issued;

   e. Annotating the stock numbers and locations (BMF and MLF) of all available substitute material on the back of the form;

   f. Ensuring the equipment is included in the applicable allowance list if the requested material is COSAL or AVCAL maintenance-related. If not, a request must be forwarded to the allowance list maintenance section for appropriate action (see paragraphs 2100 and 2104);

   g. Preparing of a DTO requisition when requested material is NC and no substitute is available (see paragraph 3828); and


3. STOREROOM/WAREHOUSE PROCESSING. Storeroom personnel will use the annotated DD Form 1348-1A (or other form) to locate the material and physically move it to the issue staging area. Store's personnel will process the issue document in accordance with paragraph 6832-3.

4. CUSTOMER DELIVERY. When the material is picked up or delivered to the customer, the customer's signature will be obtained and the current date entered on the issue document. The signed issue document will be forwarded to the Customer Service Division.

5. POST-POST ISSUE PROCESSING. Upon receipt of an issue document, the Customer Service Division will update RSUPPLY as follows:

   a. Upon receipt of the signed, completed issue document, the copy will be removed from the Issues Pending File (Manual) and destroyed.

   b. The completed issue document will be filed in the Post-Post Transaction Holding File until the issue can be recorded in RSUPPLY.

   c. When RSUPPLY is available, the completed issue will be recorded in RSUPPLY using the post-post option of the Material Requirements Internal Function.
d. After the issue is recorded in RSUPPLY, the issue documents will be annotated “Recorded in RSUPPLY and forwarded to stock control for filing in the Stock Control History File. A picking ticket will not be produced.

6. FILES UPDATED. Off-line issues processed via the post-post MRI function will update the files listed in paragraph 6832-7.

6834 MAINTENANCE SUPPORT PACKAGE (MSP)/MAINTENANCE SUPPORT MATERIAL (MSM)

1. GENERAL. Maintenance Support Package (MSP) material in USID C activities and Maintenance Support Material (MSM) in USID M activities consists of small, low cost, AVCAL allowance stock material. Items included in an MSP/MSM are designated by the Supply Officer/Aviation Supply Officer and are identified on the BMF by setting the MSP/MSM indicator. MSPs/MSMs will be centrally located in or near AIMD facilities to provide accessibility to maintenance personnel. MSP/MSM issues will be limited to immediate maintenance requirements; stockpiling by work centers will not be permitted. USID M activities will refer to USMC Aviation Supply Desk Top Procedures and to OPNAVINST 4790.2, Naval Aviation Maintenance Program.

2. ISSUE PROCEDURES. MSP/MSM issues may be accomplished in accordance with the procedures described in paragraphs 6832-6833 or they may be accomplished off-line using a locally developed Drop Sheet form. When the drop sheet is used, issues will be made upon presentation of a properly completed VIDS/MAF (OPNAV 4790/60) prepared in accordance with OPNAVINST 4790.2 (series). A separate line entry will be made on the drop sheet for each item issued. Daily MSP/MSM issues will be recorded in RSUPPLY using the MRI post-post option. Document numbers will be assigned manually in accordance with paragraph 3822.

3. MSP/MSM DROP SHEET FORMAT. The locally developed drop sheet will include the following minimum information necessary to record the issue in RSUPPLY:
   a. NSN, NICN, LICN;
   b. Unit of issue;
   c. Quantity issued;
   d. Julian Date;
   e. Serial number;
   f. Job control number;
   g. Type equipment code;
   h. Work unit code;
   i. Project code;
   j. Priority;
   k. Receipt signatures; and
   l. Fund code.
4. MSP/MSM LISTINGS. A listing of MSP or MSM material can be produced using the MSSLL and general selector functions of RSUPPLY (refer to paragraph 6822).

6835 AVIATION SUPPORT PACKAGES (USID C AND M ACTIVITIES)

1. CONTINGENCY SUPPORT PACKAGE (CSP). A CSP is a tailored intermediate level support package that identifies the personnel, repair parts, test equipment, and facilities required to provide logistical support to aircraft when deployed for extended periods from their supporting MALS. CSP assets will be drawn from existing parent MALS, IMRL, SE, AVCAL, COSAL and MF allowances that have been supplemented to meet the CSP requirement.

2. LOCALLY DEVELOPED SUPPORT PACKAGES. Aviation activities may develop support packages (packups) for aircraft temporarily operating away from the supporting activity. Material to be included in a locally developed packup will be identified jointly by the aircraft squadron and the supporting activity's supply and maintenance personnel. Allowances will not be increased for items included in locally developed support packages. Material included in locally developed packups will remain on the records of the supporting activity. The material will be under the sub-custody of the deploying squadron and receipt signatures obtained. Squadron personnel will record parts usage and will, in accordance with locally developed procedures, provide issue documentation to the parent activity for MRI processing on a post-post basis. Upon completion of the deployment, all packup material will be inventoried and any items not accounted for will be charged to the appropriate end-use OPTAR account. Special controls must be established to ensure that NRFI DLR items are accounted for and inducted into the repair cycle.

3. RELATED FILES AND FUNCTIONS. CSP or packup items will be identified on the BMF by the packup indicator being set as a result of data established in the Packup Item File (PUI) and Packup File (PUF). Each CSP or packup established will be assigned a locally developed serial number identifying a particular aircraft or squadron. The Establish Support Package Record function will be used to establish and update CSP information in the BMF, PUF, and PUI files.

4. PACKUP AIDS. The Allowance Support Package Function provides support package listings, either for an individual packup or a consolidated listing for all packups, and may, at the user's request, produce issue documents (DD Form 1348-1A). Issue documents and a Packup Listing will be provided to supply personnel of the deploying squadron. Items and quantities included in the CSP or packup will be acknowledged (i.e. circle, square, check mark, or some notation that the quantity was verified), include a wet signature and date, and include the printed or stamped name on the hardcopy receipt. Output from the packup aids function will vary depending on the options selected.

6837 PEB MATERIAL

Issues of material from stock to replenish PEBs ins will be initiated using the RSUPPLY Material Requirements Internal Function as described in paragraph 6832. Maintenance data for PEB replenishment requirements will be entered per instructions in the RSUPPLY Support Procedures Manual, Volume II, Chapter 3. See paragraph 6836 for information on the PEB Review Report and PEB Listing.
ISSUE CONTROL

1. GENERAL. To ensure that all customer requirements are processed within prescribed time frames, preserve the highest possible inventory accuracy, and assure the integrity of RSUPPLY files, supply managers must establish internal procedures to monitor all pending issue requests through completion.

2. ISSUES PROCESSED ON-LINE. RSUPPLY assists the monitoring of customer requirements through the Issue Pending File Report (see sample in Appendix 15). The IPF Report will be received and processed daily. It provides information on material requirements for which processing is not yet complete. The report consists of two parts as follows:

   a. Unprocessed Picking Tickets (all USID Codes). This report will list, in document number sequence, all picking tickets that have been printed, but for which material issue has not been recorded. Outstanding high priority (1-8) requirements older than 24 hours and routine requirements older than 72 hours should be reviewed. The Customer Service or Storeroom Work Center Supervisor will ensure that each requirement is researched and appropriate action recorded via the RSUPPLY Warehouse Action Function.

   b. Repairables Awaiting Return from AIMD (USIDs C & M only). This part of the report will contain a listing of completed DLR items issued for which a repaired replacement item has not been returned. BMF records for NSNs on this report will reflect the quantity awaiting repair in the NRFI quantity field. Stock control and repairables management work center supervisors will review this report daily and reconcile the NRFI items with AIMD supervisors at least weekly. Items found to have been returned by AIMD will be completed using the Carcass Processing/Returns from AIMD.

3. OFF-LINE ISSUES. Issue requests processed off-line will be monitored using copies of issue documents retained in the Issues Pending File (Manual). This file must be reviewed daily, and follow-up action must be taken for all documents not returned within the 72-hour time frame.

LONG TERM SYSTEM FAILURE

PROCESSING MATERIAL REQUIREMENTS. When RSUPPLY is not available for an extended period of time, material requirements will be processed in accordance with paragraph 6833 and the following instructions:

   a. Each issue or transfer transaction will be recorded in the MSSLL by reducing the on-hand quantity by the transaction quantity.

   b. Upon receipt of the completed issue or transfer document from storage, the Issues Pending File copy will be removed, attached to the other copies, and distributed as follows:

      (1) Original to the RSUPPLY Pending File;

      (2) Copy to the Budget File;
(3) Copy to the Expenditure File;
(4) Copy to the DLR File (required if 7 _ Cog or OM&S repairable item was issued on exchange advice-coded requisitions); and
(5) Copy to Stock Replenishment File (required if on-hand quantity is equal to or less than MSSLL reorder point quantity).

c. Once RSUPPLY is again operational, all transactions in the RSUPPLY Pending File must be processed using the post-post option. Receipt transactions will be input before expenditures from stock are processed.

Section IV: STOCK CONTROL

6840 MATERIAL FILE MAINTENANCE

1. ESTABLISHING AND UPDATING FILES. The procedures for establishing and updating records in the BMF/SIT and other material files are contained in the RSUPPLY Support Procedures Manual. RSUPPLY records are also established or updated through the batch processing functions as follows:

   a. BMF Utility Program - provides management data change capabilities (paragraph 6841);
   b. Change Notice Action - allows updating of BMF/SIT management data (paragraph 6842);
   c. BMF/ SIT Data Reconciliation (E38) - allows reconciliation of BMF/SIT data with NAVSUP BSC records (paragraph 6843);
   d. Substitute/interchangeable Data allows updating of substitute/interchangeable records in the Substitute File (paragraph 6844);
   e. Annual Price Changes - allows automated updating of BMF/SIT prices based on NAVSUP BSC files (paragraph 6845); and
   f. Demand Data - allows recording, transferring, deleting demand data and processing Demand Transfer Tapes (paragraph 6846).

2. DELETING/DEACTIVATING BMF/SIT RECORDS. Records in the BMF/SIT and all related material files may be deleted/deactivated providing specific conditions listed in the RSUPPLY Support Procedures Manual are met. A BMF Record Delete Report will be produced for each record processed and will notify the user that the record was deleted or will provide the reason why the record could not be deleted. The BMF delete reports should be filed separately and retained for a minimum period of one year.
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6841 BMF UTILITY PROGRAM

GENERAL. This program provides a means of accomplishing mass changes to certain BMF/SIT data elements in a batch mode (see RSUPPLY Support Procedures Manual). The general selector may be used to restrict the change action to a specific set of records. The following changes may be made using the BMF utility:

a. clear or set order-and-shipping-time values on all records;

b. change AT codes 6, 7, and 8 to 9, if a substitute or interchangeable relationship is established;

c. clear the nonrecurring quantity field;

d. clear the limit flag;

e. clear the local management field;

f. clear the FILL item indicator;

g. clear the MSP indicator (USIDs C&M only); and

h. clear the PEB indicator.

6845 ANNUAL PRICE CHANGES

GENERAL. In September of each year, NAVSUP BSC generates the Annual Price Update and posts it to https://ep.erp.navy.mil/materialupdates. The NAVSUP Comptroller team coordinates with TIVOLI, the running of several programs that pull in prices from FLIS and the ERP pricing tables. A separate program then creates the ERP Portal files, to be downloaded by the fleet on an annual basis. The fleet will download this file, so that RSUPPLY can be updated. This file will contain the latest or anticipated procurement costs experienced by the supply planners. Unit price data must be compatible with these costs to ensure that end-use expenditures of material generate sufficient funds to finance the cost of replenishing supply system stock. Process the Monthly Change Notice and Annual Price Change and perform follow-up action to resolve discrepancies on the Storeroom CN Action listings (JSS140 or JSS104) and Annual Price Change Transaction Error Report (JSS130 or JSS106). Retain the annotated (documenting any follow up action taken/to be taken) and signed copies of the worked Storeroom CN Action listings (JSS140 or JSS104) and the Annual Price Change Transaction Error Report (JSS130 or JSS106). If no errors, sign, date, and retain the "Negative Report" indicating no discrepancies. If necessary, contact the local Afloat Training Group (ATG) or TYCOM for instructions on how to obtain and execute Monthly Change Notice and Annual Price Change.

6846 DEMAND DATA

1. RECORDING DEMAND DATA. Recording of material usage in the BMF/SIT and related demand is essential to the proper computation of requisitioning objectives and reorder points by the Demand History Processing Function. Demand data recorded in RSUPPLY files is also used by the Fixed Allowance Management Review Function which is a valuable and necessary tool in the management of fixed allowance repairable items (see paragraph 6855). Demand data will normally be recorded when processing material requirements via MRE, MRI, or requisitioning functions of RSUPPLY. There are, however, instances when DTO material is obtained by money-
value-only requisitions and purchase actions or by other than normal procurement methods. The demand in these cases must be recorded directly to the files by the Demand Recording Function (see the RSUPPLY Support Procedures Manual).

2. DEMAND FILE UPDATES. RSUPPLY initially records the current month's demand in the appropriate demand fields of the BMF/SIT record. At the end of the month, as a by-product of monthly financial processing, demand data is transferred from the BMF/SIT to the applicable demand history files. The transfer of demand data requires specific batch job processing by data processing personnel. The FAS must ensure that the demand transfer is accomplished immediately after end-of-month financial processing. Instructions are provided in the RSUPPLY Support Procedures Manual.

3. TRANSFERRING DEMAND DATA. RSUPPLY provides the capability of transferring demand data between ships and activities. This capability can be especially useful to ships and MALS preparing for deployments to operations in unusual or special operating environments in which another activity has been or will be operating. When requested or directed to provide demand data, a demand transfer file will be prepared (see the RSUPPLY Support Procedures Manual). When a demand transfer tape is received from another RSUPPLY activity, it will be input to RSUPPLY via the Incoming Batch Transaction subsystem (see RSUPPLY Support Procedures Manual).

4. DELETING DEMAND DATA. Demand data may be deleted from individual NSN records by use of the Demand Recording Function (see RSUPPLY Support Procedures Manual). This function should be used when the demand data recorded is verified to be erroneous or represents a one-time-only requirement that is not appropriate for use in the computation of stock levels. Demand data may also be deleted from all or selected records by use of the Deletion/Transfer Demand Data Function (see RSUPPLY Support Procedures Manual). Use of the delete option of this function should be restricted to supply and stock control managers and only used with the approval of the Supply Officer.

5. DEMAND REPORTING OF LOCALLY PURCHASED ITEMS. If procurement was processed in RSUPPLY via a money-value-only requisition or purchase order, a report of locally purchased or manufactured NSN items will be prepared in accordance with paragraph 3057. The DHA and BHJ cards will be held in a Manual Suspense File until the end of the month when they will be submitted to NAVSUP WSS Mechanicsburg or Philadelphia, as appropriate.

Section V: INVENTORY MANAGEMENT REPORTS

6851 AVCAL/COSAL ANALYSIS REPORT

1. DESCRIPTION. The AVCAL/COSAL Analysis Report (DI 009) provides data from the BMF/SIT necessary to determine the status of material support for a single APL or RIC. The report lists all NIINs supporting the APL or RIC (see sample Appendix 15) and is useful in determining the cause of inadequate levels of support identified by the AVCAL/COSAL.
Percentage Report. The report may also be used to verify, on an individual APL or RIC basis, data applied to the RSUPPLY files by processing COSAL or AVCAL data tapes received from the ICP.

2. PROCEDURES. Instructions for requesting the report are contained in the RSUPPLY Support Procedures Manual. A detailed report should be produced whenever the AVCAL/COSAL Percentage Report reveals a low level of material support for a particular APL or RIC or at other times when there is a need to verify or review BMF/SIT records supporting an individual APL or RIC.

3. REVIEW AND ACTION. When the report is produced as a result of low-material support percentages, the report will be reviewed to identify the BMF/SIT records with on-hand or on-hand-plus dues quantity below the reorder point. Individual NSNs will then be reviewed using the BMF/SIT and BRF/ART query functions to determine why the item is not on order (Automatic Reorder Restriction Code may be set). If on order, review the status of requisitions for possible expediting action. The BRF/ART query may also reveal that the material was shipped but never received and should be completed in accordance with paragraph 3532-3 and reordered.

6856 MASTER STOCK STATUS REPORT (MSSR)

1. DESCRIPTION. The MSSR (DI 011, see sample in Appendix 15) is a management aid that provides a statistical analysis by range and depth of an activities current stock status. The report may be used to monitor the progress of a major load out or to identify categories of material with low stock availability. The report will display, by cognizance symbol and allowance type code (1 through 4), a record count and percentage of BMF/SIT records with zero on hand (NIS), with on hand greater than zero (range), and with on hand equal to or greater than the requisitioning objective (depth).

2. REPORT REQUEST PROCEDURES. Instructions for requesting the MSSR are provided in the RSUPPLY Support Procedures Manual. The MSSR is produced as desired by the Supply Officer or other authority. It is recommended that the report be scheduled weekly during major stock replenishment evolutions, such as deployment load outs, ReAVCAL, or ILO shortage processing to monitor the progress of the receiving process. The General Selector Function explained in the RSUPPLY Support Procedures Manual may be used to produce the report for selected categories of material that can be identified by one or more BMF/SIT data elements.

3. REVIEW AND ACTION. The MSSR will be reviewed to identify any report category of material with low stock availability. Before corrective action can be accomplished, it will be necessary to identify the applicable BMF/SIT records using the MSSLL print and general selector functions (see paragraph 6822). After identification, the records will be reviewed to ensure that the item is on order and that status indicates the requirement is active in the supply system. Expediting or follow-up action will be accomplished if necessary. Procurement action will be initiated for material shortages not on order. During periods when a large volume of material is being received, it may also be necessary to determine if a backlog of unprocessed stock receipts exists or is present on the Suspense File and actual material on hand is not included in report totals.
1. DESCRIPTION. The SAMMA/SAL (DI 008) is an important management report for inventory managers. It is designed to provide the data necessary to evaluate activities overall inventory position based on data recorded in the BMF/SIT. Information provided by the report will alert supply managers of the need to either review stock replenishment policies, initiate requisition cancellation requests, perform stock offloads, or review and correct erroneous conditions in BMF/SIT records. The SAMMA/SAL Report (see sample in Appendix 15) consists of a glossary section and five report parts in matrix format by stores account (NWCF/OM&S), NWCF budget project, or cognizance symbol and allowance type code for predetermined categories. A complete description of each of the report parts is provided in the RSUPPLY Support Procedures Manual.

2. PROCEDURES. The report will be requested in accordance with instructions provided in the RSUPPLY Support Procedures Manual. The file will include data from each BMF/SIT record that was included in the unauthorized on order (UOO) caption (equivalent of RAO). The SAMMA/SAL Report will be produced in accordance with policies established by the Type Commander but not less than once each month. Normally, the report will be produced after the monthly change notice and demand history processing have been accomplished. The report should also be produced prior to, and immediately after, major processing evolutions that result in large scale changes to the BMF/SIT (new COSAL, ReAVCAL, major offload evolution, annual price change file, etc.). Access to the SAMMA/SAL functions will normally be restricted to stock control supervisors, officers, and superiors in the supply department organization. When requesting the SAMMA/SAL reports, the following options are available which affect report computations and records used by the programs:

   a. Order and Shipping Time Factor. This value, specified in number of months, is used by the computer in the computation of the SAL value. It should be the same as the OST value specified in the demand history processing parameters. Use of different OST values can distort the SAL computation and will result in misleading values being reported. OST values to be used are specified in applicable Type Commander instructions.

   b. True Assets Option. When the option to produce a True Assets Report is selected, excess assets from BMF/SIT records are applied to shortages in other records when a substitute/interchangeable relationship has been established. Use of this option is normally required by Type Commanders since it provides a more accurate evaluation of the activity’s stock posture and true ability to support the supply mission.

   c. Economic Retention Variable. This mandatory value determines the level of material that will be included in the economic retention category of the report. This material, although in excess, is not required to be included in routine offload evolutions due to its low monetary value. When the user does not specify a value, RSUPPLY has been programmed to use the value identified in the Constants File. This value is only used during program computations for records having the DBI indicator set and should be the same as that used in demand history processing parameters.

   d. General Selector. The general selector allows supply managers to tailor the SAMMA/SAL Report to any category of material, (i.e., specific Cogs requiring more visibility based on previous
SAMMA/SAL reports), that can be identified by one or more data elements in the BMF/SIT. The general selector will normally not be used when producing reports to be submitted to the Type Commander or other authority. Instructions for the use of the general selector are provided in the RSUPPLY Support Procedures Manual.

3. REVIEW AND ACTION. As the single most valuable material management report available in the RSUPPLY program inventory, the SAMMA/SAL must receive top-level management review. The report will identify problem areas and can be used to plan, monitor, and evaluate management evolution's such as allowance list processing, stock reorders and offloads, change notices, and other BMF/SIT maintenance actions to ensure maximum support in the supply mission. The SAMMA/SAL report will be submitted to external activities in accordance with the applicable fleet or TYCOM instructions.

6860 SUPPLY EFFECTIVENESS REPORT

1. DESCRIPTION. The Supply Effectiveness Report (Report 10) provides the Supply Officer with an overview of the supply department's efficiency in fulfilling material requests from end-users. The report (see sample in Appendix 15) will provide, for each applicable category by cognizance symbol in a matrix format, the number of demands received, issued, NC, and NIS. Percentages will be computed for net and gross supply effectiveness.

2. PROCEDURES. A Supply Effectiveness Report will be automatically produced each time financial processing (DI 100, see paragraph 9520) is accomplished. Each TYCOM will establish minimum acceptable supply effectiveness standards for the demand categories applicable to subordinate activities.

3. ACTION AND REVIEW. The report will be reviewed by the Supply Officer and other appropriate supply managers to ensure that performance standards are being met and, if necessary, to initiate corrective action. Supply effectiveness may be adversely affected by any of the following (a complete review of supply operations may be necessary to determine problem areas):

   a. Incomplete or inaccurate allowance lists will result in a lack of support for installed equipment or weapons systems and will be reflected by low gross supply effectiveness;
   b. Infrequent stock replenishment will lead to increased NIS demands and low net supply effectiveness;
   c. Failure to process transactions from the suspense and issue pending files will affect the report by lowering the demands received and issued captions and net effectiveness percentage;
   d. Failure to record issues processed off-line using post-post procedures;
   e. Failure to consider substitutes in the issue process;
   f. Improper Tech Edit processing, failure to verify APL data (Quantity Per Application) to ensure that quantity requested does not exceed the quantity per application;
   g. Failure to perform inventories and location audit programs;
   h. Poor Requisition File maintenance, overaged shipping status/ESD/BM status/BD status without follow up action; and
i. Demand Processing Parameters not properly set.

4. DISTRIBUTION. The Supply Effectiveness Report will be submitted, in accordance with the TYCOM’s directives, to the following external activities:
   a. NAVSUP WSS Mechanicsburg (Surface Only);
   b. NAVSUP WSS Philadelphia (Aviation Only); and
   c. CLF Commander, if appropriate.

6862 MONTHLY REPORT OF ISSUES OF CONTROLLED DRUG SUBSTANCES (USID A AND T ACTIVITIES)

The Monthly Report of Issues of Controlled Drug Substances (Report 34) is used to report the issue, transfer, or cash sale of controlled substance items to the Naval Medical Command. Items with an FSC of 65 and a security code of R or Q will be included in the report. The report consists of a printed listing for each UIC involved, and will be produced automatically each time monthly or yearly financial processing is requested. The printed report will be submitted in duplicate to:

NAVAL MEDICAL LOGISTICS COMMAND
Attn: Code 31-3
Fort Detrick
Frederick, MD 21702-5015

In addition, a copy of the applicable section of the report should be forwarded to the Controlled Substance Officer for each UIC included in the report.
CHAPTER 7: PACKAGING AND TRANSPORTATION

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CHAPTER 7
PACKAGING AND TRANSPORTATION

Part A: PACKAGING AND LABELING GUIDE FOR 2M REPAIRED ELECTRONIC COMPONENTS

7000 INTRODUCTION
The purpose of the Navy Packaging Program is to provide asset protection to Navy material while minimizing total ownership costs. This includes protection during the handling, shipment, and storage throughout the material’s life cycle. Inadequate packaging and careless handling are the principal causes of needless damage to costly DLR items. To reduce the probability of damage (which adversely affects the supply system’s availability of repairables required to maintain fleet readiness) and to provide adequate identification for expeditious handling of unserviceable repairables in each phase of processing, the basic guidelines listed in the following subparagraphs will be followed.

7001 NAVY POINTS OF CONTACT
Navy Points of Contact for PACKAGING, HANDLING, STORAGE AND TRANSPORTATION (PHS&T) PROGRAMS are listed below:

a. Care of Supplies in Storage (COSIS): cosis.fct@navy.mil
b. Hazardous Materials: navsupwss@navy.mil
c. PHS&T (Aviation): phst.phil.teamlead.fct@navy.mil
d. PHS&T (Maritime): navsupwss@navy.mil
e. Shelf Life: shelflife.fct@navy.mil
f. Waste Reduction Afloat Protects the Sea (WRAPS)/Plastic Removal in the Marine Environment (PRIME): wraps.prime.fct@navy.mil
g. Wood Packaging Material (WPM): phst.navsupwss@navy.mil

7002 NAVY PACKAGING TOOLS
1. NAVSUP PUB 700 COMMON NAVAL PACKAGING (P-700/CNP). The P-700/CNP provides guidance for packaging Navy material. It provides packaging requirements for Navy and Marine Corps items in accordance with MIL-STD-2073-1. This publication is available via a link on the NAVSUP website or direct at (https://tarp.navsisa.navy.mil/p700). A CD version is also available upon request from NAVSUP WSS Code N24 via the email address provided in paragraph 7001 for general PHS&T questions. The data provides basic shipboard procedures relative to the methods, materials, and containers required for the proper packaging of material, and will be utilized to the maximum extent possible in preparing turn-in(s) and shipments of unserviceable DLR items. Ships which lack the facilities or material to comply fully with instructions in NAVSUP P-700 will ensure that each unserviceable repairable to be shipped is afforded the best protection possible.

a. Packaging Levels in P-700/CNP Database. Three separate levels that distinguish between the capabilities and packaging protection of Navy DLRs.
b. Level 1. Afloat Activities and Forward Deployed MALs.

c. Level 2. Ashore Activities and Non Deployed MALs in Garrison.


2. P-700/CNP DATA FIELDS. The P-700/CNP provides detailed packaging information for military asset protection.

   a. Preservation. The processes and procedures used to protect material against corrosion, deterioration, and physical damage during shipment, handling, and storage. As applicable, preservation includes cleaning, drying, application of preservative, wrapping, cushioning, and containers (unit and intermediate).

   b. Method of Preservation: Basic preservation of material is defined by the characteristics of the item. MIL-STD-2073-1 defines the five basic methods of preservation. They are:

      (1) Method 10 Physical protection;

      (2) Method 20 Preservative coating only;

      (3) Method 30 Waterproof protection;

      (4) Method 40 Watervaporproof protection; and

      (5) Method 50 Watervaporproof protection with desiccant.

   c. Cleaning Material. Any material identified in P-700/CNP designed to accomplish the thorough cleaning of an item without damage. All cleaning materials must be used in accordance with applicable Environmental Protection Agency (EPA) regulations, Occupational Safety and Health Standards (OSHA), Code of Federal Regulations (CFR) 29, Section 1910, General Industry and Air Pollution Control statutes, and regulations in force in the geographic and industrial area where the cleaning is performed.

   d. Wrapping Material. Any material identified in P-700/CNP designed to provide a barrier of protection to the bare item.

   e. Cushioning Material. Any material identified in P-700/CNP designed to protect assets against physical and mechanical damage by absorbing the energy of shock, vibration and impact through gradual but increasing resistance to the movement of the item.

   f. Unit Container. The first container, complete with internal wrapping and cushioning, applied to a single item to form a complete, identifiable package. This container could be fiberboard, wood or reusable (aluminum, plastic or steel).

      (1) Reusable Shipping and Storage Containers. A reusable shipping and storage container is designed for reuse without impairment of its protective function. It may be repaired, refitted, or both, to prolong its life or to adapt it for shipment of items other than that for which it was originally intended.

      (2) Specialized Containers. Specialized containers are uniquely configured to support and protect a specific item, or limited variety of items, during handling and storage.
(3) Mandatory Containers. Containers identified in P-700/CNP as mandatory use items are critical to the safe handling and shipping of fragile or costly assets. They must be used for shipment of assets so identified in P-700/CNP. If a mandatory container is not available, contact your local Technical Assistance for Repairables Processing (TARP) Representative or NAVSUP WSS N24 for alternatives.

(4) Multi-Unit Container (MUC) (6KH 8145-01-354-7605). The two tier, collapsible aluminum container is used to ship multiple packaged assets as a single shipping container.
g. Special Packaging Instruction (SPI). A document that is used to identify special packaging requirements of an item or family of items. SPIs are used when the packaging requirements for an item cannot be specified by a MIL-STD-2073-1 Packaging Requirements Code. Each SPI in use has a unique identification number.

h. Special Material Content Code (SMCC). A code utilized to indicate that an item represents or contains peculiar material requiring special treatment or management control such as HAZMAT, Nuclear and Medical. The item SMCC is identified in the packaging levels section of the P-700/CNP Search Results page. SMCCs are covered in detail in Volume II Chapter 8.

i. Type of Storage (TOS) Code. A code utilized to indicate the type of storage space and environmental conditions to be maintained during storage of shipment. The item TOS code is identified in the packaging levels section of the P-700/CNP Search Results page.
Choose Packaging Level 1.

Search Help

Type in Search Data Part Nr or NIIN

Search Results

Your search matched the following item(s):

Select the hyperlinked NIIN or Part Number to view the Packaging Requirements for a listed part.

<table>
<thead>
<tr>
<th>NIIN</th>
<th>Name</th>
<th>Activity</th>
<th>Part Number</th>
<th>Cage</th>
</tr>
</thead>
<tbody>
<tr>
<td>000017066</td>
<td>ANTENNA-RECEIVER</td>
<td>NAVICP</td>
<td>AS2272APQ125V</td>
<td>80058</td>
</tr>
<tr>
<td>000017066</td>
<td>ANTENNA-RECEIVER</td>
<td>NAVICP</td>
<td>579212-C</td>
<td>90214</td>
</tr>
</tbody>
</table>

Select here to perform an additional search.

If you are unable to find Packaging Requirements for a particular part, Please take the following steps.
- Check DAASING (Defense Automation Addressing System Center Inquiry) to check the validity of your desired part.
- If no listing can be found in P700-CNP or DAASING, Select Here to submit the missing NIIN.
3. RECOMMENDING PACKAGING IMPROVEMENTS. Supply personnel are encouraged to submit Packaging Improvement Recommendations (PIRs) via the P-700/CNP when items are identified that would benefit from improved packaging, reduced packaging or reusable containers. PIRs may also be submitted via the TARP Representative.
Improvement recommendation capability for every NIIN within P700/CNP
7003 MATERIAL RECEIPTS

1. MATERIAL RECEIVED FROM OFF SHIP SOURCES. Unless cross decked from another ship, the material shall be packaged in accordance with the P-700/CNP Level 3 for maximum protection in the afloat environment and throughout the military supply and distribution system, and should be stored in this packaging until issued. All items shall remain in the unit pack when prepared for storage. Items that are received in reusable or multi-application containers shall remain in the container. ESD items or items requiring a barrier material/bag, (e.g., MOP of GX, 30s, 40s, or 50s), shall not be removed from their ESD barrier bags/pouches or barrier material. If the barrier material is not properly sealed and/or is compromised, the item should be repacked before going to storage to prevent degradation to the asset. If external packaging is debulked, ensure that appropriate marking and labeling/identification is transferred to the unit pack.
a. Any unsatisfactory condition resulting from improper packaging, preservation, marking or unitization which causes the item, shipment or package to be vulnerable to any loss, delay or damage shall be noted on an SDR (SF-364) and submitted in accordance with Chapter 4, paragraphs 4268/4269/4270 of this publication.

b. Receiving personnel are encouraged to submit PIRs via the P-700/CNP when items are identified that would benefit from improved packaging, reduced packaging or reusable containers. PIR submittal instructions are in paragraph 7002 of this document. PIRs may be submitted via the TARP Representative.

2. MATERIAL RECEIPTS FROM SHIPBOARD/SHORE REPAIR FACILITIES. Shipboard and shore repair facilities shall take extreme care when opening barrier bags, fiberboard boxes and wood boxes during the receipt process so that packaging materials can be reused. Bags shall be opened in such a manner to allow for resealing.

   a. All Electrostatic Discharge Sensitive (ESDS) items must be opened/closed at an ESD workstation.

   b. Items under 50 lbs shall have a single wall fiberboard box conforming to ASTM D 5118, Type CF as the unit container.

   c. Items 50-90 lbs shall have a triple wall fiberboard box conforming to ASTM D 5168 as the unit container.

   d. Items over 90 lbs shall have a wood box conforming to PPP-B-601 as the unit container.

   e. Items packaged in a reusable shipping and storage container shall remain in that container.

   f. Circuit Card Assemblies. Item shall be wrapped in MIL-C-795, Class 1 cellular plastic film cushioning (ESD Bubblewrap ™), heat-sealed in a MIL-B-81705, Type III, Class 1 desiccated barrier bag and placed in a fiberboard box.

   g. Electronic Components. Item shall be wrapped in MIL-C-795 cellular plastic film cushioning material (Bubblewrap ™), heat sealed in a MIL-PRF-131 desiccated barrier bag and then placed in unit container specified above, based on the weight of the item.

7004 STORAGE

1. COSIS. Supplements Chapter 4 - An active COSIS program ensures that supplies and equipment in storage will be preserved and maintained in a serviceable condition. This is accomplished through inspection and actions taken to correct any forms of deterioration and to restore materiel to ready-for-use condition. COSIS afloat projects have shown that the average A condition repairable will remain in packaging for approximately seven years. It is important to practice COSIS principles in order to ensure material readiness. COSIS includes the in-storage inspection during location audits and monthly inventories for expired humidity indicators, visual inspection of packaging, tears or holes in barrier materials, or exposed nails or screws in wood crates or boxes.

2. When unsatisfactory items are identified, the item shall be inspected to determine if the asset is still in RFI condition.
3. The following items are examples of remedial actions for degraded packaging:

   a. Expired humidity indicator (changed from blue to pink). If the humidity indicator is pink the item should be inspected to verify the item’s condition. If the asset is in “A” condition, replace desiccant and reinspect after 24 hours. If the item is in a reusable container and the indicator does not change back to blue, the gasket in the container is defective or the container is sealed incorrectly.

   b. Tears or holes in barrier materials. For ESD items or items requiring a barrier material (Methods GX, 30 series, 40 series and 50 series): Repackage items according to the P-700/CNP Level 2 requirement if the barrier material is compromised. DO NOT remove any items from electrostatic discharge (ESD) bags. Items in ESD bags shall only be removed at an approved ESD workstation. For all items, check asset condition and if A condition, use heat sealer or tape to remediate.

   c. Exposed nails or screws that could damage asset or compromise packaging: Remove and replace nails or screws and ensure asset is properly protected.

4. Asset shall be stowed to ensure protection and identification while at sea. Ensure the following:

   a. Ensure that stow labels do not cover MIL STD 129, hazardous material labels, or other required markings. Face package labels outward for ease of item identification.

   b. Ensure assets requiring mandatory containers are stored in containers. Containers with humidity indicators shall face outward for ease of visual humidity inspections.

7005 PARTS ISSUANCE

1. USED PACKAGING MATERIALS and REUSABLE CONTAINERS. Upon parts issuance, the packaging materials such as the box, barrier materials, cushioning and dunnage shall be retained for reuse during retrograde packaging.

2. PRIME/WRAPS. The NAVSUP WSS PRIME and WRAPS programs focus on waste minimization by identifying alternatives for items that contain high amounts of plastic or solid waste. The program works with afloat units to integrate the solutions into the shipboard environment. The reduction of packaging materials is one of the areas that the group is committed to integrating into the shipboard environment due to the zero discharge policy for plastics. Items identified with the Environmental Attribute Code (ENAC) of NZ within the Navy supply system, GSA’s Advantage and DLA’s EMALL are part of the PRIME program and contain minimal packaging. Questions or suggestions for project ideas, can be submitted to wraps.prime.fct@navy.mil.

7006 PACKAGING FOR RETROGRADE SHIPMENT NAVSUP WSS ATAC SMEs

1. RETROGRADE PACKAGING REQUIREMENTS. DLRs being packaged for retrograde shipment shall be packaged in accordance with Level 1 packaging as specified in the P-700/CNP. The P-700/CNP provides guidance on package marking for DLRs. Paragraph 7002 of this document provides screenshots and instructions for accessing the P-700/CNP website.

2. TARP. The mission of the TARP Program is to provide technical assistance in support of improving and sustaining the DOD repairables retrograde pipeline, which includes all areas of
retrograde/repairables management such as on-site field support, mentoring, coaching and training on repairable retrograde processes. Elements of the retrograde pipeline include: Packaging, Handling, Storage and Transportation (PHS&T), Advanced Traceability and Control (ATAC), Electronic Retrograde Management System (eRMS), and other retrograde processes. TARP assistance can be obtained by accessing the following web site: https://tarp.navsisa.navy.mil/tarp/home.

3. RETROGRADE PACKAGING MATERIAL. Packaging materials and multi-application containers shall be reused to reduce the cost of packaging materials and, to make best use of existing shipboard resources and space.

   a. The stamp on Wood Packaging Materials (WPM) shown below should remain visible during reuse. The marking shown below is the international symbol for compliance that WPM has been Heat Treated (HT) and can be offloaded in countries enforcing International Standards for Phytosanitary Measures (ISPM) No. 15 requirements. A listing of these countries may be found at https://tarp.navsisa.navy.mil/wpm. This marking shall only be applied when WPM has been heat treated.

   The ISPM #15 Certification Marking must display:

   ✓ The letters “US” or host nation 2 letter country code in bold
   ✓ The packaging activity’s DoDAAC
   ✓ Either “HT” denoting Heat Treated, “DH” denoting Dielectric Heating or “MB” denoting fumigated with Methyl Bromide
   ✓ “DoD” represents the DoD logo or shows the logo of the company who certified the WPM
   ✓ Item is the approved International symbol for compliant wood packaging material

   ✓ “DUNNAGE” or “DUN” (f) to be used only on dunnage

   Until expended, existing inventories of WPM with a valid pack date prior to 2007 that do not meet ISPM No. 15 requirements may also be used for shipments of assets destined for Navy vessels, pre-positioned ships, or designated combat zones when they will be used aboard ship or returned to a shore activity in the United States upon return from deployment.

   b. All WPM assets identified for shipboard use shall have “Shipboard Use Only” in the remarks section of the shipping documents and shall be certified using the DOD “Pest Free” certification. WPMs packed after 2007 that do not meet ISPM No. 15 requirements may not be used and WPMs for shipments destined for Navy vessels in which the material has a participating ISPM No. 15 country as the final destination may not be used.
c. Except for the WPM stamps shown above, container markings and labels shall be obliterated or removed prior to packaging material or container reuse.

d. Retrograde packages shall be marked in accordance with MIL-STD-129P in addition to labeling required by OPNAV 5100.23, Navy Safety and Occupational Health.

4. MATERIALS REQUIRING SPECIAL HANDLING. The following items pose a high level of risk when improperly packaged or handled due to the fragile nature of the items. Because of this, specific details for the packaging and handling of these items are provided in this section.

a. Electrostatic Discharge Sensitive Items (ESDS). ESDS items such as circuit card assemblies (CCA) and electro-magnetics (EM) being returned to the supply system as RFI and NRFI turn-in material must be packaged per the minimum standards in the P-700/CNP. The minimum standard ESDS environment, handling precautions, cleaning, packaging and marking requirements are specified herein. Reuse of original packaging materials is encouraged. Packaging materials must be free of holes and tears. For recommended ESDS tools and packaging materials for miniature and microminiature electronic repair (2M) workstations, see paragraph 7003.

(1) Classified CCAs and EMs. Classified CCAs and EMs must be packed in containers which completely conceal the contents. Containers will be sealed to prevent tampering or premature opening, and in a manner that contents cannot be inspected without displaying visual evidence of forcible opening.

(2) Repair Environment. All CCAs and EMs shall be considered ESD sensitive and therefore must be handled, prepared and packaged at certified 2M stations or other sites authorized as ESD safe. The Electrostatic Discharge Control Handbook for Protection or Electrical and Electronic Parts, DoD-HDBK-263, and Electrostatic Discharge Control Program, MIL-STD-1686C, contain detailed ESDS handling procedures. Personnel certified as 2M repair technicians will be trained in repair procedures and approved methods for effective protection of ESDS components during inspection, test, repair, packaging, storage and transport.

(3) Handling Provisions. Handling of CCAs and EMs must conform to specific ESD precautionary provisions as detailed in these guidelines and standards. The following overall policies apply:

(a) In transporting ESDS items to and from the work area, appropriate conductive trays/covers and static free liner materials should be used; items should not be transferred by
hand within the workstation unless completely ESD protected and both operators are properly grounded.

(b) Repair Unit Identification Label. A Repair Unit Identification Label shall be affixed to the body of each repaired unit. The label must specify command/activity performing repair, date repaired, and name of the 2M technician. The label shall be applied to an area which does not interfere with circuit operation and shall not be placed on terminals, components, leads, or contacts. A Repair Unit Identification Label will also be placed on the outside of the water vapor proof barrier bag.

(c) Reusable Shipping and Storage Containers. After labeling and being sealed in ESD barrier bag/cushioned plastic pouch, the item shall be placed in a reusable shipping and storage container or a weather resistant fiberboard box depending on P-700/CNP requirements. Closure of the reusable container shall be waterproof pressure sensitive tape. Closure of the fiberboard box shall be strippable tape. A label as specified in paragraph 7002-8 will either be attached to the fiberboard box or placed in the reusable container label holder (as appropriate).

(d) Marking. Unit, intermediate, and exterior packs containing sensitive electronic devices susceptible to damage from environmental field forces such as electrostatic, electromagnetic, magnetic or radioactive fields shall be marked per MIL-STD-129 as follows:

1. Unit Packs. Unit packs shall be marked with the Sensitive Electronic Device Label as specified in paragraph 7003. This label may be either locally procured or reproduced if required. If unavailable, unit packs may be manually marked with the Sensitive Electronic Device Symbol and the Statement: "DO NOT OPEN EXCEPT AT APPROVED FIELD FORCE PROTECTIVE WORK STATION."

2. Intermediate and/or Shipping Containers. A sensitive electronic device caution label per paragraph 7003 will be placed on one side of each intermediate container. Two larger labels (NSN 7690-01-077-1156) shall be placed on each exterior container (one on the identification marked side and one on the opposite), provided the container exceeds one-half cubic foot. Smaller exterior containers will be marked in the same manner.

(e) Labeling. Labeling of unit packs will consist of the following:

1. Identification as "2M Repaired," date of repair, repair activity, name of repair technician,
2. NSN/NATO stock number,
3. CAGE Code and manufacturer's part number,
4. Item identification, and
5. Quantity and Unit of Issue (U/I).

(f) Magnetic. Items containing magnetic properties indicated with an SMCC code of M shall be marked externally to communicate that the asset contains magnetic properties and shall not be stored near assets with a SMCC code of Y (non-magnetic, must remain free of strong magnetic fields).

(g) HAZMAT. All material identified to be hazardous for transportation as indicated on the Material Data Safety Sheet (MSDS) shall be packaged and marked per the appropriate modal regulation. For further information about shipping hazardous materials, reference Chapter 8 of this document.
5. PACKAGING MATERIALS

a. Shipboard Packaging Materials. The following is a list of recommended initial stocking levels for packaging materials for Navy ships by ship class. For ships without packaging materials listed, F condition DLRs shall be cross decked to the larger decks for packaging and processing of retrograde shipment.

<table>
<thead>
<tr>
<th>Nomenclature</th>
<th>NSN</th>
<th>DESC</th>
<th>UI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cushioning Material, PPP-C-795 Class I Clear BW*</td>
<td>8135-00-926-8991</td>
<td>1/2”x24”x250’ RL</td>
<td>10 5</td>
</tr>
<tr>
<td>Cushioning Material, PPP-C-795 Class II ESD BW</td>
<td>8135-01-358-8568</td>
<td>3/4”x24”x250’ RL</td>
<td>10 8</td>
</tr>
<tr>
<td>Pouch, Shipping MIL-P-81997 Type I ESD</td>
<td>8105-01-197-2966</td>
<td>10”x10” EA</td>
<td>40 10</td>
</tr>
<tr>
<td>Pouch, Shipping MIL-P-81997 Type I ESD</td>
<td>8105-01-197-2965</td>
<td>12”x12” EA</td>
<td>40 10</td>
</tr>
<tr>
<td>Pouch, Shipping MIL-P-81997 Type I ESD</td>
<td>8105-01-197-7546</td>
<td>16”x12” EA</td>
<td>100 25</td>
</tr>
<tr>
<td>Pouch, Shipping MIL-P-81997 Type I ESD</td>
<td>8105-01-205-0207</td>
<td>8”x12” EA</td>
<td>100 25</td>
</tr>
<tr>
<td>Pouch, Shipping MIL-PRF-131 Class I</td>
<td>8105-01-046-7309</td>
<td>23”x36” EA</td>
<td>50 25</td>
</tr>
<tr>
<td>Barrier Material, MIL-PRF-121 TY I Grade A Class I</td>
<td>8105-00-333-3871</td>
<td>3”x600’ RL</td>
<td>2 1</td>
</tr>
<tr>
<td>Barrier Material, ESD 81705 D Type II, Transparent</td>
<td>8135-01-163-3486</td>
<td>36”x24” EA</td>
<td>25 10</td>
</tr>
<tr>
<td>Barrier Material, ESD 81705 D Type II, Transparent</td>
<td>8135-01-158-7786</td>
<td>48”x48” EA</td>
<td>25 10</td>
</tr>
<tr>
<td>Barrier Material, ESD 81705 D Type II, Transparent</td>
<td>8135-01-197-2997</td>
<td>36”x36” EA</td>
<td>25 10</td>
</tr>
<tr>
<td>Barrier Material, ESD 81705 D Type I ESD+WVMGP</td>
<td>8135-00-092-3220</td>
<td>3”x600’ RL</td>
<td>2 1</td>
</tr>
<tr>
<td>Paper, KRAFT, untreated</td>
<td>8135-00-160-7766</td>
<td>2”x500’ RL</td>
<td>2 1</td>
</tr>
<tr>
<td>Tape, Pressure Sensitive Adhesive</td>
<td>7510-00-297-6655</td>
<td>2”x120 yds RL</td>
<td>100 25</td>
</tr>
<tr>
<td>Tape, Shielding, ESD Grid</td>
<td>5999-01-378-8454</td>
<td>2”x118’ BX</td>
<td>1 2</td>
</tr>
<tr>
<td>Tape Dispenser, Hand</td>
<td>7520-00-285-1772</td>
<td>2” EA</td>
<td>10 6</td>
</tr>
<tr>
<td>Envelope, Packing List 500/Box</td>
<td>AB107P</td>
<td>10-3/4”x 6-3/4” BX</td>
<td>15 5</td>
</tr>
<tr>
<td>Envelope, Packing List 1000/Box ULINE S-2592</td>
<td>10-3/4”x 7” BX</td>
<td>8 4</td>
<td></td>
</tr>
<tr>
<td>Label, ESD</td>
<td>7690-01-077-4894</td>
<td>2”x2” RL</td>
<td>2 1</td>
</tr>
<tr>
<td>Crown Jewel Label</td>
<td>7450-01-110-4906</td>
<td>4”x4” RL</td>
<td>10 4</td>
</tr>
<tr>
<td>DLR Label, small 100/Pkg</td>
<td>10108-LF-505-5300</td>
<td>small PG</td>
<td>25 10</td>
</tr>
<tr>
<td>Fast-Pack Box</td>
<td>8115-00-134-3655</td>
<td>12”x12”x14” EA</td>
<td>50 20</td>
</tr>
<tr>
<td>Fast-Pack Box</td>
<td>8115-00-192-1603</td>
<td>6”x6”x10” EA</td>
<td>50 20</td>
</tr>
<tr>
<td>Fast-Pack Box</td>
<td>8115-00-192-1605</td>
<td>10”x10”x12” EA</td>
<td>50 20</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-00-550-3586</td>
<td>24”x14”x14” EA</td>
<td>20 10</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-00-183-9498</td>
<td>8”x8”x8” EA</td>
<td>100 50</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-00-409-3807</td>
<td>12”x12”x14” EA</td>
<td>100 50</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-00-417-9321</td>
<td>14”x14”x14” EA</td>
<td>200 100</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-00-514-2409</td>
<td>18”x12”x12” EA</td>
<td>400 100</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-01-071-2972</td>
<td>24”x14”x14” EA</td>
<td>100 50</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-01-163-3446</td>
<td>30”x20”x12” EA</td>
<td>50 10</td>
</tr>
<tr>
<td>Box, Shipping</td>
<td>8115-01-163-9189</td>
<td>24”x18”x18” EA</td>
<td>50 10</td>
</tr>
<tr>
<td>Box Opener w/blades</td>
<td>5110-00-892-5071</td>
<td>2”x2” EA</td>
<td>25 10</td>
</tr>
<tr>
<td>Desiccant, MIL-D-3464 TY II</td>
<td>6850-00-935-9793 (100 PER BX) BX</td>
<td>3 1</td>
<td></td>
</tr>
<tr>
<td>Multi-Unit Container**</td>
<td>8145-01-354-7605</td>
<td>Adj w/6’ cord EA</td>
<td>50 10</td>
</tr>
<tr>
<td>Wind Strap, ESD w/ground Cord</td>
<td>5985-01-134-9623</td>
<td>Adj w/6’ cord EA</td>
<td>10 10</td>
</tr>
<tr>
<td>ESD Workstation</td>
<td>4940-01-250-4236</td>
<td>Mast,strap, cord, ground EA</td>
<td>2 1</td>
</tr>
<tr>
<td>Stapler, Paper Fastener</td>
<td>7520-00-285-1772</td>
<td>Heavy Duty EA</td>
<td>2 1</td>
</tr>
<tr>
<td>Strapping, Steel</td>
<td>8135-00-281-4689</td>
<td>3/4 in. CL</td>
<td>10 25</td>
</tr>
<tr>
<td>Strapping, Steel Seals</td>
<td>3540-00-244-7327</td>
<td>3/4 in. EA</td>
<td>10</td>
</tr>
<tr>
<td>Stretching, Steel</td>
<td>3540-00-278-1251</td>
<td>1.25 EA</td>
<td>10</td>
</tr>
<tr>
<td>Sealer, Steel</td>
<td>3540-00-223-8592</td>
<td>1.25 EA</td>
<td>10</td>
</tr>
<tr>
<td>Bar, Wrecking</td>
<td>5120-00-242-0762</td>
<td>36” EA</td>
<td>1 1</td>
</tr>
<tr>
<td>Sealed Air New Air IB 200 System</td>
<td>3450-01-517-6566</td>
<td>EA 4</td>
<td></td>
</tr>
<tr>
<td>Sealed Air IBW Film Rolls (Non Perforated &amp; Perforated see comment)</td>
<td>8135-01-529-9950</td>
<td>16”x1500’/roll RL</td>
<td>48 12</td>
</tr>
<tr>
<td>Label stock, 250 roll for Zebra 2844, ULINE S-740, 4x6”</td>
<td>8135-00-529-9950</td>
<td>CASE 12 12 12</td>
<td></td>
</tr>
</tbody>
</table>

* Replace with Sealed Air IBW (Rows 79,80)
** Order QTY in multiples of 5
7007 Training

For further information about training opportunities related to this section, contact the PHS&T points of contact provided in paragraph 7001.
Part B: GENERAL TRANSPORTATION GUIDANCE

Section I: INTRODUCTION

7100 SCOPE

Parts B and C of this chapter explain how an afloat Supply Officer makes outgoing shipments of General Cargo, Hazardous Material (HAZMAT) and Unaccompanied Baggage (UB), with special emphasis on DLRs being returned under the ATAC program to DOPs for repairs. It is important for afloat Supply Officers to become knowledgeable about shipping. The shortage of repairables coupled with the increased emphasis on repairables management place more responsibilities on afloat Supply Officers to ensure that these items are shipped without complications. Detailed instructions for shipping ATAC DLRs are found in paragraph 8323.

7101 SHIPMENT PLANNING

Shipments planning is a necessary element in ensuring a successful shipment. Answers to the following three basic questions are required to make the transportation system work: (1) What is the item? (2) Where is it going (final destination)? (3) When must it arrive at destination? Without this information, the shipment may be delayed en route or may never arrive at the destination. The initial documentation, (i.e., DD Form 1348-1A or other source documents), must provide the shipper with enough information to answer the three basic questions above. If it doesn’t, the shipment should not be made until this information is available. As indicated in Part B, Section II of this chapter, mail is the preferred means of moving material, except for repairable material, to or from ships. However, mail must not be used for shipments with project codes ZR5, ZV2, ZV6, or for FBM/TRIDENT material.

7102 SHIPMENT PREPARATION

Material must be prepared and packaged to minimize damage during shipment. NAVSUP P-700/CNP mandates packing requirements for naval material. The P700/CNP also covers methods of preservation required to protect material against degradation. Important points to remember when preparing material for shipment are as follows:

a. Remove or obliterate all previous transportation and/or shipping markings on reusable containers. Item nomenclature markings should not be removed from reusable containers.

b. Over-pack materials only when necessary to prevent damage in transit. Over-packing is not necessary when a reusable container is available or when an item is turned into an ashore activity for shipment. Over-packing should be held to a minimum in order to avoid additional Second Destination Transportation (SDT) charges.

c. Deliver shipments to the fleet unit designated to handle transshipment material or the nearest ashore supply/shipping activity when adequate packaging facilities are not available. Mail is the primary means of moving material to and from ships except where restricted by size/weight (see paragraph 7104). All items not eligible for mail will be forwarded for movement within the Defense Transportation System (DTS) in accordance with procedures in Part B, Section III.

d. When shipping via multipack, ensure that all items in the multipack are destined for a single consignee under the same priority. Particular attention must be given to the method of packing to ensure heavy items are at the bottom of the multipack.
Section II: MAIL

7103 GENERAL

Mail is the primary and preferred means of moving material, except repairable material, to and from ships. Mailable material includes any papers or materials which meet U.S. Postal Service (USPS) Domestic Mail Manual standards, USPS International Mail Manual, and USPS Pub 52 (Hazardous, Restricted, and Perishable Mail) relative to weight, size and physical properties. Additional materials specifically not authorized to be mailed that are listed in paragraph 7112 will be contained in USPS Pub 52. Special instructions for mailing UB by individual service members (controlled drugs, small arms and classified matter), are addressed in this section. The different types of special mail services and mailing procedures authorized include Registered Mail and Certified Mail when warranted.

7104 WEIGHT AND SIZE LIMITATIONS

1. There are five mail processing categories for mailpieces: letter, flat, machinable parcel, irregular parcel, and outside parcel. USPS assigns each mailpiece to one of these categories based on the physical dimensions and characteristics of the mailpiece using the longest dimension as the length, regardless of the placement or orientation of the delivery address on the piece. No mailpiece may weigh more than 70 pounds. Pieces may not measure more than 108 inches in length and girth combined, except Standard Post, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs (this is a USPS restriction, package service vendors will have their own measurement and weight restrictions). GSA Express Small Package contracts should be used whenever possible for shipments over 13 ounces or containing Issue Groups I and II material if the Required Delivery Date (RDD) cannot be met by using the USPS. However, the cost of mailing supplies through the postal system or GSA small package contracts will not exceed the cost of shipping supplies through normal supply channels.

2. The weight limitations for each type of shipment and class of mail to use are as follows:

<table>
<thead>
<tr>
<th>Weight</th>
<th>Type of Shipment</th>
<th>Class of Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-13 ounces</td>
<td>All mailable material</td>
<td>First Class Mail</td>
</tr>
<tr>
<td>over 13 ounces</td>
<td>NMCS, PMCS, CASREP, SEEREAP, MICAP, 999, 777, and material critical to flying or marine safety</td>
<td>Priority Mail</td>
</tr>
<tr>
<td>over 13 ounces</td>
<td>Issue Groups I or II (TP1 or 2) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii), (i.e., activities served by FPOs)</td>
<td>Priority Mail</td>
</tr>
<tr>
<td>over 13 ounces</td>
<td>Issue Group III (TP3) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii), (i.e., activities served by FPOs)</td>
<td>Package Services (Parcel Post) Alaska</td>
</tr>
<tr>
<td>over 13 ounces</td>
<td>Issue Groups I, II or III (TP1, 2 or 3) shipments consigned to activities within CONUS, consignee located within 300 miles of shipper</td>
<td>Package Services (Parcel Post)</td>
</tr>
<tr>
<td>over 13 ounces</td>
<td>Issue Groups I or II (TP1 or 2) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper</td>
<td>Priority Mail</td>
</tr>
</tbody>
</table>
Weight Type of Shipment Class of Mail
over 13 ounces Issue Group III (TP3) shipments consigned to Package Services
activities within CONUS, consignee located (Parcel Post)
beyond 300 miles of shipper

7105 EXTERNAL MARKINGS

All items presented for mailing will have the command’s return address entered in the upper left hand corner of the envelope, label, tag, or mailing container. The words “Department of the Navy” must be imprinted on the envelope, label, tag, or mailing container directly above the sender’s return address, with the words "Official Business" entered below the return address (see example below). Markings indicating the mail classification and/or type of special service, when appropriate, must be placed on the address side of the parcel directly above the address. Ensure that the City, State or APO/FPO/DPO AE, AP, AA for OCONUS addresses and Zip Code are on the last line of the address and that no other information appears below it. For additional information and guidance see OPNAVINST 5218.7 series. The consignee’s address will be entered as indicated in Appendix 7 (Routing Identifiers), the OPNAVNOTE 5400 (Standard Navy Distribution List (SNDL)), NAVSUPINST 4440.155 series (for repairables, or other applicable directives).

7106 UNACCOMPANIED BAGGAGE (UB) SENT BY INDIVIDUALS

1. Service members are not authorized to use the Navy official mail programs to mail their UB.
2. Service members authorized to ship UB when ordered to perform a PCS move, with no restrictions to shipping household goods to and from the duty location, should contact the Navy’s Household Goods Entitlement Helpline at 1-800-444-7789 or email at NVTRANSHHGHELPLINE@NAVY.MIL for assistance to make this type of shipment at personal expense.

7107 SMALL ARMS

1. Generally, unit firearms will be shipped through logistics and transportation channels. However, in some cases, transportation through these channels is not always available. In these cases, unloaded government-owned firearms may be mailed in the MPS in accordance with the
conditions stated in the Domestic Mail Manual (DMM) (Section 6 01.12.0). Generally, rifles and shotguns that are not capable of being concealed are mailable without special approvals. However, pistols, revolvers and other firearms capable of being concealed may only be mailed to authorized persons. An authorized person is a member of the Armed Forces or a DOD civilian designated to ship government-owned firearms. Contractors can prepare shipping forms for the shipment of government-owned firearms, but an authorized person must validate and sign the form. The shipment of government-owned firearms is prohibited through the foreign international mailing systems.

2. The MPS may not be used when normal DOD logistics/transportation channels are available for shipment of unit firearms. Therefore, in order to send unit fire arms via the MPS, units also must present a written statement from the transportation officer to the Official Mail Center that transportation for the unit firearms is not available except through MPS. With a written statement, units may ship small quantities (15 or fewer on any given day) via USPS Registered Mail, Return Receipt Requested.

3. The DMM 703.2.3.8 provides an exemption from the customs label requirement for government agencies and their contractors; therefore, firearm shipments will not display any markings indicating the contents of the package. The consignee will sign and return the Return Receipt along with receipted copy of the DD Form 1348-1A to be attached to the shiper's original DD Form 1348-1A. Personally owned weapons will NOT be mailed.

7108 CLASSIFIED MATERIAL

GENERAL. Material classified TOP SECRET will be transmitted as prescribed in Chapter 9, paragraph 9-2 of the DON Information Security Program (ISP) Regulation, OPNAVINST 5510.36 series. Material classified as SECRET and lower may be sent via mail in accordance with paragraphs 9-3 and 9-4 of OPNAVINST 5510.36. All classified material must remain under U.S. custody and control at all times. Submit a Report of Shipment (REPSHIP) for the shipment of all classified material in accordance with the DTR, Part II, Chapter 205, Paragraph L. Material classified as SECRET or CONFIDENTIAL will be transmitted by one of the following means:

a. Registered mail shall be used for the transmission of all SECRET material, NATO CONFIDENTIAL, and all other CONFIDENTIAL material mailed to an FPO/APO address located outside the U.S. and its territories, and when the originator is uncertain whether the address is located within U.S. boundaries.

b. Certified mail shall be used for the transmission of CONFIDENTIAL (other than NATO CONFIDENTIAL) material addressed to contractor facilities cleared for access to classified information under the DOD ISP or to any Non-DOD agency of the Executive Branch.

c. Regular First Class or Priority Mail shall be used for the transmission of CONFIDENTIAL (other than NATO CONFIDENTIAL) material addressed to DOD activities located anywhere in the United States and its territories. Submit a REPSHIP for the shipment of all classified material in accordance with the DTR, Part II, Chapter 205, Paragraph L.

7109 NARCOTIC AND DRUG ABUSE CONTROL ITEMS

The USPS will accept and forward parcels containing narcotics and drug abuse control items which meet the weight and size limitations prescribed in paragraph 7104. Each parcel, however, must be consigned as Registered mail with Return Receipt to the medical officer of the activity to
receive the material. The actual value of the shipment will be declared at the time it is tendered to
the U.S. Postal Service. In no instance will parcels be marked as to disclose their contents or
value.

7112 NON-MAILABLE MATERIAL

Non-mailable material includes all material which, by statute, regulation or treaty stipulation, is
prohibited from being sent through the U.S. Postal System. Further information may be obtained
from local postal authorities, the USPS Domestic Mail Manual and USPS Pub 52, (Hazardous,
Restricted, and Perishable Mail). Additional information is available in the Hazardous Material
Information System, DoD 6050.5-LR, paragraph 8221. Additional postal restrictions may be
associated with each APO/FPO. Check with your local postal representative for an up-to-date
postal restriction code list. Such non-mailable matter includes:

a. Poisons, caustics, acids and alkalis;
b. Oxidizing materials, flammable liquids and flammable solids;
c. Materials that, while being transported, are likely to cause fires due to friction, absorption of
moisture, spontaneous chemical changes or heat retained from manufacturing or processing;
d. Ammunition and explosives;
e. Containers previously used for shipping highly-explosive material such as dynamite;
f. Intoxicating liquors;
g. Materials subject to damage from freezing and permanently magnetic materials with
unconfirmed fields, unless such materials are moved by surface transportation; and
h. Radioactive, combustible, gaseous, liquid and perishable materials, and items subject to
plant quarantines are either unmailable or subject to special mailing conditions.

Section III: FREIGHT SHIPMENTS

7113 COMMERCIAL AND FLEET TRANSSHIPMENT PROCEDURES

For other than mailable material requiring shipment, the material and copies of the invoice DD
Form 1149, DD 1348-1A, DD Form 1384, or other shipping authority will be delivered to the fleet
unit designated to handle the transshipment of material or the nearest Supply Officer of a shore
based supply/shipping activity for forwarding to destination as specified in paragraphs 7114-7118
For shipment of repairable material, refer to eRMS to prepare the material for shipment. For other
shipments, the Supply Officer must contact NAVSUP WSS for guidance. When such action is
impossible, Supply Officers afloat will make required shipments in accordance with instructions
obtained from either the nearest shore based naval activity (United States naval attaches
included), other military service commands or United States consular officials, in the order listed.
In an emergency, when this procedure cannot be employed and shipment must be made on
commercial bills of lading, transportation charges of carriers will be paid by the Disbursing Officer.
Commercial bills of lading will be prepared and furnished to the carrier. When material is turned
over to a United States Navy ship for transshipment to a third ship, a fleet unit designated to
handle transshipment material or a shore based supply/shipping activity, it will be covered only by
an invoice, DD Form 1149 or DD Form 1348-1A, issued to the final consignee activity.
7114  DEFENSE TRANSPORTATION SYSTEM (DTS)

1. GENERAL. As defined by DoD 4500.9-R, DTS is that portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. DTS consists of two major elements: military (organic) and commercial resources. These resources include aircraft, assets, services, and systems organic to, contracted for, or controlled by DOD. The DTS infrastructure, including ports, airlift, sealift, railway, highway, intransit visibility, information management systems, customs, and traffic management that the DOD maintains and exercises in peacetime, is a vital element of the DOD capability to project power worldwide. It provides for responsive force projection and a seamless transition between peacetime and wartime operations.

2. PROCEDURES. CONUS shipments generally move by a commercial carrier on GBL/CBL and do not use Transportation Control Movement Document (TCMD), DD Form 1384. The TCMD is normally used to ship material in the DTS, (i.e., shipments originating from an overseas point). When a TCMD is not available, a DD Form 1348-1A may be used if the essential transportation data is included. The TCMD/DD Form 1348-1A must be turned in to the fleet unit designated to handle transshipment of material to its final destination. Shipment may also be directly inserted into the transportation system by obtaining a clearance from the nearest Air Clearance Authority (refer to paragraph 7119).

3. DOCUMENT PREPARATION. Most of the data elements needed to prepare transportation documentation are available from supply (MILSTRIP) documentation. Extensive information on DTS shipping paperwork may be found in the DTR, DoD 4500.9-R Part II, Cargo Movement. The DD Form 1348-1A or the DD Form 1149 is used as the primary source document. This paragraph provides the basic information needed to prepare a shipping document.
# EXAMPLE OF DD FORM 1384 (TCMD)

<table>
<thead>
<tr>
<th>Block</th>
<th>Block</th>
<th>Data Elements/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RP 1-3</td>
<td>Document Identifier. Enter TX1 for general cargo, TJ1 for hazardous or TE1 for ammunition. All hazardous shipments must also be identified with &quot;hazardous&quot; in the clear.</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Consignor. Include UIC.</td>
</tr>
<tr>
<td>4</td>
<td>17</td>
<td>Commodity and Special Handling. This defines the type of cargo to be moved. Enter the nomenclature and the following codes as applicable: AD - Supplies and equipment for aircraft, hazardous AZ - Supplies and equipment for aircraft ND - Ships parts, hazardous NZ - Ships parts HD - Electrical items, hazardous HZ - Electrical items</td>
</tr>
</tbody>
</table>

Note: rp=record position
<table>
<thead>
<tr>
<th>Block</th>
<th>Block</th>
<th>Data Elements/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>Air Dimension. Use &quot;A&quot; unless any single dimension (L, W, or H) exceeds 72.&quot; Use &quot;Z&quot; if greater than &quot;72&quot; and include the dimensions as an additional entry.</td>
</tr>
<tr>
<td>8</td>
<td>rp 77</td>
<td>Mode of shipment. See Appendix 5.</td>
</tr>
<tr>
<td>9</td>
<td>18</td>
<td>Type pack. Enter appropriate code as follows: BX - Box CO - Container CT - Carton DB - Duffle Bag FK - Foot Locker PC - Piece</td>
</tr>
<tr>
<td>10</td>
<td>rp 30-44</td>
<td>Transportation Control Number. A TCN has 17 positions. If, in response to a MILSTRIP requisition, a TCN is being constructed, the first 14 positions are the MILSTRIP Document Number. If record position (rp) 44 (Suffix) of the DD Form 1348-1A is blank, the 15th position of the TCN will be &quot;X.&quot; If record position 44 (Suffix) is coded, then the 15th position of the TCN will contain the Suffix Code. The 16th position of the TCN is a partial shipment code. If all of the shipment unit (the basic entity for documentation, movement clearance and marking) will be shipped together on one vehicle, place an &quot;X&quot; in the 16th position of the TCN. &quot;X&quot; indicates that the entire shipment is given to the carrier at one time or as a complete shipment. In the event that more than one vehicle is required to move the shipment unit (partial shipments), prepare a TCMD for each vehicle or increment on which the shipment is moved and assign a TCN to each document. The 16th position will be different for each partial shipment; &quot;A&quot; will be assigned to the 16th position of the first partial shipment. The second and remaining shipments, if required, will have a &quot;B&quot; through &quot;Z&quot; (omitting &quot;I,&quot; &quot;O&quot; and &quot;X&quot;) in the 16th position. The 17th position is the split shipment code and is reserved for use by the transshipment activity. The shipper always assigns an &quot;X&quot; to the 17th position of the TCN. If a shipment (complete or partial) must be split at a transshipment activity, (e.g., a port of embarkation), the transshipment activity will change the 17th position of the TCN.</td>
</tr>
<tr>
<td>11</td>
<td>3</td>
<td>Consignee. Include UIC.</td>
</tr>
<tr>
<td>12</td>
<td>rp 60-61</td>
<td>Transportation Priority (TP). The determining factor for TP is primarily the RDD. There are three TPs as follows: If PD is 01-08 and RDD is 999, N__ or E__ use TP1 If PD is 01-08 and RDD is 555 or 777 use TP2 If PD is 01-15 and RDD is 444 use TP2 If PD is 01-15 and RDD is blank use TP3</td>
</tr>
<tr>
<td>13</td>
<td>rp 62-64</td>
<td>Required Delivery Date. Construct in accordance with paragraph 3050.</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Date material was actually shipped.</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Estimated Time of Arrival (ETA). Enter the number of days required to move the shipment to the AMC POE (if known).</td>
</tr>
</tbody>
</table>
**7115 HAZARDOUS MATERIAL (HAZMAT)**

1. **GENERAL:** Hazardous materials are defined and regulated in the United States primarily by laws and regulations administered by the U.S. Environmental Protection Agency (EPA), the U.S. Occupational Safety and Health Administration (OSHA), the U.S. Department of Transportation (DOT), and the U.S. Nuclear Regulatory Commission (NRC). DOT defines a hazardous material as any item or chemical which, when being transported or moved, is a risk to public safety or the environment, and is regulated as such under the: Hazardous Materials Regulations (49 CFR 100-180); International Maritime Dangerous Goods Code; Dangerous Goods Regulations of the International Air Transport Association; Technical Instructions of the International Civil Aviation Organization; U.S. Air Force Joint Manual, Preparing Hazardous Materials for Military Air Shipments.

2. **TRANSPORTING HAZMAT:** All DOD personnel (military, civilians, and contractors) participating in the movement of regulated HAZMAT must comply with the rules of regulatory bodies governing the safe transportation of regulated HAZMAT for modes of transportation. For non-national security movements, the labeling, placarding, marking, compatibility, emergency response guidance, and other Hazardous Materials Regulations (HMR) requirements of 49 CFR are applicable to DOD-regulated HAZMAT cargo transported by military or commercially operated conveyances. Defense Transportation Regulation (DTR) DoD 4500.9-R and NAVSUP P505 contains policies, procedures, and responsibilities for the movement of DOD-regulated HAZMAT by all modes; military and commercial operated by DOD-affiliated personnel.
3. PACKAGING AND LABELING HAZMAT: OSHA has adopted new hazardous chemical labeling requirements as a part of its recent revision of the Hazard Communication Standard, 29 CFR 1910.1200 (HCS), bringing it into alignment with the United Nations’ Globally harmonized System of Classification and Labelling of Chemicals (GHS). All hazardous chemicals shipped after June 1, 2015, must be labeled with specified elements including pictograms, signal words and hazard and precautionary statements. Further guidance for packaging, labeling and transporting HAZMAT are outlined in MIL-STD 129R, DoD 6050.5LR, and NAVSUPINST 4030.55B.

4. Refer to NAVSUP P485 Volume I, Chapter 8, Part C for additional HAZMAT policy and procedures.

7116 MAGNETIC SHIPMENTS BY AIR

Certain types of material, such as magnetrons, require magnetic shielding prior to air shipment. Refer to NAVSUP Pub 505 for basic instructions, then obtain assistance from the supporting activity.

Section IV: PERSONAL EFFECTS AND UNACCOMPANIED BAGGAGE

7117 GENERAL

Upon receipt of personal effects from inventory boards, supply officers afloat will be responsible for the custody, storage, security, shipment and disposition of personal effects, including maintenance of adequate records. Personal effects include property belonging to absentees, deserters, legal next of kin of missing or deceased personnel, personnel declared to be mentally or physically incapacitated, and personnel transferred under orders. Unaccompanied shipment of personal effects originating from deployed ships and overseas locations must have copies of the individual's orders and a proper customs certification attached. Further information on absentees, deserters, deceased, and incapacitated personnel is provided in paragraphs 1300-1303. For mailing of lost, abandoned or unclaimed personal effects of individuals verified to be deceased or missing, using OPTAR funds, refer to NAVSUP P-490, Chapter 6.
Part C: AIRLIFT AND TRACING

Section I: AIRLIFT

7119 AIRLIFT CLEARANCE AUTHORITY (ACA)

In accordance with NAVSUPINST 4630.22E, all Navy funded air-eligible shipments that move by Air Mobility Command (AMC) channel or commercial air freight must be offered to and cleared for airlift by the appropriate ACA. The ACA will clear (approve or challenge) the requested airlift as appropriate and ensure proper consignment and routing instructions are used for shipments to ships and mobile units. ACAs will challenge Navy-funded shipments based on certain criteria per NAVSUPINST 4630.22E. NAVSUP WSS is the ACA responsible for providing clearance or challenging the request for all Navy export material airlift shipments originating in CONUS and all Coast Guard CONUS export air cargo. Overseas ACAs will provide clearance or challenge requests for airlift from and between overseas areas. The DTR, Part II, Cargo Movement, Appendix R, provides a complete listing of all overseas ACAs.

7120 AIRLIFT CLEARANCE PROCEDURES

Obtaining a clearance/routing from an ACA is accomplished by submitting (via telephone, electrically transmitted message, etc.), the complete information contained in the Transportation Control and Movement Document (TCMD) to the appropriate ACA prior to shipping. The shipper will release the shipment identified in the advance TCMD if the ACA does not challenge the shipment. If the shipment is challenged, the ACA will advise the shipper when to release the shipment and the method of transportation to be used, whether air or surface.

7121 AIRLIFT CHALLENGE

1. GENERAL. The philosophy of the challenge program is to question the requisitioner/consignee at the time material is available for shipment as to whether air transportation or surface shipment will meet the end user's requirements. The objective of the program is to ensure that the needs of the user are met while minimizing the expenditure of transportation funds. Should a unit receive a challenge message on high-priority material, a rapid response to the message will ensure rapid movement of the cargo. All air shipment challenges for Submarine Force units will be addressed to the monitoring activity identified by the first digit of the Distribution Field (MILSTRIP Record Position 54).

2. CHALLENGES. Except when specifically exempted, all shipments of Navy funded/sponsored material offered for airlift are subject to challenge. The ACA will challenge the requirement to airlift cargo based on the following criteria:
   a. Weight exceeds 150 pounds,
   b. Shipment volume exceeds 15 cubic feet,
   c. Requisition date is greater than 90 days old, and
   d. Transportation costs exceeds $4000.

3. EXEMPTIONS. The following shipments are exempt from the challenge criteria in subparagraph 2 above:
   a. Requisitions containing RDD “999,” and
   b. "W" or "G" series requisitions with transportation costs less than $4000.
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

7122 GREENSHEET, COURIER AND SPECIAL HANDLING

Activities may advise the ACA of shipments in one or more of the following categories:

   a. Shipments requiring expediting, (i.e., Greensheet), action. Greensheet is a procedure in which specifically identified Navy cargo in the AMC system gains movement precedence over other priority Navy cargo, including RDD “999” shipments. Requests for this service are closely screened and must be kept to a minimum.

   b. Shipments accompanied by couriers or monitors.

   c. Shipments that require special handling, (e.g., environmental control, hand-to-hand receipt, RESHIP, hazardous/dangerous cargo, etc.). Extreme care shall be used to ensure that proper consignment and routing instructions are used for shipments consigned to ships and mobile units as location of these activities may change.

Section II: EXPEDITING AND TRACING

7123 VENDOR RECEIPT EXPEDITING PROGRAM (VREP) SHIPMENTS

Information, tracing, and expediting requests for Vendor Receipt Expediting Program (VREP) shipments shall be directed to DLA Distribution Norfolk, Bldg Y109 1968 Morris Street, ATTN: VENDOR RECEIPT EXPEDITING PROGRAM (VREP), Norfolk VA 23512-0001 or call/email the Emergency Supply Operation Center (ESOC) at 757-443-3370/ddnvesoc@dla.mil.

7124 PROCEDURES

Tracing is the method used to determine the status of an item in the transportation system. These procedures are contained in the DTR, Part II, and Chapter 202. DTR tracing procedures enable the requisitioner to go directly from the supply pipeline into the transportation pipeline to trace a shipment. This is accomplished after the mode of shipment status is received from the shipping activity. Before initiating tracer action, the responsible activity or shipper must ensure that:

   a. The normal transit time or specified RDD has elapsed and undue delay has occurred.

   b. Data necessary to initiate tracer action has been received, (i.e., TCN, date of shipment lift and POE/APOE). The tracer request with Document Identifier Code "TM1" will be forwarded based on shipment origin to the appropriate activities as follows:

WHERE TO SEND TRACER REQUEST

<table>
<thead>
<tr>
<th>Shipment Origin:</th>
<th>Forward Tracer To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONUS Outbound air &amp; ocean</td>
<td>Global Distance Support Center (GDSC)</td>
</tr>
<tr>
<td></td>
<td>Phone: 1-877-4-1-TOUCH</td>
</tr>
<tr>
<td></td>
<td>DSN: 510-4-2-TOUCH</td>
</tr>
<tr>
<td></td>
<td>email: <a href="mailto:AnchorDesk@Navy.Mil">AnchorDesk@Navy.Mil</a>.</td>
</tr>
<tr>
<td>CONUS Surface</td>
<td>Surface Deployment and Distribution Command (SDDC) OPERATIONS CENTER</td>
</tr>
<tr>
<td></td>
<td>Phone: 1-800-526-1465</td>
</tr>
<tr>
<td></td>
<td>email: <a href="mailto:sddc-ops-businessservices@conus.army.mil">sddc-ops-businessservices@conus.army.mil</a></td>
</tr>
<tr>
<td>From Overseas</td>
<td>Contact shipper or last known holder of material</td>
</tr>
</tbody>
</table>
Note: Trident Refit Facility (TRF), Kings Bay, GA (Code 500, Routing Identifier Q6R), is responsible for tracing all FBM Program shipments for Atlantic Fleet units and all applicable tracer requests should be directed to TRF vice the transportation activity noted above. Priority Material Office (PMO) Pacific, Bremerton, WA, 98314 Telephone: (360) 476-7306, is responsible for tracing all Issue Group I FBM Program shipments for Pacific Fleet Units and all applicable tracer requests should be directed to PMO vice the transportation activity noted above.
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CHAPTER 8

SPECIAL MATERIAL

Part A: CONTROLLED EQUIPAGE

8000 GENERAL

Per CNO message 112209ZMAY99, NAVOP 004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled. Due to the impact on readiness and/or the financial implications of replacing material formally designated as controlled equipage, it is incumbent upon all hands to maintain positive control of such items. Identification of material requiring appropriate procedures for safeguarding rests with the Commanding Officer. Survey reports for types of material formerly designated as controlled equipage will be submitted only when material meets other survey criteria as per paragraphs 5125-5135. NAVSUP remains the technical authority for development and implementation of methods to maintain accountability of government property.

It is recommended that issues of hand held personal devices, cell phone, laptops, etc., be documented with the completion of a "Page 13" entry in the member's service record. These devices remain government property and are to be retained by the government upon an individual's termination of naval service.
Part B: PRESENTATION SILVER AND OTHER VALUABLE GIFTS

Section I: GENERAL

8100 INTRODUCTION

Title 10 U.S. Code, Section 7221 authorizes the Secretary of the Navy to accept and care for gifts of silver and other valuable articles presented to United States ships by states, municipalities, organizations, individuals, or other sources, and is the basic authority to expend operational funds to care for such gifts. Presentation silver may consist of a single item, e.g., a bowl, a tray, a candelabra, or a group of items; e.g., punch bowl set, tea set, dinner service. Other valuable articles may consist of paintings, portraits, original historical documents, engraved clocks or chronometers, and other such items which the Commanding Officer considers to warrant continuing accountability. Presentation silver is the property of the U.S. Navy and cannot be loaned or returned to anyone without prior NAVSUP and CNO approval. The CNO is the delegated authority to act for the Secretary of the Navy with regard to returns of gifts of presentation silver services under Title 10 U.S. Code, Sections 7545 and 7546.

8101 ACCEPTANCE OF GIFTS

APPROVAL AUTHORITY. In accordance with SECNAVINST 4001.2 (series) and OPNAVINST 4001.3 (series), the following officials are delegated gift acceptance authority for gifts of silver made to vessels of the Navy under 10 U.S.C. 7221:

a. Only the Secretary of the Navy can accept gifts of a value in excess of $60,000.

b. Gifts of a value of $60,000 or less under Title 10, U.S.C. 7221: CNO; VCNO; and Director, Navy Staff (DNS).

c. Gifts of a value at less than $12,000: Commander, NAVSUP.

A letter to the appropriate level of authority must be submitted requesting approval to accept the gift (see sample on following page). NAVSUP (N3/4) will be provided copies of all related correspondence. After approval, these gifts become the property of the U.S. Navy and must be maintained intact as originally presented and safeguarded against damage and loss.
SAMPLE ACCEPTANCE LETTER

OFFICIAL COMMAND LETTERHEAD 4001
DRAFTER/DOC SER #
DATE

From: Commanding Officer, SHIP (XXX 1000)
To: (APPROPRIATE GIFT ACCEPTANCE AUTHORITY LEVEL)
Subj: GIFTS¹ TO (SHIP) FROM (DONOR)
Ref: (a) NAVSUP P-485, Operational Forces Supply Procedures

1. To accept a gift in accordance with reference (a), (DONOR) have/has made unsolicited offers of gifts for (SHIP). The following is a list of presentation silver items and their appraised value.

<table>
<thead>
<tr>
<th>Gift</th>
<th>Cost, if known</th>
<th>Appraised Value²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ITEM, DESC.</td>
<td>$xxx,xxx.xx</td>
<td>$xxx,xxx.xx</td>
</tr>
<tr>
<td>2. ITEM, DESC.</td>
<td>$xxx,xxx.xx</td>
<td>$xxx,xxx.xx</td>
</tr>
<tr>
<td>3. ITEM, DESC.</td>
<td>$xxx,xxx.xx</td>
<td>$xxx,xxx.xx</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$xxx,xxx.xx</td>
<td>$xxx,xxx.xx</td>
</tr>
</tbody>
</table>

2. In the interest of crew morale and development of closer ties between (SHIP) and (DONOR), recommend approval of acceptance of the gift(s) specified as gift(s) to the Navy.

(COMMANDING OFFICER)

Copy to:
(TYCOM LEVEL)
NAVSUP (IF NOT ADDRESSEE)

¹ Gifts other than presentation silver fall under the Cognizance of the Curator of the Navy.
² Appraised value (reproduction cost) is defined as: “The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property.”
8102 REQUESTS FOR PRESENTATION SILVER

Previously assigned sets of presentation silver which have been turned in to storage may be reassigned by NAVSUP (on a temporary basis) to active fleet ships that submit justified requests. The request, submitted by the CO or Prospective CO to NAVSUP (N3/4), will state the purpose of the request and will indicate the size and quantity of the items desired; e.g., one set of silver service consisting of: 1 large tray, 1 large punch bowl, 1 ladle, and 12 punch cups. If the requested silver is unavailable, the requesting ship will be advised of available suitable substitutes or will be placed on the waiting list until appropriate items become available. It is recommended that only two or three items, or a small coffee and tea service, be assigned to submarines or ships with limited storage and security.

From: Food Service Officer, USS UNDERWAY (CVN 00)
To: Commander, Naval Supply Systems Command (N3/4)

Subj: REQUEST FOR THE USS UNDERWAY PRESENTATION SILVER

Ref: (a) NAVSUP Navy Food Service Operational Handbook

1. Per reference (a), this letter is submitted to request pieces from the USS UNDERWAY Presentation Silver Service. If approved, the USS UNDERWAY silver will be used as a display during dignitary visits, Navy events and ceremonies. The USS UNDERWAY silver is currently in storage at the NAVSUP Fleet Logistics Center Norfolk or San Diego. The ship’s intent is to have the USS UNDERWAY silver transferred to the custody of our designated presentation silver custodian, CS1 ___ in (expected date of transfer). NAVSUP will be provided a copy of the DD Form 1149 at the time of transfer.

2. The following is a list of silver pieces desired/requested from the USS UNDERWAY Silver set:

   a. Punch Bowl 1
   b. Punch Cups 12
   c. Punch Bowl Tray 1

3. The POC is Lieutenant _____; he can be reached at (757) 445 – 0000 or via e-mail at joe.sea@navy.mil.

   G. O. NAVY

Copy to:
NAVSUP Fleet Logistics Center, Norfolk
Supply Officer, USS UNDERWAY (CVN 00)
8103 CLASSIFICATION FOR REASSIGNMENT PURPOSES

Presentation silver received by a ship as a gift is classified as namesake silver. Namesake silver is assigned to a ship for as long as that ship remains in commission. Unless unusual circumstances exist, requests to turn-in namesake silver will not be approved. Presentation silver on loan may be turned-in to the supporting NAVSUP FLC at any time provided prior approval is obtained from NAVSUP N3/4. On rare occasions, presentation silver from decommissioned units may become namesake silver when a new ship is commissioned with the name. In such instances, the new ship will have first priority to any or all of such silver set as determined by NAVSUP.

Section II: RECEIPT

8110 APPRAISAL

After receipt of new silver, an appraisal must be promptly completed to determine the value of the silver. Assistance in obtaining the appraisal may be obtained through NAVSUP FLC contracting or pierside procurement. It is strongly recommended that silver be reappraised every 5 years. Appraisal costs are chargeable to the ship’s OPTAR. If appraisal services are performed aboard ship, the contractor must be accompanied by a crew member at all times. The contractor must provide an appraisal of the reproduction cost of the silver as opposed to the fair market value. Reproduction cost is defined as the “total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property.” A copy of the completed appraisal will be provided to NAVSUP N3/4 upon completion of the appraisal. For each appraisal conducted, the contractor must provide the following mandatory information:

a. Quantity of each unique item;
b. Description, dimensions and markings of each unique item;
c. Weight of each unique item;
d. Metallic content;
e. Manufacturer (if available);
f. Inscription on the item, as applicable;
g. Appraised value of each unique item;
h. Appraised value of total number of each item, (e.g., twelve punch cups), if available;
i. Narrative justification of appraised value assigned;
j. Appraised value of each complete silver set;
k. Date of appraisal;
l. Name of ship or station silver for which appraisal was performed; and
m. Ships having sets from more than one namesake ship (original owner of silver) must have each silver set appraised on a separate paragraphed appraisal report.
The original of each completed appraisal and a legible copy of the invoice will be submitted within 15 days to:

Commander, Naval Supply Systems Command  
ATTN: Presentation Silver Manager (N3/4)  
P.O. Box 2050  
5450 Carlisle Pike  
Mechanicsburg, PA 17055-0791

**SAMPLE APPRAISAL FORMAT**

**USS CARL VINSON (CVN 70)**

**SANDWICH TRAY** A sterling silver SANDWICH TRAY of circular outline,  
**DESCRIPTION:** the perfectly plain center engraved with armorials.  
**INVENTORY NO:** 19  
**INVENTORY TITLE:** SANDWICH TRAY, circular 19" diameter  
**QUANTITY:** 3 units  
**ORIGINAL OWNER:** USS SAN FRANCISCO (CA 38) (Protected Cruiser No. 5)  
**DONOR:** City of San Francisco, CA  
**METALLIC CONTENT:** Sterling Silver  
**MANUFACTURER:** Wallace International  
**DESIGN NO.:** Not indicated  
**INSCRIPTION:** “SAN FRANCISCO” in Old English letters  
**DIMENSIONS:** Diameter: 19 inches, Height: 1/2 inches  
**WEIGHT:** 33 troy ounces each  
**CONDITION:** Good  
**VALUE FOR UNIT:** $1,500.00  
**VALUE FOR SET:** $4,500.00  
**COMMAND:** USS SAN FRANCISCO (SSN 711)

**8111 REPORT OF RECEIPT**

1. **INVENTORY.** Within 60 days of the receipt of donated presentation silver, a complete inventory of all donated items will be sent to: Commander, Naval Supply Systems Command, Attn: NAVSUP N3/4, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791.

2. **COVER LETTER.** A cover letter will be submitted with the inventory report giving the date and place of presentation, name, address and phone number of the donor, and the name and address of the silversmith, if known. For gifts other than presentation silver, the report will be sent to:

Naval Historical Center  
Curator Branch  
Washington Navy Yard  
901 M Street, Southeast  
Washington, DC 20374-5060
A retained copy of the initial inventory report will be used to post receipts of new gifts to the controlled equipage custody records in accordance with paragraph 8121.

**8112 PHOTOGRAPHS**

1. **MANAGEMENT.** Proper management of presentation silver dictates that a system must be in effect which enables the holder of presentation silver to adequately identify to the appropriate investigative body, a complete description of the item(s) should it/they become lost or destroyed. Accordingly, a clear photograph of each unique item shall be taken using a ruler in the photograph to indicate actual size. One copy of the entire set will be forwarded to NAVSUP N3/4. Two prints of each photograph will be retained by the ship as an additional means of inventory control. These prints will accompany the gift if and when it is transferred to another location or placed in permanent storage.

2. **REPORT OF RECEIPT.** Within 30 days of receipt of reassigned presentation silver, the recipient command will forward an itemized DD Form 1149 (or DD Form 1348-1A with an itemized inventory attached to Commander, Naval Supply Systems Command, Attn: NAVSUP N3/4, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791

**Section III: CUSTODY AND STOWAGE**

**8120 ACCOUNTABILITY**

Adequate protection and strict accountability of presentation silver is required to guard against damage or loss. The custody of presentation silver, therefore, will be entrusted to a responsible individual designated in writing by the Commanding Officer. The designated custodian will be responsible for adequate security, proper display, care, and preservation of all presentation silver items in their custody. When the Commanding Officer assigns a new presentation silver custodian, a proper turnover of all silver assets must be conducted. During the turnover, a full inventory must be completed documenting all missing or damaged silver. The silver inventory and all surveys must be signed by both parties conducting the inventory. All inventory discrepancies must be reported to NAVSUP N3/4 immediately. After the turnover is complete, the new silver custodian must contact the Presentation Silver Manager by phone or email to provide point of contact information in order to receive proper support and pass-down information. When utilizing presentation silver for command functions where the designated custodian will not have immediate direct control of the items, sub-custody records will be utilized and alternate custodians must be assigned to ensure the security of all silver items used or displayed.

**8121 CUSTODY**

1. **RECORDS.** The custodian of presentation silver is responsible for maintaining records, conducting physical inventories, and submitting required reports. Controlled equipage custody records will be maintained for presentation silver or other valuable gifts (a presentation may consist of one item or a number of items). If all items included in a presentation cannot be listed and properly identified in a single custody record, separate custody records will be prepared for individual items or groups of items. In addition to the requirements, each custody record will include:
a. A card number (to be consecutively assigned if more than one record is maintained);
b. Complete description, including the engraving and dimensions, of each item;
c. The name, address, and phone number of the donor; if known,
d. The name of the ship and hull number to which originally presented;
e. The quantity of each item;
f. The condition of each item;
g. The date of receipt;
h. The place of presentation;
i. The receipt document number, for reassigned silver; or the accession number for gifts other than silver. (The accession number is the numeric or alphanumeric identification number that is assigned by the Curator for the Navy upon receipt of the initial inventory report.);
j. For presentation silver, photographs of each unique piece;
k. Appraised value and date of appraisal;
l. Copy of inventories submitted to NAVSUP covering the most recent two year reporting periods;
m. Copy of Financial Liability Investigation of Property Loss (DD Form 200) if applicable, submitted/prepared during the most recent two year period;
n. Copy of correspondence submitted to or received from NAVSUP for the most recent two year period; and
o. Copy of appraisal report.

2. SECURITY. The following excerpt from SECNAVINST 4001.1 (series) is provided for appropriate information and action: “In addition to the historical value and intrinsic worth of presentation silver, the continuing high level Navy and public interest in this material requires that these gifts be maintained intact as originally presented, and safeguarded against damage or loss.” Commands with a presentation silver inventory valued at $90,000 or more should carefully evaluate their security procedures and consider integrating presentation silver security procedures into the ship’s SORM. Consideration should be given to including display on Sounding and Security Watch/Command Duty Officer rounds, installation of electronic sensors, and any other security devices deemed necessary. Security for stored presentation silver at all ashore locations to include NAVSUP FLC storage must, at a minimum, store presentation silver in a GSA/government approved modular vault system or GSA/government approved armory or security vault. GSA/government approved high security padlocks may be used with security doors in place of vault doors only if location is within a secure space. If the vault is also being used for other valued assets other than presentation silver, the silver must be placed in a separagraphte cage with additional locking devices to limit entry. Clearance should be limited to the NAVSUP Presentation Silver Manager, NAVSUP FLC Presentation Silver Manager, Security Manager, and the Primary and Alternate Presentation Silver Custodians. Shore commands, to include NAVSUP FLC storage, should consider the installation of electronic security sensors (IDS, CAC Card entry, or DVR Systems). An access log for vault entrance using the SF 702 Security Container Check Sheet shall be used to record all entries in and out of the vault/secured storage area. Refer to OPNAVINST 5530.14E for additional guidance for the protection of precious metals.
8122 STOWAGE

1. PREPARATION FOR STOWAGE. Prior to placing presentation silver in storage, all items will be carefully cleaned, wrapped in anti-tarnish tissue and protected with an outer layer of bubble wrap cushioning material. Soft flannel can be used as a substitute for the anti-tarnish tissue paper. Once the items are carefully wrapped they will be labeled to identify the item and placed in a sturdy container. Sufficient packing material will be used to prevent damage of items from the motion of the ship. Anti-tarnish silver bags, silver cloth and silver cleaning kits, in preparation for storage, are also available upon request from NAVSUP FLC Norfolk and NAVSUP FLC San Diego.

2. STORAGE ENVIRONMENT. Silver must be stored in clean, dry and low humidity environment. A storage environment of 68-72°F and 35% humidity is recommended. Silica gels or dehumidifiers can be used to control humidity.

3. STORAGE CONTAINER. The recommended storage container for presentation silver service is manufactured under federal specification: Class 5 Cabinet-AA-F-363B (GSA-FSS) and is covered under Federal Supply Schedule 71 III E (FSC Group 71 Part III Section E Miscellaneous Furniture Insulated and Uninsulated Security Filing Cabinets, Safes, Vault Doors, and Map and Plan Files) Special Item (S.I.). The recommended container, if possible, will weigh in excess of 500 pounds; therefore, weight and movement compensation will be required on most combatants as well as other type ships.

Section IV: INVENTORY

8130 GENERAL

Physical inventories of presentation silver and other valuable gifts are required to ensure that all items received are actually on hand and in good condition.

8131 INVENTORY REPORTS

1. PRESENTATION SILVER. Each command having custody of presentation silver will submit an itemized inventory report of such material to the Commander, Naval Supply Systems Command, Attn: NAVSUP N3/4, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 or by email (Presentation Silver Manager email is located on page three of the NAVSUP P-476). An annual report is required for all sets appraised at $90,000 or more; a biennial report, to be submitted in each odd numbered year, is required for all sets appraised below $90,000. All ashore locations and NAVSUP FLCs must provide an annual inventory regardless of value. All inventory reports must be submitted by mail or email, annually, no later than 20 March. An Excel worksheet will be the accepted method for a silver inventory. The report will include the following information, in the following order:

    a. (HEADER) Ship name and hull number, silver ship name for each silver set (name and hull number of original recipients, name of ship originally donated to), inventory date, signed by (name and title) and silver locations. Note: Ships having more than one silver set from different hull numbers or ship’s names should provide to NAVSUP as individual inventories since all assets
must be recorded under their original ship’s name (name of the ship and hull during the original
donation of the silver).

b. Serial number and inventory number (provided by NAVSUP).
c. Asset number (Navy ERP, provided by NAVSUP).
d. Command UIC (used as the silver location in Navy ERP).
e. Description of silver.
f. Quantity of a specific silver piece with identical characteristics (example - 24 punch cups).
g. Inscription or placard on the silver describing a donation or specific historical event.
h. Condition to be noted as follows:
   (1) Excellent (like new), listed as OP in Navy ERP;
   (2) Good (almost new), listed as OP in Navy ERP;
   (3) Fair (minor dents and scratches OR items for which an exper appraiser or silversmith
       recommends repairs not required in order to preserve historical value), listed as DM in Navy ERP;
   or
   (4) Poor (broken, missing parts, repairs required), listed as DM in Navy ERP.
   i. Detailed description of the silver when the silver is in fair or poor condition (identify all
damage). In Navy ERP, damaged silver is listed as DM and silver in good condition is listed as
   OP (operational).
   j. Estimated or scheduled date of repair.
   k. Manufacturer, if known.
l. Date of last appraisal, every five years is recommended.
m. Appraised value.
   n. Donor and donor date, if known (for first inventory only).
o. Item found (Checked/marked with a “Y” to identify that the silver asset has been
   inventoried).
p. Attach DD Form 200 when applicable.

2. OTHER VALUABLE GIFTS. Inventories of gifts other than presentation silver are required to
be taken upon relief of the custodian, upon change of command, and upon inactivation of the ship.
Upon completion of the inventory, both the custodian being relieved and the relieving custodian (if
applicable) will report to the Commanding Officer that the inventory has been completed, with an
itemization of any missing or damaged items. For inventories incident to change of command or
inactivation of the ship, an itemized inventory will be submitted to the Naval Historical Center,
Curator Branch, Washington Navy Yard, 901 M Street, SE, Washington, DC 20374-5060. The
inventory will be submitted by letter, identified by NAVHISTCEN report symbol 4001-1, as soon as
practicable, after completion of the inventory. The report will include the following:

a. Description (including inscriptions) and quantity of each item;
b. Name of the donor;
c. Accession number assigned by the Curator for the Navy;
d. Identification and explanation of any damaged items; and
e. Copy of a completed DD Form 200 for any item which, incident to inventory, is determined to be missing or destroyed.

SAMPLE OF PREFERRED INVENTORY AS AN EXCEL SPREADSHEET

<table>
<thead>
<tr>
<th>Inventory</th>
<th>Description</th>
<th>Condition</th>
<th>Location</th>
<th>Value</th>
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<tr>
<td>USS UNDERWAY (CVN 01)</td>
<td>CANDLESTICK 11.75 HIGH X 6 BASE</td>
<td>OP</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
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<td>OP</td>
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<td>$200</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>CENTERPIECE 13 WIDE X 21.5 LONG</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>COFFEE POT 4.75 DIAMETER X 11.75 HIGH</td>
<td>DM</td>
<td>Y</td>
<td>$500</td>
</tr>
<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>FISH DISH 12.25 WIDE X 22.25 LONG</td>
<td>OP</td>
<td>Y</td>
<td>$80</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>FISH DISH 12.25 WIDE X 22.25 LONG</td>
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<td>$80</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>GRAVY BOAT 9.5 LONG X 4.5 WIDE X 5 3/8 HIGH</td>
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<td>Y</td>
<td>$100</td>
</tr>
<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>GRAVY BOAT 9.5 LONG X 4.5 WIDE X 5 3/8 HIGH</td>
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<td>Y</td>
<td>$100</td>
</tr>
<tr>
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<td>$50</td>
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<tr>
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<td>PEPPER SHAKER 2.25 WIDE X 6.25 HIGH</td>
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<td>$50</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>SALT SHAKER 2.25 WIDE X 6.25 HIGH</td>
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<td>$50</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>SUGAR BOWL 4 7/8 DIAMETER X 3.75 HIGH</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
<td>TOBACCO JAR - ICE BUCKET, 11 1/4 IN</td>
<td>OP</td>
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<tr>
<td>USS UNDERWAY (CVN 00)</td>
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<td>LAUNCH BOTTLE 11 HIGH</td>
<td>OP</td>
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<td>$800</td>
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</table>

8132 CARE AND MAINTENANCE

1. GENERAL. Presentation silver is a part of America’s history and Navy tradition and requires correct handling to prevent damages. White cotton gloves should always be worn. Bare hands will leave fingerprints or other marks which may be hard to remove. Silver should be handled one piece at a time using both hands. When setting silver down, place the piece down gently and by itself. Ask for assistance with bulky or heavy pieces.

2. ROUTINE CARE. Maintenance of presentation silver can be an easy matter if a regular program is established. It is recommended that presentation silver be cleaned every three months. All surfaces should be lightly wiped down using a polishing mitt or polish-saturated soft cloth. A mild dishwashing liquid in hot water may be used to wash pieces by hands. Silver should be immediately and thoroughly dried with a soft cotton or linen cloth.
3. POLISHING. Polishing requires special care and consideration. Presentation silver may be cleaned professionally or by using polishing kits available from NAVSUP FLC Norfolk, Code 432, 757-443-1911 (DSN 646-1911) or NAVSUP FLC San Diego, Code 431, 619-556-0419 (DSN 526-0419). Instant or dip type commercial cleaners are not approved for cleaning presentation silver. Pieces with unique engravings or details require extra time and thought during polishing. Allow enough space to move freely and cover the workspace with plastic to protect the surface. For care and maintenance, refer to NAVSUP P-486 CH-3 paragraph 4-3.

4. SILVER DISPLAY CONSIDERATIONS. Metal and glass display cases are the best with special museum cloth sprayed with a tarnish inhibitor. You can purchase the cloth from a company named Test Fabrics in Pennsylvania, telephone 570-603-0432. You can also place silica gel in the cases to cut down on the moisture factor. If you are using antique wood cases, they should be sprayed with polyurethane or an acrylic spray or paint to keep out the sulfides and other unwanted gases.

8133 MISSING, DAMAGED OR DESTROYED ITEMS

1. DAMAGED ITEMS. If a presentation item or other valuable gift is damaged, and repair is possible, it will be repaired even though the cost to do so may not be considered economical. The cost of these silver repairs will be properly chargeable to the ship’s OPTAR. If an item is damaged to such an extent that it cannot possibly be repaired, it will be surveyed. The survey action will be initiated as soon as the loss or irreparable damage is discovered. Regardless of value, when loss occurs a command investigation must be completed and the investigation report forwarded with the DD Form 200 survey to NAVSUP N3/4 immediately. A detailed description of the lost silver, to include the original ship’s name and circumstances relative to the loss or damage, will be included in the DD Form 200 or in attachments thereto. If the survey pertains to a missing item and it is suspected that the missing item may have been stolen as a result of the command’s investigation, follow the reporting requirements in accordance with NAVSUP P-486, Volume II, Chapter 3.

2. REPORTS. All surveys of presentation silver determined to be missing or destroyed can only be approved by NAVSUP N3/4, not by the ship’s Commanding Officer. Missing or destroyed silver must be reported to NAVSUP N3/4 within 48 hours after discovery, via email, naval message, or saltsgram (COMNAVSUPSYSCOM) as required by SECNAVINST 5500.4. After the initial notification of the missing or destroyed item(s), a letter report, briefly outlining the known facts surrounding the loss or destruction, will be promptly submitted to NAVSUP (ATTN: N3/4), 5450 Carlisle Pike, PO Box 2050, Mechanicsburg, PA 17055-0791. The letter will include, as a minimum:

   a. A brief description to include inventory or asset number, and quantity of the item or items lost or destroyed;

   b. An explanation surrounding the loss of silver to include the approximate time the loss was discovered;

   c. The name of the designated custodian;

   d. A telephone number, if available; and

   e. A statement regarding the feasibility of replacement.
3. REPORT OF FINDINGS. The Commanding Officer should always appoint an investigative officer outside the Food Services Division. When a missing presentation silver item which has been reported to the NCISH results in the issuance of a Report of Findings, forward a copy to NAVSUP N3/4 for file. Since loss of presentation silver is a potential embarrassment to the Secretary of the Navy, action will be taken to replace missing items with exact duplicates, chargeable to ship’s OPTAR. A copy of all correspondence concerning replacement of missing presentation silver will be provided to NAVSUP N3/4.

8134 RECOVERY OF MISSING ITEMS

In the event that a presentation silver item or other valuable gift which was surveyed as missing is subsequently found, written notification of the recovery will be promptly sent to NCISH (if notified of the loss) and either NAVSUP N3/4, for a presentation silver item, or to the Curator for the Navy, for other than a presentation silver item. The “receipt” of the recovered item will be posted to the custody record by reversing the previous survey entry.

Section V: TURN-IN

8140 GENERAL

Except for the circumstances mentioned in this section, presentation silver will not be transferred, loaned or removed from the ship without prior approval and disposition instructions from NAVSUP N3/4. Except for the circumstances mentioned in this section, valuable gifts, other than presentation silver may not be transferred without prior approval and disposition instructions from the Curator for the Navy. Direct any loan or return inquiries to NAVSUP N3/4. Do not include presentation silver at decommissioning ceremonies unless the loan or return has been approved. Any movement of silver (transfer, temporary storage, etc.) must be reported and approved by NAVSUP N3/4.

8141 STRIP SHIP

1. GENERAL. When directed by competent authority to remove “strip ship material,” any presentation silver or other valuable gifts on board will be transferred subject to the restrictions indicated in the following paragraphs. Ships that are decommissioning must start making their arrangements to transfer all their silver to either NAVSUP FLC Norfolk or NAVSUP FLC San Diego within a few months of notification. These transfers work best if the transfer package starts a year prior to decommissioning. All silver must be in good condition. Damaged silver must be repaired or replaced prior to turn in.

2. PRESENTATION SILVER. Presentation silver, together with photographs, appraisal, and a copy of the most recent inventory report submitted to NAVSUP N3/4, will be turned in for temporary vault storage to the nearest NAVSUP FLC or Supply Department of the naval shipyard for safekeeping. To ensure proper turn-in procedures are in place, it is recommended that the custodian of the silver contact the storage point and/or NAVSUP N3/4 for specific disposition instructions. A legible copy of the transfer document (DD Form 1149 or DD Form 1348-1A) will be provided to Commander, Naval Supply Systems Command, Attn: NAVSUP N3/4, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 within 30 days of transfer. A legible copy of the receipt document (DD Form 1149 or DD Form 1348-1A), including the name (printed and
signed), command code, phone number of the new holding custodian, and date received will be forwarded to NAVSUP N3/4.

3. OTHER VALUABLE GIFTS. Gifts other than presentation silver will be shipped directly to the Curator for the Navy, Naval Historical Center, Washington, DC 20374-0571.

8142 TEMPORARY VAULT STORAGE

1. GENERAL. When scheduled for a period of extended maintenance such as regular overhaul, restricted availability, or post shakedown availability, and, in the opinion of the Commanding Officer, the level of industrial activity will create a significant security risk, presentation silver or other valuable gifts may be transferred for temporary storage to the nearest NAVSUP FLC, or naval shipyard. Currently, NAVSUP FLC Norfolk and NAVSUP FLC San Diego are the only two approved locations for storage of presentation silver. All other NAVSUP FLCs or shipyard locations must be approved by NAVSUP N3/4 prior to transferring silver to temporary storage. Commands transferring silver for temporary storage will provide a copy of the DD Form 1149 transfer document to NAVSUP N3/4 and will also advise NAVSUP N3/4 when the presentation silver transfer is complete.
2. TRANSFER. Transfer information provided will include the date of transfer, transfer document number, activity to which transferred, and expected date of return. Upon return of the presentation silver or other valuable gifts, a letter report will be made to NAVSUP (N3/4) or the Curator for the Navy, as appropriate. Commands are still responsible for submitting their inventory report when storing silver assets at NAVSUP FLCs. Temporary silver assets that are properly stored in approved containers with tamper-evident serialized seals and having a current inventory in place to identify all silver assets can provide NAVSUP N3/4 with a copy of their last inventory as long as no changes have been made and the cases are still secure. Ensure silver is properly prepared for stowage prior to the drop off at NAVSUP FLCs. The silver remains under the custody of the transferring activity and NAVSUP FLC signs only for the containers, not its contents. Presentation silver in storage containers without serialized seals will not be accepted by NAVSUP FLC.

8143 REPAIR

It is the obligation of each ship with presentation silver to provide responsible care and upkeep of its service. The Pierside Procurement Specialist (PPS) should be contacted for assistance in obtaining repairs. Presentation silver in need of repair will be released only to a commercial silversmith. The DD Form 1149 will be annotated with the name, address and phone number of the silversmith. Upon delivery of the presentation silver to the silversmith, the name of the recipient will be printed below his or her signature and the date of turnover will be indicated. The first line in the description block will be: “Presentation silver, described as follows.” A copy of the itemized/receipt DD Form 1149 will be provided to the Commander, Naval Supply Systems Command, Attn: NAVSUP N3/4, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791, promptly upon release of the silver to the silversmith. Upon return of the silver, a copy of the dealer’s invoice will be attached to the DD Form 1149 and forwarded to NAVSUP N3/4. In either the transmittal of the DD Form 1149 or the DD Form 1149 with copy of the dealer’s invoice, a forwarding letter is not required.

8144 TURN-IN PROCEDURES

1. TURN-IN APPROVAL. Presentation silver on loan to a fleet unit may be permanently turned in provided prior written approval has been obtained from NAVSUP N3/4. The request for turn-in shall include a statement indicating:

   a. All silver is in good condition (no damaged items);
   b. There is no Financial Liability Investigation of Property Loss (DD Form 200) outstanding;
   c. Photographs are on file for each item assigned;
   d. The silver held has been appraised and a copy of the appraisal report is available; and
   e. Location of supporting NAVSUP FLCs (Norfolk and San Diego).

2. METHOD OF TURN-IN. Turn-in of presentation silver or other valuable gifts will be accomplished by an itemized DD Form 1149 with photograph(s) attached and must cite specific NAVSUP authority. Multiple sets of silver will be packed separegraphtely and the outside of the container appropriately marked with set name. Commercial shipment of presentation silver is not authorized and turn-in shall be made in person by the authorized custodian during a routine import visit. DO NOT SEND SILVER TO NAVSUP. After NAVSUP N3/4 approval, arrangements must
be made in advance with the appropriate NAVSUP FLC prior to the transfer of presentation silver to permanent storage.

3. DECOMMISSIONING SHIPS. Decommissioning ships are authorized to transfer their silver up to a year prior to decommissioning. Additional NAVSUP FLC activities may be approved for temporary storage of silver as long as all security requirements are in place.

Please contact the NAVSUP FLC prior to transporting silver to the below addresses:

NAVSUP FLC Norfolk Presentation Silver Manager Stores Specialist
Logistics Support Center
NAVSUP FLC Norfolk
1968 Gilbert St., Ste 600
Norfolk, VA 23511-3392

NAVSUP FLC San Diego Presentation Silver Manager
3985 Cummings Rd.
Bldg 116-2D Floor
San Diego, CA 92136-5218
PART C: HAZARDOUS MATERIAL (HAZMAT)

Section I: GENERAL

8200 INTRODUCTION

1. GENERAL. Many commodities used by the Navy are hazardous or contain HAZMAT that have special requirements for storage, handling, transportation and disposition. Dangers posed by hazardous materials can pose serious risks to personnel and the environment; therefore, Navy personnel must be aware of domestic and international laws and regulations associated with them. Federal and DOD laws and regulations place special emphasis on communicating hazards associated with these products because exposure can result in serious personal injury, permanent disabilities and even death. Navy property and the environment must also be protected from damage or destruction by misuse or mismanagement of HAZMAT. All Navy personnel are required to become familiar with Environment, Health and Safety (EHS) policy and procedures for appropriate management of HAZMAT.

The basic tenets of an effective Hazardous Material Control and Management (HMC&M) Program are:

a. Provide only what the customer needs when he needs it.

b. Minimize customer effort to return used/excess HAZMAT.

c. Cradle to grave tracking of HAZMAT.

d. Consolidate HAZMAT waste streams.

e. Eliminate unnecessary stowage of HAZMAT in Work Centers.

f. Ensure compliant storage spaces for HAZMAT.

g. Follow compliant offload and disposition procedures for serviceable and unserviceable/used HAZMAT.

2. COMPLIANCE. Costs for disposal of/excess HAZMAT and fines levied for regulatory non-compliance are continually rising. This factor, coupled with ever increasing legislative oversight, requires total life-cycle control of HAZMAT procurement, storage, use and disposal. The following references are applicable to shipboard management of HAZMAT:

a. OPNAVINST 5100.19 (series) Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat;

b. OPNAVINST 5090.1 (series) Navy Environmental Readiness Program;

NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

i. NSTM 670 Volume I - Afloat HMC&M Guide(S99086-WK-STM-010),
ii. NSTM 670 Volume 2- Hazardous Materials User Guide (HMUG) (S9086-WK-STM-020), and

d. NAVSUP P722 - Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP Manual);
e. Hazardous Inventory Control System for Windows (HICSWIN) Afloat Desk Guide – for surface ships; and
f. Submarine Hazardous Inventory Management System (SHIMS) Desk Guide

3. AFLOAT CHRIMP TECHNICIAN SUPPORT

a. Shipboard HAZMAT operations are the responsibility of the Supply Officer/Afloat HAZMAT Coordinator and hazardous material center (HMC) supervisor. However, there are many challenges to managing HAZMAT in a shipboard environment where compliant storage space is limited, personnel turnover is frequent, and regulatory policy is complex and constantly changing. In order to help ships manage these challenges and become self-sustaining, compliant and efficient while at sea, NAVSUP has established a shore support mechanism known as Afloat Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Technician or A.C.T. ACTs are teams of NAVSUP FLC personnel specifically located in fleet concentration areas to assist ships with all facets of shipboard HAZMAT operations. They are trained and experienced in afloat supply and HAZMAT operations and PQS certified. ACTs are not only excellent training resources capable of assisting ships to become more proficient in HAZMAT management, but also serve as effective communications conduits for continuous feedback from ship-to-shore. The following is a small sample of support capabilities available from ACTs and local shore CHRIMP Centers. It is not all encompassing nor is it intended to limit the range of support ACTs can provide. In order to maximize support effectiveness, ships need to clearly identify requirements to help determine if request is within ACT capability or if they need to assist the ship with coordinating support from other sources.

(1) In brief the CO/XO, SUPPO, LCPO and LPO;
(2) Review regulatory policy, instructions and procedures;
(3) Conduct HMC&M training;
(4) Coordinate/facilitate HAZMAT storage plans/configuration;
(5) Train/assist inventory management processes;
(6) CHRIMP training and certification;
(7) 7 Day Locker review;
(8) Pre-INSURV assistance;
(9) Ship-to-Shore offload assistance;
(10) IT systems (HICSWIN/SHIMS) functional training;
(11) SHML Feedback Report (SFR) preparation;
(12) Safety Data Sheet (SDS) research procedures; and
(13) Pre-deployment groom;

b. ACT support services may be obtained by contacting the NAVSUP FLC Region CHRIMP Center (RCC) listed below or NAVSUP Global Logistics Support (GLS) Hazardous Material Support Representative (HSR) HMC&M Afloat Lead at (904) 710-8803.

CONUS CHRIMP Contact Information:

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<th>Locations</th>
<th>DSN</th>
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<tbody>
<tr>
<td>NAVSUP FLC San Diego</td>
<td>526-0068</td>
<td>619-571-1146</td>
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<tr>
<td>NAVSUP FLC Norfolk</td>
<td>646-8207</td>
<td>757-443-2546</td>
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<td>NAVSUP FLC Puget Sound</td>
<td>439-6949</td>
<td>360-476-6949</td>
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<td>NSA New London</td>
<td>694-1529</td>
<td>860-694-1529</td>
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<td>NAVSUP FLC Pearl Harbor</td>
<td>315-4076</td>
<td>808-473-4076</td>
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<td>NAVSUP FLC Jax Det Mayport</td>
<td>960-6662 /6663</td>
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OCONUS CHRIMP Contact Information:

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<td>NAVSUP FLC Yoko DET</td>
<td>315-252-3139/3170</td>
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<td>NAVSUP FLC Yoko DET Guam</td>
<td>339-8180</td>
<td>671-339-8180</td>
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<tr>
<td>JEMMS Okinawa</td>
<td>315-637-6105/6020</td>
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<tr>
<td>NRCC Singapore</td>
<td>421-2047</td>
<td>011-65-6750-2047</td>
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<td>NAVSUP FLC Sigonella</td>
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<tr>
<td>NAVSUP FLC Sigonella DET</td>
<td>318-439-4219</td>
<td>011-973-17-854-219-4219</td>
</tr>
<tr>
<td>NAVSUP FLC Sigonella DET</td>
<td>314-727-2967</td>
<td>011-34-956-2967</td>
</tr>
</tbody>
</table>

c. Mediterranean-deployed ships: Refer to COMFOR SIXTHFLTINST 4000.1U, CH 20 for HM & Used HM management and ship-to-shore transfer procedures.
HAZARDOUS MATERIAL MINIMIZATION (HAZMIN)

Federal, DOD and Navy policies mandate the reduction of HAZMAT procurement, storage, distribution and use to minimum quantities required to sustain mission readiness. Whenever HAZMAT cannot be eliminated or substituted by "sustainable or Green" products, these policies also require products be selected, used, and managed over its life-cycle so that DOD incurs the lowest costs required to protect human health and the environment.

RESPONSIBILITIES

SUPPLY OFFICER (SUPPO). As the Command HAZMAT Afloat Program Coordinator (AHMC), the SUPPO is responsible for the following:

a. To establish and operate the HAZMAT Division for “centralized” control of all aspects of HAZMAT management to include: minimizing HAZMAT stock levels, requisitioning, stowage, issuing and reuse of serviceable HAZMAT; collection of used or excess HAZMAT; and proper disposal of non-recyclable used HAZMAT.

b. Identify locations and quantities of all HAZMAT stored aboard ship and provide the list to the Gas free Engineer/Damage Control Assistant, Safety Officer, and Medical Department Representative.

c. Coordinate a shipwide physical inventory of all HAZMAT on an annual basis. Compare this inventory to the Ships Hazardous Material List (SHML) or Submarine Material Control List (SMCL) and take appropriate action on all differences in accordance with Supply Department inventory management procedures.

d. Centrally manage and forward all SHML/SMCL Feedback Reports (SFRs) for any HAZMAT not listed in the SHML/SMCL and corresponding Safety Data Sheet (SDS) to NAVSUP WSS Mechanicsburg (NAVSUP WSS N242).

e. Maintain the Hazardous Inventory Control System for Windows (HICSWIN) or for submarines SHIMS PC based program and provide hard copy Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) upon request.

f. Ensure that management of shipboard HAZMAT follows procedures outlined in this chapter and in references (a-3).

g. Ensure supervisors are trained annually in proper marking, handling, stowage (as appropriate), usage, reutilization, spill response, and disposal procedures relative to HAZMAT and in the use of MSDS/SDS.

h. Retain the Hazardous Material Information Resource System (HMIRS) CD/DVD, which contains MSDS/SDS information. Retain the hard copy MSDS/SDS for locally purchased material and for materials not listed in HMIRS. Ensure a copy MSDS/SDS are available to all personnel upon request. Forward copies of MSDSs/SDS, which are not on the HMIRS CD-ROM disks to:

NAVSUP WSS Mechanicsburg
Attn: Code N242
5450 Carlisle Pike, PO Box 2020
Mechanicsburg, PA 17055-0788
DSN 430-8686, Commercial 717-605-8686
FAX 717-605-3480

i. Ensure all HAZMAT containers are properly labeled before acceptance as specified in reference (a) for surface ships and reference (f) for submarines.
HAZMAT DIVISION CHECK-OFF LIST

**ADMINISTRATIVE**

1. Are the following instructions/manuals on-hand and available for Departmental use:
   a. OPNAVINST 5100.19 (series)
   b. OPNAVINST 5100.23E
   c. OPNAVINST 5090.1 (series)
   d. DoDINST 6050.5
   e. NAVSUP P-573 – Manual for Storage and Handling of Hazardous Materials
   f. NAVSUP P-722 Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual
   g. Hazardous Inventory Control System for Windows (HICSWIN) Afloat Desk Guide for surface ships
   h. Submarine Hazardous Inventory Management System (SHIMS) Desk Guide for submarines
   i. Hazardous Material Information Resource System (HMIRS) DVD/CD-ROM
   j. (SHML) or SMCL

2. Is the SUPPO appointed, in writing by the Commanding Officer, as Afloat HAZMAT Coordinator? Is a commissioned officer appointed, in writing, by the Commanding Officer as Afloat HAZMAT Coordinator on ships without a Supply Officer?

3. Is CHRIMP in effect?

4. Is the latest version of HICSWIN/SHIMS software program in use?

5. Is the Afloat HAZMAT Coordinator a graduate of the Forces Afloat HAZMAT Coordinators’ Course and other courses specified in OPNAVINST 5100.19 (series)?

6. Does the Commanding Officer or designated 0-5 authorize and sign all open market purchase requests for HAZMAT?

7. Is used or excess HAZMAT properly turned over to the Supply Department for offload and disposal ashore?

8. Does the HAZMAT Coordinator ensure that management of shipboard HAZMAT follows procedures outlined in Chapters B3 and C23 or B3 and D15 for submarines of OPNAVINST 5100.19 (series) and NSTM 670 Volumes 1, 2, & 3?

9. Is annual training provided to supervisors concerning proper handling, stowage, usage, disposal and labeling procedures relative to HAZMAT including the use of Material Safety Data Sheets (MSDS/SDS)?

10. Is the Safety Officer, Gas Free Engineer, Damage Control Assistant and Medical Department representative provided with a list of HAZMAT storage locations?
HAZMAT DIVISION CHECK-OFF LIST (CONT)

11. Is the annual physical inventory conducted on all Hazardous Material (HAZMAT) and compared to the Type Ships Hazardous Material List (T-SHML) or SMCL to ensure that all HAZMAT is authorized?

12. Have SHML Feedback Reports (SFRs) been submitted for all HAZMAT identified, but not on the T-SHML/SMCL?

13. Does the HAZMAT Coordinator maintain MSDSs and does all HAZMAT have an MSDS? Are they readily available to all shipboard personnel?

14. When transferring HAZMAT, are containers properly marked?

15. Prior to assignment and annually thereafter, are those personnel responsible for requisitioning, receipt, transfer and stowage of HAZMAT; trained on proper handling procedures; and in the collection and transfer of used or excess HAZMAT?

HAZARDOUS MATERIAL (HAZMAT) STORAGE AND SAFETY

1. Are HAZMAT storage locations regularly inspected IAW OPNAVINST 5100.19E, paragraph B0302 (monthly for satellite lockers, quarterly for all other HAZMAT storerooms)? Are containers examined for:
   a. Tightness of closure
   b. Labels
   c. Corrosion, bulging cans/drums
   d. Leakage
   e. Improper or inadequate labeling
   f. HM Compatibility
   g. Expired shelf life

2. Are authorized lockers and cabinets for in-use flammable and combustible liquids properly marked? Are liquids with flashpoints below 200°F stored properly? Are solids that readily emit vapors stored properly?

3. Is adequate ventilation available in HAZMAT stowage areas? Have they been evaluated by a Gas Free Engineer or DCA as adequate?

4. Is incompatible HAZMAT stowed in separate compartments (i.e. flammables, gases, oxidizers, acids, etc.) in accordance with Chemical Compatibility Program (CCP) using the HM simplified Compatibility Chart and Comprehensive Compatibility Matrix from NSTM Chapter 670 Volume 1?
HAZMAT DIVISION CHECK-OFF LIST (CONT)

5. Is HAZMAT stowed only in containers, which are compatible to the HAZMAT per NSTM 670 Volume 1 Appendix F? Are containers stacked properly?

6. Are storage compartments (locations) clearly marked to identify the type of HAZMAT stored within?

7. Are only authorized personnel permitted access to HAZMAT spaces? Is smoking, eating, drinking, spark producing devices prohibited? Are signs posted accordingly?

8. Are explosion proof fixtures installed in HAZMAT areas, and are they properly maintained in accordance with SDS-077?

9. Are storerooms configured with fixed firefighting systems or portable PKP fire extinguishers?

10. Are eye wash stations installed in all HAZMAT storage areas in accordance with SDS-077 and are they inspected regularly?

11. Is personal protective equipment (eye protection, respirators, gloves, eye wash stations, etc.) stored apart from HM, readily available/accessible and in good operating condition?

CONTROL OF HAZARDOUS MATERIAL (HAZMAT)

1. When HAZMAT is ordered, are checks performed to ensure valid requirements exist (SHML, COSAL, SPMIG, MRC’s, etc.)? Are Green Procurement Program procedures used to research alternative non-hazardous or less hazardous substitutes?

2. When HAZMAT containers are received, are they checked for manufacturers label? If open purchased, are they accompanied by MSDS/SDS?

3. When HAZMAT is dispensed from its original container, is the secondary container properly labeled? Is the secondary container logged in to HICSWIN or SHIMS?

4. Are restrictions placed on open purchase of HAZMAT to limit items for which a stock numbered product has been determined to be inferior, or due to the urgency of need when the material cannot be satisfied from stock?
HAZMAT DIVISION CHECK-OFF LIST (CONT)

5. When submitting an open purchase for HAZMAT, are copies of the MSDS/SDS and SHML Feedback Report (SFR) attached to the open purchase form? Is a copy of the SHML SFR forwarded to the NAVSUP WSS Mechanicsburg, Code N242?

6. Does the annual inventory of HAZMAT include?
   a. Name of Material (trade or generic)
   b. NSN, Local NSN and/or Manufacturer’s Part Number
   c. Special Material Content Code (SMCC)
   d. Location of Material
   e. Quantity of Material
   f. Shelf-Life Expiration
   g. Manufacturer’s Name
   h. Manufacturer’s Date
   i. Hazard Characteristic Code (HCC)

COLLECTION AND DISPOSAL OF (HAZMAT)

1. Does the ship exhaust all beneficial uses (including the extension of shelf-life and continued use) from a HAZMAT prior to transfer or disposal action?

2. Is used HAZMAT collected, segregated and placed in original or impervious containers (NSTM 670 Volume 1, Appendix F), labeled accordingly and then stowed in appropriate locations prior to offload?

3. Are overpack containers utilized to offload potentially leaking containers?

4. Are synthetic lube oils collected separately from other lube oils?

5. Are containers of used HAZMAT labeled properly IAW OPNAVINST 5100.19 (series) or local instruction? Are they accompanied by a DD Form 1348-1A? Is a hard copy of MSDS/SDS provided?

6. Prior to ship-to-ship transfer of used HAZMAT (CLF ships only), are the items palletized, banded, etc? Are they certified for offload or transfer by signature on a DD Form 1348-1A?

7. Are only flammable and combustible materials, and compressed gases transferred to another ship at sea?

EMERGENCY RESPONSE

1. Does the ship have a Spill Contingency Plan for possible HAZMAT releases to the environment?
8203 TRAINING

1. GENERAL. The Commanding Officer shall appoint, in writing, a HAZMAT Coordinator and a HAZMAT Supervisor. On ships with Supply Officers, the HM Coordinator shall be a commissioned officer within the Supply Department and a graduate of the NSCS Newport-hosted Afloat HM Coordinator Course. The HM Supervisor shall be an E5 or above within the Supply Department and a graduate of the Navy Safety Training Center hosted Hazardous Material Control and Management (HMC&M) Technician course with Secondary Navy Enlisted Classification (SNEC) Code of 9595. The Executive Officer shall review the ship’s training plan annually to ensure that HM awareness training is included. All supervisors including department heads, division officers and petty officers shall receive annual HM awareness training. Supervisors shall provide HM awareness to all hands. The HM Coordinator shall provide quarterly training to HAZMINCEN personnel on the proper receipt, stowage, inventory management, handling, issuing, spill response and disposal procedures. The HAZMINCEN Supervisor shall provide quarterly training to division/work center personnel on HM storage locker inventory management, marking, and use of MSDS/SDS.

2. TRAINING RESOURCES. The SOH Navy Training System Plan (NTSP) publication N09F-NTSP-S-40-8603E/A is the authoritative training policy that identifies technical training specifications and personnel/billet requirements. HMC&M training requirements and resources for Supply Department personnel include the following courses:

   a. Afloat Hazardous Material Coordinator Course (CIN: A-8B-0008) – 16 hours of instructor guided training provided by Navy Supply Corps School Newport, RI shall be provided to all Supply Officers (Basic Qualification Course – BQC or Supply Officer Department Head Course – SODC) enroute to ships, submarines, aviation squadrons, expeditionary units and Afloat Training Group (ATG) billets. Annual refresher course is available via Navy Knowledge Online (NKO) Computer Based Training (CBT) Course #CSS-HAZMAT-030-1.0.

   b. Hazardous Material Control and Management (HMC&M) Technician Course (A-322-2600) to attain SNEC 9595 is available from NAVSAFETRACEN Norfolk and via Mobile Training Team (MTT) in San Diego, CA. HAZMINCEN Supervisors (E5-E9) shall receive this training enroute to ships, submarines, aviation squadrons, expeditionary units and ATG billets. Alternative/refresher training is available via Video Tele-Training (VTT) Course Identification Number (A-322-2601).

   c. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP)/Hazardous Inventory Control System for Windows (HICSWin) (A-493-0049/532D) is a supplemental course essential for HAZMINCEN staff to manage HAZMAT data in the required IT system. This course is available via NKO/CBT Course Identification Number (CSS-CHRIMP-1.0).

   d. Transportation and Storage of Hazardous Material Course (A-822-0012) is required for Supply Department personnel responsible for packaging and certifying HAZMAT shipments. The Navy Program Office for Packaging, Handling, Storage and Transportation (PHS&T) is NAVSUP WSS N242 (717) 605-3598 or 4527. The following courses are available via Navy Supply Corps School Newport, RI:

      A822-0012 Basic Packaging and Transportation Course;
      A822-0014 Supervisor Certification Course; and
      A822-0011 Recertification Course (Annual requirement)
Section II: IDENTIFICATION

8210 GENERAL

1. INTRODUCTION. HAZMAT is identified by Special Material Content Code (SMCC) B, C, D, F, G, J, K, L, P, R, S, T, U, V, W, X, Z, 5, 6, 7, and 8. SMCC “O” identifies material with “off-gassing considerations applicable to submarines. HAZMAT is any material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a hazard to human health or the environment during use, handling, storage, transportation or a spill. Excluded are those materials that do not require a Safety Data Sheet, Food, Drug and Cosmetics Act Items such as personal care products, or articles. HAZMAT is regulated as Hazardous, and requires an MSDS/SDS, and during use, handling, packaging, storage, transportation, or disposal meets or has components which meet or have potential to meet the definition of used HM (Hazardous Waste (HW) for shore disposal actions).

2. ADDITIONAL MATERIALS

   a. Designation of a material by this definition, when separagraphtely regulated or controlled by other instructions or directives, does not eliminate the need for adherence to that hazard-specific guidance provided. Such materials include ammunition, weapons, explosives, propellants, pyrotechnics, medical and pharmaceutical supplies, medical waste and infectious material, bulk fuels, radioactive materials, and other materials such as asbestos and mercury.

   b. Hazardous Characteristics Code (HCC) is a two position alpha/numeric code used to provide a means of categorizing HM for proper receipt, handling, storage, process and management. It is an identification and tracking mechanism which links the stock number with details of the product hazards. HCCs are assigned by trained scientific or engineering personnel using data provided on the SDS, thereby, uniformly identifying hazardous materials managed by all government activities. The HCC also serves an identifier for automated processing of HAZMAT transactions, space utilization management and compatibility storage. Refer to NAVSUP P-573 Appendix B for complete HCC list and definitions.
8211 CHARACTERISTICS

GENERAL. HAZMAT is defined as a material having one or more of the following characteristics:

a. A flash point below 200° F (93 C closed cup) or subject to spontaneous heating or polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control;

b. A Threshold Limit Value equal to or below 1,000 ppm for gasses and vapor below 500 mg/m3 for fumes, and equal to or less than 30 mppcf or 10 mg/m3 for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous material);

c. A single oral dose that will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weights;

d. A flammable solid as defined in 49 CFR 173.150, an oxidizer as defined in 49 CFR 173.151, or a strong oxidizing or reducing agent with a half-cell potential in acid solution of greater than +1.0 volt as specified in Latimer's table on the oxidation-reduction potential;

e. Potential to cause first degree burns to skin in short-time exposure or systemic toxicity by skin contact;

f. Dusts, gasses, fumes, vapors, mists, or smoke that may be produced in the course of normal operations with one or more of the above characteristics;

g. Potential to produce sensitizing or irritating effects;

h. Radioactive properties;

i. Special characteristics, which in the opinion of the manufacturer could cause harm to personnel if used or stored improperly;

j. Hazardous properties in accordance with 29 CFR, part 1910;

k. Hazardous properties in accordance with 49 CFR, parts 171-179 of the International Maritime Dangerous Goods Code of the Inter-Governmental Maritime Consultative Organization (IMCO) or the Dangerous Goods Regulations of the International Air Transport Association (IATA); or

l. Material covered by regulations established by the Environmental Protection Agency (EPA) under 40 CFR.

8212 HAZARDOUS MATERIAL INFORMATION RESOURCE SYSTEM (HMIRS)

1. GENERAL. HMIRS provides MSDS information to assist users in managing HAZMAT so that the risk involved in the performance of various jobs is minimized. HMIRS contains both non-proprietary and proprietary information. There is a wide range of data in the system related to safety, health, packaging, labeling, transportation and disposal of hazardous materials.
2. The HMIRS database is available in two formats:

   a. As a DVD/CD-ROM set (non-proprietary only): The HMIRS CD-ROM set is only available to U.S. military and Federal Government facilities. To obtain the CD-ROM, the following POC information is provided for Navy/Marine Corps:

   NAVSUP WSS (N242)
   PO Box 2020
   5450 Carlisle Pike
   Mechanicsburg, PA 17055-0788
   Comm: (717) 605-9144, DSN: 430-9144
   FAX: (717) 605-7686, DSN: 430-7686
   Email: hmirs/mc@dlis.dla.mil

   b. Online: HMIRS Online is available only to U.S. military, Federal Government employees and government sponsored contractors at: https://hmirsmstds.dlis.dla.mil/HMIRS/version.asp. In order to use the HMIRS on-line, one must be a registered subscriber. A U.S. military or federal government employee can request access to HMIRS on-line via http://www.aviation.dla.mil/userweb/aviationengineering/.

8213 SHIPS HAZARDOUS MATERIAL LIST (SHML)

1. GENERAL. The Ships Hazardous Material List (SHML) /Type Ships Hazardous Material List (T-SHML) are provided via the Standard Automated Logistics Tool Set (SALTS) for download to the ship’s Hazardous Inventory Control System for Windows (HICSWIN) program used aboard surface ships. The SHML contains information on potentially dangerous chemicals and substances controlled and managed under the Hazardous Material Afloat Program. These materials include items such as greases, paints, lubricants, etc. which are required for equipment maintenance and ship upkeep. HAZMAT controlled and managed under other programs include ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical, biological and nuclear warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, sewage, garbage, bulk fuels (including nuclear fuels), and the Asbestos Removal Program.

2. PURPOSE. The primary purpose of the SHML is to identify approved HAZMAT products that are authorized for surface ship use to preclude stocking HAZMAT for which the ships have no need. The SHML is also referenced by SYSCOMs during selection of HAZMAT during the ship’s/system design, acquisition and logistical support processes.

3. BACKGROUND. Navy allowance lists, maintenance requirements and technical manuals identify HAZMAT needed to fulfill mission requirements. OPNAVINST 5100.19 identifies the SHML as the authorized list of HAZMAT that may be carried or used aboard Navy ships. All items listed on the SHML contain NSNs and can be identified as HAZMAT by the SMCC and the HCC. In addition to the SHML, there are ten ship Type-Ships Hazardous Material Lists (T-SHMLs) to enhance the visibility of authorized HAZMAT across the classes of Navy ships that are issued monthly.
8214 SHIPS HAZARDOUS MATERIAL LIST (SHML) FEEDBACK REPORT (SFR)

1. GENERAL. The following provides Navy policies and procedures to maintain and update the SHML. The SHML provides a list of the authorized HAZMAT allowed aboard Navy afloat units. Changing maintenance or supply requirements may require changes to the SHML. The following sets forth the procedures and responsibilities to accomplish those changes while still maintaining necessary control over HAZMAT.

2. PROCEDURES. The SHML SFR process has been revised to permit paperless transmission of SFRs between fleet units, NAVSUP WSS, Hardware Systems Command (HSC) Technical Authorities (TA), TYCOMs, and NAVSUP FLCs via SALTS, as well as, hardcopy. Ships that identify requirements for undetermined HAZMAT shall verify the materials authorization on the SHML.

   a. If the material is authorized for shipboard use, (SHML Allowed On-Board (AOB) code "A" or "R"), the requestor shall proceed with the requisition.

   b. If material is not authorized on the SHML, Prohibited (P), Not Determined (N), Obsolete non-standard item (non-NSN), or other item and a legitimate justification for the item is identified (a MIP, MRC, APL, AEL, TM, etc.), an SFR shall be generated and submitted. The Commanding Officer must sign all SFRs for prohibited, non-standard, and other items.

3. SUBMISSION OF SFR. Automated SFR generation may be accomplished by use of SALTS. Selecting the SFR menu in SALTS enables afloat units to generate new SFRs, store, copy and reuse previously developed SFRs and electronically submit them to a tailored list of addresses as required. Hardcopy SFR forms (i.e., NAVSUP Form 4400) may be obtained from the NLL website: https://nll.ahf.nmci.navy.mil. Instructions for the completing SFR forms can be found within the SALTS program, accompanying the hardcopy form, or in this instruction (see paragraph 8215). The following applies to both automated and manual submission:

   a. At a minimum, SFRs shall be sent to NAVSUP WSS-M Code 0772 (SALTS address SP3). SFRs submitted through SALTS will also be transmitted to NSWCCD-SSES Code 635 (SALTS address JCB), and FRCSE Jacksonville, Code 4.3.4.4 (SALTS address PED), and the Cognizant TYCOM. NAVSUP WSS Mechanicsburg, Code 0772 shall screen the item against the SHML and add it to the SFR Tracking System. If the item is authorized on the SHML (AOB "A" or "R"), Code 0772 shall inform the HSC TA, for informational purposes, and the ship, by SALTS GRAM, that the item is approved and the material can be requisitioned. SFRs requiring approval, (i.e., AOB code "P," "N," "O," non-standard item, or other item), shall be forwarded to the appropriate HSC TA (see below) for review for final disposition.

   b. Upon completion of the SFR review, the TA shall respond to NAVSUP WSS via SALTS or letter format. NAVSUP WSS officially notifies the ship and the TYCOM, and updates SHML and SFR tracking system as required. If the SFR is not approved, an alternate or substitute NSN shall be provided if available.

4. APPROVAL REVIEW PROCESS. NAVSUP WSS shall screen all SFRs for accuracy and completeness. All mandatory fields must be filled out or the SFR shall be returned.
a. Completed SFRs shall be logged into the SFR tracking system and the item will be screened against the SHML and DLIS for current logistical data. If the item is already in the SHML and designated as “Allowed on Board” (AOB code “A” or “R”), NAVSUP WSS N242 shall inform the ship by SALTS GRAM that the item is approved and the material is authorized for onboard use. SFRs requiring approval, (i.e., AOB code "P," "N," "O," non-standard item, or other item), shall be forwarded to the appropriate HSC TA.

b. HSC TAs shall perform an administrative review to either approve/disapprove the requested material or determined if additional research is warranted. If additional research is warranted, the SFR will be forwarded to the appropriate specialized technical activity for review of application/maintenance action of the item. The technical activity provides their findings to the TA, who will determine the validity of material being requested. If the material is the only product available for a specific application and determined to be acceptable by the TA, the item is approved and added to SHML.

c. HSC TAs shall forward SFRs to the Naval Environmental Health Center (NEHC) for an industrial hygiene review to determine if the material is hazardous to the environment or to the safety and health of ship’s crew. TAs shall coordinate all review actions and issue final disposition of each SFR in letter format.

5. PRIORITIES AND CASREPS. In an effort to maintain timely and consistent communication between afloat units and SHML management activities, SFRs shall be assigned a priority designator (in accordance with paragraph 3048) by the requester at the time of SFR generation. In the event of a CASREP action, the annotation of CASREP shall be applied to the SFR. The TA will respond to SFRs within 2 working days after notification from NAVSUP WSS.

6. ORDERING OF MATERIAL. Once an SFR has been submitted and an NSN or NICN established in Navy ERP, material may be ordered if urgently needed, otherwise wait for approval of SFR per paragraph 8220.3.

8215 SHIPS HAZARDOUS MATERIAL LIST (SHML) FEEDBACK REPORT (SFR)
PREPARAGRAPHTION

The SFR will be completed in accordance with the following instructions. See the following pages for samples of hard copy and Standard Automated Logistics Tool Set (SALTS) SFR formats.

<table>
<thead>
<tr>
<th>INSTRUCTIONS FOR THE SFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Block</td>
</tr>
<tr>
<td>Activity Information</td>
</tr>
<tr>
<td>Ship/Air</td>
</tr>
<tr>
<td>Wing/Activity Name</td>
</tr>
<tr>
<td>UIC</td>
</tr>
<tr>
<td>Recommended Action</td>
</tr>
<tr>
<td>Add/Delete/Other</td>
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</tbody>
</table>

Check appropriate box for item Addition, Deletion or Other, such as substitution or alternate product.
### NAVSUP P-485 Volume I

**OPERATIONAL FORCES SUPPLY PROCEDURES**

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**Manufacturer Data**

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<tr>
<th>NSN</th>
<th>Enter the NSN for the item listed on the SFR request.</th>
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<tbody>
<tr>
<td>Trade Name/</td>
<td>Enter the item's Trade Name or Nomenclature such as detergent, general</td>
</tr>
<tr>
<td>Nomenclature</td>
<td>purpose window cleaner, etc.</td>
</tr>
<tr>
<td>Part Number or</td>
<td>Enter the manufacturer's Product Number/Designator or the Military/Federal</td>
</tr>
<tr>
<td>SPEC</td>
<td>Specification Number (if applicable).</td>
</tr>
<tr>
<td>Manufacturer Name</td>
<td>Enter the name of the item's manufacturer/supplier.</td>
</tr>
<tr>
<td>Address</td>
<td>Enter the manufacturer/supplier's address as shown on the product and phone</td>
</tr>
<tr>
<td></td>
<td>number, if available.</td>
</tr>
<tr>
<td>CAGE</td>
<td>Enter the Commercial and Government Entity identifier, a 5-digit number</td>
</tr>
<tr>
<td></td>
<td>used to identify the item's manufacturer/supplier. CAGE numbers are found</td>
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**Technical Data**

<p>| Is MSDS sheet    | Check the appropriate box. If yes, list the item's 5-digit serial number,    |
| available in HMIRS, | found in HMIRS. If the item is not found in HMIRS, attach a copy of the     |
| MSDS Serial      | original MSDS to the SFR (if available).                                    |
| Number           |                                                                            |
| Maintenance Index| Enter the appropriate MIP number that requires use of this item.             |
| Page (MIP)       |                                                                            |
| Maintenance      | Enter the appropriate MRC number that requires use of this item.            |
| Requirement Card |                                                                            |
| (MRC) Number     |                                                                            |
| APL/AEL          | Enter appropriate Allowance Parts List (APL) or Allowance Equipage List     |
|                  | (AEL) number that authorizes this item.                                     |
| Tech Manual &amp; Rev| Enter the technical manual name, number and revision that requires this    |
|                  | item.                                                                        |
| Estimated Yearly | Enter the estimated quantity, (i.e., pounds, gallons, etc.), of the product |
| Requirement      | that will be used in one year.                                              |
| UI               | Enter the unit of issue for the hazardous material.                         |</p>
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<tr>
<td>Matl's application/equipment or use</td>
<td>Mandatory. Enter materials intended application or use if not indicated in</td>
</tr>
<tr>
<td></td>
<td>the technical section of this SFR.</td>
</tr>
<tr>
<td>Other pertinent data</td>
<td>Enter other technical data pertinent to the SFR action, including message</td>
</tr>
<tr>
<td></td>
<td>traffic from SYSCOM/TYCOM regarding use of the hazardous material. Provide</td>
</tr>
<tr>
<td></td>
<td>copy if available.</td>
</tr>
<tr>
<td>Currently used NSN/product to be replaced</td>
<td>Mandatory. Enter currently used NSN or product to be replaced by this SFR</td>
</tr>
<tr>
<td></td>
<td>request.</td>
</tr>
<tr>
<td>Why is this product preferred/justification/</td>
<td>Enter other justification or comments deemed necessary.</td>
</tr>
<tr>
<td>comments</td>
<td></td>
</tr>
</tbody>
</table>

**Certification**

| Requestor Point Of Contact Information         | Provide signature of the SFR generator in addition to the printed name,    |
|                                                | title and phone number.                                                    |

**TYCOM/HSC Only Recommended Action**

| TYCOM/HSC Only Recommended Action               | FOR TYCOM/HSC USE ONLY - Check applicable box and provide the printed     |
|                                                | name, title and phone number. Provide alternate NSN when applicable.       |

**Endorsements**

| **Commanding Officer's Name and Title**        | Required for hazardous material not listed in the SHML. Provide signature  |
|                                                | as well as printed name, rank and phone number. Electronic submission of   |
|                                                | SHML feedback reports constitutes CO's approval.                          |
### Naval Supply Procedures - Operational Forces Supply Procedures

**SALTS SFR SCREENS**

#### Ship's Hazardous Material List Feedback Report

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship/Airwing/Activity</td>
<td></td>
</tr>
<tr>
<td>Tycom</td>
<td></td>
</tr>
<tr>
<td>PRI</td>
<td></td>
</tr>
<tr>
<td>NSN</td>
<td></td>
</tr>
<tr>
<td>Trade Name/Nomen</td>
<td></td>
</tr>
<tr>
<td>Manufacturer Name</td>
<td></td>
</tr>
<tr>
<td>Manufacturer Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Cage</td>
<td></td>
</tr>
<tr>
<td>MSDS Number</td>
<td></td>
</tr>
<tr>
<td>APL/AEL</td>
<td></td>
</tr>
<tr>
<td>Technical Manual</td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>Estimated Yearly REQ.</td>
<td></td>
</tr>
<tr>
<td>UI</td>
<td></td>
</tr>
<tr>
<td>MAINT Index Page (MIP)#</td>
<td></td>
</tr>
<tr>
<td>MAINT Req Card (MRC)#</td>
<td></td>
</tr>
<tr>
<td>MATL APPL/Equipment or Use</td>
<td></td>
</tr>
<tr>
<td>Other Pertinent Data</td>
<td></td>
</tr>
</tbody>
</table>

#### Currently Used NSN/Product to be Replaced

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship POC Name</td>
<td></td>
</tr>
<tr>
<td>Ship POC Phone</td>
<td></td>
</tr>
<tr>
<td>CO’s Name</td>
<td></td>
</tr>
<tr>
<td>CO’s Phone</td>
<td></td>
</tr>
</tbody>
</table>

**If a NAVAL Message, provide DTG/SUBJ/POC Listed**

**Provide Copies of any Available Justification if Mailed or Faxed**

**NOTE: Electronic Submission of SFR Constitutes CO’s Approval**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time</td>
<td></td>
</tr>
<tr>
<td>Hardware SYS COM</td>
<td></td>
</tr>
<tr>
<td>TYCOM</td>
<td></td>
</tr>
<tr>
<td>Use Alternate</td>
<td></td>
</tr>
<tr>
<td>TYCOM Name</td>
<td></td>
</tr>
<tr>
<td>TYCOM Phone</td>
<td></td>
</tr>
</tbody>
</table>

**TYCOM App?**

- Yes
- No

**THIS FORM IS AUTOMATICALLY SENT TO NAVICP-M, NAVAIR AND NSWC**
**SHIP'S HAZARDOUS MATERIAL LIST FEEDBACK REPORT (SFR)**

<table>
<thead>
<tr>
<th>ACTIVITY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship/Activity/Activity Name: ____________________</td>
</tr>
<tr>
<td>Recommended Action: ________________</td>
</tr>
<tr>
<td>Priority: ______</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANUFACTURER DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSN: ______________</td>
</tr>
<tr>
<td>Part Number or SPEC: ____________________</td>
</tr>
<tr>
<td>Manufacturer Name: ____________________</td>
</tr>
<tr>
<td>Address: ____________________</td>
</tr>
<tr>
<td>City: ____________________</td>
</tr>
<tr>
<td>Phone: ______________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is MSDS sheet available in HMIS: Y/N</td>
</tr>
<tr>
<td>Maintenance Index Page Number (MIP): ______</td>
</tr>
<tr>
<td>Maintenance Requirement Card Number (MRC): ______</td>
</tr>
<tr>
<td>Estimated yearly requirement: ______</td>
</tr>
<tr>
<td>Aircraft Application: ______ Y/N</td>
</tr>
<tr>
<td>Matl's application/equipment or use: ______________</td>
</tr>
<tr>
<td>Other pertinent data: ______________</td>
</tr>
<tr>
<td>Currently used NSN/product to be replaced: ______________</td>
</tr>
<tr>
<td>Why is this product preferred/justification/comments: ______________</td>
</tr>
</tbody>
</table>

Provide copies of any available identification documentation.

<table>
<thead>
<tr>
<th>CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor Point of Contact Information</td>
</tr>
<tr>
<td>Signature: ______________</td>
</tr>
<tr>
<td>TYCOM/HSC ONLY Recommended Action:</td>
</tr>
<tr>
<td>Hardware Sys Com: ______</td>
</tr>
<tr>
<td>Printed Name and Title: ______________</td>
</tr>
<tr>
<td>TYCOM Printed Name and Title: ______________</td>
</tr>
<tr>
<td>Use Alternate: ______</td>
</tr>
</tbody>
</table>

**Commanding Officer's Printed Name and Title: **

**CO's signature denotes acceptance of the procurement and use of this non-SHML hazardous material.**

**Electronic Submission of SHML Feedback Reports Constitutes CO's Approval.**

---

**ENDORSEMENTS**

**LAST** | **FI.** | **MI.** | **RANK** | **Phone**
---|---|---|---|---

**Signature** | **Date**
---|---
Section III: MANAGEMENT AND CONTROL

8220 MATERIAL REQUESTS

1. PROCEDURES. All requests for HAZMAT must be processed through the HAZMINCEN or Afloat HAZMAT Coordinator. The requester must provide name, phone number, Division and Work Center (as appropriate), and the type and quantity of HAZMAT required. Providing the NSN facilitates the ordering process, however the HICSWIN program is capable of searching its internal inventory database by nomenclature and Military Specification (MILSPEC) number. Multiple items may be ordered on a single request. The HICSWIN program will print an issue document and barcode tracking label which the customer then takes to the appropriate “issue” point.

2. ISSUES. All HAZMAT issues will be processed as a customer walk-thru at the HAZMINCEN. The goal is to provide the material to the customer as soon as possible. If the requested HAZMAT is not available in the HAZMINCEN, they shall take immediate action to satisfy the requirement through Supply Department stock or submit requisition for off ship processing.

3. REQUISITIONS. Prior to requisitioning HAZMAT, the HICSWIN/SHIMC coordinator will verify the requested material is on the T-SHML/SMCL prior to submitting the requisition. If the material is not listed on the T-SHML/SMCL, and is required to complete a maintenance action, the HICSWI/SHIMSN coordinator will submit a SFR (see paragraph 8214).

8221 PROCUREMENT FROM COMMERCIAL SOURCES

1. GENERAL. Federal Acquisition Regulations, DOD and NAVSUP Policy require all HAZMAT products to be obtained via the DOD supply system. However, there are instances when insufficient inventory is available to satisfy mission requirements in a timely manner. Prior to approving an open purchase for an item of supply, the ship must determine if the material being purchased is hazardous. HAZMAT cannot be procured until it is authorized on board per returned SFR and/or SHML. Only the Commanding Officer, or the Supply Officer (O-5 and above), is authorized to approve HAZMAT open purchase requests. Approval authority will not be delegated below this level. If the HAZMAT products requested are listed on the TSHML/SMCL and sufficient inventory is not available to satisfy mission requirements, the HAZMINCEN shall initiate open purchase and provide local delivery instructions for receipt processing. The purchase of HAZMAT using the Government Wide Commercial Purchase Card (GCPC) is authorized only when NSN products are unavailable to meet mission requirements in accordance with UMMIPS time standards. The following procedures must be adhered to:

   a. The Purchase Card Holder must comply with established policy NAVSUPINST 4200.99 (series), NAVSUPINST 4200.85 (series) and GCPC Desk Guide, and procedures for procurement of HAZMAT. The material request must be screened by ship’s HAZMINCEN and the NAVSUP FLC Region CHRIMP Center against the afloat activity’s SHML/SMCL, and the designated HAZMAT official must review and approve the appropriate purchase request.

   b. Approval will be obtained by submitting a copy of a current MSDS/SDS along with the purchase request to the designated Activity Procurement Coordinator (APC) in accordance with NAVSUPINST 4200.99 (series) and NAVSUPINST 4200.85 (series).
c. If the APC approves the purchase, instruct the vendor that:

(1) A change in material approved under this purchase is not permitted.

(2) The shipping container must be labeled in accordance with the Hazard Communication Standard (29 CFR 1910.1200, et. seq.)

2. MSDS/SDS. DOD HMIRS requires that an MSDS/SDS must be available for all HAZMAT purchased from commercial sources. MSDS information will be supplied by the vendor or obtained from the HMIRS CD-ROM. Afloat units are responsible for ensuring that HAZMAT purchased directly from commercial sources is controlled in accordance with OPNAVINST 5090.1 (series) and other directives.

3. FEDSTD 313 Policy: FEDERAL SUPPLY CLASSIFICATION (FSC) AND HAZMAT. This standard establishes requirements for the preparation and submission of (Material) Safety Data Sheets (MSDS) by contractors who provide hazardous materials to government activities in compliance with Occupational Safety and Health Act (OSHA) in 29 CFR 1910.1200, OSHA Hazard Communication Standard commonly known as the HazCom or HCS, and its referenced United Nations Economic Commission for Europe (UNECE) Globally Harmonized System (GHS) of Classification and Labeling of Chemicals, commonly known as the GHS Purple Book. The SDS shall be compliant with the GHS.


| Table I and Table II below are not intended to be inclusive listings of all hazardous items, but to identify the major classes/groups which contain hazardous items. However, not all items in these classes/groups are hazardous. |

FSCs in which most items are hazardous. An SDS is required for all items listed in Table I unless the offeror provides written documentation that the items are not hazardous by any definition in section 3.2 of FEDSTD 313E.
Table I – Examples of FSCs In Which Most Items Are Hazardous

<table>
<thead>
<tr>
<th>FSG</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6810</td>
<td>Chemicals</td>
</tr>
<tr>
<td>6820</td>
<td>Dyes</td>
</tr>
<tr>
<td>6830</td>
<td>Gases: Compressed and Liquefied</td>
</tr>
<tr>
<td>6840</td>
<td>Pest Control Agents and Disinfectants</td>
</tr>
<tr>
<td>6850</td>
<td>Miscellaneous Chemical Specialties</td>
</tr>
<tr>
<td>7930</td>
<td>Cleaning and Polishing Compounds and Preparapartions</td>
</tr>
<tr>
<td>8010</td>
<td>Paints, Dopes, Varnishes, and Related Products</td>
</tr>
<tr>
<td>8030</td>
<td>Perservative and Sealing Compounds</td>
</tr>
<tr>
<td>8040</td>
<td>Adhesives</td>
</tr>
<tr>
<td>9110</td>
<td>Fuels, Solid</td>
</tr>
<tr>
<td>9130</td>
<td>Liquid Propellants and Fuels, Petroleum</td>
</tr>
<tr>
<td>9135</td>
<td>Liquid Propellants Fuels and Oxidizers Chemical Base</td>
</tr>
<tr>
<td>9140</td>
<td>Fuel Oils</td>
</tr>
<tr>
<td>9150</td>
<td>Oils and Greases: Cutting, Lubricating, and Hydraulic</td>
</tr>
<tr>
<td>9160</td>
<td>Miscellaneous Waxes Oil and Fats</td>
</tr>
</tbody>
</table>

Other FSGs. An SDS is required for all hazardous items defined in paragraph 3.2. Table II lists some examples of hazardous items in other Federal supply items not listed in Table I.

This is not an all inclusive list, but is only meant as guidance.

Table II - Examples of Hazardous Items in Other FSGs.

<table>
<thead>
<tr>
<th>FSG</th>
<th>Title</th>
<th>Examples of Hazardous Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Fire Control Equipment</td>
<td>Initiator propellants, cartridges power</td>
</tr>
<tr>
<td>13</td>
<td>Ammunition &amp; Explosives</td>
<td>Explosive devices, fire starter, flares</td>
</tr>
<tr>
<td>14</td>
<td>Guided Missile Components &amp; Accessories</td>
<td>Cartridges power device, rockets, PCB's</td>
</tr>
<tr>
<td>15</td>
<td>Aircraft &amp; Airframe Structural Components</td>
<td>Radioactive materials</td>
</tr>
<tr>
<td>16</td>
<td>Aircraft Components &amp; Accessories</td>
<td>Items containing asbestos</td>
</tr>
<tr>
<td>22</td>
<td>Railway Equipment</td>
<td>Items containing asbestos</td>
</tr>
<tr>
<td>25</td>
<td>Vehicular Equipment Components</td>
<td>Items containing asbestos</td>
</tr>
<tr>
<td>26</td>
<td>Tires &amp; Tubes</td>
<td>Items containing flammable or toxic compounds</td>
</tr>
<tr>
<td>34</td>
<td>Metalworking Machinery</td>
<td>Compressed gases, cleaners, acids, flux, and supplies containing or producing hazardous fumes</td>
</tr>
<tr>
<td>36</td>
<td>Miscellaneous Machinery</td>
<td>Flammable or toxic hazardous fumes</td>
</tr>
<tr>
<td>42</td>
<td>Fire Fighting, Rescue, &amp; Safety Equipment</td>
<td>Extinguishing agents, repair and refill kits containing hazardous chemicals, items containing compressed gases or initiating charges</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Hazards</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>53</td>
<td>Hardware &amp; Abrasives</td>
<td>Asbestos material, lead caulking, hazardous chemicals, items producing hazardous dust</td>
</tr>
<tr>
<td>54</td>
<td>Prefabricated Structures &amp; Scaffolding</td>
<td>Repair kits containing hazardous chemicals</td>
</tr>
<tr>
<td>56</td>
<td>Construction &amp; Building Materials</td>
<td>Cutback asphalt, deck and floor covering, sealing compounds, asbestos, formaldehyde, repair kits containing hazardous chemicals</td>
</tr>
<tr>
<td>58</td>
<td>Communication, Detection, &amp; Coherent Radiation Equipment</td>
<td>Circuit cooler items containing ozone depleting substances, cleaners with hazardous chemicals</td>
</tr>
<tr>
<td>59</td>
<td>Electrical &amp; Electronic Equipment Components</td>
<td>Items with PCB's, radioactive materials, flammable solvents, asbestos, or magnetic items</td>
</tr>
<tr>
<td>61</td>
<td>Electric Wire, &amp; Power Distribution Equipment</td>
<td>Lithium, mercury, lead-acid, nickel-cadmium batteries</td>
</tr>
<tr>
<td>62</td>
<td>Lighting Fixtures &amp; Lamps, Household &amp; Quarters Use</td>
<td>Items containing mercury or radioactive materials</td>
</tr>
<tr>
<td>63</td>
<td>Alarm, Signal, &amp; Security Detection Systems</td>
<td>Items containing wet batteries or radioactive materials</td>
</tr>
<tr>
<td>65</td>
<td>Medical, Dental, &amp; Veterinary Equipment and Supplies</td>
<td>Items containing hazardous chemicals, radioactive materials, mercury, asbestos, or flammable solvents</td>
</tr>
<tr>
<td>66</td>
<td>Instruments &amp; Laboratory Equipment</td>
<td>Radioactive materials, flammable compounds, mercury, asbestos, compressed gases</td>
</tr>
<tr>
<td>67</td>
<td>Photographic Equipment</td>
<td>Radioactive compounds, solvents, thinners, and cements</td>
</tr>
<tr>
<td>75</td>
<td>Office Supplies &amp; Devices</td>
<td>Solvents, thinners, cleaning fluids, flammable inks, varnishes, and chemicals which off-gas</td>
</tr>
<tr>
<td>84</td>
<td>Clothing, Individual Equipment, &amp; Insignia</td>
<td>Maintenance kits containing flammable solvents</td>
</tr>
<tr>
<td>85</td>
<td>Personal Toiletry Articles</td>
<td>Pressurized containers with flammable or nonflammable propellants</td>
</tr>
<tr>
<td>87</td>
<td>Agricultural supplies</td>
<td>Items containing herbicides and/or insecticides</td>
</tr>
<tr>
<td>93</td>
<td>Fabricated Materials</td>
<td>Items containing flammable solvents or toxic materials</td>
</tr>
<tr>
<td>96</td>
<td>Ores, Minerals, and their Primary Products</td>
<td>Asbestos, mica, silica</td>
</tr>
</tbody>
</table>
4. The AHMC or HMC Supervisor shall prepare a MILSTRIP DOCID for Demand History Allocation (DHA) for NSN material or DOCID BHJ for Non-NSN material. DHA/BHJ is required to report Material Demand Transactions to the DOD ICP when purchasing HAZMAT from commercial sources outside the DOD Supply System. DHA/BHJ formats are listed in DLM 4000.25-2 Appendix 3.14.

8222 CONTAINER TRACKING AND CONTROL OF HAZARDOUS MATERIAL (HAZMAT)

Container tracking enables total life-cycle or “Cradle to Grave” control of HAZMAT while aboard ship. This function ensures that every container of HAZMAT is handled properly.

8223 EXCESS HAZARDOUS MATERIAL (EHM)

1. PHILOSOPHY. Collect excess HAZMAT IAW OPNAVINST 5100.19 (series). Reduce the volume of HAZMAT turned into shore facilities through “source reduction” and “recycling” or redistributing excess serviceable HAZMAT. Reduced excess HAZMAT volume computes to “savings” by avoiding procurement and used HM disposal costs.

2. SPECIFIC MATERIALS.
   a. Liquids and Paints. All “compatible” HAZMAT which cannot be re-issued is to be consolidated into containers for offload where appropriate. Substances that are “incompatible” such as chlorinated/non-chlorinated solvents and synthetic/natural lube oils will not be mixed. Identify the various HAZMAT streams and set up procedures accordingly IAW OPNAVINST 5100.19 (series).
   b. Rags. Used or HAZMAT contaminated rags are approximately 35 percent of the ship’s HAZMAT volume. While at sea, all rags contaminated with HAZMAT must be collected, staged in authorized areas and turned in ashore for disposal or recycling. Synthetic absorbent material used as a substitute for rags must not be incinerated.
   c. Recycling. Whenever possible, all petroleum products and synthetic oils should be recycled ashore.

8224 SHIPMENT OF HAZARDOUS MATERIAL

HAZMAT refers to any material, which under conditions incident to transportation may cause fire, create damage by chemical reaction or create a transportation hazard. HAZMAT includes material classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic and radioactive.

Section IV: HANDLING AND STOWAGE

8230 STOREROOMS AND LOCKERS

1. GENERAL. The OPNAVINST 5100.19 (series), Naval Ships Technical Manual (Chapters 670 and 9230) outlines the requirements for shipboard stowage of dangerous and semi-safe materials,
and lists these materials under each classification. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

2. FLAMMABLE LIQUIDS STOREROOM. The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine, and will be equipped with an automatic fire alarm and CO2 system. This storeroom also should have incandescent and explosion proof overhead lights (protected by lamp guards), with the switch outside the compartment; and non-sparking vent fans, with the controllers outside the compartment. Flammable items stowed in the flammable liquids storeroom are those items assigned Special Material Content Codes (SMCCs) of “D,” “F,” “G,” and “Z.”

3. ACID LOCKER. An acid locker is a leak proof lead-lined box, chest, or locker specially designed for stowing bottles or carboys of acid. A label bearing the inscription "ACID BOTTLE STOWAGE" in 3/8-inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. Acid lockers that contain only medical acids may be kept in a medical storeroom. Items required to be kept in the acid locker are assigned a SMCC of "V" and "J."

4. ALCOHOL LOCKER. An alcohol locker is a secure chest or locker to stow grain alcohols, (i.e., ethanol or ethyl alcohol), that are highly susceptible to pilferage. Alcohol lockers will be located in the flammable liquids storeroom, with the exception lockers that contain only medicinal alcohol (100 proof or less) which may be located in any secure space designated by the Commanding Officer (see paragraph 1118-4).

5. WORK CENTERS. Only actual in-use quantities of HAZMAT are permitted in the Work Center. All HAZMAT containers checked out from the HAZMIN Center must be returned within 24 hours, even if completely empty. This policy ensures that all HAZMAT is quickly and completely consumed, that HAZMAT containers are properly disposed of, and that no HAZMAT is stored in unauthorized locations. The following are examples of "authorized" exceptions:

   a. Emergency requirements. Material required meeting surge or emergencies such as aircraft engine oil, hydraulic fluid, photographic chemicals, etc.

   b. Multi-Use. Material used several times each day for work center production. Cleaning solvents and cleaning detergents such as FSC group 79.

Each Work Center should determine in advance the HAZMAT they require on hand in an approved Work Center HAZMAT Storage Locker. Approved Work Center HAZMAT Storage Lockers will contain no more than 7 days of HAZMAT stock on hand. Each Work Center must provide the Supply Department HAZMINCEN a list of the types and quantities that reflect the absolute minimum HAZMAT requirements needed to conduct operations as well as retain in approved storage locations. Quantities can be determined and verified by examining maintenance requirements.

8231  ACID

Liquid acid, unless classified as safe material in the Naval Ships Technical Manual, Chapter 670, will be stowed in an acid locker (see paragraph 8230-3). If an acid locker is not available, acid
bottles can be stowed in the flammable liquids storeroom. When stowing acid in the flammable liquids storeroom the deck and the lower part of the bulkhead must be covered with a watertight rubber lining, and a label inscribed "ACID BOTTLE STOWAGE" in 3/8 inch letters must be securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards and should be stowed separately from oxidizing or flammable materials. Corrosive acids (or vapors) must not be allowed to come in contact with the skin or eyes. When stowing or issuing these acids, the HAZMAT custodian will wear rubber gloves, rubber aprons, and goggles for protection from acid burns.

8232 ALCOHOL

Since most commonly used alcohols have a flash point below 100°F, all alcohol will be stowed in the flammable liquids storeroom. Not all alcohol is readily identifiable by name. For example, many lacquer thinners have methanol (wood alcohol), which is extremely flammable, as the principal ingredient. The HMIRS DVD/CD-ROM maintained in the HAZMINCEN identifies these items by name and NSN.

8233 OXIDIZING MATERIAL

1. GENERAL. Many shipboard fires with resultant fatalities have been attributed to improper stowage or handling of oxidizing materials, particularly calcium hypochlorite. All oxidizing materials are listed in the HMIRS and/or are identified by SMCC "J." All oxidizers will be stowed in a dry compartment, away from combustible materials with the exception of Calcium Hypochlorite.

2. CALCIUM HYPOCHLORITE

a. Description/Use. Calcium hypochlorite is a bleaching agent and disinfectant. On board ship it is authorized for use in the purification of potable water, sewage treatment and biological and chemical (B/C) agent decontamination. It is not authorized as laundry bleach. Calcium hypochlorite itself is noncombustible, however, it is a strong oxidizing agent which will generate heat, liberate chlorine, and cause fire when stowed in contact with paints, oils, greases, detergents, acids, alkalis, antifreeze, fabrics and other organic and combustible materials.

b. Stocking Requirements. Stocks of calcium hypochlorite shall not be maintained specifically for B/C decontamination. Stocks for other applications are adequate for emergency decontamination. Only six ounce bottles shall be procured and used for potable water purification. Three and three quarter (3-3/4) pound bottles shall be used for sewage waste treatment.

c. Safety Requirements. Handling, stowage and disposal of calcium hypochlorite requires the following precautions to be observed:

(1) Calcium hypochlorite will be stored in bins or lockers labeled "HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE" in red letters on a white background. Bins or lockers should be located above the waterline and at least five feet away from any point heat source or surface that may exceed 100°F. They must not be subject to condensation or water accumulation. The area shall not be adjacent to a magazine and shall not be used for stowage of paints, oils, greases, or combustible organic materials.
(2) No more than 48 six ounce bottles or 36-3/4 pound bottles shall be located in any individual locker or bin.

(3) Ready usage stock of calcium hypochlorite may be issued to authorized personnel designated by the medical or engineering department, and shall be stored in a locked box mounted on a bulkhead preferably in the Cognizant departments office space. Under no circumstances is the box to be installed in a machinery space, flammable liquid storeroom, berthing space storeroom, or in the oil and water test laboratory areas. No more than seven days supply shall be maintained in ready usage stock at anytime.

(4) For submarines, the ready usage stock of six ounce bottles issued to the medical and engineering department shall be stowed in a medical instrument and supply case (NSN 6245-00-131-6992) which shall be kept in a secured locker located in accordance with paragraph 8233-2c(1) in the Cognizant department office space.

(5) For CLF ships, calcium hypochlorite, carried as cargo, shall be stored in a separate enclosed constructed of steel or expanded metal with a secured door. Location of such an enclosure shall be in accordance with paragraph 8233-2c(1).

d. Disposal. Spills or contaminated calcium hypochlorite may be disposed over the side, flushed to the drain, or to the bilge. There is no fire hazard from dissolved calcium hypochlorite even in an oily bilge. Sweepings should be disposed of immediately (never in a trash can), and the broom or brush rinsed with water.

3. ORGANIC CHLORINE LAUNDRY BLEACH. This bleach is the only laundry bleach authorized for surface ship use. It is less hazardous than calcium hypochlorite, but under conditions of high heat and humidity, the organic chlorine laundry bleach emit fumes that could be hazardous to personnel. Store this bleach in a cool, dry place.

8234 COMPRESSED GASES

1. GENERAL. Compressed gases must be stowed on the weather deck, unless the ship has below deck stowage spaces specifically designed for such material. Compressed gas cylinders will be stowed vertically and securely (with valve protection caps in place), away from other flammable materials (especially grease and oil). When compressed gases are stowed on the weather deck, the cylinders will be located as far as possible from navigation, fire control, or gun stations; and will be protected from direct sun light, or accumulation of snow and ice. When compressed gases are stowed below deck, any leaking fumes must be prevented from entering ventilation air intakes leading to working or living spaces. Since there usually is some gas remaining in most empty cylinders, these will be stowed and handled with the same precautions as full cylinders. Compressed gases, particularly the flammable and explosive gases, must be handled with extreme care. Some rules for handling compressed gas cylinders are:

   a. Compressed gases are categorized as flammable (acetylene), non-flammable (helium, nitrogen, carbon dioxide, argon), and oxidizing (oxygen, chlorine). Flammable and oxidizing gases will not be stowed in the same compressed gas storeroom. Non-flammable gases may be stowed with either flammable or oxidizing gases.
b. Take every precaution to prevent cylinders from being dropped or forcefully struck against hard surfaces (including other cylinders). Do not tamper with the safety devices in cylinder discharge valves; and when cylinders are not in use, be sure that the valve protection caps are securely attached. If the valve of a compressed gas cylinder should be snapped off, the released energy would cause the cylinder to behave as a missile (a cylinder that is pressurized to 2,200 pounds psi (per square inch) can travel, 2,600 feet in free flight).

c. Prevent cylinders from contact with fire, sparks, or electrical circuits.

d. Do not drag or slide cylinders when moving. Secure and move them with hand trucks that meet the criteria prescribed in the Naval Ships Technical Manual, Chapter 9230. If suitable hand trucks are not available, tilt the cylinders and roll them on the bottom edge.

e. Secure cylinders in a cradle, pallet, or rack when they are loaded/off loaded with a crane or derrick. Never hoist cylinders with electromagnets, hooks, or line attached to the valve protection cap.

f. Do not alter or deface the numbers or other markings on the cylinders; do not add markings without approval of the engineering officer, and do not issue cylinders if their contents cannot be identified. Detailed information relative to the stowage, handling, and use of various types of compressed gases are contained in the Naval Ships Technical Manual, Chapter 550.

2. ACETYLENE

a. Explosive Potential. Acetylene is inherently unstable, and may explode when subjected to heat or shock, or upon contact with chlorine or certain metals such as copper, silver, and mercury. Acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound. The gas must never be allowed to escape into an enclosed area, and the cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.

b. Toxicity. In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness, and ultimately asphyxiation. Some grades of acetylene may contain many impurities and breathing of acetylene in any concentration for any length of time must be avoided.

c. Upright Stowage Required. Acetylene in cylinders is dissolved in acetone, which has a tendency to flow into the valve if the cylinders are stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position, valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not be used until they have been in a vertical position for a minimum of two hours.

3. OXYGEN AND CHLORINE. Oxygen and chlorine are oxidizing gases, and since they can burn without air, strongly support combustion. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom which has at least one compartment between it and any space that is to stow combustibles such as flammable liquids or gases, ammunition, paint, gasoline, or oil.
4. **NONFLAMMABLE GASES.** Helium, nitrogen, carbon dioxide, and argon are nonflammable gases, and due to their inert characteristics, may be stowed with flammable or oxidizing gases. However, since these nonflammable gases will not support respiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stowed on the weather deck or in other well-ventilated spaces. The same precautions are appropriate for halocarbon liquids due to their high vapor pressure, lack of odor, and tendency to displace air which can cause asphyxiating. Halocarbon liquids are compounds of carbon containing any of the halogen elements such as: fluorine, chlorine, bromine, iodine, or astatine, (e.g., Monochlorodifluoromethane, NSN 6830-00-060-9972 or 6830-00-106-1659).

5. **AEROSOL PRODUCTS.** Aerosol products are liquids, solutions, or powders suspended in a gas propellant and contained in dispensers equipped with release valves. Containers of aerosol are used for the dispersal of paints, enamels, lacquers, insecticides, silicones, rust preventives, etc. The aerosol propellants may be low boiling halogenated hydrocarbons or other hydrocarbons such as liquefied propane or isobutene. Aerosol cylinders will burst if exposed to heat sources in excess of 120°F, and are prone to leakage if subjected to impact. Aerosol propellants are extremely flammable and in sufficient concentration, can be anesthetic or asphyxiating. Aerosol products should be stowed in the flammable liquids storeroom, or in cabinets away from oxidizing materials; and mechanical ventilation will be used, when necessary, to remove accumulated vapors.

8235 **FLAMMABLE OR COMBUSTIBLE MATERIAL**

Flammable liquids with SMCC “F” have a flash point of 140°F or below; combustible liquids, SMCC “G” (greases and pastes), have a flash point of 140 to 200°F. Items that are flammable and/or combustible include:

- a. Gasoline, oils, kerosene, and other petroleum products;
- b. Chemicals;
- c. Stencil paints, marking inks, and printers' ink;
- d. Solvents, thinners, primers, compounds, varnishes, and lacquers;
- e. Alcohol, acetone, ether, and naphtha; and
- f. Greases and pastes.

Except for drummed petroleum products, which may be stowed in racks on the weather deck in accordance with the Naval Ships Technical Manual, Chapter 670, flammable liquids and other flammable or combustible material will be stowed in the flammable liquids storeroom (see paragraph 8230-2).

8236 **RADIOACTIVE MATERIAL**

Radioactive and magnetic items listed in FEDLOG are identified by SMCC "R," or "X." Radioactive instruments (see paragraph 4506), electron tubes, and certain other items are labeled with the conventional United States Nuclear Regulatory Commission (USNRC) radiation symbol, which must not be removed or obliterated. Any area used for stowage of radioactive material (or each bin if there is no designated area) will be conspicuously posted with the standard radiation symbol and the words "CAUTION RADIOACTIVE MATERIAL." Rubber gloves, safety goggles,
and rubber apron will be worn and extreme caution will be used in handling damaged/broken radioactive instruments, electron tubes, etc. to prevent absorption of dangerous radioactive particles through skin abrasions. Any suspected radiation hazard will be promptly reported to the radiological safety officer and a representative of the medical department. Refer to DoDI 4715.6, OPNAVINST 6470.4, and NAVSUPINST 4000.34C. Director, Radiological Controls (NAVSEA 04N) is the Technical Support Center for Execution of the Naval LLRW Disposal Program and NAVSEASYSCOM Radiological Affairs Support Office (RASO) manages day-to-day operations of the Naval LLRW Disposal Program.

8237  TOXIC SUBSTANCES

A toxic (poisonous) substance may cause discomfort, asphyxiation, and/or death if ingested, inhaled, or if absorbed through the skin. Adequate precautions must be taken to prevent such dangers when stowing or issuing toxic materials, (i.e., items assigned SMCC "T" in Navy data files). Toxic substances will be stowed in a cool, well ventilated area, separated from acids; and will be protected from fire hazards or impacts which may break seals or damage containers. Each case, carton, and individual container of toxic material must be labeled with a warning such as the following:

“POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS, AND POSSIBLE DEATH!”

Section V:  HAZARDOUS INVENTORY CONTROL SYSTEM FOR WINDOWS (HICSWIN) – For Surface Ships

8240  INTRODUCTION

1. GENERAL. HICSWIN is a user-friendly computer software program essential for each ship to manage its HAZMAT inventory. HICSWIN provides the database for effective management of the "in-use" portion of the HAZMAT inventory. Ships requiring HICSWIN assistance should contact the local NAVSUP FLC Afloat CHRIMP Technician who will coordinate new installations, patches and upgrades with the NAVSUP N63 Program Manager.

2. CONFIGURATION. The HICSWIN program can operate on any PC with 500 MB of available hard drive space. Additional equipment required is the appropriate barcode printer, barcode scanner and back-up drive.

   a. System Set-up. The HICSWIN program does not come with an inventory database built in. Each afloat unit must build and tailor their own inventory.

   b. Customer Identification and Pricing. Accurate information is necessary to collect meaningful cost and savings information analysis. Each afloat unit should develop a plan for customer identification within HICSWIN. Customer identification affects reports, container tracking and issues. Codes may be developed down to the work center level within a division.
8241 SYSTEM MAINTENANCE

System back-ups are required on a daily basis to removable media or another drive. On a quarterly basis, the database should be archived.

8242 RECORD KEEPING

REPORTS. Data collection has proven valuable for tracking the program’s progress, adjusting HI/LO limits and performing research. The following reports are standard HICSWIN options and should be reviewed on a weekly basis to provide weekly snapshots of the HAZMINCEN operations:

a. Master list by Location or by National Item Identification Number (NIIN);

b. Issue list by Work Center;

c. Receive list;

d. Master Container Tracking;

e. Re-order Report; and

f. Delinquent Container Return Report (should be run daily and passed up the chain of command for 8 o’clock reports).

Section VI: HALONS AND CHLOROFLUOROCARBON (CFC) REFRIGERANTS

8250 GENERAL

Halons and Chlorofluorocarbon (CFC) Refrigerants are Ozone Depleting Substances (ODS). The Montreal Protocol banned production of all halons as of 1 Jan 94 and production of chlorofluorocarbons stopped as of 1 Jan 96. A DOD ODS reserve was established to ensure availability of halons and refrigerants for existing mission critical equipment until suitable substitute materials are identified, or new, non-ODS equipment is designed and fielded. Mission critical applications are defined as those applications where the ODS is used on or in direct combat support of Navy ships and aircraft.

8251 PROCUREMENT

1. SOURCE OF SUPPLY. DLA provides central management for ODS products. The ICP for the ODS reserve is Defense Supply Center Richmond (DSCR), Richmond VA. The primary storage site is Defense Depot Richmond VA (DDRV), however the NAVSUP FLCs will continue to carry stock to support operating Fleet and aviation units.

2. METHODS OF PROCUREMENT. ODS products, both halons and refrigerants, will be requisitioned from the Defense Reserve using the following NSNs. The MILSTRIP is used to requisition ODS. The DLA preferred method to input a requisition into the supply system is through DOD EMALL, but requisition can be phoned into DLA Customer Interaction Center. The
Center is available 24 hours a day at DSN 661-7766 or commercial/toll-free (877) 352-2255 (877-DLA-CALL) or email at dscr.odsresolver@dla.mil to answer questions concerning MILSTRIP and requisition status.

<table>
<thead>
<tr>
<th>Commodity</th>
<th>NSN</th>
<th>Size (lbs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-11</td>
<td>6830-01-355-9753</td>
<td>1400</td>
</tr>
<tr>
<td></td>
<td>6830-00-079-4694</td>
<td>100 (drum)</td>
</tr>
<tr>
<td></td>
<td>6830-00-281-3036</td>
<td>200 (drum)</td>
</tr>
<tr>
<td></td>
<td>6830-00-899-9625</td>
<td>650 (drum)</td>
</tr>
<tr>
<td>R-12</td>
<td>6830-00-264-5913</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>6830-00-292-0133</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>6830-01-355-4011</td>
<td>1190</td>
</tr>
<tr>
<td>R-114</td>
<td>6830-00-290-4379</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>6830-00-782-6232</td>
<td>165</td>
</tr>
<tr>
<td></td>
<td>6830-01-356-1201</td>
<td>1360</td>
</tr>
<tr>
<td>R-134</td>
<td>6830-01-370-8756</td>
<td>125 (bottle)</td>
</tr>
<tr>
<td>R-500</td>
<td>6830-01-357-7648</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>6830-01-357-7646</td>
<td>127</td>
</tr>
<tr>
<td></td>
<td>6830-01-357-9135</td>
<td>1045</td>
</tr>
<tr>
<td>R-502</td>
<td>6830-00-138-2482</td>
<td>128</td>
</tr>
<tr>
<td></td>
<td>6830-01-357-6903</td>
<td>1050</td>
</tr>
<tr>
<td>H-1211</td>
<td>6830-00-285-5887</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>6830-01-219-8529</td>
<td>1500</td>
</tr>
<tr>
<td>H-1301</td>
<td>6830-00-543-6623</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>6830-01-356-9751</td>
<td>1240</td>
</tr>
</tbody>
</table>

ODS Requisitions will be submitted to the normal point of entry using standard MILSTRIP format with the following exceptions:

<table>
<thead>
<tr>
<th>Record Position</th>
<th>Data Element</th>
<th>Required Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6</td>
<td>routing identifier</td>
<td>S9G</td>
</tr>
<tr>
<td>57-59</td>
<td>project code</td>
<td>GDB</td>
</tr>
<tr>
<td>67-69</td>
<td>transaction routing</td>
<td>SRG</td>
</tr>
<tr>
<td>70</td>
<td>none</td>
<td>leave blank</td>
</tr>
<tr>
<td>71</td>
<td>condition code</td>
<td>A</td>
</tr>
</tbody>
</table>

1 Bulk gas only. Not for shipboard use except for charging of aircraft system cylinders. See paragraph 8252-4 for shipboard system cylinder procedures.
The ordering activity must have prior CNO authorization in order to receive shipment from the ODS reserve. The NAVSUP FLC maintains a list of authorized activities, and requisitions from non-approved activities will be rejected with a D8 rejection code. Material issued from the ODS Reserve is free to authorized Navy requisitioners. When ODS is purchased locally, the requisitioning activity will pay the full price. Stock availability and requisition status can be checked by calling the DSCR hotline at commercial (804) 279-4865 or DSN 695-4865.

3. SHIPYARDS AND SUPERVISORS, SHIPBUILDING, CONVERSION AND REPAIR (SUPSHIPS). To ensure all shipyard and SUPSHIP requisitions are supporting mission-critical applications, special requisition procedures will be followed. Record position 45 of the requisition will contain a “Y,” followed by the UIC of the ship or submarine where the halon/refrigerant will be installed (record position 46-50). Additionally, shipyards and SUPSHIPS are required to provide written notification to the Chief Engineer of each ship or submarine of any installation, overhaul, maintenance, or repair work accomplished on shipboard air-conditioning, refrigeration, and fire fighting systems.

8252 TURN-IN PROCEDURES

1. GENERAL. Excess and recovered halon and refrigerants should be turned in to the ODS Reserve as soon as it becomes available, with the exception of aircraft fixed-system halon bottles. These specialized aircraft cylinders will be turned in to Regional Maintenance Centers (RMCs) for halon recovery and bottle reconditioning.

2. PREPARAGRAPHTION FOR SHIPMENT. DLA will accept turn-in of halons and refrigerants (see paragraph 8252-3) for CFC-113 solvent in all types of containers; the original cylinders, recovery cylinders, or standard, system and commercial cylinders. ODS recovery cylinders are specially designed with dual port valves to ease the recovery process. These are available and can be requisitioned free of charge from DSCR if the cylinders and recovered ODS are returned to the Reserve. The following stock numbers should be used to order ODS recovery cylinders:

<table>
<thead>
<tr>
<th>Commodity</th>
<th>NSN</th>
<th>Product weight in cylinder</th>
<th>Cylinder water weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-11</td>
<td>8120-01-356-5960</td>
<td>59</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>8120-01-356-9756</td>
<td>170</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-356-9763</td>
<td>1400</td>
<td>1000</td>
</tr>
<tr>
<td>R-12</td>
<td>8120-01-355-4017</td>
<td>45</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>8120-01-355-4018</td>
<td>145</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-355-4019</td>
<td>1190</td>
<td>1000</td>
</tr>
<tr>
<td>R-114</td>
<td>8120-01-356-1245</td>
<td>57</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>8120-01-356-1246</td>
<td>165</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-356-1247</td>
<td>1350</td>
<td>1000</td>
</tr>
<tr>
<td>R-134</td>
<td>6830-01-370-8756</td>
<td>132</td>
<td>122</td>
</tr>
<tr>
<td>R-500</td>
<td>8120-01-357-6774</td>
<td>43</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>8120-01-357-7656</td>
<td>127</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-357-7657</td>
<td>1045</td>
<td>1000</td>
</tr>
</tbody>
</table>
### Product weight Cylinder

<table>
<thead>
<tr>
<th>Commodity</th>
<th>NSN</th>
<th>Product weight in cylinder</th>
<th>Cylinder water weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-502</td>
<td>8120-01-357-6770</td>
<td>44</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>8120-01-357-6771</td>
<td>128</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-357-6769</td>
<td>1050</td>
<td>1000</td>
</tr>
<tr>
<td>H-1202</td>
<td>8120-01-356-1781</td>
<td>160</td>
<td>122</td>
</tr>
<tr>
<td>H-1211</td>
<td>8120-01-356-1248</td>
<td>200</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-356-1249</td>
<td>1500</td>
<td>1000</td>
</tr>
<tr>
<td>H-1301</td>
<td>8120-01-371-0533(^1)</td>
<td>117</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8120-01-356-5963</td>
<td>150</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>8120-01-356-5962</td>
<td>1240</td>
<td>1000</td>
</tr>
</tbody>
</table>

\(^1\) 600 PSI. Not suitable for high pressure uses such as halon/nitrogen blends.

Fire suppression system (halon) cylinders and canisters with electrical charges or initiators must be deactivated prior to shipment. Safety caps will be used to cover exposed actuation mechanisms and discharge ports on these cylinders to prevent serious safety hazards during shipment and handling. Each cylinder containing ODS will be tagged with the following information and the tag will be tucked beneath the cylinder protective cap:

- a. Branch of service, (e.g., Navy);
- b. Name of ODS product, (i.e., R-11, halon 1211, etc.);
- c. NSN (see below);
- d. Number of pounds of ODS contained in the cylinder;
- e. Shipping activity name and UIC; and
- f. Point of contact name and phone number (commercial and DSN)

The following NSNs will be used on the tag attached to each cylinder to identify the type of halon/refrigerant:

<table>
<thead>
<tr>
<th>Commodity</th>
<th>NSN</th>
<th>Product weight in cylinder</th>
<th>Cylinder water weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-11</td>
<td>6830-01-355-9754</td>
<td>59</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>6830-01-355-9756</td>
<td>170</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>6830-01-355-9758</td>
<td>1400</td>
<td>1000</td>
</tr>
<tr>
<td>R-12</td>
<td>6830-01-355-4013</td>
<td>45</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>6830-01-355-6648</td>
<td>145</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>6830-01-355-4015</td>
<td>1190</td>
<td>1000</td>
</tr>
<tr>
<td>R-114</td>
<td>6830-01-356-1203</td>
<td>57</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>6830-01-356-1205</td>
<td>165</td>
<td>122</td>
</tr>
<tr>
<td></td>
<td>6830-01-356-1207</td>
<td>1350</td>
<td>1000</td>
</tr>
</tbody>
</table>
3. CFC-113 SOLVENT/REFRIGERANT. CFC-113 in its original drum or can with an unbroken seal can be returned to the ODS Reserve. The drum/can will be labeled with the original NSN and marked condition code “B”. For CFC-113 refrigerant, specific guidance for turn-in to the ODS Reserve can be obtained by calling commercial 804 279-5203 or DSN 695-5203.

4. SHIPBOARD HALON 1301. Reclaiming, refurbishing, and recharging of standard Navy shipboard halon 1301 cylinders is expected to be available through DLA in the near future. In the interim, turn in leaking or otherwise unsatisfactory halon 1301 cylinders and requisition a like number of new cylinders using the NAVSEA Cog stock numbers listed below. Mark all turn-ins

<table>
<thead>
<tr>
<th>Commodity</th>
<th>NSN</th>
<th>Product weight in cylinder</th>
<th>Cylinder water weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-134</td>
<td>6830-01-370-8756</td>
<td>132</td>
<td>122</td>
</tr>
<tr>
<td>R-500</td>
<td>6830-01-357-7650</td>
<td>43</td>
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condition code “F” and turn in to either NAVSUP FLC Det Cheatham Annex or NAVSUP FLC Det Long Beach. This guidance does not apply to old flammable liquid storage cabinets, which were provided with 2 1/2 lb halon systems. These are not required and should be turned in to the ODS Reserve.

<table>
<thead>
<tr>
<th>Type of Halon 1301 Cylinder</th>
<th>NSN</th>
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</thead>
<tbody>
<tr>
<td>125 lb Ansul or Wormald</td>
<td>2S 4210-LL-HAL-2495</td>
</tr>
<tr>
<td>95 lb Ansul or Wormald (magnetic)</td>
<td>2S 4210-LL-HAL-2496</td>
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<tr>
<td>60 lb Ansul, Wormald, or Kidde (magnetic)</td>
<td>2S 4210-LL-HAL-4936</td>
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<tr>
<td>15 lb Ansul or Kidde (magnetic)</td>
<td>2S 4210-LL-HAL-4934</td>
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<tr>
<td>10 lb Ansul or Kidde (magnetic)</td>
<td>2S 4210-LL-HAL-4935</td>
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<tr>
<td>125 lb Kidde</td>
<td>2S 4210-LL-HAL-2517</td>
</tr>
<tr>
<td>95 lb Kidde (magnetic)</td>
<td>2S 4210-LL-HAL-4857</td>
</tr>
</tbody>
</table>

Non-magnetic halon cylinders are not available from NAVSEA. Specialized support is available as follows:

a. MCM-1 and MHC-51 class ships requiring routine support should ship cylinders to Hiller Systems Inc., Mobile AL 36693, Phone: (251) 661-1275. A requisition is not required through Hiller Systems Inc.

b. Ten pound halon cylinders in FFG-8 through FFG-60 are of a non-standard type that NAVSEA does not carry in stock. Support is available through Hiller Systems Inc., Mobile AL 36693, telephone (251) 661-1275.

c. Both Kidde cylinders and Ansul cylinders are available in the stock system. If the 1/4 inch hose does not reach the connection point, replace it with a new tubing assembly (NSN 1H 4210-01-336-9267). When interchanging cylinders, it is critical that the 1/4 inch tubing or hose is disconnected from the valve. Valve actuators are not functionally interchangeable; Ansul or Wormald actuators will attach to, but will not actuate Kidde valves.

d. The original Australian build Wormald International (CAGE CZ3630) 60 and 95 lb cylinders in FFG-8 through FFG-60 are fully interchangeable with Ansul cylinders. Original Australian cylinders should be marked with stock number 2S 4210-LL-HAL-7175 and “F” condition when turned-in.

5. SHIPPING. Once the material is tagged, activities with in-house shipping capability can ship the ODS cylinders directly to the following address without additional authorization:

Defense Depot Richmond VA (DDRV)  
SW0400  
Cylinder Operations  
8000 Jefferson Davis Highway  
Richmond VA 23297-5000

Activities without shipping capability should turn the ODS in to their normal MTIS processing point for further shipment to the ODS Reserve. When no military cargo transport is available and ODS turn-in shipping costs exceed $250.00, activities may request funding assistance from DSCR, telephone: Commercial (804) 279-5203, DSN 695-5203, FAX (804) 279-4970. Funding assistance must be requested a minimum of five working days prior to planned shipment and the following information must be provided:
a. Lowest cost estimate (from carrier);

b. NSN and quantity (from paragraph 8252-2);

c. Unit Identification Code; and

d. Point of contact name and phone number.

Section VII: SHIPBOARD HAZARDOUS MATERIAL CONTAINER DISPOSAL

8260 INTRODUCTION

1. GENERAL. The following provides guidance on the disposal of HAZMAT containers. These operational procedures will reduce the volume of empty HAZMAT containers held onboard. The procedures contained within this section will help in reducing Navy disposal costs and shipboard labor associated with storage and off-load of empty HAZMAT containers.

2. PURPOSE. This section provides a simple decision flow chart (see paragraph 8264) to assist the user in rapidly determining whether a HAZMAT container is an "empty container," and if yes, whether it may be disposed of as trash or used/excess HAZMAT. Using the flow chart, written procedures, and extracted HICSWIN SHML information the shipboard HAZMENCEN personnel will be able to readily determine the proper container disposal method. For those ships without HAZMENCEN installations or HICSWIN, supply personnel can obtain container disposal information for specific HAZMAT from the SHML database.

3. INTENDED USER. This section is designed for use by the Supply Department personnel responsible for used/excess HAZMAT disposal on ships or by the HAZMENCEN personnel on those ships that are performing centrally managed HAZMAT operations. Authorization from the ship's HAZMAT Coordinator or Supply Department and RCC Facility, (i.e., receiving shore activity), is required prior to disposal of used HAZMAT containers as trash, (i.e., solid waste), in dumpsters ashore. Contact local PWC/PWD for current ashore guidance on drying and disposal of empty HAZMAT containers while in port.

8261 BACKGROUND

1. GENERAL. Before 1993, shipboard containers that held (HAZMAT) were normally disposed of in the same manner. At sea, this resulted in the generation of a large volume of waste containers awaiting in-port disposal. During a Navy study aboard an aircraft carrier on deployment, empty HAZMAT containers made up approximately 20 percent of the used HAZMAT that accumulated aboard while awaiting transfer ashore. Upon return to port, the empty HAZMAT containers were transferred to the supporting Public Works Facility/Public Works Center (PWC) as used HAZMAT. Some of these costs may be avoided by disposing of HAZMAT containers that meet the U.S. Environmental Protection Agency (EPA) definition of "Empty HAZMAT Container" (40 CFR 261.7) as solid waste (trash). Although this has reduced the Navy's costs for disposal of containers, it has done little to solve the stowage problem resulting from containers stored onboard awaiting return to port.
2. SOLUTION TO SHIPBOARD STOWAGE PROBLEM. A large percentage of the Hazardous Material (HAZMAT) listed in the SHML does not require special disposal procedures if the container is empty. The Navy has determined that disposal of these containers may be accomplished at sea (>12 nautical miles) if the container is empty, shredded, and then bagged per OPNAV policy reducing the volume of HAZMAT containers stowed onboard.

8262 APPROACH

1. GENERAL. The U.S. EPA has provided guidance on determining when a HAZMAT container is considered empty. With the exception of containers that formerly held specific chemicals that are acutely toxic to human health and the environment, the disposal of these empty containers as trash, (i.e., solid waste), is permitted. This section provides the fleet the ability to determine when a HAZMAT container is “empty” by Navy standards.

Caution: While in port, local and state regulations governing the disposal of empty containers may be stricter than Federal regulations. Recommend consulting local NAVFAC for area guidance on container disposal.

2. WARNING. Personnel handling HAZMAT containers that are being considered trash, (i.e., solid waste), should still be careful to avoid unnecessary contact between any material remaining in the container and their skin or clothing since some of the materials may be irritants.

3. SHML/T-SHML/HICSWIN. The Navy is conducting an ongoing examination of each item on the SHML (for each manufacturer) to determine if it contains any of the chemicals listed as "acute HW" in the EPA regulations regarding container disposal. Those items in the SHML that do not contain any "acute HW" and are permitted to be disposed of at sea are coded as “Yes” in the “Container Disposal Field” of both the SHML and HICSWIN. HAZMAT containers that are "empty" and are coded as “Yes” in the “Container Disposal Field” should be disposed of as shipboard solid waste along with other metal and glass trash. This does not apply to aerosol or plastic containers. Plastic and aerosol container disposal requirements differ from those for metal and glass trash.

8263 SHIPBOARD PROCEDURES

1. DETERMINE IF THE CONTAINER IS EMPTY. A container is considered empty if it meets both of the following criteria:

   a. There is no liquid in the container; and

   b. There is less than one inch of solid residue (hardened product) on the bottom. Note that some hardened products such as paints could collect on the metal shredder cutting blades resulting in additional equipment downtime in order to perform cleaning maintenance. Recommend that containers with hardened products be cleaned to the greatest extent possible. Empty paint containers no larger than one gallon in size, and authorized for at sea disposal, can be placed into the metal/glass shredder.

   (1) Prior to emptying the container, ensure the remaining contents have been used/exhausted to the maximum extent possible.
(2) Any liquid remaining in the container shall be removed and consolidated with other material of the same NSN. (Consolidation of HAZMAT with identical composition but with different NSNs is permitted only if the different NSN represents the same product, but with different units of issue). To ensure that the container holds no liquids, turn the container upside down, and drain completely. Ensure that no liquid is trapped in the container under a surface film or inside the container lip (common with paint).

(3) After draining, if needed, the container may be air dried using the following procedures:

   (a) Prior to air-drying, use a spatula or scraper to remove more of the residual material than can be accomplished by draining alone.

   (b) In port, contact the local Navy Environmental Coordinator, (i.e., NAVFAC), to determine if containers can be air-dried without violating and federal, state, or local environmental regulations.

   (c) Containers should be air-dried on the weather deck, if possible. If air-drying on the weather deck is not possible or permissible, a few containers can be air-dried in the paint mix and issue room or flammable liquids storeroom. When first opening a compartment that has/is being used to dry empty containers, ensure ventilation is operable and ventilate for 15 minutes prior to entry. If after 15 minutes of ventilation, personnel still detect a strong odor or suspect the air quality, they should contact the shipboard safety officer. The safety officer will determine if additional ventilating is required or if personnel can work in the space under current conditions. The safety officer will also determine if personnel require air-filtering respirators equipped with organic vapor cartridges. All respirators must conform to chapter B6 of OPNAVINST 5100.19 (series).

(4) If the container does not meet both of the criteria, it is not considered empty and cannot be disposed of as solid waste. Used and excess HAZMAT should be stored in compartments that have the same design specifications as the compartments where unused HAZMAT is stored.

2. AEROSOL CONTAINERS. For the HAZMAT item in an aerosol container, the following guidance applies:

   a. If the ship is equipped with a NAVSEASYSCOM approved aerosol puncturing/draining device, puncture and drain the exhausted aerosol container. The container shall be marked empty and treated as any other empty HAZMAT container. Empty aerosol containers are not to be disposed of at sea due to the presence of plastic components.

   b. If the ship is not equipped with a NAVSEASYSCOM approved aerosol puncturing/draining device, the aerosol container shall be retained aboard and disposed of as used/excess HAZMAT when the ship returns to port.

WARNING: Do not attempt to open aerosol containers to determine if they are empty. Aerosol containers will usually be disposed of as used/excess HAZMAT. Do not process aerosol containers in the Solid Waste Shredder or Plastics Waste Processor.
3. DETERMINE IF THE HAZMAT CONTAINER IS TRASH OR USED/EXCESS HAZMAT

   a. Use either the HAZMAT Name or NSN to determine if the HAZMAT is coded as “Yes” in the “Container Disposal Field” in either HICSWIN or SHML. If it is coded “Yes” and the container is also determined to be empty, the container should be treated as trash rather than used/excess HAZMAT, otherwise retain onboard until the ship returns to port and dispose accordingly.

   b. Empty containers of HAZMAT not listed in the SHML (open purchased or unauthorized materials) shall be retained on board ship for HAZMAT shore disposal.

4. CONTAINER DISPOSAL AT SEA

Empty metal or glass containers of materials coded as “Yes” in the “Container Disposal Field” of HICSWIN/SHML shall be made negatively buoyant, placed in a burlap bag with shredded metal/glass, and disposed of overboard at sea as trash if the ship is greater than 12 nautical miles from land. (This is not applicable in MARPOL Special Areas as defined in OPNAVINST 5090.1 series, Chapter 19, Section 19-7). Prior to disposal of "empty" HAZMAT containers as trash, authorization from the ship's HAZMAT Coordinator or Supply Department is required. All other authorized for at sea disposal, empty HAZMAT containers are to be made negatively buoyant and placed into a burlap bag with shredded metal/glass.

Caution: Do not process plastic HAZMAT container through the shipboard Plastics Waste Processor.

5. CONTAINER DISPOSAL ASHORE

   a. While in port, empty containers of materials coded as “Yes” in the “Container Disposal Field” of HICSWIN/SHML may be disposed of as trash. Prior to disposal of "empty" HAZMAT containers as trash, authorization from the ship’s HAZMAT Coordinator or Supply Department and the receiving shore activity HAZMAT is required. Some naval activities provide special receptacles for collection of empty metal containers that held HAZMAT. If these receptacles are provided, only empty metal HAZMAT containers shall be disposed of into these receptacles.

   b. Note: Some states and foreign countries treat empty paint containers and other HAZMAT containers as HW. Check with the local receiving shore activity or Senior Officer Present Ashore Regulations regarding empty container disposal guidance.
8264  SHIPBOARD HAZMAT CONTAINER DISPOSAL FLOW CHART

The decision flow chart below is designed to assist the user in determining the proper procedure for shipboard HAZMAT container disposal.

Notes:

*(i) Ensure no liquid is trapped in container under a surface film (common in paint).

*(ii) If HAZMAT is the same in composition but has a different NSN due to the difference in units of issue, consolidation of HAZMAT is permitted.

*(iii) In port, contact the local Navy environmental coordinator prior to air drying.
Part D: DEPOT LEVEL REPAIRABLES (DLRs)

Section I: GENERAL

8300 INTRODUCTION

1. GENERAL. DLRs are those Navy managed items which, based on unit cost, annual demand, difficulty of repair, or other economic considerations, have been selected by Cognizant inventory managers for special inventory control. DLRs must be returned to the Designated Support Point (DSP) / Designated Overhaul Point (DOP) when they are Beyond Capable Maintenance (BCM) at the authorized maintenance activity. DLR items are listed and identified by NSN, Cognizance symbol, and Material Control Code (E, G, H, Q or X). All stock records, custody records, and supply documentation for DLR items will include the applicable Material Control Code (see Appendix 9I) as a mandatory data element. An appropriate Source, Maintenance, and Recoverability (SM&R) Code is assigned to each DLR indicating the level and degree of maintenance authorized. Every effort should be made to screen and repair all DLRs through Microminiature (2M) Repair Program.

2. AVIATION ACTIVITIES. Aviation activities will use the Aviation Intermediate Maintenance Department (AIMD) or the Intermediate Maintenance Activity (IMA) to provide local repair of NRFl DLRs. DLRs which may be locally repaired are known as Local Repair Cycle Assets (LRCA). Financial posting and carcass tracking procedures for repairables issued from stock do not begin until the issue is posted via due in from maintenance (DIFM) return from NALCOMIS.

8301 PROGRESSIVE DLRS

1. GENERAL. Progressive Depot Level Repairables (PDLRs) are DLRs which must be repaired and condemned at the depot maintenance level according to the Recoverability Code listed in Navy ERP/OTS, but which can be repaired or tested and checked at a lower maintenance level. All PDLRs must be screened for repair by the ships Miniature-Microminiature, Modular Test and Repair (2M-MTR) Work Center before delivery to the depot. A PDLR must be sent to the depot activity listed in FEDLOG when it is BCM at the intermediate maintenance level authorized by the Repair Maintenance Code.

2. PROCEDURES. Ships supply personnel will ensure that all PDLRs are provided to the ship’s 2M-MTR for repair screening and progressive repair. If the item is repairable by the 2M-MTR work center, the supply personnel will mark the requester’s NAVSUP Form 1250-1 “Progressive DLR.” If the item is NIS or NC, instead of immediately requisitioning an RFI replacement, ship’s supply personnel should advise the requester and the ship’s 2M-MTR work center if equipped. If the ship is not capable of intermediate level (I-Level) repair, the requester may consider completing a Work Request (OPNAV Form 4790/2K) to initiate repair of the PDLR by the ship’s supporting tender, Regional Maintenance Center (RMC), or 2M-MTR equipped ship in company using Battle Force Intermediate Maintenance Activity (BFIMA) procedures. RMC/tender/BFIMA capabilities, repair time and required delivery dates must be considered. If RMC/tender/BFIMA repair is not possible, process the requisition in accordance with normal DLR procedures. During PDLR repair by the ship’s 2M-MTR work center or by RMC/tender/BFIMA, supply must not submit a requisition to the supply system unless the item is BCM at the intermediate level. Repair of the PDLR will not be interrupted if a replacement item is received by the ship. In that case, repairs and RFI
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certification will be completed and ship’s supply personnel will deliver the item to the appropriate inventory control point as RFI. Delivery may be delayed up to 60 days to allow receipt of component parts required for item repair. If the item is BCM at the intermediate level, it must be returned to the originating ship supply department, which will requisition the RFI replacement and send the PDLR to the ATAC HUB/NODE.

3. TYCOM’s established supply 2M Progressive Repair and Enhancement Program (2M PREP) monitoring and reporting procedures ensures that 2M-MTR organizational and intermediate repair dispositions for DLR STOCK and DTO requirements are first reported by Supply Officers to the online BIRDTRACK Module Test and Repair Activity utility. Supply requirements will be released to supply system for procurement only after shipboard O level and I level 2M-MTR repair dispositions have been provided to supply and reported per TYCOM’s 2M PREP policy.

8302 REQUISITION QUANTITY
Requisitions for exchange advice coded DLRs will be limited to a quantity of one per requisition with the following exceptions:

a. Aircraft tires (FSC 2620);

b. Transducers/ hydrophones (FSC 5845);

c. Radiac equipment (FSC 6665 & 6D Cog); and

d. When the requirement is the result of allowance or load list range and depth increases (non-exchange).

Exchange advice coded requisitions which do not meet the authorized criteria will be rejected back to the requisitioner with an “N9” status code rejection and must be resubmitted with a quantity of one (1) each for each requisition.

8303 MANDATORY ADVICE CODES
Advice codes 5A, 5D, 5E, 5G, 5R, 5S, 5X, 5V, 5W, 5Y, 52, 53, 54, 56, 57, 58 or 59 as appropriate (see Appendix 1), is a mandatory entry in record positions 65-66 of each requisition submitted for a DLR item. Any other advice code which may be applicable to the requisition will be entered in clear text, (e.g., REQUESTED ITEM ONLY WILL SUFFICE. DO NOT SUBSTITUTE/INTERCHANGE), in the “Remarks” field, and the appropriate document identifier for indicating exception data (A0E or A05) will be entered in record positions 1-3. Demand codes will be assigned as follows:

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<th>Advice Code (rp 65-66)</th>
<th>Demand Code (rp 44)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5E, 5R, 5Y</td>
<td>P</td>
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<tr>
<td>5A, 5G, 5S, 5X, 5V, 5W, 52, 53 or 56</td>
<td>R</td>
</tr>
<tr>
<td>5D, 54, 57, 58, 59</td>
<td>N</td>
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</tbody>
</table>

When a DLR is surveyed due to non-receipt, (i.e., RFI material ordered was shipped by a stock point but not received on board), the reorder requisition will cite the same advice code as the original requisition, and demand code “N” will be entered in record position 44.
8304 PRICING SYSTEM

1. GENERAL. A two-tier pricing system has been established for DLR material. The price applicable to a particular requisition or other supply transaction will be determined as follows:

   a. Standard Price. This is the price representing the full value of the DLR item. OSO transfers between NWCF activities will be billed and carried in stores accounts at this price. End users will be charged the standard price when an NRFI unit is not turned in (advice codes 5A, 5D, 5E, 53, 54, 57, 58, 59).

   b. Net Price. This price represents the cost of repairing a DLR item and is the price charged to end users when a NRFI unit has been or will be turned in (advice codes 5G, 5R, 5S, 5V, 5Y, 52, 56).

2. CARCASS TURN-IN CREDIT. As a general policy, the requisitioner will be allowed carcass value credit, (i.e., be charged net price), if the turn-in has the same NSN as the DLR which was issued. A requisitioner who turns in a different NSN from the issued item will be charged the net price of the item issued only if the turn-in is an authorized substitute for the item issued.

8305 PROCUREMENT

1. GENERAL. Requisitions for DLR items will be submitted only to fill fixed allowance shortages or to satisfy an immediate organizational and intermediate maintenance requirement when the required DLR is not carried or not in stock.

2. PROCUREMENT WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When an unserviceable DLR item is turned in to the supply department simultaneously with the submittal of an issue request for a replacement item which currently is NIS or NC, the issue request will be processed in accordance with paragraph 8310-2. The requisition will be processed and the DD Form 1348-1A or BC2 shipping document will be prepared for the NRFI using the requisition number assigned to be turned-in to the servicing ATAC HUB/NODE.

3. REPLACEMENT ITEM REQUIRED PRIOR TO TURN-IN OF UNSERVICEABLE ITEM. When a requested DLR item is NIS or NC and the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the issue request will be processed in accordance with paragraph 8310-3. The skeletonized DD Form 1348-1A or Picking Ticket will be retained in the DLR Suspense File awaiting receipt of the RFI item file copies of the issue request for the replacement item. When the requisitioned replacement item is received the responsible department head or work center supervisor will be promptly informed of the requirement for turn-in of the replaced repairable.

4. RSUPPLY FUNCTIONS (USID C & M)

   a. Stock Replenishment. Stock replenishment requisitions will be initiated for material issued from stock on non-exchange coded requisitions, a BCM returned from AIMD when a replacement has been issued from stock, and when stock material is expended by survey. Aviation activities have the capability of deferring (due to inventory in process, allowances being revised, etc.) rather than releasing or canceling stock replenishment exchange advice-coded requisitions that are awaiting release on the Requisition Release Outgoing Transactions. This includes requisitions generated by automatic reorder. Deferrals are accomplished by selecting "Cancel" on the Review Requisition for Release Screen. When the decision to reorder a previously deferred DLR requisition is made, an Automatic Reorder (Repairable Include Option) must be scheduled. Each
deferred item will appear on the reorder with a newly assigned document number (see the RSUPPLY Force Level Procedures Manual, Logistics Subsystem).

b. Automatic Reorder For AVCAL/COSAL/QCOSAL Increases. The Automatic Reorder Function (AVCAL/COSAL/QCOSAL Increase option, RSUPPLY Force Level Procedures Manual, Inventory Management Subsystem) will generate AVCAL/COSAL/QCOSAL authorized range and depth increase requisitions. To ensure material delivery and financial processing, automatic reorder output will be reviewed to ascertain that:

   (1) Routing identifier indicates NAVSUP WSS Philadelphia or Mechanicsburg (NRP) for AVCAL increases and the NAVSUP WSS Mechanicsburg COSAL/QCOSAL processing point NAVSEA TOB Routing Identifier (NUV) for COSAL/QCOSAL increases.

   (2) Advice code indicates a non-exchange (5D) advice code.

   (3) Fund code indicates either Y6 (APA) or QZ (APN 7 _ Cog) funding sources for AVCAL increases and VO funding sources for COSAL/QCOSAL increases. The NAVSUP WSS COSAL processing point will complete funding data for COSAL/QCOSAL increases.

   (4) Demand code indicates nonrecurring demand (see Appendix 8E).

   (5) Project code indicates range/depth allowance quantity increases (see Appendix 6).

c. DTO Requirements. DTO requirements will be prepared from NALCOMIS/OMMS-NG when the requested material is NC or NIS (verified by storeroom action) and the repairable cannot be made RFI by the AIMD or IMA.

   (1) BCM-EXREP. When a NRFI NC or NIS item is returned BCM from the AIMD or IMA, the MCN will be processed from the NALCOMIS Completed Repair Action Mailbox which will create the proper carcass tracking and requisition transactions from RSUPPLY. This transaction will post the turn-in transaction to the RTF.

   (2) Remain In Place (RIP). When the MRI contains a RIP Advice Code for NC or NIS material, NALCOMIS will create an exchange advice-coded requisition and will interface the transaction to RSUPPLY. When the RFI item is received, it will be turned over to the ordering department to allow replacement of the NRFI carcass which will be turned in to AIMD or IMA. The carcass will be turned in to shore regardless of the condition (RFI or NRFI) when returned to supply from AIMD or IMA.

   (3) Non-exchange Advice-Coded Carcass. When the NALCOMIS requisition indicates a non-exchange advice code and the item is NIS or NC, NALCOMIS will generate a requisition. Financial charges will be made at a standard price.

8306 CENTRALIZED STORAGE

DLR items will be stored in a single or group of centralized storerooms with a custodian specifically assigned. The designated custodian will be responsible for the movement of all material in and out of the designated storage space. An alternate custodian will also be identified to provide access to DLR storage areas when the primary custodian is unavailable.
8307 TRANSFERS

1. GENERAL. Transfers of DLR items will be processed as described in Chapter 5. Turn-in of the NRFI repairable is the responsibility of the receiving activity and all follow-up carcass tracking by the inventory manager will be directed to the receiving UIC.

2. RSUPPLY FUNCTIONS. RSUPPLY units will have to either run an automatic reorder for repairables, or interactively reorder the replenishments via “Initiate Requisitions.” RSUPPLY does not automatically reorder any DLR material after an issue, loss, survey, or offload (for CVNs, refer to CNAFINST 4440.2 (series)).

8308 CASH SALES

Cash sales of DLR items will be processed in accordance with paragraphs 5040-5049. NSA items will be charged to the receiving activity at the standard price. Carcass tracking is not performed for DLR items sold. Advice code 54 with an end use fund code will be used. RSUPPLY units will have to either run an automatic reorder for repairables, or interactively reorder the replenishments via “Initiate Requisitions.”

8309 TURN-IN OF RFI DEPOT LEVEL REPAIRABLES (DLRS)

1. GENERAL. Excess ready-for-issue repairables will be turned in to the nearest Residual Asset Management (RAM) site per TYCOM directives at the earliest opportunity. They will be shipped in their original shipping container or properly packed to prevent damage during handling and transit, and all old shipping labels will be removed. Components must be accompanied by service record cards/log books when applicable.

2. OFFLOAD FOR AVCAL/COSAL DECREASES (RSUPPLY USID C AND M). DLR offload documents and listings produced in response to COSAL or AVCAL range and depth decreases will be reviewed for specific data entries as follows:

   a. Document Identifier. APA and 0 _ Cog and 7 _ Cog items will indicate D6K.

   b. Fund Code. APA and 0 _ Cog items will indicate Y6 and 7R Cog items will indicate QZ. All other 7 _ Cog items will indicate the JZ fund code for afloat units and the AFM fund code for Marine aircraft groups.

   c. Signal Code (rp=51). All 7 _ Cog items will indicate an “A” (see appendix 8).

   d. Supply Condition Code (rp=71). All 7 _ Cog items will indicate an “A” (see Appendix 10Q).

   e. Material Management Code (rp=72). All 7 _ Cog items will indicate a “C” (see Appendix 17).
8310 ISSUES

1. GENERAL. The issue of DLR items will be accomplished on a one-for-one exchange basis. Each issue request for a DLR must be identified as such by the entry of the applicable MCC and by the notation “DLR item” in the remarks block of the issue document.

2. ISSUE WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When a DLR item is issued from stock and the departmental turn-in of the unserviceable item is received at the same time that the replacement item is issued, the issuing logistics specialist (LS) will enter the notation “TURN-IN REC’D” and his/her signature on the DD Form 1348-1A. After the required entries (see paragraph 6207-3) have been made, the issuing LS will give the “receipt copy of the DD Form 1348-1A to the requester and the remaining copies of the DD Form 1348-1A will be forwarded to the DLR LS for filing.

3. ISSUE WHEN UNSERVICEABLE ITEMS CANNOT BE TURNED IN UNTIL REPLACED. When a DLR item is issued from stock and the unserviceable item cannot be removed from an equipment or system until the replacement item is available for installation, the issuing LS will enter the notation “RIP ITEM” “TURN-IN NOT REC’D” in data block 29 of the DD Form 1348-1A. After the required entries (see paragraph 6207-3) have been made, the issuing LS will give a copy of the DD Form 1348-1A to the requester, with instructions to return it with the departmental turn-in of the unserviceable repairable when it has been replaced. The remaining copies of the DD 1348-1A or Picking Ticket will be forwarded to the DLR LS for the DLR suspense file. When the unserviceable repairable is received, the recipient LS will enter his signature, and delete the word “NOT” from the previously entered notation “TURN-IN NOT REC’D” on the accompanying a copy of the DD Form 1348-1A which was used to issue the replacement item. The “receipt” copy will then be returned to the person who made the turn-in. The DD Form 1348-1A or Picking Ticket will be annotated “TURN-IN REC’D,” signed, dated, then returned to the DLR LS for further processing and shipment.

4. REPLACED DLR ITEMS MISSING OR DESTROYED. When a DLR item is requested to replace an item that is declared to be missing or destroyed, turn-in of the replaced item cannot be expected. In such circumstances, the notation “DLR ITEM TO BE REPLACED IS MISSING” or “DLR ITEM TO BE REPLACED IS DESTROYED” and the department head’s signature must be included on DD Form 1348-1A for the replacement item. When the appropriate notation and certification are provided, the issue request will be processed in the usual manner with 5A advice code. In addition, a Financial Liability Investigation of Property Loss (DD Form 200) (see paragraph 5127), initiated by the responsible department head and approved by the Commanding Officer, will be submitted with the DD Form 1348-1A to account for missing or destroyed DLR items.

5. DLR SUSPENSE FILE. A suspense file, captioned “DLR SUSPENSE FILE,” will be maintained by the DLR logistics specialist for the control of replaced DLR items. The DLR suspense file will contain copies of DD Forms 1348-1A/Picking Tickets which are prepared for prospective shipments of unserviceable DLR items expected to be turned into the supply department in exchange for new items issued. The DD Forms 1348-1A will be filed in department work center code (WCC) sequence and will be used as ticklers to ensure that departmental turn-ins of replaced DLR items are received and shipped to the nearest ATAC HUB or NODE.
6. **RSUPPLY FUNCTIONS (USID C & M).** Upon processing a DLR issue in NALCOMIS, the following will occur:

   a. Whenever repair is to be attempted on an NRFI carcass and a stock issue is made, the NRFI carcass will be turned in to the repair facility (AIMD or IMA) and RSUPPLY will reduce the SIT location quantity and increase the SIT NRFI quantity through the NALCOMIS generated DI X30 via the Electronic Interface.

   b. If the item is returned from AIMD or IMA in RFI condition, NALCOMIS will create DI X22 via the Electronic Interface. This RFI return transaction will increase the stock in transit location quantity and reduce the NRFI quantity.

   c. When repair is not to be attempted for an NRFI item or when the item is BCM, and a stock issue is made, NALCOMIS will create DI X31 to decrease the SIT NRFI and on hand quantity. DI A0_ s, both internal and external, are created to replenish stock and establish due-in quantities in the Active Requisition Table (ART). DI X22 and D6R are created to reduce the NRFI quantity and temporarily turn off carcass tracking.

7. **RFI EXREP ITEMS (RSUPPLY USID C AND M ACTIVITIES).** Items returned from AIMD which are being returned to the user are processed through NALCOMIS. No other entries are required to complete an RFI EXREP transaction.

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**8311 CARCASS TURN-IN PROCEDURES**

1. **GENERAL.** When possible, an unserviceable DLR item will be turned in to the supply department at the same time that the replacement item is issued. If the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the unserviceable item will be turned in to the supply department within one working day after the replacement item is issued or received for direct turnover.

2. **CANNIBALIZATION OF PARTS.** Unserviceable DLR items held by the supply department pending shipment to the DOP will not be cannibalized for parts except for NORS/ANORS/NMCS/ANMCS/PMCS/BROAD ARROW requirements. Although cannibalization of certain parts for possible use in the future may satisfy an occasional requirement, it greatly extends the turn-around time for the unserviceable repairable and consequently leads to serious shortages in the supply system.

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**8312 INVENTORY ADJUSTMENTS**

1. **GAINS.** Inventory gains of DLR items in all cases will be subject to the causative research requirements specified in paragraph 5126. Gains determined to be related to a previous loss documented by a DD Form 200 must be processed as an LBI Reversal in RSUPPLY under Inventory Adjustment to adjust and offset SRF on hand quantity.

2. **LOSSES.** Losses of DLR items, regardless of money value, will be documented by an approved DD Form 200 in accordance with paragraph 5127. Losses determined to be related to a previous gain documented by a DD Form 200 must be processed as a GBI Reversal in RSUPPLY under Inventory Adjustment to adjust and offset SRF on hand quantity.
8313 STOCK RECORDS

A stock record is required to be maintained for each Purpose Code (see Appendix 10O) under which a DLR item is stocked; and an appropriate Material Control Code (see Appendix 9I) is a mandatory entry in each stock record. Maintenance of stock records by Supply Condition Code (see Appendix 10Q) is not required of ships. Any DLR assets found during a ship’s inventory or found at any other time, even if such items are in excess of the ship’s requirements will be posted to the ship’s official stock records.

8314 FAMILY GROUP MANAGEMENT

1. GENERAL. The Family Group Management consists of those functions necessary to track aviation repairable items within their established Family Group Code (FGC) and Family Relationship Code (FRC) while maintaining NIIN integrity. This is accomplished by providing total visibility of all assets within a Family Group. Activities are able to query the Stock Item by FGC, NSN, or Part Number to review current stock posture to include: FGC, AVCAL allowance, all members, and stock/DTO dues.

2. PROCEDURES. The use of this module is optional and is at the discretion of the individual TYCOM. The FGC and FRC can be updated by the following processes:

   a. Interactively. Through a SUADPS or NALCOMIS terminal.

   b. AVCAL/REAVCAL. NAVSUP WSS Philadelphia provides Family Group Management data on AVCAL/REAVCAL allowance products.

   c. ALT-NIIN Tape. The Alternate NIIN tape process is used to update the RMF-FAMILY-GROUP-CODE and RMF-FAMILY-RELATIONSHIP-CODE. Family Group Management data is provided by NAVSUP WSS-Philadelphia via NAVSUP BSC generated tapes. This ALT-NIIN tape will be processed through NALCOMIS (as applicable) as separtagraphte actions and not fed electronically. Differences between the NALCOMIS databases will be identified and resolved as a result of the NALCOMIS reconciliation process. RSUPPLY units may run the ALT-NIIN file through the pre-defined job “ALT NIIN”.

8315 ALLOWANCES

1. ALLOWANCE LEVELS. Stock levels for DLR items will be based on fixed allowances established by the appropriate NAVSUP WSS inventory manager and included in applicable allowance and load lists (COSAL, AVCAL, QCOSAL, TARSLL, FILL). The fixed allowance will identify both the range and depth of items to be carried.

2. ALLOWANCE CHANGES. Depth increases to fixed allowance quantities and all range adds will be requested by submission of NAVSUP Form 1220-2 in accordance with the instructions provided in paragraph 2105. Allowance changes may also be authorized in response to excessive repair time frames as described in the Naval Aviation Maintenance Program (NAMP, OPNAVINST 4790.20). Upon completion of allowance tape processing (see paragraphs 2300-2303) both the automatic reorder (repairables option), the automatic offload program, and a cancellation request for excess stock dues (tailored for DLRs) should be generated.
8316 INVENTORY

1. GENERAL. Afloat activities will conduct annual inventories of all Depot Level Repairables (DLRs). Upon completion, all DLRs identified as excess will be turned in to the nearest Residual Asset Management (RAM) site per TYCOM directives.

2. RSUPPLY. When the physical inventory of a depot level repairable results in an inventory loss, a survey record will post to the pending survey report in RSUPPLY. Items for which survey suspense records are produced must be thoroughly investigated and a DD Form 200 completed in accordance with paragraphs 5125-5128. When the survey has been approved, the survey record will be completed and processed per instructions in the RSUPPLY Support Procedures Manual.

Section II: RETURNS OF DEPOT LEVEL REPAIRABLES (DLRs)

8320 INTRODUCTION

1. GENERAL. It is the responsibility of the afloat Supply Officer to ensure compliance with the procedures contained herein relative to departmental turn-ins. The implementation of a comprehensive and continuous training program for shipboard management of DLR items is strongly recommended. Pertinent information from this publication should be incorporated into a ship’s instruction including specific responsibilities of the Supply Officer and other department heads. For inert nuclear weapons material, the DD Form 1348 shall be prepared in accordance with Navy SWOP 100-1A.

2. TERMINOLOGY. The Navy commonly uses the term “retrograde” to refer to DLRs, primarily F-condition (NRFI), being returned to the wholesale system, in contrast to other Services/Agencies which may use it to refer to reverse logistics scenarios covering any class of supply or unit moves. The term “at sea” is used here to refer to deployed ships and MALS which have not disembarked ashore or are in-garrison.

3. RETROGRADE SUPPORT SYSTEMS. NAVSUP WSS funds a variety of support systems to facilitate afloat retrograde. The Electronic Retrograde Management System (eRMS) is a web IT system used for processing, shipping, and tracking DLRs, both afloat and ashore. The ATAC program operates a global network of waterfront nodes and hubs, providing packaging and transshipment services, as well as remote transportation coordination. Technical Assistance for Repairables Processing (TARP) representatives are globally stationed and deploy with carrier and amphibious groups to provide on-the-job eRMS and DLR packaging training. These programs, as well as retrograde policy, are managed by NAVSUP WSS Philadelphia (034).

4. FINANCIAL OWNERSHIP OF RETAIL STOCK. In some cases, the financial account owning retail stock is relevant to returns processing. Retail stores at major aviation support activities, such as CVN-, LHA-, and LHD-class ships, NAS, and MALS, are typically owned by the NWCF. NAVSUP WSS pays to lay in the stock levels and only consumption is charged to an operational account. Other activities are end-use, meaning the operational account pays for the retail stock levels. These procedures will use the terms NWCF and End-Use when appropriate to highlight differences necessary for proper crediting of accounts.
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5. TIMEFRAMES. While exact timeframes cannot be prescribed for units at sea, in general supply departments should expeditiously handle repairables, processing them in 1-2 days, packaging them as quickly as possible, and offloading/shipping them at the first opportunity. Carcass Tracking billing timeframes are covered in Section III.

8321 SCOPE

1. GENERAL. The procedures contained in this section are prescribed for all ships when other procedures are not specified in pertinent Strategic Systems Programs (SSP) instructions. Materials specifically excluded are as follows:

   a. Expendable ordnance materials (Cognizance symbols 0T, 2E, 4E, 8E, 2T, 4T, 6T and 8T), which will be handled in accordance with paragraph 5071 and applicable NAVAIR, NAVSEA or Fleet Commander instructions;

   b. Fleet Ballistic Missile (FBM) / Strategic Weapons Systems (SWS) materials (Cognizance symbols 2P, 2X, 4P, 4X, 6A, 6H, 6P, 6X, 8H, 8P, and 8X) which will be handled in accordance with SSPINST 4423.39 (series) and applicable NAVSUP WSS, SSP, or Fleet Commander instructions; and

   c. Material which a ship undergoing overhaul delivers to an industrial activity for repair and return to the ship.

2. TYPES OF RETURNS

   a. F-CONDITION (NRFI) TO WHOLESALE SUPPLY. Requisitions for DLRs citing an exchange advice code create a requirement to turn in the same NIIN on the same document number. The wholesale supply manager is assuming that the carcass will be returned when computing the amount of inventory needed to support Fleet requirements. The process to ensure they are turned in is called Carcass Tracking and is covered in Section III. These returns cite an E (exchange) management code, as opposed to a C (credit) under the MTIS process. Note that MTIS credit is not generally given for F-condition. Offloads of F-condition stock from NWCF activities following a downgrade of stock, using the RSUPPLY X37 function, are stock redistributions and no credit is granted as the inventory is already owned by NAVSUP WSS. F-condition inventory is sent to a repair or storage point, based on the Master Repairable Item List (MRIL).

   b. A-CONDITION (RFI) TO WHOLESALE SUPPLY. Excess NWCF A-condition inventory (excess RAB) is returned at the direction of NAVSUP WSS and Fleet Commanders using the RSUPPLY X37 function. End-Use A-condition inventory which is owed for Carcass Tracking purposes, due to a duplicate issue or a successful maintenance action after the exchange requisition was sent off-ship, are not processed into NWCF inventory, but are turned in as end-use citing an E management code. Other end-use A-condition excesses can be turned in as MTIS, although in many cases this inventory goes to Fleet Realtime Residual Asset Management (RRAM) sites. A-condition returned to the wholesale system generally goes to the nearest wholesale stockpoint, unless otherwise directed. NAVSUPINST 4440.157 (series) contains more instruction on MTIS.
c. DISCREPANT OR DEFICIENT MATERIAL RETURNS. Engineering Investigations (EIs), PQDRs, and SDRs may result in direction to return particular items to particular locations. These special cases are still the responsibility of the supply officer. The procedures for turn-in of DLRs outlined below contain provisions to support these special cases, and these returns should not occur outside of normal channels. These returns may also be tracked as owed carcasses.

d. LATERAL RETAIL MOVEMENTS. Packup Kit (PUK) component returns and the aviation Repair and Return (R&R) program are two examples of lateral movements. In some cases, these scenarios will also involve A-condition (RFI) items moving in the opposite direction. These movements are not reported to the wholesale supply system via Transaction Item Reports (TIRs). However, full accountability and custody transfer procedures must still be observed.

e. AIRCRAFT AND MARITIME WHOLE ENGINES AND ENGINE MODULES. Whole engines and engine modules are not managed as part of the normal supply system. Special procedures have been developed for the control, distribution, and disposition of whole engines and engine modules by the TYCOM.

3. FURTHER INSTRUCTION. These procedures give a general overview of retrograde processing. Further explanation and direction is provided by additional NAVSUP WSS, TYCOM, or Wing instructions. Additional training is available on the TARP website: https://tarp.navsisa.navy.mil/ and the eRMS deskguide https://tarp.navsisa.navy.mil/erms. These websites also include computer-based training (CBT) and points of contact. For aviation activities, the CNAF Supply Officer’s Manual (SOM) provides further procedures.

8322 ELECTRONIC RETROGRADE MANAGEMENT SYSTEM (eRMS)

1. PURPOSE. eRMS is intended to simplify, streamline, and automate workload associated with processing, turn-in, and transportation of DLRs. Although originally designed solely for retrograde (DLR exchange carcasses), other logistics scenarios are now supported. eRMS is an online system, meaning NIPRNET bandwidth is required. Activities which cannot access NIPRNET, such as submarines and small surface combatants (MCM, FFG), receive eRMS support from TYCOM shore locations. eRMS supersedes use of RSUPPLY for purposes of retrograde turn-in, although in some cases this system may be used as backup when eRMS is not available. eRMS is a bolt-on interface with Navy ERP and is to be used as prescribed below even at activities using Navy ERP for retail supply operations.

2. SYSTEM ACCESS. Access to eRMS is via the website at https://mril.navsisa.navy.mil/erms. All users are required to obtain a DOD Public Key Infrastructure (PKI) certificate, such as the one embedded on a Common Access Card (CAC) or the ones available via the DOD External Certificate Authority (ECA) program (http://iase.disa.mil/pki/eca/index.html). NETWARCOM also requires the completion and submission of a one-time System Authorization Access Request (SAAR) form to be faxed to the NAVSUP BSC eRMS Information Assurance help desk (fax 717-605-5703) in order for a new account to be created. Access requests are initiated from the eRMS homepage and instructions, as well as the SAAR form, can be found there.

3. LOGISTICS SCENARIOS. eRMS provides modular access to different functions, depending on customer requirements and capabilities. Additional access can be requested as needed. Various eRMS modules are used by ATAC mobile nodes, nodes, and hubs, and by CLF ships, to provide transshipment services. Current eRMS customer modules include:
a. CARCASS TURN-IN. This module is used in the preparation of retrograde DLRs being returned to the wholesale system for exchange credit. The EI and PQDR options within the Carcass Turn-in Module are used for processing the directed return of exhibits to the activity specified in JDRS (Joint Discrepancy Reporting System) or PDREP (Product Deficiency Reports). Non-DLRs may be processed in this module.

b. WHOLE ENGINES AND ENGINE MODULES. Whole aircraft or maritime engines and engine modules can be processed in this module. No TIRs are generated. Processing should occur only in accordance with an engine assignment directive (EAD) naval message.

c. RDO AND RFI

(1) EXCESS A-CONDITION (RFI) STOCK OFFLOAD. NWCF activities, primarily CVN, LHA, LHD, and MALS activities can use this module to process offloads in conjunction with the RSUPPLY X37 process. TIRing occurs.

(2) RFI CARCASS. This module can be used to process the return of an end-use DLR which is in A-condition, but is owed for Carcass Tracking, due to a duplicate issue or a successful maintenance action after passing an exchange requisition off-station.

d. REPAIR AND RETURN (R&R) – CUSTOMER AND IMA. This pair of modules allows aviation customers and IMA to obtain lateral field maintenance support in an automated and visible fashion. This process augments existing NALCOMIS-OIMA procedures. The list of capable maintenance activities comes from the Individual Component Repair List (ICRL), not the MRIL. No TIRing occurs.

e. OTHER PROCESSING. This module is to be used only as directed by TYCOM, NAVSUP WSS, or other higher management authority to cover logistics scenarios not covered above. It is commonly used by SH-60B Light Airborne Multipurpose Systems (LAMPS) detachments on ships and by deployed USMC Combat Logistics Battalions (CLB). No TIRing occurs.

f. NAVSUP WSS IN-TRANSIT ACCOUNTABILITY (NITA). Use of the NITA module to perform Carcass Tracking functions is covered in Section III.

g. TRANSSHIPMENT MODULES. Additional modules allow CLF and ATAC activities to report receipt and shipment of items previously processed in eRMS. This transportation data transfers custody and provides visibility of shipment status.

8323 ADVANCED TRACEABILITY AND CONTROL (ATAC)

1. PURPOSE. The ATAC program has been established by NAVSUP WSS to provide a global network of logistics sites which can provide packaging and transportation services, as well as act as an eRMS processing site for those without access eRMS. NAVSUP WSS will establish additional mobile nodes as needed to support training, expeditionary, contingency, or HA/DR requirements. In addition, ATAC San Diego has been designated the ATAC Transportation Office and has global responsibility for arranging and monitoring transportation, except as noted. NAVSUP WSS has designated NAVSUP GLS its agent for execution of the ATAC program. Detailed ATAC operating procedures are contained in COMFISCINST 4421.1.
2. ATAC EXCLUSIONS. The following classes of material are excluded from ATAC, meaning they cannot be delivered to an ATAC site or shipped using ATAC-arranged transportation. However, all DLRs (except SWS items) should still be processed in eRMS, even if they are ATAC exclusions. In addition to these exclusions, ATAC cannot ship redistributions which have not previously been processed into Erms, nor any shipments lacking proper documentation (DD Form 1348-1A, HAZMAT certification, etc).

   a. CONSUMABLE ITEMS. All items with an MCC other than D, E, G, H, Q, or X are excluded from ATAC, except for special projects.

   b. CONTROLLED INVENTORY. All items with a CIIC of A-H, K-L, N-T, 1-6, or 8-9, including all Arms, Ammunition, and Explosives (AA&E) are excluded from ATAC.

   c. RADIOACTIVE MATERIAL. All items with a SMCC of R or X or a SMIC of RS or RE are excluded from ATAC.

   d. STRATEGIC WEAPON SYSTEMS (SWS). All items with a Cog of 2P, 2X, 4P, 4X, 6A, 6H, 6P, 6X, 8P, or 8X are excluded from ATAC.

   e. DISPOSAL ITEMS. Material already determined as going to DLA Disposition Services should not be sent to ATAC or shipped using ATAC transportation.

3. ATAC LOCATIONS. The ATAC Program Manager may change the number of ATAC locations to best support operational requirements.

   a. WESTERN REGION

   ATAC HUB SAN DIEGO N46433  ATAC NODE BREMERTON N3118B
   ATAC SAN DIEGO NAVY DLR AGENT  ATAC BREMERTON NAVY DLR AGENT
   NAVSUP FLC BLDG 661-3  CODE 103-2
   NAS NORTH ISLAND  467 STREET
   SAN DIEGO, CA 92135-5000  BREMERTON, WA 98314-5000
   Phone: 619-435-4147  Phone: 360-476-7999

   ATAC NODE PEARL HARBOR N3116B  ATAC NODE PS DET EVERETT N48439
   ATAC PEARL HARBOR NAVY DLR AGNT  NAVSUP FLC PUGET SOUND DET
   CODE 4043 BLDG 479  EVERETT BLDG 2200
   1025 QUINCY AVENUE  2000 WEST MARINE VIEW
   PEARL HARBOR, HI 96860-5000  EVERETT, WA 98201-2282
   Phone: 808-422-5231
   Phone:

   b. EASTERN REGION

   ATAC HUB NORFOLK N68620  ATAC NODE JACKSONVILLE N3307A
   ATAC NORFOLK NAVY DLR AGENT  ATAC JACKSONVILLE NAVY DLR AGENT
   NAVSUP FLC BUILDING SP 237  NAVSUP FLC JACKSONVILLE
   427 A STREET 37  YORKTOWN AVE BLDG 110 DOOR 29
   NORFOLK, VA 23511-4203  JACKSONVILLE, FL 32212-5000
   Phone: 757-444-8172  Phone: 904-542-1635
   DSN: 564-8172  DSN: 942-1635
c. MEDITERRANEAN REGION

ATAC NODE ROTA N59000
ATAC ROTA NAVY DLR AGENT
CTRA JEREZ A ROTA NAVAL BASE
BONIFAZ-CABRERRA ST BLDG 55
ROTA, CADIZ, SPAIN ES 11520
Phone: 011-34-956-824-875
DSN: 314-727-4875

ATAC NODE SIGONELLA N3309A
ATAC SIGONELLA NAVY DLR AGENT
SS417 CATANIA/GEΛA BLDG 720
US NAVAL AIR STATION SIGONELLA
CATANIA, SICILY, IT 95040
Phone: 011-39-095-86-5554
DSN: 314-624-5554

Note: Multiple Mobile Nodes are typically in operation in the CENTCOM Region

d. CENTCOM REGION

ATAC NODE BAHRAIN N3310A
ATAC BAHRAIN NAVY DLR AGENT
AV UNIT CTF-53 WAREHOUSE
ARRADOUS HWY, BLDG 479, RM 215
MUHARRAQ, BH
Phone: 011-973-1785-9533
DSN: 318-439-9533

ATAC NODE DJIBOUTI N55899
ATAC DJIBOUTI
NAVSUP FLC SI GE SITE DJIBOUTI
CAMP LEMONIER
DJIBOUTI CITY, DJ
Phone: 011-973-1785-9533
DSN: 318-439-9533

e. WESTERN PACIFIC REGION

ATAC NODE YOKOSUKA N4179A
ATAC YOKOSUKA NAVY DLR AGENT
NAVSUP FLC YOKOSUKA BLDG 4821
HONCHO 1 CHOME YOKOSUKA
KANAGAWA JAPAN JP 238-0041
Phone: 011-81-468-16-5641
DSN: 315-243-5641

ATAC NODE OKINAWA N4182A
ATAC OKINAWA NAVY DLR AGENT
MCAS IWAKUNI BLDG 1710
MISUMI-MACHI, IWAKUNI-SHI
YAMAGUCHI-KEN, JAPAN JP 740-0025
Phone: 011-81-827-79-5986
DSN:315-253-5986

ATAC NODE IWAKUNI N4181A
ATAC IWAKUNI NAVY DLR AGENT
MCAS IWAKUNI BLDG 1710
MISUMI-MACHI, IWAKUNI-SHI
YAMAGUCHI-KEN, JAPAN JP 740-0025
Phone: 011-81-827-79-5986
DSN:315-253-5986

Note: Multiple Mobile Nodes are typically in operation in the CENTCOM Region
4. ATAC CUSTOMER SERVICE. Contact ATAC Customer Service for any questions on turn-in procedures, tracking material, or arranging transportation.

   a. PHONE: (877) 846-8728

   b. EMAIL: ATACCustomerService@navy.mil

8324 TECHNICAL ASSISTANCE FOR REPAIRABLES PROCESSING (TARP)

1. PURPOSE. The purpose of the TARP program is to provide on-the-job training to Sailors and Marines in proper DLR packaging and eRMS procedures. In support of that mission, they are stationed geographically around the world in major operating areas, and also deployed with Carrier Strike Groups and Amphibious Readiness Groups. They are also responsible for inspection of RFI material returned to the wholesale system, and can be tasked by NAVSUP WSS to operate mobile ATAC nodes in-theater as necessary.

2. TARP WEBSITE. The TARP website is at https://tarp.navsisa.navy.mil/. It hosts a variety of content, such as packaging instructions, current TARP points of contact and deployment status, the Container Reuse and Refurbishment Center (CRRC) website, and eRMS training materials and desk guide.

8325 ERMS PROCEDURES FOR PROCESSING WHOLESALE RETURNS

1. CARCASS TURN-INS. All forces afloat or deployed will:

   a. Select the nearest ATAC from the dropdown menu upon logon. This provides eRMS with geographic information used in selecting the nearest repair or storage point.
b. Review the Pending Carcass Charge report in the NITA module and the Automated Shipping Document List in the Carcass Turn-In module regularly. Delays in the turn-in of carcasses should be entered as comments in NITA or research notes in the Carcass Turn-In module.

c. Select the document from the Automated Shipping Document List or use the provided barcode scanner to enter the information using the Manual DD Form 1348-1A option. Enter serial number data. The DLR should be physically present and the part number marked on the part compared to the part number data in eRMS. If the part number on the carcass cannot be matched to the NIIN which is owed, perform research to ensure that the proper part was ordered and the correct item has been turned in. In cases where a valid part number is not displayed, contact the NAVSUP WSS Item Manager or the eRMS Help Desk to have the master database updated. A DD Form 1348-1A with document identifier BC2 is now produced.

d. Take special note of the information displayed in eRMS and on the DD Form 1348-1A regarding the item. A message of CARCASS EXPRESS means this item is in short supply in the wholesale system and should be prioritized for handling, packaging, and shipment. CIIC, container, and HAZMAT (SMCC) information is also provided to assist with proper handling and packaging. A message of “SRC REQUIRED” indicates that a Scheduled Removal Card (SRC), Equipment History Record (EHR), Logbook, or other similar document must be turned in with the DLR. The destination on the DD Form 1348-1A is the final destination of the carcass, not the immediate turn-in point.

e. At the time the DD Form 1348-1A is produced, a due-in is sent to the ultimate destination. Credit is not given for the turn-in until shipment is recorded in eRMS.

2. RFI TURN-INS

a. Activities may obtain excess RFI inventory due to additional issues of requisitioned DTO material, repair of inducted material after referring a requisition off-station (and presuming failure to cancel), discovery of excess end-use material, or, in the case of NWCF activities, a decrease in authorized allowance levels.

b. Use the RDO AND RFI, EXCESS RFI STOCK OFFLOAD option for NWCF excesses. Document identifier D6K will result.

c. Use the RDO AND RFI, OTHER RFI TURN-IN option for end-use excesses. Document identifier D6A will result. For items owed to close Carcass Tracking, select the RFI Carcass option. If seeking financial credit, select the MTIS-A option. Note that it is not possible to ship to RRAM using this process.

d. Screen the item by comparing the NIIN and part number marked on the Original Equipment Manufacturer (OEM), RFI Tag, or identification plate against the data displayed in eRMS. Enter the serial number when available.

e. At the time the DD Form 1348-1A is produced, a due-in is sent to the stow point. At this time, eRMS does not have the capability to ship to locations other than the nearest DD. Additional
TIRs will not be produced for NWCF offloads, as RSUPPLY will create them. In the case of Other RFI Turn-ins, TIRs equivalent to those for carcasses will be created, citing an A condition code and an appropriate management code. These are released using the same business rules as for carcass turn-ins.

3. ATAC exclusions (see below) should be fully processed in eRMS. However, do not ship through ATAC. Alternative mechanisms are directed, based on the nature of the exclusion.

4. eRMS provides 4 pages with two DD Form 1348-1As on each page. To ensure proper printing, use the Page Setup option of the internet browser to delete all headers and footers and set all margins to 0.25.” After obtaining the DD Form 1348-1As from eRMS, the following procedures give direction on packaging the parts, manifesting parts for shipment, posting that shipment, and updating eRMS appropriately.

8326 PACKAGING AND MARKING

1. GENERAL. The objective of the Navy Packaging Program is to provide adequate, asset protection to Navy material while minimizing total ownership costs. This includes protection during handling, shipment and storage throughout the material’s life cycle. Inadequate packaging and careless handling are major causes of damage to high dollar DLRs. To reduce the probability of such damage (which adversely affects the supply system availability of repairables required to maintain fleet readiness), the guidelines listed in the following paragraphs will be followed.
2. SCOPE. All Navy activities, or contracted Navy activities are responsible for ensuring that Navy assets are properly protected and documented at all times. Proper protection ensures that assets are ready for use when needed and that assets survive the multiple handling, storage and shipping events inherent in the Navy and DOD supply chains.

3. DEFINITIONS

   a. PHS&T: PHS&T is the set of design and development parameters that assure that Navy assets are packaged in a way that is compatible with the various handling, storage and transportation elements that comprise the Navy, DOD and worldwide supply chains. PHS&T is one of the ten logistics elements of the Integrated Logistics Process.

   b. P700-Common Naval Packaging (CNP): This publication is the official Navy guidance for packaging retrograde items for shipment and storage. It provides packaging direction for Navy and Marine Corps items in accordance with MIL-STD 2073-1D. It is available via a link on the NAVSUP website or direct at https://tarp.navsisa.navy.mil/p700. A CD version is also available upon request from NAVSUP WSS 077.

   c. Packaging Levels in P700-CNP Database: Three separate paragraphs that distinguish between the capabilities and packaging protection of Navy DLRs.

      (1) Level I: packaging requirements for NRFI assets being prepared for shipment by a field activity, such as ships.

      (2) Level II: requirements for packaging NRFI assets at ATAC activities and other transshipment points.

      (3) Level III: requirements for long term protection of RFI DLRs and consumables by depots and contractors.

   d. Preservation: The processes and procedures used to protect material against corrosion, deterioration, and physical damage during shipment, handling, and storage. As applicable, preservation includes cleaning, drying, application of preservative, wrapping, cushioning, and containers (unit and intermediate).

   e. Method of Preservation: Basic preservation of material is defined by the characteristics of the item. MIL-STD-2073 1D defines the five basic categories of preservation. They are:

      (1) Method 10 (formerly Method III) Physical protection;

      (2) Method 20 (formerly Method I) Preservative coating only;

      (3) Method 30 (formerly Method IC) Waterproof protection;

      (4) Method 40 (formerly Method IA) Watervapor-proof protection; and

      (5) Method 50 (formerly Method II) Watervapor-proof protection with desiccant.
f. Cleaning Material: Any material identified in P700-CNP designed to accomplish the thorough cleaning of an item without damage. All cleaning materials must be used in accordance with applicable EPA regulations, OSHA, Code of Federal Regulations (CFR) 29, Section 1910, General Industry and Air Pollution Control statutes, and regulations in force in the geographic and industrial area where the cleaning is performed.

g. Wrapping Material: Any material identified in P700-CNP designed to provide a barrier of protection to the packaged item. Wrapping materials are designed to withstand, to a given degree, the penetration of water, water vapor, grease, or certain gases.

h. Cushioning Material: Any material identified in P700-CNP designed to protect assets against physical and mechanical damage by absorbing the energy of shocks and vibrations through gradual but increasing resistance to the movement of the item.

i. Unit Container: The first container, complete with internal wrapping and cushioning, applied to a single item to form a complete, identifiable package. This container could be fiberboard, wood or reusable (aluminum, plastic or steel).

j. Reusable Shipping and Storage Containers: A shipping and storage container that is designed for reuse without impairment of its protective function. It may be repaired, refitted, or both, to prolong its life or to adapt it for shipment of items other than that for which it was originally intended.

k. Specialized Containers: Specialized containers are uniquely configured to support and protect a specific item, or limited variety of items, during handling and storage. These containers are identified on the eRMS DD Form 1348-1A.

l. Mandatory Containers: Containers identified in P700-CNP as mandatory use items are critical to the safe handling and shipping of extremely fragile or costly assets. They must be used for shipment of assets so identified in P700-CNP. If a mandatory container is not available, contact your local TARP Representative or NAVSUP WSS 077 for alternatives. eRMS will print a MAND CTNR note for these items on the DD Form 1348-1A.

m. Multi-unit Container (MUC) (6KH 8145-01-354-7605): The two tier, collapsible aluminum container is used to ship multiple packaged assets as a single shipping container.

n. Special Packaging Instruction (SPI): A document that is used to identify special packaging requirements of an item or family of items. SPIs are used when P700-CNP is not sufficient to the packaging needs of an item. Each SPI in use has a unique identification number.

o. Special Material Content Code (SMCC): A code utilized to indicate that an item represents or contains peculiar material requiring special treatment or management control such as HAZMAT, Nuclear and Medical. The item SMCC is identified in the packaging levels section of the P700-CNP Search Results page and on the eRMS DD Form 1348-1A.

p. Type of Storage (TOS) Code: A code utilized to indicate the type of storage space and environmental conditions to be maintained during storage of shipment. The item TOS is identified in the packaging levels section of the P700-CNP Search Results page.

r. Care of Supplies in Storage (COSIS): The program is to ensure that material in storage is maintained in ready-for-issue condition or to prevent deterioration of unserviceable material.

s. Container Reuse and Refurbishment Centers: This program enables field level container management and provides containers on demand. It is a collection point for reusable containers and requisition processing and TIR container retrieval. The CRRC sites refurbish containers by assessing condition, removing labels, and replacing latches, handles, shock mounts, skid-mates and foam. Access at https://tarp.navsisa.navy.mil/crrc. Enhances the visibility and availability of reusable containers, affording NAVSUP WSS DLRs and high cost material with adequate protection. The CRRCs are dedicated to collection, assessment, refurbishment, requisitioning, maintaining inventories and reporting of Navy owned reusable shipping containers.

4. PACKAGING OF F-CONDITION (NRFI) TURN-INS. P700-CNP will be utilized to the maximum extent possible in preparing turn-in(s) and shipments of F-condition (NRFI) DLR items. Ships which lack the facilities or materials to comply fully with instructions in P700-CNP will ensure that each DLR to be shipped is afforded the best protection possible. The P700-CNP is available online at https://tarp.navsisa.navy.mil/p700. The packaging of unserviceable DLR items will be accomplished IAW P-700-CNP Level I requirements and the following guidelines:

a. Reuse the container (including cushioning and bracing material) provided with an issued replacement item. If the cushioning and bracing material originally included in the container is no longer available, use on board wrapping, blocking, and/or cushioning materials which will fill the voids and immobilize the item in the reusable container.

b. If a reusable container or adequate packaging materials are not available, package the item with onboard materials which afford a level of protection comparable to that provided a new item (NIINs of reusable containers are listed in NAVSUP P700-CNP and on the eRMS DD Form 1348-1A; however, shipments of unserviceable items will not be delayed solely for the purpose of obtaining proper containers). NOTE: If at all possible, contact the NAVSUP WSS container manager (available in eRMS under the Query, Item Information option) for packaging instructions in those instances where the mandatory container is not available.

c. For items designated in P700-CNP requiring “Mandatory Container,” notify the geographical TARP representatives (contact information is listed on the TARP website) for assistance and coordination in obtaining the required container. In such cases, ensure that an entry of “PACKAGING REQUIRED” is entered in data block EE of the applicable DD Form 1348-1A, and handle the item carefully until it can be delivered to an ashore supply activity for proper packaging and transshipment to the ATAC HUB or NODE.

5. PACKAGING OF A-COND (RFI) TURN-INS. The integrity of the RFI packaging cannot be compromised without potentially jeopardizing RFI status. In all cases, P700-CNP must be consulted and/or applied, and the OEM packaging or RFI tag must be present. The packaging of all “A” condition turn-ins will be accomplished IAW P-700-CNP Level II requirements, as a minimum, and the following guidelines:
a. UNOPENED OEM OR DEPOT CRATE, BOX, OR CONTAINER (OUTER PACKAGING)

   (1) Inspect the crate, box, or container for any damage, tampering, or tear while in transit, handling, or storage (temporary or long term).

   (2) The inspection may include opening the crate, box, or container to ensure no damage to the inner packaging of the item. Extreme care should be exercised when opening to preclude any damage to the item inner and outer packaging, and will be followed by restoring to the original condition.

b. UNOPENED OEM OR DEPOT SEALED INNER PACKAGING

   (1) ESDS items must not have ANY pinholes or tears in the ESD barrier bag.

   (2) If the item requires a Mandatory Container, the item must be placed within the designated container. Contact the geographic TARP representative for assistance. If a specific container or clamshell is identified, use one if possible. Otherwise, package in a fiberboard box as per P700-CNP direction.

c. OPENED INNER PACKAGING

   (1) ESDS Circuit Card Assemblies (CCAs) should only be handled on an ESD station or portable kit while using a properly secured grounding strap to prevent any inadvertent static electric discharge. Wrap item with PPP-B-795, Class 2, Ant-Static cellular plastic film then place inside a MIL-PRF-81705, Type III transparent, electrostatic protective, static shielding barrier bag and heat seal.

   (2) ESD Weapon Replaceable Assemblies (WRAs) shall have ESD caps and plugs installed to the connectors/ports; however, neither apply nor remove ESD grid tape to avoid inadvertent static electricity discharge. Wrap with anti-static bubblewrap, enclose with ESDS barrier material and heat seal.

   (3) If the item requires a Mandatory Container, the item must be placed within the designated container. Contact the geographic TARP representative for assistance. If a specific container or clamshell is identified, use one if possible. Otherwise, package in a fiberboard box as per P700-CNP direction.

d. TARP INSPECTION. After turn-in to ATAC, a TARP representative will inspect the item for proper identification, NAVSUP P700-CNP packaging, MIL-STD 129 labeling, Wood Packaging Material (WPM) compliance, and proper documentation. In the event of a discrepancy that potentially invalidates RFI status; the shipper will be contacted to retrieve the item for remediation. TARP Tape is used exclusively by the NAVSUP WSS TARP team. Any asset sealed with TARP tape should be forwarded without inspection or opening of the container.

6. USE OF RFI REUSABLE CONTAINERS FOR TURN-INS. Unless otherwise directed, the following procedures apply for turn-in of ready for issue reusable containers:
a. When field activities are directed to turn in material to DLA Disposition Services for disposal, including field or depot level repairables, the item shall be removed from the RFI container and packaged in the most economical package suitable for transportation to DLA Disposition Services and acceptable to the transportation carrier. Demilitarization (DEMIL) procedures shall be followed.

b. F-Condition (NRFI) DLRs with no specific direction to be turned in to DLA Disposition Services; RFI reusable containers shall be used to turn in the NRFI material, per paragraph 4 above.

7. PREPARING “F” CONDITION ENGINES AND ENGINE COMPONENTS FOR SHIPMENT

a. PREPARING THE ENGINE CONTAINER. All engine and engine components are shipped in containers as identified in P700-CNP, except as noted, (e.g., aviation applications of T-56). Before installing item in container:

   (1) Inspect Humidity Indicators (HI) – if HI is other than blue, it should be replaced.

   (2) Labels/Markings – remove all old labels, ensuring that “A” condition tags are removed and replaced with “F” condition tags (“A” condition tags are Orange in color and “F” condition are Green). Remove any old markings, weight, cube or destination, etc.

   (3) Ensure that there is active desiccant in the container to prevent corrosion.

   (4) Remove/clean fuel or oil leakage inside the container.

b. LOADING AND SEALING THE ENGINE CONTAINER. When the container is ready for shipment, install the engine or engine component into the container:

   (1) Check to ensure all fuel, oil and hydraulic fittings are capped, plugged and covered in accordance with Maintenance Instruction Manuals and NAVAIR 15-01-500 guidelines. Also, check to ensure the item is properly secured and installation instructions are located inside the container.

   (2) Ensure that all required documentation is correct (the type/model/series (TMS) and serial number match the item). The Visual Information Display System/Maintenance Action Form (VIDS/MAF) must state: "Level I or III preservation has been performed and all HAZMAT items have been removed." Put the documents (i.e. Log Book, Module Service Record (MSR),VIDS/MAF, a copy of the DD Form 1348-1A, SRC card, etc) inside a plastic or a barrier bag and seal. Place the sealed plastic or barrier bag containing the documents inside the logbook compartment located on the outside of the container. Secure the compartment with its cover by tightening the nuts or wing nuts and wrap the compartment with heavy duty plastic tape (NSN: 9Q 7510-00-159-4450) or similar material to better secure and seal the compartment for protection of these important documents from inclement weather while in the transportation system.

   (3) Advise ship’s engine personnel of any discrepancies and ensure that they are corrected prior to sealing container.
(4) When sealing the container, ensure that all bolts and/or latches are secured to properly seal the container.

(5) Verify shipment documents. If transferring to a CLF ship, use spray glue (NSN: 9Q8040-00-938-6860) to attach documentation (inside the packing list) for better adhesion. Cover the plastic envelope containing the DD Form 1348-1A and Manifest List with a plastic sheet (NSN: 9Q9330-00-618-7215) for additional protection from heavy seas during inclement weather. Attach the following certificate:

![CERTIFICATION FOR SHIPMENT]

8. MARKING. The marking instructions and formats applicable to material shipments, as indicated in the Military Standard Marking for Shipment and Storage (MIL-STD-129, as amended) and in NAVSUP P700-CNP, will be utilized for guidance in marking shipments of DLR items. However, full marking (such as application of an item label) is not necessary if items are being transshipped through an ATAC location – ATAC will perform the additional necessary marking.
9. IDENTIFICATION TAG OR LABEL. An identification tag, DD Form 1577-2, or an identification label, DD Form 1577-3, will be filled out for each unit of unserviceable/F-Condition (NRFI) DLR item shipped to include the Cognizance symbol, NSN, part number, serial number and the applicable document number, as minimum information.
10. ACCOMPANYING DOCUMENTS. Accompanying documents required for each F-condition (NRFI) DLR item shipment:

   a. Inside the package, box or container

      (1) One legible copy of the applicable Ship’s Maintenance Action Form (OPNAV Form 4790/2K) if the item is related to a maintenance action which is required to be reported in accordance with the Ship’s 3-M Manual (OPNAVINST 4790.4 series); or a copy of the Maintenance Action Form (MAF) (OPNAV Form 4790/60) as prescribed in the NAMP Manual (CNAFINST 4790.2 (series));

      (2) History Card (Scheduled Removal Component (SRC) card, Equipment History Record (EHR) card, Aeronautical Equipment Service Record (AESR), Assembly Service Record (ASR) card for the item. History Card requirement can be verified in the NAVSUP P700-CNP or the applicable aircraft Periodic Maintenance Information Card (PMIC).

      (3) At least one (1) copy of the DD Form 1348-1A.

      (4) Use a plastic “Return Materials Document Envelope” NSN: 9Q8105-00-334-4120 to protect these important documents.

   b. Outside the package, box, or container – place at least four (4) copies of the DD Form 1348-1A inside a clear plastic envelope or the “Packing List” shipping envelope (NSN 9Q 8105-00-857-2247) that is to be securely attached to the outside of the package, box, or container.

8327 PREPARING ITEMS FOR SHIPMENT IN ERMS

1. PLANNING SHIPMENTS FOR UNITS AT SEA. When logging into eRMS, select the nearest ATAC. Items should be multi-packed, where feasible, in a free issue Multi-Use Container (MUC) (NSN 6K 8145-01-354-7605). Based on the expected method of offload in eRMS, pack
appropriately. When possible, segregate RFI and NRFI multipacks, and clearly identify those which contain express shipments (Carcass Express, EI/QDR exhibits, etc). DLA Disposition Services material should have the lowest priority. The following offload methods are available in eRMS:

a. CLF. CLF ships have eRMS and will acknowledge receipt of eRMS manifests, as well as report extra or missing items. Provide an advanced notice by email to the CLF to coordinate the transfer. This mode of offload includes all means of transfer to the CLF (COD, VOD, or UNREP).

b. VERTREP ON-BOARD DELIVERY (VOD). VOD flights make deliveries to locations which may not be under the control of the TYCOM. No further transportation accountability may be possible. VOD space may be limited and offloads should be prioritized.

c. CARRIER ON-BOARD DELIVERY (COD). COD flights make deliveries to TYCOM-controlled destinations, meaning the assets remain in fleet control until further delivery to ATAC or an accountable transportation agent. COD space may be limited and offloads should be prioritized.

d. IN-PORT TURN-IN. Only make in-port turn-ins at locations with a permanent or mobile ATAC node or hub, except in the case of ATAC exclusions. When providing an advance notice to the ATAC of the date and time of the delivery, ATAC personnel can arrange for freight pickup and custody transfer. ATAC will sign manifests, stamp/sign 1348s, and/or provide eRMS hardcopy Proof of Receipt (POR) upon request.

2. PLANNING SHIPMENTS FOR UNITS ON LAND. Coordinate with ATAC Transportation on what distribution concept makes the most sense based on unit volume and packaging capabilities.

a. ATAC TAILORED TRANSPORTATION CONTRACT (TTC) SHIPMENTS. The most efficient use of naval resources is to fully package individual items and ship directly to the final destination using the ATAC TTC vendor, when moving within CONUS and Hawaii. This minimizes both transportation time and expense. ATAC will arrange an appropriate schedule of pickups, based on volume and priority. Use of GFM-ETA is not needed.

b. SHIPMENTS TO ATAC. Material being transshipped at an ATAC should be packaged appropriately and multi-packed in a Multi-Use Container (MUC), when possible. If possible, segregate RFI and NRFI multipacks, and clearly identify those which contain express shipments (Carcass Express, EI/QDR exhibits, etc). Shipments will be arranged only in accordance with ATAC Transportation direction.

c. DIRECT SHIPMENTS TO FINAL DESTINATION. In the case of ATAC exclusions and, by direction of ATAC Transportation, certain express shipments, items should be fully packaged and packed by destination (do not multipack items going to different final destinations). In the case of items which are not ATAC exclusions, arrange shipments only in accordance with ATAC Transportation direction. In the case of ATAC exclusion items, ATAC cannot arrange transportation and the local TMO should be used. In all cases, expeditious and traceable means must be selected.
3. MANIFESTING. Put all items going to the same location by the same means on a single multi-line manifest to ease documentation requirements. Create one manifest per multi-pack or pallet-equivalent. eRMS will create a unique manifest TCN, ending in suffix RXX. eRMS offers multiple manifest options with built-in error prevention, based on the type of shipment.

   a. ATAC MANIFEST. Use this manifest type for all items being turned in to an ATAC for packaging or transshipment services. Items do not need to share a final destination to be on the same manifest. The ATAC identified on the manifest is the nearest ATAC which was selected at the time of logon. This is the primary manifest type for units at sea.

   b. DIRECT MANIFEST TO FINAL DESTINATION. Use this manifest type for ATAC exclusions that cannot be transshipped through an ATAC. Also use this manifest type when on land and authorized by ATAC Transportation for direct shipment (primarily express items).

   c. TURNOVER MANIFEST. Use this manifest type when on land and at a location serviced by the ATAC TTC vendor (CONUS and Hawaii). Placing items on this manifest and closing it creates a pickup request. ATAC Transportation will provide direction on cutoff dates/times, frequency of pickups, and other procedures for operating with the TTC vendor. Turnover manifests allow items going to multiple destinations to be placed on one manifest, yet the items will be directly delivered without being physically transshipped through an ATAC. This manifest is only available in CONUS and Hawaii.

   d. ENGINE MANIFEST. Every engine must be manifested by itself. Select the engine and a manifest will be created. However, it is still necessary to select the destination (ATAC or final destination). Transship through ATAC where possible.

   e. DLA Disposition Services MANIFEST. Put items with DD Form 1348-1A document identifier BGJ (DISPOSAL) on a DLA Disposition Services manifest. These items should not be delivered to ATAC.

4. OTHER MANIFEST FUNCTIONS. eRMS offers the following options to assist in manifest management:

   a. UPDATE WEIGHT/CUBE/DIMENSIONS. The weight, cube, and dimensions for an individual item or for the consolidated manifest can be updated.

   b. MANIFEST TYPE. The manifest type can be changed, (e.g., from Direct to ATAC), using the Correct Manifest Type option.

   c. MANIFEST CONTENTS. Documents can be added or deleted from a manifest, a manifest can be deleted, or a manifest can be reprinted from the Reprint/Correct Manifest option.

   d. SHIPPING LABEL. A DD Form 1387 MSL can be produced in eRMS when necessary (primarily for shipments via AMC).
8328 POSTING PROOF OF SHIPMENT

1. UPDATE POS BY MANIFEST FOR UNITS AT SEA. Use this eRMS option to record the means and date of offload. Scan the manifest number from the manifest to enter POS, and select the intermediate carrier method (means of offload) from the dropdown. The following elements must be entered once per manifest:

   a. CLF. Mode 2, SCAC ATAC. Choose the DODAAC and name of the CLF ship from the dropdown. This also serves as the tracking number. Enter the date of the offload. Use this option regardless of the means of getting the cargo onto the CLF.

   b. VOD. Mode N, SCAC ATAC. Enter the flight or tail number, if available, in the tracking number field. Enter the date of the offload. Do not use this option if the VOD is to a CLF ship.

   c. COD. Mode Y, SCAC ATAC. Enter the flight or tail number, if available, in the tracking number field. Enter the date of the offload.

   d. IN-PORT TURN-IN. Mode T, SCAC ATAC; for ATAC exclusions, enter as appropriate. Enter the date of the offload.

2. UPDATE POS BY MANIFEST FOR UNITS ON LAND

   a. TURNOVER MANIFEST (TTC VENDOR). Use the Update POT by Manifest option. Mode B, SCAC MIRG apply. Enter the date of the pickup and the name of the driver doing the pickup. The driver will verify the piece count of the manifest and require discrepancies to be corrected before signing for the pickup.

   b. ATAC MANIFEST – LOCAL PICKUP/TURNOVER. Use Mode T, SCAC ATAC. Enter the date of the transfer.

   c. ATAC/DIRECT MANIFEST – OTHER TRANSPORTATION. Enter Mode and SCAC as appropriate. Typical modes are J for small air parcel, (e.g., FedEx or DHL), Q for large air (over 150 lbs), B for less-than-truckload (LTL) including to DLA Disposition Services, G for USPS (SCAC USPS), or F for AMC (SCAC MAC1). A tracking number must be entered in addition to the date of the shipment in order for the POS to be complete and valid.

3. CREDIT FOR SHIPMENTS. POS should be posted as soon as possible after the offload, within 24 hours. Completing POS will suspend the Carcass Tracking process towards a carcass value bill and initiate a NAVSUP WSS investigation if the part has not yet been received by another accountable agent. If the offload was by COD or In-Port Turn-In and no further custody information is received from ATAC or the final destination, a carcass value bill will still result at the end of the investigation. See Section III for Carcass Tracking rule. Review the “Open POS” report regularly to ensure that all items have been shipped.

4. CORRECTING POS. Use the Correct/Delete POS option in eRMS if the POS data entered was not correct.
5. LOCAL DELIVERIES. Modes 9 or X and SCAC LCDL should be used only when the shipper is performing all necessary transportation through delivery to the final destination (not ATAC, AMC terminal, etc.) and obtaining a delivery signature. After posting POS, it is also necessary to use the Update POD by Manifest option to post delivery information as well. Credit is not given for turn-ins by local delivery until the final destination delivery signature is loaded. This option is rarely needed.

Section III: CARCASS TRACKING

8330 INTRODUCTION

1. GENERAL. NAVSUP WSS offers a two-tiered pricing system for DLRs called the DLR Exchange program. The Standard Price, or full price, consists of the cost to procure a new DLR plus a cost recovery rate (CRR) to fund supply system operating expenses. By using an exchange advice code when requisitioning repairable items, the customer will be charged a reduced Net Price, which consists of the cost to repair a used DLR plus the cost recovery rate. The repair cost is generally substantially lower, resulting in a net price that is 20%-35% of the standard price. The agreement to charge the reduced Net price is based on the assumption that the customer will turn in the unserviceable DLR (carcass) within a specified timeframe. Failure to return the unserviceable DLR will result in a Carcass Value Bill for the amount of the discount provided (standard price less net price).

2. CARCASS TRACKING PROGRAM. The Carcass Tracking program is managed by NAVSUP WSS (N85). The Carcass Tracking website contains instructions, procedures, training, and POCs: https://www.navsup.navy.mil/navsupwss-extranet/carcass_tracking_sit/home.

3. CARCASS TRACKING SYSTEMS. Navy ERP fills requisitions, establishes carcass tracking records, and processes carcass receipts. Navy ERP interfaces with the NITA module of eRMS, which determines when to produce a carcass bill and allows customers to perform carcass tracking functions.

4. DLR RETURN PROCEDURES. Section II (paragraphs 8320-8328, preceding) contains procedures for returns of DLRs. eRMS (including the NITA module) can be accessed at the following URL: https://mril.navsisa.navy.mil/erms. Note: a SAAR must be submitted and approved to NAVSUP BSC before access is allowed.

8331 SCOPE

1. GENERAL. DLRs are defined by the SM&R codes. Based on those values, an MCC is derived. All 7_Cog DLRs with an MCC of E, G, H, Q, or X are Carcass Tracked and carry a Carcass liability if not returned. In addition, the NAVSUP WSS supply planner can exclude particular NIINs from Carcass Tracking by maintenance of a Carcass Tracking Indicator on the Navy ERP Material Master.

2. OM&S DLRs. DLRs with Cogs beginning with (0, 2, 4, 6, 8) are carcass tracked but there is no financial liability to the customer if the carcass is not returned to the supply system. Note: a $0 value carcass bill will still post in NITA.
3. ONE FOR ONE. Requisitions for exchange advice coded DLRs will be limited to a quantity of one per requisition with the following exceptions:
   a. Aircraft tires (FSC 2620);
   b. Transducers/hydrophones (FSC 5845);
   c. RADIAC equipment (FSC 6665 & 6D Cog); and
   d. When the requirement is the result of allowance or load list range and depth increases (non-exchange), (paragraph 8302).

8332 CARCASS TRACKING OVERVIEW

1. INITIATING CARCASS TRACKING. Submission of an exchange requisition or an issue which consumes a NWCF allowance item opens carcass tracking. In the case of a requisition for an RIP asset, the tracking clock does not start until the issue is made.

2. PENDING CARCASS CHARGE. All tracking records are displayed from the day they are created in NITA. Once the tracking clock has begun, NITA will trigger a carcass value bill unless proof of shipment (POS) is loaded or the carcass is received. The following carcass tracking return timeframes apply:
   a. Maritime industrial activities: 365 days
   b. Submarines: 120 days
   c. All other activities: 45 days

3. CARCASS TURN-IN. Entering POS into eRMS will stop the pending carcass charge and open a NITA Investigation into the in-transit carcass. Depending on the POS entered, the Fleet customer may still be liable for the carcass turn-in. At the end of the investigation, the result will be a Carcass Value Bill, System Loss, or Shipper’s Loss.

4. CARCASS RECEIPT. Once sufficient information has been received in eRMS to verify the carcass is in supply system custody, or upon report of receipt by another storage/repair activity, eRMS will report transshipment TIRs - the carcass receipt (D6A) and a Stock-in-Transit (SIT) issue to the repair or storage point. This action closes Carcass Tracking.

5. CUSTOMER RESPONSES. Customers can log into NITA to view Pending Carcass Charges, Actual Carcass Bills, Investigations, available Unmatched Receipts, and Closed Carcass Exchange records. NITA allows the customer to perform a variety of carcass tracking functions: Delayed Turn In (DTI) - extending the tracking timeframe by 30 days, changing the RIP designation on open requisitions (only RIP-eligible), closing the tracking record using an alternate document receipt, and checking or requesting NIIN compatibility. Other functions are available to the TYCOMs - DTI extensions greater than 30 days and comment response functionality which allows customers to directly interact with an assigned NAVSUP WSS analyst.

6. NAVSUP WSS CAPABILITIES. In addition to customer responses, NAVSUP WSS has the option to suspend a tracking record, modify a bill date (same as DTI), terminate tracking, update NIIN compatibility, and reverse or force a carcass bill.
7. **BK TRANSACTIONS.** Use of BK transactions has been discontinued. All Carcass Tracking management functionality is now available via NITA.

**8333 INITIATING CARCASS TRACKING**

1. **EXCHANGE REQUISITIONS.** A requisition citing an exchange advice code from an eligible NAVSUP customer will initiate a Carcass Tracking record. A requisition submitted without an advice code will result in a standard price charge. There are 7 exchange advice codes:
   
   a. 5G (5V): Standard exchange (do not substitute, equivalent to 2B);
   
   b. 5R (5Y): Requisition against a PPR (do not substitute);
   
   c. 5S (52): Requisition for a RIP item (do not substitute); and
   
   d. 56: Fill-or-kill requisition (annotate 2B in remarks for do not substitute)

2. **RIP REQUISITIONS.** Use of a RIP advice code will be validated by review of the RIP Indicator of the item ordered on the Navy ERP Material Master, which must contain a value of C, V, Y, P, M, or S. Requests for RIP review should be submitted via policy outlined in NAVSUPINST 4440.182A. If approved as a RIP requisition, the Tracking Start Date will not be set until the requisition is filled by a referral issue. Note that the majority of RIP requisitions are filled within 2 days or so, in most cases, use of a RIP advice code does not provide more turn-in time.

3. **REFERRAL ISSUES.** When a requisition is sourced, a referral order is sent to the stock point by NAVSUP WSS. The stock point’s issue of the inventory is recorded in ERP. This triggers the net price bill and, for RIP requisitions, starts the carcass tracking clock.

4. **EXCHANGE POINT-OF-ENTRY (POE) ISSUES.** Issues without a preceding requisition are called POE issues. The sale is triggered by the issue and consumption of an allowance part, not by the stock replenishment requisition (which is free for NWCF activities).

**8334 CARCASS TURN-IN**

1. **EFFECT OF POSTING POS IN ERMS.** Posting POS in eRMS will move the record from the Pending Carcass Charges or Actual Carcass Bills report in NITA to the Investigations report. Posting POS on a document with an Actual Carcass Bill will not automatically reverse the bill once the record moves to the Investigations report.

2. **WSS INVESTIGATION RESULTS.** Depending on the type of POS posted, an investigation will have an expected outcome of Carcass Bill (or Remain Carcass Bill), System Loss, or Shipper’s Loss. NITA provides the ‘Expected Outcome’ for each document in Investigation. If no action is taken on the investigation document, the expected outcome will occur at the end of the investigation timeframe. The current Investigation timeframe is set at 75 days. The fleet should aggressively work their Investigations with expected outcomes of Carcass Bill and Remain Carcass Bill.

3. **INVESTIGATION OUTCOMES BY POS TYPE.** NITA uses the Mode Value to determine the outcome of POS investigation. The chart below lists the corresponding modes and expected investigation outcomes.
Afloat/Ashore | Mode | SCAC | Offload Type | Tracking Number | Definition | Outcome if not received
---|---|---|---|---|---|---
Afloat | Y | ATAC | COD | Tail/flight number | COD | Carcass Bill
Afloat | N | ATAC | VOD | Tail/flight number | VOD | System Loss
Afloat | 2 | ATAC | CLF | CLF UIC & Name | CLF | System Loss
Afloat | T | ATAC | In-Port | Name of recipient | Local turn-in to ATAC | Carcass Bill
Ashore | B | MIRG | Driver name | Miramar Pickup | Shipper Loss
Ashore | J | FDE, etc | Waybill/Tracking number | Small air parcel, (e.g., FedEx) | Shipper Loss
Ashore | Q | NACQ, etc | Waybill/Tracking number | Large air | Shipper Loss
Ashore | T | ATAC | Name of recipient | Local turnover to ATAC | Carcass Bill
Either | 9 | LCDL | Name of recipient | Local delivery to FINAL destination | Carcass Bill

**8335 CARCASS RECEIPT**

1. CLOSING CARCASS TRACKING. Carcass Tracking will close with an exact match receipt, an alternate document number match, or an ultimate destination receipt under the same document number. To prevent erroneous alternate matches, NITA ages tracking records fourteen days before an alternate document number match can be executed by the customer.

2. NIIN COMPATIBILITY. NITA automatically checks compatibility for all NIIN matches found on the compatibility table. Customers may initiate a NIIN compatibility review for combinations not already found on the NIIN compatibility table by selecting the ‘Request Advanced Compatibility Review’ option from the ‘Add Customer Responses’ link of the NITA child record or the ‘Review Incompatible NIIN Entries’ link on the NITA CXC main menu. This will generate a workflow request for WSS to review and approve or deny NIIN compatibility. The NIIN compatibility decision is applied to all future matches for the selected NIINs.

3. UNMATCHED RECEIPTS. Unmatched receipts are available to view and use in NITA. Unmatched receipts with open tracking records under that NIIN or a compatible NIIN are visible from the ‘Unmatched Receipts for Open Tracking Records’ link on the NITA CXC main menu.
All unmatched receipts, regardless of tracking status, are available from the ‘Unmatched Receipts’ link on the NITA CXC main menu. Fleet level activities may view available unmatched receipts for their UICs only, TYCOMs may view available unmatched receipts for all UICs under their command, and NAVSUP WSS can view all available unmatched receipts. Customers may use available unmatched receipts to close tracking documents via the “Close Using Another Document Number” option in NITA found in the ‘Add Customer Responses’ link of the child record. Unmatched receipts are only available for use for a period of two years from receipt entry date in NITA.

8336 CARCASS CHARGES

1. ACTUAL CARCASS BILL REPORT. Actual carcass charges will appear on the Actual Carcass Bills report in NITA. Customers have two years from the bill date to dispute and reverse a carcass charge. After the two year period has elapsed, the bill becomes a Remain Carcass Bill and will permanently reside on the Actual Bills report. Prior to a remain carcass bill, NAVSUP WSS has the option to reverse a carcass bill in NITA.

2. BILL REVERSALS. Reversed Carcass Bills will appear on the Reversed Carcass Bills report in NITA. Customers have two years from the bill date to dispute and reverse a carcass charge. After the two year period has elapsed, the bill becomes a Remain Carcass Bill. Actions that will reverse a bill include: an exact match receipt, an alternate document number match, an ultimate destination receipt under the same document number, or manual bill reversal by NAVSUP WSS.
Part E: FUEL

Section I: GENERAL

8400 INTRODUCTION

The term "fuel," as used herein, includes fuel oil, gasoline, diesel oil, or other fuel procured for ship's propulsion, small boat propulsion, auxiliary equipment operation, or steam power generation. It also includes aviation fuels.

8401 FUELS AND LUBRICANTS PUBLICATIONS

1. PETROLEUM MEASUREMENT TABLES. The American Petroleum Institute (API) Manual of Petroleum Measurement Standards (API Standard 540) and the American Society for Testing and Materials (ASTM) Standard D1250 are the accepted Navy standards for computing the volume or weight for bulk deliveries or bulk receipts, issues or transfers of fuels and lubricants.

2. NAVAL SEA SYSTEMS COMMAND (NAVSEA) TECHNICAL MANUALS. The following Naval Sea Technical Manuals (NSTM) provide technical guidance on fuels and lubricants: NSTM Chapter 262 entitled Lubricating Oils, Greases, and Hydraulic Fluids and Lubrication Systems; NSTM Chapter 541 entitled Petroleum Fuel Stowage, Use, and Testing; and NSTM Chapter 542 Gasoline and JP5 Fuel Systems.

3. ASTM STANDARDS ON PETROLEUM PRODUCTS AND LUBRICANTS. The Standards on Petroleum Products and Lubricants of the ASTM is the standard publication for test methods and procedures used by the oil industry in testing petroleum and lubricants.

4. FSG 91 FUEL, LUBRICANTS, OIL AND WAXES. The Federal Supply Catalog, Department of Defense Section, and identification list for FSG 91 identifies items under the inventory control of NAVSUP GLS.

8402 RSUPPLY ACTIVITIES

1. SHIP’S PROPULSION FUEL. Ship's propulsion fuel will not be taken up in the NWCF records (no Stock Item record will be established) and the receipt and expenditures will not be incorporated.

2. BULK AVIATION FUEL. Aviation ships (USID C) will account for inventories of aviation fuels in the same manner as for NCWF NSA material. Stock Item records will be established and all receipt and expenditure transactions will be processed using the appropriate RSUPPLY functions. For CVNs, fuel accounting and records keeping will be accomplished IAW TYCOM directive.

8403 RECEIVING FUEL

1. GENERAL. Receipts of fuel may be documented on a DD Form 1348-1A, DD Form 1149 or a DD Form 1155. The method of procurement and local procedures from the supply activity ashore will determine which document will be utilized. Upon receipt of fuel the Engineering Officer or his
authorized representative (or Aviation Fuels Officer for aviation fuel) will sign as receiving the fuel after entering the arrival time of carrier, commenced pumping time, completed pumping time, departure time, and the quantity actually received on the procurement document. When a signed copy of the receipt document is received by the Supply Officer, it will be processed in the same manner as other receipts for DTO material.

2. RSUPPLY ACTIVITIES. Ship’s propulsion fuel is not taken up in the NWCF records, therefore the receipt will not be input to RSUPPLY. The completed receipt will be placed in the Stock Control History File or Ship’s Fuel File. All aviation fuel (USID C and M) receipts are considered stock receipts.

Section II: PROCUREMENT

8410 INTRODUCTION

This section describes requisitioning procedures for bulk fuels and lubricants. Packaged petroleum products will be requisitioned on a DD Form 1348-1A citing complete MILSTRIP data. The Supply Officer is responsible for obtaining fuel and will make all necessary arrangements with supply activities or contractors.

8411 DETERMINATION OF REQUIREMENTS

1. GENERAL. Accurate estimates of fuel quantities are critical to ensure proper support from issuing activities. In the case of orders made under established contracts or local purchase of fuel, overestimation of fuel requirements may result in significant charges to a ship’s OPTAR to reimburse the contractor for “backhauling” excess fuel to the source of supply.

2. SHIP’S PROPULSION FUEL. The engineering officer is responsible for determining ship’s propulsion fuel requirements. They will advise the Supply Officer of quantities required and the time delivery is desired. Procurement documents will cite applicable Fleet open allotments.

3. CARGO FUEL. The cargo officer of an oiler is responsible for determining cargo fuel requirements. They will advise the Supply Officer of quantities required and the time delivery is desired.

4. AVIATION FUELS. The aviation fuel officer of a CVN/LHA/LHD is responsible for determining the aviation fuel requirements. They will advise the Supply Officer of quantities required and the time delivery is desired. For RSUPPLY USID C activities, requisitions or purchase orders will be prepared citing fund code “UZ.” USID M activities will not stock aviation fuels except when supporting tanker aircraft (see paragraph 8402).

8412 SOURCES OF SUPPLY

1. GENERAL. A network of petroleum storage depots and commercial contracts has been established around the world to support U. S. military requirements. In accordance with NAVSUP Contracting Policy letter 14-009 of 24 Nov 2014 in the ordering of ship fuels, ships will utilize the DLA Ship’s Bunker Easy Acquisition (SEA) Card program. In ports where a DLA bunker
contracted supplier is not available, ships shall utilize the online SEA Card Open Market Spot Buy process found by accessing the DLA Energy website at http://www.energy.DLA.mil. Ships should contact their TYCOM or numbered fleet for guidance in placing orders through the program. Emergency requirements are covered in paragraph 8415. Fuel support should be obtained from the sources in the priority order as follows:

a. U.S Government Owned Fuel:

   (1) CLF (T-AO/AOE/AKE) other Navy ships;
   (2) Naval shore activities, fuel depots and annexes;
   (3) Foreign and domestic commercial fuel depots under DLA Energy contract to store and issue U.S. Government owned fuels; and
   (4) Shore installations of other Service agencies.

b. Foreign Governments Under Fuel Exchange Agreements:

   (1) Foreign naval ships and shore establishments with which the U.S. has fuel exchange agreements; and
   (2) Foreign commercial sources provided under the provisions of a fuel agreement.

c. DLA Energy Established Bunker Contracts or Local Procurement by the responsible NAVSUP Fleet Logistics Center:

   (1) Commercial supply contracts administered by DESC or local Navy activities;
   (2) U.S. commercial ships;
   (3) Foreign government shore facilities and ships when the provisions of a fuel exchange agreement do not apply;
   (4) Foreign and domestic commercial establishments not under DESC or local Navy contracts; and
   (5) Foreign commercial ships.

8413 REQUISITIONING FROM U.S. GOVERNMENT SOURCES

1. GENERAL. NAVSUPINST 4026.1 (series) provides a complete listing of U.S. Government fuel sources.

2. NAVY SOURCES. Ship’s propulsion fuel, bulk aviation fuels and bulk lubricants will be requisitioned from Navy sources on a DD Form 1149 completed in accordance with paragraph 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block “B” of the DD Form 1149 below the stock number and product description.

3. OTHER UNITED STATES SERVICES OR AGENCIES
a. Ships Propulsion Fuel and Lubricants. Ships Propulsion fuel and bulk lubricants will be requisitioned from other United States Military Services or government agencies on a DD Form 1149 completed in accordance with paragraph 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block “B” of the DD Form 1149 below the stock number and product description. Some Services or agencies may additionally require a complete fund cite in Block 4 of the DD Form 1149.

b. Aviation Fuels and Lubricants. Aviation fuels and lubricants procured from Air Force activities and other government sources by pilots on extended flights will be requisitioned in accordance with paragraph 3332-2.

8414 REQUISITIONING UNDER FUEL EXCHANGE AGREEMENTS

There are several countries with which the U.S. Navy holds bilateral fuel exchange agreements. Receipts of fuel under fuel exchange agreements will be documented on a DD Form 1149. A copy of all fuel exchange agreement receipt documentation will be mailed to, DFAS Columbus Center, Fuels Accounting and Payments Division, Attn: DFAS-CO-SFFB, P. O. Box 182317, Columbus, OH 43218-6251 immediately after the transaction has occurred. NAVSUPINST 4026.1 (series) provides a listing of bilateral fuel exchange agreements, detailed requisitioning procedures and reporting requirements.

8415 PURCHASE OF SHIPS PROPULSION FUEL

1. ORDERS UNDER CONTRACT. DLA Energy bunker contracts have been established to provide ship’s propulsion fuel where U.S. Government owned stocks are unavailable. A variety of fuel types and delivery methods are provided under the bunker contract program. It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. NAVSUPINST 4026.1 (series), Commercial Contracts for Bunker Fuel, provides contract sources and procedures for the ordering of fuel from domestic and foreign bunker contracts. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Ordering of fuel from commercial sources under the bunker program will be processed as a charge to the fuels Working Capital Fund that is centralized into the Defense Working Capital Fund (DWCF) account with inter-fund billing to the appropriate Fleet Commander. To ensure prompt payment of dealer’s invoices, the DD Form 1155 will include a complete line of accounting data in accordance with NAVPETOFFINST 4290.1 (series) and acknowledgment of receipt and acceptance in accordance with paragraph 8403.

2. PURCHASE FROM FOREIGN GOVERNMENTS. Ship’s propulsion fuel can be purchased by the responsible NAVSUP Fleet Logistics Center directly from foreign governments when U.S. Government owned or contracted fuel is not available and the provisions of an active fuel exchange agreement do not apply (see paragraph 8414). It is the ordering officer’s responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchases of fuel from foreign governments will be processed as a charge to the Fuels DWCF account with inter-fund billing to the appropriate Fleet Commander. To ensure prompt payment of invoices, the DD Form 1155 will include a complete line of accounting data in accordance with COMLANTFLTINST/COMPACFLTINST 4026.1 and acknowledgment of receipt and acceptance in accordance with paragraph 8403.
3. EMERGENCY PURCHASES

a. Navy Oiler Cargo Fuel. The purchase of cargo fuel on the commercial market by NAVSUP Fleet Logistics Center contracting officers is not authorized unless case by case approval has been granted by NAVSUP Energy Office in coordination with the DLA Energy.

b. Ship’s Propulsion Fuel. When ship’s propulsion fuel (bunkers) cannot be obtained from U.S. Government owned stocks, fuel exchange agreements, mutual support from allied navies, or DLA Energy bunker contracts, local purchase (in and out of CONUS) by NAVSUP Fleet Logistics Center contracting officers is authorized when all of the following conditions are met:

   (1) The contracting officer determines that all legal contracting conditions and requirements are met.
   (2) A waiver for the use of a commercial grade of fuel is obtained from COMNAVSEASYSCOM (SEA03M3) in accordance with NSTM Chapter 541, Section 10-4.
   (3) The purchase is for a one time delivery of any quantity when the requirement cannot be submitted to the NAVSUP Energy Office for contract support.

8416 DEMURRAGE AND DETENTION CHARGES (DDCS) (CONUS)

1. GENERAL. Commercial carriers are routinely used to provide the transportation services required to move fuel from storage locations for delivery to Navy ships and stations. Government bills of lading (GBL) are used to document fuel moved from Government owned fuel stocks. The GBL is prepared by DLA Energy Regional offices. Tank truck transportation tariffs generally allow one and one half hours to complete the delivery of fuel to the customer (free time). Barge transportation agreements normally allow a number of hours of free time based on the size of the cargo. Free time begins when the carrier arrives at the delivery point. However, excessive delays in gaining access to the delivery point through host activity check points or restricted areas can result in valid demurrage claims. Time required to complete the delivery in excess to free time is subject to demurrage or detention charges that are payable by the customer unless the excess time is solely caused by the carrier.

2. CERTIFICATION OF DEMURRAGE AND DETENTION CHARGES

a. Submission of Bills

   (1) Delivery from CONUS Bunker Contract Sources: Commercial carrier claims for demurrage or detention on fuel deliveries under bunker contracts will be forwarded by the carrier to DLA Energy, 8725 John J. Kingman Road, Ste 2941, Fort Belvoir, VA 22060-6222. DLA Energy will advise the contractor of documentation required when the claim is filed.

   (2) Direct Delivery from Government sources:
(a) Commercial carrier claims for demurrage or detention on fuel deliveries arranged by the DLA Energy or DLA Energy Regional Offices (other than bunker contracts) are submitted by the carrier to the appropriate DFR Transportation Officer in the following list:

<table>
<thead>
<tr>
<th>Region</th>
<th>Office Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Coast</td>
<td>DLA Energy Regional Office – Northeast</td>
</tr>
<tr>
<td>Virginia North</td>
<td>Building 24-04, McGuire AFB, NJ 08641-5000</td>
</tr>
<tr>
<td>North to Maine</td>
<td>Comm: 609 724-3766</td>
</tr>
<tr>
<td></td>
<td>DSN: 440-3766</td>
</tr>
<tr>
<td></td>
<td>FAX: 609 723-2775</td>
</tr>
<tr>
<td></td>
<td>PLAD: DFR NORTHEAST MCGUIRE AFB NJ</td>
</tr>
<tr>
<td>East Coast</td>
<td>DLA Energy Regional Office – South</td>
</tr>
<tr>
<td>North Carolina</td>
<td>Federal Building Room 1213</td>
</tr>
<tr>
<td>South Carolina</td>
<td>2320 La Branch, Houston, TX 77004-1091</td>
</tr>
<tr>
<td>South</td>
<td>Comm: 713 750-1883/4/5</td>
</tr>
<tr>
<td>Carolina</td>
<td>DSN: 940-1152/3/4</td>
</tr>
<tr>
<td>Gulf Coast</td>
<td>FAX: 713 654-8010</td>
</tr>
<tr>
<td></td>
<td>PLAD: DFR SOUTH HOUSTON TX</td>
</tr>
<tr>
<td>West Coast</td>
<td>DLA Energy Regional Office - West</td>
</tr>
<tr>
<td>3171 N. Gaffey</td>
<td>Street, San Pedro, CA 90731-1099</td>
</tr>
<tr>
<td>Comm: 213</td>
<td>514-6102/3</td>
</tr>
<tr>
<td></td>
<td>DSN: 972-3090</td>
</tr>
<tr>
<td></td>
<td>FAX: 213 514-6106</td>
</tr>
<tr>
<td></td>
<td>PLAD: DFR WEST SAN PEDRO CA</td>
</tr>
<tr>
<td>Alaska</td>
<td>DLA Energy Regional Office - Alaska</td>
</tr>
<tr>
<td>Elmendorf AFB</td>
<td>Elmendorf AFB, Alaska 99506-5000</td>
</tr>
<tr>
<td>Comm: 907</td>
<td>552-4650/3760</td>
</tr>
<tr>
<td></td>
<td>DSN: 317-552-2760/2857</td>
</tr>
<tr>
<td></td>
<td>FAX: 907 753-0517</td>
</tr>
<tr>
<td></td>
<td>PLAD: DFR ALASKA ELMENDORF AFB AK</td>
</tr>
</tbody>
</table>

(b) Carrier claims forwarded to the DFRs will consist of the following:

1. Original invoice for demurrage or detention.

2. Original Public Voucher for transportation Charges (SF-1113) indicating DFAS San Diego or Norfolk.

3. Supporting documentation to substantiate the claim.

b. Verification of Charges. DLA ENERGY will examine the carrier’s bill for accuracy based on the tariff. Adjustments, if applicable, will be made by DLA ENERGY in conjunction with the carrier. DLA ENERGY will ensure that claims clearly indicate whether DDCs were incurred during loading or delivery. The verified bill will be forwarded to the ship, requesting that it be processed in
accordance with instruction in subparagraph c. Only DDCs that occurred at delivery should be sent to the receiving ship.

c. Responsibility for Payment of DDCs. The Government is liable for DDCs unless the receiving ship can clearly demonstrate that the demurrage or detention was caused solely by the carrier. DDCs resulting from delays at the shipping and loading point are the responsibility of the receiving ship. The Supply Officer should carefully review DDC documentation to ensure that DDCs are the result of delays on delivery.

(1) If DDCs were incurred by delays at the loading point, the documentation should be returned to the appropriate DFR with a letter of explanation.

(2) If DDCs were incurred by delays on delivery, the Supply Officer of the receiving unit will certify the bill charging their own ship’s OPTAR.

(3) Questions regarding DDCs should be referred to the applicable DFR. Additional assistance will be provided by NAVSUP GLS - Petroleum as requested. NAVSUP GLS - Petroleum telephone numbers are: DSN 427-7330/7379, Commercial 703 767-7330/7379, FAX DSN 427-7389.

d. Certification and Payment

(1) Applying Certification. Demurrage and detention bills will be certified or otherwise forwarded by the ship’s Supply Officer as soon as possible after being received from the DFR. The certification to the Supply Officer will be applied to the reverse of the carrier’s bill in the following format:

Date:______________
I certify that the (barge, truck, etc.) shown on the bill was held between the dates and times as stated, that any lawful charge is properly payable from the ship’s Operating target (OPTAR), and that (demurrage/detention) of such carrier was caused by (state cause).

GBL NO. X-1234567 (if applicable)
Appropriation chargeable (Ship’s Operating Target (OPTAR):
___________________________
Signature Rank

(2) Applicable Funding. The appropriation will include the applicable nine (9) elements of accounting data (see paragraph 9102).

(3) Invoice Payment. The original certified bill, with supporting documents, will be forwarded to DFAS San Diego or Norfolk as appropriate.
Section III: EXPENDITURE

8420 INTRODUCTION

Transfers of bulk fuel by fleet oilers/tankers are accomplished and documented in accordance with Fleet/TYCOM/MSC instructions. Transfers of bulk fuel by ships other than oilers/tankers are accomplished and documented in accordance with the following paragraphs. Transfers of packaged petroleum products will be documented in DD Forms 1348-1A prepared in accordance with paragraph 5067. When petroleum is packaged in drums, the drum is considered a part of the product and will not be itemized separately. Reusable empty drums will be transferred to the nearest shore supply activity with a memorandum DD Form 1348-1A. Non reusable drums, (i.e., drums that leak, or which are badly dented or excessively rusted), will be transferred to salvage.

8421 SHIP’S BULK PROPULSION FUEL

1. TRANSFERS TO OTHER SHIPS. Transfers of fuel to other ships will be documented in unpriced memorandum DD Forms 1149 or 1348-1A, which will not be summarized or processed into RSUPPLY. A copy of each transfer document will accompany the transferring ship’s Monthly Summary of Fuel Inventory and Steaming Hours Report (commonly called the “monthly fuel report”).

2. TRANSFERS TO ASHORE ACTIVITIES

   a. Documentation. When a ship is required to off-load bulk propulsion fuel, an unpriced DD Form 1149 will be prepared to document the transaction, which will not be summarized or processed into RSUPPLY. A copy of the transfer document will accompany the ship’s monthly fuel report.

   b. Samples. Prior to off-loading operations, samples of the fuel to be transferred will be taken for analysis by an ashore laboratory to determine its quality.

   c. Volume Corrections. Residual (black) fuel oils, irrespective of quantity, will be corrected in volume to 60° F. Gasoline and distillate fuels in quantities of 3,500 gallons or more will be corrected in volume to 60° F.

   d. Determination of Quantity. The quantity of fuel transferred to a shore activity is determined on the basis of the gages of the receiving activity or the calibration tables of the receiving barge. Any significant discrepancy between the quantity calibrated by the ship and that acknowledged by the receiving activity will be investigated immediately, and any unresolved difference will be accounted for in the ship’s monthly fuel report. When two or more ships off-load simultaneously, any unresolved quantity differences will be prorated to the ships involved, and each ship will account for its share of the difference in its monthly fuel report.
8422 BULK AVIATION FUEL

1. TRANSFERS TO OTHER SHIPS. Bulk aviation fuels transferred between ships with an AVCAL account will be documented in DD Forms 1348 or 1348-1A. The transfers will not be summarized, but will be reported. Transfers from ships with an AVCAL account to ships not authorized an AVCAL account will be documented in DD Forms 1149, 1348, or 1348-1A which will be included in the “C” summary.

2. TRANSFERS TO ASHORE ACTIVITIES. When a ship is required to off-load bulk aviation fuel, the transfer will be documented on a DD Form 1149. For RSUPPLY USID C and M activities, the transfer will be processed using the MRE Offload Function. If the receiving shore facility is a DLA activity, the Validation Table must contain the applicable routing identifier. Routing identifiers for DLA fuel activities can be identified by a B in the third position, (e.g., NNB, NDB, NOB).

3. ISSUES TO ON BOARD AIRCRAFT. Aviation fuels issued to on board aircraft squadrons or detachments will be documented in DD Forms 1348 which will be included in the “C” or “D” summary as applicable. For RSUPPLY USID C and M activities, issues and transfers to aviation units will be processed as a charge to the appropriate flight operations (FLTOPS) fund code. The Aviation Fuels Officer will inform the Supply Officer on a daily basis of the fuel issued.

4. ISSUES FOR SHIP’S PROPULSION. Issues of aviation fuels for ship’s propulsion will be charged to the appropriate Fleet commander’s open allotment. RSUPPLY USID C activities will process the issue via the MRI function, pre-post option followed by quantity issued posting. This option will generate the fuel source documentation that must be circled for quantity issued, signed, and dated with legible name of consumption POC.

5. OTHER DOD AIRCRAFT. Fuel provided to Air Force planes or activities or other DOD aircraft will be processed as a cash sale transaction in accordance with paragraph 5041.

8423 BULK FUEL LOSSES

1. LOSSES BY FLEET OILERS/TANKERS. The Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) will be used to document losses when fuel cargo quantities are contaminated beyond reclamation or for other specific known losses, such as stripping losses, tank cleaning losses, personnel error losses, etc (see sample page 8-112 and 113). Prior to survey, every effort shall be made to reclaim contaminated fuel for use as another grade. Fuel which can be downgraded will be documented as an inventory adjustment (DD Form 1149) in lieu of a loss by survey. Fuel which cannot be brought within quality use limits or issued as a lower graded product should be retained on board until it can be turned in ashore unless retention would be prejudicial to the safety of the ship or restrict an essential mission. Copies of all DD Form 200s will be forwarded to NAVSUP GLS - Petroleum along with a copy of the “Afloat Monthly Navy Owned Bulk Petroleum Report (NAVEXOS Report 7320-11). This data will be the basis for review of the conditions causing contamination or loss and recommending corrective action. Accordingly, DD Form 200s must clearly state causes and conditions contributing to contamination and losses and provide precise information as to the final disposition of the fuel, (i.e., held in contaminated fuel tank pending transfer ashore, transferred to shore terminal at the fuel (location), etc.). Discharge of fuel to sea should be rare. If ship safety or essential mission requirements require
this method of disposition, complete details of the operational situation must be provided. Ships may expect to be required to explain and completely justify through the chain of command each instance where fuel is discharged to sea instead of being retained on board for discharge ashore. A DD Form 200 will be completed for each loss as it occurs. Stripping from operating tanks to holding or settling tanks is not considered a fuel loss. However, final stripping (from operating, holding or settling tanks) to a shore terminal is a fuel loss and must be documented in a DD Form 200 reflecting total fuel losses due to stripping.

2. LOSSES BY END-USE SHIPS. Losses of petroleum products because of contamination, stripping operations, tank cleaning, personnel error, leakage, or other determinable causes with an extended value of $500 or more will be surveyed in accordance with paragraphs 5125-5133 (see sample page 8-112 and 113). As explained in paragraph 8423-1 above, the DD Form 200 will contain complete and precise information regarding reasons, causes and conditions of fuel losses and final disposition of surveyed fuel. A copy of all completed DD Form 200's for bulk petroleum products will be forwarded to NAVSUP GLS - Petroleum.

3. LOSSES OF AVIATION FUEL (RSUPPLY USID C ACTIVITIES). Fuel lost by other than receipt adjustments, (e.g., stripping, flushing, spills, or contamination), will be documented by a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) prepared and processed in RSUPPLY in accordance with paragraph 5125. A separate DD Form 200 will be prepared each time a loss of aviation fuel is determined. At the end of each month, a copy of the fuel portion of the Gain/Loss/Survey Inventory Listing (RSUPPLY) will be sent by message (with negative report required) to NAVSUP WSS-Mechanicsburg Code 7231 and, if required, to the TYCOM. NAVSUP WSS Mechanicsburg will review and consolidate on a quarterly basis all inventory gains, losses, and surveys and process a charge or credit to an allotment provided by the TYCOM for the net loss or gain. For CVNs, JP-5 Fuel Inventory adjustments will be documented and processed IAW TYCOM directive.
SAMPLE (DD FORM 200) WORKING CAPITAL FUND/WCF FUEL RECEIPT
OVERAGE/UNDERAGE SURVEY (GIS/LIS)

<table>
<thead>
<tr>
<th>FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE INITIATED (YYYY/MM/DD)</td>
</tr>
<tr>
<td>20110930</td>
</tr>
<tr>
<td>2. INQUIRY/INVESTIGATION NUMBER</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>3. DATE LOSS DISCOVERED (YYYY/MM/DD)</td>
</tr>
<tr>
<td>20110920</td>
</tr>
</tbody>
</table>

| 4. NATIONAL STOCK NO.                          |
| 9130-00-273-2379                              |
| 5. ITEM DESCRIPTION                          |
| JP-5 FUEL, (Working Capital Fund)             |

| 6. QUANTITY                                 |
| 10,000                                       |
| 7. UNIT COST                                 |
| 2.84                                         |
| 8. TOTAL COST                                |
| 28,400.00                                    |

| 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) |
| (Attach additional pages as necessary)           |

*Lost Organization*  
Lost  
Installation  
Destroyed  
OCIE

Fuel receipt Underage (or Overage) due to differences between the transferring activity’s issued quantity and V-4 received quantity:

A. Requisition No: XXXXXX-XXXXX-19XXX
B. Fuel transfer commencement: 1 APR 2011
C. Issuing Activity: USNS XXXX (T-AKE XX)
D. Issued Quantity: 450,000 GL
E. Received Quantity: 440,000 GL

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)

Post receipt undergane (or overage) by entering V-4 received quantity as "Stowed quantity". Difference between issued quantity and received quantity will be processed as Loss in Shipment (or Gain in Shipment).

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

| a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) |
| S-1P Logistics Specialist |
| b. TYPED NAME (Last, First, Middle Initial) |
| c. DSN NUMBER |
| d. SIGNATURE |
| e. DATE SIGNED |

12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) X REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)

| a. NEGLIGENCE OR ABUSE EVIDENT? SUSPECTED (X one) |
| YES | NO |
| b. COMMENTS/RECOMMENDATIONS |

13. APPOINTING AUTHORITY

| a. RECOMMENDATION (X one) |
| b. COMMENTS/RATIONALE |
| c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) |
| e. TYPED NAME (Last, First, Middle Initial) |
| f. DSN NUMBER |
| g. DATE SIGNED |

14. APPROVING AUTHORITY

| a. RECOMMENDATION (X one) |
| b. COMMENTS/RATIONALE |
| c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) |
| e. TYPED NAME (Last, First, Middle Initial) |
| f. DSN NUMBER |
| g. SIGNATURE |
| h. DATE SIGNED |

**DD FORM 200, JUL 2009**

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 5.0

8-104

Revision 5
SAMPLE RSUPPLY USID C FUEL INVENTORY ADJUSTMENTS DOCUMENTATION-
SAMPLE (DD FORM 200) UNDETERMINABLE CAUSE SURVEY* (LBS/GBS) OF WCF
FUEL*EQUAL TO OR > THE 1% THRESHOLD

<table>
<thead>
<tr>
<th>FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE INITIATED (YYYY/MM/DD)</td>
</tr>
<tr>
<td>20110930</td>
</tr>
<tr>
<td>4. NATIONAL STOCK NO.</td>
</tr>
<tr>
<td>9130-00-273-2339</td>
</tr>
<tr>
<td>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</td>
</tr>
<tr>
<td>(Attach additional pages as necessary)</td>
</tr>
<tr>
<td>[ ] Lost [ ] Damaged [ ] Destroyed [ ] Stolen</td>
</tr>
<tr>
<td>[ ] Organization</td>
</tr>
</tbody>
</table>
| JP-5 Fuel loss (or Gain) that is equal to/greater than 1% of EOM inventory adjustment threshold for "Undeterminable Cause" such as storing/ 
| TLI reading differences during 1 APR 2011 through 30 APR 2011. |
| 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional 
| pages as necessary) |
| Past Loss by Survey (or Gain by Survey) inventory adjustment against the JP-5 Working Capital stock record. |
| 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10 |
| a. ORGANIZATIONAL ADDRESS (Unit Designation, 
| Office Symbol, Base, State/Country, ZIP Code) |
| S-1F Logistics Specialist |
| b. TYPED NAME (Last, First, Middle Initial) |
| c. DSN NUMBER |
| d. SIGNATURE |
| e. DATE SIGNED |
| 12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS) |
| a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) |
| [X] YES [ ] NO |
| b. COMMENTS/RECOMMENDATIONS |
| c. ORGANIZATIONAL ADDRESS (Unit Designation, 
| Office Symbol, Base, State/Country, ZIP Code) |
| V-4 DIVISION OFFICER |
| d. TYPED NAME (Last, First, Middle Initial) |
| e. DSN NUMBER |
| f. SIGNATURE |
| g. DATE SIGNED |
| 13. APPOINTING AUTHORITY |
| a. RECOMMENDATION (X one) |
| APPROVE |
| DISAPPROVE |
| b. COMMENTS/RATIONALE |
| c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) |
| YES [ ] NO |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, 
| Office Symbol, Base, State/Country, ZIP Code) |
| e. TYPED NAME (Last, First, Middle Initial) |
| f. DSN NUMBER |
| g. SIGNATURE |
| h. DATE SIGNED |
| 14. APPROVING AUTHORITY |
| a. RECOMMENDATION (X one) |
| X APPROVE |
| DISAPPROVE |
| b. COMMENTS/RATIONALE |
| c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) |
| YES [ ] NO [ ] N/A |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, 
| Office Symbol, Base, State/Country, ZIP Code) |
| Supply Officer (when total cost <= $100K) |
| Commanding Officer (when total cost > $100K) |
| e. TYPED NAME (Last, First, Middle initial) |
| f. DSN NUMBER |
| g. SIGNATURE |
| h. DATE SIGNED |

DD FORM 200. JUL 2009 PREVIOUS EDITION IS OBSOLETE.
SAMPLE RSUPPLY USID C FUEL INVENTORY ADJUSTMENTS

DOCUMENTATION – SAMPLE (DD FORM 1149) UNDETERMINABLE

CAUSE ADJUSTMENT* (LBI/GBI) OF WORKING CAPITAL FUND FUEL

*NTE THE 1% THRESHOLD

<table>
<thead>
<tr>
<th>ORIGINAL RSUPPLY</th>
<th>DOCUMENTATION</th>
<th>ADDITIONAL WORKING CAPITAL FUND FUEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STOCK CONTROL OFFICER</td>
<td>NAVSUP P-485 Volume I</td>
<td>OPERATIONAL FORCES SUPPLY PROCEDURES</td>
</tr>
<tr>
<td>USS KITTY HAWK</td>
<td>NAVSUP P-485 Volume I</td>
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</tr>
</tbody>
</table>

*NOTE

The purpose of this form is to document an adjustment to the working capital fund fuel inventory. This adjustment is made when there is a discrepancy in the fuel inventory that cannot be explained by normal fluctuation or usage.

1. **PURCHASE**: A $1,000 adjustment has been made to the working capital fund fuel inventory. This adjustment is due to a discrepancy in the fuel inventory that cannot be explained by normal fluctuation or usage.

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50. **PURCHASE**: A $1,000 adjustment has been made to the working capital fund fuel inventory. This adjustment is due to a discrepancy in the fuel inventory that cannot be explained by normal fluctuation or usage.
### Financial Liability Investigation of Property Loss

<table>
<thead>
<tr>
<th>1. DATE INITIATED (YYYY/MM/DD)</th>
<th>2. INQUIRY/INVESTIGATION NUMBER</th>
<th>3. DATE LOSS DISCOVERED (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20100930</td>
<td>N/A</td>
<td>20110921</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. NATIONAL STOCK NO.</th>
<th>5. ITEM DESCRIPTION</th>
<th>6. QUANTITY</th>
<th>7. UNIT COST</th>
<th>8. TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>9130-00-273-2255</td>
<td>JP-5 FUEL (Working Capital Fund)</td>
<td>15,000</td>
<td>2.84</td>
<td>42,600.00</td>
</tr>
</tbody>
</table>

**CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)**

[ ] Lost
[ ] Damaged
[ ] Organization
[ ] Installation
[ ] Destroyed
[ ] OCE

JP-5 Fuel loss due to "Determinable Cause - Stripping" (or other specific determinable cause) as reported by V-4 Division via the Daily Fuel Report during 1 APR 2011 through 30 APR 2011, (or specific date).

### Actions Taken to Correct Circumstances Reported in Block 9 and Prevent Future Occurrences

Post Loss By Survey inventory adjustment against the JP-5 Working Capital stock record, (and enter corrective action as applicable).

### Individual Completing Blocks 1 Through 10

<table>
<thead>
<tr>
<th>a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</th>
<th>b. TYPED NAME (Last, First, Middle Initial)</th>
<th>c. DSN NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-1F Logistics Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. SIGNATURE</th>
<th>e. DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Responsible Officer (Property Record Items)

<table>
<thead>
<tr>
<th>a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)</th>
<th>b. COMMENTS/RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] YES</td>
<td></td>
</tr>
<tr>
<td>[X] NO</td>
<td></td>
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</table>

**CONTACT OFFICER**

<table>
<thead>
<tr>
<th>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</th>
<th>d. TYPED NAME (Last, First, Middle Initial)</th>
<th>e. DSN NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-4 DIVISION OFFICER.</td>
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<table>
<thead>
<tr>
<th>f. SIGNATURE</th>
<th>g. DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### Appointing Authority

<table>
<thead>
<tr>
<th>a. RECOMMENDATION (X one)</th>
<th>b. COMMENTS/RATIONALE</th>
<th>c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVE</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>DISAPPROVE</td>
<td></td>
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<table>
<thead>
<tr>
<th>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</th>
<th>e. TYPED NAME (Last, First, Middle Initial)</th>
<th>f. DSN NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Officer (when total cost &lt;= $100K)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commanding Officer (when total cost &gt; $100K)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>g. SIGNATURE</th>
<th>h. DATE SIGNED</th>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

### Approving Authority

<table>
<thead>
<tr>
<th>a. RECOMMENDATION (X one)</th>
<th>b. COMMENTS/RATIONALE</th>
<th>c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X APPROVE</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>DISAPPROVE</td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</th>
<th>e. TYPED NAME (Last, First, Middle Initial)</th>
<th>f. DSN NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Officer (when total cost &lt;= $100K)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commanding Officer (when total cost &gt; $100K)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>g. SIGNATURE</th>
<th>h. DATE SIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Sample Financial Liability Investigation of Property Loss (FLIPL)

## DD Form 200 for Fuel

### Financial Liability Investigation of Property Loss

**Privacy Act Statement**

**Authority:** 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; ED 9397.

**Principal Purpose:** To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

**Routine Uses:** None.

**Disclosure:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

<table>
<thead>
<tr>
<th>Date Initiated (YYMMDD)</th>
<th>Inquiry / Investigation Number</th>
<th>Date Loss Discovered (YYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Stock No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9140 00 273 2377</td>
<td>FUEL OIL, DIESEL (MARINE)</td>
<td>1,000 GL</td>
<td>$1.29</td>
<td>$1,290.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circumstances Under Which Property Was Lost, Damaged, or Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>X LOST</td>
</tr>
</tbody>
</table>

**National Stock No.**

**Item Description:** FUEL OIL, DIESEL (MARINE)

**Quantity:** 1,000 GL

**Unit Cost:** $1.29

**Total Cost:** $1,290.00

**Circumstances Under Which Property Was Lost, Damaged, or Destroyed**

During routine fuel testing, fuel was found to be contaminated by salt water. Investigation of tank revealed a crack in a welded seam allowing salt water into the tank. Contaminated fuel was pumped to a defueling barge for disposal.

**Actions Taken to Correct Circumstances Reported in Block 9 and Prevent Future Occurrences**

Tank seam will be re-welded to prevent leaking.

**Individual Completing Blocks 1 Through 10**

<table>
<thead>
<tr>
<th>Organizational Address</th>
<th>Typename / Initials</th>
<th>AutoVON / DSN Number</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>USNS NAVASOTA (T-A0-106)</td>
<td>Smith, John T.</td>
<td>11 MAR 86</td>
<td></td>
</tr>
<tr>
<td>FPO SAN FRANCISCO 96673-4037</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Responsible Officer (Property Record Items)**

<table>
<thead>
<tr>
<th>Typename / Initials</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John T.</td>
<td>11 MAR 86</td>
</tr>
<tr>
<td>FPO SAN FRANCISCO 96673-4037</td>
<td></td>
</tr>
</tbody>
</table>

**Appointing Authority**

<table>
<thead>
<tr>
<th>Typename / Initials</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John T.</td>
<td>11 MAR 86</td>
</tr>
<tr>
<td>FPO SAN FRANCISCO 96673-4037</td>
<td></td>
</tr>
</tbody>
</table>

**Approving Authority**

<table>
<thead>
<tr>
<th>Typename / Initials</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sea, A. B., Capt.</td>
<td>13 MAR 96</td>
</tr>
<tr>
<td>FPO SAN FRANCISCO 96673-4037</td>
<td></td>
</tr>
</tbody>
</table>

**Legal Review Completed If Required**

<table>
<thead>
<tr>
<th>Typename / Initials</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sea, A. B., Capt.</td>
<td>13 MAR 96</td>
</tr>
<tr>
<td>FPO SAN FRANCISCO 96673-4037</td>
<td></td>
</tr>
</tbody>
</table>

Previous editions are obsolete.

**DD Form 200, FEB 91**

**S/N 0102-LF-011-9100**

**Authority:** 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; ED 9397.

**Principal Purpose:** To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

**Disclosure:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

**Routine Uses:** None.

**Voluntary:** However, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

DD Form 200, FEB 91

Previous editions are obsolete.

**S/N 0102-LF-011-9100**

**Authority:** 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; ED 9397.

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**Disclosure:** Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

**Routine Uses:** None.

DD Form 200, FEB 91

Previous editions are obsolete.

**S/N 0102-LF-011-9100**
### SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

#### 15. FINANCIAL LIABILITY OFFICER

- **a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)**

#### 16. INDIVIDUAL CHARGED

- **a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)**
  - [ ] Submit the attached statement of objection.
  - [ ] Do not intend to make such a statement.

- **b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.**

#### 17. ACCOUNTABLE OFFICER

- **a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD**
  - N04806-6073-8705

- **b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)**
  - USNS NAVASOTA (T-A0-106)
  - FPO SAN FRANCISCO 96673-1067

- **c. TYPED NAME (Last, First, Middle Initial)**
  - J. A. Hayward

- **d. AUTOVON/DSN NUMBER**
  - 222-6666

- **e. SIGNATURE**
  - J. A. Hayward

- **f. DATE SIGNED**
  - 13 MAR 96

---

**DD Form 200 (Back), FEB 91**
Part F: NECC EXPEDITIONARY MATERIAL

Section I: GENERAL

8500 TABLE OF ALLOWANCE (TOA)

The TOA identifies and quantifies the basic personnel, material, and equipment to carry out operational requirements under a range of anticipated operational environments in contingency, wartime, and disaster recovery operations. It is the primary allowance document of the Navy Expeditionary Combat Forces and is approved by the CNO. TOAs are developed for the various levels of the organization and for the different units.

1. NECC DOCTRINE. The CNO formulates the doctrine and policy for all Naval Expeditionary Combat Forces and approves all NECC TOAs and any changes that affect a command’s mission.
   
   a. The Chief of Civil Engineers (COMNAVFACENGCOM) advises the CNO in TOA matters that concern mission and state-of-the-art technological advances.
   
   b. The Naval Facilities Expeditionary Logistics Center (NFELC) is the system manager that maintains NECC TOA records, assists NECC with developing new allowances, and collects field recommendations for revisions to TOAs.
   
   c. COMNECC, in collaboration with Operational Commanders, Operational Units, COMNAVFACENGCOM, System Commands, and technical experts, develops new TOAs and reviews existing TOAs to ensure that allowance documents continue to provide the capabilities required to accomplish units’ missions, to identify and achieve efficiencies, and to modernize commands’ abilities.

Section II: USES AND RESPONSIBILITIES

8510 MAJOR USES OF THE TOA

1. AUTHORIZATION DOCUMENT. Lists the equipment each command is authorized to requisition and maintain on-hand. This also provides the means to standardize equipment throughout NECC.

2. ACCOUNTABLE DOCUMENT. Lists the primary equipment for which the Commanding Officer is accountable.

3. VISIBILITY AND CONTROL RECORD. Record provides COMNECC and subordinate activities visibility of NECC assets and a means to control them.

4. PROGRAM OBJECTIVES MEMORANDUM (POM) AND BUDGET INSTRUMENT. The TOA and its records, through analysis and managerial review, is used to identify equipment deficiencies for POM and budget purposes as it contains equipment allowance quantities and on-hand balances for each activity and for COMNECC in total.
5. LOGISTICS SUPPORT. A TOA is a grouping of equipment, material, and personnel assigned to perform assigned missions in an expeditionary or austere environment. A TOA and its associated facilities and assemblies are complete entities, which are detailed to the NSN level. By specifying requirements in terms of TOA elements, the user can rapidly and concisely communicate necessities to material and logistics managers. A breakdown of material in each Advanced Base Functional Component (ABFC) is presented in its respective Advanced Base Initial Outfitting List (ABIOL). Responsibility for material documentation and information about ABFC content comes under the direction of the CNO and is delineated in the table of Advanced Base Functional Components (OPNAV 41P3 (series)).

   a. NFELC provides current TOA configurations with complete hierarchal displays of all TOA elements in various published documents as well as on website https://abfcview.navfac.navy.mil.

   b. COMNECC, Code N43, may also provide technical guidance, reports, and other tools to assist Operational Commanders in TOA management and sustainment.

8511 TOA ORGANIZATION.

Individual line items of material and equipment are identified by NSN or NICN. Stock numbers for Civil Engineer Support Equipment (CESE) are listed within the Equipment Codes (EC). Other stock numbers are assembled within functional Assemblies. Assemblies are grouped functionally into either Groups or Facilities. Groups and Facilities are segregated by major category or material into Sections, and by purpose into Subcomponents.

1. A subcomponent may represent any logical subdivision of a command such as a detachment, squadron, team, module, unit, staff, or other specialized, specifically identified group.

2. A facility is a pre-engineered functional design. It is not equipment and supplies used together, but items that fit together as a specialized system. Troop housing and shower units are examples of a facility. Facilities usually consist of more than one assembly. For example, troop housing might have an assembly for lighting, another for heating and air conditioning, and a third for the shelter itself. The first digit of a facility number is always an integer one (1) through nine (9).

3. A group is a functional sub-division of a section consisting of material, equipment, and facility collateral used for a similar purpose such as Alfa Company tools or communications equipment. Groups’ numbers begin with zero. Groups and facilities exist at the same level in the TOA hierarchy.

4. An assembly is a collection of tools, equipment, and materials, listed by stock number, required to perform a specific task, such as automotive maintenance or dental cleaning. Often complicated tasks require numerous assemblies. Assemblies are subdivisions of groups/facilities and identified by a five-digit number.

5. A section is not part of the TOA’s hierarchy but a category of material within a TOA or subcomponent. Each section number identifies a category of personnel, material, or equipment in the TOA. For example, TOA Section 16 is comprised of assemblies supporting chemical, biological, and radiological equipment and material. For a complete, current listing of TOA sections consult the P-437 or its internet counterpart, ABFC View (ABFC/TOA Planning...
8-112

TOA RESPONSIBILITIES

1. FUNCTIONAL MANAGER. COMNECC Assistant Chief of Staff (ACOS) for Materiel (N43) is the "Functional Manager" for items in the TOA. N43 and N8 staff review new TOA items against requirements and ensure accuracy of the TOA inventory including maintenance data, allowance quantities, and on-hand quantities.

2. DIVISION/GROUP COMMANDERS. Division/Group Commanders shall promulgate such amplifying, formal guidance as necessary to implement COMNECC guidance under their unit's unique mission constraints and shall provide subordinate units informal training, enforce COMNECC policy, and perform regular, periodic, documented inspections. Inspections shall be conducted as necessary but not less than annually. Inspection documents shall be readily available to COMNECC upon request.

3. COMMANDING OFFICER. The Commanding Officer is accountable for all TOA material in the command's custody and for the Official TOA Electronic Record of each TOA. The CO shall ensure TOA policies and procedures are followed with specific emphasis on the readiness of the TOA, TOA maintenance, Official TOA Electronic Records, and transfer of custody of TOA equipment upon change of command. Generally, the CO will assign responsibility and oversight for TOA material management to the Supply Officer; however, this may be delegated to other subordinates. The responsible officer of the TOA may further delegate it to subordinates. Such assignments do not relieve the assigned officer of his responsibility for proper TOA management.

4. SUPPLY OFFICER, TOA OFFICER, OR TOA MANAGER. The Supply Officer, or TOA Officer/Manager if other than the Supply Officer is assigned (designated in writing by the Commanding Officer or written into an individual's position description), is responsible to the Commanding Officer for the proper performance, administration, promulgation and coordination of the TOA program and related activities within the command including:

   a. Procurement and inventory management;
   b. TOA change request submission;
   c. TOA training and report submission; and
   d. Compliance with established TYCOM guidelines.

      Additionally, the Supply Officer or TOA Officer shall exercise oversight of the command's Official TOA Electronic Record, ensures its accuracy, and screens equipment requisitions to ensure compliance with TOA requirements. The Supply Officer or TOA Officer is also responsible to the CO to report on the overall wholeness of the TOA and to provide to other authorized individuals within the command such information as is necessary to assess readiness.

5. DEPARTMENT HEADS. Department Heads are responsible to the Commanding Officer to ensure TYCOM and other applicable directives are followed. Responsibilities include but are not limited to:
a. Mission-ready status of equipment and materials under their control;

b. Assigning a TOA records keeper and an alternate to perform data entry and updates to the Official TOA Electronic Records for TOA items in their custody. Department Heads also ensure all command elements with custody of any portion of the TOA are responsible for assigning TOA Records Keepers. When practical, more than one TOA Records Keeper may be designated as well as alternates, to act in the absence of the primary(s).

c. Conducting TOA inventories according to formal policies of higher authority and the command’s annual inventory schedule;

d. Notifying the Supply Officer or TOA Manager of TOA equipment changes in inventory balances; and

e. Submitting TOA change requests via the Supply Officer.

6. TOA RECORDS KEEPER. TOA Record Keepers shall routinely update the command’s Official TOA Electronic Record to ensure the records accurately reflect the true state of the TOA. This includes changing the on-hand quantity field to accurately reflect the on-hand inventory. TOA Record Keepers require clear, documented information from TOA custodians in order to perform this task, as well as a thorough understanding of the TOA structure, electronic records, and their use conventions.

7. MAINTENANCE PERSONNEL AND SUPPLY PETTY OFFICERS. Maintenance personnel and Supply Petty Officers are responsible for following TOA procedures and reporting TOA discrepancies to the Supply Department for corrective action. Inaccuracies and problems with the TOA are most frequently discovered by the Maintenance personnel working with the TOA. Specifically:

a. Maintenance personnel shall maintain TOA equipment in a “ready-for-use” state at all time;

b. Perform periodic, planned and unplanned, maintenance and repair to Civil Engineering Support Equipment (CESE), Civil Engineering End Items (CEEI), power tools, and other major end items, to ensure their proper and safe operation at all times; and

c. Conspicuously label TOA boxes, crates, and other portable containers for ease of identification, transportation, inventory, stowage, retrograde and resupply. Labeling shall be durable enough to remain readable under expected operational and environmental conditions. The labels shall include:

(1) TOA;
(2) TOA subcomponent number and name;
(3) Group or facility number and name;
(4) Group or facility sequence number (x of y);
(5) Assembly number and name; and
(6) Assembly sequence number (x of y).

Note: The International Standardization Organization and the Convention for Safe Containers capable of intermodal shipping (using more than one mode of transportation) are excluded from these labeling requirements because they must comply with other governing directives.
Section III: NECC SPECIAL MATERIAL

8520 REGIONAL CENTRAL ISSUE FACILITY (CIF)

1. A CIF has been established in the Hampton Roads (VA) region at NAVELSG, Warehouse 4, Cheatham Annex, to manage and issue Force-wide common Personal Gear Issue (PGI) and combat equipment such as camouflage utility uniforms (CUU), boots, ammo pouches, etc. The goal of a CIF is to receive, stow, issue, and account for inventories of Class II supplies in a central warehouse to support all Expeditionary commands in the region rather than each command and unit stocking common PGI items. The CIF enables NECC to apply lessons learned, benefits, and best practices from across the Force while reducing redundant inventories and minimizing manpower required to maintain inventory and issue operations. A centralized inventory management system also provides a single integrated enterprise-wide system which increases operating efficiencies and reduces operating costs by utilizing various tools and techniques. CIFs are planned for San Diego and Gulfport regions.

2. If a CIF is operating in the command's region, the command shall utilize the CIF and shall not stock PGI, organizational clothing, or combat equipment which is managed in the CIF. Commands select PGI items managed in the CIF from a standardized stock list. A command shall not begin stocking an item because it is temporarily not available (NIS) at the CIF. Commands may continue to control and issue their own mission-specific TOA-identified PGI if not stocked at the CIF. If the service or material issued from a CIF is unacceptable or inadequate, contact COMNECC N41 immediately with specific details.

8521 SPECIAL MISSION LOW-PROFILE CIVILIAN CLOTHING

1. Under certain circumstances and provided specific criteria has been met, NAVSUP and U. S. Fleet Forces Command (USFF) have authorized procuring and issuing low-profile casual civilian clothing to Navy expeditionary combat unit personnel deploying to special missions overseas. Paragraph 3140 defines casual civilian clothing such as collared polo shirts, cotton trousers (khakis), and footwear, and provides the circumstances and guidance for procuring civilian clothing. NECC commands may request authorization from NECC (N41) to use OPTAR funds to procure civilian clothes for deploying personnel. The issue of this clothing is not authorized for personnel deploying for a period less than 15 days.

2. The dollar threshold applicable to NECC commands for procuring civilian clothing is set in DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A. The intent of this special mission low-profile civilian clothing policy is to outfit Force personnel to meet mission requirements. Prudence with taxpayers’ money is imperative - buying as much brand-name designer gear as possible that fits under the cost limit is unacceptable.

3. Commands shall not procure civilian clothing with appropriated funds until written authorization has been received from NECC (N41). Waivers for after-the-fact purchases (which is viewed as an unauthorized commitment) to prepare for short-notice deployments will not be granted.
4. The following delineates areas of responsibility and procedures for the overall management of the low profile civilian clothing program within the NECC force. In order for this program to continue, strict compliance and accountability is required. NECC (N41) is responsible for identifying and authorizing items and designating sources of supply for special mission low-profile civilian clothing to be issued to Navy expeditionary combat force personnel. The Logistics Plans & Policy Officer (N412A) is the program manager for all NECC forces’ civilian clothing. The following provides specific procedures for managing civilian clothing purchased with appropriated funds. Supply Officers shall adhere to and maintain strict controls of OPTAR-funded civilian clothing. Upon notification of a deployment meeting the criteria cited in paragraph 3140, submit an official command letter to NECC (N41) requesting authorization to purchase civilian clothing no later than 30 days prior to departure. The letter must be signed by the activity's commander or commanding officer (may be delegated to the senior (O-4 or above) Supply Corps Officer). The letter shall cite the following:

   a. Deployment theater (temporary duty station);
   b. Start and end dates of the deployment; and
   c. Duration in months and days that clothing is required for wear.
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CHAPTER 9
FINANCIAL MANAGEMENT

Part A: OPERATING FUNDS

Section I: OPERATION AND MAINTENANCE, NAVY (O&M, N) FUNDS

9000 INTRODUCTION

Congress provides Operations and Maintenance, Navy (O&M, N) obligation authority for a 12-month fiscal year (FY). The Navy Comptroller provides these O&M, N funds to the fleet Commanders under their role as a Budget Submitting Office (BSO), (i.e., COMUSFLTFORCOM for the Atlantic Fleet and COMPACFLT for the Pacific Fleet). The fleet then allocates funding in the form of an Operating Budget (OB) to the TYCOMs who then allocates the OPTAR grants periodically to the subordinate units. TYCOMs grant each ship or activity funding authority in the form of OPTARs to obtain the material and services necessary for day-to-day operations.

9001 BUDGETS

OPTAR funds are derived from the activity’s projected obligations based on the amount expended during the previous 12 months and the operating schedule for the next 12 months. The activity may submit its budget request to the TYCOM, who then consolidates all subordinate command budget projections and submits them to the next level of command until a consolidated budget for the entire DOD reaches the President. The President accumulates the budgets from all cabinet secretaries and sends Congress a consolidated budget for the entire U.S. Government. Congress works with the President to pass appropriation bills into law. These funds are then distributed back through the chain of command.

9002 OPERATING TARGET (OPTAR) FUNDS

1. GENERAL. OPTARs are issued to activities for a particular FY. New obligations can only be incurred during the first 12 months of the accounting cycle. Expenditures, (i.e., payment for obligations), can be made throughout the entire 72 month or six-year period. The six-year period includes the current FY and next five years to where expenditures can be incurred or previous obligations may be adjusted or canceled.

2. TYPES OF OPTARS. OPTARs are identified by OPTAR Fund Categories (OFCs) as listed in the following subparagraphs. (Note: Not all of these are assigned to operational units as the TYCOM may choose to administer these accounts centrally.)

   a. OFC-20, Supplies and Equipage (S&E). The S&E category provides funds for obtaining materials or services used in the daily operation of the activity. This includes consumable supplies, repair parts, services, and maintenance contracts. This type of funding is often referred to in two categories based on the Special Interest Code (SIC) in the budget. SIC SR is known as Equipment Maintenance Related Material (EMRM), and SIC SO I known as Other for the general use consumables and services.
b. OFC-20, Repair of Other Vessels (ROV). The ROV category provides funds used for repair work conducted on other afloat units and service craft by activities with IMA capabilities. This type of funding is primarily found aboard Tenders and at Regional Maintenance Activities (RMA). The ROV category is further broken down as follows:

(1) Repair of Other Vessels Indirect (ROVI). This OPTAR contains funds drawn from the ROV OPTAR (% of funds are listed in appropriate TYCOM instructions) for the purpose of procuring consumable type material that is used during repair work for various activities that cannot be charged to a single job but is indirectly charged to a variety of jobs.

(2) Repair of Other Vessels Self (ROVS). This OPTAR contains funds drawn from the ROV OPTAR for repair work conducted by the ship's force on spaces and equipment for their own activity. For example, if the funding were for a tender, this would be the dollars used to repair that tender for work performed by the shipboard IMA.

(3) Repair of Other Vessels Direct (ROVD). This OPTAR contains funds drawn from the ROV OPTAR for direct costs associated with Repair of Other Vessels under the repair cycle. These costs can be directly related to a JCN assigned to repair a customer vessel.

c. OFC-94, Reimbursable. Reimbursable funds are used to provide work or services to another TYCOM or government activity when directed by an activity's own TYCOM.

d. OFC-50, Aviation Operations Maintenance (AOM). This OPTAR is provided to fund the procurement of material and services necessary to support the Aircraft Maintenance Department at aviation activities. AOM funds are properly chargeable for repairs to aircraft and supporting maintenance equipment.

e. OFC-01, Flight Operations (FLTOPS). Provided to aviation squadrons, this OPTAR is used to procure fuel consumed in flight, flight crew clothing and administrative material for support of the squadron.

f. Miscellaneous OPTAR Functional Categories. The following OFCs are not used by all TYCOMs. The applicable TYCOM will issue specific instructions regarding the use of these OPTARs.

(1) OFC-09: OPTAR used for fleet Initial Outfitting for Individual Material Readiness List (IMRL) and Marine Table of Basic Allowance (TBA);

(2) OFC-10: OPTAR used for aircraft support, other (includes support for automated data processing equipment, and drones and targets);

(3) OFC-15: OPTAR used for initial outfitting and replacement of aircraft photographic equipment;

(4) OFC-21: OPTAR used for travel of personnel in connection with aviation-related travel; and

(5) OFC-23: OPTAR used for transportation of material.
Section II: ACCOUNTING SYSTEMS

9007 PURPOSE

An accounting and financial management system is required to control and report how the various types of funds are used. The accounting system must provide accounts, records, and procedures for recording transactions and then summarize accounting data into a prescribed reporting format. This data can be used by management for the control of current operations, (i.e., remaining within budget), and as a basis for future operations, (i.e., collecting information for future budget estimates).

9008 APPROPRIATION ACCOUNTING SYSTEM

1. GENERAL. Congress passes legislation known as appropriation acts to provide funds for various military programs. DOD has set up the Future Year’s Defense Plan (FYDP) to establish planned force structure and financial levels for military departments that covers a five year period. In order to permit meaningful accumulation and control of information, categories called Budget Activity Programs (BAs) were established and are reflected below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Operating Forces</td>
</tr>
<tr>
<td>II</td>
<td>Mobilization</td>
</tr>
<tr>
<td>III</td>
<td>Training and Recruiting</td>
</tr>
<tr>
<td>IV</td>
<td>Administration and Service Wide Activities</td>
</tr>
</tbody>
</table>

2. BA STRUCTURE. The BA structure is further broken down into four (4) major Activity Groups (AGs). Appropriation data will include a one-digit field in the third position of the subhead that identifies the AG for which funds are being obligated or expended.

<table>
<thead>
<tr>
<th>AG</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Air Operations</td>
</tr>
<tr>
<td>1B</td>
<td>Ship Operations</td>
</tr>
<tr>
<td>1C</td>
<td>Combat Operations/Support</td>
</tr>
<tr>
<td>1D</td>
<td>Weapons Support</td>
</tr>
<tr>
<td>2A</td>
<td>Maritime Prepo Support</td>
</tr>
<tr>
<td>4A</td>
<td>Public Affairs, External</td>
</tr>
</tbody>
</table>
3. AG STRUCTURE. AGs will be broken down into Sub-Activity Groups (SAGs), Special Interest Codes (SICs), Program Elements (PEs), and other smaller categories. Funds are appropriated through annual, continuing, and multiple-year appropriations as follows:

  a. Annual Appropriations. Annual appropriations are made for current DON operations and maintenance expenses. Ships and activities will receive a grant from this appropriation through their TYCOM. This appropriation is available for obligation during the FY of the appropriation and for payment of these obligations for six years thereafter. The annual appropriation expires at the end of the sixth subsequent FY and any unobligated portion is transferred back to the U.S. Treasury.

  b. Continuing Appropriations. Continuing appropriations are made for specific programs. This type of appropriation becomes available at the beginning of the FY following the appropriation act. It remains available until exhausted or until the purpose specified in the appropriation act has been accomplished. These are generally known as Working Capital or revolving funds.

  c. Multiple-year Appropriations. This appropriation is available for incurring obligations for a definite period in excess of one FY. This type of appropriation will not normally be handled at the shipboard level with the exception of Other Procurement, Navy (OPN) and Aircraft Procurement, Navy (APN) funds.

  d. Appropriation Limitations. An appropriation limitation is the amount fixed by Congress that an activity may not exceed when obligating or expending funds for certain objects or purposes. An obligation must meet the fiscal limitation provided by Congress with regards to purpose, time and amount. An agency may obligate and expend appropriations only for a proper purpose (as specified in the National Defense Authorization Act or the appropriation itself); An agency may obligate only within the time limits applicable to the appropriation (e.g., O&M funds are available for obligation for one fiscal year); and an agency may not obligate more than the amount appropriated by the Congress.

9009 FUND ACCOUNTING SYSTEM

A fund is a separate account of monetary resources established for a particular purpose, time period, or both. A fund is available for obligation for the period indicated in its symbol and title. Fund accounting within DOD’s accounting system contains general, special, and revolving funds. General funds account for receipts and expenditures of the funding category. Special funds are established to account for receipt and expenditure of items earmarked for a particular purpose. Revolving funds such as NWCF are set up to be self-sustaining.

9010 FINANCIAL INVENTORY ACCOUNTING SYSTEM

Financial inventory accounting is the financial control over the receipt and issue of materials and supplies. Financial inventory accounting interacts with the Navy’s supply system in that it records and reports the financial value of the assets in that system. Supply system assets are divided into wholesale and retail segments. Navy inventory managers under NAVSUP WSS in Philadelphia (aviation) and Mechanicsburg (maritime) manage wholesale inventories. Retail inventories are the assets stocked by the Navy for its own use. This includes non-Navy managed items (DLA) that are not Navy items under NWCF-SM. The differences between the two concepts are accounting and management procedures.
Section III: INTERFACE WITH EXTERNAL ACTIVITIES

9015 DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

1. GENERAL. DFAS maintains official accounting records for activities for O&M,N accounting under the Standard Accounting and Reporting System – Field Level (STARS-FL). By reporting to the STARS-FL system through the submission of OPTAR financial transmittals, DFAS will collect obligations, obligation adjustments and cancellations for O&M,N accounts. Detailed Inter-Fund Bills (IFBs) and Disbursing Officer Vouchers (DOVs) will also be processed through the DFAS. These end-use obligations and expenditures are matched under STARS-FL. Through DFAS and the STARS-FL system, official accounting of end use funds is maintained for the fleet Commanders/TYCOMs and upline reporting on the use of allocated funds. Upline reporting includes providing financial data to operating forces, as well as output to TYCOMs/Wings, NAVSUP WSS, and appropriate fleet commanders/BSOs.

2. CONSOLIDATED ACCOUNTING. Consolidated accounting refers to the performance of accounting functions for a group of OPTAR holders by a different, separate OPTAR holder or other activity. For example, the TRIDENT Refit Facility, Kings Bay, Georgia performs consolidated accounting for Atlantic Fleet TRIDENT submarines. The fleet Commander/BSO may authorize consolidated accounting and reporting by ships, squadrons, or groups. If consolidated accounting is performed, the records and reports will identify transactions to the UIC of each unit concerned.

9016 FLEET AND TYCOMS

1. FLEET COMMANDERS. Operating forces funds are provided from the CNO to BSOs; in this case, the Commanders of the Atlantic and Pacific Fleets, in the form of Major Claimant Operating Budget (MCOB) or Expense Limitations. These values come from the Program Budget Information System (PBIS) and are known as Funding Allocation Documents (FADs). From the MCOB, funds are granted to an OB at the fleet echelon or TYCOM level, (i.e., Atlantic, Pacific), and these values and limits are depicted on the NC Form 2168-1 Resource Authorization.

2. TYCOMS

   a. TYCOMS are responsible for the financial management of all ships, squadrons, and activities under their command. This responsibility includes financial planning, analysis of expenses, and performance reporting. Financial personnel at an activity are able to obtain technical assistance at the TYCOM level from staff financial experts.

   b. Each TYCOM is responsible for the development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued, ensuring that operating forces make efficient and effective use of all resources. Corrective action will be taken, where necessary, in the research and reconciliation of unfilled orders, (i.e., obligations), unmatched expenditures, and unliquidated travel advances. The financial management responsibilities of TYCOMs vary between the Atlantic and Pacific Fleets.
9017 INVENTORY CONTROL POINTS (ICP)

1. GENERAL. Inventory control points (ICPs) are tasked with managing system-wide levels of material, purchasing quantities of assets as necessary to meet customer demand, and directing distribution of assets to stock points (as appropriate). For those ashore/afloat activities holding NWCF-SM inventories, NAVSUP WSS serves as the principal reporting activity for all material held under NWCF-SM. Through a process referred to as Transaction Item Reporting (TIR), NWCF-SM activities provide detailed daily TIR transactions. These transactions are forwarded to Navy ERP for proper processing to the Navy’s Standard General Ledger (SGL) and for accounting of NWCF-SM inventories held ashore/afloat including the operating force activities such as the Marine Aviation Logistics Squadrons (MALS), Naval Air Stations and other ashore activities operating under Navy ERP feeder systems. Navy ERP accumulates the accounting data for the cognizance material it manages and then reports it to DFAS for up line reporting to the Defense Departmental Reporting System - Budgetary (DDRS-B).

2. DLRs

   a. NAVSUP WSS acts as the billing activity for orders filled as well as missing retrograde material for AVDLRs/DELRs not properly turned-in. NAVSUP WSS provides follow-ups for carcass tracking via the NAVSUP WSS In-Transit Accountability (NITA) system. All carcass tracking is now done in NITA, a module within the Electronic Retrograde Management System (eRMS) that will provide a conduit for all Navy/Marine activities to access, research, and resolve Carcass Tracking and Stock In Transit. BK follow-ups have been disestablished and were replaced by NITA. A carcass value bill will be automatically generated at day 45 for a requisition with advice code of 5G (exchange) if no record of NRFI turn-in is posted in eRMS, and the carcass charge will be processed via IFB to STARS and posted on a subsequent SFOEDL. If carcasses are ultimately accounted for, NAVSUP WSS updates NITA and this action triggers an IFB credit that is posted to the activity’s SFOEDL as a "carcass credit."

   b. When an exchange DLR order is established in Navy ERP, two sales orders are created. The first one is priced at "net" price to support the exchange order. The second order is priced at the carcass value and is held in abeyance pending the outcome of the carcass return information from eRMS. If the carcass is received by NAVSUP WSS, the carcass value sales order will be cancelled. The initial exchange sales order will bill when the DLR drops from wholesale inventory.
Part B: ACCOUNTING PROCEDURES

Section I: INTRODUCTION

9100 OPTAR ALLOCATION AND OPTAR HOLDERS

1. OPTAR ALLOCATION. The Supplies and Equipage (S&E) OPTAR, the Aircraft Operations Maintenance (AOM) OPTAR, and the Repair of Other Vessels (ROV) OPTAR can be allocated by the Commanding Officer of the ship or activity to the departmental or divisional level. Therefore, it is imperative that each department and division within a ship or activity provide accurate budget input in the form of anticipated requirements for operating funds during the upcoming FY. These requirements are based on past usage data as well as on anticipated requirements and operating schedules for the next FY. This process will help the Supply Officer make recommendations to the Commanding Officer as to how OPTAR funds will be allocated within the unit’s departments and divisions. Flight Operations (FLTOPS) and reimbursable OPTARs are not allocated to the divisional level.

2. OPTAR HOLDERS. Each ship, aviation squadron, or other command issued an OPTAR is responsible for its efficient and effective use, including accurate and timely accounting and reporting. OPTAR holders will take prompt action to comply with all requirements of this manual, including submission of TL or B1 (Batch record layout for STARS-FL) interface file obligations, Budget OPTAR Reports and process, research, and validation of SFOEDL and UOL. This includes Fuel TLs for Maritime units. Ground fuel is done by TL or B1 record and Aviation Fuel is done by the TYCOM.

9101 FUND CODES

1. END USE FUND CODES. End-use fund codes are used in OPTAR accounting and serve the same purpose as shore station job orders. The budget submission by the TYCOM depends upon collecting cost data by the budget categories of the AG, SAG, expense element, etc. The accounting spread or fund code will be shown on all obligation and expenditure documents. A complete listing of end-use fund codes is provided in the Annual Comptroller Guidance or from the BSO. The accuracy of and updates to the fund codes is a BSO function and will be provided by their Comptroller/Accounting staffs.

2. NWCF-SM FUND CODES. Stock requisitions for NWCF-SM activities will use NWCF fund codes. A listing of these fund codes is contained in Appendix 30.

9102 ACCOUNTING DATA

1. GENERAL. The purpose of accounting data is to completely identify the proper account against which a financial document should be charged or credited. The accounting spread or fund code will be shown on all obligation and expenditure documents. Each element of accounting data requires a specific number of characters to complete its data field. When a data element does not contain a sufficient number of digits to completely fill the data field, zeros will be entered preceding the first significant digit to complete the field. Country codes are not considered as one of the nine-digit fields of a complete line of accounting data; therefore country code blocks are to be left blank.
A complete line of accounting data consists of the following data, in the order shown:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Number of Characters</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation and subhead</td>
<td>11</td>
<td>1751804.70BB</td>
<td>See Appendix 30 / TYCOM Guidance</td>
</tr>
<tr>
<td>Object Class</td>
<td>3</td>
<td>000</td>
<td>Enter &quot;000&quot; unless the transaction affects the international balance of payments (OMB Circular No. A-11, Part 2, Section 83)</td>
</tr>
<tr>
<td>Operating Budget or Bureau Control Number</td>
<td>5</td>
<td>57016</td>
<td>Enter UIC of the operating budget holder (see Appendix 30)</td>
</tr>
<tr>
<td>Sub -allotment</td>
<td>1</td>
<td>0</td>
<td>Enter operating budget suffix, if assigned; if not, enter a zero (see Appendix 30)</td>
</tr>
<tr>
<td>Authorization Accounting Activity</td>
<td>6</td>
<td>060951</td>
<td>Enter UIC of the authorization accounting activity, preceded by a zero (see Appendix 30)</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>2</td>
<td>2D</td>
<td>A two-position code used to classify payments/receipts as to purpose or category, (i.e., 2D for general payments; 1K for travel advance payments; 3C for reimbursable collections, etc.)</td>
</tr>
<tr>
<td>Property Accounting Activity</td>
<td>6</td>
<td>V05851</td>
<td>Activity Address Code (see FMO website: <a href="https://fmbweb1.nmci.navy.mil/uic/">https://fmbweb1.nmci.navy.mil/uic/</a>)</td>
</tr>
<tr>
<td>Country Code</td>
<td>None</td>
<td>Blank</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Cost Code</td>
<td>12</td>
<td>0051822392CU</td>
<td>The cost code consists of: 2 preceding zeros, 4 digit Julian date, 4 digit serial number, 2 character fund code (see Appendix 30)</td>
</tr>
</tbody>
</table>

For example: 1701804.70BB/000/57016/0/060951/2D/V05851/BLNK/0051822392CU

2. NWCF-SM ACCOUNTING DATA. Stock requisitions for NWCF-SM activities will cite NWCF-SM fund codes. A complete line of NWCF-SM accounting data consists of the data described in the preceding subparagraph with the following exceptions:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Number of Characters</th>
<th>Required Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation and subhead</td>
<td>11</td>
<td>&quot;97X4930.NC1A&quot;</td>
</tr>
</tbody>
</table>
Operating Budget (OB) 5 "28004" for fund code CZ
or Bureau Control Number (BCN) "21001" for fund code GZ
Authorization "28004" for fund code KZ
not applicable for fund codes JZ, RZ, and VZ
Accounting Activity (AAA) "050120" for fund code CZ
"050120" for fund code KZ
"000250" for fund code GZ
"050120" for fund codes CZ
not applicable for fund codes JZ, RZ, and VZ
Transaction Type (TT) 2 "7R" (not applicable for fund codes JZ, RZ, and VZ)
Property Accounting Activity (PAA) Enter the UIC of the RSUPPLY activity followed by two zeros,
Julian Date, serial number and fund code which is cited on
the requisition, or for USID T, the UIC of the supported submarine

For example: 97X4930.NC1A/000/28004/0/050120/7R/R21297/0051822392KZ

9103 NONCHARGEABLE TRANSACTIONS

1. OPERATING MATERIALS & SUPPLIES (OM&S). OM&S is defined as property to be consumed in normal operations, and is classified as material “held for use,” “held in reserve for future use,” “held as excess, obsolete, and unserviceable,” or “held for repair or remanufacture.” This material is identified by an even Cog symbol and is procured for stock and DTO using fund code Y6. (This includes interim support material with a “0” Cog assignment). For NWCF activities under RSUPPLY Force Level, stock replenishment of OM&S material will be considered SIT and will cite fund code 26. Activities will not reduce the OPTAR balance for requests of OM&S material. An exception is 2Z Cog items managed by SPAWARSYSCEN. Requisitions citing fund code Y6 will be cancelled with status code CM with the understanding that an NRFI asset will be issued free of charge from the existing pool. A funding document will be required to repair the NRFI asset which will be chargeable to OPTAR. This process will continue until 2Z Cog items migrate to 7 Cog.

2. OPEN ALLOTMENT MATERIAL AND SERVICES. This category consists of orders placed for material and services that are controlled by the fleet Commander/TYCOM and funded at a higher command level. Examples of this are utilities and ship's fuel. The costs of these materials and services are not chargeable to ship's OPTAR.

3. NAVSEA-FUNDED COSAL MAINTENANCE. NAVSEA-funded COSAL initial outfitting or allowance increase requisitions, including those originated during an ILO, will not reduce the OPTAR's balance. These items are chargeable to the NAVSEA OPN Outfitting Account and will be requisitioned in accordance with paragraphs 3366-3369.

4. NAVAIR-FUNDED AVCAL MATERIAL. NAVAIR-funded AVCAL initial outfitting or allowance increase requisitions will not reduce the OPTAR's balance. These AVDLRs, and or range and depth consumable allowance changes, are chargeable to the Aircraft Procurement, Navy (AP,N) appropriation and will be requisitioned in accordance with paragraph 3371.
5. INITIAL OUTFITTING MATERIAL DEFICIENCIES. Initial outfitting material deficiencies for new construction ships are not chargeable to the ship’s OPTAR. This material is charged to Shipbuilding and Conversion Navy (SCN) funds.

6. MILITARY PERSONNEL COSTS. Military personnel costs are not chargeable to the OPTAR.

9104 NWCF-SM TRANSACTIONS

For NWCF-SM activities, stock replenishment requisitions are chargeable to the Budget Project (BP) 28 Checkbook and will cite NWCF-SM fund codes. Upon receipt, material ordered for stock is added to the Stock Item Table and TIR’d to NAVSUP WSS for Navy ERP. The material is held in the NWCF-SM account under the SGL until it is issued to an end-user and charged to appropriate end-use funds or until it is expended from records in some other manner under NWCF-SM accounting, (i.e., survey, disposal, inventory adjustment). NWCF-SM is reimbursed when material is issued to the end-user by charging the customer's funds and crediting the NWCF-SM fund. DTO requisitions are chargeable to the OPTAR and will cite end-use fund codes.

9105 RECORDS AND FILES

The following files and records are required to provide for the proper control of documents and to provide a historical record of financial processing and reports for reference purposes.

a. Requisition/OPTAR Log. For non-automated activities, the Requisition/OPTAR Log (NAVCOMPT Form 2155) is used to record OPTAR grants and the value of transactions incurred as chargeable to the TYCOM’s operating budget. A separate log will be established for each OPTAR received to include reimbursable. The Requisition/OPTAR Log parallels and provides a check on the official accounting records maintained in STARS-FL by the Funds Administrator (normally the TYCOM). This log is automatically maintained within R-Supply. R-Supply Force Level will maintain the reimbursable OPTAR; unit level will maintain the OPTAR manually or via automated products provided by the TYCOM.

b. Challenged SFOEDL Record File. This locally developed log or record will be used to record and monitor transactions appearing on a SFOEDL and which are determined to be invalid. Each invalid SFOEDL document will be recorded in a document number sequence file at the time it is challenged. In addition, all challenged carcass charges will be recorded and kept in this file. As credits are received on subsequent listings, the file will be updated. The transactions will be monitored until credit is received.

c. Cumulative Record of SFOEDLs. This locally developed form will be used based on TYCOM guidance to record the fiscal-year-to-date value of differences received on the SFOEDLs for each OPTAR account by fund code within FY.

d. Department/Division Document Number Record. These records are maintained by work center personnel to record and monitor material requirements submitted to the supply department. The format and reconciliation procedures will be determined by the Supply Officer and by TYCOM instructions.
e. Output Files. This file will consist of financial reports and listings produced by the AIS for Supply Management.

9107 CHANGE OF FLEET OR SERVICE CODE PROCEDURES

Guidance for the change of fleet or service code can be obtained from the TYCOM. This is normally tied to a Navy Organization Change Request (OCR) coordinated by the TYCOM, BSO and OPNAV. Appropriation data including service code, appropriation and subhead, BCN/OB/suffix and AAA must be added to STARS-FL validation tables when a ship or unit changes fleet or service code designator. When necessary, such changes to RSUPPLY should be performed by the unit with the assistance of the TYCOM and SPAWAR.

9108 DECOMMISSIONING OR INACTIVATION PROCEDURES

Guidance for deletion or inactivation of the UIC can be obtained from the TYCOM. Checklists and instructions will be provided well in advance of the decommissioning event; the planned disposition of the unit will drive many of the decisions for the unit. If the DODAAC requires cancellation, the cancellation must be submitted to the appropriate DFAS activity via the BSO. If all material has been offloaded to the supply system and there are unmatched items remaining, the instructions from the TYCOM will generally transfer the function to their staff or change the signal codes to divert the materials to a RRAM site. For NWCF-SM activities, inventory reconciliation and any submission of TIRs to Navy ERP will be submitted by the residual accounting activity. Once all efforts have been made to reconcile any unmatched in-transit transactions for NWCF-SM activities, remaining transactions will be reconciled to the SGL by NAVSUP WSS.
Part C: FINANCIAL REPORTS

Section I: OPTAR ACCOUNTING AND REPORTING SYSTEMS

9120 INTRODUCTION

1. GENERAL. OPTAR reports are submitted by activities to report the status of each OPTAR and related information to the appropriate TYCOM. They are also used to submit unfilled orders, cancellation documents, and processed listings. OPTAR reports consist of the OPTAR Document Transmittal (TL) Report (NAVCOMPT Form 2156/JSF404 and the Budget OPTAR Report (BOR) (NAVCOMPT Form 2157/JSF404). Afloat Supply Management programs have been programmed to produce each of the reports in a simulated NAVCOMPT form. The transfer of data from computer-produced reports to actual NAVCOMPT forms is not required.

2. FINANCIAL TL REPORTING. Obligations, obligation adjustments and cancellations are processed at the fleet unit level for transmission ashore to STARS-FL when the Financial TL or B1 is generated. As in the case of OPTAR accounting, as requirements are generated and processed on behalf of supported customers or as in the case of end-use stock replenishment, obligations, obligation adjustments and cancellations are generated for transmission to STARS-FL. These transactions are used for updating to the official accounting system for O&M,N OPTARs. The fleet/TYCOMs will provide detailed guidance on Financial TL reporting.

9121 OPERATING FORCES FINANCIAL MANAGEMENT

Significant changes have been made relative to the organization of operating forces financial management functions and responsibilities. The functions of the fleet and TYCOMs have increased in scope while the functions of the DFAS have decreased since the implementation of STARS-FL and Navy ERP.

9122 STANDARD ACCOUNTING AND REPORTING SYSTEM – FIELD LEVEL (STARS-FL)

The current afloat AISs (R-Supply Force Level and R-Supply Unit Level) provide obligation and cancellation data concerning the ship’s OPTAR for processing to STARS. Over the last decade, DFAS, under the guidance of DOD, has been in the process of eliminating multiple General Funds accounting systems. As a result, DFAS selected STARS as the interim migratory accounting system that will be used within Navy for General Funds accounting. Under STARS, detailed transactions must be submitted for all OPTAR transactions regardless of platform type. Expenditures for these detailed transactions must also be provided at a detailed level in order to match the established obligations.

9123 OPTAR DOCUMENT TRANSMITTAL REPORTS (TLs)

1. GENERAL. The OPTAR Document Transmittal Report (JSF404R or STARS file) is used to submit obligations, obligation adjustments, and cancellations to STARS. Frequency of TL submission will be in accordance with fleet/TYCOM directives. TLs will be submitted for each OPTAR held by the activity for which a transaction was processed during the reporting period. Negative reports will be submitted to STARS as directed by the respective TYCOM. This now includes fuel for maritime units.
2. NAVCOMPT FORM 2156 FORMAT (JSF404T) is as follows:

<table>
<thead>
<tr>
<th>Caption</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Identification Code</td>
<td>UIC of the reporting activity</td>
</tr>
<tr>
<td>From</td>
<td>&quot;Commanding Officer&quot; and the name of the reporting activity</td>
</tr>
<tr>
<td>To</td>
<td>&quot;Commanding Officer&quot; and appropriate DFAS STARS-FL Region; however RSUPPLY may still use the term OPLOC</td>
</tr>
<tr>
<td>Block A, Transmittal Number</td>
<td>Transmittals will be consecutively numbered for each OPTAR with a three-digit transmittal number, a slash (/), and the last digit of the FY</td>
</tr>
<tr>
<td>Block B, Julian Date</td>
<td>Enter by Julian Date, the period covered by the report. The &quot;From&quot; date will always be the day after the &quot;To&quot; date that was used on the previous transmittal</td>
</tr>
<tr>
<td>Caption 1, Obligation (Chargeable) Documents</td>
<td>This consists of the total number of obligation documents and their total money value</td>
</tr>
<tr>
<td>Caption 2, Confirmed Cancellations</td>
<td>This consists of the total number of cancellation documents and their total money value</td>
</tr>
<tr>
<td>Total Net Value of (1 minus 2)</td>
<td>This figure consists of total obligations (Chargeable) (Line 1) minus confirmed cancellations (Line 2)</td>
</tr>
<tr>
<td>Caption 3, Returned (DFAS Action Only) Documents</td>
<td>Leave blank. This caption is no longer required</td>
</tr>
<tr>
<td>Remarks</td>
<td>Leave blank. This caption is no longer required</td>
</tr>
<tr>
<td>Reporting Supply Officer</td>
<td>This report must be signed and dated by the ship’s supply officer</td>
</tr>
</tbody>
</table>

3. REVIEW AND ACTION. The financial supervisor must verify that the Unfilled Order Summary is for the appropriate OPTAR, since the activity may be responsible for reporting several different OPTARs. In addition, the TL number and amount should agree with those on the Budget OPTAR Report (NAVCOMPT Form 2157/JSF404M).

9125 BUDGET OPTAR REPORT (BOR)

1. GENERAL. The BOR (JSF404M) is submitted monthly for the current FY and for the first six months following the close of the FY. Thereafter, BORs are to be submitted for the remaining 18 months of the shipboard accounting cycle only when there has been a change to the obligation value, (i.e., block 22 of the BOR). A separate report is generated for each FY, (i.e., current, first prior, and second prior). The fleet/TYCOM also provides detailed guidance via naval message regarding BOR reporting requirements, changes, and additions to the required information to be reported by the OPTAR Holder.
2. FORMAT. All BORs will be submitted by naval message, automated upload, or email as directed by the TYCOM. Current and prior FY BORs and related information may be included in one message, but each OPTAR will be reported in a separate paragraph of the message. The following chart shows the format of the BOR message.

**BOR SAMPLE MESSAGE (NEW FORMAT):** (This a CNSL sample, data elements for other TYCOMs will be different)

```
<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>(21)</th>
<th>(22)</th>
<th>(23)</th>
<th>(24)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S2</td>
<td>1,092.36</td>
<td>0.00</td>
<td>1,092.36</td>
<td></td>
</tr>
<tr>
<td>S3</td>
<td>4,130.00</td>
<td>0.00</td>
<td>4,130.00</td>
<td></td>
</tr>
<tr>
<td>S7</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>S9</td>
<td>105.20</td>
<td>0.00</td>
<td>105.20</td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>111,783.00</td>
<td>0.00</td>
<td>111,783.00</td>
<td></td>
</tr>
<tr>
<td>SC</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>SD</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>SE</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>128,059.38</td>
<td>0.00</td>
<td>128,059.38</td>
<td></td>
</tr>
<tr>
<td>SS</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>SU</td>
<td>8,070.77</td>
<td>0.00</td>
<td>8,070.77</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>255,540.71</td>
<td>0.00</td>
<td>255,540.71</td>
<td></td>
</tr>
</tbody>
</table>
```

- BOR’s will be submitted by priority message on the last working day of the month
- Action/Info Address will be different for both coasts.
- POC should be the Supply Officer.
- Use UIC 53825 (TYCOM)
- Fund Codes assignment will vary.
  - CNSF-PAC: N (i.e. NR)
  - CNSF-LANT: S (i.e. SR)
### Description
- **Identifying Data:**
  - Report month/service code and UIC/expense limitation number (subhead)/ operating budget number/FY. For example: JAN/V24247/60BD/53825/FY15

### Obligation Data (21)
- Fund Code

### Obligation Data (22)
- Chargeable Obligations FYTD. The net totals by fund code (and by type equipment code for AOM and FLTOPS) of expenditures and obligations from the beginning of the chargeable FY OPTAR to the date of the report.

### Obligation Data (23)
- Cumulative Differences. The cumulative net totals by fund code (and by type equipment code for AOM and FLTOPS) obtained from the processing of the SFOEDL.

### Obligation Data (24)
- Cumulative Gross Adjusted Obligations. The total, by fund code (and by type equipment code for AOM and FLTOPS) of column 22 plus or minus column 23.

---

#### NAVSUP P-485 Volume I

**OPERATIONAL FORCES SUPPLY PROCEDURES**

<table>
<thead>
<tr>
<th>T/L Nr</th>
<th>Date</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>001/9</td>
<td>30CT10</td>
<td>69,262.60</td>
<td>69,262.60</td>
</tr>
<tr>
<td>002/9</td>
<td>160CT10</td>
<td>102,684.07</td>
<td></td>
</tr>
<tr>
<td>003/9</td>
<td>240CT10</td>
<td>170,683.68</td>
<td>170,683.68</td>
</tr>
<tr>
<td>004/9</td>
<td>310CT10</td>
<td>255,540.71</td>
<td>255,540.71</td>
</tr>
</tbody>
</table>

**Note:** SFOEDL & UOL processed will be "NONE" for 1st month of the FY (OCT).

Report the actual obligations on the FYTD Gross OBL not rounded to zero.
### Description | Explanation
---|---
Obligation Data (25) | Type Equipment Code. For AOM and FLTOPS BORs only, reflects the type of equipment supported.
Obligation Data (26) | Number of Aircraft. For FLTOPS BORs only. Fund code 7B shows the number of aircraft flown for the period. Fund Code 7F provides a fuel recap and shows the amount of fuel (JP4) consumed (in gallons) for the month.
Obligation Data (27) | Hours for Period. For FLTOPS BORs only. Fund Code 7B shows the number of hours flown for the period. Fund Code 9J provides a fuel recap and shows the amount of fuel (JP5) consumed (in gallons) for the month.
Obligation Data (28) | Hours FYTD. For FLTOPS BORs only. This shows cumulative hours flown FYTD. Cumulative data must be entered by financial personnel.
Transmittal Data | Transmittal Amount. The net value of the TL.
Grants FYTD | The total of OPTAR grants received to date from the TYCOM.
Various Data as Required | Balance Available. Funds available for obligations as of the reporting period.
FYTD value of TLs Transmitted | The total value of the transmittals submitted for the FY.
Last SFOEDL Received | The month and year of the latest SFOEDL received, whether processed or not.
Last SFOEDL Processed | The month and year of the latest SFOEDL processed.
Last UOL Received | The month and year of the latest Unfilled Order Listing received whether processed or not.
Last UOL Processed | The month and year of the latest Unfilled Order Listing processed.
Any additional information as required by the TYCOM |
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

3. REVIEW AND ACTION. Supply and financial personnel will complete the following audits for each BOR prior to submission.
   a. OPTAR identification data and fund codes will be reviewed and verified as correct for the OPTAR being reported (OFC and FY).
   b. Each entry under Chargeable Obligations FYTD will be reviewed for excessive values. Credit entries in this field are invalid and should be investigated.
   c. The value of the Cumulative Differences must equal the total value of all SFOEDLs received and processed for this OPTAR.
   d. The value of Cumulative Gross Adjusted Obligations must equal the total of chargeable obligations FYTD plus cumulative differences.
   e. The TL Number must be one greater than the last report submitted to STARS and must agree with the current month’s OPTAR Document Transmittal Report.
   f. The TL Amount must equal the current month's OPTAR Document Transmittal Report.
   g. The value of the OPTAR Grant FYTD must equal the total of OPTAR grants provided by the TYCOM for the OPTAR being reported.
   h. The FYTD Value of TLs Transmitted must equal the previous month's value plus the value of the current month's OPTAR Document Transmittal Report.
   i. The Last Difference Listing Processed must equal the report month of last SFOEDL processed and recorded.
   j. Type Equipment Codes must be reviewed and verified as correct for aircraft assigned (AOM and FLTOPS OPTARs only).

9126 OPTAR GRANTS AND WITHDRAWALS

1. GENERAL. When notified by the TYCOM of OPTAR grants or withdrawal amounts, applicable OPTAR financial files will be updated using the OPTAR Grant/Withdrawal Function.

2. BUDGET LEVELS. RSUPPLY posts OPTAR grants and withdrawals to the appropriate OPTAR file and also to the Division Department Budget File (DDB). AOM and S&E (own ship) funds may be allocated to the departmental or divisional work center level by the activity. Supported unit and flight operations funds are budgeted at the UIC level and are recorded as a separate department in budget reports. Reimbursable OPTARs are treated as a separate department and may not be sub-allocated below the department level.

3. COMMANDING OFFICER'S CONTINGENCY FUNDS. When a Commanding Officer's contingency fund is being used locally, it is established as a separate department. The entire value of the OPTAR grant can be placed in the contingency fund and later reallocated to other departments or divisions. Conversely, portions of the grant can be immediately allocated to departments or divisions with the unallocated portion being placed in the contingency fund.

4. BP 28 FUNDS MANAGEMENT. Under NWCF BP-28 management, funds will be allocated by NAVSUP WSS to the fleet/TYCOM for stock replenishment requirements defined for BP 28. Under RSUPPLY, a grant in the form of a BP-28 Checkbook will be provided to the NWCF-SM activity processing. BP 28 funds as granted by the fleet/TYCOM should not be exceeded.
9127 OPTAR ADJUSTMENT

1. PURPOSE. The OPTAR Adjustment Function is used to record OPTAR differences, (e.g., charges and credits) from the SFOEDL received from STARS-FL

2. REPORTS AND FILES UPDATED. When OPTAR adjustments are processed, the Financial Transaction Ledger will be updated. When financial processing is completed, OPTAR adjustment records will be posted to applicable OPTAR summary and detail files, (i.e., current, first prior, etc.). Adjustments to current FY OPTARs will also be posted to the Division Department Budget File.

   a. For RSUPPLY Force Level/Unit Viking activities, financial personnel/OPTAR users can use the Ships/MALS Automated Reconciliation and Tracking System (SMARTS) to automatically create the detailed document differences and provides the authorized user with an automated means for processing and reconciling financial listings (SFOEDL/UOL) received from STARS-FL.

   b. If the use of individual OPTAR adjustment is warranted, the authorized user can access this function via menu path Financial>Reconciliations and select the “SFOEDL Individual Requisition Fund Code differences” window.

9128 OBLIGATION ADJUSTMENT

1. PURPOSE. Adjustments to the obligated money value of outstanding DTO requisitions are accomplished with the Obligation Adjustment Function.

2. FILES UPDATED. The Obligation Adjustment Function updates the Active Requisition Table (ART), the Financial Adjustment Table (FAT), and the Financial Holding File (FHF) when the adjustment is processed. Once the obligation adjustment is made to the system, a detailed obligation adjustment debit and/or credit transaction will reside in the FAT until generation of the next Financial TL to STARS. For RSUPPLY activities, process an OPTAR Adjustment via menu path Financial>Reconciliations and select the “Obligation Adjustment” window.

9129 BUDGET REPORTS

1. DESCRIPTION. Weekly and monthly prints are generated internally to facilitate a review of the OPTAR's status prior to submission of the official BOR. The Budget Report is made up of the Division Budget Report, the Department Budget Report, and the Commanding Officer's Budget Report.

2. DIVISION BUDGET REPORT (JSF408).

   a. Format. The Division Budget Report is produced for each division and each supported unit to provide division officers with listings of detailed transactions for their particular divisions. If the divisions are allocated S&E or AOM funds, a divisional budget report is produced for each two-digit serial number department or division code assigned by the activity. A divisional budget report is also produced for each supported squadron (FLTOPS funds). A summary of the opening and closing balances on the allocations, obligations, and available balances is shown on the divisional budget report. The opening balance should equal the closing balance from the last financial update. The report's captions are as follows:
### Caption Explanation

<table>
<thead>
<tr>
<th>Caption</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocations</td>
<td>Cumulative total of OPTAR Grants received for the year</td>
</tr>
<tr>
<td>Obligations</td>
<td>Value of all outstanding DTO requisitions. For USID C &amp; M activities the</td>
</tr>
<tr>
<td></td>
<td>value will also include outstanding stock requisitions for 7_ Cog DLR</td>
</tr>
<tr>
<td></td>
<td>material</td>
</tr>
<tr>
<td>Year-to-date</td>
<td>Cumulative value of all material issued</td>
</tr>
<tr>
<td>Expenditures</td>
<td>Value of chargeable material issued from stock and DTO receipts. For USID</td>
</tr>
<tr>
<td></td>
<td>C &amp; M activities the value will also include receipts of stock requisitions</td>
</tr>
<tr>
<td></td>
<td>for 7_ cog DLR material</td>
</tr>
<tr>
<td>Stock Issues</td>
<td>Cumulative value of end-use DLR material issued from stock. The grand total</td>
</tr>
<tr>
<td></td>
<td>of this caption will be zero since a charge is made to the receiving</td>
</tr>
<tr>
<td></td>
<td>division, department, or UIC, and a credit is made to the end-use account.</td>
</tr>
<tr>
<td>Gross Adjusted</td>
<td>Current values of obligations plus year-to-date expenditures</td>
</tr>
<tr>
<td>Obligations</td>
<td>Available Balance</td>
</tr>
<tr>
<td></td>
<td>Allocations minus gross adjusted obligations</td>
</tr>
</tbody>
</table>

b. Contents. Each weekly report details the transactions, which have successfully processed since the last weekly report. Transactions are listed in serial number sequence within Julian Date. Transactions for OM&S type material listed are for information purposes only and have no effect on budget totals. Transactions appearing are as follows:

1. Allocations;
2. Obligations;
3. Expenditures (MOV receipts for services (Cog 99) will appear, but will not be included in the expenditure value);
4. Adjustments; and
5. Cancellations (e.g., AE_ with cancellation status).

c. End of the Month Division Budget Report. The divisional budget report produced at the end of the month will list the last weekly transactions separately and, in addition, will list the cumulative transactions for the month. Each division will be listed on a separate page. This report provides each division officer with information on the status of the divisional budget. Financial personnel must review the listing for large dollar value transactions that may have been erroneously processed and must take appropriate corrective action. Financial personnel will also file the listing in an update folder and furnish a copy to each division. The divisional supply petty officer must check this copy and report errors to financial personnel. A breakdown of the transactions involved in the Divisional Budget Report is shown in the following subparagraphs:

3. DEPARTMENT BUDGET REPORT (JSF407). A departmental budget report is produced for each department, squadron, or reimbursable OPTAR. This report is a management tool used by department heads to maintain departmental funds. It shows the opening and closing balances for allocations, obligations, year-to-date expenditures, stock issues, gross adjusted obligations, and available balances for each division plus a grand total for the department.
4. COMMANDING OFFICER’S BUDGET (JSF407). The Commanding Officer’s Budget Report is a summary of all departmental reports. It provides the information required to determine the budget status of the activity. The report reflects opening and closing entries with the same captions as the departmental budget report. A grand total is shown for each OPTAR. At the discretion of the Commanding Officer, funds may be transferred from one department to another as the need arises. Particular attention must be paid to this report to prevent over-expenditure of funds.

9131 BUDGET OPTAR REPORTS

1. GENERAL. RSUPPLY has the option of producing BORs as warranted, in either a simulated NAVCOMPT Form 2157 format, or in a message report. Each activity will produce the report in the format desired by the Supply Officer and in accordance with TYCOM instructions. The following OPTAR reports will be generated based on USID:

   a. S&E,

   b. S&E Supported Unit;

   c. Reimbursable OPTAR;

   d. AOM (for ship or MALS); and

   e. FLTOPS (for ship’s aircraft, squadron, or both).

2. REVIEW AND ACTION. When the financial information is produced prior to the end of the reporting month, an administrative TRIAL monthly BOR will be prepared reflecting the most current financial execution data. This will be used to prepare the message BOR for submission to DFAS or the TYCOM. During year end close out, NWCF activities may need to cut off stores issues prior to 30 September in order to meet the reporting requirements. Every effort must be made to ensure that the BOR submitted for September includes all requisitions established in the FY, including those established after the required NWCF-SM early cut-off date.
Part D: UNMATCHED OPTAR LISTINGS

9200 INTRODUCTION

DFAS and fleet/TYCOM’s Comptroller offices, as the AAA, perform official accounting for OPTAR holders under STARS-FL. Part of this accounting process involves matching obligation documents with corresponding expenditure documents received from supply management activities and disbursing offices for contracts and credit cards. The reconciliation of these transactions creates the SFOEDL and the UOL which affect the OPTAR holder’s funds. These listings are forwarded to the OPTAR holder for reviewing, processing, and to provide feedback to DFAS and the fleet/TYCOM representative as directed. This feedback allows the TYCOM and DFAS to verify or correct official accounting records for invalid charges identified by the OPTAR holder.

9201 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL is produced as a result of the reconciliation process conducted by DFAS. It consists of OPTAR related expenditures for which no matching obligation has been reported to STARS, expenditures with a money value different than the reported obligation, corrections to previously rejected transactions, and carcass charges. SFOEDLs are produced monthly from the first through the twenty-fourth month and then quarterly thereafter to the end of the thirty-six month accounting cycle. Detailed SFOEDLs produced by DFAS under STARS-FL will be provided to the activity level via an automated feedback processing using SALTS, CMP or via e-mail directly.

2. FORMAT. Each SFOEDL received will contain the results of the monthly reconciliations performed at DFAS. The transactions will be printed in document number sequence for each OPTAR. Information printed in the heading will consist of the title, report ID, month and year of the report period, and the date the report was processed. The heading will also show the FY, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, and the Reimbursable Control Code/Segment (when applicable). The format of the SFOEDL is as follows:

<table>
<thead>
<tr>
<th>Caption</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>The full original requisition number will be shown. For travel transactions and</td>
</tr>
<tr>
<td></td>
<td>other transactions citing a Navy Standard Document Number, the full 15 character</td>
</tr>
<tr>
<td></td>
<td>number will be shown. For reimbursable OPTARs, the first two positions of the</td>
</tr>
<tr>
<td></td>
<td>serial number will be the reimbursable control code.</td>
</tr>
<tr>
<td>ACRN</td>
<td>Accounting Classification Reference Number. For all obligations, an ACRN of AA is</td>
</tr>
<tr>
<td></td>
<td>assigned unless a requisition number has a suffix code in the 15th position.</td>
</tr>
<tr>
<td></td>
<td>When there is a suffix code it will be reflected in the second position of the</td>
</tr>
<tr>
<td></td>
<td>ACRN. For carcass charges the ACRN will be ZZ.</td>
</tr>
<tr>
<td>Job Order</td>
<td>The five position job order serial number; the first two positions are the fund code</td>
</tr>
<tr>
<td>TEC</td>
<td>Type equipment code, if applicable</td>
</tr>
<tr>
<td>Caption</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TL NO/ISS ACT</td>
<td>For obligations this is the first transmittal number which established or updated the document. For aviation MVOs, a generated MVO change through the BOR process will assign a TL number of AVF. For expenditures this will be the UIC (stock points), RIC (DLA), or the registering Navy activity code and accounting register number (public vouchers). When adjustments are processed, the adjustment code will be shown in front of the TL number.</td>
</tr>
<tr>
<td>ID</td>
<td>Issue date, this will be the voucher date (MMY).</td>
</tr>
<tr>
<td>BILL/VO NO</td>
<td>The bill number for DLA expenditures or the voucher number for public vouchers.</td>
</tr>
<tr>
<td>COG</td>
<td>Cognizance symbol. For TAD, overhaul, restricted availability and technical availability expenditures this will be the transaction type code.</td>
</tr>
<tr>
<td>Stock Number</td>
<td>The NSN or part number. For TAD, the name of the traveler will be shown.</td>
</tr>
<tr>
<td>DOC ID</td>
<td>OBL for obligation, EXP for expenditure, or ETR for the TR portion of travel.</td>
</tr>
<tr>
<td>UI</td>
<td>Unit of issue.</td>
</tr>
<tr>
<td>QTY</td>
<td>Quantity.</td>
</tr>
<tr>
<td>AMT</td>
<td>For obligations this will be the outstanding amount. For expenditures this will be the amount expended.</td>
</tr>
<tr>
<td>Remarks</td>
<td>The Remarks column describes the results of the reconciliation process for each transaction. The remarks used here are as follows: AD CANC - The adjusted value of an obligation when the value of a cancellation exceeds the value of the original obligation. SPS CHG - Assigned when a record comes in from Standard Procurement System (SPS) and matches an obligation. CARCASS - An expenditure for a carcass which has not been turned in within the prescribed time frame. COST TRANSFER - Charges moved from one job order to another as an expenditure. DIFFERENCE - An adjustment to the value of the obligation, normally when there is a difference in money value between the obligation and the expenditure. LABOR EXP - Assigned for all expended labor records not matching an obligation. MATCHED EXP - An expenditure record matches an obligation. PT ORD EST - Establishment of a partial order when the obligation and expenditure match except that the expended quantity is less than the unfilled quantity. TL MATCH SPS - An incoming TL obligation matches an SPS obligation. UNMATCH EXP - An expenditure that did not match with an obligation. TOTALS - Difference totals are provided by fund code for the current period. A separate section contains cumulative totals by fund codes.</td>
</tr>
</tbody>
</table>
3. REVIEW AND ACTION. OPTAR holders will accept and post to the Requisition/OPTAR Log all differences shown on the SFOEDL. After posting the differences, each transaction on the listing above threshold ($250.00 – above) will be reviewed and those considered invalid will be annotated with the appropriate challenge code (see Appendix 9). Carcass transactions, which are invalid will be resolved with NAVSUP WSS in accordance with the procedures described in paragraphs 8330-8335. Challenged transactions which DFAS and TYCOM determine to be invalid, will be reversed with a correction transaction on a future SFOEDL. The processing, review and validation will be completed and result sent to the COMNAVSURFOR/COMSUBFOR CMP website (Force Level and Unit Level activities only), or other as designated by the TYCOM, by the 15th of each month.

9202 UNFILLED ORDER LISTING (UOL)

1. GENERAL. The UOL is sent by STARS-FL to OPTAR holders via e-mail from the CMP website, email, or via SALTS for whom they perform OPTAR accounting. The UOL lists unfilled orders (obligations) held under STARS, which have not matched with related expenditure documents and have not been canceled. It is produced and distributed monthly on the 5th of each month.

2. FORMAT. Information printed in the heading will consist of the title, report ID, month and year of the report period, and date the report was produced. The heading will also show the FY, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, OPTAR Functional Category (OFC), and the Reimbursable Control Code (RCC). The format of the UOL is as follows:

<table>
<thead>
<tr>
<th>Caption</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT NUMBER</td>
<td>The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character numbers will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.</td>
</tr>
<tr>
<td>JOB ORDER FC</td>
<td>The five position job order serial number. The first two positions are the fund code.</td>
</tr>
<tr>
<td>TL NO</td>
<td>The latest transmittal number which established or updated this document.</td>
</tr>
<tr>
<td>TEC</td>
<td>Type equipment code, if applicable.</td>
</tr>
<tr>
<td>EDR</td>
<td>For travel orders, the estimated date of return (month, day and last 2 digits of year).</td>
</tr>
<tr>
<td>COG</td>
<td>Cognizance symbol.</td>
</tr>
<tr>
<td>UI</td>
<td>Unit of issue.</td>
</tr>
<tr>
<td>STOCK NUMBER</td>
<td>The NSN or part number. For TAD the name of the traveler will be shown.</td>
</tr>
<tr>
<td>POE/SUM DATE</td>
<td>The month and last digit of the year the unfilled order had either a partial order established (POE) or had an adjustment/partial cancellation (SUM).</td>
</tr>
<tr>
<td>QTY</td>
<td>Quantity</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>The original estimated cost or amount remaining after partial cancellation or partial matching in the reconciliation process.</td>
</tr>
</tbody>
</table>
3. REVIEW AND ACTION. If the material or service has been received by the requisitioner, this indicates that either the DFAS has not yet received the expenditure document; a number has been transposed prohibiting a match and has been charged to the OPTAR on the SFOEDL; or the issue activity has failed to forward an expenditure document. The UOL must be reviewed and processed by the 15th of each month. Requisitions over 30 days old on the UOL must be reviewed and annotated with Reason Codes to determine whether the material or service has been received, etc. Items on the UOL for which material or services have not been received will be reviewed for normal follow-up action with the supply activity. When material or services have been received the transaction will be processed in accordance with TYCOM directives.

9203 SHIPS AND MALS AUTOMATED RECONCILIATION AND TRACKING SYSTEM (SMARTS)

1. GENERAL. SMARTS was developed to assist the afloat activity in working the SFOEDL and UOL difference data from STARS with the applicable host application under Supply Management. SMARTS functionality incorporates the detailed accountability required under the Chief Financial Officer's (CFO) Act of 1990.

2. ASSUMPTION. The SFOEDL and UOL are available for drawdown monthly from the internet in its current form. Detailed files are also transmitted or pushed to the fleet units via a SALTS solution on a monthly basis. By incorporating the use of SMARTS functionality for afloat supply management for SFOEDL and UOL processing, the financial LS can extract information from the host supply management application for automated reconciliation on the PC desktop side. This would include posting of financial differences on the SFOEDL side as well as challenging erroneous charges posted to the activity’s OPTAR. SMARTS also provides an automated tool for 100% review and validation of all unfilled orders without the requirement for interactive review by the financial LS, as in legacy business practices. Activities who desire the SMARTS software and training should contact their TYCOM who can arrange for software and training concerning this tool. SMARTS functionality has been incorporated into RSUPPLY Force Level and RSUPPLY Unit Viking – above versions, as part of the standard financial reconciliation procedures.
Part E: NAVY WORKING CAPITAL FUND - SUPPLY MANAGEMENT (NWCF-SM) AND NAVY ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Section I: NAVY WORKING CAPITAL FUND - SUPPLY MANAGEMENT (NWCF-SM)

9400 INTRODUCTION

1. DEPARTMENT OF DEFENSE WORKING CAPITAL FUND (DWCF). The DWCF is a revolving fund for a large number of defense support functions. It utilizes business-like cost accounting to determine total cost of the business activity. The DWCF is made up of the Army Working Capital Fund, the NWCF, the Air Force Working Capital Fund, the Transportation Working Fund and the Defense-Wide Working Capital Fund.

2. NWCF-SM. The NWCF-SM finances the procurement of material carried at designated naval activities ashore and afloat. As a revolving fund, the NWCF-SM is reimbursed when material is issued/billed. NWCF-SM is reimbursed based on the sale of the material and the working capital is made available to replenish the activity’s stock. The NWCF charter provides that, under the direction of SECNAV and the CNO, NAVSUP will manage the NWCF-SM. NAVSUP delegates to NAVSUP WSS and other project managers, control and management responsibilities for assigned categories of NWCF-SM material. The Navy Working Capital Fund is used to buy procurement lead time, therefore not tying up appropriated funds until material availability, it also absorbs market and cost risks for the Fleet.

9401 ADMINISTRATION

1. MANAGEMENT. Each category of NWCF-SM material is assigned a BP manager. Each BP manager is responsible for maintaining adequate stocks of material, determining budget requirements, and administering NWCF-SM funds.

2. NWCF-SM BUDGET PROJECTS. The following budget project numbers are used for NWCF:

<table>
<thead>
<tr>
<th>Budget Project</th>
<th>Cognizance Symbol</th>
<th>Category of Material</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>1Q</td>
<td>Ship’s Store Stock</td>
<td>NEXCOM</td>
</tr>
<tr>
<td>28</td>
<td>All 1I, 3, 5 &amp; 9</td>
<td>Retail Repair Parts and Supplies</td>
<td>NAVSUP WSS MECHANICSBURG</td>
</tr>
<tr>
<td></td>
<td>Cogs, except 3H, 5R &amp; 9X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>1R, 5R</td>
<td>Aviation Consumables</td>
<td>NAVSUP WSS PHILADELPHIA</td>
</tr>
<tr>
<td>81</td>
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<td>Shipboard DLRs (7_Cog) Consumables and FLRs (Surface)</td>
<td>NAVSUP WSS MECHANICSBURG</td>
</tr>
</tbody>
</table>
9403 STORES AND INVENTORY ACCOUNTS

Accounting is accomplished under Navy ERP. Detailed TIR transactions are posted to Navy ERP and rolled up to the appropriate SGLs for Store’s Accounting.

9404 NWCF-SM TRANSACTION PROCESSING

Transactions affecting the financial records (files) of the afloat AIS for NWCF activities, (i.e. RSUPPLY), may be input to the system on-line via the terminal, in batch mode (from data generated locally or provided by external sources), or through internal processing as a result of data originated in other systems, such as NALCOMIS. Transactions entered through any of the subsystem functions will result in a transaction record being added to the Financial Holding table for later batch reporting to Navy ERP/NAVSUP WSS through the TIR process. Detailed transactions are created in RSUPPLY for subsequent TIR reporting to NAVSUP WSS under Navy ERP procedures.

Section II: Navy ERP

9500 INTRODUCTION

Navy ERP is used by NAVSUP to perform inventory accounting for wholesale and selected retail inventories using an SGL accounting system. RSUPPLY software provides TIRs to reflect inventory posture. Detailed transactions for material issued from on-hand stock are TIRd to Navy ERP. NAVSUP WSS, under Navy ERP, accounts for the NWCF-SM material at NCWF-SM activities. Detailed interfund bills (IFBs) are provided to the appropriate DFAS activities for material issued from NWCF-SM storeroom stock for DTO requirements held under NWCF-SM and managed under Navy ERP.

9502 TRANSACTION ITEM REPORTING (TIR PROCESSING)

1. GENERAL. TIR processing at a detailed transaction level is the means for reporting to Navy ERP. Detailed TIRs are generated from the NWCF-SM activity to Navy ERP. These detailed transactions represent those transactions that affect the NWCF-SM stock on hand for a receipt, issue, or inventory adjustment. Based on certain TIRs, sales are generated in Navy ERP and forwarded for proper billing for DTO requirements.

2. TIR Processing Schedules

   a. At sea – Daily, and

   b. In port or Shore Activities – Monday through Friday (excluding holidays).
9504  STOCK IN-TRANSIT (SIT)

SIT is a result of issues, transfers and receipts between two activities that currently operate under Navy ERP. A SIT condition exists when one activity has recorded an issue, transfer and/or receipt of material under NWCF management to/from another activity operating under NWCF management. For RSUPPLY, SIT exists when: (1) a NWCF-owned asset is issued to a ship, MALS, or RSUPPLY NAS activity in response to a stock replenishment requisition; or (2) a ship, MALS, or RSUPPLY NAS activity issues a NWCF-owned asset to another ship, MALS, or NAS via a crossdeck action; or (3) a ship, MALS, or RSUPPLY NAS activity offloads NWCF-owned assets. SIT for RSUPPLY also includes OM&S and Zero Cog material owned by the Navy and carried as “stock.” Unmatched SIT issues can represent problems with receipt processing, dues management and inventory validity concerns for NWCF activities because it represents those Navy issues that were shipped to the customer that do no have a matching receipt.

9505  CROSSDECKS AND SIT

DESCRIPTION. Crossdecks are those SIT transactions where NWCF-owned inventory is moved from one ship/MALS site to another. This is a common practice when one activity is relieving another overseas or when one ship is getting ready for deployment and screens stock deficiencies against another NWCF activity. All crossdeck issues must be cleared (receipted) by the receiving vessel within 45 days of the actual issue. Any crossdeck issue or receipt greater than 45 days old must be investigated and appropriate inventory action/reconciliation taken before the record becomes 90 days old. If a crossdeck issue cannot be resolved within 90 days, a SIT receipt and physical inventory loss must be recorded. If a crossdeck receipt cannot be resolved within 90 days, then the receipt should be reversed and reposted as a physical inventory gain. The goal for unmatched SIT resulting from crossdecks is zero greater than 45 days old.
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CHAPTER 10: NAVY DISBURSING OPERATIONS

(PREVIOUSLY NAVSUP P-485 VOLUME II APPENDIX 34 /
PREVIOUSLY DODFMR, VOLUME 5, APPENDIX D)

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CHAPTER 10
NAVY DISBURSING OPERATIONS

PART A: OVERVIEW

10000 PURPOSE

This chapter amplifies instructions pertaining to unique operations of the Department of the Navy (DON) afloat disbursing offices. Guidance contained herein is not intended to conflict with other publications and directives. This chapter provides guidance for disbursing operations at DON naval vessels and tactical units. Compliance with the guidance contained herein is mandatory unless specific statutory authority states otherwise.

10001 POLICY

The guidance contained in this chapter addresses unique Navy disbursing processing requirements and procedures. This guidance is not intended to supersede guidance contained in other law or regulation issued by higher authority. In any case where the instructions herein conflict with instructions or directives of higher authority, the guidance of the higher authority shall prevail.

10002 RESPONSIBILITIES

DON disbursing officers (DOs) are responsible for becoming thoroughly familiar with the provisions of this volume and associated references.
PART B: DISBURSING TRANSACTIONS

10010 COLLECTIONS

The Cash Collection Voucher (DD Form 1131) will be used to document each collection unless otherwise specified. DoDFMR, Volume 5, Chapter 10 outlines procedures for the preparation and distribution of the DD Form 1131. See Figure 10-1 of this chapter and DoDFMR, Volume 5, Chapter 10, Figure 10-3 for a sample of the DD Form 1131. Several types of collections are shown below with the appropriation utilized or further processing instructions noted.

a. LOSS OF OR DAMAGE TO GOVERNMENT PROPERTY-RECOVERIES FROM NAVAL PERSONNEL. Credit appropriation 17*3019 (Recoveries for Government Property, Lost or Damaged, not otherwise classified) for voluntary collections; however, if a pay checkage is required, use 17*7035 (Family Housing, Navy and Marine Corps) or Operation and Maintenance (O&M) account of the station location for an unaccompanied personnel housing unit as appropriate.

b. MEALS FROM NAVY GENERAL MESSES. Refer to Food Service Management General Messes, NAVSUP Publication 486 and DoDFMR, Volume 12, Chapter 19, for further details and accounting data to be used on the General Mess Summary Document (NAVSUP Form 1359) prepared by the Food Services Officer. A sample of the NAVSUP Form 1359 is provided in NAVSUP Publication 486. Activities utilizing the Navy Cash Financial System are required to follow procedures in NAVSUP Publication 727 (NAVSUP P-727), Chapters 3 and 4, for processing and reporting instructions.

c. SHIP’S STORE AFLOAT. Refer to Ship’s Store Afloat Manual, NAVSUP Publication 487 for further details and instructions regarding preparation of the Requisition and Invoice/Shipping Document (DD Form 1149) by the Sales Officer. Activities utilizing the Navy Cash Financial System are required to follow procedures in NAVSUP P-727, Chapters 3 and 4, for processing and reporting instructions.

d. COLLECTIONS FROM PAY. Refer to Defense Joint Military Pay System Procedures Training Guide (DJMPS PTG), Part 7, Chapter 7 for further details regarding collections for overpayments and mandatory pay checkages. Utilize the accounting data listed below.

Enlisted Personnel: 17*1453.222A - 00022 - 068566 2I 000000 000000071130
Officer Personnel: 17*1453.221A - 00022 - 068566 2D 000000 000000071110

e. UNSUCCESSFUL COMPLETION OF COURSES FUNDED BY THE NAVY TUITION ASSISTANCE PROGRAM. Refer to Chief of Naval Education and Training Instruction CNETINST 1560.3D, Chapter 3, for further details. The Navy College Office shall enter the appropriate accounting data on a Pay Adjustment Authorization (DD Form 139), which is forwarded to the DO for collection from pay when Navy personnel do not successfully complete a course for which tuition assistance was granted.
10011 DISBURSEMENTS

1. Unless stated otherwise, the Public Voucher for Purchases and Services Other Than Personal (SF 1034) will be used to document each disbursement (examples are provided in Figures 10-2 and 10-4). Procedures regarding submission processing and payment of disbursement vouchers can be found in the following DoDFMR manuals, depending on the type of disbursement: Volume 5, Chapter 11; Volume 9, Chapter 8; and Volume 10, Chapter 12. The DO is responsible for examining each disbursement voucher for correct format and computation (as noted in DoDFMR, Volume 5, Chapter 11, paragraph 110102 B) as well as to ensure it is properly certified by an authorized certifying officer, as appointed per guidelines in DoD FMR, Volume 5, Chapter 33, prior to effecting payment. Payments made to foreign vendors while OCONUS must show the appropriate country code on the disbursement voucher if affecting the International Balance of Payment (IBOP). If the bill is expressed in a foreign currency but paid in U.S. currency, show the rate of exchange in effect at the time of payment. If an activity is operating without a DO while OCONUS, all payments will be made by the nearest DOD or U.S. DO.

   a. PAYMENTS FOR MOVEMENT OF HOUSEHOLD GOODS. Claims for reimbursement of costs for shipment of household goods under permanent change-of-station orders, shipments authorized under temporary additional duty orders and local movement of household goods in connection with assignment to or vacating government quarters when directed by competent authority due to the quarters becoming uninhabitable will be made by the household goods office in lieu of the tactical DO.

   b. PAYMENTS FOR LOSS OR DAMAGE TO PERSONAL PROPERTY. Claims for reimbursement of loss or damage to personal property must be investigated by the appropriate adjudicating authority prior to payment by the servicing DO.

   c. PURCHASES AND SERVICES. Payment for purchases or services will be made by the activity designated in the contract/purchase order. If a paying office is not designated, forward the contract/purchase order, along with supporting documents, to DFAS-Cleveland for payment. Any bills received for a decommissioned ship will also be forwarded for review and payment by DFAS-Cleveland. The phone number for vendors’ pay in DFAS-Cleveland is 1-800-756-4571, select Option (2) then Option (4).

   d. DEALERS’ BILLS. Dealers’ bills will be submitted to DFAS-Cleveland for payment for activities located in CONUS or Hawaii, even if the activity incurring the expense is not at its homeport. In this case, the supply officer will make every effort to have all dealers’ bills properly certified and forwarded to DFAS-Cleveland before leaving that port. By contrast, payments for delivery of merchandise or services provided by a foreign vendor to an activity located OCONUS will be made by the servicing DO. Under no circumstances will a local or servicing DO for an activity pay dealers’ bills while in CONUS or Hawaii. In the case of ships leaving a foreign port, however, the supply officer shall make every effort to prepare and pay all disbursement vouchers covering dealers’ bills for materials (including ship’s store stock) or services from foreign vendors. If payment of the dealers’ bills cannot be made to foreign vendors before a ship leaves port, then arrangements for payment of the bills shall be made with local U.S. military or State Department representatives, or in accordance with the governing fleet and area commander’s directive. It must also be noted that Title 7 of the U.S. General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies and the
U.S. Treasury Financial Manual require that paying office controls over disbursements include the necessary safeguards to prevent duplicate payments. See subparagraph 10011 C above for vendor pay contact information.

e. PAYMENTS FOR TRAVEL AND/OR OFFICIAL EXPENSES. Refer to DoD FMR, Volume 9 and the Joint Travel Regulations for instructions regarding entitlements, advances and preparation and settlement of travel claims.

f. PAYMENTS TO WITNESSES. Refer to JTR, Chapter 7 for further details.

g. CLAIMS FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS. Refer to DoD FMR, Volume 9, Chapter 8 for further details. Payment will be made based on completion of a Claim for Reimbursement of Expenditures on Official Business (SF 1164).

h. CLAIMS FOR REIMBURSEMENT OF LOSS OR DAMAGE TO CLOTHING BY THE ACTIVITY’S LAUNDRY/DRY-CLEANING FACILITY. Refer to Ships’ Store Afloat Manual, NAVSUP Publication 487, Chapter 8, paragraph 8202 for further details.

i. REIMBURSEMENTS TO A NON-APPROPRIATED FUND MESS FOR UNITED STATES NAVAL ACADEMY (USNA) AND NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) MIDSHIPMEN. Refer to NAVSUP Publication 486, Chapter 2 and Midshipman Summer Training Manual, Chapter 2, paragraph 212 and Chapter 7, paragraph 708 for further details.

j. DISBURSEMENT OF SHIP’S STORE PROFITS FOR THE MORALE, WELFARE AND RECREATION FUND TO THE COMMANDING OFFICERS OF SHIPS. Refer to the Ship’s Store Afloat Manual (NAVSUP Publication 487), Chapter 8, paragraph 8301 for further details and NAVSUP P-727, Chapter 5, par 5.10. A sample disbursement voucher is provided in Figure 10-2 of this chapter.

k. PAYMENTS FOR HEALTH AND COMFORT ITEMS. Refer to DoD FMR, Volume 10, Chapter 12, paragraph 120325, the Ship’s Store Afloat Manual (NAVSUP Publication 487), Chapter 7 and DJMPS PTG, Part 4, Chapter 8 for further details. Claims for reimbursement will be submitted on a Request and Receipt for Health and Comfort Supplies (DD Form 504) or Clothing Requisition Receipt (NAVSUP Form 28/28A).

l. AUTHORIZED PAYMENTS FOR MEDICAL AND DENTAL CARE FURNISHED BY CIVILIAN NON-FEDERAL SOURCES. Refer to Naval Medical Command Instruction NAVMEDCOMINST 6320.72 and DoD FMR, Volume 10, paragraph 120317 for further details.

m. PAYMENTS FOR CLAIMS FOR REIMBURSEMENT OF PAYMENTS MADE TO CAR RENTAL AGENCIES FOR THE COST OF DEDUCTIBLE DAMAGE TO RENTED VEHICLES OCCURRED DURING THE PERFORMANCE OF OFFICIAL BUSINESS. Refer to JTR, Chapter 3 for further details. Claims for reimbursement will be submitted on the Travel Voucher or Subvoucher (DD Form 1351-2).

n. PAYMENTS OF TUITION AID CLAIMS OF NAVY MEMBERS. Refer to Chief of Naval Education and Training Instruction, CNETINST 1560.3 (series), Chapter 3, and DoD FMR, Volume 10, Chapter 12, paragraph 120327 for further details.
o. PAYMENTS FOR EXPENSES IN CONNECTION WITH ACTIVITIES OF THE INFORMATIONAL PROGRAM FOR FOREIGN MILITARY TRAINEES AND VISITORS TO THE UNITED STATES. Refer to Secretary of the Navy Instruction, SECNAVINST 4950.4 (series), Chapter 11, Section VI and Chapter 12 Section V for further details.

p. COSTS OF UNAUTHORIZED/UNOFFICIAL USE OF SHIP-TO-SHORE TELEPHONE SERVICE. Refer to DoD FMR, Volume 10, Chapter 12, paragraph 120326 for further details.

q. REWARDS. Payments of rewards are normally made by a servicing shore command. Refer to DoD FMR, Volume 10, Chapter 12, paragraph 120323 (Rewards for Recovery of Lost DOD Property) and Volume 12, Chapter 17 for further details. The amount and administering command for each type of reward offered is shown in the following subparagraphs as well as the governing instruction and accounting data to be used, where available. Payments will be made on an SF 1034 unless otherwise noted. Any proposals for creating a new reward or increasing the amount of an established one must be requested by the commanding officer (CO), or senior officer present, of the bureau or command having cognizance of the lost material and forwarded to the Secretary of the Navy via the Director, DFAS-Cleveland, 1240 East Ninth Street, Cleveland, OH 44199-2055. A member of the Armed Forces or other salaried officer or employee of the U.S. Government is not eligible to receive a reward.

(1) Lost mines. Up to $100.00 for recovery or information leading to recovery - contact Naval Mine Engineering Facility, Yorktown, VA.

(2) Lost torpedoes, mobile targets and self-propelled mines. Up to $500.00 (up to $250.00 for a major component) for recovery or information leading to recovery - contact Naval Underwater Systems Center, Newport, RI.

(3) Lost aircraft and lost target pilotless aircraft and aircraft equipment. Up to $500.00 (up to $100.00 for aircraft equipment) for recovery or information leading to recovery - charge the O&M allotment of the reporting custodian of the recovered aircraft or the custodian of the aircraft equipment.

(4) Lost submarine target training devices. $100.00 for recovery – charge the O&M allotment for Naval Training Equipment Center.

(5) Lost radio equipped buoys. Up to $500.00 for recovery or information leading to recovery - charge the appropriation for Navy Working Capital Fund (NWCF), 97X4930, subhead NH4A.

(6) Transponder type balloon equipment. Up to $150.00 for recovery or information leading to recovery - charge the appropriation for NWCF, 97X4930, subhead NH4A.

(7) Lost payload - reentry capsules. Up to $100.00 for recovery or information leading to recovery - charge the O&M allotment for the Pacific Missile Range.

(8) Lost radio sonobuoys. $25.00 for recovery or information leading to recovery - contact Commanding Officers, Naval Inshore Undersea Warfare Group ONE and Group TWO and Naval Ship Research and Development Laboratory, Panama City, FL. Charge the O&M allotments for Naval Inshore Undersea Warfare Group ONE or Group TWO accordingly.
(9) Lost elliptical parabolic hyperbolic high-speed depth recorders. $25.00 for recovery or information leading to recovery - charge the O&M allotments for Naval Research and Development Laboratory, Panama City, FL.

(10) Lost oceanographic instruments. Up to $100.00 for recovery or information leading to recovery - charge the O&M allotment for the Naval Oceanographic Office.

(11) Lost detectors, sensors, simulators and associated equipment. Up to $250.00 for recovery or information relating to recovery - contact Commander, Naval Surface Weapons Center. Charge the payment of the reward to the project using the equipment at the time of the loss.

(12) Return of absentees. Refer to DoD FMR, Volume 10, Chapter 12, paragraph 120212 for further details. The following conditions and procedures apply for payment of the reward associated with the return of absentees.

(a) Use the following accounting data as appropriate for payment of rewards, actual expenses and subsistence costs:

17*1453.2260 000 60600 0 000022 2D 000000 000000071165 (Apprehension, Retention and Return of Navy Prisoners); or

17*1453.2260 000 60600 0 000022 2D 000000 000000074146 (Travel of Navy Guards).

r. INCENTIVE CASH AWARDS/BENEFICIAL SUGGESTION AWARDS. Refer to OPNAVINST 1650.8 (series) and DoD FMR, Volume 10, Chapter 12, paragraph 120306 for further details. Awards are subject to a federal income tax withheld rate of 25% (except if paid while in a combat zone tax exclusion area), but are not subject to the provisions of the Federal Insurance Contributions Act. Awards will be paid by DFAS-Cleveland Vendor Pay Standard Accounting and Reporting System-One Pay for Navy via Electronic Funds Transfer (EFT).

s. OTHER DISBURSEMENTS. The following types of disbursements may also be paid by DOs receiving the material or services:

(1) Dealers’ bills for subsistence and quarters purchased by military personnel authorized in accordance with DoD FMR Volume 5 and NAVSUP P-486, Food Service Management;

(2) The cost of board and care of Navy members incurred by civil authorities;

(3) Canal tolls;

(4) Post office box rental;

(5) Street car, bus, bridge or road toll tickets and tokens;

(6) Reimbursement of various expenses for naval personnel;

(7) Official documents or authorized official entertainment;
(8) Mileage, per diem and other miscellaneous expenses incident to official travel; and

(9) Fees for medical/dental lecturers utilized in the medical department training programs, and other visiting lecturers and clergymen.
PART C: AFLOAT FOREIGN CURRENCY TRANSACTIONS

10020 GENERAL

1. The purchase of foreign currency by afloat DOs is generally not required since foreign currency transactions are handled by the husbanding Service Provider. However, a situation may occur which necessitates its purchase. In order for the DO to make the purchase, he/she must be authorized in writing by the CO. Generally, foreign currency will be purchased in an amount commensurate with immediate disbursing needs (not to exceed a five to seven day supply). Foreign currency transactions will be conducted only with authorized individuals and vendors for official purposes as outlined in DoD FMR, Volume 5, Chapter 12 and Chapter 13, paragraph 130301. Refer to DoD FMR, Volume 5, Chapter 13, paragraphs 130401 - 130402 for instructions regarding the documentation required to account for revaluation gains and losses.

2. Figures 10-3 and 10-4 of this chapter show samples of the collection and disbursement vouchers, respectively, prepared to document a revaluation. Figures 10-5 and 10-6 show Daily Statements of Accountability (DD Forms 2657) entries to record a gain both before and at month end. Figure 10-5 (November 1st) shows initial receipt of a gain due to foreign currency transactions. The gain is not yet vouchered and is reported on line 2.3. This transaction must be supported with a journal voucher (OF-1017-G). Figure 10-6 (November 30th) shows the gain credited to a miscellaneous receipt account (17X6763.0000) and documented on a formal collection voucher (DD Form 1131).

10021 PURCHASE

Where use of foreign currency is necessary, the currency shall be obtained by one or more of the following methods listed below in the order of preference.

   a. DOD CONTRACT MILITARY BANKING FACILITY (MBF). The DO will issue an exchange-for-cash check to purchase foreign currency through an MBF according to DoD FMR Volume 5, Chapter 13, paragraph 130203.

   b. U.S. GOVERNMENT SOURCES. Refer to DoD FMR Volume 5, Chapter 13, paragraph 130204.

   c. COMMERCIAL SOURCES. Refer to DoD FMR Volume 5, Chapter 13, paragraphs 130205 and 130208.

   d. REPURCHASE FROM INDIVIDUALS. Foreign currency will not be repurchased by DOs from individuals in those countries served by MBFs under DOD contract. In countries not served by contract MBFs, DOs may repurchase foreign currency or instruments payable in foreign currency in exchange for U.S. dollars or dollar instruments from individuals prior to their departure on home leave or after termination of their foreign assignment. In providing this service, DOs will ensure compliance with the following subparagraphs:

      (1) If the amount of foreign currency presented does not exceed the sum of the individual's salary and allowances for two bi-weekly pay periods, then it may be repurchased without requiring documentation of any kind from the departing individual.
(2) If the amount of foreign currency presented exceeds the amount authorized in DoD FMR Volume 5, Chapter 12, subparagraph 120404.E.1, then the individual presenting such currency will submit a written application to the Commander for approval of the repurchase. The application will contain a statement describing the source of the currency and a statement affirming that none of the currency was acquired in violation of local regulations or exchange control laws of the country concerned.

(3) The repurchase of the foreign currency with U.S. dollars will be commensurate with the DO’s immediate foreign currency disbursing requirements as prescribed in DoD FMR, Volume 5, Chapter 13.

(4) The foreign currency will be repurchased at the prevailing market rate.

(5) DOs may repurchase foreign currency from Navy personnel afloat subject to the following additional conditions:

(a) The DO has need for the foreign currency or can dispose of the foreign currency by exchange for dollars or by official expenditures within 30 days; and

(b) The individual requesting the exchange of foreign currency may not, upon returning afloat, convert an amount of foreign currency greater than the amount purchased by him from the Navy DO before going ashore, as evidenced by the DO’s records.

10022 DISPOSAL

DOs may dispose of foreign currency by utilizing any of the methods listed below in order of preference.

a. PAYMENTS AND SALES TO AUTHORIZED PERSONNEL. Refer to DoD FMR, Volume 5, Chapter 13, paragraph 130301.

b. DISPOSITION OF EXCESS FOREIGN FUNDS. Refer to DoD FMR, Volume 5, Chapter 13, paragraph 130302.

c. SALE TO ANOTHER DOD DO. Refer to DoD FMR, Volume 5, Chapter 13, paragraph 130303.

d. SALE TO AN MBF. Refer to DoD FMR, Volume 5, Chapter 13, paragraph 130304.

e. SALE THROUGH COMMERCIAL CHANNELS. Refer to DoD FMR, Volume 5, Chapter 13, paragraph 130305.

f. DEPOSIT OF NEGOTIABLE INSTRUMENTS. The deposit of negotiable instruments will be made to a Federal Reserve Bank (FRB) or branch or CITIBANK depending on the type of instrument as described in DoD FMR, Volume 5, Chapter 13, paragraphs 130306 A through C.

g. DEPOSIT OF FOREIGN CURRENCY. If a DO is unable to dispose of foreign currency through any of the methods listed in subparagraphs A through E above, then the currency may
be mailed to Bank of America via the instructions outlined in DoD FMR, Volume 5, paragraph 130306E.

10023 REQUIRED DOCUMENTATION

The following documents must be maintained when conducting foreign currency transactions:

a. CERTIFICATE OR STATEMENT. Refer to DoD FMR, Volume 5, Chapter 13, paragraph 130202.

b. FOREIGN CURRENCY CONTROL RECORD (DD Form 2663). Refer to DoD FMR, Volume 5, Chapter 16, paragraphs 160101 through 160103 for requirements and detailed instructions in preparing the DD Form 2663.

c. CURRENCY EXCHANGE RECORD/RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS (DD Form 2664). The DD Form 2664 will be maintained daily to record all accommodation exchange transactions conducted in foreign currency with every individual. Refer to DoD FMR, Volume 5, Chapter 12, Figure 12-1 for an example of a completed DD Form 2664.

10024 REPORTING REQUIREMENTS

On a quarterly basis, each DO dealing with foreign currency must submit the following reports shown below to DFAS-Cleveland. Refer to DoD FMR, Volume 5, Chapter 16, paragraph 130703 for further information regarding required content for each report. The three reports may be combined into one document as shown in Figure 10-7 of this chapter.


c. Report of Foreign Exchange Received by DO’s and Credited Immediately to Miscellaneous Receipt Accounts of the Department of the Treasury.

10025 LIMITED DEPOSITARY ACCOUNT (LDA)

1. Refer to DoD FMR, Volume 5, Chapter 14 for detailed information regarding an LDA. Following is a general guideline to assist with establishing and maintaining the account.

   a. GENERAL. DOs are authorized to maintain official LDAs for check payments or EFTs in foreign currency with banks that have been designated by the Department of the Treasury as “Depositaries of Public Moneys of the U.S.” A separate LDA will be established and maintained for each foreign currency account. Prior to commencing any LDA business, the CO will certify by letter, the name and rank of the DO assigned to the activity and state that the DO is authorized to maintain accounts with official funds of the United States in the name of the activity. In the case of a centralized DO, the CO’s letter will reference the deputy or other agent who will maintain the account. The letter will certify that the account is to be subject to checks issued by the DO, his/her successors in office, and other deputies or agents who may be
appointed. The letter will also contain the specimen signature of the DO, deputies and agents and a certification that the signatures belong to those personnel authorized to transact business with the LDA. Daily balances in the LDA will be as near to zero as possible but must not exceed an amount determined to be that of immediate disbursing requirements (a five-seven day supply).

b. CONDUCTING BUSINESS. All disbursement vouchers paid by a check drawn on the LDA will be annotated “LDA Check No. ____.” In addition, a record of all LDA checks issued will be maintained that contains the information required in DoD FMR, Volume 5, Chapter 14, paragraph 140301.B. Utilization of the Returned and Undeliverable Check/Bond Record (DD Form 2658) is recommended for this purpose. A separate record will be maintained for each LDA checking account.

c. BALANCE VERIFICATION. Periodic statements from the LD listing the paid checks by number and amount, certified by an officer of the bank and the DO, will be satisfactory evidence of payment. The certification by the bank will state: “I certify that the above is a true and correct list of all checks paid by this bank and charged to the account shown in the heading during the period covered by this statement and that the originals of such checks are on file in this bank and are required to be held for ____ years” or words to that effect. The certification by the DO will show that the bank statement has been reconciled with the disbursing records and found to be in agreement.

d. LDA REVIEWS. Refer to DoD FMR, Volume 5, Chapter 14, paragraph 140307.

e. RECORDS MAINTENANCE. DOs are responsible for maintaining the controls and safeguards necessary to assure the drawing of LDA checks in strict conformance to disbursement vouchers as certified. LDAs are a part of the DO’s accountability for public funds and are not recorded in agency accounting records until disbursements and collections are properly vouchered. For this reason, records maintained by the DO will be complete, accurate and available for audit to ensure the integrity of the LDAs.

f. REPORTING REQUIREMENTS. Refer to DoD FMR, Volume 5, Chapter 14, paragraph 140902. Refer to DoD FMR, Volume 5, Chapter 14, paragraph 140903 for detailed instructions regarding preparation of the SF 1149.
Part D: MISCELLANEOUS DISBURSING OFFICER (DO) ACCOUNTABILITY PROCEDURES

This section highlights some of the basic procedures used in maintaining the accountability of afloat DOs.

10030 COMMON DAILY TRANSACTIONS

1. DoD FMR, Volume 5, Chapter 3 requires each custodian of public funds to prepare a Daily Agent Accountability Summary (DD Form 2665) and each DO to prepare a Daily Statement of Accountability (DD Form 2657) for each day business is transacted by the individual.

2. Figures 10-5 through 10-12 of this chapter are provided to illustrate entries on the DD Form 2657 for some of the most common transactions performed by afloat DOs such as Navy Cash transactions, check cashing and ship’s store collections. Figure 10-13 provides a sample of a completed Journal Voucher (OF 1017-G) showing required entries.

10031 U.S. TREASURY CHECKS

1. Refer to DoD FMR, Volume 5, Chapters 7 and 8 for detailed instructions regarding issuance and maintenance of U.S. Treasury checks. The information below provides a general guidance to conducting U.S. Treasury check business.

   a. Blank Checks. Refer to DoD FMR, Volume 5, Chapter 7, paragraphs 070108 - 070109 for further details.

   b. Check Preparation and Issuance. An additional record will be maintained of all U.S. Treasury checks issued on the Returned and Undeliverable Check/Bond Record (DD Form 2658). The DO will release the check only to the payee, or his/her designated representative, and will obtain their signature on the DD Form 2658 prior to delivery of the check. If the check is to be mailed in lieu of hand delivered, the DO will show the address to which it was mailed in the column reserved for the payee’s signature. In all instances, the date the check was delivered or mailed will be shown in the final column “Date of Disposition.” When issuing an exchange-for-cash check, a Journal Voucher (OF 1017-G) must be prepared as supporting documentation which shows the date of issue, check number, amount and reason for issue. Refer to DoD FMR, Volume 5, Chapter 7, paragraph 070303 for further details on preparation of U.S. Treasury checks.

   c. Check Disposition. Disposition requirements for the following types of checks will be found in the references noted.

      (1) Voided Checks. Report checks voided in the current month to the U.S. Treasury as zero dollar value ($0.00) check issues. Refer to DoD FMR, Volume 5, Chapter 8, paragraph 080202 for further details.

      (2) Canceled Checks. Once a check is returned for any reason after reporting it in the monthly financial returns, it cannot be voided. It must be canceled.
(a) Available - A Schedule of Canceled or Undelivered Check (SF 1098) citing the original appropriation will be used to cancel available checks. If the accounting data cannot be immediately determined, utilize 17F3875 (Budget Clearing Suspense Account). Continuous efforts must be made to remove the amount from the suspense account and into the proper appropriation, but under no circumstances will funds remain in suspense for over sixty days. Transfer the funds to 17R1060 (Forfeitures of Unclaimed Money and Property) via a Voucher and Schedule of Withdrawals and Credits (SF 1081) after sixty days if the correct appropriation has not been determined. Prominently stamp the face of the check to be canceled “Not Negotiable” with other than black ink (preferably red) and mark the reverse side of the check with the collection voucher number assigned to the SF 1098 and the date of collection. Canceled checks will be deposited on a separate deposit ticket with the nearest FRB by the 25th of the month in which received. Refer to DoD FMR, Volume 5, Chapter 8, paragraphs 080304 - 080306 for further details.

(b) Unavailable - When a check is lost, stolen, mutilated or reported as not received by the payee, and it is less than twelve months from the issue date, an electronic Unavailable Check Cancellation (SF 1184) will be prepared to cancel the check. Unnegotiated checks over twelve months old are automatically canceled by the U.S. Treasury. The payee must complete a Statement of Claimant Requesting Recertified Check (DD Form 2660) attesting to nonreceipt of the check and requesting the issuance of a replacement check. Upon receipt, the DO will contact DFAS-Cleveland who will in turn process the SF 1184. Paper copies of the SF 1184 are no longer accepted by the U.S. Treasury. Refer to DoD FMR, Volume 5, Chapter 8, Table 8-1 for a list of reason codes to be used on the SF 1184 for the desired action. The U.S. Treasury will issue a Daily Advice of Status (DAS) for each SF 1184 issued. Refer to DoD FMR, Volume 5, Chapter 8, Table 8-2 for a list of codes and messages used on the DAS advising of the original check status and replacement check issuance guidance. Record the information required in the Recertified Payment Register (DD Form 2662) and maintain a file of all documents associated with the process. Refer to DoD FMR, Volume 5, Chapter 8, paragraphs 080401 - 080409 for further details.

(3) Undeliverable Checks. Checks remaining undelivered to the payee must be stored in the DO’s safe at all times except for immediate delivery to the payee or for cancellation and deposit. Deputies, agents and cashiers are not authorized to hold undelivered checks. Annotate the date of return or receipt of the check due to unsuccessful delivery attempts in the “Date Returned” column of the Returned and Undeliverable Check/Bond Record (DD Form 2658) where the check was originally entered when issued. Undeliverable checks will be canceled after three work days and deposited in accordance with the procedures outlined in paragraph 10031 1.c(2)(a) above. Refer to DoD FMR, Volume 5, Chapter 8, paragraph 080303 for further details.

(4) Canceled Checks Under Limited Payability. The U.S. Treasury has canceled all checks issued before 1 October 1989. Stamp checks issued prior to 1 October 1989 and return to the disbursing office as no longer payable (negotiable) "VOID - NOT NEGOTIABLE" and shred them after confirming receipt of the limited payability cancellation credit. Refer to DoD FMR, Volume 5 Chapter 8, paragraph 080502 for further details.
10032 CHECK CASHING

1. The DO must be authorized by the CO to provide check cashing services to eligible individuals. The command’s check cashing policy must be in writing and will establish the scope of the services offered as well as amount limitations. All checks cashed must be deposited via Over the Counter Channel Application (OTCnet).

2. All negotiable instruments will be endorsed “Pay to the Order of the Disbursing Officer, USS _______________” and be signed by the drawer in the presence of the DO or a member of his staff. If a personal check is made payable to an individual, he/she must endorse it on the reverse side as stated above. All personal checks cashed will be annotated with adequate information to identify the drawer of the check in order for recovery action to be taken if the check is dishonored. A statement consenting to immediate collection from pay if the check is dishonored will be stamped on the face of each check and acknowledged by the drawer’s initials in the blank provided after the statement. DOs utilizing the OTCnet check capture system will place an additional stamp on the face of each check cashed after it is scanned stating “VOID - Electronically Processed” and shred the check upon confirmation of the OTCnet Deposit. Checks shall not be kept any longer than 14 days upon confirmation. Refer to DoD FMR, Volume 5, Chapter 4 for further details.

10033 DISHONORED CHECKS

Upon notification by mail, OTCnet, or some other means that a debit voucher has been processed for his/her DSSN regarding a dishonored check resulting from personal check cashing services, the DO will take immediate action to determine who it belongs to and start collection action. Due to the requirement for each individual to consent to immediate collection from pay if the check is dishonored, notifying the drawer of the check is not necessary prior to cashing the check. Activities under the Personnel Support Detachment (PSD) Afloat organization will forward documentation immediately requiring input of an indebtedness transaction (FID DS01) to start the pay checkage. When the debtor is no longer in the military service, or is an inactive reservist, and all methods and attempts of collection have been exhausted and any further attempts at collection become impractical, the DO will submit a written request for removal of the deficiency to DFAS-NPD/IN. Unlike dishonored checks received from personal check cashing services, the DO is not responsible for collecting the amounts due on dishonored checks received from collection activities, (e.g., ship’s store, ward room mess). These dishonored checks will be removed from the DO’s accountability by recording the debit voucher as a reduction of deposits (line 4.2.A) on the DD Form 2657 and preparing a reverse collection voucher (DD Form 1131), citing the original collection appropriation, as a reduction of reimbursements (line 4.1.E). One copy of the collection voucher and one copy of the dishonored check will be forwarded to the collection activity concerned. Another option is for the collection activities, (e.g., ship’s store, ward room mess) to buy back the dishonored check from the DO. It is the responsibility of the collection activity to pursue collection action. If collection attempts are vigorously pursued but ultimately fail, the DO may be requested to assist in collection action via input of a pay checkage to the individual’s account. Refer to DoD FMR, Volume 5, Chapter 4, paragraphs 040302, 040304 and 040401 for further details. Figure 10-12 of this chapter provides a sample of the entries required on the DD Form 2657 to post a dishonored check.
1. All receipts (personal checks, U.S. Treasury checks, other negotiable instruments) for deposit may be accumulated until reaching $5,000.00, at which time a deposit must be made; however, regardless of the amount accumulated, a deposit must be made of all check receipts on hand by Thursday of each week. DOs on board naval vessels are required to make an additional deposit of all receipts on hand the last regular business day before leaving port and the first regular business day upon returning from any underway/deployment period in excess of one week.

2. A photocopy of both sides of negotiable instruments will be made and maintained in an active file until the deposit is confirmed, at which time they will be filed with the retained copy of the deposit ticket. Accessing the OTCnet system is required on a daily basis to monitor deposit and debit voucher activity reported to and from the U.S. Treasury. When a mailed deposit has not been reflected in OTCnet and a confirmed copy of the deposit ticket has not been received within a reasonable amount of time, including mailing lag time, initiate follow-up action. Under no circumstances will follow-up action exceed thirty days from the date the deposit was mailed. Refer to DoD FMR, Volume 5, Chapter 5, paragraphs 050201 - 050208 and 050401 - 050403 for further details. Activities utilizing OTCnet check capture system will transmit batches daily to make their deposits and review OTCnet the next day to ensure successful completion of the transmission.

1. The computation utilized for determining the amount to be requested by the DO to hold cash at personal risk can be found in Figure 10-14. The computation will then be compared to the Maximum Cash Levels table (Figure 10-15). If the computation shows a required amount less than the amount shown in Figure 10-15, then utilize the lesser amount. This process is to be used by all DOs aboard Navy vessels. The request will be submitted 1 October and 1 April of each fiscal year, regardless if there is any change in the cash requirements. Refer to DoD FMR, Volume 5, Chapter 3, paras. 030104 - 030105 for further details.
2. The DO may request to increase the amount computed when special circumstances exist, such as periods of underway and deployment. The request must include the reason for the increase and the duration and must be approved by the TYCOM.

10037 CASH VERIFICATION TEAM (CVT)

1. Appointment to the CVT will be made by the CO in writing and include at least two qualified personnel. For tactical units and Navy vessels, the senior member of the CVT will be the Supply Officer or a senior member of the supply department. Refer to DoD FMR, Volume 5, Chapter 3 for further details. Procedures outlined in DoD FMR, Volume 5, Appendix A and NAVSUP P-727, Chapter 8, paragraphs 8.11.1 - 8.11.2 and 8.15.25 will be utilized when conducting each quarterly cash verification and preparing the report to the CO of the CVT findings. The report will be prepared according to the specifications noted in DoD FMR, Volume 5, Appendix A, paragraph A00102.G.

2. The senior member of the CVT will ensure DD Form 2657 and DD Form 2665 are prepared by the DO and his deputies, agents and cashiers, as appropriate, upon commencement of the verification as if for close of business that day. In addition, a statement attesting to the results of the verification will be inserted in the DD Form 2657 as shown below and in the DoD FMR, Volume 5, Appendix A. The following statement will be inserted on each DD Form 2665 and signed by all CVT members performing the quarterly cash verification:

   “On (date) at (time) the undersigned verified by actual count cash in the amount of $_______ and documents held as cash in the amount of $_______ totaling $______, which is (or is not) in agreement with the total agent accountability figure shown on this DD Form 2665 and the DD Form 1081 held by the DO.”

3. All other certification requirements must be met as provided by DoD FMR, Volume 5, paragraphs 270401.B and C and Navy Cash Financial System Standard Operating Procedure, NAVSUP P-727, Chapter 8, paragraph 8.11.2.

4. The senior member of the CVT will retain a permanent file containing all working papers, correspondence and any other pertinent documents relative to each quarterly cash verification.
PART E: FINANCIAL RETURNS FOR NAVAL VESSELS AND TACTICAL UNITS REPORTING MONTHLY

10040 ASSEMBLY OF FINANCIAL RETURNS

1. DOs will mail the original copy of their official financial reports to DFAS-Cleveland on the first business day following the close of the accounting period. See Figure 10-16 for a list of documents and reports to be included in the submission, as well as the DO’s retained records. Although not required by DFAS-Cleveland, generating a detailed listing of U.S. Treasury checks issued each month for retention in the DO’s retained financial returns is strongly recommended in order to aid in researching check issue discrepancies, should they occur. Generally, the financial returns will contain the following (unless there are no transactions of the type for the month):

Transmittal of Statements and Vouchers (DD Form 2666) - documents submitted that are not specifically included in the forms or vouchers section of the transmittal, (e.g., Schedule of Deposit Activity (SODA), Foreign Currency Report (Figure 10-7)) will be listed in the spaces provided in the forms section and all disbursement and collection vouchers enclosed will be listed in the section - A sample DD Form 2666 is shown in Figure 10-17 of this chapter.

Statement of Accountability and Disbursements and Collections (Figure 10-18)
SF 1219 Message Report (Figure 10-19)
Detailed Analysis of Cash and Other Assets (Figure 10-20 with instructions)
DD Form 2657
SF 215 (confirmed copy for Navy Cash transactions/OTCNET deposit document)
SF 5515 (confirmed copy)
Schedule of Deposit Activity (SODA)
Collection Vouchers
Navy Payrolls and Money Lists
Marine Corps Payrolls and Money lists
Disbursement Vouchers
Month End Check Issue Summary (SF 1179)
Foreign Currency Certificates

See Figure 10-16 of this chapter for a complete listing of documents to be submitted with the financial returns.

2. All collection and disbursement vouchers will be grouped by type with separate adding machine tapes. Within each group, arrange the vouchers in numerical sequence. Total the disbursement and collection vouchers separately and attach the adding machine tapes to the SF 1219. Compare the net total with that shown on the SF 1219 to ensure completeness of the package. Review all vouchers thoroughly to ensure the amounts and accounting data reflect the same information as reported on the SF 1219 message report.

10041 PACKAGING

Documents will be grouped, unfolded and flat. When it is necessary to ship more than one parcel, each one will be numbered serially (showing which box of the total shipped) and
appropriately labeled with the contents. The upper left corner of each package will be marked with the name of the DO, DSSN, command name, department concerned and "Financial Reports" for month and year. Also, ensure "Official Business" is printed in the left hand corner below the return address line. Packages mailed from overseas or deployed DOs will be prominently marked "Government Financial Reports Due in Cleveland, OH by month and year. Please Expedite" in order to avoid customs inspection delays. Any of the following may be used as packaging material: boxes, heavy envelopes, folders (envelope or wallet type) or cardboard backings with the package tied together using cord/tape. Cardboard boxes are the preferred packaging material, except when it is known that additional protection may be warranted due to overseas shipment or projected rough handling while in transit. In these cases, hard-sided boxes may be required. If no excess size and weight limitations are imposed by the U.S. Postal Service, forward the financial returns via mail, unless this has proven unreliable or unduly slow in the past. In these instances, as well as when size and weight limitations are imposed, utilize other methods as prescribed in the DoD INST 4525.8 (series) Official Mail Management. Mail the financial returns to:

Defense Finance and Accounting Service - Cleveland
Attn: Accounting Operations, DROO Atlantic Fleet (or Pacific Fleet) -
   DSSN _____, USS _________
   Monthly Financial Reports Enclosed for Month Year
   1240 East Ninth Street Room 1829
   Attn: Code JAFBA
   Cleveland, OH 44199-2055

10042 TURNOVER OF DOS

A final SF 1219 shall be prepared and submitted by the DO being relieved irrespective of the fact that the last day of the accounting period may be other than the last day of the month. The final SF 1219 shall be plainly marked "FINAL" in the blank space directly above the name line. A certificate of transfer shall be inserted on the bottom of the final SF 1219 of the relieved DO stating:

"I have received on date by transfer from officer relieved, total amount, an analysis of which is described in sections I-B and I-C.

(Signature and rank of relieving officer)"

10043 DOCUMENT RETENTION

1. Current DOs. The following documents pertaining to the current month’s business will be maintained in the DO’s safe: Daily Statements of Accountability (DD Forms 2657 with supporting Navy Cash Disbursing Accountability Summary Report and Daily Cash Transaction Ledgers); Daily Agent Accountability Summaries (DD Forms 2665 with supporting Navy Cash Disbursing Transactions Detail Report and Daily Cash Transaction Ledgers); Statements of Agent Officer’s Account (DD Forms 1081); disbursement vouchers (with supporting documents); collection vouchers (with supporting documents); deposit tickets (with copies of checks deposited); and debit vouchers. All files and documents will be maintained in date of payment
order. Retained financial records from prior months are not required to be maintained in the DO’s safe. They will be maintained for 6 years and 3 months in a separate folder by month and consist of the aforementioned items. In addition, include all Journal Vouchers (OFs 1017-G) generated for the month.

2. Prior DOs. The current DO will forward the retained files of financial returns and related disbursing records belonging to the prior DO to a federal records center upon conclusion of a ninety day retention period. If the ship is deployed, the records are not required to be forwarded until its return to homeport and the ninety day retention period is met. Prior to forwarding retained documents for storage, the DO is required to complete a Records Transmittal and Receipt (SF 135) (NSN 7540-00-634-4093) and send to frc-records.request@dfas.mil for review and obtaining the National Archive and Records Administration (NARA) warehouse location accession assignment number.

A sample SF 135 is shown in Figure 10-21 of this chapter. FRC-records request will return the SF 135 with the required information to the DO for enclosure in the boxes for mailing to NARA at:

National Archives and Records Administration
Great Lakes Region
3150 Springboro Road
Dayton, OH  45439-1867
Comm:  (937) 425-0643
Website:  http://www.archives.gov/frc/services/

3. The DO will retain a copy of the SF 135 for his/her files. The preferred shipping cartons may be ordered using NSN 8115-00-117-8249 or 8115-00-290-3379. The records must be maintained by NARA for a period of six years, three months and be readily accessible for review by the DO should inquiries arise.

10044 MESSAGE REPORT STATEMENT OF ACCOUNTABILITY (SF 1219)

A sample SF 1219 message report is shown in Figure 10-19 of this chapter.

1. Submission of the Message Report. The message report must be submitted via naval message and e-mail no later than 10:00 a.m. EDT on the first calendar day following the close of the accounting period. If this day falls on a weekend or holiday, submit the message report by 10:00 a.m. on the preceding workday. The message report will be e-mailed to the following addresses:

ccl-dms-accounting@dfas.mil
disbursing-debtmanagementpolicy@dfas.mil (at least quarterly and upon relief)

2. When relief of a DO occurs at other than end-of-month, the message report of the relieved DO will include only transactions through the date of relief and contain a statement identifying the relieving DO and his/her requirement to submit another message report following the close of the accounting period at the end of the month. The relieving DO will submit another message report, as noted above, including only transactions from the date of commencement of disbursing duty to the end of the accounting period which will contain a statement identifying the
relieved DO and his/her submission of a message report for transactions occurring through the relief date in the current one. Similarly, when a DO temporarily ceases to transact disbursements and collections due to such circumstances as a repair or overhaul period, the disbursement and collection portion of the message report will be submitted identifying the DSSN of the nontactical disbursement office to which the functions were transferred and the total of the transactions through the date of transfer. It will also mention an estimated date of resumption of processing the transactions. At the end of the accounting period, a message report will be prepared in the usual manner except that the collection and disbursement portion will not contain any transactions, but rather a statement that the transactions were submitted prior. Immediately upon resuming disbursing operations, the DO shall notify DFAS-Cleveland by message of the date operations are resumed and the DSSN of the disbursing office from which the responsibility was retrieved if different from the initial DSSN to which transferred. The nontactical command receiving or returning disbursement and collection processing responsibility will also notify DFAS-Cleveland by message of the date and DSSN of the disbursing office from or to which processing responsibility was accepted or returned.

3. Preparation of the Message Report

   a. The portion of the message report entitled “STATEMENT OF ACCOUNTABILITY” reports the DO’s accountability for the month. The DO shall review and balance the message report to ensure there are no errors and that it agrees with the original SF 1219. Normally, the message report is used by the DFAS site as the basis for subsequent reporting to the U.S. Treasury; therefore, once a properly balanced message report has been transmitted, no subsequent changes to the message report are permitted unless specifically authorized by DFAS-Cleveland. The original SF 1219 submitted for the accounting period shall agree with the message report transmitted. If any change, (e.g., another deposit, disbursement or collection voucher) is discovered after a balanced message report has been transmitted, the DO shall not include that change in the original SF 1219, but shall report that change in the financial returns for the following month. Any lines with zero dollar values shall be omitted. Do not round off any figures.

      (1) Transactions During Period Affecting Accountability. Normally, only lines 1.00, 2.1, 4.1, 4.2, and 5.00 (including ending foreign currency balances, if any) from Section I, Part A of the original SF 1219 shall be reported. Lines 2.37 and 4.37 of the original SF 1219, however, shall be included in the report in all cases where DOs at nontactical overseas disbursing offices are authorized to use lines 2.37 and 4.37 on the original SF 1219.

      (2) Analysis of Incumbent Officer’s Accountability. From Section I, Part B of the original SF 1219, report each line number used (including foreign currencies held, if any).

      (3) Analysis of Predecessor Officer’s Accountability. From the original SF 1219, Section I, Part C, DOs at nontactical overseas disbursing offices shall report each line number used. DOs assigned to tactical units and Naval vessels shall report only line 11.0 from this section of the SF 1219.

      (4) Checks Issued and Adjustments for Prior Periods. From the original SF 1219, Section II, Part A, report detailed data by column number. Adjustment month and year of issue shall be shown as YYMMDD, (e.g., issue of May 2000 shall be shown as 000500). Negative amounts of adjustments shall be shown in parentheses, (e.g., a negative adjustment of $2.00 shall be
shown as (2.00)). The total reported for Column 5 shall equal the amount reported for line 2.1 of the message and the amount reported on line 2.1 of Section I, Part A of the original SF 1219. This amount also must be the same amount that is reported on Line 3 in the Summary portion of the SF 1179.

(5) Deposits Presented or Mailed to Bank. The message portion of Section II, Part B shall be in columnar form with headings for: deposit ticket (SF 215) or DV (SF 5515) shown as (DT/DV), document number (NUMBER), date presented or mailed to bank (DATE PRESENTED/MAILED TO BANK) and amount (AMOUNT). The Navy Cash SF 215, OTCnet deposit document, and SF 5515 shall be listed without regard to prior month or current month. Each SF 215 shall be listed by identity (DT), document number (block 1 of SF 215), date presented or mailed (block 2 of SF 215), and amount (block 4 of SF 215).

(a) Each SF 5515 shall be listed by identity (DV), document number (block 1 of SF 5515), document date (block 2 of SF 5515) and amount (block 4 of SF 5515). Dates shall be shown as YYMMDD, (e.g., a deposit presented on 14 November 2008 shall be shown as 081114). Debit amounts shall be shown in parentheses, (e.g., a DV for $250.00 shall be shown as (250.00)). The total of all deposits presented or mailed, minus all debit vouchers shall equal the amount reported for line 4.2 of the message and the amount reported on line 4.2 of Section I, Part A, of the hard copy SF 1219. This amount must also be the same amount as reported on line 20.0 (20.1 + 20.2) on the SODA. The SF 1179 is for U.S. Treasury checks.

b. The lower portion of the message report is the basis for reporting to the U.S. Treasury the net of disbursements by appropriation and subhead (if any). Transactions shall be reported by category code, appropriation and subhead (if any) and, if appropriate, by program element/budget project and/or reimbursement source code, and amount. Do not round off any figures. Category codes for this purpose are shown below. The total of category codes 1 and 4 minus the total of category codes 7 and 8 shall equal the total net disbursements reported for line 4.1 of the message and the amount reported on line 4.1 of Section I, Part A, of the original SF 1219.

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>public vouchers</td>
</tr>
<tr>
<td>4</td>
<td>military payrolls</td>
</tr>
<tr>
<td>7</td>
<td>collections not covered under code 8</td>
</tr>
<tr>
<td>8</td>
<td>collections from ships’ stores deployed in foreign waters (applicable to Naval vessels that have visited or shall visit at a foreign port during a tour)</td>
</tr>
</tbody>
</table>

4. Message Report Format. At least three spaces shall separate each column (or sub-column) in the body of the message. As mentioned previously, Figure 10-19 of this chapter provides a sample of the SF 1219 message report.
Part F: SUSPENSE ACCOUNTS

10050 CLEARING/ HOLDING ACCOUNTS

Treasury Budget Clearing Accounts and Deposit Fund Accounts, also known as suspense accounts, are used to temporarily post balances of unidentified disbursements and collections. The following are the most common suspense appropriations used by Navy DOs:

Clearing/Holding Accounts-
17F3875  Budget Clearing Account (Suspense)
17F3880  Unavailable Check Cancellation and Overpayments (Suspense)
17F3885  Undistributed Intergovernmental Payments (Interfund)
17F3885.007  Undistributed Intergovernmental Payments and Collections (IPAC)

Deposit Fund/Holding Accounts-
17X6500.1220  Advances Without Orders from Non-Federal Sources
17X6501  Small Escrow Amounts
17X6276  Other Federal Payroll Withholding, Allotments

10051 DOS' RESPONSIBILITIES

The DO is responsible for ensuring valid and correct accounting data is used on all disbursement and collection vouchers and that the suspense accounts are not used as default lines of accounting; however, so as not to delay end-of-month closing, a transaction with an invalid line of accounting, critical error or incomplete transactional data is placed in suspense to be corrected at a later date. Transactions posted to a Budget Clearing Account is maintained in the Suspense Aging and Monitoring System (SAMS) (access at website https://mzd-2.mech.disa.mil/sams) or the Unavailable Check Cancellation/Limited Payability System (RECERT) until the transaction is corrected and ready for processing. Transactions posted to a Deposit Fund Account are not aged, but are reported in the Suspense Account Report.

Disbursements must be cleared within sixty days of posting to a suspense account. The DO will request documentation from the certifying officer in order to identify the proper appropriation and clear the transaction or, if it cannot be determined, process it as an erroneous/improper payment in accordance with DoD FMR, Volume 5, Chapter 6, paragraphs 060501 - 060503.

Unidentified collections must also be cleared from suspense accounts within sixty days by transferring the amount, via an SF 1081, to appropriation 17R3210 (General Fund Proprietary Receipts, Defense Military, Not Otherwise Classified) if the correct line of accounting cannot be determined. An overage of funds will be transferred from suspense appropriation 17F3875 to 17R1060 (Forfeiture of Unclaimed Money and Property) upon failure to determine its cause within the sixty day time limit. Refer to the provisions of DoD FMR, Volume 3, Chapter 11, paragraphs 1107 - 1108 and the Navy Fund Balance with Treasury Process Analysis Document, Version 1-1, paragraphs 7.6.1 - 7.6.4 for further details.
PART G: LOSSES AND OVERAGES OF FUNDS

10060 REPORTING REQUIREMENTS

Reporting requirements and detailed instructions for recording, investigating and reporting losses and overages of funds can be found in DoD FMR, Volume 5, Chapter 6. Losses of funds will be recorded as a decrease to line 6.2A (U.S. Currency/Coinage on Hand) or 6.2B (Foreign Currency/ Coinage on Hand) of the DD Form 2657 and as an increase to line 7.3 (Loss of Funds). If the loss is due to an incorrect, improper or illegal payment, it may be necessary to prepare a collection voucher to transfer the amount of the payment back into the appropriation from which it was disbursed by increasing line 4.1B (Less-Refunds) and line 7.3. Overages of funds will be recorded as an increase to line 4.1D (Less-Receipts) and an increase to line 6.2A (or 6.2B). In all instances of losses and overages, a Subsidiary Accountability Record (DD Form 2667) will be prepared and entries recorded daily, or whenever necessary, to report the irregularities. Complete the field “Purpose of Record” with either Cumulative Losses of Funds or Overages of Funds accordingly. Refer to DoD FMR, Volume 5, Chapter 6, paragraph 060204 for further details. Do not offset an overage of funds against a loss of funds unless they are obviously related. They cannot be offset, however, if they occur on different business days. The DD Form 2667 prepared for cumulative losses will be forwarded monthly to DFAS-NPD/IN within ten calendar days after the end of the month by either e-mail to disbursing-debtmanagementpolicy@dfas.mil, FAX to DSN 699-0828 or commercial (317) 510-0828 or mail to Defense Finance and Accounting Service, Disbursing/Debt Management Policy Division, Policy and Performance Management Directorate (DFAS-NPD/IN), 8899 E. 56th Street, Column 329F, Indianapolis, IN 46249-0500. A brief overview is provided below.

10061 MAJOR LOSS OF FUNDS

A loss of funds in the amount of $750.00 or more, or in any amount where there is evidence that fraud or theft has occurred, is considered a major loss of funds. The DO must make written notification to the CO within twenty-four hours of discovery of the loss after verifying all entries on the DD Form 2657/DD Form 2665. The CO will submit a report to DFAS-NPD/IN upon notification of the loss of funds from the DO, appoint in writing an investigating board to oversee the investigation and provide technical advice and appoint in writing an investigating officer to perform the review. For further guidance and details of the investigating board and report of investigation (ROI) refer to DoD FMR, Volume 5, Chapter 6, paragraph 060205. Include a recommendation as to whether or not relief of the liability of the loss should be granted. A copy of the report will be forwarded to the CO, type commander and DFAS-NPD/IN for additional comments and recommendations. DFAS-NPD/IN will forward the report and its recommendation for relief of liability to DFAS-DA (Director of Accounting) for a final decision. DFAS-NPD/IN will inform all parties of the decision and the proper action will then be taken to clear the irregularity.

10062 MINOR LOSS OF FUNDS

A loss of funds in an amount of less than $750.00 is considered a minor loss of funds. In addition to the cumulative DD Form 2667 on which all losses are reported, an additional DD Form 2667 must be prepared showing all minor losses for the quarter. Complete the “Purpose of Record” field with Minor Loss of Funds Report Start - End of Quarter Dates and mail the
quarterly report with all required supporting documentation (including the investigatory report for each entry on DD Form 2667) to the DFAS-NPD/IN not later than the fifth workday following the end of the quarter or, upon the DO’s relief from disbursing duty, not later than the fifth workday following the date of relief. When the report is submitted upon a DO’s relief from disbursing duty, the transmittal letter shall contain the statement, “Submitted due to relief of the DO effective date.” Refer to DoD FMR, Volume 5, Chapter 6, paragraph 060402.D for further details. On the very first DD Form 2657 prepared by the relieving DO, the loss of funds on line 7.3 will be reflected in Section III, line 9.3 of the DD Form 2657. Additionally, the incumbent DO shall retain all correspondence related to the request for relief of liability submitted by the predecessor DO. The same procedures and routing directions apply upon receipt of the quarterly minor loss report by DFAS-NPD/IN as applies to major losses of funds. Minor losses of funds over $300.00 will be investigated by and the report prepared by someone other than disbursing office personnel. The individual will be appointed by the CO and will have knowledge of disbursing office operations, (e.g., a CVT member). The ROI will be prepared in accordance with the provisions of DoD FMR, Volume 5, Chapter 6, paragraph 060205.B.2. Minor losses of funds in the amount accordance with the provisions of DoD FMR, Volume 5, Chapter 6, paragraph 060402.C.2 of $300.00 or less will be investigated by and the report prepared by the DO, unless he/she incurred the loss, then the primary deputy will conduct the investigation and prepare the report. The report will be prepared in accordance with the provisions of DoD FMR, Volume 5, Chapter 6, paragraphs 060402.C.1 and 060205.B.2.

10063 OVERAGE OF FUNDS

1. Generally, an overage of funds will be collected into appropriation 17F3875 (Budget Clearing Account) pending research of its cause and then transferred via a Voucher and Schedule of Withdrawals and Credits (SF 1081) to its correct location. If the proper appropriation cannot be determined, the amount will be transferred via SF 1081 to the U.S. Treasury receipt account 17R1060 (Forfeiture of Unclaimed Money and Property).

2. A formal investigation and report is not required for overages of funds unless there is an indication of fraud or other criminal act. If that is determined to be the case, follow the provisions of DoD FMR, Volume 5, Chapter 6, paragraph 060103. A separate DD Form 2667 will be maintained for tracking overages and will be restarted at the beginning of each quarter. Annotate the DD Form 2667 when disposition of an overage is completed. Forward a copy of the DD Form 2667 to DFAS-NPD/IN not later than the fifth workday following the end of each calendar quarter and, when a DO is relieved from disbursing duty, not later than the fifth workday following the date of relief. If the report is being submitted because of relief from disbursing duty, then the transmittal letter shall contain the statement “Submitted due to relief of the DO effective (enter date relieved).”
PART H: SAFEKEEPING DEPOSITS

10070 GENERAL

Refer to DoD FMR, Volume 5, Chapter 27 for further details. Items having an intrinsic value and which require additional protection, may be accepted as deposits for safekeeping. Deposits will be limited to funds, jewelry and negotiable instruments such as bonds, credit cards, traveler's checks and checkbooks. Items such as wallets, photographs, keys or letters have no intrinsic value and will not be accepted as safekeeping.

10071 APPOINTMENT

The safekeeping deposit custodial office must be appointed in writing by the CO. The letter will state the specific duties the custodian is authorized to perform and contain an acceptance to the position. The acceptance must state “I acknowledge that I am strictly liable to the United States for all funds under my control” and that he/she has been counseled with regard to pecuniary liability for safekeeping deposits and has been given written operating instructions.

10072 DEPOSITS AND WITHDRAWALS

Refer to DoD FMR, Volume 5, Chapter 27, paragraphs 270301 and 270302.

10073 TURNOVER OF CUSTODIAL OFFICERS

Refer to DoD FMR, Volume 5, Chapter 27, paragraph 270403.

10074 BALANCING FREQUENCY

1. On the last day of each month, the custodial officer will balance and verify all safekeeping deposits and maintain a record of such by entering the statement shown in DoD FMR, Volume 5, Chapter 27, paragraph 270401 on the last DD Form 2674 issued.

2. In addition, CVT will incorporate verification of safekeeping deposits, including the Navy Cash, into their quarterly cash verification procedures and include the results in the report to the CO. The CVT will enter the statements shown in DoD FMR, Volume 5, Chapter 27, paragraph 270402 on the last DD Form 2674 issued.
PART I: NAVY POSTAL FUNDS

10080 GENERAL

Regulations and instructions concerning the operation of the Military Postal Service (MPS) aboard naval vessels to include procedures for inspections and audits are set forth in the DoD Postal Manual, DoD 4525.6-M, Chapter 12 and OPNAVINST 5112.6 (series).
PART J: NAVY CASH FINANCIAL SYSTEM

10090 REQUIRED TASKS

The following was extracted in its entirety from the NAVSUP P-727, Version 1.13 (ships with Navy Cash prior to 1.4.7), Version 1.14 (ships with Navy Cash version 1.4.7 build 0), and Version 1.15 (ships with Navy Cash version 1.4.7.1 or later), Appendix J, and is meant as a general guide for maintaining the Navy Cash system. Refer to the manual for any further information and details required (Chapter 8 is devoted to disbursing operations procedures).

10091 MISCELLANEOUS PROCEDURES

In addition to the above tasks, several other procedures merit mentioning or emphasizing. They are discussed below.

a. Letters of Authority. The CO will make a written appointment to the DO as the Navy Cash Accountable Officer. Written acceptance to the position is required. The appointment letter will state the specific duties authorized to be performed by the Navy Cash Accountable Officer. The Navy Cash Accountable Officer will appoint Navy Cash deputies via the use of a DD Form 577, Appointment/Termination Record-Authorized Signature. Refer to Navy Cash SOP Change Notice 2014-005. Sample letters are shown in NAVSUP P-727, Chapter 8, paragraphs 8.15.1 - 8.15.2.

To facilitate effective management and administration of Navy Cash operations, each ship will develop a ship’s instruction outlining specific internal procedures and controls for Navy Cash. Refer to NAVSUP P-727, Appendix K, for a sample of the instruction.

b. Navy Cash Bulk Card Log. A separate log will be maintained for each type of card (permanent, temporary/instant issue and visitor). At least once each calendar month all Navy Cash cards shall be inventoried and an entry recorded in the bulk card log to document the inventory. A detailed record of the inventory, to include total cards on hand and sequential serial numbers, by card type, shall be retained in the disbursing office, and a copy shall be given to the quarterly CVT as an attachment to their quarterly verification report. Refer to NAVSUP P-727, Chapter 8, paragraph 8.3.1-e for further details.

c. Navy Cash Card Issue Log. A separate log will be maintained for each type of card (permanent, temporary/instant issue and visitor). The log contains the last four digits of the card number for instant issue and embossed permanent cards and the entire card sequence number for visitor cards, name and last four digits of the SSN of the cardholder, issue date, signature of the recipient, date returned for visitor, instant issue, and embossed permanent Navy Cash cards, and the name and signature of the issuer. The Card Issue Log also contains columns to document destruction of a card when a card is returned or canceled. Refer to NAVSUP P-727, Chapter 8, paragraph 8.3.1-f and 8.15.12 for further details.

d. Daily Cash Transaction Ledger. When a chip-to-cash transaction is performed, the cardholder’s signature will be entered on the ledger to acknowledge receipt of the funds. In addition, the ledger balance at the end of the day must be in agreement with the Disbursing Transactions
Detail Report and Disbursing Accountability Summary Report. Refer to NAVSUP P-727, Chapter 8, paragraphs 8.4.104, 8.15.8 and 8.15.9 for further details.

e. Spreadsheet Variances. In order to avoid end of month spreadsheet variances, generate and review merchant reports on a daily basis so any out of balance condition can be corrected without delay. Waiting for the end of month spreadsheet to be produced to determine if a variance occurred during the month increases the difficulty of tracking its point of origin. Any variances that are shown on the spreadsheet must be addressed immediately and continuous efforts made to resolve the differences. Refer to NAVSUP P-727, Chapter 8, paragraph 8.9 for further details.

f. Negative Balance Report. Even though the amount of a negative balance debt is not part of his or her accountability, the DO as an agent of the U.S. Treasury, is responsible for collecting on that debt. With automatic representment, the majority of returned Automated Clearing House (ACH) transactions and resulting negative balances will be handled automatically. Although automatic representment of returned transactions has reduced the number of accounts with negative balances, they continue to occur. The report must be reviewed daily and immediate action taken to collect the amounts due. The Navy Cash accountable officer must be made aware of all impending transfers, discharges and separations to ensure collection action is completed on those individuals appearing on the report prior to leaving the ship. Collection options include cash, split-pay enrollment/increase or pay account checkage.

(1) For each negative balance listed on the Daily Negative Balance Report with no representments pending, initiate collection action for the amount of the negative balance within 10 working days after receipt of the pertinent Negative Balance Report. The DO may post an indebtedness to the cardholder’s military pay account using a DD Form 139, Pay Adjustment Authorization and the Company Code for Navy Cash (D411179), with a copy of the Negative Balance Report attached, to the ships MILPAY section or their supporting PSD. Refer to NAVSUP P-727, Chapter 8, paragraphs 8.4.8, 8.4.16, 8.8, 8.8.1, 8.15.5, 8.15.7, and Appendix L for further details.
PART K: LETTERS OF AUTHORITY, APPOINTMENT, NOTICE AND INSTRUCTION

10100 APPOINTMENT, NOTICE AND INSTRUCTION

1. The following letters of authority, appointment, notice and instruction are required to be on file in the disbursing office:

   a. Notice of commencement of disbursing duty;

   b. Relief of disbursing duty for prior DO;

   c. Appointment as DO and acceptance (for ships having an Assistant Supply Officer or Sales Officer in lieu of a DO, change the topic to Appointment to Disbursing Duty in lieu of Appointment as DO);

   d. Transfer of blank U. S. Treasury checks, blank U. S. Postal Money Orders, Navy Cash Cards (Permanent, Instant Issue and Visitor), and Receipt of Deposits and Withdrawals of Safekeeping Funds (DD Form 2674), Safekeeping Deposits on Hand, and Disbursing Web Site Access and all Navy Cash K-22/POS Devices;

   e. Authority for the procurement of foreign currency, cashing of checks and money orders, custodian of postal stamp stock and funds and designation as money order auditing and custodial officer;

   f. Authority to hold cash at personal risk (DO) including deputies, agents and cashiers (first endorsement and approval);

   g. Appointment of deputy DO and acceptance;

   h. Appointment of disbursing agent and acceptance;

   i. Appointment of cashier and acceptance;

   j. Appointment as paying agent and acceptance;

   k. Authority to advance cash for a change fund;

   l. Letter of introduction to the bank with a sample signature included;

   m. Appointment as Navy Cash accountable officer and acceptance;

   n. Appointment as Navy Cash deputy/agent/cashier and acceptance;

   o. Authorization to approve special/emergency pay requests (if other than the CO) with a sample signature included;
p. Authority to sign documents affecting pay and allowances with a sample signature included (appointment as a departmental accountable officer may be substituted for this letter);

q. Appointment as certifying officer with a sample signature included (appointment will be made on an Appointment/Termination Record - Authorized Signature (DD Form 577) in lieu of a letter);

r. Appointment as senior member of the CVT;

s. Appointment as a member of the CVT;

t. Appointment as authorizing official (to approve TAD travel orders and the corresponding travel claim) with a sample signature included;

u. Appointment as Family Subsistence Supplemental Allowance coordinator;

v. Appointment as collection agent/change fund custodian and acceptance;

w. Report of quarterly cash verification;

x. Report of monthly verification of collection agent’s/change fund custodian’s funds;

y. Disbursing office internal controls and operating procedures (must include disbursing office security);

z. Navy Cash operating, security and internal control procedures;

aa. Disbursing office security procedures included in the command’s security instruction; and

bb. Instruction for management of safekeeping deposits.

2. Samples letters and draft documents can be located on the Navy Knowledge Online (NKO) website https://www.nko.navy.mil.
PART L: SPECIAL DISTRIBUTION OF VOUCHERS

10110 DISTRIBUTION

One copy of each paid voucher (with supporting travel orders, endorsements and worksheets) which contain the appropriations and subheads shown in Table D-1 will be forwarded to:

Bureau of Naval Personnel
Permanent Change of Station
Variance Component
1240 East 9th Street, Room 979
Cleveland, Ohio 44199-2088
Comm: (216) 522-5574
DSN: 580-5574

<table>
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<th>Appropriation Symbol</th>
<th>Subhead</th>
<th>Authorized Accounting Activity</th>
<th>Purpose</th>
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<tr>
<td>17*1804</td>
<td>22MB</td>
<td>000179</td>
<td>Permanent Change of Station (TEMDUINS 20 weeks or less)</td>
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<tr>
<td>17*1804</td>
<td>22TD</td>
<td>000179</td>
<td>Consecutive Overseas Tour</td>
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Table 10-1  Special Distribution of Vouchers (PCS Travel)
PART M: UNANNOUNCED DISBURSING EXAMINATIONS

10120 PURPOSE

This section states policy governing the performance of annual on-site unannounced disbursing examinations, to include military pay accounts at all Navy activities, afloat and ashore as outlined in DOD Internal Audit Manual (DoD 7600.7-M), DoD Directive 7600.2 and SECNAVINST 7510.7 (series) (DoN Internal Audit). Each agency is responsible for conducting examinations, independent of the accountable officers, to assure that:

a. Adequate administrative procedures are being followed for systematically examining disbursement and collection transactions. These procedures shall be followed in order to verify their legality, propriety and correctness of transactions at the point in time when needed preventive or corrective action can be most effectively taken.

b. Reconciliation of accountable officers’ accounts with agency accounting records is performed.

10121 ON-SITE EXAMINATIONS

1. The on-site examination function performs a vital role. Representatives of designated examining activities are required to perform Navy-wide, unannounced examinations of disbursing operations for ships and Navy shore activities which maintain Navy military pay accounts. Specifically, the disbursing examinations are designed to:

a. Uncover errors of omission and commission,

b. Initiate corrective action with the least possible delay,

c. Offer recommendations to strengthen controls in order to prevent occurrence,

d. Determine whether financial returns are accurate and reflect the current status of the DO’s accountability,

e. Offer guidance and assistance to DOs regarding the proper interpretation and application of governing regulations, and

f. Determine the integrity of disbursing office automated systems.

2. Reports issued as the result of the disbursing examinations are a prime source of information to the Secretary of the Navy (Financial Management and Comptroller) on Navy-wide system performance and the adequacy of governing regulations. Such disbursing examinations shall be conducted in accordance with the guidelines provided.

10122 EXAMINATION POLICY

1. Under the on-site examination program, unannounced examinations of disbursing operations will be conducted on all Navy ships and at Navy activities maintaining Navy military pay accounts
every twelve - eighteen months for afloat commands and eighteen - twenty-four months for ashore commands. During the course of such examinations, all records affecting pay entitlements which contain evidential material required for sound evaluation of disbursing functions and performance will be made available to the examiners.

2. Error notices will be issued during the course of the examination as discrepancies are uncovered regarding pay entitlements.

10123 AREAS OF RESPONSIBILITY FOR EXAMINATIONS

Responsibility, according to location, for unannounced disbursing examinations at all afloat commands, tactical units, special units and PSDs and Customer Service Desks within the Navy Pay and Personnel Support Center (NPPSC) network is assigned as follows:

Commander, Fleet Forces Command
Field Examination Group, Atlantic
and
Commander, Fleet Logistics Center San Diego
Field Examination Group, Pacific

10124 EXAMINATIONS PERFORMED WHILE AFLOAT

Examinations of disbursing operations of ships will normally be conducted by the examining activity serving the geographical area in which the home port of the ship is located.

10125 SCHEDULING OF DISBURSING EXAMINATION VISITS

Operational data necessary to permit scheduling of visits on ships will be made available to the examining activity, consistent with security requirements, by the cognizant type commanders. In order to maintain the surprise aspects of the disbursing examinations, however, COs of the ships and shore activities to be visited will not be notified in advance. Upon arrival at the ship or shore activity, a suitable letter of introduction will be delivered to the CO explaining the purpose of the unannounced visit.

10126 EXAMINATION REVIEW

Sampling techniques are used in the examination of members’ personnel and pay accounts utilizing the Electronic Service Record, Master Military Pay Account and other supporting documents affecting pay entitlements. To ensure that remaining errors of the types detected during the examination are also corrected, Personnel Specialists will be required to review the aforementioned items which were not included in the examination sample.

10127 TRAINING AND ASSISTANCE

Whenever the need is identified as a result of the disbursing examination, the on-site examination representatives will provide adequate training or assistance, as needed, to ensure proper interpretation and application of governing regulations by responsible disbursing and administrative office individuals involved.
10128 EXAMINATION RESULTS

Upon completion of the examination, the command will be briefed regarding the results. A grade will be assigned based on the quantity and significance of the discrepancies found. Subsequently, a formal report will be forwarded to the command detailing the examination findings and offering recommendations to prevent reoccurrence.
PART N: POINTS OF CONTACT

10130 POINTS OF CONTACT

Some of the relevant points of contact effective December 2014 are provided below.

Disbursing Inquiries/Policy, Disbursing Cash Management, Debt Management
Defense Finance and Accounting Service
Disbursing/Debt Management Policy Division
Policy and Performance Management Directorate, (DFAS-NPD/IN)
8899 E. 56th Street, Column 329F
Indianapolis, IN 46249-0500
e-mail: Dfas.indianapolis-in.zpf.mbx.disbursingdebtmanagementpolicy@mail.mil

Loss of Funds/Relief of Liability
Defense Finance and Accounting Service
Disbursing/Debt Management Policy Division
Policy and Performance Management Directorate, (DFAS-NPD/IN)
8899 E. 56th Street, Column 329F
Indianapolis, IN 46249-0500
e-mail: Dfas.indianapolis-in.zpf.mbx.disbursingdebtmanagementpolicy@mail.mil

Financial Returns
Defense Finance and Accounting Service-Cleveland
1240 East Ninth Street Room 1829
Attn: Code JAFBA
Cleveland, OH 44199-2055

East Coast POC: Joeann Baity
e-mail: Joeann.h.baity.civ@navy.mil
Comm: (216) 204-3512
DSN: 580-3512

West Coast POC: Heriberto (Eddie) Rodriguez
e-mail: Heriberto.rodriguez42.civ@mail.mil
Comm: (216) 204-4561
DSN: 580-4561
SF 1219 Message Report
e-mail:  ccl-dms-accounting@dfas.mil
e-mail:  disbursing-debtmanagementpolicy@dfas.mil (at least quarterly and upon relief)

POC:  Joeann Baity
e-mail:  joesann.h.baity.civ@mail.mil
Comm:  (216) 204-3512
DSN:  580-3512

West Coast POC:  Heriberto (Eddie) Rodriguez
e-mail:  Heriberto.rodriguez42.civ@mail.mil
Comm:  (216) 204-4561
DSN:  580-4561

Checking Account Returns
If not utilizing the Defense Check Reconciliation Module (DCRM) System, e-mail to:  dfas.cleveland-oh.zte.mbx.ccl-mb-checkissues@mail.mil

Waiver Requests - Remission of Indebtedness
Follow DoD Instruction 1340.23 dated 14 Feb 2006 and submit Waiver/Remission of Indebtedness Application (DD Form 2789) to:
Defense Finance and Accounting Service-Indianapolis
8899 E. 56th Street, Dept. 3300
Attn:  Waivers and Remissions
Indianapolis, IN  46249
email:  remissionwaiverindy@dfas.mil

Mail Check Deposits to:
a.  For Deliveries via USPS:
U. S. Bank
Las Vegas Cash Vault Mail-In TGA
PO Box 98999
Las Vegas, NV 89193-8999

b.  For Deliveries via FedEx or UPS:
U. S. Bank
Las Vegas Cash Vault Mail-In TGA
LM-NV-LVCS
823 Pilot Road Suite F
Las Vegas, NV 89119
Vendor Payments
Contact the following number at DFAS-CL prior to making any vendor payments in CONUS:

1-800-756-4571; Ask for Norfolk Navy STARZ; select option 2; then select option 4; OR
call Accounts Payable at: 1-800-332-7411
Comm: (216) 522-6611

OTCnet
OTCnet Helpdesk
1-866-945-7920
FMS.OTCCHANNEL@citi.com

Retained Financial Returns
Upon completing SF 135 and receiving confirmed copy with warehouse location shown, mail to:
National Archives and Records Administration
Great Lakes Region
3150 Springboro Road
Dayton, OH 45439-1867
website: http://www.archives.gov/frc/services/
Comm: (937) 425-0643

Outstanding Travel Advances
Comm: (619) 437-2221
DSN: 577-2221

Navy Cash Financial System
1. Navy Cash Customer Service Center (CSC):
Card Holder: 1-866-3NAVYCASH
1-866-362-8922
web site: www.navycash.com
e-mail address: navycash@ezpaymt.com

2. Navy Cash Customer Service Unit (CSU)
Disbursing Office / Merchant: 1-866-6NAVYCASH
1-866-662-8922
web site: www.navycashcenter.com
e-mail address: navycashcenter@ezpaymt.com
navycashfin@ezpaymt.com (EOM only)
FAX: 1-888-344-3796

3. Navy Cash Waterfront Support Teams
Norfolk, VA Comm: (757) 443-1189; DSN: 646-1189
San Diego, CA Comm: (619) 556-6493; DSN: 526-6493
Field Examination Group
Norfolk, VA:
e-mail: antonio.parris@navy.mil, joseph.l.gonzalez@navy.mil, or ernesto.ammay@navy.mil
Comm: (757) 443-2306
DSN: 646-2306
FAX: - Comm: (757) 443-2309
DSN: 646-2309

San Diego, CA
e-mail: nicanor.fuerte@navy.mil or danilo.tengco@navy.mil
Comm: (619) 556-2429/2457
DSN: 526-2429/2457
FAX: Comm: (619) 556-2208
DSN: 526-2208
Figure 10-1. DD Form 1131, Cash Collection Voucher
Figure 10-2. SF 1034, Public Voucher for Purchases and Services Other than Personal  
(Distribution of Ship’s Store Profits to MWR)
**Figure 10-3. DD Form 1131 (Cash Collection Voucher) for Gain on Foreign Currency Revaluation**

NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

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<table>
<thead>
<tr>
<th>CASH COLLECTION VOUCHER</th>
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<tr>
<td>1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER</td>
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<td>CVI237</td>
</tr>
<tr>
<td>2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER</td>
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3. RECEIVING OFFICE

a. ACTIVITY (Name and Location) (Include ZIP Code)

b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)

c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN:

d. DATE (YYYYMMDD)

4. DISBURSING OFFICE

a. ACTIVITY (Name and Location) (Include ZIP Code)

b. DISBURSING OFFICER (Printed Name, Title and Signature)

c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN:

d. DISBURSING STATION SYMBOL NUMBER

5. PERIOD

6. DATE RECEIVED

7. NAME OF REMITTER DESCRIPTION OF REMITTANCE

8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED

9. AMOUNT

10. ACCOUNTING CLASSIFICATION

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<td>80</td>
<td>GAIN DUE TO REVALUATION OF FOREIGN CURRENCY (Euro) SEE ATTACHED REVALUATION CERTIFICATE</td>
<td>10.00</td>
<td>176763.0000 000 10001 0 000012 3C 000000 00(UIC)8004</td>
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11. TOTAL: 10.00

DD FORM 1131, DEC 2003
PREVIOUS EDITION IS OBSOLETE.

10-43
Revision 5
Figure 10-4. SF 1034 (Public Voucher for Purchases and Services Other than Personal) for Loss on Foreign Currency Revaluation
### Section I: Transactions Affecting Accountability

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<td>Accountability - Beginning of Day</td>
<td>700,273.5</td>
<td>60,000.00</td>
</tr>
<tr>
<td>2.1A</td>
<td>Checks Issued in Payment of Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1B</td>
<td>Checks Issued - All Others</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>2.3</td>
<td>Other Transactions (Do not report as AA 1215)</td>
<td>27.35</td>
<td>27.35</td>
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<tr>
<td>2.3A</td>
<td>Discrepancies in DO Account - Credits (do not use this field)</td>
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<td></td>
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<tr>
<td>2.3B</td>
<td>Payments By Another Do (do not use this field)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.37</td>
<td>Transfers From Other DOs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>OPUC Payments and Collections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>Total Accountability Increases</td>
<td>27.35</td>
<td>10,000.00</td>
</tr>
<tr>
<td>3.0</td>
<td>Gross Accountability</td>
<td>700,273.5</td>
<td>700,273.5</td>
</tr>
</tbody>
</table>

#### 4.1A Net Disbursements

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1A</td>
<td>Gross Disbursements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1B</td>
<td>Less: Receipts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1C</td>
<td>Net Disbursements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1D</td>
<td>Less: Receipts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1F</td>
<td>Less: Remuneration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 4.2A Deposits Presented or Mailed to Bank

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2A</td>
<td>Deposits Presented or Mailed to Bank</td>
<td>5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2B</td>
<td>Payable by Another Do (Do not use this field)</td>
<td>4,072.65</td>
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<td></td>
</tr>
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</table>

### Section II: Distribution of Accountability: Incumbent DO

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Designated Depository</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2A</td>
<td>U.S. Currency/Cash on Hand</td>
<td>5,000.00</td>
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<td></td>
</tr>
<tr>
<td>6.2B</td>
<td>Foreign Currency/Cash on Hand</td>
<td>10,000.00</td>
<td>4,072.65</td>
<td></td>
</tr>
<tr>
<td>6.3A</td>
<td>Undeposited Collections - General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3B</td>
<td>Other Undeposited Instruments on Hand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.4</td>
<td>Custody of Contingency Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.5</td>
<td>Funds With Agents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.6</td>
<td>Advances to Contractors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.7</td>
<td>Cash in Transit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.8</td>
<td>Payroll Cash</td>
<td>40,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.9</td>
<td>Other</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

None of the other lines have entries.

#### 8.0 Total Incumbent DO Accountability

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.0</td>
<td>Total Incumbent DO Accountability</td>
<td>15,000.00</td>
<td>4,072.65</td>
<td>70,027.35</td>
</tr>
</tbody>
</table>

### Section III: Distribution of Accountability: Predecessor DO

None of the lines have entries.

### Section IV: Distribution of Accountability: Combined

#### 10.0 Total Disb Accountability

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0</td>
<td>Total Disb Accountability</td>
<td>15,000.00</td>
<td>4,072.65</td>
<td>70,027.35</td>
</tr>
</tbody>
</table>

**DD Form 2657, AUG 93**

This figure shows the DD Form 2657, (Daily Statement of Accountability) for Gain on Foreign Currency Revaluation (page 1).
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FOREIGN CURRENCY RATES</th>
<th>U.S. CURRENCY</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAULT CASH</td>
<td></td>
<td>40,000.00</td>
<td></td>
</tr>
<tr>
<td>DISBURSING OFFICER</td>
<td>10,110</td>
<td>5027.35</td>
<td>24,450.00</td>
</tr>
<tr>
<td>DEPUTY DO - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - A</td>
<td></td>
<td>475.00</td>
<td></td>
</tr>
<tr>
<td>CASHIER - B</td>
<td></td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>CASHIER - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
</table>

Figure 10-5. DD Form 2657, (Daily Statement of Accountability) for Gain on Foreign Currency Revaluation (page 2)
## Figure 10-6. DD Form 2657, (Daily Statement of Accountability) Entry for Vouchering Gains and Losses of Foreign Currency at End of Month (page 1)
### SECTION V - DISTRIBUTION OF CASH ON HAND

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FOREIGN CURRENCY RATE</th>
<th>U.S. CURRENCY</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAULT CASH</td>
<td></td>
<td>40,000.00</td>
<td></td>
</tr>
<tr>
<td>DISBURSING OFFICER</td>
<td>10,110</td>
<td>5027.35</td>
<td>24,450.00</td>
</tr>
<tr>
<td>DEPUTY DO - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - B</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DEPUTY DO - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - A</td>
<td></td>
<td>475.00</td>
<td></td>
</tr>
<tr>
<td>CASHIER - B</td>
<td></td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>CASHIER - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

0

Figure 10-6. DD Form 2657, (Daily Statement of Accountability) Entry for Vouchering Gains and Losses of Foreign Currency at End of Month (page 2)
QUARTERLY FOREIGN CURRENCY REPORT

DFAS Norfolk Site               Disbursing Officer
Code IEBBA                      USS XXXXXXXXXX (XX XXX)
9712 Virginia Ave.              FPO AE XXXXX-XXXX
Norfolk, VA 23511-3297          

Period Covered:  01 APR 20XX thru 30 JUN 20XX  DSSN: 1234


<table>
<thead>
<tr>
<th>Country of Currency</th>
<th>Current Quarter</th>
<th>Cumulative (Fiscal Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monetary Unit: ____________________________
Number of Units Purchased: ____________________________
Total Dollar Outlay: ____________________________
Memorandum-Dollar Outlay for Accommodation Exchanges: ____________________________


<table>
<thead>
<tr>
<th>Country of Currency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monetary Unit: ____________________________
Number of Units: ____________________________
Dollar Equivalent: ____________________________
Rate of Exchange: ____________________________

III. Report of Foreign Exchange Received by DOs and Credited Immediately to Miscellaneous Receipts Accounts of the Treasury.

<table>
<thead>
<tr>
<th>Country of Currency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monetary Unit: ____________________________
Number of Units: ____________________________
Dollar Equivalent: ____________________________
Rate of Exchange: ____________________________

Certified by:

(Disbursing Officer/Rank)

Figure 10-7. Format for Quarterly Foreign Currency Report
### DAILY STATEMENT OF ACCOUNTABILITY

**NAVSUP P-485 Volume I**  
**OPERATIONAL FORCES SUPPLY PROCEDURES**

**Figure 10-8. DD Form 2657 (Daily Statement of Accountability)**  
Entry for Navy Cash Cash-to-Chip Transaction (page 1)

#### SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

<table>
<thead>
<tr>
<th>a. LINE NO.</th>
<th>b. DESCRIPTION</th>
<th>c. TODAY</th>
<th>d. MONTH-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>ACCOUNTABILITY - Beginning of Day</td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td>2.1A</td>
<td>CHECKS ISSUED IN PAYMENT OF VOUCHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1B</td>
<td>CHECKS ISSUED - ALL OTHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>OTHER TRANSACTIONS (Do not report on SF 121B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.34</td>
<td>DISCREPANCIES IN DD ACCOUNT - CREDITS (Do not use this line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.35</td>
<td>PAYMENTS BY ANOTHER DO (Do not use this line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.37</td>
<td>TRANSFERS FROM OTHER DOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>OPAC PAYMENTS AND COLLECTIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>TOTAL ACCOUNTABILITY INCREASES</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3.0</td>
<td>GROSS ACCOUNTABILITY</td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td>4.1A</td>
<td>Gross Disbursements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1B</td>
<td>Less - Refunds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1C</td>
<td>Net Disbursements</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4.1D</td>
<td>Less - Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1E</td>
<td>Net Receipts</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4.2A</td>
<td>DEPOSITS RECEIVED OR MAILED TO BANK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2B</td>
<td>LST DEBIT VOUCHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>OTHER TRANSACTIONS (Do not report on SF 121B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.34</td>
<td>DISCREPANCIES IN DD ACCOUNT - DEBITS (Do not use this line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.35</td>
<td>PAYMENTS TO OTHER DOS (Do not use this line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.37</td>
<td>TRANSFERS TO OTHER DOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.9</td>
<td>TOTAL ACCOUNTABILITY DECREASES</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5.0</td>
<td>ACCOUNTABILITY - End of Day</td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
</tbody>
</table>

#### SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

<table>
<thead>
<tr>
<th>a. LINE NO.</th>
<th>b. DESCRIPTION</th>
<th>c. DAILY INCREASE</th>
<th>d. DAILY DECREASE</th>
<th>e. MONTH-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>DESIGNATED DEPOSITORY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2A</td>
<td>U.S. CURRENCY/COINAGE ON HAND</td>
<td>300.00</td>
<td></td>
<td>300.00</td>
</tr>
<tr>
<td>6.2B</td>
<td>FOREIGN CURRENCY/COINAGE ON HAND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3A</td>
<td>UNDEPOSITED COLLECTIONS - GENERAL</td>
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<td></td>
<td></td>
</tr>
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<td>6.3B</td>
<td>OTHER UNDEPOSITED INSTRUMENTS ON HAND</td>
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<td></td>
</tr>
<tr>
<td>6.4</td>
<td>CUSTODY OF CONTINGENCY CASH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.5</td>
<td>FUNDS WITH AGENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.6</td>
<td>ADVANCES TO CONTRACTORS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.7</td>
<td>CASH IN TRANSIT</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>6.8</td>
<td>PAYROLL CASH</td>
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<td></td>
</tr>
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<td>6.9</td>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1</td>
<td>DEFERRED VOUCHERS</td>
<td>300.00</td>
<td>-300.00</td>
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</tr>
<tr>
<td>7.2A</td>
<td>ACCOUNTS RECEIVABLE - CHECK OVERTAKES</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>7.2B</td>
<td>ACCOUNTS RECEIVABLE - OTHER</td>
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</tr>
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<td>7.3</td>
<td>LOSS OF FUNDS</td>
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<td>7.4</td>
<td>DISHONORED CHECKS RECEIVABLE</td>
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<td>7.6</td>
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</tr>
<tr>
<td>7.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.0</td>
<td>TOTAL INCUMBENT DO ACCOUNTABILITY</td>
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<td>300.00</td>
<td>30000.00</td>
</tr>
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</table>

#### SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DO

<table>
<thead>
<tr>
<th>a. LINE NO.</th>
<th>b. DESCRIPTION</th>
<th>c. DAILY INCREASE</th>
<th>d. DAILY DECREASE</th>
<th>e. MONTH-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2A</td>
<td>ACCOUNTS RECEIVABLE - CHECK OVERTAKES</td>
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</tr>
<tr>
<td>9.2B</td>
<td>ACCOUNTS RECEIVABLE - OTHER</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9.3</td>
<td>LOSS OF FUNDS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.4</td>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.0</td>
<td>TOTAL PREDECESSOR DO ACCOUNTABILITY</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

#### SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

<table>
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<tr>
<th>a. LINE NO.</th>
<th>b. DESCRIPTION</th>
<th>c. DAILY INCREASE</th>
<th>d. DAILY DECREASE</th>
<th>e. MONTH-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.0</td>
<td>TOTAL DDIN ACCOUNTABILITY</td>
<td>300.00</td>
<td>300.00</td>
<td>30000.00</td>
</tr>
</tbody>
</table>

**DD Form 2657, AUG 93**

REPLACES DA FORMS 2644, 2645, AND 2646; NA/C/COMPT FORMS 249 AND 379; AND DF FORMS 1372 AND 379, WHICH ARE OBSOLETE.

10-50

Revision 5
### SECTION V - DISTRIBUTION OF CASH ON HAND

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FOREIGN CURRENCY: RATE</th>
<th>U.S. CURRENCY</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAULT CASH</td>
<td></td>
<td>45,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**DEPUTY DO - A**  
**DEPUTY DO - B**  
**DEPUTY DO - C**  
**DEPUTY DO - D**  
**CASHIER - A**  
**CASHIER - B**  
**CASHIER - C**  

**OTHER**

| TOTAL               | 0 | 0.00 | 0.00 | 0.00 |

---

Figure 10-8. DD Form 2657 (Daily Statement of Accountability) Entry for Navy Cash Cash-to-Chip Transaction (page 2)
<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Total Accountability - Beginning of Day</th>
<th>Total Accountability - End of Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>ACCOUNTABILITY - Beginning of Day</td>
<td>30,000.00</td>
<td>30,000.00</td>
</tr>
<tr>
<td>2.1A</td>
<td>CHECKS ISSUED IN PAYMENT OF VOUCHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1B</td>
<td>CHECKS ISSUED - ALL OTHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>OTHER TRANSACTIONS (Do not report on SF 1213)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3A</td>
<td>DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)</td>
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<td></td>
</tr>
<tr>
<td>2.35</td>
<td>PAYMENTS BY ANOTHER DO (Do not use this line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.37</td>
<td>TRANSFERS FROM OTHER DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>OPAC PAYMENTS AND COLLECTIONS</td>
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<td>2.9</td>
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<tr>
<td>4.1A</td>
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<td>4.1B</td>
<td>Less - Refunds</td>
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<td>4.1C</td>
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<td>4.1D</td>
<td>Less - Receipts</td>
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<td>4.1E</td>
<td>Net Disbursements</td>
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<td>0.00</td>
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<td>4.2A</td>
<td>DEPOSITS PRESENTED OR MAILED TO BANK</td>
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<td>4.2B</td>
<td>EFT DEBIT VOUCHERS</td>
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<td>4.3</td>
<td>OTHER TRANSACTIONS (Do not report on SF 1213)</td>
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<td>4.3A</td>
<td>DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)</td>
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<td>4.35</td>
<td>PAYMENTS FOR OTHER DO (Do not use this line)</td>
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<td>4.37</td>
<td>TRANSFERS TO OTHER DO</td>
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**SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO**

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<th>Daily Increase</th>
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<th>Month-To-Date</th>
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<tr>
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<td>6.2B</td>
<td>FOREIGN CURRENCY/COMMISSION ON HAND</td>
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</tr>
<tr>
<td>6.3A</td>
<td>UNDEPOSITED COLLECTIONS - GENERAL</td>
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<td>6.3B</td>
<td>OTHER UNDEPOSITED INSTRUMENTS ON HAND</td>
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<td>6.4</td>
<td>CUSTODY OR CONTINGENCY CASH</td>
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<tr>
<td>6.5</td>
<td>FUNDS WITH AGENTS</td>
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<tr>
<td>6.6</td>
<td>ADVANCES TO CONTRACTORS</td>
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</tr>
<tr>
<td>6.7</td>
<td>CASH IN TRANSPORT</td>
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<td>6.8</td>
<td>PAYROLL CASH</td>
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<td>30,000.00</td>
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<td>ACCOUNTS RECEIVABLE - OTHER</td>
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<td>7.3</td>
<td>LOSS OF FUNDS</td>
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<tr>
<td>7.4</td>
<td>DISHONORED CHECKS RECEIVABLE</td>
<td></td>
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<td>7.5</td>
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<tr>
<td>7.7</td>
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<td>9.0</td>
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<td>200.00</td>
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**SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DO**

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<thead>
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<th>Line No.</th>
<th>Description</th>
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<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2A</td>
<td>ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2B</td>
<td>ACCOUNTS RECEIVABLE - OTHER</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9.3</td>
<td>LOSS OF FUNDS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9.4</td>
<td>OTHER</td>
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**SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED**

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<th>Description</th>
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<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
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<td>203.00</td>
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</tbody>
</table>

**Figure 10-9. DD Form 2657 (Daily Statement of Accountability) Entry for Navy Cash**
### Figure 10-9. DD Form 2657 (Daily Statement of Accountability) Entry for Navy Cash Chip-to-Cash Transaction (page 2)

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FOREIGN CURRENCY RATE</th>
<th>U.S. CURRENCY</th>
<th>OTHER</th>
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<tr>
<td>VAULT CASH</td>
<td></td>
<td>45,000.00</td>
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</tr>
<tr>
<td>DISBURSING OFFICER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - C</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>OTHER</td>
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**TOTAL**: 0.00 0.00 0.00 0.00
NAVSUP P-485 Volume I
OPERATIONAL FORCES SUPPLY PROCEDURES

### Figure 10-10. DD Form 2657 (Daily Statement of Accountability)

**For Cashing a Check (page 1)**

#### SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

<table>
<thead>
<tr>
<th>a. LINE NO.</th>
<th>b. DESCRIPTION</th>
<th>c. TODAY</th>
<th>d. MONTH-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>ACCOUNTABILITY - Beginning of Day</td>
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<td>70,000.00</td>
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<td>2.1A</td>
<td>CHECKS ISSUED IN PAYMENT OF VOUCHERS</td>
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</tr>
<tr>
<td>2.1B</td>
<td>CHECKS ISSUED - ALL OTHERS</td>
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</tr>
<tr>
<td>2.3</td>
<td>OTHER TRANSACTIONS (Do not enter on SF 121)</td>
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</tr>
<tr>
<td>2.34</td>
<td>DEPARTMENTS IN DD ACCOUNT- CREDITS (Do not use this line)</td>
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<tr>
<td>2.35</td>
<td>PAYMENTS BY ANOTHER DO (Do not use this line)</td>
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</tr>
<tr>
<td>2.37</td>
<td>TRANSFERS FROM OTHER DO'S</td>
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<td></td>
</tr>
<tr>
<td>2.8</td>
<td>OPAC PAYMENTS AND COLLECTIONS</td>
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<td></td>
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<tr>
<td>2.9</td>
<td>TOTAL ACCOUNTABILITY INCREASES</td>
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<td>3.0</td>
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<td>70,000.00</td>
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<td>4.1B</td>
<td>Less - Receipts</td>
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<td></td>
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<tr>
<td>4.1C</td>
<td>Net Disbursements</td>
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<tr>
<td>4.1D</td>
<td>Less - Reimbursements</td>
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<td>4.2B</td>
<td>LET CASH VOUCHERS</td>
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<td>4.3</td>
<td>OTHER TRANSACTIONS (Do not enter on SF 121)</td>
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</tr>
<tr>
<td>4.34</td>
<td>DEPARTMENTS IN DD ACCOUNT- DEBITS (Do not use this line)</td>
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<tr>
<td>4.35</td>
<td>PAYMENTS FOR OTHER DO'S (Exempt use this line)</td>
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<tr>
<td>4.37</td>
<td>TRANSFERS TO OTHER DO'S</td>
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<tr>
<td>4.9</td>
<td>TOTAL ACCOUNTABILITY DECREASES</td>
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<tr>
<td>5.0</td>
<td>ACCOUNTABILITY - End of Day</td>
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#### SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

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<th>a. LINE NO.</th>
<th>b. DESCRIPTION</th>
<th>c. DAILY INCREASE</th>
<th>d. DAILY DECREASE</th>
<th>e. MONTH-TO-DATE</th>
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<tbody>
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<td>6.2B</td>
<td>FOREIGN CURRENCY/CURRENCY ON HAND</td>
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<td>6.3A</td>
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<td>OTHER UNDEPOSITED INSTRUMENTS ON HAND</td>
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<tr>
<td>6.4</td>
<td>CUSTODY OR CONTINGENCY CASH</td>
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<tr>
<td>6.5</td>
<td>FUNDS WITH AGENTS</td>
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<tr>
<td>6.6</td>
<td>ADVANCES TO CONTRACTORS</td>
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<td>6.7</td>
<td>CASH IN TRANSIT</td>
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<td>6.8</td>
<td>PAYROLL CASH</td>
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<td>OTHER</td>
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<td>ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS</td>
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<td>7.3</td>
<td>LOSS OF FUNDS</td>
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<td>7.4</td>
<td>DISHONORED CHECKS RECEIVABLE</td>
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#### SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DO

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<th>b. DESCRIPTION</th>
<th>c. DAILY INCREASE</th>
<th>d. DAILY DECREASE</th>
<th>e. MONTH-TO-DATE</th>
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<td>ACCOUNTS RECEIVABLE - OTHER</td>
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<td>9.3</td>
<td>LOSS OF FUNDS</td>
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<td>OTHER</td>
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#### SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

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<th>c. DAILY INCREASE</th>
<th>d. DAILY DECREASE</th>
<th>e. MONTH-TO-DATE</th>
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<tr>
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**DD Form 2657, AUG 93**

REPLACED DC FORMS 2656. 4205, AND 3220. MACOFNF FORMS 2657 AND 379 AND AF FORMS 1368 AND 1367 WHICH ARE OBSOLETE
### SECTION V - DISTRIBUTION OF CASH ON HAND

<table>
<thead>
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<th>FOREIGN CURRENCY</th>
<th>U.S. CURRENCY</th>
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<tr>
<td>VAULT CASH</td>
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<td>45,000.00</td>
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<tr>
<td>DISBURSING OFFICER</td>
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<td>100.00</td>
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<td></td>
</tr>
<tr>
<td>CASHIER - A</td>
<td></td>
<td></td>
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</tr>
<tr>
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<td>CASHIER - C</td>
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<td>OTHER</td>
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</table>

| TOTAL               | 0.00             | 0.00          | 0.00  |

**Figure 10-10. DD Form 2657 (Daily Statement of Accountability)
Entry for Cashing a Check (page 2)**
Figure 10-11. DD Form 2657 (Daily Statement of Accountability) Entries
Posting a Deposit Ticket and Debit Voucher for a Dishonored Check (page 1)
**Figure 10-11. DD Form 2657 (Daily Statement of Accountability) Entries**  
Posting a Deposit Ticket and Debit Voucher for a Dishonored Check (page 2)
## Daily Statement of Accountability

### Section I: Transactions Affecting Accountability

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
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<td>1.0</td>
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<td></td>
<td>53,256.03</td>
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<td>2.1A</td>
<td>Checks Issued in Payment of Vouchers</td>
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<td>50,000.00</td>
</tr>
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<td>2.1B</td>
<td>Checks Issued - All Others</td>
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</tr>
<tr>
<td>2.2C</td>
<td>Other Transactions (Do not report on SF 121R)</td>
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<td></td>
<td>0.00</td>
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<tr>
<td>2.34</td>
<td>Discrepancies in Do Account - Credits (Do not use this line)</td>
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</tr>
<tr>
<td>2.35</td>
<td>Payments by Another Do (Do not use this line)</td>
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<td>0.00</td>
</tr>
<tr>
<td>2.37</td>
<td>Transfers From Other DOS</td>
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<td>0.00</td>
</tr>
<tr>
<td>2.9</td>
<td>Total Accountability Increases</td>
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<td></td>
<td>0.00</td>
</tr>
<tr>
<td>3.0</td>
<td>Gross Accountability</td>
<td>50,000.00</td>
<td></td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

### Section II: Distribution of Accountability - Incumbent Do

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Designated Depository</td>
<td></td>
<td></td>
<td>53,256.03</td>
</tr>
<tr>
<td>6.2A</td>
<td>U.S. Currency/Coinage on Hand</td>
<td></td>
<td></td>
<td>53,256.03</td>
</tr>
<tr>
<td>6.2B</td>
<td>Foreign Currency/Coinage on Hand</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.3A</td>
<td>Undeposited Collections - General</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.3B</td>
<td>Other Undeposited Instruments on Hand</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.4</td>
<td>Custody or Contingency Cash</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.5</td>
<td>Funds with Agents</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.6</td>
<td>Advances to Contractors</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.7</td>
<td>Cash in Transit</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.8</td>
<td>Payrolls Cash</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6.9</td>
<td>Other</td>
<td></td>
<td></td>
<td>53,256.03</td>
</tr>
</tbody>
</table>

### Section III: Distribution of Accountability - Predecessor Do

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.0</td>
<td>Total Incumbent Do Accountability</td>
<td>0.00</td>
<td>0.00</td>
<td>53,256.03</td>
</tr>
</tbody>
</table>

### Section IV: Distribution of Accountability - Combined

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Daily Increase</th>
<th>Daily Decrease</th>
<th>Month-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.0</td>
<td>Total DDN Accountability</td>
<td>0.00</td>
<td>0.00</td>
<td>53,256.03</td>
</tr>
</tbody>
</table>

Figure 10-12. DD Form 2657 (Daily Statement of Accountability) Entry for Vouchering of Ship's Store Collections at End of Month (page 1)
### SECTION V - DISTRIBUTION OF CASH ON HAND

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FOREIGN CURRENCY RATE</th>
<th>U.S. CURRENCY</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAULT CASH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISBURsing OFFICER</td>
<td>$3,256.03</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPUTY DO - D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASHIER - C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

|               | 0       | 0.00    | 5,256.03 | 0.00 |

**DD Form 2657 (BACK), AUG 93**

Figure 10-12. DD Form 2657 (Daily Statement of Accountability) Entry for Vouchering of Ship’s Store Collections at End of Month (page 2)
### JOURNAL VOUCHER

<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>EXPLANATION</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV-008</td>
<td>Cash Collection from EDF CS2 McDonald</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>CV-009</td>
<td>Cash Collection from Ship's Store - SH2 Reynolds</td>
<td>375.00</td>
<td></td>
</tr>
<tr>
<td>DV-#10753</td>
<td>Redeemed dishonored check - BMSN JACOB</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>CK # 00003,804</td>
<td>Exchange-for-cash check issued to Disbursing Officer U.S. Postal Service</td>
<td>75.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 700.00

Prepared by J.A. HANCOCK, LTJG, SC, USN

Approved by: (Signature)

**DISBURSING OFFICER**

Figure 10-13. Optional Form (OF) 1017-G (Journal Voucher) With Standard Entries
DETERMINING CASH AT PERSONAL RISK

USE LAST 6 MONTHS (LAST BUSINESS DAY) OF THE DD FORM 2657

STEP 1. DETERMINE CASH INCOME.

ADD:
2.1B __________   __________   __________   __________   __________   __________
4.1B __________   __________   __________   __________   __________   __________
4.1D __________   __________   __________   __________   __________   __________
4.1E __________   __________   __________   __________   __________   __________

TOTAL __________   __________   __________   __________   __________   __________

ADD ALL TOTALS FOR STEP 1 $_______________

STEP 2. DETERMINE CASH OUTLAY.

ADD:
4.1A __________   __________   __________   __________   __________   __________
4.2A __________   __________   __________   __________   __________   __________

SUBTRACT:
2.1A __________   __________   __________   __________   __________   __________

TOTAL __________   __________   __________   __________   __________   __________

ADD ALL TOTALS FOR STEP 2 $______________

STEP 3. DETERMINE AVERAGE SEMI-ANNUAL NEED.

TOTAL FROM STEP 2 $_______________
SUBTRACT TOTAL FROM STEP 1 $_______________
AVERAGE SEMI-ANNUAL NEED $_______________

STEP 4. DETERMINE WEEKLY AUTHORITY TO HOLD FUNDS AT PERSONAL RISK.

AVERAGE SEMI-ANNUAL NEED:

DAILY TOTAL WEEKLY CASH AT PERSONAL RISK

□ 180 = __________

STEP 5. REFER TO DoD FMR, VOLUME 5, CHAPTER 3, TABLE 3-1 TO DETERMINE NUMBER OF WEEKS, ACCORDING TO AMOUNT COMPUTED, WHICH MAY BE HELD AT PERSONAL RISK. USE SOURCE (LEFT COLUMN) “NOT REASONABLY CLOSE”, THEN FIND THE AMOUNT COMPUTED IN STEP 4 (MIDDLE COLUMN) AND MULTIPLY THAT AMOUNT BY THE NUMBER OF WEEKS AUTHORIZED TO HOLD AT PERSONAL RISK (RIGHT COLUMN). THIS IS THE AMOUNT THAT WILL BE SUBMITTED IN THE WRITTEN REQUEST TO THE COMMANDING OFFICER.

Figure 10-14. Computation for Determining Cash Held at Personal Risk
## NAVY CASH SHIPS

<table>
<thead>
<tr>
<th></th>
<th>DEPLOYED</th>
<th>SURGE</th>
<th>LOCAL OPS</th>
<th>SRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL DECKS (FFG/LCS)</td>
<td>$50,000.00</td>
<td>$30,000.00</td>
<td>$5,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>MEDIUM DECKS (LSD/LPD/CG/DDG)</td>
<td>$100,000.00</td>
<td>$50,000.00</td>
<td>$10,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>LARGE DECKS (LHA/LHD)</td>
<td>$400,000.00</td>
<td>$150,000.00</td>
<td>$30,000.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

## NON-NAVY CASH SHIPS

<table>
<thead>
<tr>
<th></th>
<th>DEPLOYED</th>
<th>SURGE</th>
<th>LOCAL OPS</th>
<th>SRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL DECKS (FFG/LCS)</td>
<td>$200,000.00</td>
<td>$120,000.00</td>
<td>$20,000.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>MEDIUM DECKS (LSD/LPD/CG/DDG)</td>
<td>$400,000.00</td>
<td>$200,000.00</td>
<td>$40,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>LARGE DECKS (LHA/LHD)</td>
<td>$1,600,000.00</td>
<td>$400,000.00</td>
<td>$120,000.00</td>
<td>$40,000.00</td>
</tr>
</tbody>
</table>

## CARRIERS

<table>
<thead>
<tr>
<th></th>
<th>DEPLOYED</th>
<th>SURGE</th>
<th>LOCAL OPS</th>
<th>SRA</th>
<th>INPORT/REPAIR OR OVERHAUL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,500,000.00</td>
<td>$2,500,000.00</td>
<td>$1,500,000.00</td>
<td>$150,000.00</td>
<td>$75,000.00</td>
</tr>
</tbody>
</table>

---

Figure 10-15. Maximum Cash Levels
<table>
<thead>
<tr>
<th>Document or Voucher</th>
<th>DFAS-Cleveland package</th>
<th>Retain</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 1219</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Detailed Analysis of Cash &amp; Other Assets</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>DD Forms 2657</td>
<td>Daily originals</td>
<td>Daily copies</td>
</tr>
<tr>
<td>SF 215</td>
<td>Memorandum or confirmed</td>
<td>Agency copy</td>
</tr>
<tr>
<td>SF 5515</td>
<td>Confirmed copy</td>
<td>Memorandum copy</td>
</tr>
<tr>
<td>Schedule of Deposit Activity</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1080</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1081</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1149 (Statement of Designated Depository Account)</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1098</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>DD Form 131 and all supporting documents</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1034 and all supporting documents</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>DD Form 592</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 2812 and supporting SF 2812A</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>Labor Roll/Material Charges and Credits</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Certificate of Revaluation of Foreign Currency</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Certified Accepted Bid (procurement of foreign currency)</td>
<td>1 copy</td>
<td>Original</td>
</tr>
<tr>
<td>Military Pay Voucher</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Military Payroll Money List</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Civilian Payroll Certification Sheets</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>DD Form 1351 series disbursement vouchers</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Collection Vouchers crediting Army, Air Force, or Coast Guard appropriations</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>Disbursement Vouchers charging Army, Air Force, or Coast Guard appropriations</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>All other collection and disbursement vouchers</td>
<td>Original</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1179</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>SF 1184</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>FMS 5.206 and corresponding DF 1017-G with supporting documents</td>
<td>Original</td>
<td>1 copy</td>
</tr>
</tbody>
</table>

Figure 10-16. Distribution of Documents for Navy Disbursing Officers Reporting Monthly
## TRANSMITTAL OF STATEMENTS AND VOUCHERS

(Use back if more space is needed)

<table>
<thead>
<tr>
<th>1. PERIOD COVERED</th>
<th>2. DATES</th>
<th>NAVSUP P-485 Volume I</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>D. TO</td>
<td>OPERATIONAL FORCES SUPPLY PROCEDURES</td>
</tr>
<tr>
<td>01 NOV 20**</td>
<td>30 NOV 20**</td>
<td>7390</td>
</tr>
</tbody>
</table>

TO: DPAS CLEVELAND OH
1240 EAST NINTH ST
CLEVELAND, OH 44119

FROM: DISBURLING OFFICER
USS DUARTE (DD 901)
FPO AP 36653-5000

1. STATEMENTS AND VOUCHERS ARE TRANSMITTED AS INDICATED BELOW

<table>
<thead>
<tr>
<th>NUMBER OF ENCLlosures</th>
<th>FORM TITLE AND NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>STATEMENT OF ACCOUNTABILITY (SF 1219)</td>
</tr>
<tr>
<td>X</td>
<td>MONTH END CHECK ISSUE SUMMARY (SF 1179)</td>
</tr>
<tr>
<td>X</td>
<td>JOURNAL VOUCHERS (SF 1017-G) (SUPPORTING ADJUSTMENTS)</td>
</tr>
<tr>
<td>MEMO/CONF</td>
<td>COPIES OF DOCUMENTS SUPPORTING LINE 4.2 OF SF 1219 (SFs 215 AND 5515)</td>
</tr>
<tr>
<td>X</td>
<td>STATEMENT OF DESIGNATED DEPOSITORY ACCOUNT (SF 1149)</td>
</tr>
<tr>
<td>X</td>
<td>CERTIFICATE OF REEVALUATION OF FOREIGN CURRENCY</td>
</tr>
<tr>
<td>X</td>
<td>REQUEST FOR BID (PURCHASE/SALE) (DD FORM 2668) (Procurement of Foreign Currency)</td>
</tr>
<tr>
<td>X</td>
<td>DETAILED ANALYSIS OF CASH AND OTHER ASSETS</td>
</tr>
<tr>
<td>X</td>
<td>SCHEDULE OF DEPOSIT ACTIVITY</td>
</tr>
<tr>
<td>X</td>
<td>DAILY STATEMENT OF ACCOUNTABILITY (DD FORM 2657)</td>
</tr>
</tbody>
</table>

## VOUCHERS

<table>
<thead>
<tr>
<th>TYPE OF TRANSACTION</th>
<th>DISBURSEMENTS</th>
<th>COLLECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUMBER OF VOUCHERS</td>
<td>VOUCHER NUMBERS FROM</td>
</tr>
<tr>
<td>DISBURSEMENTS</td>
<td>07 009 015</td>
<td></td>
</tr>
<tr>
<td>PAYROLL</td>
<td>01 013 ONLY</td>
<td></td>
</tr>
<tr>
<td>COLLECTIONS</td>
<td>5 004 008</td>
<td></td>
</tr>
</tbody>
</table>

6. DISBURSEMENT VOUCHER NUMBERS NOT USED OR VOIDED

7. COLLECTION VOUCHER NUMBERS NOT USED OR VOIDED

8. DUPLICATE DISBURSEMENT VOUCHER NUMBERS

9. Duplicated COLLECTION VOUCHER NUMBERS

10. SUB-VOUCHER NUMBERS

11. DEFERRED VOUCHER NUMBERS

12. REMARKS

13. FOR INFORMATION CONTACT

PS1 JOHNTHAN DANIELS

14. TELEPHONE

(619) 455-0912

15. TYPED NAME AND GRADE

M.B. ELLIS, ENS, SC, USN

16. SIGNATURE

//S//

17. DATE FORWARDED

DECEMBER 1, 20**

---

Figure 10-17. DD Form 2666 Transmittal of Statement and Vouchers
Figure 10-18. SF 1219 Statement of Accountability, Disbursements, and Collections
This diagram explains how to read the information on the radio message copy of your statement of accountability and report of disbursements and collections. This will be provided to you by your ITs upon submission of your financial returns message.

PTTUNFEA RUDUAL7330 0890743-UUUU--RULYJZK
ZNR UUUU
P 290347Z FEB** ZYB
FM USS DUARTE
TO DFAS CLEVELAND OH ADARG
DFAS INDIANAPOLIS IN//NPD//
COMNAVSURPAC SAN DIEGO CA//N414C/N414/N41//
UNCLAS //N07200//
UNCLAS //N07200//
SUBJ: MSG RPT OF STMT OF ACCTBLTY AND DISB AND COLL
SF 07330  10  3515772 **0229
SF 07330  21  7533405 **0229
SF 07330  29  7533405 **0229
SF 07330  30  11049177 **0229
SF 07330  41  709664 **0229
SF 07330  42  5427468 **0229
SF 07330  49  6137132 **0229
SF 07330  50  4912045 **0229
SF 07330  62  849445 **0229
SF 07330  68  4000000 **0229
SF 07330  74  62600 **0229
SF 07330  80  4912045 **0229
SF 07330  110  4912045 **0229
SF 07330  A2  7533405 **0229
SF 07330  A5  7533405 **0229
SF 07330  B2  1041823 DT245138 **0209 **0209
SF 07330  B2  165720 DT245142 **0219 **0219
SF 07330  B2  699965 DT245145 **0220 **0220
SF 07330  B2  158000 DT245146 **0227
SF 07330  B2  62600C DV34175 **0220 **0220
SF 07330  B2  51775 DV24804 **0225 **0225
SF 07330  1  17*1453.2202 521065 **0229
SF 07330  1  17*1804.702A 1000000 **0229
SF 07330  1  17*1804.708A 180035 **0229
SF 07330  4  17*1453.222A 516400 **0229
SF 07330  7  17*1453.2241 67531C **0229
SF 07330  7  17*1453.2252 27500C **0229
SF 07330  7  97X4930.NC1A 1412805C **0229

This column corresponds to the line no. of the SF-1219 (1.0 thru 11.0)

A2 & A5 are U.S. Treasury Check info from Section II on the reverse of the SF-1219.

The six lines of B2 represent the deposit ticket and debit voucher information.

This information (next 7 lines) is your disbursements and collections information. The 1, 4, or 7 represents the disbursement or collection category code. Next column is appropriation & subhead; next column is the amount.

This column is your Disbursing Symbol (DSSN). The "SF" in the column to the left represents the SF-1219.

Figure 10-19. SF 1219 Message Report Format
USS NAVY SHIP
FPO AP 96653-5000
DSSN 5330

DATE: JUN 1, XXXX

DETAILED ANALYSIS OF CASH & OTHER ASSETS

AUTHORITY TO HOLD CASH AT PERSONAL RISK: $10,000.00 GRANTED BY
COMMANDING OFFICER, USS SHIP APRIL 1, XXXX

6.2 CASH ON HAND
FOREIGN CURRENCY (EUROS) $4,280.74
10,000.00

6.8 CASH HELD FOR PAYROLLS $40,000.00

7.4 RECEIVABLES- DISHONORED CHECKS 00.00

8.0 TOTAL INCUMBENT DO ACCOUNTABILITY $54,280.74

//S//
W.B. ELLIS
ENS, SC, USN

Figure 10-20. Detailed Analysis of Cash and Other Assets (including instructions)
Detailed Analysis of Cash and Other Assets

a. General. In order to provide the supporting DFAS location with an accurate picture of the status of the DO’s assets, all tactical units and Navy vessels shall prepare a Detailed Analysis of Cash and Other Assets in support of Section I, Parts B and C of the SF 1219 (Statement of Accountability). This information enables the individual assigned to examine the financial returns and the disbursing settlement clerk in determining if cash holdings are within authorized limits, whether deposits are being made on a timely basis, and whether aggressive action is being taken to clear non-cash items.

b. Heading. The page shall be headed by the name of the ship or shore activity to which the DO is assigned, followed by the title “Detailed Analysis of Cash and Other Assets.” Following the title shall be the name of the DO, DSSN, and the month and year of the corresponding SF 1219. If the period covered by the financial returns is other than a full month, the beginning and ending dates shall be cited.

c. Cash Authorized to be Held at Personal Risk. State the total amount of cash authorized to be held by the DO at personal risk, the title of the approving authority, and the date of the approval letter. This amount includes cash held by deputies, agents, and cashiers in the main disbursing office. Therefore, a breakdown of authorized levels by main office deputies and agents is not necessary.

d. Analysis of Incumbent Officer’s Accountability. Each group of cash and other asset items shall be identified by the applicable line number in Section I, Part B of the SF 1219. If the amount on any particular line is zero, then the line number may be omitted.

(1) Line 6.1. List the total U.S. dollar equivalent of cash on deposit in designated depositaries. No further subdivision is required.

(2) Line 6.2. List the total amount of cash held as defined for line 6.2 of the SF 1219. If holdings are entirely in U.S. currency, no further breakdown is required. If foreign currency is included, then state the name and country of origin of each currency, the U.S. dollar equivalent for each currency, and the total U.S. dollar equivalent for all currency held. The sum of lines 6.1 and 6.2 shall not exceed amounts authorized to be held at personal risk. If multiple currencies are held and there is insufficient space to enter all required data on the SF 1219, a subsidiary schedule should be prepared.

(3) Line 6.3. List the total dollar amount of undeposited collections and the total number of instruments on hand for each of the following categories: U.S. Treasury checks, personal checks, and all other negotiable instruments. For each of the latter two categories, state the date of the oldest instrument on hand.

(4) Line 6.4. Leave blank.

(5) Line 6.5. Cash held by accountable persons outside the main office shall be subdivided into three major categories and described as follows:

(a) Deputies, Agents and Cashiers at Branch Offices. List each accountable position number, the amount authorized to be held at personal risk, the title of the authorizing official, the date of the authorization, and the amount actually held as included on the SF 1219. The last figure should also be totaled. If the advance is in foreign currency, the name and country of origin and the U.S. dollar equivalent should be listed.

(b) Deputies, Agents and Cashiers under Other Commands. Specify the same information as required above for deputies, agents and cashiers at branch offices.

(c) Imprest Fund Cashiers, Agents and Others. List the title of the individual holding the advance and the date of the DD Form 1081 (Statement of Agent Officer’s Account). Also provide a total.
of all advances in this category as well as a grand total of all cash held by government cashiers. For advances made in foreign currency, also list the name of the currency, the country of origin, and the U.S. dollar equivalent.


(7) Line 6.7. List each individual item included on the SF 1219 as funds in transit. For an exchange-for-cash check, list the check number, the amount, date of mailing, and the organization to which the check was mailed. For all counterfeit or altered currency, list the denomination and the date the request for removal of the deficiency was forwarded.

(8) Line 6.8. List the total amount of funds held for regular payrolls by the DO and deputies, agents and cashiers located in the main disbursing office. A subdivision for each accountable officer or agent is not necessary. Identify any foreign currency by name of the currency, country of origin, and U.S. dollar equivalent. Also state the most distant payday for which the funds are being held. Shore based disbursing offices should specify whether the funds are being held for military or civilian payroll, and if both, separate amounts for each type of payroll should be listed.

(9) Line 6.9. Identify each other cash item, including a brief description of action being taken to effect clearance of the item.

(10) Line 7.1. List each deferred charge by type, (e.g., travel advances, civilian payroll, military payroll) and by amount. If an entire payroll is deferred, list the payroll number rather than the individual payees.

(11) Line 7.2. List each check issue overdraft receivable by check number, date of check, payee, and amount. Briefly describe action being taken to effect clearance.

(12) Line 7.3. List each loss of funds by name and position of the accountable officer or agent, and the amount. In addition, for cash deposits which have been determined to be lost in transit, include the deposit number and date presented or mailed. For all items listed, include the date the loss was reported and a brief description of action being taken to clear the deficit.

(13) Line 7.4. List each dishonored check by debtor’s name, date and number of the applicable debit voucher, and amount. Also, list each deposit which was composed of only checks and money orders and determined to be lost in transit by deposit ticket number, date presented or mailed, and amount. Include a brief description of action being taken to clear the deficit for each item listed.

(14) Line 7.5. Since a subdivision of advance payments is contained in a separate report, no further subdivision is required.

(15) Line 7.9. Identify any other non-cash item, including a brief description of the action being taken to effect clearance of the item.

e. Analysis of Predecessor Officer’s Accountability. DOs at shore-based activities performing settlement duties on the accounts of previous DOs of that activity shall report items included in Section I, Part C of the SF 1219. If no entries are made in Section I, Part C, this portion of the analysis may be omitted.

(1) Line 9.2. List each check issue overdraft receivable by name of accountable DO, check number, date of check, payee, and amount. Briefly describe action being taken to clear the deficit.

(2) Line 9.3. List each loss of funds by name of accountable DO, name and position of accountable agent if applicable, amount of loss, and date the loss was reported. If the loss was a cash
deposit determined to be lost in transit, include the deposit number and date presented or mailed to the depositary. Also, include a brief description of action being taken to clear the deficit.

(3) **Line 9.4.** List each dishonored check item by name, date and number of the applicable debit voucher, and amount. If the deficiency includes a deposit composed of only checks and money orders determined to be lost in transit, list the name of the accountable DO, deposit number, date presented or mailed to the depositary, and the amount. Include a brief description of action being taken to clear the deficit for each item listed.
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Figure 10-21. Sample SF 135 (Records Transmittal and Receipt)
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